

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is an agreement between the Tacoma Public School District ("District") and the Tacoma Education Association ("TEA"), regarding the 504 plan process and caseloads.

1. Background

- 1.1** The District and TEA are parties to a Collective Bargaining Agreement ("CBA"), with a term of September 1, 2022 through August 31, 2025.
- 1.2** TEA shared a concern with the District related to the 504 process and caseloads. This MOU was created to temporarily resolve this concern by providing financial resources and streamlining the 504 process.

2. Terms and Conditions

- 2.1** Principals/SCDMs are expected to shift to a more team-based approach to 504s that is inclusive of teachers, principals, and nurses. As we shift to this model, counselors as the 504-team lead are still responsible for 504s.
- 2.2** SCDM anchors are directing HS and MS SCDMs and principals to utilize Tranche A stipend budget (CBA Section 24). The stipend will not exceed \$2,000 per building and the stipend will automatically default to the counselor(s) in the building if no other staff member helps with 504s as the lead. The stipend can be split but will not exceed \$2,000 in total.
- 2.3** SCDM anchors are directing Elementary School SCDMs and principals to utilize Tranche A stipend budget (CBA Section 24). The stipend will not exceed \$500 per building and the stipend will automatically default to the counselor(s) in the building if no other staff member helps with 504s as the lead. The stipend can be split but will not exceed \$500 in total.
- 2.4** The District will evaluate the 504 form/process to look for opportunities to simplify and/or make it more efficient.
- 2.5** The District and TEA acknowledge that the above noted steps are not a long-term solution or precedent setting. This temporary resolution is to acknowledge that staff need support now.

3. Other Terms and Conditions

- 3.1** Entire Agreement. This Agreement constitutes the entire understanding of the parties as to the subject matter hereof, and shall not be modified or added to, except by written agreement executed by the parties.

3.2 Non-Precedent Setting. This Agreement shall not be interpreted to create a past practice or precedent.


IN WITNESS WHEREOF, the parties shall be deemed to have executed this Agreement on the date first above written.

3.3 The above agreement and pay are only applicable to the 2024-2025 school year.


3.4 Both parties agree to bargain new 504 language during the full open CBA bargain in 2025.

For Tacoma Public Schools

For Tacoma Education Association



Forrest Griek
Director, Labor Relations



Angel Morton
President