

**Memorandum of Agreement  
Between the Puyallup School District (PSD) and the  
Puyallup Education Association (PEA)**

The parties agree to the following changes to Article 17 for the development of the 2023-24 and 2024-25 school year calendars:

**ARTICLE 17. CALENDAR**

**Section 17.1 Calendar**

The parties will schedule spring break so that the State required assessments do not occur the week following spring break, if possible. In the event of a change in vacation breaks of an approved calendar, and in recognition that this change may result in some employees being unable to obtain refunds for previously planned travel, the District agrees to provide 1-5 days of substitute coverage for up to 20 employees for the previously scheduled break, on a first come, first served basis (this provision does not apply to designated snow make-up days). The District shall provide notice of this opportunity to all staff via email and bulletin boards. Employees who are absent under this agreement during the previously scheduled break must agree to work the number of days they were absent during the new break. The District will arrange activities designed to promote the Strategic Directions for these employees to work on during this time.

The normal student calendar shall be developed using the following formulas for key dates. If calendar anomalies occur in any given year, the parties will discuss alternatives. Each year, no later than, December 1 the student calendar shall be finalized for the following year. Although the calendar is typically developed one-year at a time, multiple years may be developed upon agreement by the parties.

1. First Day of School. The first Thursday in September, or the Wednesday after Labor Day, whichever is earlier.
2. State In-Service Day. As recognized by the State (typically the second Friday in October).
3. Winter Break. At least ten (10) week-days, ending after New Year's Day. If New Year's Day falls or is observed on a Monday, students will return to school on the next day (Tuesday).
4. Mid-winter Break. President's Day and the preceding Friday.
5. Spring Break. Five (5) days, scheduled upon mutual agreement of the District and Association.
6. Snow Make-up Days. Two snow days will be scheduled. Typically these days will be ~~One (1) snow day shall be scheduled~~ for the Friday before President's Day in February, and the Friday before Memorial Day in May, but will be defined as

mutually agreed, annually. If additional snow make-up days are needed, they will be added to the calendar as necessary, after the last day of school.

7. Non-workdays. Labor Day (when school begins before this day in September), Veterans Day (November), the day before Thanksgiving (November), Thanksgiving Day (November), the day after Thanksgiving Day (November), Martin Luther King Jr. Day (January), Presidents' Day (February), Memorial Day (May), and Juneteenth (June).
8. Supplemental Days. To be scheduled through the regular calendar setting process in labor management between the District and Association.
9. School Improvement and Conference Release Days. Students will be released 150 minutes early on the following days, used for School Improvement and conferencing work:
  - A. October – for elementary, three (3), and for secondary, two (2) consecutive days for conferences
  - B. November – one (1) day for School Improvement
  - C. January – one (1) day for School Improvement
  - D. March – for elementary, two (2), and for secondary, three (3) consecutive days for conferences, and one (1) day for School Improvement

Effective School Improvement time is designed to be coherent, relevant, meaningful, collaborative, engaging and focused on the best interest of student achievement.

10. Evening conferences may be scheduled at each site to accommodate parents. Each building may designate at least one (1) evening conference date per semester. A Principal or designee will be present at the building evening conferences. Needs related to night conferences (i.e. heat, lighting) should be communicated to the Principal or designee.

When an evening conference is held, Principals shall compensate employees by allowing them to leave an equal amount of time early on another early release conference day.

11. Grading Release Days. Students will be released 150 minutes early on the following days for grading scheduled within the open grading window:
  - A. Elementary: Two early release days near the end of first semester
  - B. Secondary: One (1) early release day the last day of first semester

This agreement shall be in effect for the development of the 2023-24 and 2024-25 calendars.

  
Annie Brandmire  
Assistant Superintendent of Human Resources

7/15/23  
Date

  
Bob Horton  
PEA President

July 20, 2023  
Date