

**The MEMORANDUM OF UNDERSTANDING  
Between  
EDMONDS SCHOOL DISTRICT NO. 15  
and  
ADMINISTRATIVE ASSISTANTS  
2024-25**

This Memorandum of Understanding (MOU) regarding changes to the 2024-25 work year and professional development fund allocation, and is supplemental to the 2024-25 Agreement between Edmonds School District No. 15 and Administrative Assistants.

WHEREAS, the Administrative Assistants serve in key support functions within the Organization and are committed to its success and fiscal well-being; and

WHEREAS, in light of the Organization's current financial circumstances, it is deemed necessary to implement measures to mitigate budgetary constraints for the 2024-25 contract year;

THEREFORE the parties have agreed to the following:

- Each Administrative Assistant agrees to take one (1) furlough day during the 2024-25 contract year, subject to scheduling and operational requirements. The furlough days shall be mutually agreed upon between the Administrative Assistant and their respective supervisor;
- Each Administrative Assistant agrees to forego their five hundred dollars (\$500) professional development funds allocation for the 2024-25 contract year.
- Administrative Assistants agree to forego the ending balance of carryover professional development funds remaining at the end of the fiscal year.
- The Administrative Assistants shall coordinate with the Organization's Human Resources department to schedule their furlough days in a manner that minimizes disruption to organizational operations.
- The forgone professional development funds shall be reallocated as per the Organization's budgetary priorities, subject to approval by the appropriate authority.

**/Erin Verschoor/**

**4/23/2024**

\_\_\_\_\_  
**Signed for the Administrative Assistants**

\_\_\_\_\_  
**Date**

**/Rob Baumgartner/**

**4/23/2024**

\_\_\_\_\_  
**Signed for the Edmonds School District**

\_\_\_\_\_  
**Date**