

Memorandum of Understanding

Between

Salem Keizer Education Association and Salem-Keizer Public Schools

Educator Directed Preparation Time

Educator Directed Time is work time as defined in X.C.1 of the CBA. Employees are expected to be at their regularly assigned work location during Educator Directed Time unless otherwise approved.

A. Late Start Wednesdays

1. The contract time before student contact time on Wednesdays (or other late start days if the District chooses to move the late start day) shall be calendared to allow for roughly half of the dates to be educator directed time and roughly half to be District/supervisor directed time. Strategic placement of educator directed days close to grading days and after major breaks will be prioritized.
2. For the 2025-2026 and 2026-2027 school years, educator and District/supervisor directed meeting dates and requirements as follows for all contract time before student contact time on Wednesdays:

Month	Educator Directed	District/Supervisor Directed
September 2025	3 and 17	10 and 24
October 2025	1 and 15	8 and 29
November 2025	12	5 and 19
December 2025	3 and 17	10
January 2026	14 and 28	7 and 21
February 2026	11 and 25	4 and 18
March 2026	18	4
April 2026	15 and 29	1, 8 and 22
May 2026	13 and 27	6 and 20
June 2026	10	3
September 2026	9 and 23	16 and 30
October 2026	7 and 21	14 and 28
November 2026	18	4
December 2026	2 and 16	9
January 2027	13 and 27	6 and 20
February 2027	10 and 24	3 and 17
March 2027	10 and 31	3 and 17
April 2027	14 and 28	7 and 21
May 2027	12 and 26	5 and 19
June 2027	9	2

3. If any of these dates are cancelled because of unforeseen events, delays or closures, they will not be rescheduled and the calendar will not be adjusted.—Dates for the 26-27 school year may be revisited by the parties to maintain a balance of days due to the calendar not yet being finalized.

4. Exceptions:

- a. For IEP/504 meetings, efforts will be made to ensure the educators involved, not including the case manager, miss no more than one Wednesday of educator directed time monthly and have no more than one IEP meeting during Educator Directed Late Start Wednesday.
- b. Meetings for Safety Committee, student behaviors (as described in Article XV) or emergency meetings may occur during Wednesday late start time. Efforts will be made to ensure each educator involved may be required to attend no more than one meeting of this type during the educator directed time monthly.
- c. Up to 2 hours annually of educator directed time may be mutually agreed upon for the purpose of LEGENDS-Tasks meetings between an educator and their supervisor.

B. Time Outside of Student Contact (TOSC)

No more than two additional times during TOSC each week may be administrator directed time. This does not include teacher leadership team meetings.

This MOU expires on June 30, 2027.

JB Clark 8-13-25

For the District

Date

Maxaline Ellis 8-13-25

For SKEA

Date