

MEMORANDUM OF UNDERSTANDING  
between the  
ISSAQUAH EDUCATION ASSOCIATION  
and the  
ISSAQUAH SCHOOL DISTRICT  
regarding  
Elementary Conferences

The following *Memorandum of Understanding* is made and entered into between the Issaquah School District and the Issaquah Education Association to address the limited capabilities of the transition to the new Q system for schedule conference.

Article 4: Section 8: Procedures and Compensation for Conferences and Grade Reporting

1. Elementary Parent Conference Time: IEA and ISD recognize the value of elementary conferences to provide communication regarding student progress. The content of these conferences will be teacher directed. IEA and ISD will work collaboratively to develop a conference guide that teachers will use in planning these important meetings. Both parties will have the opportunity to appoint equal representatives. Each educator will have the autonomy to schedule conferences, which will support preparedness, prioritize access for families, and will not infringe upon outside the workday availability.

a. The District will provide conferences and two (2) written reports for parents of K-5 students through the following procedures:

- i. Elementary schools will provide Grade K-5 parents with one formal conference each year.
  1. Parent conferences can be scheduled during Staff Directed Wednesday time.
  2. In addition, three (3) half-days will be provided for parents to conference with half-day kindergarten, full day kindergarten and Grade 1-5 teachers in the fall. (See Part 2 below for more information on kindergarten conferences).
  3. Staff may provide parents with the option of electronic conferences (computer or telephone) rather than face to face.
  4. Those parents who spend regular time in the classroom may determine that a formal conference is not necessary.
  5. Every effort should be made to schedule sibling conferences on the same day.
  6. No administratively-directed meetings will be held during the five (5) workdays prior to scheduled conference days.
  7. The district tool that staff will use is Sign Up Genius to share their created document for families to sign-up for their conference.

ii. To accommodate parent schedules, K-5 teachers may schedule conference appointments during conference days, before or after school, or in the evenings. In the event that conferences are held outside of the workday in order to accommodate parents, additional pay is not available, but up to six (6) hours per year of Staff Directed Wednesday time or Wednesday Staff Directed Non-Instructional Time may be taken after conferences occur as compensatory time (see Article 3 Section 3 (6)).


b. For each student beyond twenty-four (24) that a teacher conferences, the District will provide the teacher one (1) hour of per diem pay. If, due to family circumstances, the teacher is requested to schedule two (2) separate

conferences for the same student, each conference shall count as one (1) in the District's formula for allocating pay.

This MOU will sunset on August 31, 2026~~8~~. The parties will convene to discuss the changes to the scheduling of conferences for this school year to determine next years process.

Agreed to this 22nd day of September 2025

FOR THE DISTRICT:



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Donna Hood  
Assistant Superintendent of Human Resources

FOR THE ASSOCIATION:



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Derona Uzzle  
Issaquah Education Association President