

**Letter of Agreement
Between
the Mead School District and
the Mead Education Association**

This Letter of Agreement sets forth the following understanding between the Mead Education Association and Mead School District #354. This agreement is entered into as an addendum to the current collective bargaining agreement and should not be considered precedent setting by any party.

Beginning in January 2026, and for the remainder of the 2025/2026 school year, the district and association agree, regarding the Mead Virtual Program, to pilot the following program changes:

- **Caseload:** The caseload will be a maximum of 40 students (head count) per 1.0 FTE. Each part-time Running Start student, who is concurrently enrolled in one or more MVP or MLO classes, will count as .5 head count unless a different head count percentage is mutually agreed to by principal Nick Edwards and the educator facilitating Running Start progress. Full-time Running Start students are excluded and therefore do not impact caseload.
- **Office Hours:** Each 1.0 FTE teacher will schedule/hold office hours. Office hours shall be facilitated through the Google Meets platform and scheduled equitably throughout each week. A total of two hours per week for each 1.0 FTE teacher shall be scheduled outside of the traditional high school contract day to accommodate the unique schedules of students. Specific times for each certificated teacher will be approved via a collaborative process between the educator, program directors and principal Nick Edwards.
- **Off-Site Work:** Each MVP teacher will have the option of working off-site two days each week. Schedule parameters are as follows:
 - On five-day work weeks all teachers will work on site on Tuesdays.
 - On shortened work weeks (less than five days) educators, program directors and principal Nick Edwards will collaborate to create an in-person/remote schedule that meets the needs of the program.
 - There must be a minimum of 3 teachers on site each school day.
 - A schedule of off-site work days for the following month must be developed and submitted by Program Directors Tiffany Degenhart and Paul Kautzman to Principal Nick Edwards by the 20th day of the prior month.
 - Teachers working off-site must, during regular school hours, be available by phone, text and email.
 - Off-site work cannot be scheduled on a non-school day.
- **Work Group:** As it relates to the agreements set forth in this Letter of Agreement, and in preparation for the upcoming 2026/2027 school year, the district and association agree to convene a Work Group for the purpose of determining the effectiveness of the changes to program set forth in this

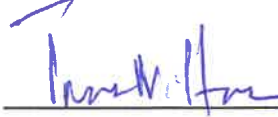
Letter of Agreement, as well as the consideration of additional program modifications moving forward. The work of this group will be completed no later than June 1, 2026.

The district and association agree that the scheduling of new student intake interviews can be scheduled and take place in December 2025 prior to Winter Break. It is not the intention of any party for any aspect of this agreement to be considered precedent setting. All other considerations are part of the contract.

Dated: 1/7/20



Toby Doolittle, President
Mead Education Association



Travis Hanson, Superintendent
Mead School District #354