

MEMORANDUM OF UNDERSTANDING

**Between
Mead School District**

**And
Mead Education Association**

Department Head Meetings Outside the Regular Workday

This Memorandum of Understanding (“MOU”) is made and entered into by and between the Mead School District (“District”) and the Mead Education Association (“MEA”) (collectively, the “Parties”).

Purpose

The purpose of this MOU is to clarify expectations regarding department head meetings held outside the regular workday, and to establish clear, limited parameters for such meetings to promote consistency, transparency, and positive labor relations.

Scope

This MOU applies only to MEA-represented certificated staff serving in department head roles at Mead School District middle and high schools. It does not modify or waive any other provision of the CBA except as expressly stated herein.

Meeting Limits

For the remainder of the 2025-2026 school year, attendance at any portion of a department head meeting scheduled by the principal outside the regular workday will be voluntary. Beginning the 2026-2027 school year, department heads may be required to attend no more than ten (10) meetings outside the regular workday during a school year. These meetings shall consist of:

- One (1) meeting held prior to the start of the school year in August. The duration of the meeting will be no more than one half-day (3.75 hours); and
- No more than nine (9) additional meetings held during the school year. These meetings will begin no earlier than 7:00 am and will conclude no later than 7:50 am. Employees currently serving as Department Heads who are unable to arrive at 7:00 am due to childcare needs are exempt from the 7:00 am meeting start time (regular contract hours still apply).

Purpose of Meetings

Meetings held under this MOU shall be limited to matters reasonably related to department leadership responsibilities, including but not limited to curriculum coordination, instructional alignment, professional development (coordination/planning), and department-level planning.

Meetings Covered by Stipend

Meetings held under this MOU are part of the responsibilities covered by the secondary department head stipend allotted under Article V, Section 8 of the CBA.

No Precedent

This MOU is entered into as a specific resolution of the issue described herein and shall not be cited as precedent in any future negotiations, grievances, or proceedings.

Term

This MOU shall be effective upon execution by both Parties and shall remain in effect through the conclusion of the Parties' 2025-2027 CBA, unless extended by mutual written agreement of the Parties.

Grievance Resolution

Upon execution of this MOU, MEA agrees to withdraw any pending grievance(s) related to department head meetings occurring outside the regular workday, and the District agrees that its compliance with this MOU shall fully satisfy its obligations regarding the subject matter addressed herein for the term of the MOU.

Entire Agreement

This MOU represents the entire agreement of the Parties regarding the subject matter addressed herein. Any modification must be in writing and signed by both Parties

MEAD SCHOOL DISTRICT

By: Tami W. Hansen

Date: January 7, 2026

MEAD EDUCATION ASSOCIATION

By: [Signature]

Date: 1/7/2026