MEMORANDUM OF UNDERSTANDING
Between
Salem Keizer Education Association and Salem-Keizer Public Schools
Substitute and Walkthrough Grievance Resolution

The following constitutes an agreement between the District and the Association to resolve pending grievances regarding (1) member pay for classroom coverage and (2) classroom walkthroughs. The Association agrees to withdraw the pending grievances as a result of the agreements within this Memorandum of Understanding

1. Member Pay for Classroom Coverage

To resolve the pending grievance related to member pay for classroom coverage, Article X.C. 20 and 21 of the current collective bargaining agreement between the parties is amended as follows (new language in bold):

> 20. When a licensed staff member is asked by an administrator to absorb a portion of students from a classroom due to the absence of another licensed staff member, they will be compensated $83.50 for the day. **The licensed staff person is responsible for submitting a TARS form for such time to their administrator for approval. This assignment(s) will total:**
>
> > **a. Elementary level: At least two cumulative hours in a day calculated in at least 15-minute increments. No pay will be earned for totals of less than 2 hours in a day. No pay above the daily $83.50 will be earned for time greater than 2 hours in a day, or**
> >
> > **b. Secondary level: At least two class periods in a day.**
>
> 21. When a licensed staff member is asked by an administrator to cover a classroom of students due to the absence of a teacher, they will be compensated $83.50 for the day. **The licensed staff person is responsible for submitting a TARS form for such time to their administrator for approval.** It is possible for this compensation to stack with the compensation in Section 20 above. **This assignment(s) will total:**
>
> **a. Elementary level: At least two cumulative hours in a day calculated in at least 15-minute increments. No pay will be earned for totals of less than 2 hours in a day. No pay above the daily $83.50 will be earned for time greater than 2 hours in a day, or**
>
> **b. Secondary level: At least two class periods in a day."**

2. Walkthroughs

To resolve the pending grievance related to walkthroughs, the parties agree to the following:

a. At least one day prior to an instructional round, walkthrough, observation , or classroom visit that includes an SKSD licensed professional or person who is not an SKSD employee, and who is not an administrator, a message will be sent to teachers whose classrooms may be visited that includes the day, approximate time, approximate number of people, purpose of the visit, and invites teachers to talk with their administrator if they have any concerns. Concerns will be reviewed and considered by the administrator, and adjustments may be made as appropriate; however, raising concerns does not necessarily result in the cancellation of the visit or a change in its purpose. All instructional walkthroughs are non-evaluative and are intended to support coaching and the collective growth of the school as a system.

b. While administrators will craft each particular message, it may read something like the following:

> A group of about four people <<insert names/positions if available>> will be doing classroom walkthroughs on Wednesday afternoon for the purpose of seeing how our new literacy curriculum components are being applied. If you have any concerns, please let me know prior to Wednesday.

c. This message may be sent to an individual teacher, or a group of affected teachers (i.e. particular program, grade level, department).

All provisions of the parties' Collective Bargaining Agreement not expressly modified by this MOU shall remain in full force and effect.

This MOU will expire on June 30, 2027.

For the District

By: _____ 05/07/2026
Date

For the Association

By: _____ 05/06/2026
Date