

MEMORANDUM OF UNDERSTANDING

Between

Walla Walla Public Schools

and

Walla Walla Valley Education Association

RE: Additional Duties and Responsibilities of the Walla Walla High School Librarian

This Memorandum of Understanding (MOU) is entered into by and between the Walla Walla Public Schools ("District") and the Walla Walla Valley Education Association ("Association") to formally acknowledge the unique responsibilities assigned to the Librarian at Walla Walla High School (Wa-Hi), a large comprehensive high school.

Background

At Walla Walla High School, the library functions not only as a center for academic support and research but also as a centralized hub for curriculum materials and technology distribution. Given the size and scope of the student population, the library plays a critical operational role in the implementation of district-wide curriculum and technology systems.

Agreement

The parties agree to the following:

1. Textbook Repository & Curriculum Support

The Wa-Hi library serves as the central repository for textbooks and instructional materials. As such, the Librarian collaborates closely with the District's Teaching and Learning Department during curriculum adoptions. This includes:

- o Receiving, inventorying, and cataloging all newly adopted high school instructional materials.
- o Coordinating distribution and collection processes to ensure timely access to materials for all high school students.
- o Supporting ongoing tracking and reconciliation of instructional materials throughout the school year.

2. Technology Inventory and Collection

In addition to curriculum responsibilities, the library serves as the centralized location for technology device management. The Librarian is responsible for:

- o Overseeing the inventory and distribution of high school student-assigned technology devices as directed by the District.
- o Serving as the final collection site for high school student technology devices at the conclusion of a student's enrollment, including during graduation or early withdrawal.
- o Coordinating with Technology Services to ensure accurate asset tracking and support at the high school level.

3. Recognition of Additional Duties

In recognition of the additional workload and responsibilities associated with curriculum and technology management, the District and Association agree to the following:

- o Librarian shall be provided with ten (10) extended contract days annually to be paid at the employee's choice of one lump sum in September or spread out over 12 months.

Term

The term of this agreement is for the 2026–2027 school year, and the 2027-28 school year.

Keith Swanson

6D8AFBC13E4A90255F188B3A9423DBFE

ready**sign**

Keith Swanson, President

Walla Walla Valley Education Association

08/26/2026

Date

Chris Gardea

4ECCB28ADC7A344B42AAA800FE6BD5D7

ready**sign**

Chris Gardea, Assistant Superintendent

Walla Walla Public Schools

08/26/2026

Date