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

Optional Days

The Issaquah School District and the Issaquah Education Association enter into this memorandum of understanding to clarify the interpretation of and the application of section 4.2 regarding the August Optional Days. The parties agree to amend Section 4.2.A.1 and A.2 as follows (with new language underlined and deleted language printed in strikethrough):

Section 4.2: Time, Responsibility and Incentive (TRI) Compensation Available to All Employees

A. Additional Non-Student Days

1. The District will offer five (5) days that are optional workdays for all staff, except as modified in subsection 2 below. Staff who work them, or complete the make-up opportunities as modified in subsection 2 below, will be paid for each day at the individual's per diem rate of pay in the first available pay warrant after the day is worked. Part time staff shall be invited to attend all day on these days and will be compensated for the full day at their per diem rate.

2. These five (5) days shall be scheduled in collaboration with the Association during calendar bargaining. These dates will occur during the week prior to the first student day. By the last day of school of the previous year, the district will communicate the dates of non-student days and a broad description of topics with staff, including which topics and half-day are considered mandatory per subsection 2.c below. Two (2) will be District-directed days, one (1) will be a building directed day, and two (2) will be staff preparation days. Staff preparation days will be employee-directed. Employees may choose to work in half-day increments and be compensated accordingly on any of these five (5) days.

   a. As an exception to the optional nature of the five (5) days identified above, at the elementary level, educators will be required to attend and be compensated for the half day that includes the mandatory "Meet the Teacher." The other half of that day will be optional as described in ~~a and b~~ Section 4.2.A.2 above. The entirety of this day shall be a staff preparation day with the exception of the time for "Meet the Teacher."

   b. Non-classroom educators may request to swap the District-directed day and/or the building directed day, as defined above, to be staff-directed day(s).

These days will allow non-classroom educators to perform job responsibilities that must be in place prior to the start of the school year. Within a reasonable time, the employee's supervisor will have a conversation with the employee regarding approval.

c. The District will designate up to one-half of one of the pre-service District-directed or building-directed days for mandatory training, professional development, or compliance activities. Employees who do not attend this half-day prior to the school year will be given at least two make-up opportunities outside of their regularly scheduled workday, which will be reasonably adjacent to their workday, in September or October (except for the 2026-27 school year as addressed below) to receive and/or attest to having received the same information via an in-person or remote synchronous or asynchronous presentation by the District. Employees attending such make-up opportunity will be paid at their per diem rate of pay for the time attending such opportunity and will sign an attendance roster. The date of the make-up opportunities for this current school year (2026-2027) will be identified to the Association and employees no later than 5 workdays after signing this agreement. The training dates for the 2026-27 school year shall be scheduled to occur no sooner than 10 working days following the announcement of the make-up opportunities. For the 2027-2028 school year, the dates of the makeup opportunities will be communicated in writing to the Association by the last student day for the 2026-2027 school year.

d. If after the last student day, there are changes to the reporting timelines or new requirements from the state or other external government agencies (OSPI, etc.), the parties will discuss an adjustment in the scheduled dates for the make-up opportunities by mutual agreement.

This MOU is effective for the 2026-27 and 2027-28 school years and sunsets on August 31, 2028.

Agreed to this 20th day of October 2026.

FOR THE DISTRICT:

Donna Hood

Donna Hood
Assistant Superintendent of Human Resources

FOR THE ASSOCIATION:

Joshua Moore
President