

**MEMORANDUM OF UNDERSTANDING (MOU)**  
**BETWEEN**  
**THE WOODLAND EDUCATION ASSOCIATION**  
**AND**  
**THE WOODLAND SCHOOL DISTRICT**  
**REGARDING EXTENDING THE**  
**2021-2024 COLLECTIVE BARGAINING AGREEMENT**

This memorandum of understanding is executed between the Woodland Education Association (Association) and the Woodland School District (District) regarding the extension of the 2021-2024 collective bargaining agreement (CBA).

The Association and District agree as follows:

1. The 2021-2024 collective bargaining agreement between the parties shall be extended to August 31, 2026, except as provided herein.
2. For the 2024-2025 school year, the salary schedule shall be increased by the Implicit Price Deflator (IPD) plus an additional one percent (1.0%). For the 2025-26 school year the salary schedule shall increased by the IPD plus two and five tenths percent (2.5%).
3. Amend the current collective bargaining agreement as follows:
  - § 3.2, page 5, as follows:

The length of the regular employee annual contract shall be one hundred eighty-three (183) days, which includes three (3) state-funded professional learning days (PLDs). PLDs shall be included in the annual contract only when funded by the state.

The PLDs and six (6) additional supplemental days that are District ~~district~~ funded are for all employees and shall be planned and directed by District ~~district~~ administrators for activities that support school and District ~~district~~ improvement plans. These days shall be mandatory. When attendance is not possible and excused by the employee's supervisor, leave must be taken for the missed PLDs and there will be no supplemental pay for missed supplemental days. Such days shall be scheduled on non-school days. One half-day may be scheduled within the three (3) days before school and any "Drop-in/Drop-off" activity for parents and students on that day shall be included within the District portion of the day. The remaining days shall be scheduled by the District ~~district~~ calendar committee identified in Section 3.5. The days can be broken up in half-day increments. Building Leadership Teams may schedule

alternative dates for these days on non-student days that are on the calendar. (e.g. semester break day, after school half days, etc.).

Employee-managed professional activities that support student learning which fall outside the work day include attendance at classes or conferences, professional research, piloting and implementing new instructional materials, development of cooperative or common assessments, implementing content and skills from professional development opportunities, implementation and assessment of supplemental curricular resources, data gathering, analysis and reporting. Employees are compensated through the six (6) day supplemental contract (DDPD) for planned school or program activities to increase family engagement with the school's curriculum (e.g. Math Night). Employees offered supplemental contracts for additional days of work beyond the regular work year identified in this section shall be paid per diem for each additional day of work. Pursuant to RCW 28A.400.200, such supplemental contracts are not subject to the continuing contract law and the District's decision to nonrenew or modify such contract for the following year shall not be considered an adverse change under RCW 28A.405.300 through 28A.405.380.

- **3.2.1 ML and Special Education Staff Days**

In recognition of the additional time required of Multi-Lingual Learners (ML) English Language Learner (ELL) teachers and special education employees (including teachers school psychologists, occupational therapists, and speech-language pathologists, etc.) they shall receive two (2) additional days to those listed above to assure ML ELL students and students on IEPs are correctly scheduled and that classroom teachers are prepared and informed on the needs of ML ELL students and special education students in their classrooms at the beginning of and throughout the year. Such days shall be documented on a District Claim Form with the date, hours and activity, and submitted for payment up to once per month. The employee's supervisor shall sign the timesheet to verify that the time was worked.

~~School psychologists holding a National School Psychologist Certification shall be paid a stipend of two thousand dollars (\$2,000) annually.~~

In addition to the above mentioned days, school psychologists, occupational therapists, and speech-language pathologist will receive at least ten (10) days per work year to support the IEP related paperwork and to conduct IEP meetings during the school day for families and staff. Resource teachers at grades 5-12 will be provided with two (2) preparation periods per day and at leave thirty-five (35) hours per work year that may be used for release days. All other special education teachers will be provided at least seventy (70) hours per work year that may be used as release days. English Language Learner (ELL) teachers shall receive up to four (4) work days per work year scheduled with administrator approval.

~~Employee-managed professional activities that support student learning which fall outside the work day include attendance at classes or conferences, professional research, piloting and implementing new instructional materials, development of cooperative or common-~~

~~assessments, implementing content and skills from professional development opportunities, implementation and assessment of supplemental curricular resources, data gathering, analysis and reporting. Employees are compensated through the six (6) day supplemental contract (DDPD) for planned school or program activities to increase family engagement with the school's curriculum (e.g. Math Night). Employees offered supplemental contracts for additional days of work beyond the regular work year identified in this section shall be paid per diem for each additional day of work. Pursuant to RCW 28A.400.200, such supplemental contracts are not subject to the continuing contract law and the District's decision to nonrenew or modify such contract for the following year shall not be considered an adverse change under RCW 28A.405.300 through 28A.405.380.~~

- Add § 5.13, page 12, as follows:

School psychologists holding a National School Psychologist Certification shall be paid a stipend of two thousand dollars (\$2,000) annually.

4. Amend § 5.2, page 9, as follows:

The District will provide preparation periods to personnel to enable goal setting, lesson and evaluation planning, preparation of materials and participating in evaluation meetings and related activities (observation discussions, goal setting, feedback, etc.) with their evaluator. A teacher is not required to supervise students during their ~~his or her~~ preparation period. A preparation period shall be included within the framework of the student day, as state law allows. The time before and after the student day, and the duty-free lunch period do not count as provided prep time (except for prep time following seventy-five (75) minutes of Monday professional development time, prior to student arrival). A preparation period for 1.0 FTE secondary personnel (which, for the purpose of this Agreement ~~agreement~~ means faculty working at the middle school and high school level, grades 5-12 shall be equivalent in time to one (1) instructional period per day. For secondary staff with a less than 1.0 FTE schedule, the prep shall be prorated to the employee's FTE. Elementary staff (which, for the purpose of this Agreement ~~agreement~~ means faculty working at Columbia Elementary School, North Fork Elementary School, and Yale School) will have preparation time equal to the daily time their students spend in classes with general education instructional specialists, (two hundred twenty-five (225) minutes in a normal five (5)-day week with full instructional days of equal length).

If a teacher agrees to teach a scheduled class for a semester or for a year in place of their ~~his or her~~ regularly scheduled planning period for a semester or for a year, that teacher's compensation will be .167 times the teacher's annual salary for the year (.083 per semester).

This compensation is for additional planning time outside the contract day. To meet the Washington State Auditor's requirements, teachers receiving this compensation must certify, on a District-provided form at the end of the semester, that this additional planning time has been completed.

5. Amend § 7.6, page 19, as follows:

Leave ~~is of absence~~ shall be authorized for jury duty or complying with a under subpoena as a witness in court for school-related business. When an employee has been subpoenaed for non-school business, the leave will be without pay, unless the employee uses personal leave.

As soon as is practical after an employee has been notified that they are ~~he/she is~~ to appear for jury duty or have ~~has~~ received a subpoena, they ~~he/she~~ will inform the District Office ~~building principal~~ of the date and hour they are ~~he/she is~~ to appear and provide a copy of the jury duty confirmation ~~summons~~ or subpoena.

6. Amend § 8.2, page 21, as follows:

~~Any class that meets the requirement of WAC 392-121-262 and is approved by the building principal on the District form will be automatically approved for advancement on the salary schedule. Employees are encouraged to have classes approved in advance to ensure classes will be accepted for advancement. Teachers shall maintain a current record of academic work in the District office. Transcripts~~ Official For advancement on the salary schedule, official transcripts, including ESD transcripts of clock hours shall be submitted to indicate completed courses. Credits from in-service training provided by the District shall apply as credits earned. ~~State approved~~ Recognized clock hours shall be treated the same as college credit at a ratio of ten clock hours to one credit.

The credit(s) must be earned prior to October 1st. An official grade slip must be on file in the superintendent's office by October 15th. No advancement on the salary schedule will be honored after this date. The college transcript must be on file by December 1st.

7. Amend § 8.4, page 23, as follows:

#### **Project Pay Curriculum Pay**

Nothing in this section of the Agreement ~~contract~~ is meant to conflict with Section 5.1 Length of Work Day. Required or District ~~district~~ directed tasks that take place outside the contract day will be reimbursed at curriculum pay, ~~which is the employee's per diem rate~~. Employees will be informed how much curriculum time has been allotted to a project prior to being asked to volunteer. Employees may request that project curriculum pay be attached to a voluntary project prior to commencing the project. This does not include one (1) building or District ~~district~~ scheduled open-house ~~evening activity~~.

8. Delete § 11.8.1, page 39, as follows:

~~In the interest of supporting the work of ESA's the association has interest in seeking a more robust evaluation form to better reflect the needs of ESA's and better parallel the certificated evaluation process in TPEP.~~

9. Incorporated herein are the editorial correction proposals (#3 as amended May 24, 2024) included in the attachment to this document.
10. For the 2025-26 school year, the District agrees to restore provisions of the Agreement suspended due to the double levy loss.
11. The District agrees to open Article 11, Evaluation, on request of the Association, during the term of this MOU.
12. The District agrees to reopen § 2.8, Staff Protection, on the request of the Association, during the term of this MOU.
13. The MOU addressing preschool class-size shall continue in full force and effect through August 31, 2026.

For the District:

For the Association:

School Board Secretary:

School Board President:

Date:

Date: