

**Memorandum of Understanding (MOU) Between
Palo Alto Unified School District and
Palo Alto Education Association
December 5, 2022**

The Palo Alto Unified School District and the Palo Alto Educators Association CTA, “the parties” herein, have reached the following understandings, related to special education for the 2023-2024 school year.

1. SAI Teachers are entitled to two (2) release days per year to perform student related non-instructional duties. These release days will follow the same guidelines as Personal Necessity Leave listed in Article XI, Section C and the unit member shall be on site. An SAI teacher may be permitted to use the two (2) days (6 hours each), plus an additional day (6 hours) outside of work hours to perform such duties and shall receive the teacher hourly rate in Appendix H for the extra day(s). SAI teachers may use a combination of release days and extra compensation during the school year as long as they do not exceed two (2) release days and/or a total of eighteen (18) hours of compensation on a timecard, for a maximum of three (3) total days.

2. All educators who are required to attend IEP, SST, IST, 504, or Staffing meetings and/or any other legal meetings outside of school hours (i.e., before school, lunch, or after the latest student dismissal time excluding early dismissal days), shall be compensated at the Appendix H Hourly Teaching rate (prorated) for meeting time that exceeds five (5) hours per semester. Any time needed (with prior approval from your supervisor) for legal paperwork shall be compensated at the Appendix H Hourly Teaching Rate.

3. Assignment to co-teaching sections/classes will be based on expertise and site/student needs in collaboration with the unit members and site administrator. This collaboration will occur at least 14 days before the unit members’ first work day in August. Responsibilities of the co-teaching assignment will be divided and/or allocated according to a plan designed by the co-teaching partners with the approval of the site administrator. A site administrator will make the final decision in the event co-teaching partners are unable to agree to a plan that is divided and/or allocated with the approval of the site administrator.

4. Aggressive Behavior and Violent Outbursts in Class:

a. If a student exhibits behavior that is unsafe to staff or other students or is escalating towards the potential of violent behavior, any staff member can request assistance from the site Safety Care team to attend to the situation. Members of the site Safety Care team

