

**MEMORANDUM OF UNDERSTANDING BETWEEN PALMDALE SCHOOL DISTRICT AND
PALMDALE ELEMENTARY TEACHERS ASSOCIATION**

May 24, 2022

This **pilot** Memorandum of Understanding (MOU) is agreed to between the Palmdale School District (“District”) and the Palmdale Elementary Teachers Association (“PETA”) concerning co-teaching classrooms and dedicated planning time. For the duration of this MOU, the Parties agree:

1. Co-Teaching Classrooms (Effective ~~January 1, 2022~~ **July 1, 2022**)

- A. Co-teaching classrooms shall be staffed with two (2) unit members with no more than twelve ~~eleven~~ (12~~11~~) students who receive specialized academic instruction services and are assigned to one of the co-teacher’s caseloads pursuant to an Individualized Education Plan.
- B. Unit members shall provide feedback to site administrators monthly to quarterly.
- C. If a co-teacher is absent for more than 50% of a period, a substitute teacher will be provided. If no substitute can be found, the co-teacher who teaches alone, **including during assessments**, shall receive an hour of extra duty pay per period ~~without exception~~.
- D. Site administrators shall dedicate at least one hundred twenty (120) minutes per month, during the contractual work day, for co-teachers to plan, prepare and assess with their co-teaching partners. **Veteran (2 years or more with the same partner) co-teaching unit members shall be provided 60 minutes per week of dedicated co-planning time for co-teaching and co-assessing during work hours with their partner.**
- E. **Volunteers shall receive preference for co-teaching positions** ~~will be filled on a voluntary basis first. Co-teaching positions will be filled on a voluntary basis first. If positions are not filled with volunteers, then site administrators along with site leadership teams will determine the best candidates for the position.~~
- F. ~~If a roster is deemed to be a co-taught period, both co-teachers (resource and general education) shall be assigned to that classroom for that period throughout the one hundred eighty-six (186) work days on the standard year calendar.~~

The Parties agree that this MOU shall not be subject to the grievance procedure under Article 8.

The Parties further agree that if a dispute arises regarding the implementation of this MOU, upon request by either party, the District’s Certificated Director of Human Resources, or designee, shall meet with PETA’s President, or designee, within ten (10) calendar days of the request. At the meeting, the Parties will seek to reach a mutually agreeable resolution to the dispute. ~~The Parties further agree that This MOU shall sunset on May 31, 2023.~~

By affixing their signatures to this MOU, the Parties acknowledge that the matters set forth are fully settled. This MOU is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative, or legal proceeding as evidence of past practice or intent of the parties or meaning or application of the CBA. This MOU is subject to ratification by both Parties.