

Memorandum of Understanding  
between Anacortes School District and  
The Anacortes Educators Association

January 28, 2020

**Section 6.10 Special Education – New section**

1. Prior approval no longer necessary when student is directed to special education classroom/supervision during special education teacher's planning time, lunch time, or before or after school time. The Teacher is expected to notify the administrator within 24 hours of this occurrence and be clear on notification after the **second occurrence in one month.**
2. Special education teachers will time sheet planning time, lunch time and teacher time before and after school when supervision of student(s) is necessitated.
3. Special Education teachers will receive 4 additional release days to allow time to work on IEP. OR, an individual may timesheet four days at substitute rate to complete the work on the individual's time to prepare and complete IEPs.
4. After use of 4 days, an individual may request more from the Special Education Director for additional time.
5. Special Education Teachers should continue to time sheet Time required for IEP meetings occurring after the contracted time.
6. Special educations teachers are expected to complete student TESTING for 3 year initial evaluations or initial referrals during contracted time. If coverage is required in order to administer tests, special education teacher should request coverage from Special Education Director.
7. Para-scheduling, breaks, and lunch breaks are the responsibility of the building administrator and cannot be delegated to the special education teacher without the teacher's consent

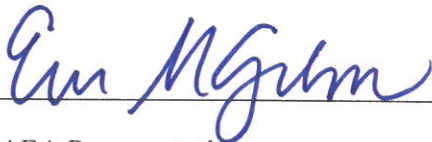


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District Representative

Dave Cram

January 29, 2020



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AEA Representative

Erin Good

January 29, 2020