



**San Marcos Unified School District  
San Marcos Educators Association**

**Memorandum of Understanding  
November 21, 2019**

This Memorandum of Understanding (“MOU”) is entered into by and between the San Marcos Unified School District (“District”) and the San Marcos Educators Association (“Association”).

The District and Association met in a collaborative manner and developed the terms of this MOU. This MOU was developed in an effort to resolve a Grievance filed by the Association on September 11, 2019.

It is hereby agreed by both parties that the Teacher Prep Days (Non Student Days) reflected on the SMUSD 2020-2021 Student/Teacher Calendar, and scheduled for August 13, 14, and 17, 2020, shall include a combination of District/Site led preparation activities and teacher led preparation time. The District/Site led preparation activities shall not exceed a cumulative total seven (7) hours during the course of these three (3) days.

The District/Site led preparation activities to be performed over the course of these three (3) days shall be determined by District/Site Administration. Those activities can include, but are not limited to, individual and group meetings and/or professional development activities facilitated and/or scheduled by District/Site Administration. A reasonable effort shall be made to designate August 17, 2020, as a day reserved solely for use as teacher led preparation time.

In addition to the District/Site led preparation activities, teacher led preparation time shall be provided at each school site during the course of these three (3) days. The duties performed during the teacher led preparation time shall be determined by the individual teacher, shall be consistent with the duties typically performed during the contractual allocation of preparation time, and shall be performed at the school site. Nothing in this MOU shall discourage a Leadership Team, Department, Grade Level, or individual teacher from choosing to schedule individual or group meetings during the teacher led preparation time during the course of these three (3) days.

This Memorandum of Understanding (“MOU”) is effective November 21, 2019, and shall remain in full force and effect through June 30, 2021. All other terms of the Master Contract between the parties and any currently effective MOU’s, if any, shall remain unchanged. It is the intent of both parties to implement the terms of this MOU, discuss its effectiveness during the 2020-2021 school year, and then collaboratively determine how to add language to the Master Contract regarding this subject after the current Master Contract expires June 30, 2021. This

MOU is applicable to the grievance process as stated in Article XII of the Master Contract between the District and SMEA.

San Marcos Unified School District

San Marcos Educators Association

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Henry H. Voros                      Date  
Assistant Superintendent  
Human Resources and Development

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Michael DeVries                      Date  
President  
SMEA