



Monroe Public Schools

1275 N. Macomb St., Monroe, MI 48162 · (734) 265.3020

MEMORANDUM OF UNDERSTANDING

To: MPS Teachers Education Association MEA/NEA

From: Monroe Public Schools Human Resources

Date: June 15, 2026

Re: Teacher Participation in Meetings During the Instructional Day

This Memorandum of Understanding ("MOU") is entered into between Monroe Public Schools ("District") and the Monroe Education Association ("Association") regarding bargaining unit member participation in meetings conducted during the instructional day.

1. Purpose

The parties recognize the importance of teacher participation in meetings involving student academic, behavioral, and educational planning while also recognizing the importance of minimizing disruptions to planning time, instructional time, and maintaining continuity of classroom instruction.

2. Meeting Time Limitation

Except as otherwise outlined in the Collective Bargaining Agreement regarding Data Study meetings, bargaining unit members shall not be required to be out of their classroom assignments or planning periods for more than twenty (20) minutes for any of the following meetings conducted during the instructional day:

- Individualized Education Plan (IEP) meetings;
- Student Assistance Team (SAT) meetings; or
- Any other student-related meeting not specifically addressed in the Collective Bargaining Agreement.

A teacher may voluntarily remain beyond the twenty (20) minute limit if they choose to do so.

3. Meeting Structure and Organization

To maximize efficiency and minimize time away from instruction or planning periods, meetings covered by this MOU shall be organized in a manner that frontloads information relevant to the teacher participant.

Whenever possible:

- The meeting facilitator shall provide relevant background information and documentation to the teacher in advance of the meeting;
- The teacher shall have the opportunity to communicate with the meeting facilitator or case manager prior to the meeting regarding concerns, input, or recommendations;

- The first twenty (20) minutes of the meeting shall prioritize teacher participation and input; and
- Following the teacher's input portion of the meeting, the teacher shall be permitted to return to their instructional responsibilities unless the teacher voluntarily elects to remain.

4. Non-Precedent / Non-Waiver

This MOU shall not supersede any provisions of the Collective Bargaining Agreement unless specifically stated herein and shall not establish a past practice beyond the scope of this agreement.

5. Duration

This MOU shall become effective upon ratification by both parties and shall remain in effect through the duration of the current Collective Bargaining Agreement unless otherwise mutually agreed in writing.

Cindy Flynn
Cindy Flynn, Executive Director of Human Resources

6.15.26
Date

Matthew Steele
Matthew Steele, Union Co-President

6/15/26
Date

Chantele Steffens
Chantele Steffens, Union Co-President

6/15/26
Date