

**Memorandum of Understanding  
Between  
the Mt. Diablo Education Association  
And  
the Mt. Diablo Unified School District  
Regarding  
Early Childhood Education Units Reimbursement  
March 25, 024**


This Memorandum of Understanding (“MOU”) is entered into, by and between the Mt. Diablo Unified School District (“MDUSD” or “the District”) and the Mt. Diablo Education Association (“MDEA”), hereafter collectively referred to as “the Parties,” on March 25, 2024, in order to address the 24 units of Early Childhood Education units required for Transitional Kindergarten teachers.

MDEA and the District agree to the following for the 2023-2024 and 2024-2025 school years:

1. During the 2022-2023 school year, the District reimbursed TK and Kindergarten teachers as they earned Early Childhood Education (ECE) units.
2. During the 2022-2023 school year MDUSD offered bargaining unit members five (5) hours per week.
3. Current TK & Kindergarten teachers will be reimbursed as they earn Early Childhood Education (ECE) units.
4. Courses may be taken through Contra Costa College, Diablo Valley College, and Los Medanos College. If a MDEA bargaining unit member takes a course at a different institution, they will be reimbursed up to the Diablo Valley College rate.
5. At the completion of the course, bargaining unit members shall submit a timesheet to the Chief of Education Services office for up to three (3) hours spent completing coursework per week. These hours listed on the timesheet must be outside of contractual site time in order to be processed. The time sheet must be submitted by June 20th for courses completed in that school year.
6. MDUSD sent a notice to some, but not all, bargaining unit members in the fall of 2023 announcing that MDUSD would pay for up to three hours per week for coursework.
7. Any MDEA bargaining unit member who completed coursework in the Fall 2023 semester, but did not receive the notice from the District in the fall of 2023 regarding pay for 3 hours instead of 5 hours, will be paid up to five (5) hours per week for coursework in the Fall 2023 semester.


8. These hours will be paid at the MDEA hourly additional pay rate and timesheets must be submitted to the Chief of Educational Services office no later than June 20th of the school year in which the course is taken, with verification of course completion.
9. After registering for classes for the semester, employees shall submit all receipts for registration and any required course textbooks and/or other materials to the Chief of Education Service office for reimbursement.
10. The units reimbursed by the district will be ineligible for advancement on the salary schedule.
11. The language of this MOU is not intended to change any language in the Collective Bargaining Agreement and will expire on June 30, 2025.
12. Violations of this MOU shall be subject to the grievance process of the Collective Bargaining Agreement between the Parties.
13. This agreement is non-precedential and does not establish a past practice.

For the District:

  
\_\_\_\_\_  
3/25/24

Date

For MDEA:

  
\_\_\_\_\_  
3/25/24

Date