

MEMORANDUM OF UNDERSTANDING

Media Specialist – Salary Step Placement

This Memorandum of Understanding (“MOU”) is entered into by and between **Independent School District 1** and **Less than 12 Month Administrative Professionals** regarding the salary placement of the District’s Media Specialist at Rippleside.

Background

The District and the Association recognize that the responsibilities associated with the Media Specialist position have increased due to changes in staffing and the current structure of services provided within the elementary school media center.

The Media Specialist is currently performing additional duties and assuming additional responsibilities that were previously supported by the Media Teacher position. These responsibilities include, but are not limited to, increased management and oversight of the media center, increased responsibility for the operation and organization of media services, and additional support for students and staff utilizing the media center.

The District and the Association acknowledge that these additional responsibilities represent a change in the scope of the employee's current duties and responsibilities.

Agreement

Therefore, the District and the Association mutually agree to the following:

1. **Salary Step Placement**

Effective >>>> , **Wendy Denton**, Elementary Media Specialist, shall be placed on **Step 15** of the applicable salary schedule.

2. **Reason for Placement**

This placement is based upon the additional responsibilities currently being assumed by the Media Specialist due to the absence of a Media Teacher in the media center and the resulting increased responsibilities required to maintain effective media-center services for students and staff.

3. **No Change to Salary Schedule**

This agreement does not amend or permanently modify the negotiated salary schedule. The Step 15 placement applies specifically to the Elementary Media Specialist position and the circumstances identified in this MOU.

4. **Contractual Status**

Except as specifically provided in this MOU, all other provisions of the applicable collective bargaining agreement remain unchanged and in full force and effect.

5. **Future Staffing Changes**

The parties acknowledge that the District's staffing structure may change in the future. Any future change in staffing or assignment of responsibilities will be addressed consistent with the applicable collective bargaining agreement.

6. **Mutual Agreement**

The District and the Association agree that this MOU represents their mutual understanding regarding the Elementary Media Specialist's salary placement and is entered into voluntarily by both parties.

7. **Entire Agreement**

This MOU constitutes the complete agreement between the parties concerning the specific salary-step placement addressed herein. Any modification to this agreement must be made in writing and signed by authorized representatives of both parties.

Signatures

For Independent School District 1:



Mary Morem
Superintendent

Date: 10-1-26

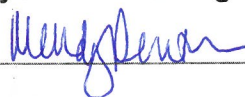
For : Less than 12 Month Administrative Professionals



Alan Hills
Representative

Date: 10/1

Employee Acknowledgment:



Wendy Denton
Elementary Media Specialist

Date: 9/24/26