M E M O R A N D U M

**TO: RANDY POE, SUPERINTENDENT**

 **BONNIE RICKERT, CHAIRPERSON**

 **BOARD MEMBERS**

**FROM: KATHLEEN G. REUTMAN**

**DATE: JULY 30, 2018**

**RE: MEMORANDUM OF UNDERSTANDING BY THE BOONE COUNTY BOARD OF EDUCATION AND THE BOONE COUNTY EDUCATION ASSOCIATION (BCEA)**

Each year the Attendance Services Department processes nearly 2500 transfer requests, many of which are Employee Child Changes requests. Board Policy 09.11 School Attendance Areas allows certified employees the option of enrolling their children in the District school of their choice and outlines eight provisions. Provision 6specifies approval is granted on a year to year basis, as does the Contractual Agreement. The majority of the process takes place between April and August 1 each year. Parents, must complete the same form annually which could mean 11 times in the child’s school career. In most cases this is a redundant application.

 To streamline the process for parents as well as staff, we would like to change the process to approval is granted as students enter the elementary school level, middle school level and high school level or parental employment change (change of school assignment).

 Board Policy revisions and the Contractual Agreement negotiations occur in the spring of each year. We have, therefore, written a memorandum of agreement that has been signed by Mary Wilson, President of BCEA, to allow us to move forward with the above mentioned change until both documents can be reviewed, revised and approved in the spring of 2019.

 I have attached a copy of the Memorandum of Understanding, Board Policy 09.11 and page 24 of the Contractual Agreement for your reference.

 ***I recommend the Board approve the Memorandum of Understanding with The Boone County Education Association.***