

**Memorandum of Agreement  
Between  
Lake Stevens School District  
And  
Lake Stevens Education Association**

**RE: Workload impact of staffing shortages**

A number of factors, including the COVID-19 pandemic, have resulted in staffing shortages for certificated and classified substitutes, paraprofessionals, and bus drivers. The District and Association acknowledge that open staffing positions have an impact on the workload and working conditions of certificated staff. In an effort to address this issue, we are entering into the following understandings and agreements. This memorandum of agreement (MOA) is in addition to the provisions of the current collective bargaining agreement and will be in place for the 2021-22 school year. The agreements within this MOA shall not be precedent setting.

**1. Certificated substitutes:**

- a. Our current substitute daily rate is \$160 (casual) and \$180 (part-time; retirees) per day. Due to high substitute usage and a reduced substitute pool, the rates will be increased by \$20 per day for the remainder of the 2021-22 school year.
- b. The District will support substitute teachers by offering paid training, at the curriculum rate, outside the regular work day.
- c. The District will reach out to substitutes currently in the pool to ask them to work additional days. Further, the District will contact recent retirees, previous applicants, and former substitutes to assist those interested in being hired into the substitute pool.
- d. The District will continue to recruit substitutes through postings, job fairs, and online events.
- e. Any teacher of a co-taught class who assumes supervision for the entire class because no substitute or coverage is available (when requested) for their co-teacher shall be compensated forty-four (\$44) dollars per period, effective January 3, 2022.
- f. In recognition of the frequency of requests to cover for a lack of a substitute, principals will develop an equitable system to balance coverage and workload between teachers, consistent with the current contract language. All certificated staff who agree to cover, are required to cover, or lose their preparation time when there is not a substitute available shall be compensated forty-four (\$44) dollars (secondary) and twenty-eight (\$28) dollars (elementary), effective January 3, 2022.
- g. The Elementary coverage matrix MOA (Oct 2021) remains in effect.  
Special education teachers with a para who can serve as a cert sub or general education teachers with a student teacher who cover another classroom for a half or full day should be compensated in the same manner as educators in the matrix MOA - \$180/day starting with third day of coverage in a month.

**2. Classified substitutes:** The District will continue to recruit and hire classified substitutes.

**3. Elementary split class para support:**

- a. Any elementary split class teacher who has not/is not consistently being provided with one hour of para support (starting 9-11-21) will be compensated at the Step 1 paraeducator rate of \$20.92 per hour for each hour missed, provided that the hour has not subsequently been made up.
  - b. The District will provide LSEA with the paraeducator data for each split class.
4. **Special Education Para Hours:** The collective bargaining agreement requires specific para hours be provided to each teacher in the various programs. Currently, there are many open para positions which has resulted in increased workload for special education teachers and impacted services to students.
- a. PreK-12 special education teachers who have/had a para vacancy/open position within their program (contractual para hours and/or 1-to-1 para) shall receive a stipend as follows (for September through January) for each position there was/is one or more vacancies.  
When determining the number of weeks for each vacancy, whenever the opening goes beyond the upper limit of weeks (example 2, 4, or 6 weeks), you round up to the next level stipend.  
7-8 weeks = \$1200  
5-6 weeks = \$900  
3-4 weeks = \$600  
0-2 weeks to post/fill is reasonable given industry standard of 2 weeks' notice
  - b. PreK-12 special education teachers who have/had paraeducators (contractual para hours and/or 1-to-1 para) temporarily reassigned to cover other para openings or absences within the school: LSSD and LSEA will finalize how to recognize this workload impact in January after reviewing additional data.  
Beginning January 3, 2022, special education teachers should keep track of any missed paraeducator hours, as we may need this data in the future.
  - c. If vacancies remain in January, the parties shall review the data and discuss possible additional compensation or other remedies (to be in place by February 1).
5. **Transportation:** A shortage in bus drivers has resulted in late buses at all schools.
- a. The District will continue to recruit and hire additional bus drivers.
  - b. The District will continue to recruit and hire open paraeducators positions.
  - c. If a school has additional supervision needs, the principal may seek certificated volunteers. Any certificated staff who agree to supervise students before or after the student day will be compensated \$15 for up to 30 minutes and \$29 for 31 to 60 minutes. No certificated staff shall supervise beyond one hour after the dismissal bell.

The District and Association will continue to meet, discuss, and problem solve the various staffing related issues. The District will provide the Association with accurate, timely substitute and open position(s) data.

Dated this \_\_\_\_\_ day of December, 2021

\_\_\_\_\_  
For the District

\_\_\_\_\_  
For the Association