

**MEMORANDUM OF AGREEMENT
BETWEEN
LAKE STEVENS SCHOOL DISTRICT
AND THE
LAKE STEVENS EDUCATION ASSOCIATION**

Re: Elementary common plan time schedule

The Lake Stevens School District (“District”) and the Lake Stevens Education Association (“LSEA”) hereby confirm the following agreements relevant to elementary planning time and schedule.

The goal is to create elementary schedules (“common plan time schedule”) that maximize common plan time for grade level teams and provide large blocks of uninterrupted instructional time and planning time.

Any interested elementary school staff must adhere to the following parameters and process:

- A. Specialist classes (PE, Music, Library) may consist of a cohort of students from different classrooms within the same grade level. This will result in larger class size for specialist classes.
 1. Specialist classes may be up to five (5) students greater than the class size trigger for each grade level found in Section 8.07 A. (K= 24; grades 1-3= 26; grades 4-5= 28).
 2. Should class size exceed five (5) above grade level class size, trigger for assistance will be \$5.00/student (starting with the 6th student)/section. Calculations for trigger pay will follow the current calculations for general education trigger pay.
- B. Librarians will have the option, at their discretion, to teach the library lessons or have the library para facilitate these lessons. Librarians will collect trigger pay, when appropriate, provided they teach the class.
- C. New common plan time schedules will follow the collective bargaining agreement (including but not limited to Section 8.02 B, M. and Section 8.07 H.).
- D. Process required to move to the common plan time schedule:
 1. Convene building leadership team to discuss potential interest in this option. This team must include at least one specialist (Music, PE, Library).
 2. Draft a potential schedule based on the plan time and schedule parameters within this agreement and the collective bargaining agreement.
 3. Create a plan to address the following:
 - Professional development needs of specialists (When? Who?)
 - Specialist teaching spaces (Is there space for each specialist to teach throughout the day? Locations?)
 - Specialist equipment (Will additional PE equipment and/or Musical instruments and/or other curriculum materials need to be purchased?)
 - Staffing (Can this schedule be implemented with current staffing? If no, consult with HR about potential additional staffing)
 - Timeline for potential implementation
- E. Inform Human Resources Administrator and LSEA President at the start of this process. LMC will monitor progress and ensure all steps of the process have been followed prior to implementation.
- F. Share schedule details and implementation plan considerations with all certificated staff. Assess support for this schedule.
- G. If schedule is supported by the principal and certificated staff, share proposal (schedule, plan details required under paragraph 4 above, timeline, etc.) with LMC.

Dated this _____ of _____ 2021