

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

Re: Individual Employee Contracts

The District and the Association have agreed to amend the current collective bargaining agreement (2021-2024), as described herein:

1. **Section 8.17** - Move Mentor Program from Section 5.09 E. to new Section 8.17.
2. **Extended contracts** - A chart showing various employee groups receiving extended contracts replaces language Section 5.09 D. 4-12. It is not the intent of the parties to change the application of these paragraphs, only to make the section easier to read.
3. **Appendices corresponding to these sections of the CBA:**
 - a. Appendix 1 – Inventory of Personnel File
 - b. Appendix 2 – Continuing Certificated Employee Contract (Form A) [see attached]
 - c. Appendix 3 – Provisional Certificated Employee Contract (Form B) [see attached]
 - d. Appendix 4 – TRI Schedule and Enrichment Supplemental Contract [see attached]
 - e. Appendix 5 – Certificated Supplemental Contract [see attached]
 - f. Appendix 6 - Professional Learning/Enrichment MOA
 - g. Appendix 7 – Request for Voluntary Reassignment
 - h. Appendix 8 – Request for Voluntary Transfer
 - i. Appendix 9 – Certificated Salary Schedules (Base & Enrichment)
 - j. Appendix 10 – Co-Curricular Salary Schedule
4. **Amend Retire-Rehire and Non-Continuing Leave Replacement Contracts** [see attached]
5. **Amend Section 5.09 as follows:**

Section 5.09 INDIVIDUAL EMPLOYEE CONTRACT

- A. Copies of the Contract: The District will send electronic copies of individual contracts after the payroll export (mid-month) every October. These contracts will include employee salary placement information based on years of service and educational credits/clock hours submitted to the District.

Employees may review their individual contracts and contact district payroll staff within fourteen (14) calendar days of receipt of their contract if they believe a salary placement error

or omission was made (years of service and/or educational credits). The intent of this 14-day period is to allow employees to ensure accurate documentation has been received by the District for the purpose of salary placement for the school year. Any errors will be corrected and be retroactive.

- B. Continuing Contracts: The District will send electronic copies of each individual contract in Appendix 2 (Form A), and Appendix 4, to the employee each year for signature. The employee should retain a copy at the time it is signed. A signed copy is forwarded to the District Office to be signed by the Board. A copy of the signed contract is then placed in the employee’s personnel file.

- C. Provisional Contracts: Provisional employees’ contracts in the form of Appendix 3, Form B, shall be provided for all new employees to the District. The provisional employee’s contract shall meet the guidelines of state law. Copies of the provisional contract shall be in accordance with B. above.

- D. Release from Contract: An employee under contract shall be released ... [CCL]

- E. Length of Contract:
 1. Extended days will be paid at the per diem rate based on 180 days unless a longer work year is funded as part of the state, in which case, the per diem rate is based on the revised number of days.
 2. In addition to the above, all employees shall have the option of working additional days as set forth in Section 7.01 herein. The employee may elect to work the release time at the assigned building or at an alternative district site. The employee will notify their building administrator of the alternative location.
 3. New Employees to the District: The District shall provide a new employee induction program of up to four (4) days paid at curriculum rate prior to the start of the school year.
 4. In recognition of the additional workload some employee groups perform throughout the work year, and outside the workday and work year, the following extended days are offered. Such extended days are based on 1.0 FTE and shall be prorated when less than 1.0 FTE.

Employee Group	Extended Days – paid at per diem over 12 months
Psychologists	10 days
SLP	8 days
Special education teachers (PreK – 21)	8 days

Occupational Therapist (OT)	8 days
Special education TOSA and BCBA	8 days
Split class teacher	2 days
Secondary counselor (6-12)	10 days
Elementary counselor (PreK-5)	5 days
Librarian	5 days
CTE teacher	Number of days mutually agreed to by June 1 each year (Section 5.10 G.), with minimum being 2 days
Dean of Students	5 days
Athletic Coordinator	15 days

F. Calendar:

There will be 180 student days and five (5) professional learning days. The... [CCL]

G. Employees on a non-continuing contract for two (2) consecutive years shall... [CCL]

6. Amend Section 5.10 as follows:

Section 5.10 SUPPLEMENTAL CONTRACT / CAREER & TECHNICAL EDUCATION EMPLOYEE CONTRACT

A. There shall be a Supplemental Contract for District-specified co-curricular and supplemental assignments (Appendix 5).

B. Through G. [CCL]

H. Co-curricular and supplemental assignments are defined as those identified in Appendix 10 and Driver's Training for the purpose of posting. Posting of supplemental contract...

I. Summer school employees shall be paid their regular per diem rate of pay. [CCL]

J. In the event the District determines the need for school data teams, team members... [CCL]

7. Amend Section 7.01 as follows:

Section 7.01 COMPENSATION

A. Compensation:

All salaries shall be paid in accordance with the employee's placement on the base and Professional Learning/Enrichment salary schedules attached as Appendices 8 and 9 in accordance with the rules in Section 7.02.

1. through 4. [CCL]

B. Regular Salary: [CCL]

C. Compensations for Professional Learning/Enrichment:

1. Supplemental contracts for additional days/duties are for one (1) year. An employee with a supplemental contract shall have no right to be reissued a supplemental contract for the ensuing year. Supplemental contracts shall be governed by Washington State law.
2. Professional Learning/Enrichment Schedules (Appendix 9) will be in effect for professional responsibilities beyond the state's basic education commitment. As part of this schedule, employees shall work five (5) Professional Learning/Enrichment days. The dates are to be scheduled with agreement from the Association and the District. Appropriate leave may be used for these days.
3. Payments will be made on an equal monthly basis beginning with September pay period and continuing through August 31.
4. Professional Learning/Enrichment stipends include thirty (30) minutes per day of work beyond the contracted workday, as described in the Memorandum of Agreement found in Appendix 5.

8. Create new section 8.17 (previously located in Section 5.09 E.)

Section 8.17 MENTOR PROGRAM

- A. Mentor program: For teachers or ESAs with zero-one years' experience, the Principal or District administrator shall designate an in-building or job-alike mentor to provide support in addition to that of the building administrator. Mentee teachers/ESAs will be paid at curriculum rate for work with their mentor as approved by the administrator that occurs outside the normal duty day.
- B. Teacher Mentees: Mentees will receive up to ninety (90) minutes per month of professional learning. The building administrator or designee (by agreement) is responsible for planning the professional learning. Mentors and mentees may also agree to meet individually to discuss specific questions or challenges. Non-mentor teachers and/or BEST Mentors leading Mentee professional learning will be paid at curriculum rate for preparation and presentation outside the normal duty day with administrative approval. Clock Hours credit, where applicable, will be offered to all participants.
- C. ESA Mentees: ESA job-alike groups meet monthly to discuss topics based upon an agenda created by group members. During this time, professional development, problem-solving, and logistical conversations occur. In addition, when possible and appropriate, ESAs new to

the District may be assigned to a building with another ESA for job-embedded support. If an ESA is assigned to a building without a job-alike partner, then, the District will identify a job-alike staff member in the district who can support the ESA. Newly selected mentors will be provided BEST training. ESA mentors with BEST training will receive a \$500 stipend for each year they support a mentee.

- D. Mentors: The District will recruit a diverse mentor pool at each school and across the District to serve as BEST mentors. Each teacher or ESA who agrees to serve as a mentor and attend the BEST summer training will be paid a \$400 stipend with clock hours provided by the State as long as this program is funded by the State. Mentors trained during the school year will receive release time. Mentors may be matched with a new educator at their school or job-alike (district-wide). Assigned mentors will be provided with a one-time stipend of five hundred and 00/100 dollars (\$500.00) for each school year they mentor another employee as long as this program is funded by the State.

Dated this _____ of October 2022

John Balmer
Assistant Superintendent of Human Resources

Autumn Morrison
LSEA President