

**Memorandum of Understanding
By and Between
The Northshore School District No. 417
and
The Northshore Education Association for Certificated Employees**

2021-2022 Agreement Regarding Northshore Family Partnership Staffing (NFP) and Services

The District established the Northshore Family Partnership in the 2018-19 school year to provide an alternative learning experience for some of our community's students and families. Now that the program has been established and is better understood, the District and Association agree to the following provisions in order to define workload parameters for NFP staff.

The District and Association will jointly establish a 2021-2022 NFP-specific calendar that may not include all components of the District-wide calendar (e.g. grading days, conference days, etc.).

The District will provide NFP staff with the same 250 minutes of weekly planning time, 30 minutes of daily before-school nonstudent time and 30 minutes of daily after-school nonstudent time provided to other instructional certificated staff. Additionally, the District will provide NFP staff with 100 weekly minutes of PLC time to discuss student progress. NFP staff will be provided with 500 minutes per week to perform Advisory and Office Hour duties, which is meant to provide progress monitoring and support for students and parents as well as support for students in individual classes as outlined in WAC 392-550-025. The reporting duties include meeting three times a year with students and parents in September, October, and June.

The instructional load for NFP staff shall not exceed 750 total minutes per week.

Unless mutually agreed upon by the employee and principal, the number of separate classroom preparations shall be limited to a maximum of five per semester. Should it be necessary to assign six or more preparations, the employee will be paid \$900 per semester to compensate for additional preparation. Classes made up of more than one level (i.e., Elective X K-1 and Elective X 2-3) shall count as one preparation for each level.

ADVISORY CASELOADS:

The District and NSEA are committed to providing NFP staff with adequate time to provide quality educational services to their students, including meeting all ALE requirements.

The District will strive to maintain reasonable employee workloads compatible with the financial circumstances of the District, and the welfare of the pupils. Subsequent to the October enrollment report, whenever the number of pupils assigned to an NFP teachers' advisory caseload reaches an overload level, the District will specifically evaluate the situation, and within ten (10) school days, take appropriate action to give relief to the employee(s) affected. Such appropriate action for the affected employee shall include one and one-half (1½) days of substitute time each semester or one and one-half (1½) days of pay at the full-day substitute long-term rate if requested by the employee for which the number of students assigned to that teacher's advisory caseload reaches an average of 26 students. This one and one-half (1½) days

provision for substitute time each semester may be utilized by the employee in one-half day or full-day increments. Employees requesting one and one-half (1½) days of pay in lieu of one and one-half (1½) days of substitute time may request pay at the substitute long-term rate and must make such request within 30 school days of the end of each semester.

In addition to this relief, NFP employees shall be paid as provided below. Such payment will be made in a lump sum at the end of the first pay period following the end of the semester.

\$525 per semester at over 28 students

\$300 additional per student per semester

In addition to performing the duties of a specialist at NFP, the specialists will also serve as an advisor to the number of students proportional to their FTE.

The District will provide .5 counselor FTE to NFP unless the student population increases to 500 students or more, in which case the District will provide a minimum of 1.0 FTE counseling staff.

Agreed to on June 7th, 2021. Signed this 18th day of June, 2021.

FOR THE ASSOCIATION:

Timothy G. Brittell
Timothy G. Brittell (Jun 18, 2021 12:08 PDT)

Timothy Brittell, President – NSEA

FOR THE DISTRICT:

Michelle C Reid
Michelle C Reid (Jun 18, 2021 18:55 PDT)

Dr. Michelle Reid, Superintendent
on behalf of the Board of Directors