LETTER OF AGREEMENT

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, KENNEWICK ASSOCIATION OF EDUCATION SUPPORT PROFESSIONALS (KAESP) CHAPTER AND KENNEWICK SCHOOL DISTRICT #17 PURSUANT TO ARTICLE XVIII, SECTION 18.1 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree that the following Sections shall be added to the Collective Bargaining Agreement:

Section 14.5. Minimum Employment Requirements for Paraeducators.
Paraeducators will be defined as a classified public school or school district employee who works under the supervision of a certified or licensed staff member, from Kindergarten to 12th grade to support and assist in providing instructional and other services to students and their families, including library assistant excluding bus monitors, lunchroom aides and community service aides. (WAC 179-01-020).

Effective September 1, 2019 all paraeducators must meet the following minimum requirements per RCW 28A.413.040:

1. Be at least eighteen (18) years of age and hold a high school diploma or its equivalent; and
2. (a) Have received a passing grade on the education testing service paraeducator assessment; or
   (b) Hold an associate of arts degree; or
3. (c) Have earned seventy-two (72) quarter credits or forty-eight (48) semester credits at an institution or higher education or
4. (d) Have completed a registered apprenticeship program.

Section 14.6.
The Paraeducator Standards Board (PESB) and the State of Washington have determined that all Paraeducators must begin a formal and State approved certification process beginning with the 2019-2020 school year.
The certification requirements are as follows:
1. It is a Washington State requirement that all Paraeducators must be certified in the Fundamental Course of Study (FCS) by August 1, 2021. Cashiers are not required to complete the FCS or any other coursework, unless the cashier is also working as a classroom Paraeducator.
2. The PESB has outlined the requirements for twenty eight (28) hours of training that the District is required to provide for all current paraeducators by the end of the 2021-22 school year. Paraeducators hired after September 1, 2019 will have two (2) years from the date of hire to complete these requirements.
3. In addition, each Paraeducator must complete a Paraeducator Certificate within three years of employment for newly hired employees. Current employees must complete the Certificate by the end of the 2022-23 school year. This certificate requires an additional seventy (70) hours of training that can be obtained through the District, or other training as certified by OSPI. Clock hours must be certified prior to taking the course.
4. Optional certificates in SPED (20 hours) and ELL (20 hours) may also be earned. The hours earned for optional certificates may also count toward the required certificate.
5. The District is responsible for providing required training. Paraeducators will receive pay for any time in training that is outside of the normal workday.

Training Deadlines
1. Paraeducators hired on or before September 1, 2019 must complete twenty eight (28) hours of FCS
Paraeducator Responsibilities

Each Paraeducator is responsible to do the following:

1. Register for courses provided by the District or its designee, in District approved registration process.
2. Maintain course completion documentation as directed by the District.
3. Note that failure to meet the training deadlines listed above may lead to termination of employment. However, the District recognizes that scheduling and limiting attendance at each training may impact the employee’s ability to complete training. Therefore, if employees fail to meet qualifications, the District and PSE will address each employee on a case-by-case basis.

District Responsibilities

The District will be responsible to do the following:

1. Schedule trainings that meet the requirements of PESB in the Fundamental Course of Study.
2. Provide a process for registration and maintenance of clock hour records, and to provide instructions/documentation to Paraeducators on all processes and requirements.
3. Provide multiple opportunities for all Paraeducators to obtain FCS clock hour training in the Fundamental Course of Study during the 2020-2021 school year. Courses taken after the last day of school will be the sole responsibility of the employee and at the employee’s expense.

Each employee shall be paid his or her current hourly rate of pay for all required trainings. These trainings will occur on: professional development days, early release days and conference days. Trainings will need to be completed no later than July 31, unless otherwise agreed upon between the Association and District. Continuation of the Fundamental Course of Study is entirely dependent upon funding from the State of Washington.

This Letter of Agreement shall become effective on September 1, 2020, shall remain in effect until August 31, 2021, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948 KENNEWICK KAESP CHAPTER

BY: ________________ DATE: ________________
Melanie Stong, Co-Chapter President

KENNEWICK SCHOOL DISTRICT #17

BY: ________________ DATE: ________________
Toni Nielson, Human Resources Director

BY: ________________ DATE: ________________
Brandy Strait, Co-Chapter President

September 1, 2020
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