Memorandum of Understanding
By and Between
The Northshore School District No. 417
and
The Northshore Educational Office Professionals Association (NEOPA)

Related to the Impact on Workload & Working Conditions Related to the
District’s Creation & Implementation of the Northshore Virtual Program in 2021-22 School Year

Due to the impact of the ongoing COVID-19 pandemic, the Northshore School District determined it would offer an in-district remote option for students, called the Northshore Virtual Program (NVP). Through this Memorandum, the District and Association agree to address the impact on NEOPA workload and working conditions related to the creation and implementation of NVP in the 2021-2022 school year.

Whereas, effective August 31, 2021, NVP has approximately 1400 students enrolled, with 200 students on a waitlist to be enrolled, which equates the total student impact of a large middle school or a high school;

Whereas, a comprehensive middle school requires staffing of approximately four NEOPA positions and a comprehensive high school, seven-nine NEOPA positions;

Whereas, in order to support NVP, significant duties contained in the job descriptions of an Office Manager and a Secretary/Registrar must be performed;

Whereas, the parties wish to both resolve any potential dispute regarding the subcontracting of NEOPA work, and agree NVP will need ongoing office professional support through the 2021-2022 school year; and

Now therefore, the parties agree to the following:

1. In order to appropriately assign the body of work associated with and necessary for the operation of NVP offices, enrollment and registration, as well as ongoing work throughout the school year to support the students in the program, the District shall immediately post and hire the following NEOPA personnel:
   a. Office Manager of Northshore Virtual Program – Level I
      Hours/Day: 8
      Days/Year: 10.5 Mo. / 228 days
   b. Registrar/Secretary of Northshore Virtual Program – Level H
      Hours/Day: 8 First Semester, 4 Second Semester
      Days/Year: 10.5 Mo. / 228 days
   c. The parties agree to reconvene no later than December 1, 2021 to review parent survey data regarding ongoing enrollment commitments to NVP, and subsequently finalize second semester NEOPA staffing for NVP. At such time, the parties shall determine if the Registrar/Secretary shall remain staffed as an eight (8) hour position for Second Semester.

2. In alignment with Section 2.80 of the CBA, the positions above shall be considered temporary positions.
3. The parties agree that no non-NEOPA employees shall be assigned NEOPA work or perform NEOPA duties to support the NVP program. Should there be any office support required in addition to the positions agreed above, the parties shall meet to negotiate impact, in order to assure appropriate NEOPA support for NVP, in alignment with the NEOPA Collective Bargaining Agreement (CBA).

4. The parties agree to meet and review NVP positions quarterly, at a minimum, to confirm appropriate staffing levels and discuss the future of the program.

This MOU shall be in effect through August 31, 2022, is not precedent-setting and is not intended to waive or alter any provision of the CBA. This MOU is intended to address the specific support issues related to NVP, and to support student learning throughout the COVID-19 pandemic.

Agreed to this MOU on the 2\textsuperscript{nd} day of September, 2021.

FOR THE ASSOCIATION:  

\textbf{Lyn E. Sherry}  

Lyn Sherry, UniServ Director

\textbf{Christy Skurski}  

Christy Skurski, NEOPA Co-President

\textbf{Patricia Ponce}  

Patty Ponce, NEOPA Co-President

FOR THE DISTRICT:  

\textbf{Michelle C Reid}  

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