

MEMORANDUM OF UNDERSTANDING
between the
EDMONDS SCHOOL DISTRICT NO. 15
and the
EDMONDS EDUCATION ASSOCIATION

THIS MEMORANDUM OF UNDERSTANDING regarding **Self-Contained/Center-Based Special Education Case Management** is effective September 1, 2017 and shall remain in effect until or unless both parties agree otherwise. The memorandum of understanding is supplemental to the Procedural Agreement (PA) between the Edmonds Education Association (EEA) and the Edmonds School District No. 15 (District).

WHEREAS, case management time is needed for:

- Consulting with general education teachers regarding accommodations and modifications to support inclusion
- Evaluation activities
- Communication with related service providers, administrators, and parents
- Modifying curriculum to support students accessing general education classes
- Modeling effective instructional strategies
- Collaborating with transportation regarding student safety and behavior support
- Other case management duties deemed appropriate through conversation between the special education administrator and the employee; and

WHEREAS, an option for the following year would be decided collaboratively between the special education administrator, the building administrator, and the employee no later than June 15. If an employee is hired after June 15, the administrator and employee will meet to decide on the case management support option as soon as is reasonable; and

WHEREAS, job shares are rare in self-contained/center-based programs. However, if there is a situation with a job share, the support would be divided proportionally, based on FTE, if both employees are managing IEPs. If only one employee in the job share is managing IEPs, then that employee receives the full support.

THEREFORE, the undersigned parties hereby agree as follows:

1. The special education teacher will have two choices for assistance in helping to manage time for case management:
 - **21 hours of release time per quarter**, used in half-day increments, to release the teacher for case management activities; **OR**
 - **Shared case management period for the year** – two teachers co-teaching one class and splitting instructional duties and case management time. This option is contingent on the ability of the building schedule to support it, and is only available to full-time employees.
2. It is the expectation that:
 - Case management time is used in half-day increments and per quarter, however, if for reasons of safety or a substitute cannot be arranged or a substitute must be cancelled, the teacher can carry over the time to next quarter or take a full day to accomplish case management tasks. Teacher and Special Education administration shall consult regarding such safety concerns, lack of a substitute availability and/or substitute cancellation.

EDMONDS EDUCATION ASSOCIATION

EDMONDS SCHOOL DISTRICT NO. 15

/Andrea Nofziger-Meadows/

Debby L. Carter

Signature

Signature

5/19/17

5/19/17

Date:

Date: