

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

THIS MEMORANDUM OF UNDERSTANDING regarding **Learning Support Case Management** shall be effective March 1, 2020 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, secondary learning support teachers need case management support to ensure success of IEP students; and

WHEREAS, a 2016-17 subcommittee was formed with membership from the district and EEA to review options for assistance for secondary learning support teachers developed in the 2011 Memorandum of Understanding; and

WHEREAS, at the April 24, 2017 bargaining session between the District and EEA, agreement was reached on the subcommittee’s recommendations.

THEREFORE, the undersigned parties hereby agree as follows.

The secondary learning support teachers and the building administrator who supervises the learning support department will meet by June 1 to collaboratively determine which of the following options each teacher who is a case manager with IEPs will utilize for case management support.

**OPTIONS (choose one)**

- Option 1: Case management period (for employees with 0.8 FTE or higher).
- Option 2: Twenty-eight (28) hours per quarter to be used in half or full-day increments throughout the quarter. This will be prorated for employees working less than 1.0 FTE.
- Option 3: Pay at per diem for time worked outside of the employee’s contracted work day. This option is only available to less than 1.0 FTE employees. The “per quarter allocation” is as follows:

.9 FTE 25 hours		.6 FTE 17 hours		.3 FTE 8 hours
.8 FTE 22 hours		.5 FTE 14 hours		.2 FTE 6 hours
.7 FTE 20 hours		.4 FTE 11 hours		.1 FTE 3 hours

- Option 4: Two learning support teachers may choose to combine their classes to provide flexible time for case management activities. This schedule shall be determined by the teachers. The combination of two classes may not exceed 25 students at any time.

Case management support time will be used for any activity relating to the implementation of an IEP. This time is **not** an additional planning period.

In the event that learning support teachers and administration cannot come to an agreement, they shall contact Human Resources and EEA for assistance.

**EDMONDS EDUCATION ASSOCIATION**

**EDMONDS SCHOOL DISTRICT NO. 15**

/Andrea Nofziger Meadows/

/Debby L Carter/

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Signature

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Signature

Date: 7/20/20

Date: 7/22/20