

**Memorandum of Understanding
between
The Northshore School District No. 417
and
The Northshore Education Association**

Related to Northshore Learning Options

The parties agree to amend 16.4.3.3 as follows:

16.4.3.3 Northshore Learning Options Workload:

- A. Northshore Networks: Caseloads for Northshore Networks shall be limited to 25 students for a 1.0 FTE employee, and proportionately fewer students for an employee less than 1.0. Caseloads in excess of this amount shall result in additional FTE assigned to the program, or added to existing staff if they are agreeable to serving additional students, at the existing remedy for overload. Teachers are assigned as the classroom teacher, teacher of record, and the advising teacher. It is assumed that the teacher who is providing the instruction is the teacher responsible for the academic success of that student in that context.
- B. Northshore Online Academy: The caseload for elementary teachers assigned to the NOA shall be set at a ratio of 1.0 FTE per 25 students. The existing contractual remedy for overload shall be applied when a teacher is assigned above 25 students. Elementary teachers are assigned as both the classroom teacher and the advising teacher.

The parties agree a balanced and reasonable workload is important for the elementary NOA teachers and would advocate for an assignment in which these teachers shall not be assigned to teach more than two grade levels. If the parties agree to an alternative structure that aligns the elementary NOA assignment to curricular topics instead of grade levels, we also agree not to apply any of the split class remedies found in Article 15.2 to this situation.

The caseload for secondary teachers assigned to the NOA shall be set at a ratio of 1.0 FTE per 65 students. The existing contractual remedy for overload shall be applied when a teacher is assigned above 65 students. Secondary teachers are assigned as the advising teacher. It is assumed that the teacher who is providing the instruction is the teacher responsible for the academic success of that student in that context. Secondary students receive classroom instruction through an adopted online platform. Content related questions from students and parents shall be addressed to the adopted online platform.

When the number of students who are in need of an intervention plan on a teacher's caseload exceeds 10, taken as a monthly average per semester, certificated staff shall receive overload pay consistent with article 16.3.1 of the CBA.

Secondary teachers assigned to NOA who are expected to input grades from the adopted online platform into the district's student information system may timesheet up to one (1) additional day for this work per quarter, paid at their per diem rate.

- C. Northshore Family Partnership: 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.

Classes with fewer than 3 students will be canceled. If a class is canceled, then the teacher will be assigned one of these options:

- a. Advise 3 additional elementary or middle school students or 1 high school student.
- b. Assist in another classroom.
- c. Offer an additional section of a wait-listed class.
- d. Another option mutually agreed upon by the teacher and administrator, with the approval of the SDLT.

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 teacher's 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 for each employee for which the number of pupils assigned for each employee for which the number of students assigned to that teacher's advisory caseload reaches an average of 26 students. Employees who do not use the substitute time by the end of the semester will be paid one and one-half (1½) days of pay at the full-day substitute long-term rate. Such pay will be provided by the March pay warrant for first semester overloads and by the August pay warrant for second semester overloads. 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.

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

Music and PE teachers at NFP will be assigned the same instructional caseload as other teachers, including advisee caseloads. The librarian at NFP will be assigned 20% of their FTE for administrative duties. 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 and Association will jointly establish a NFP-specific calendar that may not include all components of the District-wide calendar (e.g. grading days, conference days, class start and end dates, etc.) Built into the calendar will include time for testing which may include the following: WA Kids (K), RAN (K-2), HiCap, SBAC.

Northshore Learning Options Special Education Staffing:

In recognition of the unique programs housed at Northshore Learning Options, will be staffed with 1.0 FTE for certificated special education case management and 6.5 daily hours of special education paraeducator support per 18 students with IEPs. The caseloads will be divided amongst staff at Northshore Learning Options in collaboration with the staff and administration that is equitable based upon student need and their service minutes.


When the number of IEPs assigned exceeds nineteen (19) for more than ten (10) consecutive days, relief will be \$760 per semester. When the number of IEPs assigned exceeds twenty-two (22) for more than ten (10) consecutive days, relief will be \$250 for each IEP. Such payment will be made in a lump sum at the first period following the end of the semester date. When the number of IEPs assigned exceeds twenty-five (25) for more than ten (10) consecutive days, a .5 certificated employee and a 4-hour Paraeducator shall be assigned to the class. The District shall provide additional staffing of .5 FTE to Northshore Learning Options at the beginning of the year where projected enrollment of students receiving special

education services in April of the preceding school year is 24 or 25. If a .5 special education teacher cannot be found when the number of IEPs exceeds 25, the District may hire a .5 general education teacher to support the special education teacher, but the special education teacher shall continue to receive the overload compensation identified in the preceding paragraphs.

Northshore Learning Options Stipends: Stipended certificated activities at Northshore Learning Options will be paid per the Certificated Elementary Activity Salary Schedule.


Should any programmatic changes occur at Northshore Learning Options, the District and Association will meet to discuss any potential revisions to this provision.

For the Association:


Robbi Reed (Mar 6, 2024 19:26 PST)

Robbi Reed, President – NSEA

For the District:


By: _____
Mr. Michael Tolley, Superintendent
on behalf of the Board of Directors









3.1.24 NLO MOU

Final Audit Report

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