

Letter of Agreement  
Between  
YELM COMMUNITY SCHOOLS #2  
and the  
YELM EDUCATION ASSOCIATION

The Yelm School District ("District") and the Yelm Education Association ("the Association") mutually agree that Article IV - Employee Rights and Responsibilities Language, Section D Student Achievement Reports language in the 2024-2027 Collective Bargaining Agreement shall be amended as follows:

A half day (3.75 hrs.) will be placed on the calendar at the end of each quarter [forty-five (45) day grading period] to finalize achievement reports. The office must be notified that achievement reports and/or online reporting is complete. This should be completed by the start of the student day on the third workday after the scheduled half day. Employees will be responsible for submitting grades through the online grading system.

Employees will have full access to their assigned worksite until grades are submitted on the third workday after the scheduled half day.

For the 2024-2025 school year 1st quarter elementary progress reports (student achievement reports) will not be required to contain more than eight (8) grades, as determined by each grade level team at each elementary school. Each grade level team at each elementary school will determine the elementary progress reports (student achievement reports) template for the first quarter.

For the remainder of the 2024-2025 school year, the 2025-2026 and 2026-2027 school years, the template for elementary report cards/progress reports (student achievement reports) will not be required to contain more than eight (8) grades, to be determined by a committee consisting of elementary teachers from each building site and building administrators. That template will be shared with employees by the beginning of each year.

Committee meetings will be held during the workday and the District will provide coverage for classes during the meeting.

All Report Cards will be posted in the District's student information system for the second and fourth Quarters.

Elementary specialists will not be required to submit more than 1 pass/fail grade per student on report cards and will not be required to submit information for progress reports. Elementary specialists may add comments at their discretion but comments are not required.

Secondary progress reports will be posted in the District's student information system for the first and third quarter conferences.

For employees (school psychologist, SLP, OT/PT, nurse) who do not prepare grades these half days may be used for record keeping and parent/community contacts.

The fourth quarter half day (3.75 hrs.) will be used to finalize Report Cards and end of the year building check out at all sites. Prior to checkout, Report Cards must be completed no later than the end of the third business day following the last student day to complete this task. At the Yelm Extension School, the last day of school will be reserved to complete the state mandated audit files.

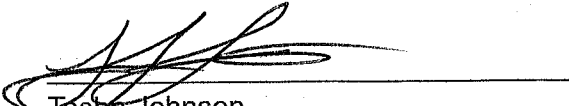
Specialist employees responsible for completing grades, where the caseload exceeds 400 can request an additional half day release during report card weeks.



Kathryn Cullum  
Yelm Education Association Co-President

10/21/24

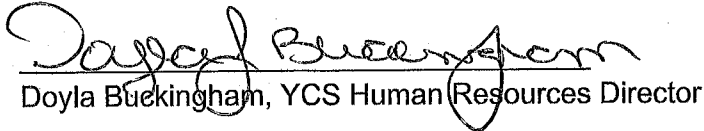
Date



Tasha Johnson  
Yelm Education Association Co-President

10/21/24

Date



Doyle Buckingham, YCS Human Resources Director

10-30-24

Date