

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

THIS MEMORANDUM OF UNDERSTANDING **regarding Multilingual Learners (ML) Testing Coordinator Stipend** shall be supplemental to the Procedural Agreement (PA) between the Edmonds Education Association (EEA) and the Edmonds School District No.15 (District), and shall remain in effect until or unless both parties agree otherwise.

WHEREAS, the WIDA ACCESS Assessments (WIDA ACCESS and WIDA Alternate ACCESS) are State assessments used by OSPI to determine the annual language and academic proficiency of students who qualify for TBIP and Title III services; and

WHEREAS, staff coordination of the WIDA ACCESS Assessments is required to ensure the successful administration of the assessment; and

WHEREAS, this coordination falls outside the scope of the state testing coordinator role included in Appendix 4 of the EEA Procedural Agreement.

THEREFORE, the undersigned parties hereby agree as follows.

1. In compliance with the EEA procedural guidelines regarding extra duties, an appropriate stipend has been determined for EEA bargaining unit members performing testing coordination of the WIDA Assessments. The stipend allocation will reflect the number of students in the coordinator's building rather than a flat rate for all buildings. The stipend may be allocated to more than one EEA bargaining unit member. If you choose to split the stipend, you must notify the Multilingual Department and your building administrator how the stipend will be divided.
2. The stipend allocation is based on the table below. The student count is based on the number of students testing in each building. This includes all students who qualify for ELD services, Native American students in a Title III program, and students whose parents have waived program services. The stipend is available to EEA bargaining unit members who are elementary or secondary testing coordinators.

STIPEND ALLOCATION FOR EL TESTING	
Student Testing Count	Stipend
1-25	\$200
26-50	\$250
50-75	\$300
76-100	\$350
101-125	\$400
126-150	\$450
151-175	\$500
176-200	\$550
201-225	\$600
226-250	\$650*

*The stipend will be increased by \$50 for every 25 additional students in the count.

3. Responsibilities of the English Language Proficiency Assessment Test Coordinator:
- Work with District and Building Administration to coordinate and implement annual State testing for the school.
 - Train building-based proctors and test administrators on general test administration.
 - Gather necessary supplies for the test (test tickets, computers, headsets, mice, etc.)
 - Coordinate and implement make-up tests, as necessary
 - Coordinate facility/materials/proctors for students requiring accommodations and additional testing time
 - Coordinate/communicate/implement the schedule for testing, including the training test (training test as needed)
 - Document and report irregularities
 - Track coding needed for specific circumstances (exemptions, absences, accommodations) for both online and paper/pencil testing
 - Oversee and ensure accuracy in the use of the testing management system (DRC), which provides guidance to proctors and test administrators
 - Collaborate with building administration and ML Department to secure appropriate testing space
4. Skills needed to perform the role of English Language Proficiency Assessment Test Coordinator include:
- a. Organizational skills
 - b. Communication skills – oral and written
 - c. Knowledge of State testing administration procedures and guidelines
 - d. Attention to detail
 - e. Understanding school schedule
5. In lieu of a stipend, Testing Coordinators may choose to have sub-release coverage that is equivalent to or less than the cost of the stipend.

EDMONDS EDUCATION ASSOCIATION

EDMONDS SCHOOL DISTRICT NO. 15

For the Association

For the District

Date

Date