

Memoranda of Understanding  
MEMORANDUM OF UNDERSTANDING  
between the  
ISSAQUAH EDUCATION ASSOCIATION  
and the  
ISSAQUAH SCHOOL DISTRICT  
regarding  
**Contracting for Services Covered by IEA Positions**

The following Memorandum of Understanding is made and entered into between the Issaquah School District and the Issaquah Education Association regarding contracting for student services covered by IEA positions.

State-wide there is currently a shortage of qualified and or acceptable applicants for particular positions under the supervision of the Special Services and the Student Intervention Departments. The ISD and IEA (Parties) recognize the importance of providing the highest quality of professional service to all students. The parties agree the District has undertaken active recruitment and posting of these positions, and can sufficiently demonstrate the time of the vacancy, and challenges in the recruitment and subsequent hiring for these positions.

In the event ISD is unable to hire a qualified services provider to fill a position or specialized services that cannot be provided by the existing staff, the District agrees it shall undertake the following steps prior to seeking contracted services to fill these positions.

1. Undertake routine and compliant screening and interviewing process
  - a. Qualified applicants identified with paper screen.
  - b. Qualified applicants interviewed.
2. Catalogue what transpired at key steps while attempting to fill the position by:
  - a. Posting - how long, where advertised, when was open position submitted.
  - b. Interviewing - qualified candidate(s) interviewed.
  - c. Offers of Employment - no minimally qualified candidate applied, routine interview process conducted consistent with the express terms of the CBA does not result in a recommendation of a candidate acceptable to the interview team, candidate(s) declining offers of employment.

**3. If a new, unique, or unexpected student need arises after the first student day in October and cannot be met by existing staff, the district (ISD) may temporarily assign a substitute to support the program. If the need continues into the following year, the district will post and fill a permanent position for the program.**

**Once the need is identified, the District will notify the Association within three (3) working days. This written notice will include:**

- a. **an explanation of why the need cannot be met by current ISD staff,**
- b. **a description of what makes the required services unique, and**
- c. **the anticipated duration of the student need.**

4. (OLD 3.) Reasonable and good faith consideration of alternatives to fill an open position

- a. Certificated Substitute, or in the case of a nurse, a licensed registered nurse.
- b. Emergency cert, out of endorsement.
- c. Emergency sub cert, temporary filling.
- d. Emergency sub cert, Paraprofessional to Cert program.
- e. Overage, collapsing classes, adjusting caseload, reassignment.
- f. Assigning non-classroom duties such as IEP writing to qualified staff, so as many staff as possible are assigned to work with students.
- g. Hiring retired staff to take on some FTE and/or only to write IEP's.
- h. Hiring contracted services to solely write IEP's to account for filling a position with a certificated substitute.

5. (Old 4) Notification: ISD shall notify IEA of intent to hire contracted services as soon as the District determines such need. **Written notice will be provided to the IEA President within two (2) working days of the determination to subcontract.**

**The notice will include a description of the efforts the District made to fill the position with an IEA-represented staff member.**

6. (Old 5) Replacement of Contracted Services

- a. ISD will actively seek qualified applicants to fill any open position filled by a contracted service,

b. ISD will replace the individual contracted for services as soon as possible, which is when the routine hiring process ends with an offer of employment to an applicant that is qualified and acceptable to the interview team.

~~This Memorandum of Understanding shall be in effect for the duration of the successor collective bargaining agreement.~~

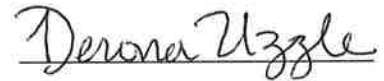
This Memorandum of Understanding shall be in effect for the 2026-2027 School Year and will be revisited by both parties in May of 2027. If no changes are made, the MOU shall remain in effect for the duration of the successor collective bargaining agreement.

Agreed to this day April 30 of 2026~~5~~:



Donna Hood

Assistant Superintendent of Human Resources



Derona Uzzle

IEA President