

MEMORANDUM OF UNDERSTANDING
between the
EDMONDS SCHOOL DISTRICT NO. 15
and the
EDMONDS EDUCATION
ASSOCIATION 2026-27

THIS MEMORANDUM OF UNDERSTANDING regarding duties and stipend amount for the BEST Colleague Mentor Program shall be effective May 31, 2026, through August 31, 2027, and is supplemental to the 2025-28 Procedural Agreement (PA) between the Edmonds Education Association (EEA) and the Edmonds School District No. 15 (District).

WHEREAS, if the District is awarded the BEST Grant Colleague Mentor Program that extends to the 2026-27 school year to support first year educators, and the grant is funded no less than 80% of the 2025-26 school year; and

WHEREAS, in the 2025-26 school year, the District received a grant of \$216,763 from OSPI to fund the Beginning Educator Support Team (BEST) program throughout the District; and

WHEREAS the District acknowledges the importance of supporting novice educators in their first year of experience through mentorship; and

WHEREAS a structured mentorship program is essential for the professional development of novice educators and the overall improvement of educational quality.

THEREFORE, the undersigned parties hereby agree as follows:

1. The duties for Colleague Mentors in the BEST program will be as follows:
 - a. Obtain and share a Certificate of Completion from the Office of Superintendent of Public Instruction (OSPI)-sponsored Mentor Academy with substitute release or time sheet compensation provided, as needed. Alternatively, Colleague Mentors can have completed the NAKIA Academy.
 - b. Attend two mentor roundtables sponsored by OSPI during the 2026-27 school year.
 - c. Engage in quarterly Professional Learning Community (PLC) meetings during the 2026-27 school year.
 - d. Meet with the novice educator weekly. The amount of time needed to meet will vary by the mentee's needs and the time of the school year (e.g., more time may be needed around conference or report card time). Meetings may be scheduled before, during, or after the contracted workday, but they should not disrupt the mentor or the mentee's regularly scheduled classes or duties.
 - e. Conduct four observations of the novice educator and provide non-evaluative feedback to the mentee as part of the weekly meetings.
 - f. Conversations, collaborative meetings, coaching suggestions, etc., between mentors and mentees are meant to be non-evaluative and confidential. Administrators are not to ask for information on the mentee and mentor working relationship or the mentee's progress in the BEST program.
2. Compensation for Colleague Mentors:
 - a. Mentors will receive a stipend of \$1,000 per mentee, with the possibility of mentoring a maximum of two mentees per school year.
 - b. Mentors will only receive the stipend if they are approved to be paired with a mentee.
 - c. The stipend will be prorated if mentees are hired after the start of the school year, based on the date mentors are paired with the new mentee.
 - d. The stipend will be annualized over the contract year. If a mentor starts the school year with a mentee, their first stipend payment will be paid in October, including any September work. This work may begin in August for nurses, secondary counselors, and school psychologists. If a mentor is paired with a mentee after the start of school, the prorated stipend payment will commence on the next applicable pay period.

3. Identification and Pairing of Mentors:
 - a. Building administrators or supervisors will approve interested candidates.
 - b. First-year novice educators (Teachers and ESAs) will be paired with mentor candidates, preferably within the same building but not necessarily in the same content or grade level. ESAs will be paired with job-alike mentors but not necessarily within the same building.
4. Program Coordination:
 - a. BEST Mentor Coordinator for Certificated Teachers will be a duty as a part of the 0.5 FTE BEST Induction Mentor position and will:
 - i. Support mentor recruitment.
 - ii. Organize colleague mentors and pair them with mentees. The BEST Mentor Coordinator will also provide direct support to novice teachers, up to a maximum caseload of 12.
 - iii. Coordinate on-going colleague mentor and new hire pairing needs throughout the school year.
 - iv. Develop and facilitate quarterly Professional Learning Community (PLC) meetings during the 2026-27 school year.
 - v. Communicate and coordinate Time and Effort documentation requirements required for grant funding and ensure timely completion.
5. BEST Mentor Coordinator(s) for Educational Staff Associates (ESAs) will be an extra duty responsibility and will:
 - i. Support mentor recruitment.
 - ii. Organize colleague mentors and pair them with mentees.
 - iii. Coordinate on-going colleague mentor and new hire pairing needs throughout the school year.
 - iv. Develop and facilitate quarterly Professional Learning Community (PLC) meetings during the 2026-27 school year.
 - v. Communicate and coordinate Time and Effort documentation requirements required for grant funding and ensure timely completion.
6. Identification of Program Coordinator(s) for Educational Support Associates (ESAs):
 - a. Coordinators will be established by a process coordinated by supervising district administrators that oversee each group (Nurses, Counselors, and the OT/PT, SLP, Audiologists, Psy, and BCBA group)
7. Compensation for BEST Mentor Coordinator(s) for Educational Staff Associates (ESAs)
 - a. Each ESA group coordinator will receive a stipend of \$2,000.
 - b. The stipend will be annualized over the contract year. Their first payment will be paid in October.
 - c. Non-Administrative ESA coordinators can also participate in colleague mentorship as described in Step 2 above.
8. Funding and Sustainability: The BEST grant funds the program.
 - a. As a result, there should be no impact to the General Fund of the Edmonds School District.
9. Future Funding:
 - a. Continued funding will be sought through OSPI to provide and enhance induction support efforts in subsequent years.

This Memorandum of Understanding is for May 31, 2026 through the 2026-27 school year only. The district and the EEA agree to review the MOU in May of every year as long as we are grant-funded.

EDMONDS EDUCATION ASSOCIATION

EDMONDS SCHOOL DISTRICT

For the Association /Andi Nofziger Meadows/

For the District /Rob Baumgartner/

DATE: 6/9/2026

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