

MEMORANDUM OF UNDERSTANDING
between the
ISSAQUAH EDUCATION ASSOCIATION
and the
ISSAQUAH SCHOOL DISTRICT
Regarding Elementary Specialists
of the COVID-19 Pandemic
2020-2021 School Year
2021.4.2 Specialists MOU

Specialists are a critical component of elementary school education. They are highly trained professionals that offer content that is an essential part of the students' days. The parties agree that specialists' first responsibility is to deliver specialized instruction in their content area and require adequate time to prepare and deliver quality instruction for their students.

1. Elementary Specialists Schedules:

- a. Specialists will begin reporting in person on Monday, April 12.
- b. NIT time will run from 8:15-9:00 and 3:30-3:45 all days except Wednesday. Wednesday NIT time run 8-9 and 3:30-4.
- c. Specialists will be on campus when students are present from 8:15–12:30 on Monday, Tuesday, Thursday, and Friday unless they have been granted a remote position.
- d. Specialists (PE, Music, and Library) will push asynchronous lesson(s) for any grade-levels that have transitioned to in-person. If the specialists and building administrator create an agreed upon schedule, they may choose to provide synchronous lesson(s).
- e. Specialists' duty free lunch and planning begins at 12:30. Staff members will not be assigned student supervision beyond escorting them to the appropriate pick up/dismissal area once students are dismissed at 12:30.
- f. Specialists will be scheduled right after lunch on Monday, Tuesday, Thursday, and Friday, from 1:30-2:00. Building principals and specialists may work out a rotating or non-rotating schedule to provide asynchronous and LIVE specialist, provided they can meet a balanced program for 4th and 5th grade.
- g. The schedule for Wednesday includes a thirty (30) minute specialist time from 12:00 – 12:30.
- h. Specialists may choose their worksite for the afternoon remote portion of the day on Monday, Tuesday, Thursday, and Friday. Any and all transit time needs to be inclusive within their lunch and planning period. Mileage will not be paid.
- i. Specialists may choose their worksite for Wednesdays.
- j. The Building Administrator will review any impact on existing duties of a specialists assigned to perform duties beyond their job description and adjust assigned responsibilities as appropriate. This will be evaluated on an ongoing basis, as needed. Unresolved issues or concerns over workload, if any, will be brought to LMT where the parties will work to resolve them.
- k. Specialists who work less than 1.0FTE will be required to be in the building consistent with their FTE assignment. Building administrators will work with the specialist to develop a schedule for when they will be in the building.

2. In-Person Classroom Teacher Absences:

- a. If an in person classroom teacher is absent, the classroom teacher is responsible for providing lesson plans for the substitute teacher.
- b. For in person classroom teacher absences, the District will assign a trained sub to cover the absence.
- c. If a trained substitute is not available, building administrators will seek in-person volunteers to agree to cover the class. Staff members will be compensated for two (2) hours at the per diem rate for class coverage.
- d. If an absences is still not covered, building administrators will assign an elementary specialist to cover the class. Staff members will be compensated for up to two (2) hours at the per diem rate for class coverage.
 - i. A specialist will not be assigned to cover a class on consecutive days unless they volunteer to do so.
 - ii. A specialist will not be assigned to cover a class more than two (2) days per week unless they volunteer to do so.
 - iii. The Building Administrator will review any impact on existing duties of a specialists assigned to substitute teach and adjust assigned responsibilities as appropriate. This will be evaluated on an ongoing basis, as needed. Unresolved issues or concerns over workload, if any, will be brought to LMT where the parties will work to resolve them.

Agreed to this ____ day of _____, 2021.

Natalie Fowler
Executive Director of Human Resources

Tori Sylvers
Lead Bargainer