

Letter of Agreement
Between
Federal Way Education Association
And
Federal Way Public Schools

The parties have agreed to the following additional amendments to our 2020-21 Letter of Agreement regarding return to in person learning for grades 6-12:

1. Transition Time:

Per our LOA Amendment, secondary teachers will have asynchronous time the week prior to hybrid for setting up classrooms, training, etc., recognizing that we won't have class roster shifts as we did in elementary:

- Wednesday March 31, during district PD time, staff will watch Safe Schools training, if they haven't already, and Principals will host a Q&A.

Day	Instruction	Educator Role	Notes
W - March 31 st		Safe Schools training on Health and Safety Protocols completed by this date. Principals will host an optional Q&A session for staff from 2:00-2:30pm as part of the building PD time.	
M - April 12 th	Synchronous classes for middle school from 8-12 (no SEL/CCR that day) Office hours from 8:00am-12:00pm for High School Last day for students to turn in work for Q3 for High school	For high school: Open office hours for students to connect with their teachers as needed to complete work and for teachers to proactively connect with students below standard.	No asynchronous support or PLC in afternoon to allow for transition preparation

<p>T - April 13th</p>	<p>Asynchronous for Q4</p>	<p>Grading (Workload Relief Remedy)</p> <p>*In order to make the transition to a concurrent learning model, Secondary District PD on May 5 and June 2 will be changed to "Self-directed."</p> <p>*Educator Walk-through, assessment of learning space done by this day</p>	<p><i>*In order to address the workload concern, and as part of general workload relief, two asynchronous days will be added to the calendar, the last day of first and third quarter: November 9 and April 13. These days will be used to provide asynchronous learning and instructional activities and will not have required PD, PLC, or school-scheduled small groups.</i></p>
<p>W - April 14th</p>	<p>Asynchronous learning for Q 4</p>	<p>*No small groups;</p> <p>*training for staff on concurrent instruction during PD time;</p> <p>*district will host ESP Q&A around Qualtrics and other topics related to scholars being onsite</p> <p>Additional PD time will be utilized for elementary and secondary staff ESPs to collaborate and streamline processes related to transition (Optional).</p> <p>*NOTE: Q4 materials pick-up for High Schools</p>	

Th - April 15 th	Asynchronous for Q4	*Educator/Building Prep and Transition Implementation	
F - April 16 th	Asynchronous with some synchronous activities	**Student/family training-show training videos in SEL/CCR	Meet with SEL/CCR students who will be moving to hybrid class from 10-11:00am for virtual tours and safety trainings

2. Secondary Counselors and Instructional Coaches:

Counselors and Coaches will follow the same parameters as Elementary counterparts, as listed in the LOA amendment:

- a. **Meeting with principal:** By April 23rd, each counseling team and instructional coach will meet remotely with the principal to define and prioritize work to focus on job responsibilities specific to their identified role, so that the majority of their work day is focused on those responsibilities. They will also discuss duties, for those working onsite, related to arrival and dismissal and other transitions that may be needed, which will not exceed one hour per day. For secondary counselors, unique responsibilities relating to this time of the school year, including graduation deadline requirements and student scheduling, may necessitate a reduction in the amount of time assigned to these additional duties by April 30th.
- b. **Time during role specific monthly meetings** will be dedicated to address implementation of services during hybrid.
- c. **Counselors:** In addition to addressing the topics listed in paragraph A above, they will also discuss whether the counselor has determined additional space is necessary to meet with students on-site, separate from their office, and together, determine where that location will be.
- d. **Instructional Coaches:** Coaches' time will be prioritized to support educators through the coaching model, following past practice of, at minimum, 60% of time spent in coaching. Instructional Coaches will initially prioritize support for educators providing hybrid instruction. Buildings whose coach has an accommodation for remote work will be paired with a partner building where the coach does not need an accommodation so that those two can share responsibilities for remote and on-site coaching. Decision making and planning meetings to determine how to support those on-site needs and working assignments will include the staff members impacted.

3. **ELPA21 Testing:**

Follow ELPA planning language as listed on the LOA amendment for elementary, recognizing that increased PPE which was implemented in order to support our youngest learners is not needed. Per our LOA amendment, all Staff have access to additional PPE and can request those supports from their Office Manager. If unique student needs, the testing space, or other conditions require additional PPE, such as plexiglass, etc.,, in alignment with the Department of Health guidance on which PPE is needed for which activities, the ELL staff will communicate and coordinate with their administrator when developing the site assessment plan.

- a. At this time, OSPI has communicated that schools are not required to administer the screener (which requires close proximity to administer, for example sharing a keyboard). Based on current guidance, schools are required to administer the ELPA 21 to students who are receiving in person instruction. The ELPA 21 window is scheduled to open March 22 through June 4, 2021. Scholars who have returned to in person instruction and who are identified as provisional must complete the ELPA 21 within 30 calendar days of returning to in person instruction, in lieu of the screener.
- b. The district will work with administration and ELL staff (and other relevant) staff at the buildings to make a plan for assessment administration at the site, which, at a minimum, includes:
 - i. Staff to support ELPA, including ELL Paraeducators,
 - ii. Identified testing locations
 - iii. Testing schedule
 - iv. Headset rotation and use protocol
 - v. Cleaning Protocol
 - vi. Need for tech tools, such as appropriate mice

4. **Loss of Planning Rate:** Effective April 1, the cost of hiring a substitute (on which the Loss of Planning Rate is calculated), as listed in Section 14.3.E, will be \$155.

5. **Compensation for Supervising onsite students:** Teachers on site providing supervision of students whose teacher has an accommodation for remote work:

Teachers required to provide supervision of onsite students in a classroom where the teacher is teaching remotely, will be compensated for loss of planning, at the Loss of Planning Rate ($\$155/3=\51.67 /per class).

- a. Students whose primary teacher has remote accommodations will report to the classroom of the educator who is providing onsite supervision and instructional support during that class period, if the same educator is providing supervision for every day the class is concurrent.

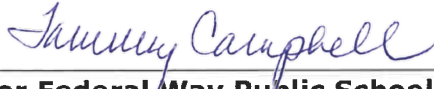
6. **ESP Work Location:** Per our 2020-21 LOA, "ESPs will be authorized by their supervisor to work remotely on rotation, to the extent that there is remote work available and the building has sufficient staff to serve the public." Elementary level ESP staff will have a conversation with their administrator by April 16th about the

availability of remote work that does not impact the ability of the school to serve the public; secondary level staff will have that conversation no later than May 4th.



FWEA
Shannon McCann, FWEA President

March 31, 2021
Date



For Federal Way Public Schools
Dr. Tammy Campbell, Superintendent

May 4, 2021
Date