

Letter of Understanding Lake Washington School District and Lake Washington Education Association

The Lake Washington Education Association (LWEA) and Lake Washington School District (LWSD) have a commitment to collaboration and problem solving in a manner that is focused on shared interests as are outlined in Trust Agreement contained in the Collective Bargaining Agreement. This document is directly aligned with the following shared interests:

1. Support for the District Mission and Goals
2. Accountability for Quality and Performance
3. Fiscal Responsibility
4. Academic Achievement and Professional Responsibility
5. Involvement and Decision-Making
6. Individual Rights & Responsibilities
7. Acknowledgement of the evolving nature of guidance on the COVID-19 outbreak
8. Respect for the impact that changing guidance may have on counselor workload

Through these shared interests we have agreed to the following parameters during this unprecedented school closure. As guidance and recommendations are modified by the Public Health Department, the Office of the Superintendent of Public Instruction, the Washington State Governor, King County Executives, or any other governing body, LWEA and LWSD will address any updates to this Letter of Understanding during weekly District Labor/Management meetings. Per the current CBA, the term "employee" or "teacher" as used in this Agreement will mean those employees represented by the Association in the bargaining unit as defined in the Recognition Clause. The following agreements are effective as of May 5, 2020.

1. LWEA School Counselor Work Expectations During COVID-19 Closure

- a) School Counselors will work remotely during the COVID-19 closure in the 2019-2020 school year. Individuals will not be required to work on site or in person. Any exceptions to employees working remotely will be brought to LWEA and LWSD for agreement first.
- b) School Counselors will be encouraged to perform duties consistent with their roles and responsibilities as outlined by the Washington Comprehensive School Counseling and Guidance Program Model and the American School Counselor Association National Model while schools are closed due to COVID-19.
- c) No meeting, of any kind will be mandated to be in person. School Counselors can call in, participate in a Teams meeting, or use video conferencing on district approved platforms, to join any required meetings.
- d) School Counselors will be given 24 hours' notice before a supervisor required meeting, except in an emergency.
- e) School Counselors will be expected to communicate regularly with supervisors, families, parents, and students during their contracted workday.
- f) School Counselors will have flexibility to structure their remote workday for the term of this agreement.

2. Engaging with Families and Students

- a) LWSD acknowledges the unique role that School Counselors play as trusted advisors to families and students and will work to support the facilitation of communication between School Counselors and families/students.
- b) School Counselors may (but are not required to) video conference with students (individual or in groups) or with families using LWSD approved web-based platforms.
- c) In order to achieve items A and B above, LWSD will provide training to School Counselors which address:
 - i. Use of Teams web-based video conferencing appropriate to the role of the School Counselor with consideration to best practices and guidelines around Individual meetings with students
 - ii. Use of Teams Classrooms to support students as appropriate to the role of a School Counselor
 - iii. Protection of student, family, and counselor privacy to ensure compliance with federal law, state law, and district policy.
- d) School Counselors will help to support families with access to LWSD and Community provided resources by disseminating relevant information and engaging with families through remote platforms.
- e) Information regarding changes to LWSD educational requirements due to OSPI guidelines will be shared with School Counselors prior to being shared with families.

3. Priority of work for the remainder of 2019-20 school year and beyond

- a) LWSD administration will consult with School Counselors to identify concerns and discuss strategies to address those concerns regarding transitioning students from asynchronous distance learning to-traditional building-based learning or a mixed distance learning/traditional building-based learning model.
- b) Additional contract days provided to secondary counselors as specified in Section 13.3.7 can be worked remotely for the 2019-20 school year.
- c) LWSD acknowledges the impact the current closure has on School Counselor workload. Grade level transitioning, course scheduling, and grading/graduation tracking for next year will present significant workload challenges for School Counselors. The District will work with counselors to provide extra support to assist School Counselors to meet these demands.
- d) During periods of school closure, counselors will prioritize the following work:
 - I. **Elementary School**
 - a) Elementary Counselors will support families with access to immediate needs. This could include but is not limited to food support, school supplies, financial resources, basic needs, community resources, etc.
 - b) Social Emotional Support/ Learning Opportunities. Elementary counselors will support the social emotional needs of all students through a variety of methods and platforms.

II. Middle School

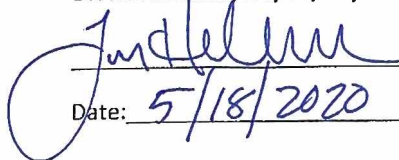
- a) Middle School Counselors will collaborate with students, families, and community agencies to meet the social/emotional and basic needs of students and families.
- b) Middle School Counselors will collaborate with staff and families to support student access and engagement to remote learning.
- c) Middle School Counselors will collaborate with students and staff to disseminate college and career readiness learning opportunities.

III. High School

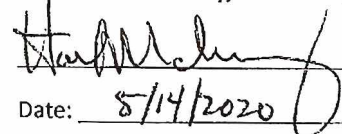
- a) High School Counselors will work with students and families to support access to resources and continue to provide direct services remotely.
- b) High School Counselors will prioritize work which supports helping Seniors navigate meeting 2020 graduation requirements
- c) LWSD will work toward putting consistent communication, procedures, and policies in place that allow for the equitable advancement of students toward meeting educational requirements while limiting the burden of clerical work placed on High School Counselors
- d) High School Counselor input will be sought prior to finalizing LWSD policies regarding requirements which directly impact graduation.

Agreed:

For the District
Dr. Jon Holmen, Deputy Superintendent


Date: 5/18/2020

For the Association
Howard Mawhinney, LWEA President


Date: 8/14/2020