

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

Whereas public education continues to operate under a pandemic and state of emergency; and

Whereas the Governor and the LWSD school board revised the requirements for in person student hours for elementary schools the following amendment to the Counselor LOU originally dated 08.20.20 is agreed upon for the duration of the 2020-2021 school calendar year.

### I. Suspend Article I (A) of Counselor LOU

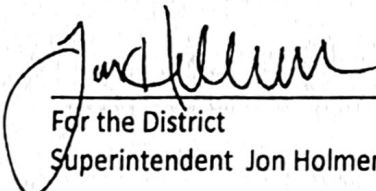
School counselors will work remotely during the COVID-19 closure in the 20-21 School year. Individuals will not be required to work on site or in person. Any exceptions to employees working remotely will be brought to LWEA and LWSD for agreement first.

### II. Amendment to Article I (A) of Counselor LOU

- a. Counselors have the option to be on campus at any time.
- b. All counselors who qualify for medical Covid accommodations will be allowed to continue to work remotely.
- c. Counselors will collaborate with administrators to identify student in-person days when they will be present to meet mandatory in-person time.
- d. At the counselors' choice, in person time can be distributed in no less than  $\frac{1}{2}$  day increments.
- e. Elementary counselors, other than those on medical accommodations, are directed to meet the following in-person time utilizing the school in-person student schedule.

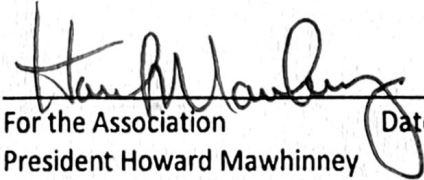
In-Person Building Student Population			Counselor minimum in-person time
Less than	35%	=	1 day
Between	35% – 60%	=	2 days
Between	60% – 80%	=	3 days
More than	80% - 100%	=	4 days

Elementary counselors are welcome to make this time adjustment immediately. They will not be required to meet this minimum until 10 school calendar days post signing of the agreement to arrange for personal and family time arrangements. With the exception of this amendment, the Counselor LOU remains in effect. This agreement expires June 30, 2021. All other LOUs between the parties, not in conflict with the amendment or the Counselor LOU, are in effect.

  
For the District  
Superintendent Jon Holmen

Date

4/26/2021

  
For the Association

Date

President Howard Mawhinney

4/26/2021

*Agreed upon Guidance Document – not part of the LOU or Amendment to LOU.*

April 16, 2021

## **Guidance Document for Counselors**

### **Time and Lessons**

- When teaching in-person guidance lessons, counselors will maintain 6 feet of physical difference and practice health and safety protocols outline in LWSD safety plan. Whenever possible, counselors are encouraged to limit the number of guidance lesson across multiple classrooms in a day.
- Delivery: Counselors maintain the options from LOU regarding delivery of lessons.
- All interactions must follow the LWSD Covid Safety Handbook regulations.

### **Offices and Spacing**

- Counselor's office space will adhere to section 17.1 of LWEA CBA. Counselors asked to move from their office will receive 7.5 hours of compensation at the timecard rate.
- Counselor office space must allow for privacy and confidentiality.
- If conditions arise that require a sharing of office space, counselors will not be required to share the office during the day that they are expected on campus.
- DOH rules require 6 feet of distancing between adults and any other human regardless of age. When office spaces do not allow for 6 feet of distancing between people, administration will identify a suitable location for that task/work.
- Counselors maintain the option of adult meetings being virtual.

### **Supervision**

- Due to Governor's proclamation of an on-going children's mental health crisis, administrators will prioritize counselor time and energy around serving social emotional needs of students.
- They will not be regularly scheduled to supervise lunch.
- According to the current CBA, counselors cannot be asked to substitute.
- Only on an emergency basis will counselors provide supervision coverage.