

LETTER OF UNDERSTANDING
BETWEEN
LAKE WASHINGTON SCHOOL DISTRICT NO. 414 AND LAKE WASHINGTON
EDUCATION ASSOCIATION

The District and the Association desire to clarify the intent of Section 12.8.2 pertaining to “the predictable and equitable assignment of specialists and other staff to cover unfilled teacher absences”.

The parties agree that the intent of Section 12.8.2 is to address the assignment of all specialists when an unfilled teacher absence occurs. At the elementary level, librarians, music and PE teachers continue be included in the pool of staff available to cover unfilled teacher absences.

While not required to participate in the unfilled teacher absence coverage plan, special education, safety net, and ELL teachers may voluntarily agree to surrender their planning time for a maximum of 120 minutes per semester to participate. The intent of the district and the association is that all certified staff participating in a building’s coverage plan are compensated for the loss of planning time consistent with Section 12.8.1. Therefore, whenever special education, safety net, or ELL teachers cover classes because no substitute is available, the employee shall be compensated for their missed planning time at the \$50/hr timecard rate.

Elementary specialists will not be asked to cover multiple classes simultaneously except in response to an emergency. Should an elementary specialist be asked to cover multiple classes simultaneously, building administration will ensure that additional adult assistance (para-educator, instructional assistant, or other LWSD vetted adult) is assigned to assist the impacted specialist when class size exceeds 130% of the elementary class size standards described in Section 13.1.1

All other provisions of Section 12.8 remain unchanged.