

June 15, 2022

**Letter of Understanding**  
**between**  
**Lake Washington School District NO. 414 (LWSD) and Lake Washington Education Association (LWEA)**  
**regarding Sammamish River Valley Online School program**  
**for a successful 2022-2023 school year**

**Whereas** LWSD families are electing online enrollment, and

**Whereas** LWSD created an on-going Alternative Learning Environment (ALE) school entitled Sammamish River Valley Online School (SRV). Therefore, the following changes to the LWEA/LWSD are implemented to address the impacts related to working conditions of LWEA bargaining unit members of SRV.

Collective bargaining issues not directly addressed in this agreement will default to the LWEA-LWSD

Collective Bargaining Agreement which expires in August of 2023. Either party may submit a demand to bargain regarding an issue that was not contemplated during this negotiation.

This agreement is effective June 20, 2022 – June 30, 2023.

**A. August LEAP Time/Allocation of ITW (9.5.1):**

1. All certificated staff who are assigned to SRV have the option to participate in three (3) additional days, paid at the employee's individual per diem rate, for readiness planning (building-directed time) of the new school. These 3 days will occur on Aug 22, 24, and 25 of 2022 in-person at the Resource Center (RC). Should a permanent in-person SRV site be determined prior to LEAP, that location will be the site for all in-person LEAP week activities.

**B. August LEAP Location (9.5.1):**

1. LEAP week activities (9.5.1.) will be in-person at the Resource Center, unless otherwise notified by the principal.
2. The district will provide space at the RC for SRV to meet during LEAP week.

**C. LEAP Wednesdays (9.5.2):**

1. ITW may be done remotely.
2. Depending on PCC need(s), Team Collaboration Time days may be done remotely OR in-person.
3. PL days are done in-person unless otherwise notified by the principal.

**D. LEAP Fridays (9.5.2):**

1. The Building Decision Making Model collaboratively determines which Friday LEAPs are in-person and which are held remotely.

**E. School Budget (10.10):**

1. During LEAP week, the discussion of the budget will be on the LEAP building-time agenda for an all-staff discussion.
2. A final budget will be determined by October 1, 2022.

**F. Building Decision-Making Model (BDMM) (10.12):**

1. A BDMM will be established by September 2, 2022, of LEAP week. Implementation will be reviewed with staff at that time.
2. Staff will have no less than two (2) models from which to choose.
3. Staff will vote on a model by the end of LEAP week, September 2, 2022.
4. As part of the work during the three (3) additional SRV planning days, staff and the leadership team will create a BDMM model from examples provided.

**G. Class Preps for Synchronous Learning (12.3.1-2)**

- A. Teachers in the secondary school will be assigned not more than five (5) discreet preps per semester exclusive of Advisory/Foundations.
- B. Foundations teachers receive one day per month planning time for Foundations and a \$5000/year stipend. (Overwriting 12.3.2)
- C. Classes with enrollment of three (3) or fewer students are exempt from this language. LWEA and LWSD will define the expectations for this additional responsibility at DLM if certificated staff are offered and agree to assume it.

**H. School Hours (12.3.3):**

1. SRV staff hours are 7:30 am to 3:30 pm. Mutually with the principal, staff will determine their one-hour (60 minutes) of time in accordance with 12.3.3.
2. Each secondary employee will have at least the equivalent of one (1) class period of planning time (50 minutes) to be included within the regular student day.
3. Staff may individually determine their own extra planning time daily (50 minutes), or that equivalent of time weekly. This time shall not conflict with other job requirements like synchronous sessions.

**I. Timecard Rate, Secondary Test Coordination (13.3.10.1):**

1. Secondary test coordination and administration will be conducted by the district, and not by SRV certificated school staff.

**J. HS Graduation (13.3.10.2):**

1. SRV is considered a high school for the distribution of funding for graduation.

**K. Special Education, Preps, Classes (13.4.1):**

1. SpEd teachers who are processing students transferring to or from in-person will receive 3-hours per student at timecard rate.
2. SpEd teachers processing transfer students to/from SRV, who are required to provide more than a prior written notice, will receive an allotment of fifteen (15) release days to be used for this purpose. This pool of days will be reviewed at the January DLM to monitor its use. SpEd teachers must apply to the SpEd director or designee to use these release days.

**L. Facilities, Supplies, Materials, On-Campus Resources (17):**

1. The district will provide a dedicated physical space for mandatory in-person events. Any contracted space will not have a religious affiliation.
2. Staff will receive five (5) working days' notice of site and dates for in-person requirements.
3. A supply distribution calendar with no less than five (5) dates will be determined by Oct 1, 2022. This calendar will be reviewed quarterly and adjusted as needed by BLT.
4. Online staff will receive priority from technology support staff.
5. SRV staff will have access to a physical space that contains traditional school instructor supplies and a photocopier.
6. SRV shall have a dedicated book/storage room for curriculum materials and supplies.
7. Staff may request office furniture to be delivered to the SRV site.
8. All district resources provided to in-person teachers will be provided to SRV teachers.
9. Maintain Oct 15, 2021, LOU staff supply list.:
  - a. 1 Teacher laptop (Surface Book 3)
  - b. 1 External Dell Monitor - 22" with monitor adapter cable to attach to laptop
  - c. 1 Logitech wireless keyboard and mouse
  - d. 1 power strip surge suppressor (APC or Belkin)
  - e. 1 USB-connected AVER document camera (optional)
10. SRV staff receive a \$1000 stipend to pay for wi-fi services to be allocated in the December pay warrant.

**M. Transfers (23):**

1. After October 1, 2022, no SRV staff will be transferred for the 22-23 school calendar year. Should a notification of involuntary transfer be made on or before October 1, 2022, employee would have the option to accept the transfer or resign from the current contract without harm.
2. In the spring of 2023, SRV will be listed as a transfer choice for LWSD eligible employees.
3. LWSD certificated staff will be given a 2-week notice to indicate interest in transferring into SRV for the 2022-23 school year. The SRV principal will select at least 60% and up to 100% of staff from interested district staff. District staff will complete the new school staff application. The principal will meet with interested staff and make the selections, taking into account seniority, certifications & endorsements, and experience with online learning.

**N. Evaluation (26.2)**

1. SRV certificated staff, administration and BLT will work in conjunction to communicate and publish an evaluation addendum document for all SRV staff to have common definitions and understandings of differing "look-fors" by September 15, 2022.
2. Provisions of Article 26 are suspended until the new evaluation addendum is published.

**O. New District Program, Practices:**

1. BLT will make recommendations for enrollment processes, procedures (including student success criteria), and timelines by September 2, 2022. Work required on this issue completed outside the contract day will be paid at the timecard rate.
2. At the beginning of each school year, and subsequently upon each additional hire throughout the year, adequate training will be provided to staff on teaching in a virtual environment, including MS Teams and APEX.
3. SRV follows the district snow day schedule.

**P. Support Services: Psychologist, SLP, etc.**

- 1. Staff shared between in-person and remote sites can do their remote work from home.
- 2. SRV will be staffed with designated individuals for these students, not based on their neighborhood schools.
- 3. Program directors will work collaboratively with the principal on placement of support services staffing.
- 4. ESAs will coordinate appropriate student testing and not place the responsibility on the general education provider or the counselor.

**Q. Services & items held at Neighborhood Schools**

- 1. Unique programs, not addressed at SRV, will be available to students at their neighborhood/home school location (examples: Pantry Pack, wraparound services, sports and clubs, library, etc.)

**Agreed**

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For the District                                  Date  
 Assistant Superintendent Dale Cote

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For the Association                                  Date  
 Vice President Katie Badger