

MEMORANDUM OF UNDERSTANDING
between the
BELLEVUE EDUCATION ASSOCIATION
and the
BELLEVUE SCHOOL DISTRICT
Regarding
Modifications of Supplemental Pay

The Bellevue Education Association and Bellevue School District agree to the creation of a department lead position for special education as a pilot program for the 2023-2024 school year. No provision of the Collective Bargaining Agreement specifically addresses compensation, duties and responsibilities, or working conditions related to the position.

Responsibilities of the Department Lead Position for Special Education

The identified responsibilities include but are not limited to:

- Facilitates regularly scheduled special education department meetings.
 - Minimum of every other week.
 - Create and maintain agenda.
- Serves as liaison between the special education department and building/district leadership.
 - Serves as primary point of contact with building principal.
 - Serves as primary point of contact for assigned special education director.
- Facilitates the development of service schedules.
 - Classified (Work with Lead Paraprofessional if available)
 - Certificated
- Ensures weekly collaboration meetings are taking place with paraprofessionals.
- Manages the special education instructional supplies budget.
- Serves as liaison with Transportation and ensures Transportation Request Forms are submitted to Transportation.
- Tracks and monitors non-traditional students (NPA, Partial Enrollment, ISP and Itinerant)
- Leads problem solving efforts on issues related to special education services delivery on-site.
- Trains scheduling assistant (paraprofessional)
- Attends Special Education Department Lead meetings with assigned Special Education Director once monthly outside of contract hours (before or after school)

Compensation

The Department Lead Position shall be paid an annual stipend as follows:

- 15-30 Students \$1,000

- 31-60 Students \$2,000
- 61-90 Students \$3,000
- 91-120 Students \$4,000
- 120 + Students \$5,000

The duties of the Department Lead Position may be divided into two; each person would be responsible for ½ of the assigned duties and the associated stipend may be split in half for each person. The maximum amount of stipend per school site shall not exceed \$5,000. Once initial stipend amounts are set based upon student count, stipends will NOT be adjusted for the remainder of the school year. Should an individual serve in the role for only a partial school year, the stipend shall be prorated for the time performing the identified duties.

Selection Process

Recommended Special Education Department Lead candidates shall be identified by the building administrator in coordination with the assigned Special Education Director. Upon execution of this MOU, the selection process will begin and shall be completed no later than October 31, 2023.

Eligibility

To be eligible, candidates must hold either a special education certification or an ESA certificate AND worked at the school site for at least two (2) school years. Exceptions may be considered if these eligibility requirements cannot be met by an individual willing to serve in the role.

Evaluation

The Special Education Department, in collaboration with school administrators, BEA and Teaching and Learning, will provide recommendations going forward at the end of June 2024. This pilot may be extended into the 2024-2025 school year should the parties agree to said extension.

For the Bellevue School District

For the Bellevue Education Association

Dr. Jeffrey J. Thomas
Assistant Superintendent of Human Resources

Jillian Rock

Date

Date