

MEMORANDUM OF UNDERSTANDING
between the
EDMONDS SCHOOL DISTRICT NO. 15
and the
EDMONDS EDUCATION ASSOCIATION
2017 - 18

THIS MEMORANDUM OF UNDERSTANDING regarding **English Language Learning (ELL) Testing Coordinator Stipend** shall be effective September 1, 2017 through August 31, 2018 and is supplemental to the 2017 – 20 Procedural Agreement (PA) between the Edmonds Education Association (EEA) and the Edmonds School District No.15 (District).

WHEREAS, the English Language Proficiency Assessment (ELPA21) and Alternate-ACCESS – 1% English Language Proficiency Assessment is a State assessment used by OSPI to determine annual language and academic proficiency of students who qualify for Title III services; and

WHEREAS, the ELL teacher is currently assigned to coordinate the ELPA21 and Alternate-ACCESS – 1% English Language Proficiency Assessment at elementary or K-8 schools; and

WHEREAS, Appendix 4 of the EEA Procedural Agreement categorizes building testing coordination as an extra duty, and the role of the building testing coordinator is compensated with an annual stipend; and

WHEREAS, currently, the ELL teacher is performing all duties of a building testing coordinator, as listed in the Implementation Procedures for extra duties, but is not receiving a stipend.

THEREFORE, the undersigned parties hereby agree as follows.

1. In order to be in compliance with the EEA procedural guidelines regarding extra duties, an appropriate stipend has been determined for EEA staff performing testing coordination of the ELPA21. The stipend allocation will reflect the amount of students in the coordinator’s building, rather than a flat rate for all buildings.
2. The stipend allocation is based on the table below. The student count is based on the number of students testing in each building. This includes all students who qualify for ELD services, Native American students in a Title III program, and students whose parents have waived program services. The stipend is available to EEA members who are elementary or secondary testing coordinators.

2017 -18 STIPEND ALLOCATION FOR ELL TESTING	
Student Testing Count	Stipend
1-25	\$200
26-50	\$250
50-75	\$300
76-100	\$350
101-125	\$400
126-150	\$450
151-175	\$500
176-200	\$550
201-225	\$600
226-250	\$650

3. Responsibilities of the Building English Language Proficiency Assessment Test Coordinator: Work with District and Building Administration to coordinate and implement annual State testing for the school.
- Train proctors on general test administration
 - Gather necessary supplies for test (computers, headsets, mice etc.)
 - Coordinate and implement make-up tests, as necessary
 - Coordinate facility/materials/proctors for students requiring accommodations, and additional testing time
 - Coordinate/communicate/implement the schedule for testing, including the training test
 - Document and report irregularities
 - Track coding needed for specific circumstances (exemptions, MSP or SBA-Basic, absences, accommodations) for both online and paper/pencil testing
 - Receive/coordinate/sort/distribute and provide security for paper booklets
 - Verify all paper test books are accounted for before return; repackaging booklets for return
 - Oversee coding on paper booklets and in online test management system
 - Oversee and ensure accuracy in the use of the only testing management system (TIDE for SBA)
 - Provide guidance to the proctors
4. Skills needed in ELPA21 Testing Coordinator Role include:
- Organizational skills
 - Communication skills – oral and written
 - Knowledge of State testing administration procedures and guidelines
 - Attention to detail
 - Understanding school schedule

EDMONDS EDUCATION ASSOCIATION

/Andrea Nofziger-Meadows/

For the Association

5/24/18

Date

EDMONDS SCHOOL DISTRICT NO. 15

/Debby Carter/

For the District

5/23/18

Date