

MEMORANDUM OF UNDERSTANDING
between the
EDMONDS SCHOOL DISTRICT NO. 15
and the
EDMONDS EDUCATION ASSOCIATION
2018-19

THIS MEMORANDUM OF UNDERSTANDING regarding **English Learners (EL) Testing Coordinator Stipend** shall be effective September 1, 2018 through August 31, 2019 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 WIDA Alternative ACCESS Assessment are State assessments used by OSPI to determine annual language and academic proficiency of students who qualify for Title III services; and

WHEREAS, the EL teacher is currently assigned to coordinate the ELPA21 and WIDA Alternative ACCESS at elementary or K-8 schools; and

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

WHEREAS, currently, the EL teacher is performing all duties of a state 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 and WIDA Alternative ACCESS Assessments. 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.

| 2018-19 STIPEND ALLOCATION FOR EL 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 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, 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; repackage 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 English Language Proficiency Assessment Test 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

EDMONDS SCHOOL DISTRICT NO. 15

/Andi Nofziger-Meadows/

10/3/2018

For the Association

For the District

/Debby L Carter/

10/1/2018

Date

Date