

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**EDMONDS SCHOOL DISTRICT NO. 15**  
**and the**  
**EDMONDS EDUCATION ASSOCIATION**  
**2019-20**

THIS MEMORANDUM OF UNDERSTANDING REGARDING THE INTERNATIONAL BACCALAUREATE (IB) EXTENDED ESSAY is effective September 1, 2019 through July 31, 2020, and is supplemental to the 2017-20 Procedural Agreement between the Edmonds Education Association and the Edmonds School District No. 15.

WHEREAS, the District offers an IB diploma through Edmonds-Woodway High School; and

WHEREAS, the Extended Essay is a State and Edmonds School District IB requirement for graduation; and

WHEREAS, IB students have mentors for the Extended Essay process who have been volunteers, and have included Edmonds-Woodway staff and non-staff members; and

WHEREAS, beginning with the 2016-17 school year, there are significant changes to the Extended Essay requirements for IB students and their mentors, which now specifies only school-based employees can serve as Extended Essay mentors; and

WHEREAS, the number of IB students continues to grow, requiring more mentors, and the mentors will have greater responsibilities and required training.

THEREFORE, the District and the Association have recognized that compensation is appropriate for those serving as mentors in order to fulfill their responsibilities in IB, supporting students with the Extended Essay. Thus, the undersigned parties hereby agree as follows for the 2019-20 school year.

1. Beginning with the 2016-17 school year, all IB-trained teachers at Edmonds-Woodway High School were required to mentor a minimum of three (3) students for their Extended Essays. Mentors may choose to support more than three mentees.
2. Each mentor will receive \$100 per mentee for assuming the responsibilities of the completed Extended Essay.
  - Payments for IB mentors will occur in February for ~~complete~~ completed Extended Essays for seniors.
  - Payments for IB mentors will occur in June for completed Extended Essay drafts for juniors.
  - The IB coordinator/school administration will be responsible to provide names of IB mentors who should receive payment for completed assigned Extended Essays. These names should be sent to Human Resources.
3. All mentors will be required to attend training provided by the IB coordinator. Those needing to attend training outside their contracted day will be compensated, at the inservice rate of pay, for their time.
4. Other Edmonds-Woodway staff may choose to become mentors, and would receive the \$100 per mentee. They would be compensated at the appropriate rate of pay for any required training they attend.

This agreement is not designed to set precedent for future MOUs.

EDMONDS EDUCATION ASSOCIATION

EDMONDS SCHOOL DISTRICT NO. 15

\_\_\_\_\_  
For the Association

\_\_\_\_\_  
For the District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date