

LETTER OF AGREEMENT

This Letter of Agreement is entered into between the Selah School District (SSD), and the Selah Education Association (SEA). Late Starts and CSL Schedule will be synonymous for the purpose of this document. The SSD and SEA agree that the Collaboration for Student Learning (CSL) schedule will be implemented at all six schools with the following conditions:

1. CSL Schedule (Late Start) will consist of a one-hour late start for students each Monday.
2. A joint email will be sent by SSD and SEA to answer all remaining questions about implementation of the CSL Schedule for 2011-12.
3. The school board will make a final decision concerning the implementation of the CSL Schedule at all six schools for 2011-12 at the regular board meeting on 5/12/11.
4. Contract language concerning the CSL Schedule will be part of the next collective bargaining session.
5. A group of teachers and administrators will receive training this summer concerning the implementation of a collaboration schedule. This group will be chosen as per the Late Start Questions and Answers, Appendix A, included with this document.
6. A CSL Steering Committee will be in place for 2011-12 to serve as a feedback loop, to monitor and to make adjustments to ensure that the CSL schedule is used effectively. Any decisions regarding progress of committees and assessment of committees will be done within the CSL Steering Committee. Any change in duration of CSL schedule, amount of District controlled time and/or frequency of CSL days will be mutually agreed upon by the SEA and the District.
7. The CSL Steering Committee will report to the District Learning Improvement Team (DLIT) each month with a progress report on the CSL schedule. A copy will be given to the SEA Board.
8. The monthly SSD/SEA Cabinet Meeting will include a discussion of the feedback from the CSL Steering Committee concerning the implementation of the CSL schedule.
9. In the Spring of 2012, a survey, that will be mutually be agreed upon by the SSD and SEA will be sent to all certificated and classified staff to gather feedback concerning the continuation the CSL schedule for 2012-13. The survey results will be reviewed by the CSL Steering Committee, the DLIT, and the SSD/SEA Cabinet. All three of these groups will make a recommendation to the superintendent concerning continuation of the schedule in 2012-2013. All recommendations will be based on the survey results. There must be a simple majority for voting results to be accurate. If the survey results come back negative, as far as keeping Late Start (CSL Schedule), the recommendation to the board will be to discontinue the Late Start (SCL Schedule). If the results come back needing change, the SEA and the SSD will convene and reach a mutual agreement on the change. The superintendent will make the recommendation to the school board and the board will make a final decision by May 15 each year. This process will be completed on an annual basis.

*Please note: Appendix A is to be included in this document.

Late Start Questions and Answers

Appendix A

Friday, April 29 (2012)

Shane Backlund and Kevin Russell

Q: The time that is missed during the late starts, when and how is it made up?

A: It will not be. We are well within our contact time limits for the state.

Q: What are the kindergarten and preschool schedules going to be like?

A: In order to make up for the one hour late start, one-half hour will be taken from the morning and afternoon classes each Monday.

Q: Are the late starts for district assigned professional development? How will the time be used?

A: It will be used for collaboration in groups and not for district directed professional development. As long as you can answer the questions below, it will be acceptable. If, for any reason, the group decides that their agenda may not answer these questions, the Teaching and Learning Coordinator and the SEA Executive Secretary will convene, with the group, to decide how to proceed with getting this problem solved.

- What do we want all students to know and be able to do?
- What strategies and tools do we use to ensure all students learn?
- How do we know if students have learned?
- What do we do if students don't learn or if they have already learned it?

There are 4 days slated for the district to use as they need, but that that number will not increase. The personnel will be divided into groups and teachers will have a say in the division and the groups that they are in. The groups are not set in stone and will be flexible and determined at each building. For example, specialists may go to a 4th grade group, or to another if needed.

Q: We have heard that the late starts will be overseen by a committee. What is their role and how do people get on it?

A: The late starts themselves won't be overseen by a committee. The purpose of the CSL committee is to be a think-tank and problem solving team. They will be taking comments, making recommendations and helping the process to be successful. Principals will be contacting their entire staff to seek volunteers for this committee. To be on the committee, members must be able to commit to attending the summer PLC Conference August 1-3 in Seattle and attend paid monthly communication meetings. The make-up of this committee will include:

- Executive Director for Teaching and Learning
- Executive Board member
- 2 Teacher Reps from John Campbell (with one member being on DLIT)
- 2 Teacher Reps from Robert Lince (with one member being on DLIT)
- 2 Teacher Reps from SIS (with one member being on DLIT)
- 2 Teacher Reps from Selah JH (with one member being on DLIT)
- 2 Teacher Reps from Selah HS/Academy (with one member being on DLIT)
- 2 Principal Reps (one elementary and one secondary)
- The District Literacy and Math Facilitators

Q: Why haven't parents been notified?

A: The District felt that it needed more information and options for kids. There are still some details not worked out concerning support for families during this late arrival time. The community will be more able to accept the late starts if the district provides something for the kids during that hour with families that have hardships. Also, the District was still in talks with the SEA and wanted to work things out before talking to parents.

Q: Will the teachers have control of the meetings?

A: Yes, except for the 4 days that have been reserved for the district, each team will be able to set their own agendas and conduct their own collaboration as long as it fits in the guidelines of the four questions listed above and progress is being made. Progress will be different for each group, depending on where they are in their work. The CSL Steering Committee will help determine what progress will look like, as progress will look quite different from each group.

Q: Principals are already setting agendas and planning for the late starts. I thought that the teachers had the job of doing that?

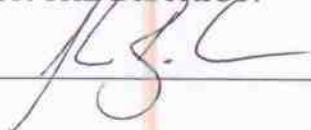
A: Principals are not going to be in charge of the agendas, but they are ultimately responsible to see that this time is being used productively according to the four questions above. We all want this time to be productive, as everyone's time is valuable. Each group will produce their own agenda. Steve and Shane will ensure that principals adhere to this guideline.

**** PLEASE NOTE:**

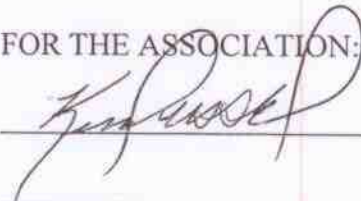
This is a document that was drafted and agreed upon for the 2011-2012 school year. Since it was voted on by the certificated staff, it will be rolled over for the 2012-2013 school year. All language is original. The only changes to this agreement are listed below.

- If the dates are expressly written as 2011-2012 or 2011-12, it will now be interpreted as 2012-2013.
- If the date is written as 2011, it will now be interpreted as 2012.
- If the date is written as 2012, it will now be interpreted as 2013.
- If there is not a May 12th, 2013 board meeting, it will be the closest board meeting to that date.
- For mention of names: If the name Shane is mentioned (at the time: T&L Director) it now be Troy Tornow and for the name Steve (at the time: Superintendent) it will now be Shane Backlund.
- ~~To keep in line with the DuFour model of PLC's, which is what our CSL model is founded in,~~ The questions that groups focus on will be:
 - What is it we expect students to learn?
 - How do we know if students have learned?
 - How will we respond when students don't learn?
 - How will we respond when students already know it?
- Beginning with the 2012-2013 school year, the CSL Steering Committee will be expanded to include one additional teacher from each building and the other three building principals. The purpose of this expansion is due to the fact that this committee will be taking the place of the DLIT for the 2012-2013 school year, as CSL is our major District Improvement Initiative. The process for selection of the additional Steering Committee Members will be the same as in this agreement, with notification going to all staff and the first opportunity being afforded to staff who has attended a PLC Institute in the Summer of 2011 or 2012.

FOR THE DISTRICT:



FOR THE ASSOCIATION:



Date this 13th day of ~~July~~ August, 2012.