

**Human Resources**  
Maurene Stanton  
Executive Director of Human Resources

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**Date:** May 1, 2018

**To:** Board of Directors

**From:** Maurene Stanton

**RE: Memorandum of Understanding between the Northwest Educational Service District #189 and the Stanwood-Camano School District regarding Paraeducator Pilot Grant**

Attached you will find a Memorandum of Understanding (MOU) between the Stanwood-Camano School District and the Northwest Educational Service District #189 (NWESD) regarding a pilot project to strengthen professional development for paraeducators. The MOU will be enacted if the NWESD is successful in the grant application process.

If the grant application is successful, paraeducators will complete a Fundamental Course of Study and a specialization certificate in either English Learning or Special Education. Participation will be voluntary and the district is limited to 6-10 paraeducators from the SCSD in the first year.

This agreement outlines the compensation provisions.

If you have questions about this negotiated agreement please feel free to call me at 360-629-1213.

I recommend your approval of this Memorandum of Understanding.

**Paraeducator Pilot Grant Memorandum of Agreement (MOA)  
Between  
The Northwest Educational Service District 189 (NWESD)**

**And  
Mount Vernon, Burlington-Edison, and Stanwood-Camano School Districts**

**September 1, 2018 – August 30, 2019**

This memorandum outlines the agreement between NWESD and the Mount Vernon, Burlington-Edison, and Stanwood-Camano School Districts. The purpose of this partnership is for Educational Service Districts (ESD) and multiple district partnerships to strengthen the professional development training provided to paraeducators during the paraeducator pilot grant.

This project will be carried out in accordance with Washington State legislation authorizing the Paraeducator Pilot Grant RCW 28A.413.095.

A partnership between ESDs and districts with the goal to meet the participating districts needs to increase training opportunities to paraeducators by implementing the following key required services:

1. Paraeducators participating in the pilot must complete the Fundamental Course of Study;
2. Once a paraeducator has completed the Fundamental Course of Study, paraeducators must be trained in the application's chosen certificate;
3. District consortiums must create facilitator guides to train paraeducators. Awarded districts are expected to submit supplemental curricular materials developed for the pilot to PESB;
4. Provide extensive support to paraeducators during the pilot study to complete the Fundamental Course of Study and the chosen certificate;
5. Paraeducators who participate in the pilot are to create an account with e-certification, and districts will provide assistance to paraeducators to complete this process, if necessary; and
6. Attendance and full participation in work group meetings by district or district consortium lead contact.

The parties agree to the following:

**Terms and Conditions of Agreement:**

In addition to the specific terms, conditions, and activities outlined in the Paraeducator Pilot Grant to be submitted by April 30, 2018 the following are the key MOA items:

In consideration of the mutual promises and agreements set forth herein and other goods and consideration, NWESD and Mount Vernon, Burlington-Edison, and Stanwood-Camano School Districts agree to implement the Paraeducator Pilot Grant.

Specific responsibilities of each of the parties to this agreement are as follows:

**NWESD will:**

1. Write and administer the grant (fiscal agent);
2. Identify key faculty member who will work directly with the districts for this program;
3. Create facilitator guides;
4. Attend work group meetings as consortium lead;
5. Plan, schedule, and instruct program courses;
6. Provide supervision and facilitate learning activities such as peer observation and feedback;
7. Recruit paraeducators for special education content certificates;
8. Ensure completion of training, final report(s), and facilitator guide.

**Mount Vernon, Burlington-Edison, and Stanwood-Camano School Districts will:**

1. Identify a key staff member(s) who will serve as a district liaison to the NWESD;
2. Provide 6-10 paraeducators to participate in the pilot;
3. Recruit paraeducators for both the ELL and Special education content certificates;
4. Use their district employment and student data to determine needs of staff to be certified in ELL or Special Education;
5. Work with NWESD with their Collective Bargaining Agreements if applicable;
6. Liaisons to attend quarterly check-in meetings;
7. Provide any needed information for data collection or for the final report.

**Outcomes:**

In order to accomplish the general objectives of this agreement, and meet the associated outcomes, the districts shall perform the specific duties as outlined in the Paraeducator Pilot Grant Application.

**Financial Arrangements:**

In adherence to the guidelines outlined in the Budget Section of the pilot application, the funding will go towards the intended grant activities. NWESD 189 is the fiscal agent of the grant and will use the funds for planning and presenting professional development for the Fundamental Course of Study, ELL subject matter certificate, and Special Education subject certificate. The funding will also be for the allowed Indirects, supplies, administrative assistant support, and any other costs in the grant budget for providing this training.

The NWESD will provide funds from this grant to districts for expenses for paraeducator release time and for CBA mandated extra hours for time outside the workday. The NWESD will also provide an additional \$10,000 in funds from our Special Education Consolidated Service Agreement (CSA) work for paraeducator training that has already been approved by OSPI for the 2018-2019 fiscal year. It is estimated that between the CSA and grant funds this will be between \$700-\$900 per paraeducators dependent on the final number of participants in each certificate area.

**Key Roles and Responsibilities**

<b>Person Responsible</b>	<b>Responsibilities/Program</b>	<b>District</b>	<b>Other</b>
David Forsythe	Grant/NWESD Lead	NWESD	
Sarah Southard	ELL Content lead	NWESD	
Gayle Everly	Fundamental Course Lead	NWESD	
Jennifer Drake Patrick	Special Ed Content lead	NWESD	
Jeff Drayer	District Lead	Burlington-Edison	
Kris Wollan / Dan Berard	District Leads	Mt. Vernon	
Maurene Stanton	District Lead	Stanwood	
Steve Dahl	Special Programs Paraeducators for NWESD	NWESD	

**Key Activity Timeline**

Activities	Start Date mm/dd/yyyy	End Date mm/dd/yyyy	Responsibility ESD, district, or other
Planning and delivery of instruction	09/01/2018	06/30/2019	NWESD staff
Planning with districts on logistics and operations	06/01/2018	08/31/2019	David Forsythe and District Leads
Budget and Administration and PO's communication with districts for distribution of funds for release time / extra hours	09/01/2018	8/31/2019	NWESD staff
District and NWESD leads quarterly meeting- make sure on PD is on track, ensure completion of training, relevant materials created for grant/ facilitator guide to PSBE	Quarterly – 09/01/2018	8/31/2019	District Leads/ David Forsythe
Workgroup meetings and reporting/ final reports	06/01/2018	08/31/2019	David Forsythe

**Terms of Agreement and Termination**

The effective dates of this agreement are April 30, 2018 through August 30, 2019. The agreement dates may be amended by a written addendum signed by all parties and final approval by PESB.

**Notice**

This agreement shall be subject to the written approval of the authorized PESB representative and shall not be binding until so approved. The agreement may be altered, amended, or waived only by a written amendment executed by the ESD, PESB, and the majority agreement of the district(s). Any notices given under this contract shall be to the following:

**ESD Representative:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**District Representative:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PESB Representative:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agreement Management**

The following shall be the lead contact person for all communications regarding the performance of this agreement.

Name	Title	Telephone	Email
David Forsythe	Assistant Superintendent	360-299-4021	dforsythe@nwesd.org