

**MEMORANDUM OF UNDERSTANDING BETWEEN TACOMA SCHOOL DISTRICT NO. 10
AND TACOMA EDUCATION ASSOCIATION**

Memorandum of Understanding regarding Educational Support Associate (ESA) Caseloads.

This agreement between Tacoma Public Schools and the Tacoma Education Association is in reference to caseloads for each of the ESA staffing categories, including Speech Language Pathologists (SLP), Occupational Therapists (OT), Physical Therapists (PT), School Nurses (ESA RN), Psychologists, Counselors, and Audiologists.

In compliance with Section 67 G.1. Deployment, in the existing CBA: “The District shall allocate special education and ESA staffing on a fair and equitable basis, considering the degree of student need, degree of inerrancy, direct service responsibilities, and total student load.”

The parties agree to the following general guidelines:

- I. Caseloads
 - A. Speech Language Pathologists – the maximum number of cases per SLP will be forty-five (45). Where the SLP holds the proper certification to complete Medicaid billing and the cost of annual state licensure for Medicaid Billing is covered by the District, the expectation will be that the SLP completes the billing documentation monthly.
 - B. Occupational Therapists – the maximum number of cases per OT will be forty-two (42). Where the OT holds the proper certification to complete Medicaid billing, the expectation will be that the OT completes the billing documentation monthly.
 - C. Physical Therapists – the maximum number of cases per PT will be thirty-seven (37). Where the PT holds the proper certification to complete Medicaid billing, the expectation will be that the PT completes the billing documentation monthly.
 - D. Nurses
 1. Non-Regional and Alternative programs, including but not limited to Head Start, ECEAP, SAMi, SOTA, and IDEA, will be staffed with at least a 0.1 RN FTE for every one hundred (100) students, depending on student acuity needs as determined by department administration.
 2. Regional Elementary programs will be staffed with RN FTE at a minimum of 0.1 RN FTE for every one hundred (100) students with the support of an LPN at 0.8125 FTE (six and a half (6.5) hours daily). Additional staffing may be added depending on student acuity needs as determined by department administration.
 3. Middle Schools and Comprehensive High Schools under one thousand (1,000) students will be staffed at a minimum of 0.5 RN FTE and 0.5 LPN FTE. Additional staffing may be added depending on student acuity needs as determined by department administration.

4. Middle Schools and Comprehensive High Schools over one thousand (1,000) students will be staffed at a ratio of one (1) RN FTE to every one thousand (1,000) students with the support of an LPN at 0.1 FTE for every set of two hundred (200) students over one thousand (1,000) students.
 5. Tacoma Online (TOL) will be staffed with RN FTE at a minimum of 0.2 FTE. Additional staffing may be added based on programmatic needs as determined by program and department administration.
 6. School Nurse mentors will be paid \$1,000 for the mentoring of a new hire School Nurse (for a full year of mentoring), with an added \$500 for each additional new hire School Nurse.
- E. Psychologists – there will be at least a 1.0 FTE psychologist per eight hundred (800) students. Initial evaluations and re-evaluations will not exceed sixty-five (65) in a calendar year.
- F. Counselors – there will be at least 1.0 FTE counselor per three hundred fifty (350) students. Each counselor will spend at least eighty percent (80%) of their work time providing direct and indirect services to benefit students. Tasks such as coordinating and monitoring student testing, supervising students at lunch and recess, scheduling, and assuming the duties of other non-counseling staff are not direct or indirect services.
- G. Audiologists – there will be at least 1.0 FTE audiologist per fifteen thousand (15,000) students. Audiologists will not be assigned to more than seventeen (17) elementary sites for annual screenings.
- II. Child Find – Initial FTE for each ESA staffing category will be based on the previous school year’s total screenings and evaluations completed for the upcoming school year. For the 2021-22 school year, the 2018-19 totals will be used due to COVID impacts on screenings and evaluations. The caseload guidelines from Section I of this MOU will be used to determine staffing and overload provisions will apply. Each June, the District will provide the Association with the total number of screenings and evaluations completed by ESA staffing category and the demographer’s projections for the upcoming school year.
- III. Team Leads – A team lead will be selected by an application process that includes administration and department members.

SLPs and Audiologists combined will have three (3) Team Leads. Psychologists and Nurses will each have two (2) Team Leads. OTs and PTs will each have one (1) Team Lead. In lieu of a team lead for OTs and PTs, they may choose to convene as a group to determine the division of the responsibilities and the stipend. Each Team Lead will receive an annual stipend of \$2500.

Team Lead responsibilities will include the following:

- A. disseminate information from Student Services to their department members;
- B. lead department meetings;

- C. lead PLCs;
 - D. participate in the annual deployment process;
 - E. support the coordination of caseloads;
 - F. coordinate assessment and protocol inventory; and
 - G. serve as short-term coverage for emergency situations.
- IV. Overloads - Compliance will be determined using the District system which identifies caseload for the staffing category as of the third (3rd) Friday or fifteenth (15th) student day of each semester/trimester, whichever is later.

In the event that actual opening enrollment varies significantly from projections and there is an overload in a specific staffing category, a caseload form must be submitted. Any adjustments will be made by the District in consultation with the Association no sooner than the third (3rd) Friday or fifteenth (15th) student day in September whichever is later.

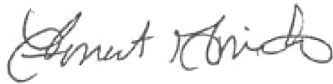
Individual staff and caseload counts by school will be supplied to the Association by October 15, February 15, and May 15 annually and more frequently upon request of the Association. The District and the Association representatives will meet at Labor-Management meetings to discuss caseload documents, review any implementation plans, and make further necessary adjustments.

If the maximum caseload is exceeded, one of the following overload options will apply:

- A. Add certificated staff
- B. Add classified support (i.e. SLPAs, COTAs, PTAs, health clerks, LPNs, and nurse assistants)
 - 1. For counselors, for every set of up to 25 students beyond the student load, a 0.25 FTE of support will be added.
 - i. 1-25 students over = 0.25 FTE support,
 - ii. 26-50 students over = 0.5 FTE support, etc.
 - 2. For all other staffing categories, classified support may be added based on consultation between the District, the impacted staff member and the Association within five (5) work days of the overload occurring.
- C. Overload Pay – After October 15, each ESA is eligible to receive upon request, overload pay as below.
 - 1. For SLPs, OTs, and PTs
 - i. One to five (1-5) students over equals a \$250 stipend per trimester/semester
 - ii. Six or more students over equals a \$500 stipend per trimester/semester
 - 2. For nurses
 - i. One to fifty (1-50) students over equals two (2) substitute release days per trimester/semester OR a \$500 stipend per trimester/semester

- ii. Fifty-one to one hundred (51-100) students over equals three (3) substitute release days per trimester/semester OR a \$650 stipend per trimester/semester.
- 3. For psychologists
 - i. One to four (1-4) initial/re-evaluations over equals two (2) substitute release days per trimester/semester OR a \$500 stipend per trimester/semester
 - ii. Four to eight (4-8) initial/re-evaluations over equals three (3) substitute release days per trimester/semester OR a \$650 stipend per trimester/semester.
- 4. For counselors
 - i. One to twenty-five (1-25) students over equals four (4) substitute release days per semester/trimester OR a \$500 stipend per trimester/semester
 - ii. Twenty-six to fifty (26-50) students over equals six (6) substitute release days per semester/trimester OR a \$650 stipend per trimester/semester
- 5. For audiologists
 - i. A \$500 stipend per semester/trimester for sound booth management and equipment set-up.
 - ii. A \$200 stipend per trimester for each site over the maximum number of annual screening sites.

For the District:



25 Aug 2021

Forrest Griek, Ed.D.
Director of Labor Relations &
Whole Educator Support
Human Resources

For the Association:



25 Aug 2021

Shannon Ergun
President - Tacoma Education
Association