
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SPOKANE SCHOOL DISTRICT
AND
THE SPOKANE EDUCATION ASSOCIATION
REPRESENTING
CERTIFICATED STAFF (Career and Technical Education Teachers)

The District and the Association agree the following memorandum of understanding represents an agreement reached regarding compensation for CTE teachers at the comprehensive high schools, comprehensive middle schools, The Community School, On-Track Academy, Bryant, Libby Center, Eagle Peak and Montessori who advise student leadership clubs, serve as leads for advisory committees and attend advisory committee meetings. The following applies to all CTE teachers with the exception of CTE staff assigned to NewTech Skill Center as they are compensated according to bargained language in the collective bargaining agreement, Section 33 – Skill Center Employees letter D. Advisory Meetings:

Advisory Committee Meetings

All CTE staff are required to participate in Advisory Committees for the purpose of networking CTE staff with business and industry representatives from the area of concentration they teach. They are required to attend three (3) advisory meetings per year. Beginning with the 2018-19 school year, employees who attend and sign in to the 3 advisory committee meetings may be compensated using their Professional Enrichment Responsibility Time (PERT) or be compensated up to two (2) hours per meeting for a maximum of three (3) meetings per year at the negotiated extracurricular rate of pay.

Lead Teacher – Advisory Committee

Teachers who choose to serve as the Lead teacher for the advisory committee will be compensated with a \$500.00 stipend for collaborating to facilitate the three (3) advisory committee meetings and for participating in the three (3) General Advisory (district level) Committee meetings. Responsibilities include:

- Partners with Business/Industry chairperson to create meeting agenda (aligning w/expected dates)
- Sends agenda to all committee members
- Attends/Assists in facilitating committee meetings (3 per year).
- Takes notes at committee meetings
- Sends notes (using template) to CTE Coordinator or uploads to Office 365 account
- Attends and participates in General Advisory Committee meetings (3/4 per year)

High School and Middle School - Career Technical Student Organization/Local Leadership Equivalency Organization (CTSO/LLEO) Advisor

The documents attached to this MOU outline the guidelines and stipends for these advisor and assistant advisor positions at the middle school and high school levels.


This MOU is in effect for the 2018-19 school year. Should funding change based upon CTE enrollment changes, the parties will meet to discuss future year stipend amounts. The parties may agree to modify or extend this memorandum of understanding by mutual agreement.

FOR THE ASSOCIATION:

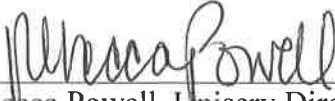
FOR THE DISTRICT:



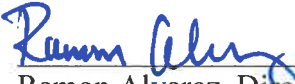
Katy Henry, President
Spokane Education Association



Kevin F. O'Neill, Executive Director
Human Resources



Rebecca Powell, Uniserv Director
Spokane Education Association



Ramon Alvarez, Director, Employee & Labor
Relations, Human Resources

10.5.18

Date

10/5/18

Date

mou/cert/lns

2018-2019 High School CTSO/LLEO Guidelines & Advisor Stipends

	Stipend	State	Nationals	Total	
1 Advisor per School per CTSO/LLEO	\$2,500 (1-24 students) \$3000 (25-40 students) \$3500 (40+ students)	\$500	\$500	Up to \$4500	ALL Stipends will be paid in June or July. *If you want to split your stipend over 2 months you must notify Susan by May 1
1 Assistant Advisor per School per CTSO/LLEO	\$1,000	\$250	\$0	\$1250	

Advisor (and Assistant Advisor responsibilities are based on OSPI requirements

- All Advisors and Assistant Advisors must be CTE teachers. Any deviation from this must be approved by CTE administration.
- Should two staff members decide to share equally in the advisory work and serve as Co-Advisors., they must get approval from CTE administration and will split the combined Advisor/Assistant Advisor stipend equally. No more than two staff members may share the Co-Advisor work.
- Only one Assistant Advisor position/CTSO will be funded by CTE. Any additional Assistant Advisors beyond the one must be approved by CTE administration, and will split the Assistant Advisor stipend. They must materially participate in meetings and activities of the CTSO/LLEO(they can't just show up to chaperone a trip)

CTSO/LLEO Organizational Structure

Student run organization; activities are planned, conducted, and evaluated by students. Advisor is a facilitator(guide on the side)

- Recognized by ASB (so that ASB accounts can be created for each CTSO/LLEO for fundraising)
- Current Constitution & Bylaws
- ❖ Elected officers
- ❖ Committee structure
- ❖ Holds regular meetings (minimum 2 per month)

CTSO/LLEO Activities Reflected in Program of Work(Local Leadership Equivalency Organization Plan)

- ❖ Activities include Community Service
- ❖ Activities include Leadership Development
- ❖ Activities include Competition Opportunities (local, regional, state, and/or national)
- ❖ Activities include Student Recognition

2018/2019 Approved CTSO National Affiliated Groups:

- DECA
- Drill Team (JRAFROTC)
- FCCLA
- FFA
- Skills USA
- WCTSMA (Sports Med)
- HOSA
- TSA

2018/2019 *Needing to create Leadership Equivalency Plan:

- CyberPatriot
- Fashion Club
- Film Club
- FRC(First Robotics)
- Stagecraft
- Pro Start
- Art Club/Other?(must be approved by CTE)

➤ Recommended *Required

2018-2019 Middle School CTSO/LLEO Guidelines & Advisor Stipends

	Stipend	State	Nationals	Total	
1 Advisor per School per CTSO/LLEO	\$1500 (1-24 students) \$2000 (25-40 students) \$2500 (40+ students)	\$500	\$500	Up to \$3500	ALL Stipends will be paid in June or July. *if you want to split your stipend over 2 months you must notify Susan by May 1
1 Assistant Advisor per School per CTSO/LLEO	\$750	\$250	\$0	\$1000	

Advisor (and Assistant Advisor) responsibilities are *based on OSPI requirements*

- All Advisors and Assistant Advisors must be CTE teachers. Any deviation from this must be approved by CTE administration.
- Should two staff members decide to share equally in the advisory work and serve as Co-Advisors, they must get approval from CTE administration and will split the combined Advisor/Assistant Advisor stipend equally. No more than two staff members may share the Co-Advisor work.
- Only one Assistant Advisor position/CTSO will be funded. Any additional Assistant Advisors beyond 1 must be approved by CTE administration, and will split the Assistant Advisor stipend. They must materially participate in meetings and activities of the CTSO/LLEO (they can't just show up to chaperone a trip)

CTSO/LLEO Organizational Structure

Student run organization; activities are planned, conducted, and evaluated by students. Advisor is a facilitator (guide on the side)

- Recognized by ASB (so that ASB accounts can be created for each CTSO/LLEO for fundraising)
- Current Constitution & Bylaws
- ❖ Elected officers
- ❖ Committee structure
- ❖ Holds regular meetings (minimum 2 per month)

CTSO/LLEO Activities Reflected in Program of Work (Leadership Equivalency Plan)

- ❖ Activities include Community Service
- ❖ Activities include Leadership Development
- ❖ Activities include Competition Opportunities (local, regional, state, and/or national)
- ❖ Activities include Student Recognition

2018/2019 Approved CTSO National Affiliation Groups:

- Skills USA
- TSA (has the best match for MS STEM activities)

2018/2019 Needing to create Local Leadership Equivalency Plan of Work:

- CyberPatriots
 - FLL First Lego League
 - Robotics Club
 - Maker Space
 - Other?
-
- Recommended
 - ❖ Required