

**Memorandum of Agreement  
Between  
SEATTLE SCHOOL DISTRICT NO. 1  
and  
SEATTLE EDUCATION ASSOCIATION**

***In support of the Classified Mentorship Program***

This Memorandum of Agreement ("MOA") is entered into by and between Seattle School District No. 1 ("District") and the Seattle Education Association ("SEA") (collectively the "Parties") for the purpose of establishing a classified mentorship program.

During the 2019 negotiations, SEA and the District agreed to jointly create a classified mentorship program. See District/SEA Paraprofessional CBA, Exhibit N and District/SEA Paraprofessional CBA, Exhibit O. The classified mentorship program will support new paraprofessional/SAEOP hires, paraprofessional/SAEOP staff who change to new positions in their region, and other paraprofessional/SAEOP staff upon request.

The District and the SEA agree to the following:

1. The District will allocate \$56,000 (fifty-six thousand dollars) each year this MOA is approved to support the classified mentorship program. This money may be used for, but is not limited to, the following budgetary items: laptops, mentor training, mileage, recruitment, interviews, release time, extra time for mentors/mentor coordinator, and mentor summer training. Money not spent each year will not roll over to the next year. To use the current year's funding:
  - a. any supplies purchased need to be received by the warehouse before the end of the fiscal year.
  - b. expenses for non-supply purchases need to be submitted before the end of the fiscal year.
2. The District will post one (1) mentor coordinator position for the District with an annual school year pay yearly pay of \$3,000 for the first two (2) years – benefits not included. For existing District employees, the \$3,000 will be paid at the hourly rate for the employee hired, including any overtime pay requirements.
3. The District will post thirteen (13) mentor positions for the District (3 SAEOP, 10 Para) with an annual school year pay of \$1,000 for the first two (2) years – benefits not included. For existing District employees, the \$1,000 will be paid at the hourly rate for the employee hired, including any overtime pay requirements.
4. SEA members of the Classified Mentor Committee will send information about the program, including how to access support and/or how to apply for a mentor/mentor coordinator role, to classified staff.
5. Each year SEA will inform the District which Classified SEA Leader is the NEOGOV hiring designee and the District will take necessary steps to implement.
6. SEA Classified Leaders will be responsible for conducting interviews and notifying the District who they would like to hire for the one mentor coordinator position and thirteen mentors each year.

The District will work with the appropriate business partner to complete the hiring. SEA will follow all District hiring processes and requirements.

7. SEA and the District ensure adherence to budgetary processes and policies.
8. Mentor coordinator and mentors will participate in BEST training through OSPI.
9. This MOA will be in effect through the 2022-23 school year but may be extended in made part of the successor 2012-2022 CBAs.
10. All other provisions of the Parties' 2019-2022 Collective Bargaining Agreement shall remain in full force and effect.

THIS MOA SHALL BECOME EFFECTIVE AS OF THE LAST DATE OF SIGNATURE. BY SIGNING BELOW, EACH SIGNATORY REPRESENTS IT HAS THE AUTHORITY TO EXECUTE THIS AGREEMENT.

*Marla Rasmussen*

Marla Rasmussen (Dec 15, 2021 14:47 PST)

Marla Rasmussen  
Paraprofessional President  
Seattle Education Association

Dec 15, 2021

Date

*Elizabeth Ward-Robertson*

Elizabeth Ward-Robertson (Dec 18, 2021 19:45 PST)

Elizabeth Ward- Robertson  
SAEOP President  
Seattle Education Association

Dec 18, 2021

Date

*Jennifer Matter*

Jennifer Matter  
President  
Seattle Education Association

Dec 15, 2021

Date

*Lindsay Berger*

Lindsay Berger  
Director of PG&E Support  
Seattle School District No. 1

1/7/2022

Date

*Noel Treat*

Noel Treat  
Chief of Human Resources  
Seattle School District No. 1

1/7/2022

Date












# Classified Mentor MOA\_SPS 9.30.2021 FINAL

Final Audit Report

2021-12-19

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