

Letter of Agreement (LoA)
Between
Federal Way Public Schools (FWPS or the District)
And
The Federal Way Education Association (FWEA or the Association)

This Letter of Agreement captures our mutual agreement for the historic landmark WEA/FWPS/FWEA Teacher Residency Program in the 2023-2024 school year. In service of our students and school communities, we wrote this LoA with the intention to grow and retain highly qualified, culturally responsive, diverse Special Education teachers and to build opportunities for our exceptional, existing teachers to grow their professional leadership capacity.

Section 1: FWPS/FWEA Collaboration

A. Partnership for ongoing support. The FWPS/FWEA Teacher Residency Design Team will meet quarterly (to coincide with cohort release days) to monitor program implementation, progress, etc. Emergent needs will be addressed in standing labor management or personnel meetings.

The selection of Teacher Residents, residency sites, mentors, coach, and field supervisor will be mutually agreed upon. The District and FWEA will participate in both screening and interviews of Teacher Resident applicants for the WEA program.

The intentional recruitment of Mentors and Teacher Residents to enhance diversity (BIPOC, LGBTQ+, Ability, etc) is a shared interest.

Section 2: Roles and Responsibilities, Extra Duties, and Support for Residents and Mentors

B. Teacher Resident expectations. Teacher Residents will participate fully in the WEA Teacher Residency program requirements and will be engaged fully with their assigned mentor and the mentor's daily teaching responsibilities, with the exception of one day per week when the Teacher Resident will serve as a guest teacher.

C. Work Year. Teacher Residency employees will work the same workday (7.5 hours) and work year as their mentor. Additionally, Teacher Residents are invited to attend the Special Education Summit, three (3) PD Days, and one (1) building retreat day in August as well as the March in-service day. Although Teacher Residents will not receive compensation for these optional days, they will receive clock hours.

D. Substitute day rotation. Teacher Residents will cover open vacancies (regular substitute day position rotation) one-day maximum per week on Fridays, prioritizing first, current building assignment vacancies and second, vacancies in special education in the vicinity of the assigned building.

E. Elementary School guest employee pay allowance. If building absences in an elementary school necessitate the disbursement of additional students into a classroom with a Teacher Resident, the mentor teacher will be in the classroom with the teacher resident and eligible for the guest employee pay allowance.

F. Loss of plan as guest teacher. If the teacher resident is the guest teacher/substitute for a classroom and they lose planning time, they will receive the guest employee pay allowance, which is 20% of the daily sub rate (Section 13.7).

G. Teacher Resident as guest teacher/substitute for Mentor. In the event the Mentor is absent and a substitute request is unfilled, Section 14.3.E will not apply. In such instances, every effort will be made to place a guest teacher in their stead.

H. Student De-escalation Training. Right Response training- either initial or recertification- will be provided in the Fall for all Teacher Residents.

I. WEA Teacher Residency Program Requirements. Required WEA Teacher Residency courses or events will take precedence over District and/or Building responsibilities or events for Teacher Residents. In the event there is a conflict for the Mentor Teacher, they will develop a solution for the conflict with applicable parties.

J. Extra Duties. It is mutually understood that Mentors will be participating in a full-time teacher preparation program with substantial workload implications. Administrators will be mindful of this workload constraint when assigning additional duties.

K. Mentor Teacher Exclusion from Sub Rotation. In order to preserve planning/reflection time with their teacher resident, Mentors with an active resident, will not be placed on sub rotation in secondary buildings. If planning/reflection time is consistently missed due to sub rotation, Elementary Mentors will partner with their administrator to address the impact of the loss of planning/reflection time by identifying possible chunks of time for the mentor and teacher resident to meet together.

L. Alternate Activities. When planned building meetings or activities are not applicable, Mentors and Teacher Residents may, by mutual agreement with their

administrator(s), utilize the time to work together on District/building/program related goals.

M. Teacher Residency PLC. Mentors and their Teacher Residents will partner with their administrator(s) to participate in a residency cohort-wide PLC for Mentors/Teacher Residents on identified Teacher Residency PLC early release days (consult the early release rotation schedule for 23-24 School year). Logistical details will be jointly determined.

N. Residency Cycle Transition Meetings. Cohort mentors and residents will have 1 day of release to meet together at the start or end of every 9-week residency cycle (to be determined by the cohort and administrators). During this time, participants will be provided time for affinity spaces (residents and mentors separately), team/community building, reflection, preparation for next cycle, etc.

Section 3: Teacher Resident Benefits

A. Technology. Teacher Residents will be issued a District device and District email address to accomplish their responsibilities.

B. Leave Benefits. All leave benefits will be consistent with the FWPS/FWEA Certificated CBA.

C. Health Insurance Benefits – SEBB. Teacher Resident employees will meet the eligibility requirement for health insurance through SEBB.

Section 4: Continued Employment, Salary Placement and Support

A. Letter of Intent and Job Interviews for the 2024-2025 School Year. It is mutually understood by FWPS and FWEA that the Teacher Resident and the District have committed to an employment relationship for a minimum of three (3) years. In service to that commitment, the following clarifications apply:

1. A Letter of Intent for on-track WEA Teacher Residents (as identified by the WEA Teacher Residency Program) will be issued in the Spring. Those Teacher Residents will then be eligible to interview for vacant Special Education positions posted internally. The Letter of Intent will guarantee a 1.0 full-time equivalent (FTE) certificated position in K-12 special education within the Federal Way School District. Final placement is at the discretion of the District.
2. If a Special Education position is not available, another 1.0 full-time equivalent (FTE) certificated position in a different K-12 endorsement area may be offered

for the 2024-25 school year, provided the District and/or Teacher Resident follows the appropriate process for teaching out of endorsement. For example, the Teacher Resident may take the WEST-E for general certification, or the District may obtain a waiver for the Teacher Resident to teach out of endorsement, etc.

3. In the event there is no available 1.0 full-time equivalent (FTE) teaching position available in the 2024-25 school year, the residency graduate may select alternate hiring options developed through mutual agreement by FWPS and FWEA.
4. Continued employment in the 2025-26 and 2026-27 school years will be in alignment with rules around provisional teacher employment (RCW 28A.405.220(1)).

B. Salary Placement. Clock hours earned during the WEA Teacher Residency program will count toward salary placement on the FWPS/FWEA Certificated Salary Schedule.

C. Ongoing Local Support for Teacher Residents during their Continued Employment. The District and Association will continue to partner to provide access to professional development that will ensure future success (e.g., support in writing IEPs, working with adults, PLCs, etc.). Leadership opportunities will be available through participation in the Educators of Color Leadership Community (ECLC), collaborative decision-making committees (building and District level), and by contributing to the WEA Teacher Residency Program in subsequent years, should the program continue.

Section 5: Other Programs

A. Grow Your Own (GYO). Through the Teacher Residency program, should additional funding be available, FWPS and FWEA will collaborate on its use to help promote our GYO programs.

<https://outlook.office.com/calendar/view/day>



Dr. Dani Pfeiffer
Superintendent, Federal Way Public Schools

1/9/24
Date



James Brown, President Federal Way Education Association

12/13/2023
Date