

## MEMORANDUM OF AGREEMENT BETWEEN THE WEST VALLEY SCHOOL DISTRICT AND THE WEST VALLEY EDUCATION ASSOCIATION

### **It is understood and mutually agreed upon the following practices related to CTE Career and Technical Education Extended Time**

CTE (Career and Technical Education) Extended Time is provided for the development, evaluation, and growth of quality CTE programs which meet program criteria based on the quality indicators: RCW 28A.700.010; Career and Technical Education Program Standards (Foundation; Exploratory; and Preparatory); OSPI requirements; CEDARS reporting; Perkins Act of 2006 (Section 113 (2) (A); Section 134 (3) through (12); and Perkins Assurances.

#### CTE Agriculture Education:

- Minimum of 15 days/112.5 hrs. up to 30 days/225 hrs.
- Preapproved for Base Level CTE Extended Time activities - 37.5 hrs. (Appendix I-3)
- The FFA chapter's POA/POW with expected time for activities included for review and approval before additional 10/days 75 hrs. for CTSO hours are approved. Must be submitted prior to June 15 for upcoming school year.
- Remaining hours up to the teacher's maximum require prior agreement and written approval by director before started or by September 30th of the contracted year. (Appendix I-3)

#### CTE Education:

- Maximum 5 days/37.5 hrs. for 0.1 - 0.5 CTE FTE Teacher
- Minimum of 5 days/37.5 hrs. up to 10 days/75 hrs. for 0.6 - 1.0 CTE FTE. Prorated based upon FTE.
- All CTE teachers are preapproved for Base Level CTE Extended Time activities - 37.5 hrs. (Appendix I-3)
- Remaining hours up to a teacher's maximum require prior agreement and written approval by director before started or by September 30th of the contracted year. (Appendix I-3)

Available hours not pre-approved by September 30th will be available for pre-approved unclaimed hours at the end of the year. After June 30 of each school year, the District will compile and share with CTE staff the number of unclaimed hours remaining in the CTE budget (based on the above maximums-and distribute that remaining funding to CTE employees who have performed pre-approved hours over their maximum allocations. Pre-approval of the CTE Director is required for these excess hours. If budgeted funds do not cover all pre-approved hours exceeding the maximums, the funding will be distributed proportionately, based on the program funds available to those employees with excess, pre-approved hours.

1. CTE Activities are based upon hours of required activities performed beyond normal classroom periods of instruction and related to the specific CTE program requirements, CEDARS reporting, and CTE standards. Some activities might require a teacher to postpone their normal preparation period to an extended day time in order to accommodate student schedules. Required activities include attendance at all scheduled CTE advisory board meetings.
2. Each year begins on July 1 and ends on June 30
3. Earned hours must be documented on Appendix I-3 as they are completed and submitted in a timely manner, preferably the month after completion, to the CTE Director for verification and approval for payment to prevent potential delays in processing.
4. Questions or concerns about submitted activities must first be discussed between the Director and individual instructor.

5. Alternative activities for any rejected activities shall be allowed upon approval of the Director.
6. The CTE Director shall not act in an arbitrary or capricious manner in the approval of activities.

Appendix I-3

**Base Level CTE Extended Time Activities**

*All teachers teaching 0.1-1.0 CTE FTE are pre-approved for these extended time activities.*

| Suggested Hours | Activity           | Description  | Possible Evidence                           |
|-----------------|--------------------|--|---|
| 7.5             | Advisory Meeting   | <ul style="list-style-type: none"> <li>• Regional Advisory Meeting with businesses, post-secondary, and local districts.</li> <li>• Regional Program Advisory meetings with business and local districts.</li> <li>• District Advisory meeting with business partners and others.</li> </ul> | Meeting minutes<br>Sign in sheets           |
| 4               | OSPI Paperwork     | <ul style="list-style-type: none"> <li>• State required paperwork and assurances for instructor, program, and course compliance.</li> </ul>  | Program Eval<br>CTE Binder<br>WBL reporting |
| 15              | CTSO               | <ul style="list-style-type: none"> <li>• State approved Career and Technical Student Organization. Activities completed outside of the contract day. 75% student contact time with a minimum of 4 students participating.</li> </ul>   | CTSO Roster<br>Meeting Agenda<br>POW/POA    |
| 7.5             | CTE Staff Meetings | <ul style="list-style-type: none"> <li>• Individual, building, or district level CTE meeting: new information, updates PLC, paperwork assistance, frameworks, program planning.</li> </ul>   | Agenda<br>Sign in                           |
| 3.5             | Certifications     | <ul style="list-style-type: none"> <li>• Current First Aid/CPR/AED Cert.</li> <li>• Work on earning or incorporating an IRC certification in program area.</li> </ul>  | Certification                               |

**Options for Remaining CTE Extended Time**

*0.5 - 1.0 FTE CTE teachers are able to select activities from this list that align to their program needs/requirements and grade level taught.*

| Suggested Hours | Activity            | Description  | Possible Evidence                         |
|-----------------|---------------------|--|---|
| 4               | Program Promotion   | <ul style="list-style-type: none"> <li>• Event to promote program, family, and community engagement.</li> </ul>  | Submitted forms,<br>flyers/emails, agenda |
| 7.5             | Industry Engagement | <ul style="list-style-type: none"> <li>• Business tour, meeting with employers and related agencies, connections for work-based learning.</li> </ul>                               | Agenda, description<br>WBL for students   |
| 3.5             | Certifications      | <ul style="list-style-type: none"> <li>• Industrial Recognized Credential integration into curriculum. Students taking the IRC as part of the course/program.</li> </ul>           | IRC in framework<br>Students earning IRC  |
| 7.5             | CTSO                | <ul style="list-style-type: none"> <li>• State approved Career and Technical Student Organization. 75% student contact time with a minimum of 4 students participating.</li> </ul> | Meeting agenda<br>POW/POA                 |
| 3.5             | Lab Facilities      | <ul style="list-style-type: none"> <li>• Lab safety updates, maintenance, equipment installation and upkeep.</li> </ul>  | Description of work                       |

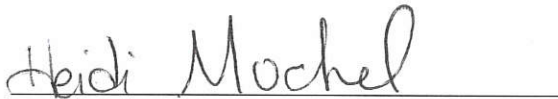
|     |                |   |  |
|-----|----------------|---|--|
| 4   | Dual Credit    | <ul style="list-style-type: none"> <li>Post-Secondary Dual Credit Agreement: development, maintenance, paperwork, meetings with partner institution.</li> </ul> | Dual Credit agreement<br>Student paperwork |
| 3.5 | Frameworks     | <ul style="list-style-type: none"> <li>Updating standards, activities, assessments in framework.</li> </ul>   | Updated framework                          |
| 4   | OSPI Paperwork | <ul style="list-style-type: none"> <li>State required paperwork and assurances for instructor, program, and course compliance.</li> </ul>                       | State reporting                            |
|     | Other          | <ul style="list-style-type: none"> <li>Planned and approved activity with director.</li> </ul>  | As determined                              |

This Memorandum of Agreement shall be in effect for contractual years beginning with 2023-24.

DATED this 17<sup>th</sup> day of AUGUST, 2023.

WEST VALLEY SCHOOL DISTRICT

WEST VALLEY EDUCATION ASSOCIATION

Dr. Peter Finch, Superintendent

Heidi Mochel, WVEA President