

**Memorandum of Understanding  
Between  
The Kent School District No. 415  
And  
The Kent Education Association (KEA)  
Regarding the Implementation of SB 5030**

During the 2021 legislative session, the Legislature passed Substitute Senate Bill (SSB) 5030, which was the result of a multi-year effort by the Washington School Counselor Association (WSCA) and other statewide advocates to clarify the role of the School Counselor in alignment with current best practices. SSB 5030 requires districts to develop and implement a comprehensive school counseling program (CSCP) for all schools within the district that addresses students' social/emotional, academic, and career development in alignment with the American School Counselor Association (ASCA) National Model.

The work of our school counselors School Counselors will be grounded in state law and aligned with the ASCA National Model.

1. Aligning the work to the state requirements and the ASCA National Model:
  - Shifts to existing work that are required by the law
    - Providing a continuum of support for academics, college, and career readiness and social emotional
    - Tracking use of Time Annual
    - Administrative Conference- School Counselors will schedule and participate in annual administrative conferences as outlined in the ASCA model.
  
2. Extra Duties as defined by the ASCA National Model as Fair Share Duties
  - School Counselors will no longer be required to:-
    - Participate in regularly scheduled lunch and recess duties.
    - Participate in Entry/ dismissal duties outside of extra duties.
    - Coordinate testing.
    - Involuntary Class Coverage except as outlined in "Class Coverage" section of this MOU.
  
  - School Counselors will participate in:
    - Fair-share (extra duties) responsibilities are defined by the ASCA National Model as, "The routine running of school responsibilities that all members of the school staff take equal turns doing to ensure the school's smooth operation." \* American School Counselor Association. (2019) In *ASCA National Model: A Framework for School counseling programs (fourth, p.148)*

### 3. Use of Time Requirements

KSD will follow the Use of Time Requirements detailed in the Comprehensive School Counseling Program, aligned with the ASCA National Model. The use of time tracking is meant to ascertain whether counselors are providing 80% of their time for direct and indirect supports, and 20% for program planning and school supports.

KSD will provide an ASCA aligned electronic time-tracking system to support counselors in tracking their Use of Time requirement that integrates with their Outlook calendar.

#### 4. Testing/School Wide Assessments

KSD will not assign School Counselors to coordinate testing. School Counselors will provide support to ensure students can access their testing environments.

#### 5. 504 Process and Documentation

School Counselors support students with social emotional and academic needs by serving as the case managers for 504s with Academic interventions.

- School Nurses will be the case managers for 504s that would put in place only medical interventions.
- School counselors and nurses will collaborate on 504s that require both academic and medical accommodations.
  - School Counselors will take the lead as case managers for 504s with both academic and medical accommodations, except in the circumstances of diabetes.
- Training will be offered annually to support: creating, understanding and evaluating 504s.
- Building case managers for 504s with academic interventions will be paid \$75 per 504 plan they write and coordinate annually.
- Building administrators supervise the implementation of 504 plans.
- 504 Coordinators can request support from building administrators on an as-needed basis to attend eligibility and initial 504 meetings.

#### 6. Outside Agency Counseling Appointments

- School Counselors will refer for telehealth services.
- School Counselors will not be responsible for scheduling, starting and/or monitoring virtual appointments with students during the school day.
- A workgroup of School Counselors and District office staff will work to develop a practice guide for working with outside therapists.

#### 7. Technology Updates

- KSD acknowledges that the technology needs of counselors are different than that of teachers.
- Counselors will be included for tech updates consistent with the refresh rate teaching staff are granted within tech levies.
  - At the time of the next tech levy (2024), KSD will consult with counselors about the technology necessary to perform the duties of their job.
  - Counselors will have their technology updated for the 2023-2024 school year.

#### 8. McKinney Vento/Foster Care

School Counselors will provide direct and indirect supports to McKinney Vento/Foster Care students and families. School Counselors will not be expected to process or maintain documents associated with McKinney Vento/Foster Care students.

#### 9. Workgroup Lead

School Counselors will have a Workgroup Lead to support counselors, behavior interventionists, and social workers. This position is a one-year assignment and will be open through a district application

process each year to all School Counselors. The School Counselor Workgroup Lead will be under the direction of and receive support from the School and Academics Supports leadership.

This position will receive an annual stipend of \$5,214.

#### 10. Grant Funded Health, Drug & Alcohol Screeners

State law (Emotional and Behavioral Distress) requires districts to screen for mental health and drug and alcohol related screeners.

- District office will provide information to families and teachers regarding district-initiated behavioral health screenings.
- School Counselors will provide dates and times for the screenings, as well as class lists.
- School Counselors will meet with students who indicate a need for additional support and referrals.
- Existing external school partners will continue to support screening processes by meeting with identified students during follow-up. Teachers will supervise the classroom while students complete the screener. School Counselors will receive the results of the screener. KSD will provide an updated list of mental health counseling resources for counselors to use to refer students identified as RED or YELLOW through the screening process.
- The District will collaborate with School Counselors on a case-by-case basis when there is an issue with the chosen screening date to reschedule, if necessary.

#### 11. Voluntary Class Coverage

School Counselors may provide class coverage if:

- The employee volunteers to provide class coverage.
- The employee volunteers to be a part of the class coverage rotation. Administrators will seek input from employees serving in non-classroom roles and designate a planning time for the purpose of class coverage rotation.
- There is an emergency in which no other staff member is available, and the School Counselor is not working with a student in crisis.

#### 12. Ongoing collaboration for Comprehensive School Counseling Program

- The Kent School District will continue to collaborate with KEA, School Counselors, and building leadership on the CSCP through the 5030 workgroup, which will meet at minimum of 3 times per year.
  - In those collaborative meetings, the team will:
    - a. Monitor use of time requirements
    - b. Review resources to support the requirements.
    - c. Review the training for the CSCP requirements
    - d. Review annual assessment data.
    - e. Collaborate on state approved evaluation system for counseling that aligns with the CSCP
- The District CSCP will be posted on the KSD website. Any changes made by the workgroup in the CSCP will be updated on the KSD website.


13. Running Start

In recognition of the work of secondary counselors regarding counseling students/families who take part in the Running Start program, Article 7.2.B.1.d will be modified to count Running Start students as two students when determining School Counselor caseloads.

This MOU is effective August 23, 2023. All provisions of the collective bargaining agreement (CBA) remain in place unless specifically waived through this MOU or subsequent MOUs when agreed upon.


For Kent Education Association

For Kent School District

 5/25/23

Tim Martin, President

Date



Israel Vela, Superintendent

Date