

**Letter of Agreement
Between
Kent School District #415
And
Kent Association of Educational Office Professionals**

Pursuant to the Demand to Bargain over the impact of the elimination of the Professional/Technical position in the Kent School District central office administration building administering the district's BECCA program and such program responsibilities being decentralized to the AAI Attendance positions in the KAEOP bargaining unit, the parties agree to the following:

The AAI Attendance/BECCA responsibilities shall include the following:

- Monitor student daily attendance for excessive absences per the law
- Alert school administrator(s) and/or counselor(s) of student attendance problems; provide attendance reports as needed
- Inform parent(s) regarding excessive absences and record notification
- Enter relevant student attendance information in the notes section in the attendance module of the student information system
- Monitor and track ongoing student absence information, making sure of the accuracy
- Assist in scheduling attendance meetings with administrator
- Provide reminder communications to parents regarding meetings, attendance workshops and Community Engagement Board
- Inform the responsible person at your school of the need to schedule an interpreter for a school attendance meeting
- Complete the draft copy of the truancy petition to be reviewed and signed by an administrator
- E-file (upload) the final copy of the signed truancy petition
- Prepare and attach attendance records to the petition as needed
- Email approved copies of the truancy petition to the truancy court and to the prosecutor's office
- Enter appropriate QS codes in the student information system
- Email Learning Supports to notify them that a petition has been filed
- Inform the truancy court of the need to schedule an interpreter, via the petition upload

The AAI Attendance/BECCA responsibilities shall not include the following:

- Attend parent/student conferences, attendance workshops, truancy workshops, Community Engagement Board, status conference, preliminary hearings, or other court hearings or meetings
- Attend any meeting or workshop outside of the regularly scheduled workday
- Attend any training outside of the regularly scheduled workday without compensation
- Sign the final truancy petition to the court
- Sign any contracts or legal documents
- Make parent referrals for Community Engagement Board, or any other interventions or services
- Submit any court documents that have not been reviewed and signed by an administrator
- Set up interpreters for a court appearance

Any disputes over the scope of the AAI Attendance or BECCA assignments shall first be attempted to be resolved informally with the building administrator and absent a resolution, may be submitted to the

dispute resolution procedures under the Collective Bargaining Agreement.

The District will provide training and/or make training available commensurate with the scope of BECCA duties listed herein of the AAI Attendance, KAEOP bargaining unit employees. Annually, the employer shall provide refresher training and additional training as may be determined necessary, without loss of pay, to ensure proficiency in the administration of all attendance and BECCA tasks. Training will be provided within the first six weeks of employment to AAI Attendance/Becca employees new to the position. A list of all employees trained, as well as the agenda for the training will be provided to the Chapter President no later than one week after the training. As part of assessing the training needs, the employer shall conduct a survey annually and review the survey results with the KAEOP Chapter President.


For each building location where AAI Attendance/BECCA tasks are performed, the District shall make available, over and above the staffing model hours, and any other hours identified in the Collective Bargaining Agreement, additional " BECCA" administration hours as may be needed up to 100 hours total for the 2023-2024 school year. Hours must be requested and approved by the building administrator prior to working the additional hours. These hours will be allocated to the AAI Attendance and/or BECCA assistant(s) in coordination with the office manager and the building administrator who will forward the approved request to the Associate Superintendent of Learning Supports or designee. If there is a dispute over the need for additional hours or the number of additional hours, such dispute shall first be attempted to be resolved at the building level and if not resolved will be discussed during regular Labor Management meetings. If there is a need for additional hours beyond the 100 designated for the 2023-2024 school year, this will be discussed during regular Labor Management meetings. Training will be provided by the district if attendance calls are made using Microsoft TEAMS.

The District and the Association agree to follow the guidance of OSPI, King County Prosecuting Attorney's office and state laws regarding truancy and Becca in the event of a return to remote learning and/or school closure.

The parties agree to revisit this Letter of Agreement at the end of one year from the date of signature.

REVIEWED AND AGREED BY THE PARTIES BELOW:

On Behalf of KAEOP:



Tricia Garcia
President

8/31/23
Date

On Behalf of the District:



Dr. Wade Barringer
Deputy Superintendent

8/31/23
Date