

DATE: April 15, 2010
TO: Douglas Count Federation of Teachers (DCFT)
FROM: Douglas County School District (DCSD)
RE: Letter of Agreement regarding eDCSD for 10/11 School Year
Note: A request for review and revision may be made by DCSD or DCFT at any time.

DCFT recognizes, supports, and agrees with Douglas County School District's development and implementation of an on-line school. DCFT and DCSD agree that meetings will be held as needed (including representatives from DCFT, HR, eDCSD teachers, and eDCSD administration) to solve any potential contract issues at the lowest level as eDCSD continues in the development process. Initially, it is the understanding and agreement of DCFT and DCSD that eDCSD will adhere to contract language with the exception of the following:

- Teacher evaluations within eDCSD of partial FTE assignments are not recognized as a teacher's formal evaluation record. eDCSD will use the evaluation of partial FTE assignments to evaluate the teacher for continuation of a partial FTE assignment within eDCSD. In the case of poor performance, eDCSD will follow the standard progressive DCSD improvement process (adequate time, adequate resources, good faith effort).
- All partial FTE assignments will be considered one-semester only assignments to be renewed each semester.
- Current eDCSD Curriculum Developers of on-line courses will be allowed to teach the course he/she developed, without application for continuity of program.
- Beginning July 1, 2008, any new eDCSD full or partial FTEs will be posted and filled following current DCSD Human Resources guidelines and hiring practices.

- eDCSD defines the secondary program as 6-12 and partial FTEs (primarily) will be for the 10/11 school year.
 - *In-district teacher applicants to the 6-12 eDCSD program must have a satisfactory evaluation and a recommendation from their current Principal before consideration as an applicant.*
 - *Multiple content levels may be combined to equal a section.*
 - *.1 FTE = 1 Semester Course of 26-36 students at teacher's per diem based on the 10/11 DCSD Salary Schedule.*
 - *.075 = 1 Semester Course of 22-25 students at teacher's per diem based on the 10/11 DCSD Salary Schedule.*
 - *.05 FTE = 1 Semester Course of 15-21 students at teacher's per diem based on the 10/11 DCSD Salary Schedule.*
 - *.025 = 1 Semester Course of 7-14 students at teacher's per diem based on the 10/11 DCSD Salary Schedule.*
 - *1.0 FTE = 12 semester courses per year of 36 students. Teacher placed appropriately on the 10/11 DCSD Salary Schedule. 1.0 FTE assignments will follow the DCSD formal evaluation process.*

- eDCSD defines the elementary program as K-5.
 - *1.0 FTE = 185 day contract with up to 32 students in grades K-2 and up to 35 students in grades 3-5. Teacher placed appropriately on the 10/11 DCSD Salary Schedule.*
 - *Any students less than 15 would = .5 FTE*
 - *16-32 students would be 1.0 FTE*
 - *1.0 FTE assignments will follow the DCSD formal evaluation process. In the case of poor performance, eDCSD will follow the standard progressive DCSD improvement process (adequate time, adequate resources, good faith effort).*
 - *In-district teacher applicants to the K-5 eDCSD program must have a satisfactory evaluation and a recommendation from their current Principal before consideration as an applicant. Following the first year as a teacher for eDCSD, the Department of Human Resources will guarantee that a DCSD entitled teacher may*

return to the school and assignment which he/she held prior to entering eDCSD, provided the position still exists. This will require Principals to offer one-year-only contracts in their entitled positions. After a second year in eDCSD, the teacher may be returned to another position in the district for which he/she is qualified. Upon entering the third year, the teacher will be considered a DCSD eDCSD teacher and must follow all voluntary transfer guidelines when interested in a different DCSD teaching position. Out-of-district applicants must not have any previous performance issues (per references) and will only be offered one-year-only contracts for the first year as an eDCSD teacher. After year one, the teacher receives probationary 2 status and will follow the standard evaluation processes in DCSD.

- eDCSD utilizes a position called a Student Learning Advocate (SLA). This specialist provides guidance and support for all students by advising on course selection and developing and monitoring an educational plan that fits the needs of each student. A SLA's job is multifaceted and includes serving as a curriculum expert, guidance counselor and progress monitor.

Curriculum Expert

- *Serve as the liaison between students/families and teachers*
- *Know the model of each curricular product (Lincoln Interactive)*
- *Be familiar with course descriptions*
- *Be familiar with State GLE's*

Guidance Counselor

- *Know graduation requirements*
- *Know students – frequent conferencing with students plus contact with parent/guardian every 2 weeks utilizing their preferred method of communication (1:1 conversation, appx 20 hrs/wk)*
- *Schedule students in appropriate courses*
- *Monitor student attendance and truancy*

Progress Monitor

- *Examine progress regularly*
- *Record final grades*
- *Initiate and track the RTI process where necessary, developing intervention plans within the team*
- *Support/advocate for students, helping them with time management skills*
- *Provide tutoring sessions where necessary*
- *Administer / perform face to face assessments (DRA2, MAPs, CSAP, ACT)*

In addition, this position serves a vital role in student retention and acquisition. During the enrollment window, SLA's conduct interviews, review transcripts, attend enrollment determination meetings and lead information sessions. Therefore, eDCSD will implement the following:

- *a custom resulting in resulting in 15 days to be utilized between school years for recruiting and retention efforts*
- *a ratio of 1:125 between SLA's and students for a 1.0 FTE*
- *A percentage of FTE would be awarded in the following scale:*
 - *An additional 35 students = .1 FTE*