



**Memorandum of Agreement  
Between  
Siuslaw School District No. 97J  
And**

**Oregon School Employees Association Siuslaw Chapter 57**

This Memorandum of Agreement (MOA) is entered into by and between the Siuslaw School District No. 97J ("District") and the Oregon School Employees Association (OSEA) Siuslaw Chapter 57 ("Association"). The District and Association are parties to a collective bargaining agreement (CBA) with effective dates of July 1, 2021 – June 30, 2024.

**RECITALS**

The parties' intention with this MOA is to create the terms of qualification and conditions for compensation for classified staff that assist English learning students during the regular school day for providing bilingual interpretation and translation assistance to students, to be called the Student School Day Interpretation and Translation Assistance stipend.

**TERMS OF MEMORANDUM OF AGREEMENT**

The parties agree to the following for classified staff to qualify and receive compensation to assist students with bilingual interpretation and translation of verbal and written materials in school day classes:

1. The District shall determine the need for bilingual interpretation and translation services for students through a census to identify English language learners and emerging bilingual learners conducted each October.
2. Classified staff who are interested in qualifying to receive the Student School Day Interpretation and Translation Assistance stipend shall request foreign language skills evaluation through the Human Resource (HR) Specialist.
3. The HR Specialist shall schedule the foreign language skills evaluation through ALTA Language Services and the Interactive Voice Response (IVR).
4. Employees shall be tested during paid time. The District shall provide a half (1/2) day substitute to conduct testing either on-site or at the employee's home. This location choice shall be at the employee's discretion.


The District's costs for testing are understood to include:

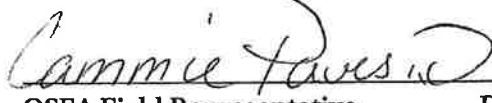
- a) Listening and Speaking Assessment (Interactive Voice Response; Prerecorded, this assessment over the phone - estimated time is thirty (30) minutes). The cost is fifty-five dollars (\$55) for the IVR assessment.
  - b) Writing Assessment (taken through the ALTA online computer portal - maximum time to complete the test is sixty (60) minutes). The cost is sixty-six dollars (\$66) for the online computer portal assessment.
  - c) The total cost of the two (2) tests is one hundred and twenty-one dollars (\$121) and shall be billed to the OSEA Education Fund (Article 22.5 of the CBA).
5. To qualify for the Student School Day Interpretation and Translation Assistance assignment and stipend, an employee must pass both ALTA assessments (Listening and Speaking, and Writing)

and the IVR (Interactive Voice Response) with a minimum score of seven (7) of twelve (12) on each individual test.

- a) Listening and Speaking - minimum score must be seven (7) out of twelve (12).
  - b) Writing - minimum score must be seven (7) out of twelve (12).
  - c) The minimum score of seven (7) must be achieved on both tests to qualify for the stipend.
  - d) The District shall cover the cost of one series of ALTA and IVR assessments for any classified employee not to exceed one (1) time per one (1) year period. If the classified employee scores less than seven (7) and elects to retake the test during the same one (1) year period, they may do so at their own cost and on personal time. The District shall schedule the retake exam and then invoice the employee for the test costs, and the employee shall schedule paid or unpaid leave time to cover the work time needed to be retested.
6. For employees who qualify and are assigned, the stipend for the Student School Day Interpretation and Translation Assistance shall be in the amount of one thousand and five hundred dollars (\$1,500) per year. The stipend shall be prorated for those months remaining in the school year when an employee is assigned after November 15. Employees may opt to receive the stipend payment split into monthly payroll increments or paid in a separate check at the end of the school year by June 30.
  7. The need for bilingual interpretation and translation assistance to students shall be evaluated by the District annually in October.
  8. Should the number of qualified employees available to be assigned to Student School Day Interpretation and Translation Assistance work exceed the identified student need, the District shall offer these assignments according to employee District seniority, first the time spent working to provide Student School Day Interpretation and Translation Assistance services and then the entire time working within the bargaining unit.
  9. If bilingual interpretation and translation services are requested by the District beyond the regular workday, the employee shall record that additional time on their timecard for activities such as parent-teacher meetings or conferences. Overtime shall be paid if the employee works hours in excess of an eight (8)-hour workday or a forty (40)-hour workweek.
  10. Any provisions of the parties' CBA not expressly modified by this MOA shall remain in full force and effect.
  11. Any disputes regarding an alleged violation or the interpretation or application of this agreement shall be resolved pursuant to the grievance procedure in the CBA between the parties.
  12. This MOA shall become effective upon signature of the parties and ratification by OSEA members, retroactively to November 15, 2023. The parties agree to bargain this issue during the regular 2024 collective bargaining.

For OSEA

  
Chapter 57 President      12-8-23  
Date

  
OSEA Field Representative      12/8/23  
Date

For Siuslaw School District 97J

  
\_\_\_\_\_  
Date      12/11/23

Andrew S. Grzeskowiak, Superintendent  
\_\_\_\_\_  
Date