

**MEMORANDUM OF AGREEMENT BETWEEN  
KALISPELL PUBLIC SCHOOLS AND THE  
KALISPELL FEDERATION OF CLASSIFIED PERSONNEL  
2022-2023**

The Union has requested a position review for legacy employees who were impacted by an external position review conducted during the 2021-2022 school year. Based on that review, these employees were scheduled to shift down in Job Class at the beginning of the 2023- 2024 school year, after being grandfathered in at their current rates of pay for the 2022-2023 school year.

These employees were given the opportunity to request a new position review—a process outlined in the CBA—to assess whether this reclassification was substantiated and would ultimately be carried out.

A list of the positions that were grandfathered in for the 2022-2023 school year are as follows:

- From Class A to Class B: Admin. Assistant: Attendance & Admin. Assistant (HS & MS), Library Assistant (ten employees), and
- From Class A to Class C: Fiscal Specialist. I- MS (one employee).

In accordance with the CBA, a position review was formally requested by staff representatives and was then conducted by an external evaluator. Per that review, recommendations were made to the Position Review Committee. The seven-member committee voted unanimously to approve the recommendations of the external evaluator on May 16, 2023.

**Recommendations:**

1. Music Assistant should be split into two separate jobs, Music Assistant I and Music Assistant II, differentiated by the ability to perform as an accompanist for the Music Department.
2. Fiscal Specialist I and Fiscal Specialist II were found to be essentially the same position, and so should be merged into one Fiscal Specialist position, distinguished by different work year calendars at the Middle School and High School.
3. Job Classification Changes

**From Class A to Class C:**

Admin. Assistant: Attendance (HS & MS)  
Admin. Assistant (HS & MS)  
Fiscal Specialist at Middle School

**From Class A to Class B**

Library Assistant  
Music Assistant II

**Placed at Class A**

Music Assistant I

This position review decision supplants any changes that would have been made to these positions in accordance with the previous position review.

Additionally, the following will be incorporated into position review practice going forward:

- A seven-member committee will be formed to evaluate position review recommendations and will be made up of two Union members (to be selected at the discretion of Union President), two Administrators, two Trustees and one Human Resource staff member.
- After undergoing review, positions will not be eligible for review for three years, unless determined by HR Director that the job description has changed significantly.
- The submission period for position review will be September 15th - November 1st.
- Forms and materials included in the CBA for the position review process are not mandatory but exemplify the required elements in a formal position review request and position review audit.

THIS AGREEMENT is signed and dated this 23rd day of May, 2023.

  
KPS Board Chair

  
KPS Superintendent

  
KFCP Union President

  
Attested by District Clerk