

Letter of Agreement
between
Highline Education Association
and
Highline School District

Sixth Grade Transition to Secondary
Effective School Year 2019-20

The Highline School District and Highline Education Association agree that, with the transition of Sixth Grade to Middle School, certain contractual revisions need to be made to reflect Sixth Grade as part of the Secondary level, rather than Elementary. This includes the changes to subsections of Article 4 reflected below. If there are additional provisions of the contract that have been overlooked in this Letter of Agreement, any necessary contractual updates necessary to reflect Sixth Grade as Secondary may be addressed on a temporary basis through Labor-Management Relations. The parties intend to incorporate any necessary revisions, including those cited below, when a successor agreement is negotiated.

Section 4.3. Non-Instructional Time and Class Coverage: Elementary teachers shall be provided with a minimum average of one hundred five (105) minutes of non-instructional time each work day, exclusive of lunch and recesses, which includes planning time and thirty (30) minutes before and the thirty (30) minutes after the student instructional day. Elementary students (K-6~~5~~) will be provided two hundred twenty-five (225) minutes per week of instruction by specialists/librarians. Non-elementary teachers shall be provided with a minimum of one hundred twenty (120) minutes of non-instructional time each work day, exclusive of lunch and recesses, which includes planning time and the thirty (30) minutes before and the thirty (30) minutes after the student instructional day.

Daily Planning: HEA members at secondary schools may choose to implement alternative schedules that do not include daily planning time using the waiver process in Section 1.10.

Section 4.15. Student Enrollment and Staff Allocation: In planning for each school year the District shall allocate classroom staff members to each building (allocations are subject to modification for innovative educational programs as approved by the Superintendent or designee upon recommendation of the principal after consultation and planning with staff members based upon each building's estimated average yearly enrollment, using the following formulas:

A. Elementary Schools (K-6~~5~~)

- i. Kindergarten staff members will be allocated to each building by dividing the building's average yearly kindergarten enrollment by twenty-three and one-half (23.5) carried out to the nearest half-staff member.
- ii. Primary (grades 1-3) staff members will be allocated to each building by dividing each building's first through third grade average yearly enrollment by twenty-four (24), carried out to the next highest full staff member (rounded up from .5).

- iii. Intermediate staff members will be allocated to each building by dividing each building's fourth through ~~sixth~~ fifth grade average yearly enrollment by twenty-six and one half (26.5) carried out to the next highest full staff member (rounded up from .5).
- iv. Resource Room students (K-~~65~~) shall be counted in regular classrooms as 1.0 FTE regular students for allocation purposes.

B. Secondary Schools (67-12)

- i. Middle School staff members will be allocated to each building by dividing the Middle School's average yearly enrollment by twenty-eight (28) carried out to the nearest half-staff member.
- ii. High School staff members will be allocated to each building by dividing the High School's average yearly enrollment by twenty-eight and one half (28.5) carried out to the nearest half-staff member.


Section 4.16

C. Elementary Class Size: The District and the Association recognize that reasonable class size and workload should be attained for optimum learning. Maximum learning efficiency occurs when the number of student contacts per employee is kept at reasonable levels. Beginning in 2019-20, the Students Per Staff ratio for Kindergarten will be 23:1 per day, and the ratio for Primary (grades 1-3) will be 24:1.

	Students Per Staff
Kindergarten	24:1 per day
Primary (grades 1-3)	25:1 per day
Intermediate (grades 4- 56)	27:1 per day


Section 4.17. English Language Learners – Elementary Schools: Elementary schools will serve the English Language Learners (ELL) in their service areas. The District will provide timely and appropriate training in ELL teaching methods, including initial training for new hires and transfers. The following applies to grades 1-~~56~~:

D. Lack of Consensus for ELL Plan: If agreement on an ELL Plan is not reached, the EPISA will be used to create certificated FTE to work directly with students (with leadership team (SLT) determining the use of any leftover amounts). The District will not approve plans that would create fewer classrooms than the number required by Section 4.14. Student Enrollment and Staff Allocation, Paragraph A, Elementary Schools, K-~~56~~. All plans must observe the following parameters:



 Steve Grubb
 Chief Talent Officer
 Highline School District

5-8-19
 Date



 Sue McCabe
 President
 Highline Education Association

5/18/19
 Date