Letter of Agreement
between
Highline Education Association
and
Highline School District

Family Connections
Effective School Year 2021-22

**Window for engagement with families**

1.      The District is expecting staff to contact, conference and engage with families at the launch of the 2021-22 school year during the window of August 24-September 24, 2021. The purpose is to invite families and students back to school, encourage energy and excitement for the new school year, and get to know the student and their families.

**Who is assigned the work**

2.      Elementary classroom teachers will be expected to engage with the families of students assigned to their class. Secondary certificated staff assigned to an advisory group will be expected to engage with the families of students assigned to their advisory group. Secondary schools will coordinate the assignment of students who do not have an advisory teacher (e.g., Running Start or students shared with PSSC) to an appropriate staff member, capitalizing on existing relationships when possible, to make sure that each student's family has a staff member connecting with them during the engagement window. PSSC teachers will be asked to assist with this work. Elementary LRC case managers will work with classroom teachers, once conferences have been scheduled, to attend as many conferences as possible for the students on their caseload. The same ratios of students and days mentioned below will be used based on the number of conferences attended.

**Work year calendar adjustment**

3.      The work year calendar will be adjusted by making Monday, September 13, a non-instructional day set aside for homeroom and advisory family connections that staff may use for family engagement conferences during the day. Staff who are not assigned family engagement work will not be expected to work on this day. May 31 will be changed to a student day so that the anticipated last day of the school year remains the same.

**Application to Kindergarten**

4.      Family engagement conferences and associated stipends are applicable Pre-K through grade 12. Pre-K and Kindergarten teachers may add this family engagement work to extend

their existing TS Gold/WaKIDS family connections conferences or hold separate conferences, and will remain eligible for the per diem stipend described below.

**Formula/method for compensation**

5.      Staff who are assigned to complete this engagement work will be compensated with a stipend for 1 day at per diem for up to 5 students; 2 days at per diem for up to 16 families of students; and 3 days at per diem for up to 27 families of students. If it's not possible to reassign students to keep these numbers at 27 or fewer (e.g., using specialists or other staff in the building), the District will compensate the staff member for an additional half-day of per diem for engaging with more than 27 families of students.

**Support**

6.      Prior to August 24, the District will provide clear direction on possible formats available under the standards developed by the District health and safety committee in August to meet the needs of students, families and staff (e.g., in-person, video conferencing, telephone); expected length; and information to be shared or gathered. The District will provide a sample script or framework (in English, Spanish and Vietnamese) for staff to use at their discretion as they set up and lead conferences. Buildings have the autonomy to organize scheduling assistance based on current building practices and available personnel. Interpretation services will be provided by school-based bilingual paras, Language Line, and other services to be coordinated through school office staff and central office, as in other situations.

**Documentation expectations**

7.      Educators will document conversation date, the name of the student whose family was engaged, the length of time, and any additional required data in the platform identified in the District guidance.

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Dr. Steve Grubb                                    9/8/21                                    Dr. Sandra Hunt                                    9-8-21
Dr. Steve Grubb                    Date                    Dr. Sandra Hunt                    Date
Chief Talent Officer                                                    President
Highline School District                                                    Highline Education Association