

**Collective Bargaining Agreement**  
**between**  
**HIGHLINE EDUCATION ASSOCIATION**  
**and**  
**HIGHLINE SCHOOL DISTRICT 401**



**September 1, 2022 – August 31, 2024**

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1                   **ARTICLE 1 – RECOGNITION OF ASSOCIATION AND DEFINITIONS**

2           **Section 1.1 – Preamble**

3           This Agreement is made and entered into between the Highline School District No.  
4           401 and the Highline Education Association. The signatories are the sole parties to  
5           this Agreement.

6           **Section 1.2 – Recognition**

7           A. The District hereby recognizes the Association as the exclusive representative for  
8           all personnel who are appointed to non-supervisory certificated positions, except  
9           that nothing contained herein shall be construed to include in the bargaining unit  
10          the following: The Superintendent of Schools; Assistant Superintendents;  
11          Administrative Assistants to the Superintendent; Directors (Program and Project);  
12          Assistant Directors; Coordinators; Principals; Vice-Principals; all certificated  
13          personnel hired as management consultants; casual personnel and all confidential  
14          employees.

15          B. Employment pool personnel shall be represented by the Association to the extent  
16          they are eligible for representation as provided for in Article 9 (Layoff and Recall),  
17          Section 9.9.

18          C. Staff members on leave of absence shall be represented by the Association to the  
19          extent they are eligible for representation as provided for in Article 14 (Leaves of  
20          Absence).

21          **Section 1.3 – Definitions**

22          Unless the context in which they are used clearly requires otherwise, when used in  
23          this Agreement:

24          A. The term "Agreement" shall mean this entire Collective Bargaining Agreement;

25          B. The term "Association" shall mean the Highline Education Association;

26          C. The term "Board" shall mean the Board of Directors of the Highline School District  
27          No. 401;

28          D. The term "District" and/or "employer" shall mean the Highline School District No.  
29          401 including administrators and agents;

30          E. The terms "staff member" or "employee" shall mean those employees represented  
31          by the Association in the bargaining unit as defined in Section 1.2 (Recognition),  
32          except as otherwise indicated;

33          F. The term "days" shall mean calendar days unless otherwise indicated in this  
34          Agreement;

35          G. The term "act" shall mean the Educational Employment Relations Act, RCW 41.59;

1 H. Unless the context in which they are used clearly requires otherwise, words used  
2 in this Agreement denoting gender shall include both the masculine and feminine;  
3 and words denoting number include both the singular and plural.

4 **Section 1.4 – Status of Agreement**

5 A. This Agreement shall become effective when ratified by the Association and the  
6 Board and then executed by authorized representative(s) thereof and may be  
7 amended or modified only with mutual consent of the signatory organizations.

8 B. This Agreement shall supersede any rules, regulations, policies, resolutions or  
9 practices of the District which are contrary to or inconsistent with its terms.

10 **Section 1.5 – Conformity to Law**

11 A. This Agreement shall be governed and construed according to the constitution and  
12 laws of the State of Washington. If any provision of this Agreement or any  
13 application of this Agreement to any staff member or group of employees covered  
14 hereby shall be found contrary to law by a court of competent jurisdiction, such  
15 Provision or application shall have effect only to the extent permitted by law, and  
16 all other provisions or applications of this Agreement shall continue in full force and  
17 effect.

18 B. If any provision of this Agreement is so held to be contrary to law, the parties shall  
19 commence negotiations concerning said provisions as soon thereafter as is  
20 reasonably possible, pursuant to RCW 41.59.

21 **Section 1.6 – Distribution of Contract**

22 Following ratification by both parties, the District shall, within thirty (30) days, unless  
23 there are extenuating circumstances beyond the control of either party, print and  
24 distribute two hundred (200) to the Association. A copy of the Agreement will be  
25 available to individual staff members if requested by October 15. The District will keep  
26 the Agreement current on the District web site.

27 **Section 1.7 – Maintenance of Standards**

28 Unless otherwise provided in this Agreement, nothing contained herein shall be  
29 interpreted and/or applied so as to eliminate, reduce or otherwise detract from current  
30 individual salaries or other monetary employee benefits.

31 **Section 1.8 – Appendices**

32 Appendices are an integral part of this Agreement and by this reference incorporated  
33 herein.

34 **Section 1.9 – Management Rights**

35 The management and operation of the District and the direction of the staff members  
36 are vested exclusively in the District subject to the terms of this Agreement. All matters  
37 not specifically controlled by the terms of this Agreement may be administered for the  
38 duration of this Agreement by the District in accordance with such policy or procedure  
39 as the District from time to time may determine. Nothing in this Agreement shall be

1 construed to be a delegation to others of the policy-making authority of the board,  
2 which authority is specifically reserved by the board.

3 **Section 1.10 – Contract Waiver**

4 In order to improve educational experiences for students through creative, innovative  
5 or restructuring projects, the District and Association may agree to waive specific  
6 provisions of this Agreement in accordance with the following:

7 A. Requests from a school or work site must be submitted on the Contract Waiver  
8 Request Form. The completed form must be submitted concurrently to the  
9 Superintendent or their designee and the Association President or their designee.  
10 A waiver will be granted only if both the District and Association approve such  
11 request.

12 B. A contract waiver request must include the following:

13 1. Reference to the specific provisions of the Agreement requested to be waived;

14 2. Rationale for the waiver;

15 3. The specific beginning and ending dates for the waiver;

16 4. Description of which employees would be affected by the waiver and how they  
17 would be affected;

18 5. Description of how the decision to request the waiver was made and evidence  
19 it reflects approval of the building administration and at least 80% of those in  
20 the Association's bargaining unit at the school or work site (as measured by  
21 secret ballot conducted by Association representatives);

22 6. Description of the cost or budget impact of the waiver, if any; and

23 7. Explanation of how the waiver, if granted, might affect other employees outside  
24 of the school site and other operations of the District, if any.

25 C. The District and Association will adopt their own internal processes for review and  
26 approval of waiver applications.

27 D. No Agreement waiver shall be granted for a duration of more than one (1) school  
28 year, unless extended in writing by both parties, and no Agreement waiver shall  
29 be granted for a duration that extends beyond the expiration date of the current  
30 Agreement.

31 E. The Association and District agree that any waivers granted are not precedent  
32 setting. The parties further agree that once the waiver has expired, all waived  
33 provisions shall return to the status contained in the Collective Bargaining  
34 Agreement at the time of the waiver's expiration.

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**ARTICLE 2 – ASSOCIATION RIGHTS**

**Section 2.1 – Exclusivity Rights**

The Association shall have the exclusive rights to membership fees and dues deductions from the salaries of its members subject to the provisions of the law. The Association shall have the exclusive right to represent a staff member's grievance, subject to the staff member's rights pursuant to RCW 41.59.090. The Association shall have the right, to the exclusion of rival labor organizations, to use the District mail services, except as otherwise required by law.

**Section 2.2 – Right to Attend Meetings**

Staff members attend Association conferences or meetings which are held at the staff member's work site and during an involved staff member's:

- A. duty-free lunch period;
- B. recess (if the staff member is not responsible for student supervision); or
- C. either of the thirty minute periods before and after school (if the staff member is not responsible for specific student or patron contact).

Attendance at Association meetings or conferences during a staff member's planning period should be restricted to those periods when the meeting cannot be reasonably scheduled at another time. Association representatives who attend or have obligations for such meetings or conferences have the responsibility for notifying the appropriate administrator at least twelve hours in advance of the anticipated starting time that such a meeting or conference is planned; if there is an emergency, the administrator will be notified as soon as reasonably possible of the meeting or conference. Further, the Association representative shall be responsible for scheduling the meeting with the administrator and ascertaining whether the desired time, date, place and size of the group can be accommodated. The Association agrees that such conferences or meetings will not in any way hamper or obstruct the instructional program or the delivery of services. The Association agrees not to hold conferences or meetings on District property where the purpose is to organize or conduct a work stoppage or at times other than those described above.

**Section 2.3 – Use of Facilities**

The Association will have the privilege of using school building facilities for meetings outside of school hours pursuant to the following guidelines:

- A. The buildings and grounds of the District are primarily for school district use. No use of facilities will be approved which interferes with the school program.
- B. Before a District facility may be used, approval must be obtained on the appropriate District application form.

**Section 2.4 – Bulletin Space**

The District will make a reasonable attempt to provide a bulletin board space in each school for use by the Association. Bulletins posted by the Association are the

1 responsibility of the officials of the Association and shall be limited to official  
2 Association business. Each bulletin shall be signed by the Association representative  
3 responsible for posting. Unsigned notices or bulletins may not be posted. There shall  
4 be no posting of literature by representatives of the Association on District property  
5 other than as herein provided.

6 A. The responsibility for the prompt removal of notices from the bulletin board after  
7 they have served their purpose will rest with the individual who posted such  
8 notices.

9 B. Any violation of this section by the Association or its agents acting under the  
10 direction of the Association as determined by the District, shall void immediately  
11 the provisions under this section and prohibit the Association's further use of  
12 bulletin boards. Upon such determination by the District, the Association shall be  
13 so notified.

14 C. The District shall not assume the responsibility of any liability for notices posted.

15 **Section 2.5 – Right to Information**

16 Upon written request, the District shall furnish the Association data and information  
17 concerning the operations and financial resources of the District, including, but not  
18 limited to: annual financial reports and audits, tentative budgeting requirements and  
19 allocations, agenda and minutes of all board meetings held in open session, student  
20 enrollment; bargaining unit employee data on a monthly basis, including the name,  
21 assignment, work site, FTE, employee identification number, salary schedule  
22 placement, home address, work and personal phone numbers, work and personal  
23 email addresses of each employee; and any other information available in accordance  
24 with laws pertaining to the availability of District data. The District may charge a  
25 reasonable fee for any materials furnished.

26 Additionally, by August 1 of each year, the District shall provide the Association with a  
27 list of the names of newly hired or reassigned employees, and their contact information  
28 including the name, assignment, work site, FTE, employee identification number,  
29 salary schedule placement, home address, work and personal phone numbers, and  
30 work and personal email addresses of each new hire. For the purpose of this section,  
31 the date of hire shall be considered to be the day on which the new employee accepted  
32 an offer of employment. The District will also include the names of any bargaining unit  
33 members who are on a leave of absence, the anticipated duration of such a leave, and  
34 any changes in contact information during the time of the leave. When new employees  
35 are hired following the August 1 report, the District will provide the information listed  
36 above within five business days of the date of hire.

37 **Section 2.6 – District/Association Meetings**

38 Whenever Association representatives are mutually scheduled with the District's  
39 representatives to participate in grievance matters during working hours, said  
40 representatives shall suffer no loss of pay and the cost for a substitute, if required,  
41 shall be borne by the Association.

- 1 A. If, by mutual agreement, negotiations are scheduled during the work day, the  
2 District shall pay for the cost of salaries and fringe benefits of Association  
3 representatives involved.
- 4 B. Building administrators and Association representatives from the building are  
5 encouraged to meet at mutually agreeable times to discuss matters of mutual  
6 concern. Such individuals shall have no authority to reach decisions which would  
7 alter this Agreement.
- 8 C. The Association representative may call meetings of staff members during the  
9 work day where such meetings do not interfere with regular scheduled classes and  
10 with previous approval of the appropriate administrator.
- 11 D. Association and District representatives shall meet from time to time by mutual  
12 agreement to discuss matters of mutual concern.

13 **Section 2.7 – President and Member Release**

- 14 **A. President's Release:** The President of the Highline Education Association shall  
15 be granted release time for contractual work year up to a maximum of six  
16 consecutive school years for any one person.

17 The District shall make salary payments, annual sick leave cash-out benefits to  
18 and insurance contributions on behalf of the President as if they were not on  
19 release time, provided that the Association shall reimburse the District for these  
20 costs.

- 21 **B. Member's Release:** Members of the Highline Education Association may, upon  
22 written request, be granted release time to conduct Association business, up to a  
23 maximum of one hundred fifty (150) days during the school year as approved by  
24 the Superintendent/designee. However, no individual member may be released  
25 more than ten (10) days. Provided further, that the UniServ Council President is  
26 limited to twenty (20) days of release time per school year, none of which is  
27 deductible from the maximum total of days available for release. In addition,  
28 release time for the purpose of conducting Association business for the  
29 Washington Education Association (WEA) shall not be deducted from the  
30 maximum total of one hundred fifty (150) days available for release. The  
31 Association will submit the names of Association members along with the reason  
32 for the expected days desired to be absent for the school year as early as possible.  
33 All additional requests which require a substitute must be submitted at least one  
34 week in advance of the expected day(s) of absence. Additional release time and  
35 exceptions to the advance notice may be granted by the superintendent/designee  
36 upon written request based on substitute availability.

37 The District shall make salary payments to and insurance contributions on behalf  
38 of such staff member as if the staff member were not on release time, provided  
39 that the Association shall reimburse the District the cost of any substitute required  
40 for the absent employee.

- 41 **C. National Office:** The District shall grant a staff member up to twenty (20) days of  
42 release time per school year for the purpose of serving as an elected or appointed

1 officer of the National Education Association. This release time shall be in addition  
2 to Member's Release (Section 2.7, Paragraph B).

3 **Section 2.8 – Dues and Representation Fee**

4 A. On or before September 1 of each school year, the Association shall give written  
5 notice to the District of the dollar amount of individually authorized local, state and  
6 national organizational dues and fees that are to be deducted in the coming school  
7 year. Unless otherwise on file with the District, the Association shall provide the  
8 District with an agreed to, properly executed and signed dues deduction and fees  
9 authorization and assignment for each participating staff member. The individual  
10 authorization will continue in effect during the term of the Agreement.

11 B. The deductions authorized shall be made in twelve (12) equal amounts from each  
12 pay check beginning with the pay period in September through the pay period in  
13 August for each year. Deductions from new staff members authorized to begin  
14 after the September payroll shall be spread equally over the remainder of the pay  
15 periods through August. The District will remit all moneys so deducted to the  
16 Association or its authorized designee, accompanied by a list of staff members  
17 from whom such deductions have been made and a duplicate list shall be provided  
18 the Association.

19 C. The Association agrees to defend, indemnify and hold the District harmless (except  
20 in suits in which the District is plaintiff) against any and all claims, suits, orders or  
21 judgments brought or issued against the District as a result of any action taken or  
22 not taken by the District pursuant to proper implementation of this Article  
23 contingent upon (1) the District's agreement that the Association shall be  
24 authorized to defend such suit through an attorney mutually determined by the  
25 District and the Association, and (2) the District agrees to provide full cooperation  
26 and information to the Association in defending any suit which may be brought  
27 against it as a result of this Agreement.

28 **Section 2.9 – Access to New Employees**

29 The District will provide the Association reasonable access to new employees of the  
30 bargaining unit for the purposes of presenting information about the exclusive  
31 bargaining representative to the new employee. The presentation may occur during a  
32 new employee orientation provided by the District, or at another time mutually agreed  
33 to by the District and Association. No employee may be mandated to attend the  
34 meetings or presentations by the Association. "Reasonable access" for the purposes  
35 of this section means: (a) The access to the new employee occurs within ninety days  
36 of the employee's start date within the bargaining unit; (b) The access is for no less  
37 than thirty minutes; and (c) The access occurs during the new employee's regular work  
38 hours at the employee's regular worksite, or at a location mutually agreed to by the  
39 District and Association.

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**ARTICLE 3 – STAFF MEMBERS' RIGHTS AND AUTHORITY**

**Section 3.1 – Participation in the Association**

It is agreed that every staff member will have and will be protected in the exercise of the right, freely and without fear of penalty and reprisal, to join and assist the Association. The freedom of such employees who assist the Association will be recognized as extending to participation in management of the Association. The District will take action required or refrain from such action, in order to assure staff members that no interference, restraint, coercion or discrimination is allowed within the employer to encourage or discourage membership in the Association.

No staff member shall be disciplined or discriminated against for any lawful Association activity and/or participation in lawful activities during non-working hours except as it directly prevents the staff member from properly performing their assigned functions during the regular or extended workday.

**Section 3.2 – Non-Discrimination and Freedom of Expression**

Staff members shall not be discriminated against in any way by the District for the exercise of any rights guaranteed under the law. Satisfactory job performance is an appropriate concern of the District.

- A. The District will not require staff members to participate in commercial or charity fund solicitations. No staff member will engage in commercial or charitable solicitations during the workday or on school premises except with the express written consent of the District.
- B. The provisions of the Agreement shall be lawfully applied without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, marital status, sexual orientation including gender expression or identity, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.
- C. The District and the Association affirm their adherence to the principles of free choice and agree that the obligations of law related to non-discrimination will be met by the Association and the District. Neither the District nor the Association will engage in discrimination of any kind that infringes on the civil or human rights of employees. The District acknowledges the right of its employees to a private and personal life.
- D. Staff members will be allowed to wear pins and/or other identification pursuant to law.

**Section 3.3 – Students and Student Evaluations**

Staff members shall be responsible for evaluation of the educational growth and development of each pupil assigned to them, and for making periodic reports to parents and guardians, and to designated school administrators. Grades and other evaluations of students by staff members will be: (1) adequately documented; (2) based on achievement; and (3) based on participation in working towards goals and objectives of the curriculum. If there has been a failure to comply with the grading



1 practices herein outlined, the administrator may change the grade. If an administrative  
2 change is made to a letter grade or written comment on a periodic report, the staff  
3 member shall receive written notification.

4 A. The classroom teacher will make the initial determination of the promotion or  
5 retention of each pupil assigned to their classroom. A classroom teacher who  
6 anticipates recommending retention of a pupil will notify the principal, and the  
7 parent or guardian of the pupil as far in advance as is reasonably possible. A  
8 staffing of the teacher, principal, parent or guardian and any necessary support  
9 personnel may be conducted to consider the teacher's recommendation. The  
10 classroom teacher shall be informed if a determination regarding promotion or  
11 retention is inconsistent with the classroom teacher's recommendation.

12 B. Staff members, in the course of their duties and responsibilities towards the pupils  
13 assigned to them, will not be required to perform duties beyond the scope of their  
14 employment, which are normally the responsibility of the police, fire or animal  
15 control personnel.

16 C. Within a reasonable period of time, the immediate supervisor shall inform staff  
17 members about any parent concern which pertains to the staff member's  
18 relationship with one of their students. At the staff member's request the  
19 administrator shall attempt to arrange a conference to discuss the concern with the  
20 affected parties. The conference shall be arranged at a mutually convenient time  
21 with the individuals involved. Any detrimental statement about a staff member  
22 conveyed at such a conference will not be given credence unless substantiated by  
23 fact. District reports will not name the staff member until allegations can be  
24 substantiated by fact.

25 D. Secondary classroom teachers will be allowed three (3) work days following the  
26 end of grading periods to complete and turn in student report cards/scan sheets.  
27 The final reports specific to special education IEPs are due one (1) week prior to  
28 the end of school. Elementary classroom teachers will be allowed up to two (2)  
29 weeks, but no fewer than three (3) work days to complete report cards prior to each  
30 report card period. Elementary classroom teachers will have three (3) report card  
31 periods. The first reporting period will be in conjunction with the parent  
32 conferences. Elementary classroom teachers will communicate to parents the  
33 progress of their child prior to the eighth week of school. Secondary classroom  
34 teachers will communicate to parents the progress of students at risk (students at  
35 risk of failure or not on track to receive credit) at the mid-point of each quarter. The  
36 teachers will document this communication.

37 **Section 3.4 – Student Behavior Support**

38 Student discipline and behavior support should promote a safe and productive  
39 educational environment. Beyond this minimum baseline, however, in Highline we  
40 aspire to support student behavior in a manner that is just, equitable and intentionally  
41 anti-racist. Such a system requires effective implementation of culturally-responsive  
42 student engagement; ongoing joint work of educators, families, and communities at all  
43 levels of the system to identify and eliminate existing barriers and practices that hinder  
44 equity; and instructional strategies that minimize exclusions of students from  
45 educational environments.

1 The contract language below is not intended to be a complete description of the critical  
2 elements of an effective, just and equitable system of behavior support. Such a system  
3 must be embedded and reflected within the educational practices of educators working  
4 individually and collectively to form, maintain and, when necessary, restore positive  
5 educational relationships within the school. The provisions below are reminders of  
6 specific legal rights currently existing under state law or protections that have been  
7 negotiated by the District and Association for the benefit of staff and/or students.

8 **A. Administrative/Designee Support:** In buildings with a Dean or Assistant  
9 Principal, the District will make every effort to ensure that at least one building  
10 administrator is in the building at all times to address student discipline issues.  
11 Building administrators shall designate a certificated staff member to provide  
12 discipline support in the administrator's absence. If the designee is a classroom  
13 teacher, prior arrangement will be made by the administrator to assure that the  
14 designee's students are under the charge of another certificated employee during  
15 the designee's absence from the classroom. On the second consecutive full day  
16 of administrative absence, a substitute will be provided for the designee. The  
17 substitute will remain in that position until the building administrator returns. The  
18 designee in each elementary school will be provided with a stipend as indicated in  
19 Appendix D.

20 **B. Classroom Exclusions (RCW 28A.600.020, WAC 392-400-025, -330 and -335):**  
21 Although the District and Association are committed to implementing instructional  
22 strategies that minimize exclusions of students from educational environments, the  
23 parties recognize that each staff member has the right to exclude a student from  
24 the staff member's classroom or instructional or activity area for behavioral  
25 violations that disrupt the educational process while the student is under the staff  
26 member's immediate supervision, subject to the following requirements:

- 27 1. The staff member must first attempt one or more other forms of corrective  
28 action to support the student in meeting behavioral expectations, unless the  
29 student's presence poses an immediate and continuing danger to other  
30 students or school personnel, or an immediate and continuing threat of material  
31 and substantial disruption of the educational process.
- 32 2. The staff member must report the classroom exclusion, including the  
33 behavioral violation that led to the classroom exclusion, to the principal or  
34 designee as soon as reasonably possible.
- 35 3. The staff member, principal, or designee must notify the student's parents  
36 regarding the classroom exclusion as soon as reasonably possible.
- 37 4. When a staff member administers a classroom exclusion on the grounds that  
38 the student's presence poses an immediate and continuing danger to other  
39 students or school personnel, or an immediate and continuing threat of material  
40 and substantial disruption of the educational process, the staff member must  
41 immediately notify the principal or designee; and the principal or designee must  
42 meet with the student as soon as reasonably possible and administer  
43 appropriate discipline.

- 1 5. The duration of the exclusion may be for all or any portion of the balance of the  
2 school day, or up to the following two days, or until the principal or designee  
3 and staff member have conferred, whichever occurs first.
- 4 6. Each school's Shared Leadership Team will ensure that a system is developed  
5 and in place to identify priority referrals for conferring versus a referral where  
6 a conference is not requested. Priority referrals will include the opportunity for  
7 a written response upon request.
- 8 7. The “conferring” between the principal or designee and staff member should  
9 include an opportunity, if requested by the staff member, for a genuine dialogue  
10 at an educationally-appropriate time about the student’s behavior and the steps  
11 already taken, and those necessary to be taken, to successfully restore  
12 positive educational relationships within the classroom. Restoring relationships  
13 may, in appropriate circumstances, require the inclusion of the student and/or  
14 other facilitators in the dialogue. In all cases, the parties have a joint goal to  
15 minimize the loss of instructional activity and content due to the classroom  
16 exclusion.
- 17 8. When a student is excluded from the student's classroom or instructional or  
18 activity area for longer than the balance of the school day, the school district  
19 must provide notice and due process for a suspension, expulsion, or  
20 emergency expulsion under state law.
- 21 9. The school district must provide the student an opportunity to make up any  
22 assignments and tests missed during the classroom exclusion.
- 23 10. A “classroom exclusion” does not include actions that result in missed  
24 instruction for a brief duration when a staff member attempts other forms of  
25 discipline to support the student in meeting behavioral expectations, and the  
26 student remains under the supervision of school personnel during such brief  
27 duration.

28 **C. Communication:** Effective student behavior support requires several types of key  
29 communications.

- 30 1. The building principal and staff members shall confer once per year, or more  
31 frequently as needed, to develop and/or review building disciplinary standards  
32 and uniform enforcement of those standards. This review shall include the  
33 District's student discipline policies and procedures. Every employee shall be  
34 given a written copy or directed to the electronic copy of the school and District  
35 policies/standards. This review may occur during PCT, DID or staff meetings.
- 36 2. Every building shall have a system for informing staff members of student  
37 behavioral history, behavioral incidents, intervention plans and safety plans  
38 whenever there is a legitimate educational need for staff to use this information  
39 to form safe and positive educational relationships with students. The principal  
40 at each school shall ensure there is a system in place that identifies staff  
41 members who are recipients of, and responsible for sharing, such information  
42 as well as appropriate timelines and methods for doing so. Such systems shall  
43 account for the critical need for such information during transitions of students

1 between schools and programs. All staff members shall respect the legal  
2 confidentiality of student records and information related to the behavior.

3 **D. Response to Violent Incidents:** An effective, just and equitable system of  
4 behavior support will seek to minimize violent student behaviors. When such  
5 behaviors nevertheless occur:

6 1. School personnel may use reasonable physical force as necessary to maintain  
7 order or prevent a student from harming themselves, other students, school  
8 personnel or property (WAC 392-400-825). A staff member may and should  
9 request available assistance if circumstances necessitate the bodily removal  
10 of a disruptive student in order to safeguard the health and safety of others.

11 2. The principal shall be responsible for ensuring each school has documented  
12 plans for responding to unanticipated and reasonably-anticipated situations in  
13 which a student needs to be deescalated and other students are removed from  
14 the classroom or instructional area in order to protect them and facilitate de-  
15 escalation of the student. Such plans shall be responsive to the possibly  
16 evolving needs and patterns of particular students; accommodating to the  
17 physical and emotional needs of staff members involved in such incidents; and  
18 thoughtful about the potential need to communicate with staff and the families  
19 of students witnessing such incidents. All staff members shall respect the legal  
20 confidentiality of student records and information related to the behavior.

21 3. See also Section 3.12 regarding supports for staff members subject to assaults  
22 and property damage.

23 **E. Other Provisions**

24 1. Staff members shall receive, as soon as possible, a written or oral response  
25 and assistance from the building administrator when disciplinary support is  
26 requested.

27 2. The building principal and/or counselor will communicate and collaborate with  
28 involved staff members regarding transfers of students from one  
29 classroom/school to another classroom/school when such transfers are made  
30 because of problems in communications between student and teacher, or  
31 because of a student disciplinary problem or when it is in the best interest of  
32 the student. When the communication is given orally, a written response shall  
33 be provided by the building principal/designee upon request.

34 3. No staff member shall be required to search a student's person or belongings.

35 4. The District will provide all teachers new to Highline with mentoring and/or  
36 training in Highline's approach to student behavior support.

37 **Section 3.5 – Students with Individualized Educational Programs (IEPs) and**  
38 **Students who are English Language Learners**

39 The District shall provide each staff member with an updated copy of the District  
40 special education guidelines and procedures. Before a student is to be mainstreamed  
41 from a special education or English Language Learner class into a specific general

1 education class, the receiving classroom teacher is to be informed and permitted to  
2 participate in the multi-disciplinary team process regarding the appropriateness of the  
3 class for the student.

4 A. On the student enrollment form, the District shall request information from the  
5 parent(s)/guardian(s) of each incoming student regarding their child's assessment  
6 for or enrollment in a special program in the last two (2) years. This information will  
7 be provided to staff members by counselors / administrators within twenty-four (24)  
8 hours of placement of the student in an educational program.

9 B. A general education classroom teacher has the right to bring concerns about a  
10 mainstreamed student with an IEP's performance in their class to the attention of  
11 the multi-disciplinary team.

12 **Section 3.6 – Educational Support Personnel**

13 Staff members shall be responsible for supervising but not evaluating aides assigned  
14 to them. Supervisors are encouraged to ask staff members for input on their  
15 assessment of the aide's performance. Staff members may go to their immediate  
16 supervisor to request an observation or conference regarding the aide for the purpose  
17 of evaluating an aide's performance. The observation or conference shall occur in a  
18 timely manner.

19 A. Staff members shall not require an aide to perform duties outside of the aide's job  
20 description.

21 B. Affected staff members may provide input to the building administrator regarding  
22 the hiring of classified support personnel to be assigned to them.

23 C. Staff members shall be notified in a timely manner prior to the selection of classified  
24 support personnel who will be assigned to them.

25 D. If a staff member is required by the District to train aides at a meeting outside the  
26 staff member's normal work day, the staff member will be compensated at the  
27 same rate as provided for summer school instructors.

28 **Section 3.7 – Academic Freedom**

29 The District respects the professional rights of staff members. Academic freedom will  
30 be accorded to staff members within the context of District goals and objectives. No  
31 special limitations shall be placed upon study, investigation, presenting and  
32 interpreting facts and ideas concerning human society, the physical and biological  
33 world and other branches of learning; provided, however, that this guarantee cannot  
34 by law supersede the rules and regulations of the District, the State Superintendent of  
35 Public Instruction, the State Board of Education and state statutes.

36 A. In the presentation of controversial issues, staff members will make every effort to  
37 affect a balance of biases, divergent points of view and opportunity for exploration  
38 by the students into all sides of the issue.

- 1            1. In discussing controversial issues, the staff member will encourage students to  
2            express their own views, assuring that it be done in a manner that gives due  
3            respect to one another's rights and opinions.
- 4            2. When discussing controversial issues, the staff member will respect positions  
5            other than their own.
- 6            3. Students will be encouraged by the staff member, after class discussions and  
7            independent inquiry, to reach their own conclusions regarding controversial  
8            issues.
- 9            4. Prior to scheduling outside speakers, approval of the immediate supervisor  
10           must be obtained. Approval may be withheld when the District has reason to  
11           believe appearance of a guest speaker would be disruptive or not in the best  
12           interest of the education process.
- 13          B. While the staff member must be free to teach, the staff member must always be  
14          concerned that there will be no infringement upon the freedom of those students  
15          the staff member serves.
- 16          C. Within District goals and objectives, staff members shall be responsible for  
17          determining daily methods and materials to be used in the instruction of the  
18          students in their charge. If District approved materials are used consistent with  
19          District goals and objectives, staff members will be supported in their choice of  
20          materials.
- 21          D. Standardized test results of academic progress of students shall not be used in an  
22          improper manner to evaluate the quality of a staff member's service or fitness for  
23          retention.

24          **Section 3.8 – Staff Members' Personnel Files**

- 25          A confidential permanent personnel file will be maintained in the District Human  
26          Resources Department for each staff member covered by this Agreement.
- 27          A. Employees shall have the right to review the contents of their personnel file during  
28          office hours, but during the employee's non-instructional time or non-duty hours.  
29          Materials reviewed by the employee and judged to be either derogatory to the  
30          employee's conduct, service, character or personality may be answered by the  
31          employee in writing. Such written responses shall become a part of District  
32          personnel records. Any derogatory statement regarding an employee by a parent,  
33          student or lay person which is to be placed in the employee's personnel file will be  
34          called to the attention of the employee at the time of such placement. The  
35          employee shall have the opportunity to attach a written response to any such  
36          statement.
- 37          B. Staff members may request material of a complimentary nature be placed in their  
38          personnel file maintained by the District Human Resources Department.
- 39          C. With the exception of personal evaluations as required by this Agreement and state  
40          law, a staff member may request removal of the material judged by the staff  
41          member to be derogatory, discriminatory or prejudicial to the staff member's

1 conduct, service, character or personality. The District reserves the right to make  
2 final determination regarding material to be retained unless a court of competent  
3 jurisdiction determines otherwise. However, should the staff member request  
4 removal of material judged by the staff member to be derogatory, discriminatory or  
5 prejudicial to the staff member's conduct, service, character, or personality and  
6 such material has been in the file five (5) years or more and is mere allegation  
7 which has never been substantiated, such material shall be removed.

8 D. All pre-employment information and credentials relating to the staff member  
9 signing a contract with the District will be retained by the District as a separate file  
10 and will not be available for review by the staff member. If requested by the staff  
11 member, confidential pre-employment information which is in the possession of  
12 the District will be returned or destroyed when the employment process is  
13 completed.

14 **Section 3.9 – Electronic Signatures**

15 The District and the Association will develop mutually agreed upon protocols and  
16 procedures for electronic signatures in lieu of paper signatures as legal and  
17 appropriate.

18 **Section 3.10 – Other**

19 The District will utilize employee input when planning any new construction of  
20 educational facilities including related movement of staff. Except in an emergency, the  
21 District shall notify all staff members at least two (2) days in advance of any  
22 maintenance or construction that will prohibit instruction in the classroom.

23 **Section 3.11 – Board Policies**

24 An accurate, updated District policy manual shall be available to staff members on the  
25 District website. Following Board adoption of policies and procedures, the contents will  
26 be shared in a timely manner with appropriate staff members.

27 **Section 3.12 – Assault Response Protocol and Damage to Personal Property**

28 The District and Association shall collaboratively develop in labor management  
29 meetings and annually publish an assault response protocol describing the steps that  
30 should be taken at a school when a staff member is assaulted. The protocol shall  
31 include response and support for both the staff member and any involved student,  
32 including appropriate disciplinary action, due process, and restorative steps for  
33 students impacted by the incident. The assault protocol shall be included in handbooks  
34 and other commonly-referenced resources available to staff and administrators.

35 When students damage personal property in assaultive or violent incidents, the District  
36 shall reimburse staff members up to \$500 for out-of-pocket expenses not covered by  
37 other insurance for damaged clothing, items of personal need (e.g., eye glasses), and  
38 other personal property. In no school year shall the District's liability exceed \$10,000  
39 under this particular paragraph.

1           **Section 3.13 – Disruptive Visitors**

2           Communication with families is a critical support for the educational growth of students.  
3           Consistent with that need, parents and guardians have a statutory right, within the  
4           guidelines of District policy, to access their child's classroom and/or school sponsored  
5           activities for purposes of observing class procedure, teaching material, and class  
6           conduct, provided that such observation shall not disrupt the classroom procedure or  
7           learning activity. See Board Policy 4200 and Administrative Procedure 4200P. Staff  
8           members should seek administrative assistance whenever a parent, guardian or other  
9           school visitor becomes either verbally or physically abusive and may ask for such  
10          visitor to be removed or restricted from the staff member's classroom or workstation.

11          **Section 3.14 – Interpretation and Translation**

12          The District will continue to provide interpreters for meetings, as needed. Bilingual  
13          teachers/ESAs may not be asked to serve as interpreters for IEP meetings, disciplinary  
14          meetings, or other meetings for which an interpreter is needed unless documented  
15          steps have been taken to schedule an interpreter and no other interpreter was  
16          available. In that case, a teacher/ESA may agree to provide interpretation, but may  
17          not be required to do so. Compensation for interpretation, either due to additional time  
18          or additional responsibility, will be provided at the Extra Duty Rate identified in  
19          Appendix D.

20          To address translating school and classroom-level family communication materials  
21          and interpreting for family meetings and phone calls, each building's Shared  
22          Leadership Team (SLT) will develop and review their building's protocol for providing  
23          translation and interpretation duties (including interpretation for family meetings and  
24          phone calls, translation of written family communication, etc.) among building staff  
25          including bilingual paraeducators, bilingual family liaison, and/or District-provided  
26          interpretation and translation services. All SLTs should review their protocol to ensure  
27          alignment with the CBA and HSDs Language Access Plan and then administration  
28          share their protocol along with HSD's Translation and Interpretation Services Training  
29          annually with staff. (See Section 4.12).

30          **Section 3.15 – Breaks for Lactation/Expression of Milk**

31          The District shall provide reasonable break time and a specific location for employees  
32          to express breast milk for up to two years after a child's birth, each time the employee  
33          has need to express the milk. The District shall work with the employee to identify a  
34          convenient location and work schedule to accommodate their needs. The location  
35          provided shall be private, and seating will be provided, along with adequate light, and  
36          a working electrical outlet. The location will not be a bathroom unless the bathroom  
37          can be modified to meet the aforementioned criteria and the employee agrees it is  
38          appropriate, without repercussion if they do not.



ARTICLE 4 – WORKING CONDITIONS

Section 4.1 – Length of Work Day

The on-site work day for all staff members not otherwise provided for in this Article shall not exceed seven and one-half (7 1/2) hours, except for responsibilities referred to in this Section, Paragraph C, including a thirty (30) minute duty-free lunch. Staff members who are required to travel between buildings in the course of their appointment shall not be scheduled to travel during their duty-free lunch. Staff members shall be available at their respective work sites for the benefit of pupils and patrons at least thirty (30) minutes before the students' school day begins and at least thirty (30) minutes after the students' school day ends. The workday for itinerant personnel is the same in hours as for all other staff members. Those staff members who are not assigned as part of a school faculty will construct their workday so as to fulfill their job requirements as arranged for with the immediate supervisor.

A. Staff members may leave the school grounds during the thirty (30) minute duty-free lunch period after notifying the building administrator or designee. Such right may be denied for emergency reasons. Staff members are required to obtain building administrator's approval to leave the school grounds at times other than the duty-free lunch period.

B. It is agreed that responsibilities dealing with school activities, school wide supervision and control will be shared by all staff members. The building administrator will establish a procedure to ensure equitable participation, within the parameters of Section D below. When a staff member has been assigned an activity and finds that they cannot fulfill the responsibility, the staff member is required to report this to the administrator in charge and the staff member will secure another staff member as a replacement, subject to the approval of the administrator.

C. Flex hours: Staff members may be required to contribute no more than twenty (20) additional hours per year over and above the on-site time specified in Section 4.1 and/or the work year calendar described in Section 11.1. This number will be reduced to fifteen (15) hours in the 2023-24 school year. Each staff member may be assigned to specific activities, provided such activities do not exceed four (4) hours in duration. This paragraph is not to be construed to include the required participation in staff meetings under the terms of paragraph F below and a school's annual open house or graduation, nor is it intended to imply that activities will be created for the sole purpose of utilizing all of the twenty (20) hours (or fifteen (15) hours in 2023-24). The additional hours in this paragraph are intended to give principals and building Shared Leadership Teams flexibility to coordinate staff presence at critical meetings, duties or events at school while respecting the individual autonomy and responsibility of certificated staff members as professionals to determine how and when to accomplish the educational goals and mission of their assigned positions. These hours encompass required time for involvement in supervision of student activities, maintenance of order and discipline, working for and with colleagues for common educational goals, and/or attendance at school related functions. The parties agree that staff members are encouraged to volunteer to participate in the supervision of student activities, maintenance of order and discipline, and/or attendance at school-related functions

1 as the individual staff member chooses to do so in the furtherance of their own  
2 professional goals and activities.

3 D. Staff members who are required to commit in excess of twenty (20) hours (or fifteen  
4 (15) hours in 2023-24) as provided for in paragraph C above will be compensated  
5 at the rates identified in Appendix D.

6 E. The building principal, in consultation with each teacher, will schedule teacher  
7 planning time. Such planning time will occur either before, during and/or following  
8 the student instructional part of the teacher's work day.

9 F. Staff members are required to attend staff meetings, unless specifically excused.  
10 Staff meetings will be scheduled on an as needed basis and as far in advance as  
11 possible. Staff meetings may be scheduled before, during or after the instructional  
12 day. Administrators are encouraged to end morning staff meetings at least ten (10)  
13 minutes before the instructional day begins. Staff meetings will be scheduled so  
14 that no staff member shall be required, except in emergencies, to attend more than  
15 one (1) staff meeting in any one calendar week. Building administrators are  
16 encouraged to conduct staff meetings, as much as possible, within the work day;  
17 however, if it is necessary for the staff meeting to exceed the normal work day,  
18 staff members will not be required to remain beyond the normal work day for more  
19 than forty-five (45) minutes unless the principal chooses to use flex hours  
20 described in Section C above, and provides at least one week's advance notice of  
21 the extended length; in no case shall the extended length be more than seventy-  
22 five (75) minutes beyond the normal work day. Principals may not hold individual  
23 staff members beyond the contract day and attribute the time to staff meetings.  
24 Principals will encourage staff participation by allowing all staff to generate agenda  
25 items and work collaboratively to create a balance of topics. HEA and HSD  
26 recognize that a range of issues will be covered at staff meetings including building  
27 operations (nuts and bolts), collaboration among staff teams and professional  
28 development.

29 1. Itinerant teaching staff who are divided between buildings are expected to  
30 attend staff meetings and administratively-directed PCTs (see Section 4.4) at  
31 their scheduled building that Wednesday or Friday. If the principal at the  
32 alternate building would like to have them attend a specific staff meeting or  
33 specific administratively-directed PCT at their school, the principals must  
34 arrange for participation at the alternate site for that day, so long as that can  
35 be accomplished within contractual parameters.

36 2. Itinerant ESAs who are divided between two buildings are expected to attend  
37 staff meetings and administratively-directed PCTs at their scheduled building  
38 that Wednesday or Friday only when the content is relevant to their job  
39 assignment. Itinerant ESAs who are divided between three or more buildings  
40 are not expected to attend staff meetings; they may be expected to attend  
41 administratively-directed, non-job-alike PCTs at the building where they are  
42 scheduled that day only when the content is relevant to their job assignment.

43 G. Except in an emergency, staff members at the elementary level shall not be  
44 assigned to recess or before school playground duty.

1 H. Mandatory work performed outside the contracted year will be paid at per diem  
2 rate.

3 **Section 4.2 – Instructional Time**

4 The District shall establish the instructional schedule appropriate for each school and  
5 grade level. It is recognized that bus transportation, divided reading programs and/or  
6 other factors may require deviation from District school schedules. A full-time instructor  
7 shall conduct classes pursuant to the instructional time required at the appropriate  
8 levels.

9 Each building staff and principal shall meet, discuss and plan options to determine the  
10 use of Professional Collaboration Time (PCT) as described in Section 4.4 below.  
11 Association representatives and principals will affirm annually that these discussions  
12 have occurred.

13 **Section 4.3 – Non-Instructional Time and Class Coverage**

14 Elementary teachers shall be provided with a minimum average of one hundred five  
15 (105) minutes of non-instructional time each work day, exclusive of lunch and  
16 recesses, which includes planning time and thirty (30) minutes before and the thirty  
17 (30) minutes after the student instructional day. Elementary students (K-5) will be  
18 provided two hundred twenty-five (225) minutes per week of instruction by  
19 specialists/librarians. Non-elementary teachers shall be provided with a minimum of  
20 one hundred twenty (120) minutes of non-instructional time each work day, exclusive  
21 of lunch and recesses, which includes planning time and the thirty (30) minutes before  
22 and the thirty (30) minutes after the student instructional day.

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

26 **Section 4.4 – Professional Collaboration Time**

27 HEA and HSD believe that time for collaboration among educational professionals for  
28 the purpose of promoting student learning is essential. The following principles will  
29 guide the use of PCT:

30 A. Each school's Shared Leadership Team (SLT) will gather input from the  
31 certificated staff to consult with the principal regarding the content, type, and format  
32 of professional collaboration time.

33 B. PCT will be allocated as follows:

- 34 1. 25% will be reserved for teacher/ESA-directed work by individuals;
- 35 2. 25% will be teacher/ESA-directed collaborative work by small teams of  
36 teachers/specialists on building or District priorities, with half of these PCT days  
37 identified and reserved on the work year calendar for optional teacher/ESA-  
38 directed cross-school collaboration with job-alike colleagues (principal  
39 notification will be provided in the event staff leave their usual worksite); and

1 3. 50% will be determined by the building principal, with one-quarter of these PCT  
2 days identified and reserved on the work year calendar in Exhibit B for potential  
3 administratively-directed meetings of ESA/specialist groups (Occupational  
4 Therapists, Physical Therapists, Psychologists, Nurses, Counselors, Social  
5 Workers, Speech-Language Pathologists, Special Education, Librarians, Fine  
6 Arts and PE specialists, and CTE teachers) in cross-school collaboration with  
7 job-alike colleagues. Additional job-alike groups may be identified on an annual  
8 basis for administratively-directed subject area and/or grade level initiatives;  
9 notice of any additional job-alike groups will be provided to principals and HEA  
10 leadership as soon as possible, but no later than August 10.

11 C. Professional collaboration time may include: (1) identification of student learning  
12 needs; (2) a learning/training process; (3) implementation of the learning/training;  
13 and (4) the evaluation/formative assessment of students.

14 D. Professional Collaboration Time (PCT) is scheduled for Fridays as indicated on  
15 the negotiated calendar. PCT involves early dismissal of students (90 minutes). It  
16 is possible that some Fridays will involve late start for students due to adverse  
17 weather, unsafe driving conditions, power outages or other emergencies. Unless  
18 specifically addressed, late start bulletins will be provided to local radio and  
19 television stations and posted on the Highline School District website.

20 On late start for students of one to two hours: Early dismissal and PCT will occur  
21 as scheduled.

22 E. HSD and HEA acknowledge that PCT will impact the ability to provide the current  
23 contracted amount of average weekly individual planning time for every teacher.  
24 Teacher planning time minutes will be adjusted to accommodate the PCT day  
25 (Fridays) schedule for the duration of the PCT day schedule. The joint  
26 recommendation to administrators and registrars is to make every effort to  
27 accomplish the reduction in planning time as equitably as possible and to look for  
28 ways to adjust weekly schedules to mitigate the loss for those who may be  
29 disproportionately affected on a long term basis.

30 **Section 4.5 – Equitable Class Coverage**

31 The building administrator will ensure equitable assignment of teachers when covering  
32 classes for absent teachers. Annually, the Shared Leadership Team will work with the  
33 building administrator(s) to develop a plan for in-house class coverage. These plans  
34 will be submitted to the Executive Director of Human Resources and the HEA  
35 President no later than October 15 to ensure the coverage plans are structured for  
36 equity and transparency.

37 **A. Class coverage:** Use of staff members to provide coverage of another staff  
38 member's class will be assigned in as equitable a manner as possible;  
39 emergencies will be handled on a needs basis.

40 **B. Substitute Unavailability:** If the substitute dispatch office is unable to provide a  
41 substitute for an employee absence, then the certificated employee and long-term  
42 substitutes on the contractual rate covering the class for that employee shall be  
43 paid as follows:

- 1           **1. Pay for lost planning time:** Teachers covering classes during their planning  
2           time shall be paid the extra duty rate for each hour of class time coverage. If  
3           an employee absence requires coverage for one half (1/2) day or more, the  
4           building administrator must call immediately for a substitute. An employee  
5           covering a class less than thirty (30) minutes shall qualify for one-half (1/2)  
6           hour of compensation. An employee must cover a class for a minimum of thirty-  
7           one (31) minutes to qualify for one (1) hour of compensation.
  
- 8           **2. Elementary PE and Music and Librarians:** PE/Music/Librarian teachers who  
9           substitute instead of providing planning time may be compensated for lost  
10          planning time (Section 4.5, paragraph B.1). PE/Music/Librarian teachers are  
11          not expected to make up missed sections and are therefore not compensated  
12          when they substitute instead of providing planning time. The classroom teacher  
13          is compensated for the missed planning time (Section 4.5, paragraph B.1).
  
- 14          **3. Make up time:** Non-supervisory certificated staff may claim up to five hours of  
15          time (at the extra duty rate on the salary schedule) for time required outside  
16          their regular work hours for work that must be 'made up' as a result of their  
17          'substituting' and therefore inability to perform their regular duties. An extra  
18          duty claim is to be submitted for the extra hours worked outside the school day.
  
- 19          **4. Added responsibility:** Staff members who are asked by the principal or  
20          designee to take on more responsibility than required by the contract shall be  
21          paid for up to five hours of extra responsibility (at the extra duty rate). No  
22          additional hours need be worked. If two or more teachers combine to cover for  
23          one missing substitute, the combined time paid will not exceed five hours.
  
- 24          **5. Loss of Funds:** When an employee's pre-authorized attendance at a  
25          conference or workshop is revoked by the District due to the unavailability of a  
26          substitute, the District shall reimburse the employee for non-refundable  
27          expenses.

28           **Section 4.6 – Preparations - Non-Elementary**

29           Non-elementary teachers will not have more than three (3) preparations plus an  
30           Advisory preparation. If four (4) or more content area preparations are necessary, the  
31           HEA president shall be notified, to ensure that any additional preparation is assigned  
32           by mutual agreement between the teacher and the building administrator. Dual  
33           Language school administrators, with Central Office support, will consult with their  
34           Dual Language teacher team each spring in an effort to limit Dual Language teachers  
35           to two (2) preparations whenever possible for the subsequent year. If three (3)  
36           preparations are assigned to a secondary Dual Language teacher, the HEA President  
37           will be notified to ensure there are supports in place and there are no alternative  
38           options to reduce the number of preparations. If four (4) content area preparations are  
39           assigned to a secondary Dual Language teacher, and at least two of those  
40           preparations are in the target language, the teacher will be provided with an additional  
41           planning period as mitigation.

42           **Section 4.7 – Elementary Itinerant Staff**

43           Elementary itinerant personnel who are assigned to classes in order to provide  
44           planning time for teachers shall have full responsibility for the students assigned to

1           them. The regularly assigned teacher shall not be required to be present with their  
2           classes during their assigned planning periods.

3           **Section 4.8 – Facilities**

4           Each staff member, including itinerants and part-time employees, who normally  
5           require the use of a classroom in the exercise of their duties, shall have a classroom  
6           or an appropriate space assigned for their use. No staff member shall be required to  
7           move from classroom to classroom on a regular basis to perform their duties unless  
8           by individual preference, or when operating in a cluster model, or unless there is no  
9           other reasonable option.

10          A. A separate desk with adequate drawer space and a serviceable chair shall be  
11          provided for each staff member.

12          B. The District will provide suitable and secure space for each staff member to store  
13          personal articles and instructional materials.

14          C. Teaching personnel shall be provided with a copy of the text(s) they are required  
15          to use for instruction in assigned subjects.

16          D. The building administrator will schedule appropriate workspace in cooperation with  
17          itinerants assigned to the building.

18          E. Staff members will have access to a computer in their workspace. Telephone  
19          facilities shall be made available to staff members for their reasonable use;  
20          however, school district business shall have first priority. Personal long-distance  
21          calls shall be made only in emergencies, and at the staff member's expense.

22          F. Each staff member's work area shall be provided with adequate heat, light and  
23          ventilation, consistent with all applicable state laws and regulations. The District's  
24          environmental/air quality policies and procedures will be shared with all members  
25          annually. Buildings will have extreme temperature plans that will be shared with all  
26          staff annually.

27          G. The District will make a reasonable effort to maintain clean classrooms and other  
28          learning areas. Whenever possible, pest control and other major maintenance  
29          projects should be conducted at times when it does not impact educational  
30          operations. When it will impact the learning environment, employees shall be  
31          informed at least two days in advance of such activity (e.g., bug spraying, painting,  
32          major maintenance projects, etc.). This notice provision shall not apply to  
33          emergency situations.

34          H. Each building will provide appropriate space designated for use by speech-  
35          language pathologists (SLPs), occupational therapists (OTs) and physical  
36          therapists (PT). Building administrators will communicate plans for therapy spaces  
37          to impacted staff at least fourteen calendar days (14) prior to the beginning of the  
38          school year. For a space to be considered appropriate, it must include the following  
39          criteria/materials:

40                 1. Sufficient in size for both individual and small group therapy to be conducted  
41                 and accessible for all students;

- 1           2. An educator desk/table, chair and locking filing cabinet;
- 2           3. Locked storage space for equipment and/or materials;
- 3           4. Student table(s) and chair(s);
- 4           5. Chalkboard/whiteboard and mat; and
- 5           6. A door that can be locked for security and closed to provide privacy for students
- 6           during therapy.
- 7           7. It is acceptable for the space to be shared, so long as schedules can be
- 8           arranged to ensure (a) privacy and confidentiality of student information during
- 9           staff work time and (b) student therapy time does not overlap between staff
- 10          members. Each individual sharing a space must have their own locking filing
- 11          cabinet/storage.
- 12          8. When there is a shortage of available space, impacted ESAs will meet with the
- 13          building leader and collaboratively develop a shared space plan. In the
- 14          absence of an agreed upon plan, the building leader shall make a final decision
- 15          consistent with the provisions above.
- 16          I. Each building will provide appropriate space designated for use by psychologists,
- 17          school counselors, social workers. Building administrators will communicate plans
- 18          for office spaces to impacted staff at least fourteen calendar days (14) prior to the
- 19          beginning of the school year. For a space to be considered appropriate, it must
- 20          include the following criteria/materials:
  - 21               1. Sufficient in size and furnishings for both individual and small group work to be
  - 22               conducted and accessible for all students;
  - 23               2. An educator desk/table, chair and locking filing cabinet;
  - 24               3. A door that can be locked for security and closed to provide privacy;
  - 25               4. It is acceptable for the space to be shared, so long as schedules can be
  - 26               arranged to ensure (a) privacy and confidentiality of student information during
  - 27               staff work time and (b) student therapy time does not overlap between staff
  - 28               members. Each individual sharing a space must have their own locking filing
  - 29               cabinet/storage.
  - 30               5. When there is a shortage of available space, impacted ESAs will meet with the
  - 31               building leader and collaboratively develop a shared space plan. In the
  - 32               absence of an agreed upon plan, the building leader shall make a final decision
  - 33               consistent with the provisions above.
- 34          J. When school is not in session, a staff member will have access to assigned
- 35          building(s) upon approval of the building principal and consistent with District
- 36          security requirements.
- 37          K. Adequate off-street parking facilities shall be provided to staff members. Parking
- 38          facilities and outdoor walkways will be appropriately lighted for evening activities
- 39          and maintained to reduce or eliminate hazards.

- 1 L. The District will make available in each school restroom facilities exclusively for  
2 non-student use.
- 3 M. Each school shall have at least one (1) room appropriately furnished and properly  
4 ventilated which shall be used as a faculty lounge.
- 5 N. Each school shall develop processes, procedures, and/or materials to protect the  
6 privacy of students and staff utilizing the nurses' office or any other space where  
7 health information is discussed.
- 8 O. The District shall be responsible for determining unsafe and hazardous conditions  
9 under which staff shall not be required to work, consistent with all applicable state  
10 laws and regulations. A copy of the District's emergency and safety policies and  
11 procedures will be distributed annually and/or included in each school's staff  
12 handbook
- 13 P. For any classrooms or other worksites in which lab sciences or industrial/technical  
14 classes are taught, the following guidelines will apply:
  - 15 1. Such classrooms will provide sufficient space for the curricular activities to be  
16 conducted in a safe manner.
  - 17 2. The District will provide and require the use of necessary safety equipment  
18 consistent with the Science Classroom Safety Guidelines from the Department  
19 of Health and OSPI, as well as federal OSHA regulations.
  - 20 3. A Highline Schools Laboratory Safety Standards and Hygiene Plan will be  
21 developed and updated at least every other year. After being developed, the  
22 most recent version of the plan will be provided annually to each middle school  
23 and high school science teacher.
  - 24 4. The District will provide all necessary and appropriate training in order to meet  
25 and fulfill the requirements set forth by applicable laws and the Highline  
26 Schools Laboratory Safety Standards and Hygiene Plan.
- 27 Q. In order to provide efficient school operation and a climate of collaboration, each  
28 school's Shared Leadership Team will address, or establish a Safety Committee  
29 to address, tasks including, but not limited to:
  - 30 1. Develop and recommend a school safety plan;
  - 31 2. Review and support Highline Public Schools Disaster and Emergency  
32 Preparedness Plan;
  - 33 3. Make maintenance recommendations to the principal.

34 **Section 4.9 – Office Equipment**

35 Office duplicating equipment, copy machines and clerical services shall be made  
36 available to staff members for preparation of instructional materials subject to  
37 scheduling and priority as determined by the building principal. A copy machine shall  
38 be maintained in each school. All employees shall be provided training and allowed to  
39 use office duplicating and copy machines for school related business. The District



1 accepts the responsibility for upgrading and providing instructional equipment and  
2 facilities.

3 **Section 4.10 – Classroom Interruptions**

4 A reasonable effort will be made by building administrators to minimize public address  
5 system and personnel interruptions of the classrooms during the instructional day.

6 **Section 4.11 – Visitors**

7 All visitors to a classroom during the instructional day, other than District personnel,  
8 are required to obtain prior approval from the building principal. Prior to granting  
9 approval for such a visit, the principal will make arrangements with the teacher for a  
10 specific time, which is convenient for the involved parties. The teacher should verify  
11 that approval for the visit has been granted. If electronic monitoring or recording  
12 devices are to be used by the visitor during an observation/conference, prior approval  
13 from the principal and classroom teacher is required. The teacher may avail themself  
14 of the opportunity to confer with the visitor before and following the observation.

15 **Section 4.12 – Shared Leadership**

16 The District and Association endorse the concept of shared leadership as the preferred  
17 manner in which to make many building decisions and/or recommendations to staff  
18 and principal. Each school will elect representatives to work with the principal on a  
19 Shared Leadership Team. The Principal and HEA representative(s) will work together  
20 to develop an election process to select the HEA members of the Shared Leadership  
21 Team. The election process will be clearly defined in writing and explained to all staff.  
22 The election will be by ballot and conducted by HEA representatives in a fashion to  
23 ensure maximum participation by staff. In addition, other more specific distributive  
24 leadership groups may also be necessary on a site-by-site basis. These groups will  
25 connect, communicate, and cooperate with the Shared Leadership Team.

26 **A. Shared Leadership Team Composition:** Each site has the flexibility to develop  
27 their own characteristics with the following guidelines which should be documented  
28 in writing:

- 29 1. The exact composition of the team (number of members, representations, etc.)  
30 is to be determined by the staff.
- 31 2. Staff will determine the term of office of their leadership team.
- 32 3. Each Shared Leadership Team should agree upon working procedures (i.e.,  
33 how meetings are convened, who chairs, agenda, and communication with the  
34 rest of the staff).

35 **B. Training/Support:** The District will provide up to three days of release time to up  
36 to ten Shared Leadership Teams each year for the purpose of establishing  
37 procedures and training members. The District and Association will jointly select  
38 the schools to be granted release time each year. All schools that have not  
39 accessed support, or schools that have a new principal, will receive a special  
40 invitation sent to Association representatives and principals. This invitation will

- 1 outline how to access funds for release time, including options of how to access  
2 additional support.
- 3 1. On or before September 15, the District and the Association shall notify  
4 principals and building representatives of the availability of support for shared  
5 leadership. To access these funds, the principal and building representative(s)  
6 will jointly submit in writing their interest by November 15 to both the Human  
7 Resources Director and the HEA President. If ten or fewer buildings apply, all  
8 buildings with the support of both the principal and the building  
9 representative(s) will be selected.
  - 10 2. Leadership teams may request assistance from outside consultants or internal  
11 experts about issues such as building consensus, clarifying roles and  
12 developing a shared vision. A joint, ad-hoc committee will develop a menu of  
13 consultants, internal experts, or trainings that schools can access. Schools that  
14 have not accessed release time will receive priority support/assistance.
  - 15 3. Leadership team decisions may not violate negotiated contracts, school board  
16 policy, school board procedures, or state and federal statutes.
- 17 C. The bargaining team will have ongoing discussions regarding the following:
- 18 1. Clarify the type of decisions that the shared leadership teams can actually  
19 decide upon.
  - 20 2. Provide ongoing evaluation of the effectiveness of Shared Leadership.
  - 21 3. Explore training options in support of shared decision making.
- 22 D. Staff on Shared Leadership Teams will be paid a stipend as per Appendix D.
- 23 E. Each Shared Leadership Team shall determine what issues will be addressed.  
24 However, each leadership team will address the following either directly or through  
25 delegation to sub-committees or other distributive leadership groups:
- 26 1. All employees will be notified of the amount and provided opportunities for input  
27 of expenditures of funds available to the building. When an employee wants  
28 information about their budget requests, the building administrator or designee  
29 will provide a status report.
  - 30 2. Discuss possible uses of District Initiative Days, per Section 11.2.C.
  - 31 3. Implementation of Annual Action Plan.
  - 32 4. Development of discipline referral system, per Section 3.4.B.6.
  - 33 5. Coordinate staff presence at critical meetings, duties or events at school, per  
34 Section 4.1.
  - 35 6. Gather and communicate input regarding the content, type, and format of  
36 professional collaboration time, as well as determine the use of professional  
37 collaboration time, per Sections 4.4.A and 4.2, respectively.

- 1           7. Develop, recommend, and review a system of equitable class coverage, per  
2           Section 4.5.A.
- 3           8. Develop, recommend, and review a school safety plan, per Section 4.8.Q.
- 4           9. Propose and hold a vote on a Secondary family/teacher conference plan, per  
5           Section 4.13.B.2.
- 6           10. Determine use of leftover funds related to a lack of consensus for ELL Plan,  
7           per Section 4.17.D.
- 8           11. Develop Advisory structures and instructional supports, per Section 4.20.
- 9           12. Determine the expenditure of the site's Middle School Extra Curricular Salary  
10           Schedule, Elementary School Extra Curricular Salary Schedule, Building  
11           Curriculum Fund, and Building Improvement Fund, per Appendix D.1.B, D.1.C,  
12           D.2.M and D.2.X, respectively.
- 13           13. Develop and review the building's protocol for providing translation and  
14           interpretation duties annually (See Section 3.14).
- 15        F. The Shared Leadership Team will annually develop and communicate detailed job  
16           descriptions of the purpose, workload, and compensation of distributive leadership  
17           groups, including the process by which each distributive leadership groups'  
18           members will be determined, such as application, election, volunteering, or some  
19           combination.
- 20           1. Different distributive leadership groups will have varying scopes of workload,  
21           time commitment, and/or responsibilities, some of which may be within and  
22           some of which may be in excess of basic salary, professional learning  
23           expectations, and use of flex time.
- 24           2. With this understanding, each site's Shared Leadership Team will determine  
25           the allocation of resources (e.g., extra service contracts, stipends, release  
26           time, etc.) to certificated staff serving on distributive leadership groups,  
27           including any compensation accessible through the language in Appendix D  
28           and/or other available funds.

29        **Section 4.13 – Conferences**

- 30           For the duration of this collective bargaining agreement, the District will apply to the  
31           State Board of Education for a waiver of three student school days for the purpose of  
32           conducting family/teacher conferences.
- 33        A. Elementary family/teacher conferences shall be scheduled for three (3)  
34           consecutive school days the week of Thanksgiving.
  - 35        B. Two non-student days will be scheduled for secondary family/teacher conferences:  
36           the Wednesday before Thanksgiving and the first Friday of the fourth quarter.
  - 37           1. Teachers will conference with families for 3.5 hours after the regular school  
38           day on the day before the non-student day and for 3.5 hours in the morning of

1 the non-student day. The remainder of the non-student day will be a non-  
2 workday for teachers as compensation for conferencing the previous evening.

- 3 2. Actual conference dates may vary from the default plan described above (and  
4 marked as such on the school calendar) as schools will have the flexibility to  
5 meet the needs of families by conferencing before or after regular school days  
6 in the fall between the end of the first quarter and the Thanksgiving break and  
7 in the spring within ten (10) school days before or after the end of the third  
8 quarter. The designated non-student day will be a partial or full non-work day  
9 for teachers for an equivalent number of hours that employees have  
10 conferenced at other times. The conference plan may include the same  
11 scheduled day for all teachers in the building or a plan in which different  
12 teachers are responsible for conferencing with families on different days. Each  
13 school's Shared Leadership Team (SLT) will propose to the staff when  
14 conferences will be held. School staff will choose its preferred plan by majority  
15 vote, using a secret ballot if desired. The building's conference plan will be  
16 submitted to the District Chief Academic Officer and the Association President  
17 no later than October 15.

18 C. Pursuant to RCW 28A.655.230, third grade students who require additional  
19 support will receive additional conferences with the following guidelines.

- 20 1. Third grade teachers will be paid for one hour of teacher planning for each five  
21 students requiring additional conferences (e.g., 1 hour for 1-5 students, 2 hours  
22 6-10 students, 3 hours 11-15 students, etc.).
- 23 2. Conferences will be budgeted at twenty (20) minutes in length each, and will  
24 include the third grade teacher and principal or "designee" (e.g., interventionist,  
25 assistant principal, etc.) to allow staff to build early relationships with the family  
26 and learn about students before the end of the year.
- 27 3. Extra service payments for the additional conferences will be calculated based  
28 on the actual conferencing time incurred, even if it exceeds the budgeted  
29 amount.
- 30 4. The rate of pay for this work is identified in Appendix D.2, paragraph K.

31 **Section 4.14 – Special Education IEPs**

32 All special education teachers, with the exception of B and C below, shall have a total  
33 of 1.5 hours of release time and/or compensation per student for every annual IEP  
34 conference and/or preparation.

35 **A. Special Education Teachers:** IEP compensation shall be paid as follows:

- 36 1. In September, each special education employee shall receive advanced  
37 payment for fifteen (15) hours of time at the extra-duty pay rate.
- 38 2. Staff will be paid on a monthly basis for any timely IEPs written in excess of  
39 ten (10). This is in addition to the September payment. Any out of compliance  
40 IEP of a new move-in student completed within 30 day validation window will  
41 be compensated. If an IEP deadline is not met due to extenuating

1 circumstances beyond the staff member's control, the IEP case manager may  
2 submit a request for consideration of payment to the director of Special  
3 Education along with documentation and building administrator's signature.  
4 The request for consideration shall be submitted within 30 days of the IEP  
5 deadline and after IEP is completed. Reasonable requests will be honored.

6 3. Additional compensation may be granted for extenuating circumstances at the  
7 discretion of the director of Special Education.

8 4. Teachers of students in self-contained settings (ILC, IAC, EBC, CBS) will  
9 receive an additional 1.5 hours at the extra-duty pay rate for completed IEPs  
10 of students on their caseloads. Additionally, Integrated Kindergarten (IK) and  
11 Learning Resource Center (LRC) teachers will receive an additional 1.5 hours  
12 at the extra-duty rate for students on their caseloads whose completed IEPs  
13 required a Functional Behavior Analysis Behavior Intervention Plan (FBA/BIP)  
14 or a standalone Behavior Intervention Plan (BIP). This additional compensation  
15 will be provided in a lump sum payment at the end of the year for each  
16 qualifying IEP.

17 **B. Nurses, Occupational Therapists, Physical Therapists, Speech-Language**  
18 **Pathologists and Vision Specialists**

19 1. In September each Speech-Language Pathologist shall receive advance  
20 payment for thirty (30) hours of time per employee FTE at the extra-duty pay  
21 rate for participation and contributions to IEP goals and objectives. In  
22 September each employee in the other groups named above shall receive  
23 advance payment for fifteen (15) hours of time per employee FTE at the extra-  
24 duty pay rate for participation and contributions to IEP goals and objectives.

25 2. Staff will be paid on a monthly basis for any IEPs written in excess of ten (10).  
26 This is in addition to the September payment.

27 3. If an in-district IEP is not completed in time to qualify it for funding, the special  
28 education administrator will consult with the IEP manager to determine a plan  
29 to complete the IEP. If there is reasonable concern that it will not be completed  
30 in a timely fashion, then the District offer the IEP to another qualified staff  
31 member.

32 4. Additional IEP compensated time may be granted by the director of special  
33 education (but not to exceed .2 times the number of that employee's students  
34 with IEPs).

35 **C. Adaptive P.E. Teachers:** Adaptive P.E. teachers shall have a total of .50 hours of  
36 release time and/or compensation per student with an IEP to prepare for and/or  
37 attend annual IEP conferences. Release time will be from student contact hours.  
38 Substitute time shall be provided upon request of the employee. Additional IEP  
39 release time may be granted at the discretion of the director of instructional support  
40 services (but not to exceed .2 times the number of that employee's students with  
41 IEPs).

42 **D.** All IEP's shall be renewed annually. Teachers of early childhood education and  
43 secondary deaf and hard of hearing shall consult with the director of special

1 education to determine the need for spring IEP's. In the event that the Special  
2 Education Department shall institute procedures for formal spring updates of IEPs,  
3 special education teachers shall have an additional half (1/2) hour per student for  
4 this purpose.

5 **E. Co-Teaching:** A co-teaching assignment is defined as a class taught in a shared  
6 classroom with a general education teacher and a special education teacher in  
7 order to take advantage of the expertise each professional brings to the  
8 partnership. Co-taught classes will be intentionally structured to maintain the Least  
9 Restrictive Environment (LRE) for students with IEPs. The District will ensure the  
10 availability of ongoing training for all teachers who are co-teaching. Whenever  
11 possible, building schedules will be developed to provide common planning time  
12 for teachers who are co-teaching a class.

13 **Section 4.15 – Student Enrollment and Staff Allocation**

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

19 **A. Elementary Schools (K-5)**

- 20 1. Kindergarten staff members will be allocated to each building by dividing the  
21 building's average yearly kindergarten enrollment by twenty-three and one-half  
22 (23.5) carried out to the nearest half-staff member.
- 23 2. Primary (grades 1-3) staff members will be allocated to each building by  
24 dividing each building's first through third grade average yearly enrollment by  
25 twenty-four (24), carried out to the next highest full staff member (rounded up  
26 from .5).
- 27 3. Intermediate staff members will be allocated to each building by dividing each  
28 building's fourth through fifth grade average yearly enrollment by twenty-six  
29 and one half (26.5) carried out to the next highest full staff member (rounded  
30 up from .5).
- 31 4. Resource Room students (K-5) shall be counted in regular classrooms as 1.0  
32 FTE regular students for allocation purposes.

33 **B. Secondary Schools (6-12)**

- 34 1. Middle School staff members will be allocated to each building by dividing the  
35 Middle School's average yearly enrollment by twenty-eight (28) carried out to  
36 the nearest half-staff member.
- 37 2. High School staff members will be allocated to each building by dividing the  
38 High School's average yearly enrollment by twenty-eight and one half (28.5)  
39 carried out to the nearest half-staff member.

1 **C. Special “Flex” Allocation:** In addition to the staff allocations provided for  
 2 elementary and secondary schools, a total of twenty-one (21) additional staff will  
 3 be allocated district-wide. An HEA representative (President or designee) will be  
 4 invited to weekly meetings in September to analyze class sizes and caseloads by  
 5 school and determine best courses of action (possible use of flex teachers or ESA  
 6 staffing, split classes, student balancing, etc.) to meet class size limits and case  
 7 load impacts of staffing in this agreement.

8 **D. Special Education:** Staffing will be reviewed after the October 1 and February 1  
 9 counts. For additional resources at any time, school teams (special education  
 10 teacher, principal, and program specialist as a minimum) in collaboration can  
 11 jointly determine and request additional resources to meet student needs. Student,  
 12 staff and/or classroom schedule matrix will be used to formulate resource  
 13 recommendations. A response to the request will be made to the school team  
 14 within ten (10) school days.

15 1. Special Education will use the following certificated staff ratios:

District Program	Student to Teacher Ratio
Early Childhood *8 students with IEPs + 4 typically developing peers	12*:1
Integrated Kindergarten *7 students with IEPs + 11 typically developing peers	18*:1
Learning Resource Centers (LRC)	25:1
Realistic Transition Program (RTP)	25:1
Self-Contained - Integrated Learning Centers (ILC)	8:1
Community Based Services (CBS)	8:1
Intensive Academic (IAC) Program will have a cap of 13:1	13:1
Self-Contained - Emotional and Behavioral Center (EBC)	8:1
Self-Contained - Deaf and Hard of Hearing: Preschool - Primary	6:1
Self-Contained - Deaf and Hard of Hearing: Intermediate	8:1
Self-Contained - Deaf and Hard of Hearing: Secondary	9:1
Visually Impaired	Itinerant Model

16 2. Staffing for Learning Resource Centers (LRC) will be rounded up to the nearest  
 17 0.5 FTE.

18 **E. Instructional Assistant Time:** Instructional Assistant time shall be allocated to  
 19 special education programs according to the following process:

District Program	IA Time (in hours) per Certified FTE
Early Childhood Special Education	12
Integrated Kindergarten (IK)	14
Learning Resource Centers (LRCs)	4
Self-Contained – Integrated Learning Centers (ILC)	14
Intensive Academic (IAC) Program	

<ul style="list-style-type: none"> <li>• Primary (Grades K-3)</li> <li>• Intermediate &amp; Secondary (Grades 4-12)</li> </ul>	<p>14 7</p>
Community Based Services (CBS)	14
Self-Contained - Emotional and Behavioral Center (EBC)	14
Self-Contained - Deaf and Hard of Hearing: Preschool - Primary	6.5
Self-Contained - Deaf and Hard of Hearing: Intermediate	4
Self-Contained - Deaf and Hard of Hearing: Secondary	4
The Realistic Transition Program (RTP) will be allocated 16 hours of Instructional Assistant time for the program, not tied to Certified FTE.	
When a student is included in a regular classroom, the use of the allocation of instructional assistant time shall be determined by the multi-disciplinary team. When circumstances require, the use of the allocation may be temporarily adjusted by the special education teacher and the principal.	

1                   \*\*Levy Contingency: ECE Paraeducator staffing shall reopen at the request of  
 2 either party should the District fail to pass a levy to support the maintenance and  
 3 operations of the District with two levy collections for any particular school year or  
 4 should the Legislature reduce, invalidate, or otherwise limit the District’s authority  
 5 to collect a maintenance and operations levy at the level in effect at the time of  
 6 ratification of this Agreement.

7                   **F. Learning Resource Centers Caseload Mitigation:** If a certificated staff member  
 8 has more than 25 IEPs, then IA time will be increased to 6.5 hours.

9                   1. If a 1.0 FTE LRC teachers’ caseload exceeds 34 IEPs then .5 special education  
 10 endorsed substitute teacher will be assigned for as long as the caseload  
 11 exceeds 34; the assignment of a .5 FTE special education substitute will  
 12 reduce the IEP count by assigning IEP’s to the .5 FTE substitute; any excess  
 13 will be paid in accordance with the IEP Mitigation Table; for example, a  
 14 caseload of 34 IEPs divided between the 1.0 FTE SPED teacher and .5 FTE  
 15 sped teacher would be 25 IEPs for the 1.0 FTE and nine IEPs for the .5 FTE  
 16 teacher. Should the 1.0 SPED teacher receive additional IEPs any over 25  
 17 would be paid in accordance with the IEP Mitigation Table, similarly, should  
 18 the .5 FTE SPED teacher receive more than 13 IEPs the teacher would be paid  
 19 in accordance with the IEP Mitigation Table. If sufficient FTE is not available to  
 20 mitigate for LRC caseloads above 34, the mitigation table shall be extrapolated  
 21 in the established pattern to mitigate the overage.

22                   2. HSD will mitigate (not to exceed \$150,000) excess LRC IEPs. HSD will monitor  
 23 the total cost of mitigation beginning on the first day of school. A mid-year Labor  
 24 Management session with HEA and Special Education department will be  
 25 convened to review the expenditures to date and determine adjustment of the  
 26 IEP Mitigation Table to maximize LRC teacher compensation without  
 27 exceeding \$150,000 ceiling. Mitigation for LRC overloads begins October 1 in  
 28 accordance with the following table:

**IEP Mitigation Table**

- 28 IEPs = 1 student over caseload limit of IEPs = \$3 per IEP per day
- 29 IEPs = 2 students over caseload limit of IEPs = \$4 per IEP per day
- 30 IEPs = 3 students over caseload limit of IEPs = \$5 per IEP per day
- 31 IEPs = 4 students over caseload limit of IEPs = \$6 per IEP per day



32 IEPs = 5 students over caseload limit of IEPs = \$7 per IEP per day  
33 IEPs = 6 students over caseload limit of IEPs = \$8 per IEP per day  
34+ IEPs = 7 students over caseload limit of IEPs = \$9 per IEP per day  
Case load limits for less than 1.0 FTE will be prorated

- 1 3. Alternatives to the mitigation chart, (including converting certificated FTE to IA  
2 hours), may be allowed if mutually agreed to by the principal and LRC  
3 teacher(s) and after consultation with the HEA President. If LRC teacher  
4 current caseload exceeds 27 IEPs and IA time is mutually agreed upon, IEP  
5 compensation will be two hours at the extra duty pay rate per IEP.
- 6 G. Learning Centers (ILC), Emotional and Behavioral Center (EBC), Deaf and Hard  
7 of Hearing (DHH) and Intensive Academic Centers (IAC), Early Childhood Special  
8 Education (ECE), Community Based Services (CBS), and Realistic Transition  
9 Program (RTP):
- 10 1. When a DHH classroom exceeds the District ratio by one (1) student one (1)  
11 additional hour of aide time shall be allocated to that class.
- 12 2. If a certificated staff member in an ILC or EBC class has more than 10 IEPs,  
13 then more certificated staff time will be allocated.
- 14 3. Two 7 hour paras will be assigned to ILCs with at least four students who  
15 require significant physical care, supervision or assistance for personal care,  
16 toileting, feeding, positioning or mobility.
- 17 4. Should enrollment in an ILC, CBS, or EBC classroom exceed the negotiated  
18 student-to-teacher ratio of 8:1, mitigation will be provided as follows.
- 19 a. ILC, CBS, and EBC classrooms may include a 9<sup>th</sup> or 10<sup>th</sup> student without  
20 mitigation, so long as all 14 paraprofessional hours are in place.
- 21 b. In the case of hardship and the need to exceed the hard cap of 10 by one  
22 (1), if the teacher and principal agree to accept the overload, with  
23 notification to and approval of the HEA president, mitigation will be paid at  
24 the rate of \$25 per day
- 25 c. For example, an ILC classroom with 11 students would be mitigated with  
26 two (2) additional aide hours (one for the 9<sup>th</sup>, one for the 10<sup>th</sup> student) and  
27 \$25 per day for the 11<sup>th</sup> student.
- 28 5. For Deaf and Hard of Hearing classes, if IEPs exceed seven (primary or  
29 preschool), ten (intermediate) or eleven (secondary), then more certificated  
30 staff time will be allocated.
- 31 6. Intensive Academic Center (IAC): In the case of hardship and the need exists  
32 to exceed student ratio of 13 by one, and the teacher and principal agree to  
33 accept the overload, with the notification and approval of the HEA President,  
34 then one (1) additional hour of IA time will be allocated or teacher will receive  
35 \$15 per day. If compensation is chosen, the compensation will be enacted  
36 following a 10-day grace period and retroactive to the first day that the overage  
37 occurred.

- 1           7. Should enrollment in ECE classrooms exceed the negotiated student-to-  
2 teacher ratios of 12:1 (8 students with IEPs and 4 typically developing peers),  
3 the preferred mitigation for class size overages in ECE classrooms is to create  
4 a new classroom to accommodate increased student load. When this is not  
5 possible due to lack of teaching space or the inability to hire qualified staff, the  
6 following shall be implemented:
- 7           a. Mitigation for class size overages shall be paid at the rate of \$15 per day  
8 for one student over the established student-to-teacher ratios described  
9 above to reflect 9 students with IEPs and 4 typically developing peers.
- 10           b. Mitigation is calculated separately for AM and PM sessions. For example,  
11 if a teacher is over by one student in the AM session and one student in  
12 the PM session, the teacher is entitled to a total of \$30 mitigation each day.  
13 If the teacher is over by one student in either the AM or PM session only,  
14 \$15 dollars is paid in mitigation.
- 15           c. In the case of hardship and the need to exceed the hard cap of 9 by one,  
16 and, if the teacher and principal agree to accept the overload, with  
17 notification to and approval of the HEA President, the teacher will receive  
18 an additional \$25 per student per day in addition to the stated mitigation of  
19 \$15 per student per day for the ninth student. For example, if a teacher has  
20 a ninth student in an AM classroom, and a ninth and tenth student in a PM  
21 classroom, the mitigation would be  $\$15 + \$15 + \$25 = \$55$  per day.
- 22           d. In the case of hardship and the need to exceed the hard cap of 9 by one,  
23 and, if the teacher and principal agree to accept the overload, with  
24 notification to and approval of the HEA President, the teacher (classroom)  
25 will also receive an additional paraprofessional with the same hours as  
26 each ECE session which has 10 students. For example, an AM session  
27 with 10 students would receive 3 hours of additional para time.
- 28           8. Extended Day for providing planning and services for autistic ECE students will  
29 be paid in accordance with Extra Duty rate, consistent with Section D.2.K., not  
30 to exceed two hours per week without approval. Para-professional support will  
31 be allocated based on a two to one (2:1) student to paraprofessional basis.
- 32           9. Should enrollment in the Realistic Transition Program (RTP) exceed the  
33 negotiated ratio of 25:1, mitigation will be provided beginning with the 26<sup>th</sup>  
34 student, following the LRC mitigation model outlined in Section 4.15.F.
- 35           **H. English Language Learning:** English Language Learning (ELL) staff will be  
36 determined by a student ratio of eighteen (18) to one (1).
- 37           **I. Counselors:** All counselors shall have full time counseling responsibilities.  
38 Pursuant to the rules established by the State Board of Education, all school  
39 counselors employed by the Highline Public Schools shall hold a valid Educational  
40 Staff Associate (ESA) Counseling Certificate. In accordance with RCW  
41 28A.410.043, the purpose and role of the school counselor is to plan, organize,  
42 and deliver a comprehensive school guidance and counseling programs that  
43 personalizes education and supports, promotes, and enhances the academic,  
44 personal, social, and career development of all students, based on the national

standards for school counseling programs of the American School Counselor Association (ASCA).

1. There shall be at least one (1) elementary counselor for each four hundred (400) elementary students with counselor FTE rounded to the nearest .5 FTE; provided any standard elementary school shall have at least a 1.0 FTE counselor; and provided further, a .5 FTE counselor may be added for choice schools impacted by enrollment caps. Elementary counselors will not be assigned to more than two (2) buildings.
2. There shall be at least one (1) secondary counselor for each two hundred seventy-five (275) students with counselor FTE rounded to the nearest 1.0 FTE; provided, a .5 FTE counselor may be added for choice schools impacted by enrollment caps; and provided further that any school (including PSSC) with at least 100 students will have at least a .5 FTE counselor.
3. The student numbers above are based on student headcount including Running Start students at high schools.

**J. Librarians:** There will be one full librarian at each elementary school.

1. Each elementary student will be provided with an average of forty-five (45) minutes per week of instructional time by the building’s librarian. The librarians and individual teachers, in consultation with the building principal, will mutually agree on a monthly schedule. Library time will not be “banked” beyond three hours without consent.
2. The District will provide elementary library assistant time based on the following allocation schedule\*:

Bldg. Head Count	Daily Assistant Hours
0 – 375	2
376 – 425	3
426 – 475	4
476 – 525	5
526+	6

\*In implementing 4.15.J.3 below, if a school is projected to qualify for eight hours of library assistant time based upon projected student enrollment, they will be allocated at least seven hours on the first student day and will be adjusted, if needed, based on the October 1 count date. Likewise, if a school is projected to qualify for seven hours of library assistant time based upon projected student enrollment, they will be allocated at least six hours on the first student day and will be adjusted, if needed, based on the October 1 count date.

3. Elementary librarians teaching 23-25 sections are entitled to one additional hour of library assistant time per day. Elementary librarians teaching 26 sections and above are entitled to two hours of additional hours of library assistant time per day.

1 4. The District will provide 6 hours per day of library assistant time to each middle  
2 school and high school.

3 5. In addition to the minimum average of one hundred five (105) minutes of non-  
4 instructional time per day outlined in Section 4.3, elementary librarians will be  
5 provided a minimum two hundred twenty-five (225) minutes per week of non-  
6 instructional library management time.

7 **K. Psychologists:** In accordance with RCW 28A.410.044, the purpose and role of a  
8 school psychologist is to provide comprehensive and integrated school  
9 psychological services based on the standards identified by the National  
10 Association of School Psychologists (NASP). School psychologists provide direct  
11 and indirect services to children and their families, including: student-level  
12 services, interventions, and instructional supports to develop academic skills;  
13 student-level interventions and mental health services to develop social and life  
14 skills; systems-level school-wide practices to promote learning; systems-level  
15 preventive and responsive services; and systems-level family school collaboration  
16 services. Throughout all areas of service delivery, school psychologists' practice  
17 is supported by: data-based decision making; consultation and collaboration;  
18 knowledge and skills related to diversity in development and learning; research  
19 and program evaluation; and legal and ethical practice.

20 Psychologists shall be assigned using a 900:1 total student enrollment ratio as  
21 determined by the October 1 enrollment figures. An additional 1.7 FTE will be  
22 allocated to support Child Find. An additional .2 FTE will be allocated to support  
23 the "Psychologist Designee" leadership position(s).

24 **L. Speech-Language Pathologists (SLP):** The District will allocate FTE for Speech-  
25 Language Pathologists so as to provide an average caseload of 44:1 (using the  
26 February 1 caseload count from the previous school year). Individual caseloads  
27 may vary above or below 44. The SLP designee and special education  
28 administrator will determine assignments after consultation with the SLPs. An  
29 additional 1.2 FTE will be allocated to support Child Find. An additional .2 FTE will  
30 be allocated to support the "SLP Designee" leadership position(s). Staffing for  
31 SLPs will be rounded up to the nearest 0.5 FTE in order to facilitate hiring to fill  
32 vacancies.

33 **M. Occupational and Physical Therapists:** The District will allocate FTE for  
34 Occupational and Physical Therapists (OTs & PTs) so as to provide an average  
35 caseload of 31:1. Individual caseloads may vary above or below 31. The OT & PT  
36 designee and special education administrator will determine assignments after  
37 consultation with the OTs & PTs. An additional .6 FTE will be allocated to support  
38 Child Find. An additional .2 FTE will be added to support the "OT/PT Designee"  
39 leadership position(s).

40 1. In addition to allocating OT & PT FTE as above, the District will also allocate a  
41 fund equivalent to an additional .5 FTE to be used for hiring assistant time,  
42 certificated time, or as an overload fund. The OT & PT administrator and  
43 designee will determine the use of these funds after consultation with the OTs  
44 & PTs.

1           2. The District will provide OTs & PTs who lack appropriate phone access with at  
2           least a \$25 per month stipend to reimburse use of personal cell phones for  
3           work-related calls.

4           **N. Nurses:** The District will maintain at least 18 FTE nurses. In addition to these 18  
5           FTE, the District will also allocate 1.0 FTE to be used as a substitute or float  
6           position.

7           1. The District will issue extra duty contracts for any additional work required to  
8           be completed before the start of school.

9           2. Nurses will be permitted to meet monthly on scheduled early release days.

10          3. The District will provide appropriate equipment and institute appropriate  
11          procedures to ensure confidentiality of student health records consistent with  
12          legal and licensure requirements.

13          4. The District will provide a \$25,000 fund for overload work done during the  
14          school year. The nurse administrator and designee will determine the use of  
15          these funds after consultation with the nurses.

16          **O. Social Workers:** The District will maintain a minimum of eight (8) social workers  
17          assigned out of the Department of Social Services and Mental Health.

18          **P. Assistive Technology and Audiologists:** The District will allocate a minimum of  
19          .6 FTE for the purpose of facilitating implementation of assistive technology. The  
20          District will maintain at least one (1) audiologist.

21          **Q. Early Childhood Extended Day:** The District will allocate a minimum of 1.0 FTE,  
22          up to 2.0 FTE (based on student need), for the purpose of supporting the Early  
23          Childhood Extended Day Program. This teacher will develop the program and train  
24          the paraprofessional staff to implement the program. Paraprofessional staff will be  
25          allocated at a 2:1 model.

26          **R. Loss of Funding:** In the event of a double levy failure or significant change in state  
27          or federal funding, the Association and the District shall meet to agree to an  
28          equitable reduction in force of counselors, librarians, psychologist, speech-  
29          language pathologist, occupational therapist, physical therapist, nurses, social  
30          workers, and audiologist.

31           **Section 4.16 – Class Size and Workload**

32           Each week during September, the Human Resources Department, in conjunction with  
33           each building, will review and monitor student and staff counts. Additional certificated  
34           staff will be allocated as quickly as possible. The Human Resources director shall meet  
35           to review initial staff allocations and student counts with the Association by the eighth  
36           student day. Adjustments to staff allocation will be provided to the Association  
37           president weekly. Staff member allocations for each building, consistent with the  
38           above formulas, will be established within two (2) working days of the October state  
39           enrollment count date of each year. Adjustments after that date will be determined  
40           monthly by the director of Human Resources consistent with the above formulas.

1 A. Principals, when making class assignments, will give consideration to factors  
2 which influence load, such as abilities and instructional techniques required. A  
3 principal, after consulting with school staff, may utilize a seven (7) hour teacher  
4 aide in lieu of one-half (1/2) a staff member from building allocation.

5 **B. Inclusion Factor:** Students in elementary self-contained programs (e.g., DHH,  
6 EBC, IAC, ILC) will be counted as 1.5 FTE for staffing. Schools shall reserve spots  
7 in general education classrooms at the appropriate grade levels in order to include  
8 these students and provide access to instruction with their general education  
9 peers.

10 **C. Elementary Class Size:** The District and the Association recognize that  
11 reasonable class size and workload should be attained for optimum learning.  
12 Maximum learning efficiency occurs when the number of student contacts per  
13 employee is kept at reasonable levels.

	<b>Students Per Staff</b>
Kindergarten	23:1 per day
Primary (grades 1-3)	24:1 per day
Intermediate (grades 4-5)	27:1 per day

14 D. Secondary (Middle and High School) Class Size:

15 1. Class size in middle and high schools with less than a six period schedule will  
16 be at a student to teacher ratio of 33:1 (99 per day) with individual class  
17 capacity limited to 35 students. PE classes will be at a student to teacher ratio  
18 of 38:1 (114 per day) with individual class capacity at 40 students.

19 2. Class size in middle and high schools with a six period schedule will be at a  
20 student to teacher ratio of 29:1 (145 per day) with individual class capacity  
21 limited to 32 students. PE classes will be at a student to teacher ratio of 33:1  
22 (165 per day) with individual class capacity limited at 36.

23 **Section 4.17 – Multilingual English Learners – Elementary Schools**

24 Elementary schools will serve the multilingual students (MLs) in their service areas  
25 who qualify for English Language Learning services. The District will provide timely  
26 and appropriate training in ML teaching methods, including initial training for new hires  
27 and transfers. The following applies to grades 1-5:

28 **A. ELL Per Student Allocation (EPSA):** The District will allocate \$500 per  
29 multilingual student who qualifies for English Language Learning (ELL) services  
30 per year to elementary schools for use in an ML plan.

31 **B. Staff Development of ML Plans:** The staff and principal will collaboratively  
32 examine and discuss options for serving ML students. Schools are encouraged to  
33 decide on their plan for the following school year thirty days after receiving notice  
34 of their allocation but no later than the end of the school year. The District and  
35 Association may mutually agree to extend the timeline.

36 **C. Staff Approval of ML Plan:** Staff will choose its preferred plan by majority vote,  
37 using a secret ballot if desired.

1           **D. Lack of Consensus for ML Plan:** If agreement on an ML Plan is not reached, the  
2           EPSA will be used to create certificated FTE to work directly with students (with  
3           leadership team (SLT) determining the use of any leftover amounts). The District  
4           will not approve plans that would create fewer classrooms than the number  
5           required by Section 4.14 Student Enrollment and Staff Allocation, Paragraph A,  
6           Elementary Schools, K-5. All plans must observe the following parameters:

- 7           1. The EPSA may be used only for the following purposes: certificated FTE,  
8           certificated extra duty, classified classroom support, certificated professional  
9           development and classified professional development (no more than 4% of the  
10          EPSA may be used for other purposes).
- 11          2. Mandatory District training on ML teaching methods, including initial training  
12          for new hires and transfers will not be charged against the school's EPSA.

13           **Section 4.18 – All Day Kindergarten**

14           Each section will be assigned at least three hours of instructional assistant time.

15           **Section 4.19 – Class Size Mitigation:**

16           **A. Elementary Level:** Student enrollment will be counted on October 1 for purposes  
17           of addressing class size overload. When a student is included in a general  
18           education classroom for .5 or above, the student shall be counted on both the  
19           general education and special education (e.g., DHH, EBC, IAC, ILC) teachers'  
20           rosters. Students who are pulled out of the general education classroom for  
21           instructional support are not deducted. Any combination or split-grade class shall  
22           be at least one (1) student less than the equivalent regular class. Beginning on  
23           October 1 of each year the District will assign compensation or paraeducator hours  
24           to mitigate class size overload as indicated below. HSD will exhaust all practical  
25           options to maintain class size limits established by Section 4.16, Class Size and  
26           Workload, Paragraph C; however, if overloads are necessary to avoid balancing  
27           of students to another school the following applies:

- 28          1. One student over class size the teacher receives \$10.00 per day for the extra  
29          student for each day that an overload one student exists.
- 30          2. Two students over class size the teacher receives \$15.00 per day for the extra  
31          two students for each day that an overload two students exists.
- 32          3. Three students over class size the teacher receives \$20.00 per day for the  
33          extra three students for each day that an overload of three students exists.
- 34          4. In extreme hardship cases, and after consultation with the HEA President, a  
35          teacher may agree to take a fourth student over class size, and the teacher will  
36          receive \$25.00 per day for the four extra students for each day that an overload  
37          for of four students exists.
- 38          5. Prior to October 1, the building principal will consult with teachers anticipated  
39          to have counts two or three students over the class size limits regarding the  
40          option of paraprofessional support. If four or more teachers of those teachers  
41          (in increments of four teachers) would prefer to have one hour each of

1           paraprofessional support in lieu of financial mitigation, that option shall be  
2           provided by the District. The District reserves the right to assign paraeducator  
3           time when and where necessary, provided that if more teachers are overloaded  
4           than paraeducator time is to be assigned, the most senior teachers may  
5           choose first whether to receive paraeducator time or financial mitigation.

6           a. Additional paraeducator time will not be assigned after the initial allocation  
7           based on the October 1 count each year; however, paraeducator hours  
8           may be reduced if student losses eliminate class size overloads.

9           b. If paraeducator time is assigned but the paraeducator is absent for more  
10          than 10 consecutive school days without a substitute, the teacher will be  
11          paid financial mitigation as above for the duration of the absence.

12          6. In the event two or more teachers share an elementary classroom that qualifies  
13          for class size mitigation pursuant to Section 4.19.A. (e.g., due to  
14          departmentalization or Dual Language), the mitigation funds for that class shall  
15          be split proportionally between the teachers, based on the average time per  
16          day spent with that class of students

17          **B. Secondary (Middle and High School) Level:** Class size for secondary schools  
18          with a six period schedule will be 29:1 ratio (145 student load) with individual class  
19          limitations at 32 students. PE will be 33:1 ratio (165 student load) with individual  
20          class limitations at 36. Classes in schools with less than a six period schedule will  
21          be at a 33:1 ratio (not to exceed 132 student load) with individual class limitations  
22          at 35. PE will be 38:1 (not to exceed 152 student load) with individual class caps  
23          at 40. Beginning on October 1 of each year the District will mitigate class size  
24          overload using the following:

25          1. Principals will work to meet the above class size limits. All options aimed at  
26          reducing individual class overages will be exhausted before allowing an  
27          exception to class size.

28          2. Exceptions to individual class size will be mitigated by payment to adversely  
29          affected teachers of \$2 per student over class limit (32, or 36 for PE) per day.

30          3. Exceptions to student load limits will be mitigated by payment to adversely  
31          affected teachers of \$10 per student per day over the student load limit. Note:  
32          If a teacher has three periods with classes one student over the class size limit  
33          and exceeds the student load limit by one student the teacher receives \$14 per  
34          day (\$2 for two of the students and \$10 for the third student).

35          4. Schools opting for an alternative schedule (block) will use the student load cap  
36          formula for mitigation.

37          **Section 4.20 – Advisory**

38          Each secondary school shall have an Advisory program that adequately meets the  
39          four over-arching, district-wide outcomes of Personal Development, Social  
40          Development, Academic Development and College/Career Opportunities. No more  
41          than fifty percent of Advisory minutes may be dedicated to any one of these four  
42          outcomes.



1 Advisory structures and instructional supports shall be developed by the school's  
2 Shared Leadership Team (SLT), or a volunteer Advisory committee. Participation on  
3 a volunteer Advisory committee shall be open to all certificated staff members in the  
4 school. This work shall include making recommendations to the staff and principal on  
5 decisions such as, but not limited to: whether to assign graduation credit for Advisory,  
6 how many minutes per week to conduct Advisory, how Advisory will be used to support  
7 the implementation of Student Led Conferences, and the intended school-specific  
8 outcomes for the Advisory period. School based decisions about advisory must not  
9 adversely impact any other contractual obligations.

10 Advisory students shall be weighted at .25 FTE per Advisory period of 70 minutes per  
11 week. Student count may go over 145\* up to 151 without mitigation, if the additional  
12 students above 145 are only due to Advisory.

13 \*Adjustments of 6 student FTE shall be made to the student load for specified teaching  
14 categories outlined in current contract language, e.g.: Music, PE, Special Education,  
15 to allow for Advisory as specified above.

16 Advisory teachers will be provided with time, within contractual parameters, for  
17 Advisory planning/collaboration (e.g., administratively-directed Professional  
18 Collaboration Time (PCT), staff meeting time and/or other as determined by the  
19 SLT/Advisory committee). The District will ensure that an optional comprehensive  
20 curriculum is available for teachers to use to address the Advisory goals. This  
21 curriculum shall include sets of daily lesson plans for optional use that address that  
22 are sufficient to support all four district-wide outcomes for Advisory.

23 **Section 4.21 – Outdoor Education at Camp Waskowitz and Waskowitz**  
24 **Environmental Leadership Service (WELS)**

25 While supervising students at Camp Waskowitz, the following will apply:

26 A. Teacher attendance for meals and meal programs will be rotated except for dinner  
27 on the first day of camp.

28 B. Teacher responsibility for activities before 9:00 am and after 4:00 pm will be rotated  
29 where appropriate. Teachers are expected to attend campfires and be available  
30 for emergencies with their students. Teachers shall have at least 90 minutes of  
31 duty free time between 4 pm and 9 pm.

32 C. Teachers will have at least 30 consecutive minutes of time available for planning  
33 lessons during the instructional day (between the hours of 9 am and 4 pm).

34 D. On days when learning activities extend beyond three hours, teachers may request  
35 30 minutes of duty free time during the instructional block. The request shall be  
36 granted if the teacher and their class is within the 30 acres of Waskowitz. If the  
37 teacher chooses to be outside the 30 acres, the request shall receive serious  
38 consideration.

39 E. Teachers who wish to return home for a single overnight stay may submit a request  
40 to the site administrator within a reasonable timeframe (on or before the first day  
41 of camp). Such a request will receive serious consideration and will be approved  
42 unless, in the opinion of the site administrator, the safety and well-being of the

1 students and program needs will be compromised. Emergencies may override  
2 regular requests for overnight leave. In addition, if a teacher leaves for a night, the  
3 expectation is to return at 7:30 am the following day.

4 F. Upon returning from Camp, teachers will be released from duty 30 minutes after  
5 the buses leave school.

6 G. All first time Waskowitz teachers will be required to attend the camp orientation  
7 training weekend and will receive per diem equal to the number of clock hours for  
8 completing the two day training. Participants in this training will not be required to  
9 spend the night at camp; however, if a teacher wishes to spend the night at camp,  
10 the District will provide accommodations with no additional overnight  
11 compensation.

12 H. See Appendix D for the per overnight rate.

13 I. WELS programming requires WELS teachers to be present for overnights. WELS  
14 teachers can trade instructional overnight hours for class time when their students  
15 are in attendance serving as leaders at Waskowitz.

16 **Section 4.22 – Secondary Assessment Coordination**

17 Each secondary school campus will identify an assessment coordination team.  
18 Counselors will serve as members of the building assessment coordination team.  
19 Building assessment coordination teams will identify a lead coordinator. Additional  
20 district-wide funding support will be \$60,000. Building principals shall oversee the  
21 expenditure of the funds.

22 **Section 4.23 – Dual Language Program**

23 **A. School-wide Implementation**

24 1. For schools offering Dual Language models, school leadership will ensure that  
25 responsibilities related to the school-wide implementation of the program shall  
26 not be the responsibility of the classroom teacher.

27 2. Teachers in the Dual Language Program will be provided specific District-  
28 designated training in dual language instruction and provided the instructional  
29 materials necessary to implement the program.

30 3. Teachers in Dual Language program will not be expected to assume the role  
31 of interpreters for other conferences or communication in the school. The  
32 District will continue to provide interpreters as needed. See Section 3.14 for  
33 additional details.

34 4. Bilingual teachers, including teachers in the dual language program, are not  
35 responsible for translating school-based materials and must be offered an  
36 extra service contract if they are asked and volunteer to do that translation.  
37 This section does not apply to translating their own or their partner teacher's  
38 classroom materials.

- 1 5. Bilingual teachers in the Dual Language program are not responsible for  
2 translating District-approved curriculum materials. If the translated materials  
3 for a target language class cannot be located, the teacher should contact the  
4 DL Coordinator for their building and/or a member of the District Language  
5 Learning team to determine the appropriate support or mitigation. Section  
6 4.23.M outlines a teacher’s options.
- 7 6. Dual language teaching partners are expected to collaborate around teacher-  
8 initiated communication with families to distribute that type of workload  
9 equitably.
- 10 7. SLTs are charged with reviewing and communicating a school’s interpretation  
11 and translation protocols annually to the staff. (See Section 3.14).

12 **B. Elementary Stipends:** A stipend of \$1,000 will be paid to elementary Dual  
13 Language program teachers (English and partner language) to cover extra duties  
14 specifically related to the program, including:

15 **1. Report Cards**

- 16 a. Collaboration on items crossing both classrooms.
- 17 b. Literacy grades required in both languages, which create an additional  
18 demand on teachers data entry into the report card.

19 **2. Planning time (ongoing)**

- 20 a. Collaborating to adjust established schedules across the multiple  
21 classrooms based on irregularities throughout the school year.
- 22 b. Coordinating instructional planning that crosses both languages.
- 23 c. Collaborating on Dual Language specific features.

24 **3. Planning time (August)**

- 25 a. Collaborating to establish a schedule across the multiple classrooms to  
26 support language learning through the dual language model.
- 27 B. Coordinating on unit and semester level planning for instruction across two  
28 languages, as well as coordinating classroom management procedures.

29 **C. Secondary Stipends:** A stipend of \$1000 will be paid to target language  
30 secondary Dual Language teachers teaching one or more DL classes to cover  
31 extra duties specifically related to the program, including the items identified below.

32 **1. Program Support**

- 33 a. Support and promote the use of the target language(s) throughout the  
34 school.
- 35 b. Attend any school dual language trainings or meetings that are relevant to  
36 their position.

1 c. Ensure progress reports and report card comments are written in families'  
2 preferred languages.

3 **2. Planning time (ongoing)**

4 a. Collaborate regularly to monitor and support students' language and  
5 literacy development in both languages, including vocabulary  
6 development.

7 b. Develop materials and structures to support bridging and translanguaging.

8 c. Coordinate instructional planning that crosses both languages.

9 **3. Planning time (curricular)**

10 a. Collaborate to supplement curriculum with cross-curricular projects and  
11 enrichment activities that support development in both languages.

12 b. Develop culturally responsive materials in the target language.

13 **D. Joint Dual Language Leadership Team:** Highline Education Association (HEA)  
14 and Highline School District (HSD) shall establish an ongoing Joint Dual Language  
15 Leadership Team to support effective implementation of dual language programs.  
16 The Leadership Team will make recommendations to the HSD Board of Directors  
17 and/or Joint Bargaining Teams, as appropriate for issues outside their area of legal  
18 control. The Team shall meet as needed, but no less frequently than quarterly.

19 The team shall be comprised of staff members chosen from buildings with Dual  
20 Language programs. The District administrator responsible for the dual language  
21 program or designee shall serve as chair of the team and shall nominate up to two  
22 additional administrators to the Superintendent to serve on the team. HEA shall  
23 identify team members from all Dual Language schools who will be appointed by  
24 the HEA President to serve on the team. Total team membership shall not exceed  
25 fifteen (15).

26 **Tasks:**

27 1. On a regularly recurring basis, the Leadership Team shall audit available dual  
28 language curriculum and materials and identify unmet needs.

29 2. On a regular basis, the Leadership Team shall review elementary dual  
30 language parent conferencing models, including the impact of such models on  
31 teacher workload, and make recommendations for options and resources for  
32 implementing such options.

33 3. On an ongoing basis, the Leadership Team shall provide ongoing vision and  
34 guidance on effective implementation, including an ongoing review of the  
35 following issues:

36 a. Workload differences from non-dual language programs, including  
37 reporting progress and engagement with families, and compensation or  
38 accommodations that recognize such differences;

- 1           b. Training and professional development in effective dual language  
2           instruction;
- 3           c. Staffing;
- 4           d. Materials and resources;
- 5           e. Professional development support for teaming;
- 6           f. Staff and/or time for translation of materials;
- 7           g. Assessment

8           **E. The Highline Assessment Team:** This team shall be tasked with reviewing  
9           impacts of assessments on instructional time and suggesting effective models and  
10          resources for assessment of dual language students.

11          **F. Dual Language Institute**

- 12           1. The two-day Dual Language Institute will be required for teachers entering the  
13           Dual Language program for the first time. These teachers will be paid at the  
14           per diem rate consistent with Section 12.1.
- 15           2. The Dual Language Institute is optional for all other Dual Language teachers,  
16           who will be paid at the Extra Duty rate, consistent with Appendix D.2.K.

17          **G. Displacements and Transfers**

- 18           1. **Displacements:** Continued expansion of the Dual Language Program may  
19           displace teachers. In addition to the displacement process outlined in Section  
20           8.9.B, the District will work with these teachers to obtain information on  
21           preferred locations for new placements and prioritize placing these teachers at  
22           one of their requested sites.
- 23           2. **Transfers:** The District will not involuntarily place a teacher into the dual  
24           language program, either through the displacement process or in-building  
25           assignment changes, and will facilitate transfers for teachers requesting  
26           reassignment to a non-Dual Language School, provided a request for transfer  
27           is made prior to March 1 and there are vacancies available. The District will  
28           attempt to place these teachers at one of their requested sites; the more  
29           options these teachers provide, the higher the chance these preferences will  
30           be accommodated.

31          **H. Secondary Preps:** The teaching of the same course content in two different  
32          languages shall count as two different preps under Section 4.6.

33          **I. Conferences:** Elementary dual language teachers shall not be expected to  
34          conference with more families than one class of students.

35          **J. Student Support Meetings:** Elementary dual language partner teachers shall not  
36          be expected to both attend student support meetings (such as MTSS, MDT, and  
37          IEP meetings) for students they share; rather, the partner teachers will be allowed  
38          the professional judgement to decide which of them is the most appropriate

1 teacher representative for a particular meeting. Additionally, dual language  
2 teachers will not be expected to translate for these meetings.

3 **K. Elementary Singleton Classes:** Prior to assigning a teacher to a Singleton Dual  
4 Language Class, in which both English and the target language(s) are taught, the  
5 principal shall meet with the teacher, the Dual Language Coordinator or Language  
6 learning Specialist, and an HEA Representative to answer any questions the  
7 teacher may have and discuss any requests for resources and support that the  
8 teacher may have for this assignment. Singleton Dual Language classes must be  
9 single-grade classes, not splits.

10 **L. Student Placement:** Students who have not previously been in Dual Language  
11 may not be placed into a Dual Language class unless the school has followed the  
12 screening and placement procedures outlined in the Dual Language Program  
13 Guide.

14 **M. Secondary Course Creation:** Spanish language courses are developed for 6<sup>th</sup>-  
15 12<sup>th</sup> grades, and will continue to be refined and improved. Vietnamese courses are  
16 implemented in 6<sup>th</sup>-8<sup>th</sup> grade, and will be rolling up annually for the next four years.  
17 A secondary Dual Language teacher who is asked by a school principal to develop  
18 a new Dual Language course that has not been offered in the District or does not  
19 have a target language curriculum framework will be provided with significant  
20 support to develop the course with a robust curriculum framework that will be  
21 usable district-wide. This support may include one (1) period of release time daily  
22 for the duration of the course or compensation to complete this work outside of the  
23 school day/year. The nature of the support will be based on the teacher's  
24 preference beginning in 2023-24 when a release period could reasonably be  
25 arranged. For new courses offered in the 2022-23 school year, existing structures  
26 to support class development will be reviewed in HEA-HSD Labor-Management  
27 no later than Sept 30 to ensure adequate supports. Course approval will follow the  
28 standard District process, and the HEA President will review and approve plans  
29 for course development support. When an administrator on the Language Learning  
30 Team or in any other District department asks a Dual Language teacher to develop  
31 a course, the compensation model outlined here also applies.

32 **N. Allocation of FTE in DL Secondary Schools:** The allocation of certificated FTE  
33 in DL Secondary Schools will support staffing for classes at their projected size,  
34 rather than regular averages, in a manner that does not adversely affect other  
35 programming in the school.

36 **Section 4.24 – Washington Kindergarten Inventory of Developing Skills (WaKIDS)**

37 **A. Family Connections:** The Family Connections conference process is intended to  
38 welcome families into the Washington K-12 system as partners in their child's  
39 education,

- 40 1. The first three days of Kindergarten in each school year will be non-student  
41 days for general education kindergarten classrooms in order to supply existing  
42 work time for Family Connections.

- 1           2. Teachers who have kindergarten students in multi-age special education  
 2 classrooms will choose from the following options in order to meet the WaKIDS  
 3 Family Connections requirements prior to the end of September:
- 4           a. Complete Family Connections (FC) conferences before or after school,  
 5 with extra service compensation of thirty (30) minutes per conference at  
 6 the teacher’s per diem rate;
- 7           b. Use PCT to complete the Family Connections conferences, scheduling to  
 8 be determined in consultation with the building principal.
- 9           3. Family Connections conferences for teachers of kindergarten students may be  
 10 scheduled in conjunction with other fall meetings (e.g., transitional meetings).  
 11 In addition, these teachers may select different options for different students.
- 12       **B. TS GOLD Whole-Child Assessment:** Teachers are expected to assess and enter  
 13 fall TS GOLD data for all students in six developmental areas as required by the  
 14 State. PE teachers will continue to collect data on PE-related objectives in the fall.  
 15 PE data will be submitted directly to the building principal to be entered by the  
 16 classroom teacher.
- 17       **C. Compensation for data entry/analysis:** Teachers of kindergarten students may  
 18 receive one day of release time or a \$200 stipend for implementing WaKIDS. The  
 19 stipend or release time will be allocated with the following parameters:
- 20           1. Teachers of kindergarten students who have not implemented WaKIDS will  
 21 attend an approved data entry/analysis session in the fall as required by the  
 22 State of Washington.
- 23           2. The data entry/analysis session is optional for teachers of kindergarten  
 24 students who have previously implemented WaKIDS.
- 25       **D. Joint HEA-HSD Kindergarten Assessment Work Group:** HEA and HSD shall  
 26 maintain a joint working group to continue monitoring the implementation of TS  
 27 GOLD and Kindergarten assessment in general. No less than fifty percent of the  
 28 members of the work group will be HEA members appointed by the HEA President.  
 29 This group will meet at least once during each school year.
- 30       **E. Workload Reduction:** The fall TS GOLD Development and Learning report will  
 31 be used in lieu of the November Kindergarten report card, but would not replace  
 32 mandatory IEP reporting. The District agrees to reduce additional assessments  
 33 during the TS GOLD assessment window.

34       **Section 4.25 – Elementary PE/Music Specialist**

35       The following guidelines will be used to staff music (or art) and PE specialists in  
 36 elementary schools:

FTE	Classes (maximum number)	Sections (range)	Teaching Minutes
1.0*	15	28-30	1350

.9	13.5	25-27	1215
.8	12	22-24	1080
.7	10.5	19-21	945
.6	9	16-18	810
.5	7.5	13-15	675
.4	6	10-12	540
.3	4.5	7-9	405
.2	3	4-6	270
.1	1.5	1-3	135

- 1           \*1.0 staffing is allocated at 14.5 classes.
- 2           A. The number of elementary grade classes (including IAC, ILC, EBC and DHH
- 3           classes) will determine the overall FTE for Music and PE based on the chart below.
- 4           A “Class” is defined as one homeroom teacher’s class of students; a “Section” is
- 5           defined as one class period.
- 6           B. A 1.0 FTE lead teacher works with up to 15 classes Itinerant teachers will teach
- 7           fewer than the usual number of classes and/or sections when needed to
- 8           accommodate travel time in their schedules.
- 9           C. If a teacher’s number of classes deviates from the chart above, but (1) their overall
- 10          teaching minutes and sections remain at or under the limit for their FTE and (2)
- 11          their schedules meet all other relevant contractual guidelines, the teacher and
- 12          principal will develop a mitigation plan when the teacher has responsibility for
- 13          planning and grading the classes exceeding the limit. Mitigation may include, but
- 14          is not limited to, additional planning time and/or reduced responsibilities.
- 15          D. Itinerants traveling during the school day are eligible for mileage reimbursement.
- 16          E. Whenever possible itinerants will be scheduled at schools with the same start/end
- 17          time. In any event, the length of the workday for the specialist shall be no longer
- 18          than other certificated employees in the bargaining unit.
- 19          F. For schools with arts specialists in two different disciplines (e.g., visual art and
- 20          music), there are two options if each specialist is 1.0 FTE, as outlined below. If one
- 21          or more of the specialists are less than 1.0 FTE at that building, please see Option
- 22          “3” below. Notice shall be given to both HEA and the District HR department prior
- 23          to any school implementing arts specialists in two different disciplines.
- 24                1. Each specialist shall teach half of the students for one semester and the other
- 25                half of the students for the other semester (two days per week in each case).
- 26                Grades will be reported in March for the first semester group and in June for
- 27                the second semester group. The number of sections and classes taught at any
- 28                one time shall be consistent with the chart above. This is the “default” option
- 29                and will be implemented if the arts specialists and building principal do not all
- 30                agree to implement option b below for the subsequent school year.



- 1                   2. Each specialist will teach all students year round one day per week, rather than  
2 two. Participation grades only will be reported in November and March and  
3 both Content and Participation Grades will be reported in June. The building  
4 principal will provide two (2) hours of additional time at the November and  
5 March grading periods, and three (3) hours at the June grading period, to  
6 address the impacts of completing grades for double the usual number of  
7 students. These added hours will be in the form of non-instructional time during  
8 the regular work-week, or through ESC if unable to provide time within the  
9 workday. The number of sections taught at any one time shall be consistent  
10 with the chart above, but the number of classes may be up to double the  
11 numbers in the chart. If the arts specialists and building principal all agree to  
12 implement this option, they must inform HSD Human Resources and the HEA  
13 President prior to the start of Spring Break.
  
- 14                   3. In the event one or more of the arts specialists is less than 1.0 FTE, the arts  
15 specialists and principal will come to agreement about whether to follow option  
16 "1" and conform to the parameters of the chart above, or to follow option "2"  
17 and craft a one day/week schedule that accommodates the FTE of each arts  
18 specialist involved. If option "2" is agreed upon by all parties, a planned  
19 distribution of classes must be submitted to HSD Human Resources and the  
20 HEA President prior to the start of Spring Break, and it will be subject to  
21 approval by the HEA-HSD Labor-Management Team. The status of approval  
22 will be communicated back to school teams prior to the distribution of individual  
23 employment contracts.
  
- 24                   G. Elementary PE, music and art Specialists will receive class size mitigation  
25 consistent with the provisions of Section 4.19, applied based on the number  
26 classes they teach that exceed the class size limits outlined in Section 4.16.
  
- 27                   1. If 5-9 of the classes exceed the allowable class size limits, the teacher receives  
28 \$10 per day.
  
- 29                   2. If 10-14 of the classes exceed the allowable class size limits, the teacher  
30 receives \$15 per day.
  
- 31                   3. If all 15 of the classes exceed the allowable class size limits, the teacher  
32 receives \$20 per day.
  
- 33                   4. The preceding ranges will be pro-rated for teachers who are on a partial FTE  
34 contract.

35                   **Section 4.26 – Professional Development**

36                   To serve the current and evolving needs of students, HEA-represented staff in all  
37 assignments and programs are life-long learners and need access to meaningful,  
38 relevant professional development opportunities. Within available funds, the District  
39 shall offer a robust list of District-sponsored professional development opportunities to  
40 meet this need. Such opportunities shall be targeted to serve the needs of classroom  
41 teachers, educational staff associates, and specialized programs such as dual  
42 language, and shall be aligned with building-level action plans and District strategic  
43 plans. Designing meaningful professional development includes gathering input from  
44 staff.

- 1           A. The District shall make every effort to routinely offer meaningful professional  
2           development in the target language for dual language program staff at all levels of  
3           experience.
  
- 4           B. The District will maintain an annual, predictable, online calendar of professional  
5           learning opportunities available to staff, published each spring for the subsequent  
6           school year. Whenever possible, professional development opportunities shall be  
7           scheduled to avoid conflicts with other duties such as Jump Start, and to avoid  
8           conflicts with other content preferable or necessary for the same teachers to  
9           access.
  
- 10          C. When professional development for more unique assignments and roles cannot  
11          be offered within the District, staff shall be encouraged to access available funds  
12          such as, but not limited to, department funds, categorical funds and building  
13          curriculum funds (Appendix D.2.M) to meet individual professional development  
14          needs at conferences, classes and opportunities outside the District.
  
- 15          D. When a professional development opportunity is provided collectively to an entire  
16          building, grade level or department on a regularly-scheduled work day, an  
17          employee with a more unique assignment who questions the relevancy of the  
18          material to the employee's current or future assignment may ask to be excused  
19          from the activity in order to attend alternative professional development or  
20          complete other professional duties proposed by the employee. Such request shall  
21          be made initially to the employee's direct administrative supervisor. If such  
22          requests are repeatedly denied, the employee may request that labor management  
23          and the administrative supervisor engage in a problem-solving process.

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**ARTICLE 5 – JUST CAUSE AND DUE PROCESS**

**Section 5.1 – Right to Due Process**

A staff member will not be disciplined for an arbitrary or capricious reason. Discipline will be for just cause. The extent of any disciplinary action shall be in keeping with the seriousness of the infraction, and a process of progressive discipline shall be used. A process of progressive discipline includes written warnings, written reprimands or suspensions as appropriate to the infraction. The specific grounds forming the basis for formal disciplinary action will be shared with the staff member.

**Section 5.2 – Weingarten Rights**

A staff member, at their option, shall be entitled to have present a representative of the Association during any formal disciplinary hearing. This Section shall apply only to discipline by written warnings up to and including suspensions of staff members for infractions in matters not related to job proficiency or competency.

**Section 5.3 – Notification of Complaint**

A formal written complaint filed against a staff member will be promptly called to their attention within seven (7) school district business days of the filing. If not called to the attention of the staff member, such complaint may not be used as the basis for disciplinary action against the staff member.

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**ARTICLE 6 – EMPLOYEE PROTECTION**

**Section 6.1 – Personal Property Insurance**

Each staff member will be provided with insurance or evidence of a specific reserve fund providing monetary protection for losses to personal property incurred during crisis situations, such as riots or mass demonstrations; provided such staff member is required to maintain order and discipline or protect school personnel, school property or students during the crisis situation. Such insurance or reserve fund shall pay up to five hundred and no/100 (\$500.00) dollars for loss or damage to property of such staff member subject to a deductible of ten and no/100 (\$10.00) dollars per claim.

- A. Each staff member will be provided with insurance or evidence of a specific reserve fund providing monetary protection for damage incurred to personal property necessary to the instruction of students; provided such staff member receives written approval from the building administrator and takes reasonable security measures to safeguard such property while it is on campus.
- B. Such insurance or reserve fund shall pay, as secondary coverage to any staff member's insurance policy, only up to five hundred and no/100 (\$500.00) dollars for damage to covered property subject to a deductible of thirty and no/100 (\$30.00) dollars per claim.
- C. It is not the intent of the parties to cover clothing, automobiles and other such items which have utility outside the classroom. However, staff members may request special consideration if damage to these items has a direct relationship to the performance of their job responsibilities.

**Section 6.2 – Liability Insurance**

Each staff member will be provided with liability insurance protection provided the employee is acting within the scope of their duties. Such insurance will provide protection against loss by bodily injury, including corporal punishment, and property damage liability. This insurance will also include coverage against loss arising from teaching activities and personal injury. Teaching activities means acts or omissions of the staff member in connection with their occupation as a member of the District staff. Loss by personal injury includes false arrest, libel, slander, wrongful entry or other invasion of the right of private occupancy.

**Section 6.3 – Supplemental L&I Insurance**

Whenever a staff member is absent from school as a result of personal injury to the staff member caused by assault and battery by another person occurring in the normal course of the staff member's employment and in performance of their duties, the staff member will be paid the difference between full salary and state industrial insurance compensation for a period of such absence up to one (1) year from the date of injury and no part of such absence will be charged to sick leave. The District reserves the right to require an examination of the staff member by a physician designated by the District at District expense for the purpose of establishing the duration of disability.

- A. A staff member who suffers a job-incurred injury and is eligible for state industrial insurance compensation may use accumulated sick leave credit in the amount

1 which, when added to the allowable state compensation, equals the regular salary  
2 or wages of the staff member.

3 B. That portion contributed by the District as it relates to a staff member's monthly  
4 salary shall be deducted from the staff member's accumulated sick leave. If the  
5 job-incurred injury is sustained while lawfully restraining another person in the  
6 normal course of the staff member's employment and in performance of their  
7 duties, and the employee has exhausted their sick leave, the staff member will be  
8 paid the difference between full salary and state industrial compensation for a  
9 period of up to six (6) months from the date of injury.

10 C. The District reserves the right to require an examination of the staff member by a  
11 physician designated by the District at District expense for the purpose of  
12 establishing the duration of disability.

13 **Section 6.4 – Attorney Fees**

14 As provided by law, whenever any action, claim or proceeding is instituted against a  
15 staff member of the District arising out of performance or failure of performance of  
16 duties for, or employment with the District, the Board may grant a request by such  
17 person that the prosecuting attorney and/or attorney of the District's choosing be  
18 authorized to defend said claim, suit or proceeding, and the costs of defense,  
19 attorney's fees, and any obligation for payment arising from such action may be paid  
20 from the District's general fund; provided, that costs of defense and/or judgment  
21 against such person shall not be paid in any case where the court has found that such  
22 person was not acting in good faith or within the scope of employment with or duties  
23 for the District.

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**ARTICLE 7 – GRIEVANCE PROCEDURE**

**Section 7.1 – Definition**

A claim by a staff member, group of staff members or the Association, hereinafter referred to as a "grievant", that there has been a violation of any provision of this Agreement may be processed as a grievance as hereinafter provided, so long as the dispute deals with the interpretation or application of the terms of this Agreement.

- A. If a number of grievances are filed involving the same issue(s), the first such grievance filed shall continue to be processed as precedent and all similar grievances held in abeyance. When such grievance is resolved, the remaining grievants and the Superintendent, or designee, shall review the grievances held in abeyance in an effort to resolve them. If any such grievance cannot be settled on the basis of the precedent grievance, it shall be further processed in accordance with the grievance procedure.
- B. Grievances will be processed as rapidly as possible with the number of days indicated at each step to be considered as mandatory maxima. Time limits under unusual circumstances may be extended by mutual consent.

**Section 7.2 – Informal Grievance**

A staff member will first discuss an alleged grievance with their immediate supervisor either privately or accompanied by an Association representative if desired. If the grievance is not thus resolved, a formal grievance may be filed (Appendix E). However, the exhaustion of this informal procedure is not a condition precedent in invoking the formal grievance procedure.

**Section 7.3 – Written Grievance Procedures (Staff Members)**

- A. **Step One:** If the grievant wishes to file a formal grievance, they shall invoke the formal grievance procedure through the Association on the Grievance Form (See Appendix E).
  - 1. The grievance form must specify the article and specific language, if possible, of the Collective Bargaining Agreement that has allegedly been violated.
  - 2. A copy of the grievance form shall be delivered to the immediate supervisor. The building principal will be considered the "immediate supervisor" for staff members assigned to a particular school building. The "immediate supervisor" for itinerant staff members will be the administrator who is most closely responsible for matters pertaining to the alleged grievance. (If a staff member is in doubt as to whom the "immediate supervisor" is as it relates to the alleged grievance, the staff member may meet with the Superintendent or designee to make that determination.)
  - 3. If the grievance involves more than one school building, it may be filed with the Superintendent or designee. A grievance not filed within fifteen (15) working days of the occurrence upon which the grievance is based or should have been known will be deemed waived.

- 1           4. Within five (5) working days of the receipt of the grievance the immediate  
2           supervisor shall hold a formal Step One conference with the grievant(s).
  
- 3           5. The immediate supervisor shall provide a written response to the grievance  
4           within five (5) working days following the Step One conference. The principal  
5           or immediate supervisor shall record the disposition on the grievance form, and  
6           the grievant and immediate supervisor will sign the grievance form. The  
7           signature of the aggrieved on the grievance form does not necessarily indicate  
8           agreement with the disposition but does indicate that they have read it. Copies  
9           of the signed response shall be distributed as follows: one copy each for the  
10          Association, the Superintendent or designee, immediate supervisor and the  
11          original to the grievant.
  
- 12          **B. Step Two:** In the event that the aggrieved is not satisfied with the disposition of  
13          the grievance at Step One, the aggrieved and/or representative may within five (5)  
14          working days following the dated disposition at Step One refer the matter, in  
15          writing, to the Superintendent or designee. The Superintendent or designee and  
16          the aggrieved will hold a formal Step Two conference within five (5) working days  
17          following receipt of the written Step Two request. If the individual so chooses, they  
18          may be accompanied by an Association representative. The Superintendent or  
19          designee shall provide a written response to the grievance within five (5) working  
20          days following the Step Two conference. Copies of the response shall be  
21          distributed to the grievant, the Association, and the immediate supervisor.
  
- 22          **C. Association Written Grievance - Filing Step:** Grievances which the Association  
23          may have against the District, limited as aforesaid to matters dealing with the  
24          interpretation or application of terms of this Agreement, shall be commenced by  
25          filing the Association Grievance Form (Appendix E) with the Superintendent or  
26          designee. A grievance not filed within fifteen (15) working days of the occurrence  
27          upon which the grievance is based (or fifteen [15] working days of when the  
28          occurrence is or should have been known) will be deemed waived. The  
29          Superintendent and the Association will have five (5) working days from the receipt  
30          of the grievance to resolve it.

31          **Section 7.4 – Mediation**

- 32          If the Association is not satisfied with the disposition of the grievance at Step Two, or  
33          the Association Filing Step, or if no written decision has been received from the District  
34          within the time limits prescribed in Step Two or the Filing Step, then the grievance may  
35          be referred to mediation at the option of the Association.
- 36          A. The District and the Association must mutually agree to submit a grievance to  
37          mediation. The Association must notify the District in writing within five (5) working  
38          days of the conclusion of Step Two or Filing Step of the Association's desire to  
39          refer the grievance to mediation. The District shall respond to the Association  
40          whether or not the District agrees to the mediation of the grievance no later than  
41          three (3) working days after receipt of the Association's written request.
  
  - 42          B. Within five (5) working days following the agreement of the District and the  
43          Association to mediate the grievance, the Association shall so notify Mediation  
44          Research and Education Project, Inc. (MREP). MREP shall schedule a mediation

1 conference at the earliest possible date. Mediation conferences will take place at  
2 a mutually convenient location and time.

3 C. There shall be one (1) person from each party designated spokesperson for that  
4 party at the mediation conference.

5 D. The mediator will have the authority to meet separately with either party, but will  
6 not have the authority to compel the resolution of a grievance.

7 E. The presentation of facts and considerations shall not be limited to those presented  
8 at Step Two, or the Association Filing Step, of the grievance procedure.  
9 Proceedings before the mediator shall be informal in nature. There shall be no  
10 formal evidence rules. No transcript or record of the mediation conference shall be  
11 made. The mediator shall attempt to assure that all necessary facts and  
12 considerations are revealed.

13 F. Written material presented to the mediator shall be returned to the party presenting  
14 that material at the termination of the mediation conference, except that the  
15 mediator may retain one (1) copy of the written grievance solely for the purposes  
16 of statistical analysis.

17 G. The fees and expenses of the mediator shall be shared equally by the parties.

18 H. The parties agree upon the following rules for mediation:

19 1. Notification of the intent to mediate a grievance should be made to the  
20 Mediation Research and Education Project, Inc. (MREP).

21 2. The MREP will schedule a mediation conference as soon as possible upon  
22 receipt of notification of a grievance or grievances to be mediated.

23 3. The MREP will appoint a mediator from a panel consisting of neutrals formally  
24 trained in the process of grievance mediation.

25 4. The MREP will notify the mediator of their appointment and determine their  
26 willingness and ability to serve.

27 **Section 7.5 – Arbitration Procedure**

28 A. If no settlement is reached in Step Two of the Staff Member Written Grievance or  
29 the Filing Step for the Association Written Grievance, or mediation, the  
30 Association, at its option, may make a request for arbitration, in writing, within  
31 fifteen (15) working days following the Step Two disposition or Filing Step  
32 disposition or after mediation.

33 B. In the event that a grievance which has been mediated is appealed to arbitration,  
34 the mediator may not serve as arbitrator, nor may the mediator be placed on any  
35 panel from which an arbitrator is to be selected by the parties. In the arbitration  
36 proceedings, there shall be no reference to the fact that a mediation conference  
37 was or was not held. Nothing said or done by the mediator may be referenced or  
38 introduced into evidence at the arbitration hearing and nothing said or done by



1 either party for the first time in the mediation conference may be used against it in  
2 arbitration.

3 C. For each case that reaches arbitration, the parties will attempt to agree on an  
4 arbitrator to hear and decide the case. If the parties are unable to select an  
5 arbitrator within fifteen (15) working days, they shall jointly request the Federal  
6 Mediation and Conciliation Services (FMCS) to submit a panel of seven (7)  
7 arbitrators. When notification of the names of the panel of seven (7) arbitrators is  
8 received and if the parties cannot mutually agree, the parties in turn shall have the  
9 right to strike a name from the panel until only one (1) name remains. The  
10 remaining person shall be the arbitrator. The right to strike the first name from the  
11 panel shall be determined by lot.

12 D. Arbitration proceedings shall be in accordance with the Voluntary Labor Arbitration  
13 Rules of the Federal Mediation and Conciliation Services (FMCS) unless the  
14 parties mutually agree to deviate from said rules.

15 1. The arbitrator shall hear and accept pertinent evidence submitted by both  
16 parties and shall be empowered to request such data as the arbitrator deems  
17 pertinent to the grievance and shall render a decision in writing to both parties  
18 within thirty (30) days (unless mutually extended) of the closing of the record.

19 2. The arbitrator shall be authorized to rule and issue a decision in writing on the  
20 issue presented for arbitration which decision shall be final and binding on both  
21 parties.

22 3. The arbitrator shall rule only on the basis of information submitted consistent  
23 with the procedural rules adopted.

24 4. Each party to the proceedings may call such witnesses as may be necessary  
25 in the order in which their testimony is to be heard. The arguments of the  
26 parties may be supported by oral comment and rebuttal. Either or both parties  
27 may submit written briefs within a time period mutually agreed upon. Such  
28 arguments of the parties, whether oral or written, shall be confined to and  
29 directed at the matters set forth in the grievance. The parties may offer such  
30 evidence as they desire and shall produce such additional evidence as the  
31 arbitrator may deem necessary to an understanding and determination of the  
32 dispute. The arbitrator shall be the judge of the relevancy and materiality of the  
33 evidence offered and conformity to legal rules of evidence shall not be  
34 necessary. All evidence shall be taken in the presence of the arbitrator and all  
35 of the parties except where any of the parties is absent in default or has waived  
36 their right to be present.

37 5. Each party shall pay any compensation and expenses relating to its own  
38 witnesses or representatives.

39 6. The District and the Association shall, by mutual consent, fix the amount of  
40 compensation to be paid for the services of an arbitrator. The Association and  
41 the District shall split the compensation of the arbitrator including necessary  
42 expenses.

1           7. The total cost of the stenographic record (if requested) will be paid by the party  
2           requesting it. If the other party also requests a copy, that party will pay one-half  
3           (1/2) of the stenographic costs.

4           **Section 7.6 – Resolution**

5           A. All decisions arrived at under the provisions of this Article 7, by mutual agreement  
6           between the representatives of the District and the Association, or by the arbitrator,  
7           shall be final and binding upon both parties; provided, however, in arriving at such  
8           decisions neither of the parties, nor the arbitrator, shall have the authority to alter,  
9           amend, modify or change this Agreement in whole or in part.

10          B. Grievance claims regarding retroactive compensation shall be limited to the work  
11          year in which the cause of the grievance occurred; provided, however, that this  
12          limitation may be waived by mutual consent of the parties.

13          C. Once a grievance is filed it shall be processed to resolution. The signing of any  
14          grievance by any staff member or representative of either the District or  
15          Association shall not be construed by either party as a concession or agreement  
16          that the grievance constitutes an arbitral issue or is properly subject to the  
17          grievance machinery under the terms of this Article.

18          D. If an individual staff member has a personal complaint which they desire to discuss  
19          with the supervisor, they are free to do so without recourse to the grievance  
20          procedure. However, no formal grievance shall be adjusted without prior  
21          notification to the Association and an opportunity for an Association representative  
22          to be present at that adjustment and to make known the Association's views, nor  
23          shall any such adjustment be inconsistent with the terms of this Agreement.

24          E. No reprisals of any kind will be taken by the Association or the District against any  
25          staff member because of their participation or non-participation in the grievance  
26          procedures provided for herein.

27          F. All documents, communications and records dealing with the processing of a  
28          grievance shall be retained by the District Human Resources Department in a  
29          separate grievance file.

30          **Section 7.7 – Adjusting Time Limits**

31          The time limits provided in this Article shall be strictly observed unless extended by  
32          written agreement of the parties. In the event a grievance is filed after May 15 of any  
33          year, the District shall use its best efforts to process such grievance prior to the end of  
34          the school term or as soon thereafter as possible. Failure of the individual or  
35          Association to proceed with a grievance within the times hereinbefore provided shall  
36          result in the dismissal of the grievance. Failure of the District or its representatives to  
37          take the required action within the times provided shall entitle the individual or  
38          Association to proceed to the next step in the grievance procedure.

39          **Section 7.8 – Scheduling**

40          All hearings or conferences pursuant to this grievance procedure shall be scheduled  
41          at a time and place which will afford a reasonable opportunity for all parties entitled to

1 attend to be present, including any and all witnesses. Grievants shall suffer no loss of  
2 salary or other benefits for time spent as a hearing witness.

3 **Section 7.9 – Limitation**

4 Disputes relating to statutory adverse effect, non-renewal and discharge shall not be  
5 subject to the provisions of this Article. In addition, this Article is limited with respect to  
6 evaluations as noted in Section 10.11, Staff Evaluation. Notwithstanding the expiration  
7 of this Agreement, any claim or grievance arising hereunder may be processed  
8 through the grievance procedure until resolution.

9 **Section 7.10 – Conflict Resolution**

10 Recognizing that not all conflicts within worksites constitute a contract  
11 violation/grievance, the District and Association share a commitment to building  
12 healthy work environments through positive conflict resolution protocols which resolve  
13 concerns at the level closest to the origin. HEA members, HEA leadership, and District  
14 leadership will utilize a progressive approach to problem-solving. Annually by October  
15 1, the District and Association will publish an agreed upon Conflict Resolution  
16 Flowchart to be followed when solving problems between staff members and/or  
17 between staff and administration. The flowchart will include reference to the grievance  
18 process outlined in this Article as well as steps to follow in order to address  
19 interpersonal and/or leadership conflicts.

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**ARTICLE 8 – PERSONNEL ACTIONS**

**Section 8.1 – Individual Employment Contracts**

- A. Annually, The Highline School District, Board of Directors shall contract with each employee for the employees’ employment with the District. This contract shall conform to state law, Washington Administrative Code, Rules and Regulations of the State Board of Education, policies of the Employer, and this Agreement.
- B. The District may issue individual employee contracts prior to the end of the school year. In the event negotiations for the ensuing school year have not been completed, individual contracts will include a rider which states, “The terms of this individual employment contract shall be subject to amendments and adjustments to conform to applicable terms of a collective bargaining Agreement subsequently executed by the Board of Directors and the Highline Education Association for the ensuing year and applicable policies lawfully adopted thereafter by the Board of Directors”.
- C. Contracts must be signed and returned by the employee within fourteen calendar days of date of issuance. If not signed and returned by the staff member by that date, said contract will be presumed to be rejected and the employment relationship shall be severed unless other arrangements have been made through the Human Resources Department.
- D. Signed contract shall be binding on the District and on the employees and may not be abridged or abrogated during its term by either party except by mutual consent or as may be provided in this Agreement or in the Employer’s Policy.
- E. Employees may request “release from contract” in writing with justification for the requests, however, the District Board of Directors have every right to hold employees to their contracts and the Board will do so unless extreme and unpredictable circumstances are properly documented.

**Section 8.2 – Extra Duty Contracts**

- A. Staff members may be offered an extra-duty contract for duties beyond the individual’s appointment. When awarding extra-duty contracts, the District will give preferential consideration to in-district applicants who meet the selection criteria.
- B. Normally, an employee’s decision to decline an extra-duty contract offer will not result in reassignment. However, employees assigned as band directors, choral directors, counselors, consultants, psychologists, librarians, social workers, student placement specialists, environmental education specialists, and specified vocational teaching personnel who decline an extra-duty contract offer associated with their assignment may be reassigned by the District. Similarly, teachers who decline extra duty contract offers (debate, drama, journalism, annual and outdoor education) may be reassigned by the District at its option if the teacher’s assignment is to a class where such extra duty is an essential part of the class.
- C. Prior to the end of the school year, supervisors will inform staff members who have accepted extra-duty contracts for department chairperson, drama, band, chorus, annual, journalism and debate if they are to be offered such contracts for the

1           ensuing school year. If there is a change in such extra-duty contracts, the staff  
2           member involved will be notified as soon thereafter as possible. A reasonable effort  
3           shall be made to provide notice of extra-duty contract awards in writing prior to the  
4           beginning of each school year.

5           **Section 8.3 – Assignment of Certificated Staff**

6           Assignment as used in this Agreement shall mean a declaration by the District that an  
7           employee is to perform the duties and tasks required by a specific position or positions  
8           covered by this Agreement.

9           A. The Director of Human Resources is responsible for assignment declarations to  
10          buildings or sites (based on location codes). Building or site administrators are  
11          responsible for assignment declarations to specific positions. Due to unexpected  
12          resignations, retirements, leaves of absence and other unforeseen circumstances  
13          (such as variances in enrollment projections and actual enrollment) building or site  
14          administrators may have to change position assignments within the building or site  
15          multiple times between the last day of the school year and the first day of the new  
16          school year. In order to make the annual transition as stress free as possible  
17          building or site administrators will consult with their staffs concerning staff  
18          assignments (noting subjects and/or grade levels preferred by each employee) for  
19          the next school year. Prior to the end of each school year building administrators  
20          will make a reasonable effort to determine projected staff assignments and make  
21          this information available to the staff; if it is determined that assignments must be  
22          changed, the affected staff members will be notified as soon thereafter as possible.

23          B. To assure that students are taught by employees working within their areas of  
24          competence, employees shall be assigned to subjects, grades, and classes in  
25          accordance with the provisions of WAC 181-82-105 through WAC 181-82-135 and  
26          any implementing instructions issued by the Washington State Professional  
27          Education Standards Board or the Office of the Superintendent of Public  
28          Instruction. Employees shall be notified of their specific assignments for the  
29          following school year as early as practicable.

30          C. At least fourteen (14) calendar days prior to the beginning of the school year, each  
31          staff member shall be notified by the immediate supervisor of their assignment in  
32          writing; and, where applicable, the notification will include the position, building,  
33          room or rooms, grade level or class subjects, and/or other pertinent facts  
34          concerning the assignment. If it is determined that a change in an assignment must  
35          be made, the staff member will be notified in writing as soon thereafter as possible.

36          **Section 8.4 – Announcement of Vacant Position(s) Available for Assignment**

37          Vacant positions (or anticipated vacant positions) will be announced on the District's  
38          website. When a position becomes available, the posting will be done simultaneously  
39          to the building/program. Position announcements will include:

- 40          A. Location of the vacant position
- 41          B. Full time equivalency (FTE) of the position
- 42          C. Type of position (temporary or continuing)

- 1 D. Type of contract for the assignment (continuing or replacement)
- 2 E. Specific minimum qualifications for assignment (certification and endorsements)
- 3 F. Desired qualifications for assignment (experience, knowledge, skills and abilities)
- 4 G. Proposed starting date for the assignment
- 5 H. Closing date for receipt of applications
- 6 I. Vacant positions (or anticipated vacant positions) that require assignment of  
7 certificated staff with hard-to-fill endorsements or require multiple teachers with the  
8 same endorsements identified after June 15 (or the end of the school year  
9 whichever is the latest date), but prior to October 1 do not have to be announced  
10 prior to declaration by the District that the position has been assigned (by transfer  
11 or new hire) to a specific person.
- 12 J. Vacant positions (or anticipated vacant positions) identified after October 1 but  
13 prior to June 15 (or the end of the school year whichever is the latest date), will be  
14 announced on the District website for a minimum of five days prior to declaration  
15 by the District that the position has been assigned to a specific person.
- 16 K. Administrators will use building/program hiring teams whenever possible.

17 **Section 8.5 – Announcement of Extra Duty Position(s) Available for Assignment**

- 18 **A. In-Building Extra Duty Positions:** All available in-building extra duty positions  
19 will be posted in-building for five work days. In the event available in-building extra  
20 duty positions are not filled by in-building staff the building administrator may elect  
21 to cancel the position or post the position on the District website for District  
22 employees. Candidates will be considered based on the job description/selection  
23 criteria indicated in the notification.
- 24 **B. In-District Extra Duty Positions:** All openings for cheer advisor, summer school  
25 (regular and extended school year), and or other in-district extra-duty positions  
26 shall be posted in the same manner as regular position vacancy announcements.  
27 Applicants for such positions shall be notified of the actions taken regarding their  
28 applications.
- 29 C. Positions held by persons not under contract shall be subject to yearly posting.

30 **Section 8.6 – Job Sharing**

- 31 Job shares shall be considered from certificated employees who have indicated to the  
32 District, in writing, their desire to share an assignment for the school year. HSD will  
33 determine the number of job-sharing positions. HSD will approve a request to create  
34 a job-sharing position in a position currently held by one employee, or vice versa, if  
35 the arrangement has the support of the building administrator.
- 36 A. Job share is limited to two employees sharing one full-time (1.0 FTE) position.

1 B. Responsibilities of an assignment will be divided and/or allocated according to a  
2 plan designed by the certificated employees with the approval of the building  
3 administrator.

4 C. In the event that a long-term replacement is required for one of the employees in  
5 a job-share position, due to illness or injury, the District will offer the other  
6 certificated employee that portion of the position, prior to hiring a long-term  
7 substitute.

8 D. Employees in a job share assignment may, with the approval of their supervisor,  
9 arrange their responsibilities to accommodate a job-share partner's absence. Job  
10 share partners may also substitute for one another at the substitute rate of pay.

11 E. Job share employees wishing to continue their shared assignment for the following  
12 school year must have a job share partner no later than May 1. In the event that a  
13 job share partner is not determined by May 1, the existing job share employee  
14 must decide to:

- 15 1. apply to work in the assignment full time,
- 16 2. take leave from their current contract, if eligible,
- 17 3. accept reassignment, or
- 18 4. resign.

19 In the event that one job share partner resigns and is released from contract prior  
20 to the start of school, the remaining job share partner and the building principal will  
21 have at least ten (10) working days to find a job share partner before the remaining  
22 job share employee must choose one of the four (4) options above.

23 **Section 8.7 – Transfer of Assignments**

24 Transfer of assignment is the movement of an employee (voluntarily or involuntarily)  
25 from an assignment at one District site (established by “location code”) to a vacant  
26 position at another site (a different location code) within the District. When filling  
27 vacancies by transfer (voluntarily or involuntarily), the District will consider federal and  
28 state highly qualified teacher requirements, program needs, experience, academic  
29 preparation, and seniority. Staff members who are currently employed by the District  
30 will be given first consideration for full-time or part-time positions for which they qualify  
31 by training or experience and may be considered for extra duty contracts.  
32 Principals/Supervisors will assist less than full-time employees who desire to increase  
33 to or towards full-time employment.

34 **Section 8.8 – Voluntary Transfer**

35 An employee interested in a transfer of assignment will submit a written request to the  
36 Human Resources Department as early as practicable, but no later than June 30,  
37 stating as specifically as possible the desired transfer, including preferred subject(s),  
38 building(s), and grade level(s). Requests for transfer will be kept on file for  
39 consideration until the beginning of the next school year. Employees are encouraged

1 to submit cover letters and up-dated resumes, but no employee shall be required to  
2 provide these documents or update applications in order to apply for a transfer.

3 A. Prior to the beginning of each school year, vacancies determined by the Employer  
4 to exist for the ensuing school year may be filled by transfer of qualified in-district  
5 employees or out-of-district applicants. Hiring officials must consider all in-district  
6 requests for transfer and will select the most qualified person based on program  
7 needs, experience, academic preparation, affirmative action and seniority, as  
8 provided above, for the assignment; if more than one applicant is judged by the  
9 District to be equally qualified and best suited for the position, the applicant with  
10 the greater seniority shall be appointed to the position. In the event an applicant is  
11 selected over a senior employee, the senior employee may request that the  
12 reason(s) for the bypass be put in writing.

13 B. All teaching vacancies that occur after October 1 and prior to June 15 (or the end  
14 of the school year whichever is the latest date) will be posted as early as possible,  
15 but no less than 5 work days prior to declaration by the District that the position  
16 has been assigned to a specific person. During the school year, employees  
17 requesting transfer will, as practicable, receive first consideration for vacancies  
18 before new employees are hired.

19 C. The District will provide the HEA with a list of individuals requesting transfers,  
20 individuals returning from leave, surplus individuals as of April 15 and periodic  
21 updates on the status of these employees. The District will also provide a list of  
22 current vacancies.

23 D. Employees requesting transfer will be notified, in writing, of the disposition of their  
24 requests. An employee may elect to meet with a Human Resources Department  
25 representative regarding transfer requests.

26 E. An employee who receives a voluntary transfer shall not be eligible for another  
27 voluntary transfer for the balance of the school year plus one additional year.

28 F. After ten (10) consecutive years in a building, a staff member shall receive two (2)  
29 days pay at per diem as an incentive when transferred.

30 **Section 8.9 – Involuntary Transfer/Displacement**

31 **A. Administrative Transfer:** When, in the judgment of the District, the best interests  
32 of the educational program will be served by a transfer of an employee, the transfer  
33 will be made after a conference between a Human Resources Department  
34 representative and the employee involved. Employees administratively transferred  
35 cannot be administratively transferred again for two years except by mutual  
36 agreement between the District and the affected employee.

37 **B. Building or Program Excess:** Positions, a position or a part of a position may be  
38 declared excess by the District when the positions, position or part of a position is  
39 no longer needed due to economic reasons, levy failure, loss of state or federal  
40 funds, declining enrollment in a building and/or program or insufficient course  
41 enrollment or a combination of these factors.



- 1            1. When building or program staff allocations are reduced and attrition will not  
2            alleviate the situation, the total building or program staff shall be surveyed to  
3            determine if there are any volunteers for transfer.
  
- 4            2. If displacements result from “position excess” due to a drop of program funds  
5            or enrollment, the employee(s) selected for such transfer shall be the  
6            employee(s) with the least seniority, who have the specific endorsement  
7            adversely affected by the reduction in staff allocations can be transferred and  
8            maintain all essential elements of the school’s total educational program (for  
9            example, the most junior teacher at an elementary school may be a teacher  
10           who has an ELL and K-8 endorsement; if the reduction is in regular education  
11           and there are no other teachers in the school who have the ELL endorsement  
12           the next junior teacher with a K-8 endorsement would be selected for  
13           involuntary transfer).
  
- 14           3. In the event two or more employees have the same seniority ranking, their  
15           rankings will be determined by experience at their current site. In the event two  
16           or more employees have the same seniority ranking after applying site  
17           experience, all employees so affected will be ranked in accordance with the  
18           total number of education credits earned after the BA Degree as documented  
19           in their personnel files.
  
- 20           4. The immediate supervisor shall notify in writing a staff member whose position  
21           was declared excess as soon as such is determined.
  
- 22           C. In the event a school is closed, employees to be reassigned shall have an  
23           opportunity to list preferences, in writing, and shall be given preference in  
24           consideration for reassignment in accordance with the best interests of the  
25           educational program, as determined by the District. An employee may elect to  
26           meet with a Human Resources Department representative regarding  
27           reassignment priorities.
  
- 28           D. Every effort will be made to assure that no employee will be involuntarily  
29           transferred more often than once during any two consecutive-year period, even if  
30           that employee is the least senior.
  
- 31           E. The Employer may provide the involuntarily transferred employee the opportunity  
32           to visit schools where vacancies exist.
  
- 33           F. In making the initial placement and for two (2) years thereafter, employees  
34           involuntarily transferred shall have preference over employees seeking voluntary  
35           transfer and reassignment.

36           **Section 8.10 – Lack of In-Building Assignment to Extra Duty Contract Position**

37           Should an extra-duty contract position not be filled by building staff (Section 8.2,  
38           paragraphs A, B or C), and after district-wide posting an in-district employee is  
39           selected, the selected in-district employee may voluntarily transfer from their  
40           assignment to the new building to fill the vacant extra-duty position. This voluntary  
41           transfer may trigger an involuntary transfer of an excess employee from the building.  
42           Building staff members will be considered for involuntary transfer pursuant to the  
43           following guidelines:

- 1           A. Employees who, during their first year at the building held one or more contracted  
2           extra-duty positions and currently are not contracted to any extra-duty positions  
3           nor are expected to be awarded such a contract shall be considered first for  
4           involuntary transfer.
  
- 5           B. Employees who, during their first year at the building did not hold an extra-duty  
6           contract but subsequent to their first year at the building were contracted for  
7           extra-duty positions and currently are not expected to be awarded such a contract,  
8           shall be considered second for involuntary transfer.
  
- 9           C. Employees, who, during their tenure at the building have never held an extra-duty  
10          contract nor are expected to be awarded such a contract, shall be considered third  
11          for involuntary transfer.
  
- 12          D. Employees who have two or fewer years in the building and were appointed to the  
13          building following a surplus of their prior position or because they were displaced  
14          from a prior building pursuant to Section 8.9.B. shall not be transferred.
  
- 15          E. The least senior staff member within a given category (A, B or C above) whose  
16          instructional subject area is similar to the individual awarded the extra-duty  
17          contract shall be selected by the District for involuntary transfer unless it is  
18          determined by the District that a school's program or a particular departmental  
19          position cannot be adequately filled by any senior staff member within the  
20          category.

21           **Section 8.11 – Return from Leave**

- 22           A. Individuals whose leaves have expired and wish to return to work and are  
23           otherwise eligible to return to work shall be assigned to a position for which they  
24           are qualified through training and/or experience. Individuals in the re-employment  
25           pool shall be governed by the provisions of Article 9 and shall be considered after  
26           staff members for vacant positions.
  
- 27           B. HEA President shall have the option to return to original assignment if desired.

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**ARTICLE 9 – LAYOFF AND RECALL**

**Section 9.1 – Procedures for Staff Reduction**

In the event the Board of Directors adopts a reduced educational program because of financial necessity or modifies the educational program, those staff members who will be retained to implement the District's reduced or modified program and those staff members who will be terminated from employment or adversely affected in contract status will be identified by using the procedures contained in this Article.

**Section 9.2 – Procedures for Development of a Reduced Program**

The District will review all programs and services to be provided by the District and establish priorities for program and service reductions in such a fashion that the classroom instructional program will be maintained to the fullest extent feasible. Program modifications may vary among programs depending on funding levels of particular programs and particular needs of students as long as such modification in total are proportional to the reduction required by the emergency and the District has maintained uncommitted cash reserves at a maximum of three percent of the general fund budget.

**Section 9.3 – Notice to Association**

The District will submit notice and a preliminary staffing reduction plan to the Association by April 15 of any school year in which a reduction in force for the ensuing school year is contemplated. At least two (2) meetings will be scheduled with the Association to discuss the reduction plans, to hear its professional judgment, and to consider alternative proposals. These meetings are to be completed by May 1.

- A. The District will determine, as accurately as possible, the total number of projected losses (retirements and resignations) as of May 1. These losses will be taken into consideration in determining the number of available positions for the following school year.
- B. Individuals on leave who notify the District of their intention to return to work for the ensuing school year from a Sabbatical, Educational, Health or Other Leave before May 15 will be considered for retention pursuant to Article 9 (Layoff and Recall).

**Section 9.4 – Procedures for Final Notification of Program and Reductions**

Prior to May 15, the District will complete public hearings and will adopt a final program plan for the ensuing school year. The District will forward a copy of the plan to the Association.

**Section 9.5 – Seniority**

Seniority is defined as length of contracted certificated service with the District as of the employee's first working day, provided that any employee shall be granted full seniority credit for each year or portion thereof for contracted certificated experience from any public school district(s) in the State of Washington. Less than a full year of experience shall be computed as the actual number of days contracted by a district(s)

1 excluding substitute service unless performed under a continuing contract and one  
2 hundred and eighty (180) actual days will equal a school year.

3 A. The District will provide to the Association and post in each school building by  
4 March 1 of each year a seniority list of all contracted employees within the  
5 bargaining unit excepting temporary contract employees. The list shall be from  
6 highest to lowest seniority and will list all endorsements.

7 B. This list shall be open for 14 calendar days for changes, addition, or proof of error.  
8 If no written protest is filed within the 14 calendar day period by an employee or  
9 the Association on behalf of a named employee, the list shall be final and binding  
10 as to such employees who fail to protest. If a protest is filed, the protest shall be  
11 considered by the District, whose decision shall be rendered within 14 days.

12 **Section 9.6 – Tie Breakers**

13 A. **Seniority with the District:** In the event two or more employees have the same  
14 seniority ranking (as defined in Section 9.5), all employees so affected will be  
15 ranked in accordance with the total seniority as contracted employees with the  
16 District.

17 B. **College Credits:** In the event two or more employees have the same seniority  
18 ranking after applying the above provisions, all employees so affected will be  
19 ranked in accordance with the total number of education credits earned after the  
20 BA Degree as included as part of the employee’s school district record on March  
21 1 of the current school year.

22 C. **Determination by Lot:** In the event two or more employees have the same  
23 seniority ranking after the application of 9.6.A and 9.6.B, all employees so affected  
24 shall be entered in a drawing by lot to determine position on the seniority list. The  
25 Association and all employees so affected shall be notified in writing of the date,  
26 place, and time of the drawing. The drawing shall be conducted openly and at a  
27 time and place that will allow affected employees and the Association to be in  
28 attendance.

29 **Section 9.7 – Definitions**

30 A. **College Preparation:** All candidates shall have completed a state approved  
31 college/university preparation program in the professional field for which  
32 certification is to be issued. Candidates shall hold appropriate degrees, licenses,  
33 and additional course work as prescribed by state and federal requirements. Out-  
34 of-state candidates will be required to submit all required documentation to the  
35 Office of the State Superintendent of Public Instruction (OSPI) to obtain valid  
36 Washington State certification as appropriate for assignments and levels they wish  
37 to instruct.

38 B. **Classroom Assignments:** In addition to holding teaching permits or certificates  
39 as required by RCW 28A.410.025, all teaching assignments shall be in accordance  
40 with WAC 181-82-105. Exceptions to this assignment policy will be granted as  
41 outlined in WAC181-82-110.

1       **Section 9.8 – Reduction in Force Procedures**

2       In the event it becomes necessary to apply a reduction in force, the following  
3       procedure will be implemented

- 4       A. The Association President and President Elect shall be exempt from non-renewal.
- 5       B. Retention of staff will be made by employment contract rights, seniority among  
6       employees who have the required college preparation, certification and  
7       endorsement(s). The Association will be provided verification of program staffing  
8       by the District through the Executive Director for Human Resources.
- 9       C. Employees who have 1.0 FTE contracts and are assigned to full-time teaching  
10       positions shall be first assigned to all full-time teaching positions consistent with  
11       their individual seniority, college preparation, and endorsement(s). All employees  
12       who have 1.0 FTE contracts and are assigned to full time teaching positions shall  
13       not be obligated to accept any part-time teaching position, but they may be offered  
14       such a position in lieu of layoff and they may choose to accept such a position on  
15       a voluntary basis. In the event an employee with a 1.0 FTE contract accepts a part  
16       time position the employee will resign that portion of their employment contract  
17       necessary to ensure that their employment contract FTE is equal to the part time  
18       position FTE.
- 19       D. Employees who have less than 1.0 FTE contracts and are currently assigned in  
20       part-time teaching positions shall be assigned only to part-time teaching positions  
21       based on their individual seniority, college preparation, and endorsement(s).  
22       Employees who have less than 1.0 FTE contracts shall not be assigned to any  
23       part-time teaching position unless such a position is equal to or less than their  
24       employment contract FTE and has been declined by all employees (employees  
25       with 1.0 FTE contracts or employees with less than 1.0 contracts equal to or  
26       greater than the position FTE) with greater seniority where college preparation and  
27       endorsement(s).
- 28       E. The Employer will take official action related to nonrenewal of employment  
29       contracts in accordance with state laws and regulations.

30       **Section 9.9 – Recall Procedure**

31       All employees employed under the jurisdiction of this Agreement for whom a position  
32       is not available shall be placed in the employment pool and shall be eligible for  
33       employment in any vacancy covered by this Agreement which thereafter occurs for  
34       which the employee is qualified using the same criteria for qualification as is used in  
35       this provision for determining the employees who will be retained.

- 36       A. All certificated employees will be retained in the employment pool until they are re-  
37       employed on a continuing contract or until May 15 of the school year following the  
38       year in which they receive notice of probable cause.
- 39       B. Individuals not employed before the beginning of the next school term shall, upon  
40       application, be placed on the substitute teacher roster.

- 1 C. Individuals in the employment pool shall be responsible for notifying the personnel  
2 office of a telephone number and mailing address through which they can be  
3 reached.
  
- 4 D. Individuals will be contacted by telephone or in writing to be offered re-employment  
5 and must respond by the end of the second business day following the receipt of  
6 the offer.
  
- 7 E. The Employer will mail to the employee confirmation of acceptance or rejection of  
8 the offer by the employee. If the employee cannot be located or mail cannot be  
9 delivered within five (5) calendar days, or if the employee fails to notify the  
10 Employer within forty-eight (48) hours of their acceptance or rejection of the offer,  
11 the employee shall be dropped from the employment pool.

1                   **ARTICLE 10 – EVALUATION FOR OTHER CERTIFICATED STAFF**

2           **Section 10.1 – General Information**

3           In accordance with RCW 28A.405.100, evaluation will be conducted as follows for  
4           certificated staff members who are not classroom teachers and are employed under a  
5           continuing provisional or a continuing contract with the District. This includes, but is  
6           not limited to ESAs, counselors, librarians, Media specialists, TOSAs, Instructional  
7           Coaches, Curriculum Specialists, and other bargaining unit members who do not work  
8           with a regularly recurring and specifically defined group of students. Certificated staff  
9           who are classroom teachers will be evaluated under the Professional Growth &  
10          Evaluation System, as defined in another section of this agreement. Because of the  
11          differences in responsibility of staff members, practical methods of evaluation will be  
12          implemented which are appropriate to the position being evaluated.

13          A. The staff member's immediate supervisor will be responsible for the staff member's  
14          evaluation. The immediate supervisor will be determined by the organization plan  
15          of the District. Any staff member responsible to more than one (1) supervisor will  
16          be evaluated on a single evaluation form and will be notified in writing by October  
17          1 who the evaluator will be. Employees hired after September 15 will be notified in  
18          writing within fifteen (15) working days of employment.

19          B. All staff members shall be evaluated in accordance with the criteria appropriate to  
20          their assignments, (Appendix A). Comments in narrative form for each criteria must  
21          be made by the authorized evaluating individual. Only the appropriate District  
22          evaluation forms may be used to document the evaluation. Copies of each of the  
23          various District evaluation forms shall be provided to the Association prior to  
24          printing such forms. The copies shall be reviewed by the Association and, if found  
25          to be consistent with this Article, the forms shall be accepted by the Association.

26          C. Academic coaches are non-supervisory staff who support the improvement of  
27          instructional practices in order to improve student achievement. Academic  
28          coaches will not be consulted in the performance and/or evaluation of other HEA  
29          members.

30          D. HEA members will not evaluate other HEA members.

31          E. Evaluations shall be filed in the staff member's personnel file at the District Human  
32          Resources Department.

33          F. Evaluations will be made as follows:

34                  1. All staff members, including new staff members, shall be evaluated annually.  
35                  Such evaluations shall follow the procedure for annual evaluations as outlined  
36                  below and shall be submitted to the Human Resources Department no later  
37                  than August 1 of the year in which evaluation takes place.

38                  2. Employees who resign or retire during the school year may choose to have a  
39                  final evaluation.

40                  3. If a staff member is transferred to another position not under the current  
41                  supervisor's jurisdiction, an evaluation shall be made by the current supervisor

1 at the time of the transfer provided, however, that if the staff member has  
2 worked less than nine (9) weeks for the supervisor prior to the transfer, no  
3 evaluation need be made.

4 4. An overall rating of "satisfactory" or "unsatisfactory" shall summarize the  
5 evaluation.

6 **Section 10.2 – Short Form Evaluation**

7 After an employee has four (4) years of satisfactory evaluations under the current  
8 regular evaluation process as outlined in this Article, the immediate supervisor may  
9 use a short form of evaluation. The short form evaluation shall not be used as a basis  
10 for determining that an employee's work is unsatisfactory under Sections 10.5 and  
11 10.6 of this Article, nor as probable cause for non-renewal of an employee's contract  
12 under RCW 28A.405.210. An employee or evaluator may request that the regular  
13 evaluation procedure be conducted in any given school year. The evaluator shall  
14 choose one (1) of the (2) options below for the short form process:

15 A. One (1) thirty (30) minute observation during the school year with a written  
16 summary.

17 B. Two (2) observations during the school year totaling sixty (60) minutes. A final  
18 annual written evaluation, based on the criteria in Appendix A, summarizing both  
19 observations is to be given to the employee after the second observation.

20 **Section 10.3 – Observations**

21 A. All staff members newly employed by the District shall be observed for the purpose  
22 of evaluation at least once for a total observation time of thirty (30) minutes during  
23 the first ninety (90) calendar days of their employment.

24 B. For the purpose of the regular evaluation procedure (long form), each staff member  
25 shall be observed at least twice each school year. One such observation shall  
26 occur prior to January 1 and another following January 1. Total observation time  
27 for each staff member for each school year shall not be less than sixty (60) minutes  
28 and one (1) of the observations shall be at least twenty (20) continuous minutes.  
29 A series of brief observations conducted within a period of ten (10) working days  
30 may be a single observation.

31 C. In addition to the observations required under Section 10.3, Paragraphs A and B  
32 above, supervisors may make additional observations at any time during the  
33 school year, following the procedures outlined in paragraph E below, with the  
34 exception that a post-observation conference is optional.

35 D. Observations for a short form evaluation shall be in accordance with Section 10.2,  
36 paragraph B above.

37 E. The supervisor or other designated evaluator shall promptly document in writing  
38 each observation and shall provide the staff member with a copy thereof within  
39 three (3) working days of such documentation having been prepared, but no later  
40 than five (5) working days after the observation. If areas of deficiency are noted,  
41 suggestions for improvement shall be included in the written report. A post-



1 observation conference shall be held within ten (10) working days after the  
2 required observations. The staff member shall sign and date the observation report  
3 to indicate that they have seen the report. The staff member's signature on the  
4 observation report does not necessarily imply agreement with the contents thereof.

5 F. Evaluators will take into consideration the extent to which individual assignments  
6 include several subject areas. The distribution of observation time should reflect  
7 the major and minor areas of the assignment. The actual allocation of time spent  
8 in observing a staff member with a mixed subject matter preparation assignment  
9 shall be recorded by the supervisor on the evaluation form.

10 **Section 10.4 – Procedures Applicable to Annual Evaluations**

11 By October 1 or within thirty (30) days of employment, the District will provide each  
12 staff member with a copy of the evaluative criteria appropriate to the staff member's  
13 assignment (Appendix A). The staff member may request a conference with the  
14 supervisor to discuss the evaluative criteria prior to the first observation.

15 A. The evaluation of a staff member's performance shall be based upon the direct  
16 observation of the staff member's assignment by the immediate supervisor or  
17 designee as provided in Section 10.3 above and/or verified factual information.

18 B. If an immediate supervisor becomes a party to information that could affect a staff  
19 member's evaluation, such information cannot be used on the evaluation unless  
20 the immediate supervisor has verified the information by either subsequent direct  
21 observation or investigation that verifies the information to be accurate and factual,  
22 and has brought it to the staff member's attention at the time the supervisor  
23 determines that there is a potential problem.

24 C. Following the completion of an annual evaluation, a meeting shall be held between  
25 the supervisor and the staff member between May 1 and June 15 or the last day  
26 of school, whichever is earlier, to discuss the evaluation reports and, if appropriate,  
27 to jointly develop a plan for growth in professional effectiveness.

28 D. The staff member shall sign the evaluation report to indicate that they have seen  
29 the report and has discussed its contents with the supervisor. The staff member's  
30 signature on the evaluation report does not necessarily imply agreement with the  
31 evaluation.

32 E. The staff member shall be given a copy of the evaluation report. All evaluation  
33 forms shall be submitted to the Human Resources Department no later than  
34 August 1 of the year in which the evaluation is made.

35 F. Following completion of an evaluation, the staff member shall have the option of  
36 responding in writing to the supervisor's evaluation. Any such written response  
37 shall be submitted within a reasonable period of time from the receipt of the  
38 evaluation or the evaluation conference, whichever is later to the supervisor for  
39 signature and shall then be forwarded to the District Human Resources  
40 Department for inclusion in the staff member's personnel file. The failure of the  
41 staff member to elect to submit a response to an evaluation shall not be interpreted  
42 to indicate agreement with the evaluation.

1       **Section 10.5 – Need for Improvement – Non-Provisional Employees**

2           Should the evaluation process reveal the need for improvement in one (1) or more  
3           areas defined by the evaluative criteria, the supervisor and the staff member shall  
4           develop a mutually acceptable written plan of support designed to improve the staff  
5           member's effectiveness.

6           A plan of support will identify the specific evaluative areas needing growth and the  
7           desired performance expectations. Additionally, the plan will provide for periodic  
8           performance feedback during that school year. It shall offer a minimum level of support  
9           provided and funded by the District, including:

- 10          A. up to 20 hours of mentoring;
- 11          B. up to \$500 in professional development courses or materials; and
- 12          C. up to three days of release time to observe or be observed by colleagues.
- 13          D. Additional supports may be discussed and added by mutual agreement of the staff  
14          member and evaluator.

15          No documentation related to the plan of support shall be placed in the staff member's  
16          personnel file.

17       **Section 10.6 – Unsatisfactory Performance – Non-Provisional Employees**

18           In the event that a principal or other supervisor determines on the basis of the annual  
19           evaluation that the performance of a staff member under their supervision is  
20           unsatisfactory, the staff member may be placed on probation. In the event that a  
21           supervisor intends to place a staff member on probation, the supervisor shall report  
22           the same in writing to the superintendent. The report shall include the following:

- 23          A. The evaluation report prepared pursuant to the provisions of Section 10.1; and
- 24          B. A recommended specific and reasonable program to assist the staff member in  
25          improving their performance.

26       **Section 10.7 – Establishment of Probationary Period – Non-Provisional Employees**

27           If the Superintendent concurs with the administrator's judgment that the performance  
28           of the employee is not satisfactory, the Superintendent shall place the staff member in  
29           a probationary status for a period of not less than sixty (60) school days, any time after  
30           October 15. Before being placed on probation, the Association and the staff member  
31           shall be given notice of action from the Superintendent which shall contain the  
32           following information:

- 33          A. Specific areas of performance deficiencies related to the evaluative criteria;
- 34          B. A suggested specific and reasonable program for improvement;
- 35          C. A statement indicating the duration of the probationary period and that the purpose  
36          of the probationary period is to give the staff member the opportunity to  
37          demonstrate improvement in their area or areas of deficiency.

- 1 D. Upon request from the staff member and/or principal, the Superintendent or  
2 Designee shall consider an extension of the probationary period. Days may be  
3 added to the probationary status if deemed necessary to complete a program for  
4 improvement and evaluate the probationer's performance, as long as the  
5 probationary period is concluded before May 1 of the same year.

6 **Section 10.8 – Probationary Plan of Improvement – Non-Provisional Employees**

7 A probationary plan of improvement (POI) will be developed and will include the  
8 specific evaluative criteria which must be met and the performance expectations which  
9 will be used to determine the staff member's success or failure. The plan will include  
10 a system for periodic feedback during the term of probation, supports provided and  
11 funded by the District, and the dates those supports will be put in place. A minimum  
12 level of support will include:

- 13 A. A mentor or coach, experienced with the staff member's field of work, to work with  
14 the probationer for up to 40 hours during the 60-day probationary period.
- 15 B. At least three days of release time to observe and/or be observed by other  
16 colleagues in the District.
- 17 C. A second in-district administrator to observe the staff member, at their request.
- 18 D. Relevant professional development courses and/or materials, upon request, up to  
19 \$500.
- 20 E. Release to work on their POI during up to 4 PCT times that are not related to  
21 professional development in the staff member's field. No more than two PCT times  
22 may be taken from administratively-directed PCT time. Release time to be  
23 arranged in advance between the staff member and their principal.

24 **Section 10.9 – Evaluation During the Probationary Period – Non-Provisional**  
25 **Employees**

26 At or about the time of the delivery of the probationary letter, the principal or other  
27 supervisor shall hold a personal conference with the probationary staff member to  
28 discuss the performance deficiencies and the remedial measures to be taken.

- 29 A. During the probationary period, the principal, supervisor or other evaluator shall  
30 meet with the probationary staff member at least two (2) times during each twenty  
31 (20) school day period, calculated from the beginning of the probationary period to  
32 supervise and make a written evaluation of the progress, if any, made by the staff  
33 member. The provisions of Section 10.3, Paragraph E, above shall apply to the  
34 documentation of observation used in evaluation reports during the probationary  
35 period.
- 36 B. The superintendent may remove a staff member from probation at any time by  
37 notifying the person in writing that they have demonstrated improvement to the  
38 satisfaction of the immediate supervisor in those areas specifically detailed in their  
39 notice of probation.

1 C. The probationary staff member may request that an additional certificated  
2 evaluator become part of the probationary process and the request must be  
3 granted. If the District is unable to provide a jointly-selected additional evaluator,  
4 one will be jointly selected by the District and the Association from a list of  
5 evaluation specialists compiled by the ESD.

6 D. If a procedural error occurs in the implementation of a program for improvement,  
7 the error does not invalidate the probationer's plan for improvement or evaluation  
8 activities unless the error materially affects the effectiveness of the plan or the  
9 ability to evaluate the probationer's performance.

10 **E. Supervisor's Post-Probation Report:** Unless the probationary staff member has  
11 previously been removed from probation, the principal or other supervisor shall  
12 submit a written report to the superintendent at the end of the probationary period,  
13 which report shall identify whether the performance of the probationary staff  
14 member has improved and which shall set forth one of the following  
15 recommendations for further action:

16 1. That the staff member has demonstrated sufficient improvement in stated  
17 area(s) of deficiency to justify the removal of the probationary status; or

18 2. That the staff member has demonstrated sufficient improvement in the stated  
19 area(s) of deficiency to justify the removal of the probationary status if  
20 accompanied by a letter identifying area(s) where further improvement is  
21 required; or

22 3. That the staff member has not demonstrated sufficient improvement in the  
23 stated area(s) of deficiency and action should be taken to non-renew the  
24 employment contract of the staff member pursuant to current law.

25 **F. Action by the Superintendent:** Following a review of any report submitted  
26 pursuant to Paragraph E above, the superintendent shall determine which of the  
27 alternative courses of action is proper and shall take appropriate action to  
28 implement such determination.

29 **Section 10.10 – Less than Satisfactory Performance – Provisional Employees**

30 Before non-renewing a provisional employee, a supervisor shall have made good faith  
31 efforts beyond the minimum requirements of the evaluation process to assist the  
32 employee in making satisfactory progress toward remediating deficiencies.

33 If, after the first 90 days of employment, an evaluator believes that a provisional  
34 employee has not made significant progress toward remediating deficiencies despite  
35 support, the supervisor shall meet with the employee and the HEA President or  
36 designee no later than April 1.

37 Any notification of non-renewal shall be issued no later than May 15, as provided in  
38 RCW 28A.405.220.

39 **Section 10.11 – Applicability of Grievance Provisions**

40 Grievances relating to evaluations are limited to the following:

- 1       A. A staff member may grieve an evaluation if an immediate supervisor fails to utilize
- 2       the appropriate evaluative criteria identified in Appendix A.
  
- 3       B. In addition, a staff member may grieve an evaluation if an immediate supervisor
- 4       fails to adhere to the evaluative timeline requirements.

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**ARTICLE 11 – CONTRACTUAL WORK YEAR**

**Section 11.1 – Regular Contractual Work Year**

In the 2022-23 school year, the regular contractual work year for staff members will be one-hundred eighty-four (184) days consisting of 180 student instructional days and four (4) District Initiative Days (professional learning days). In the 2023-24 school year, the regular contractual work year for staff members will be one-hundred eighty-five (185) days consisting of 180 student instructional days and five (5) District Initiative Days (professional learning days). Should the legislature change the number of required student days or the number of funded professional learning days, HSD and HEA will negotiate the impact of that change.

**Section 11.2 – District Initiative Days (DID)**

Within the regular contract year in Section 11.1 above, staff will work four (4) District Initiative Days (DID) in the 2022-23 school year and five (5) DID in the 2023-24 school year.

- A. The District will plan the days to support the district-wide focus, recognizing that employees’ professional development needs may differ depending on their job responsibilities. When appropriate, leadership teams are encouraged to plan for a variety of whole group, small group, and individual work related to implementing the District’s initiatives.
- B. Staff may use leaves as described in Article 14 on these supplemental work days.
- C. Two of these days will be on the calendar in Appendix B prior to the first student day of the school year and will be used to focus on District-wide initiatives and District departmental priorities relevant to the specific professional learning needs of educators in teaching and ESA roles. The fifth DID added in 2023-24 will be scheduled mid-year on the calendar in Appendix B to support continued professional learning on District priorities and initiatives through the course of the school year. The remaining days will be scheduled through school leadership teams. DID days shall not be scheduled more than 10 calendar days prior to the first student day.
- D. Staff will be compensated for these days by the basic contract salary in Section 12.1 herein.
- E. Part-time staff will work a pro-rated portion of these days as scheduled with their administrative supervisor, unless offered additional time at the hourly rate in Appendix D to attend full days.

**Section 11.3 – Orientation Day**

In addition to the regular work year described in Section 11.1, staff are expected to attend the ½ day orientation prior to the first student day identified in the work year calendar in Appendix B. Orientation day shall not be scheduled more than one week prior to the first student day. Staff will also work ½ day of individually directed time within the ten work days prior to the first day of school. Depending upon the building

1 administrator's preference, this individually directed time may be scheduled for the  
2 same day as the ½ day orientation or served on a date at the individual's discretion.

3 A. Staff may use leaves as described in Article 14 on this supplemental work day.

4 B. Staff will be compensated for this day by the Professional Learning/Enrichment  
5 contract in Section 12.12 herein.

6 C. Part-time staff will work a pro-rated portion of these days as scheduled with their  
7 administrative supervisor, unless offered additional time at the hourly rate in  
8 Appendix D to attend full days.

9 **Section 11.4 – Collaboration Day**

10 In addition to the work year in Section 11.1 above, staff shall work one additional day  
11 of teacher/ESA-directed collaborative time as scheduled on the work year calendar in  
12 October. This collaborative work time by all teacher/specialist teams is in service of  
13 building priorities.

14 A. Staff may use leaves as described in Article 14 on this supplemental work day.

15 B. Staff will be compensated for this day by the Professional Learning/Enrichment  
16 contract in Section 12.12 herein.

17 C. Part-time staff will work a pro-rated portion of this day as scheduled with their  
18 administrative supervisor, unless offered additional time at the hourly rate in  
19 Appendix D to attend full days.

20 **Section 11.5 – Calendar for Emergency Closure**

21 A student day lost due to emergency closure of a building or the District will be made  
22 up by staff members on the Tuesday after Memorial Day. Additional lost school days  
23 will be made up at the end of the school year.

24 **Section 11.6 – Calendar for Holidays**

25 The following holidays shall be observed by the District for the term of this Agreement:

- |                                  |                             |
|----------------------------------|-----------------------------|
| A. Labor Day                     | G. Martin Luther King's Day |
| B. Veterans' Day                 | H. Presidents' Day          |
| C. Thanksgiving Day              | I. Memorial Day             |
| D. Friday following Thanksgiving | J. Juneteenth               |
| E. December 25                   | K. Fourth of July           |
| F. New Year's Day                |                             |

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1                   **ARTICLE 12 – PROFESSIONAL COMPENSATION AND BENEFITS**

2           **Section 12.1 – Basic Salary**

3           The basic salaries of staff members covered by this Agreement are set forth in  
4           Appendix C. This schedule reflects a 7.5% increase in each cell for the 2022-23 school  
5           year. The base salary schedule shall be increased for the 2023-24 school year by the  
6           state’s funded inflationary adjustment index for school district revenue formulas  
7           (currently the implicit price deflator) plus 1%. Base salaries reflect compensation for  
8           on-site work time and duties as well as professional responsibilities that may or may  
9           not take place on-site such as:

- 10           A. Basic contract expectations such as preparing the classroom or workspace for  
11           quality instruction or support of instruction, planning of instruction and curriculum,  
12           assessing and evaluating student work, preparing summative progress and grade  
13           reports for timely distribution, participating in a reasonable and equitable number  
14           of MDT, SST, IEP and/or Section 504 meetings, and communicating with families  
15           and students;
- 16           B. Participation in activities involved in the evaluation of professional performance;  
17           and
- 18           C. Participation in reasonable compliance training (i.e., flexible digital forms of  
19           asynchronous training that employees may access at their own chosen times and  
20           places).

21           **Section 12.2 – Transcripts**

22           Approved credits earned after receipt of the Bachelor's degree for professional  
23           preparation must be completed by September 15 of each year, and official transcripts  
24           verifying credits earned must be registered with the Human Resources Department by  
25           November 1 in order to be applicable on the salary schedule for the current school  
26           year. If an advanced degree is registered with the Human Resources Department after  
27           the above deadline of November 1, but prior to the end of the school district's first  
28           semester, one-half (1/2) of the degree stipend will be granted for the school year. After  
29           registration of the advanced degree, the amount of compensation will be paid in equal  
30           monthly payments over the remainder of the school year.

31           **Section 12.3 – Salary Schedule Placement**

32           Except as otherwise provided in this CBA, employees shall be placed on the salary  
33           schedule in accordance with state rules for placement on the Salary Allocation Model  
34           (SAM) effective in the 2017-18 school year (Chapter 392-121 WAC and state rules for  
35           the S-275 report). Relevant rules from the 2017-18 version of Chapter 392-121 WAC  
36           are included in Appendix C.2. All education and experience recognized by the District  
37           prior to the 2018-19 school year shall continue to be recognized.

- 38           A. The District agrees to accept all eligible academic credits, from an accredited  
39           community college, college or university.
- 40           B. The District shall accept all clock hours and in-service credits that meet State  
41           Board of Education approval. Ten (10) in-service credit hours shall be equal to one



1 (1) quarter university credit and shall be recognized as equivalent on the salary  
2 schedule. Individual clock hours may be accumulated toward a quarter credit  
3 regardless of whether the activity was a minimum of three (3) hours in length as  
4 previously required by state rules.

5 C. For participation in District sponsored and/or approved workshops, one (1) quarter  
6 hour incremental credit will be granted for each ten (10) hours of participation.

7 D. All staff members shall receive credit on the salary schedule for recognized  
8 teaching experience performed under a valid certificated teaching credential,  
9 including substitute teaching, regardless of whether the school required  
10 certification for the teaching position. The person's training and experience is  
11 subject to verification by the Human Resources Department

12 E. Experience credit will be provided on a one (1) full year basis. A minimum of five  
13 tenths (.5) years experience will qualify a staff member for one (1) full year credit.  
14 All verifiable substitute teaching time is recognized for experience credit purposes.

15 F. Experience will be calculated cumulatively. Experience in the military, Peace Corps  
16 or Vista which interrupted professional employment will be recognized by the  
17 District for placement on the salary schedule.

18 G. Partial year experience credit will be recognized as a proportion of days worked  
19 compared to the length of a complete work year for the position. For example, 92  
20 days worked in a 184-day work year would be equivalent to .5 of a year of  
21 experience.

22 H. Educational Staff Associates (ESAs) shall receive credit for related job experience  
23 on a year-for-year basis without regard to the two-year limit in state rules.

24 I. All employees in the District BA+135 column during the 2017-18 school year will  
25 be placed in the MA+0 column. No additional employees will enter this column  
26 without Masters Degrees.

27 J. A non-degreed CTE teacher who earns an educational degree subsequent to  
28 beginning service in the District shall not be placed lower than previously placed  
29 using the state rules for non-degreed employees.

30 K. Except as otherwise provided in Section 12.2, incremental movement for credits,  
31 degrees or years of experience shall be effective September 1.

32 **Section 12.4 – Certificate Renewal**

33 Each individual staff member shall be responsible for seeing that their certificate(s) are  
34 current and renewed when due and that outside District teaching experience, military  
35 service time and cumulative sick leave are properly documented and submitted to the  
36 Human Resources Department.

37 **Section 12.5 – Payroll**

38 A. All staff members shall be paid one-twelfth (1/12) of their annual salary on or before  
39 the last District business day of each month beginning with the month following

1 initial employment; provided, such employment commenced by the fifteenth of the  
2 month. Should a staff member's contract be terminated, the staff member will  
3 receive a total salary which bears the same ratio to the contractual year salary  
4 provided, as the number of days of service performed by the staff member bears  
5 to the total number of contractual days in the school year unless a further reduction  
6 is imposed pursuant to the law for disciplinary reasons.

7 B. All extra-duty/extracurricular contracts shall be compensated on a prorated  
8 monthly basis during the time service is rendered. Staff members awarded  
9 extra-duty contracts shall be compensated according to the appropriate schedule  
10 set forth in Appendix D - Additional Pay for Additional Time and/or Responsibilities,  
11 and Extra-Curricular. Substitutes and employees paid at an hourly rate shall be  
12 paid monthly for those hours worked in the payroll cycle. The payroll cycle shall be  
13 from the eleventh (11<sup>th</sup>) of one month to the tenth (10<sup>th</sup>) of the next month.  
14 Paychecks shall be issued as provided in A above.

15 C. Payroll deductions are available to assist staff members to pay premiums for plans  
16 which may from time to time be approved by the Board and/or which are required  
17 by state statute.

18 D. On designated pay days during the school year, staff members will be paid through  
19 direct deposit to an account(s) of their choosing and paystubs will be made  
20 available through a secure online payroll system.

21 **Section 12.6 – Insurance Benefits**

22 The District will provide employees with all of the available insurance benefit plans  
23 offered by the School Employees Benefits Board (SEBB) in accordance with the  
24 eligibility rules and terms set forth in state law. In addition, the parties have discussed  
25 and agreed upon the following issues.

26 **A. Substitutes:** Under SEBB rules, certain substitute employees will be eligible for  
27 insurance benefits (anticipated to work 630 annual hours or presumed to work that  
28 amount based on a two-year look-back). Substitutes who are eligible for SEBB  
29 insurance benefits and enroll in a SEBB medical plan will be expected to continue  
30 working at least 5 days per month or the District will sever the employment  
31 relationship for the remainder of the eligibility year. The purpose of this rule is to  
32 ensure employees have income those months for paying the employee  
33 contribution for the insurance plan selected by the employee. An employee may  
34 seek an exception from the minimum 5-day threshold for a pre-arranged  
35 unavailability in a single month by notifying the Human Resources office at least 2  
36 weeks in advance and paying the employee contribution in advance of the month  
37 they desire the exception. All substitutes enrolled in SEBB insurance must pay  
38 their employee contributions for July and August by June 15.

39 **B. Job shares:** A job share under Section 8.6 will not be approved if the job share  
40 results in both employees being eligible for a full package of SEBB benefits.

41 **C. Effective Date of Resignations:** When an employee eligible for SEBB benefits  
42 separates from employment after completion of the employee's full school-year  
43 contract obligations, the separation will be effective August 31 unless the  
44 employee terminates the employment relationship with a specific earlier date. In

1 this case, eligibility for the employer contribution ends the last day of the month in  
2 which the school employee's resignation is effective.

3 **D. Optional Benefits:** Optional benefits to be offered by the District shall be  
4 recommended by the Benefits Advisory Committee to the District's Board of  
5 Directors.

6 **E. Continuing Conversations:** The parties shall continue to monitor implementation  
7 and identification of ambiguities around SEBB benefits through regular District-  
8 level labor-management meetings.

9 **Section 12.7 – Mileage**

10 Staff members covered by this Agreement will be eligible for reimbursement for  
11 mileage within and/or outside the District when approved by the Superintendent on the  
12 basis of District assignments beyond those normally required in the staff member's  
13 regular duties. Travel and related expenses within the state or other locations within a  
14 300 mile radius of the District must be approved by the Superintendent. Travel beyond  
15 a 300 mile radius of the District must be approved by the Board. The following  
16 guidelines will prevail regarding staff member travel within the District or travel within  
17 a short radius of the District:

18 A. Per mile reimbursement claims must be reported and filed monthly on a "Daily  
19 Mileage Record/Claim Form" with an odometer reading showing actual distance  
20 traveled unless the "District Mileage Chart" is used. Travel must be by the shortest  
21 routes;

22 B. The "Daily Mileage Record/Claim form" must be submitted to the Business Office  
23 as prescribed on the form. Approved private car mileage is reimbursed at the  
24 current IRS allowable rate per mile;

25 C. Regulations on private car mileage are set forth in the daily mileage card;

26 D. Travel between the staff member's home and work at the school location or PTSA  
27 meetings are not reimbursable;

28 E. Staff members are required to receive prior written approval from a school official  
29 to use private cars for transporting students. Such approval must be obtained by  
30 completing the "Approval for Use of Private Cars for School Transportation" form.  
31 By signing the form, the staff member warrants that they have automobile liability  
32 insurance in force on their personal car for at least the minimum amounts as  
33 required by law (see RCW 46.29.490: current minimums are \$25,000/\$50,000  
34 bodily injury and \$10,000 property damage). The District carries an excess policy  
35 for insured drivers.

36 **Section 12.8 – Part-time Compensation**

37 Staff members who are employed under written contract to teach at the secondary  
38 level (6-12) for less than full time shall be compensated on the basis of the number of  
39 periods assigned per day, (e.g., if a teacher is assigned to teach one (1) period in a  
40 five (5) period teaching day, then they shall receive one-fifth (1/5) pay; two (2) periods,  
41 two-fifth (2/5) pay, etc.). Such staff members shall be required to fulfill that portion of

1 the seven (7) hours normal work day, excluding the duty-free lunch period, as their  
2 compensated ratio bears to seven (7) hours, (e.g., two fifths (2/5) of seven (7) hours  
3 to fulfill teaching assignments and/or planning and availability to parents and pupils on  
4 the school site). In addition, such staff member may be required to fulfill their  
5 proportionate equitable share of assigned time as provided for in Article 4 (Working  
6 Conditions).

7 A. Staff members who work half days will be compensated at one-half (1/2) pay and  
8 will be responsible for three and one-half (3 1/2) hours on-school-site time which  
9 includes student contact time, availability to pupils and patrons and planning time.  
10 The building administrator will give due consideration to the staff member when  
11 assigning extra-duties or scheduling staff meetings. Such staff members will  
12 qualify for one-half (1/2) year experience credit for each one-half (1/2) year of  
13 teaching.

14 B. Staff members who work a specific number of days a week will be paid on the  
15 basis of the number of days per week as it relates to five (5) days per week, (i.e.,  
16 three (3) days per week = three-fifths (3/5) pay).

17 **Section 12.9 – Supplemental Contracts and Compliance**

18 A. Supplemental compensation will be paid by separate contract pursuant to Highline  
19 School District Board Policy 5050, according to the rates and amounts specified in  
20 Appendix D.

21 B. In the event of receipt of notice by the District from any governmental unit  
22 (legislative, judicial, or executive) which alleges that the District is not in  
23 compliance with law due in whole or in part to the compensation paid to those  
24 employees covered by this Agreement, whether resulting in a penalty or not, the  
25 parties shall meet and discuss such issues within ten (10) school district business  
26 days of the District's notice to the Association. The parties shall have ten (10)  
27 additional business days in which to meet and exchange information and options  
28 on the most desired method of eliminating the compliance problems. Such options  
29 may include recapture of funds if required by law.

30 C. A doctorate stipend of \$3,600 will be paid annually to each employee who has  
31 provided timely documentation of attaining such degree.

32 **Section 12.10 – Professional Learning/Enrichment (PLE) Contract**

33 Each employee will receive a supplemental contract which recognizes that employees  
34 will provide a professionally responsible level of services in the areas described below  
35 which are above the regular contract work year and regular contract day.

36 **A. Time:** attendance at the one-half day (1/2) orientation, one-half (1/2) individually  
37 directed day, and one (1) collaboration day identified in Sections 11.3 and 11.4 of  
38 this agreement.

39 **B. Responsibilities**

40 1. Self-directed participation in professional learning to support the employee's  
41 current assignment, aligned with District resources, practices, and initiatives;

- 1           2. Self-directed participation in professional learning to support an individual's  
2 professional goals within the education system (e.g., obtaining new  
3 endorsements, career ladder pathways);
- 4           3. Participation in enrichment opportunities that fall outside the basic education  
5 program.

6           **C. Payment**

- 7           1. PLE will be compensated by 8.5% of the appropriate education and experience  
8 cell on the base salary schedule and two (2) per diem days compensation.
- 9           2. The PLE contract will be supplemented by a longevity step of \$2,500 for  
10 employees with 20-24 years of experience, and \$5,000 for employees with 25  
11 or more years of experience.
- 12          3. Employees will be paid one-twelfth (1/12) of the annual contract amount on the  
13 established payroll dates.
- 14          4. The PLE compensation will be prorated for employees with less than 1.0 FTE  
15 contracts based on their contracted FTE. Part time employees who are  
16 required to attend DID, or other required professional development beyond  
17 their fractional FTE will be compensated by extra service in accordance with  
18 contract language.

19           **D. Levy Contingency:** This Section 12.10 shall reopen at the request of either party  
20 should the District fail to pass a levy to support the maintenance & operations of  
21 the District with two levy collections for any particular school year or should the  
22 Legislature reduce, invalidate or otherwise limit the District's authority to collect a  
23 maintenance & operations levy at the level in effect at the time of ratification of this  
24 Agreement.

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**ARTICLE 13 – INSTRUCTIONAL MATERIALS**

**Section 13.1 – Instructional Materials**

The Board will determine the funds available to provide for the purchase and/or replacement of textbooks, library books, instructional materials, supplies and equipment to assist staff members in fulfilling their teaching responsibilities. The District will provide sufficient numbers of District texts and/or District required workbooks for student instruction unless they cannot be supplied by the book vendor.

**Section 13.2 – Instructional Materials Committee**

A. At least three (3) and at least one-third (1/3) of the total members of the District’s Instructional Materials Committee (IMC) will be non-supervisory certificated instructional staff members. The Association will recommend to the District Superintendent names of staff members for potential membership on the IMC. The District will publish the names of IMC members on the District website. Staggered terms of service will be identified in District procedure.

B. At a minimum, the IMC will:

1. Develop and oversee an established timeline for cycle of curriculum review;
2. Appoint adoption committees for review and selection of new curricula;
3. Review the recommendations of adoption committee and recommend new curricula to the Board;
4. Review and define various types of instructional materials (e.g., “core curriculum”, “supplemental instructional materials” and “dual language materials”) in District administrative procedure and the process for approval for such;
5. Receive, consider and act upon written complaints regarding District instructional materials;
6. Actively pursue positive inclusion and representation of historically marginalized communities in committee membership and curriculum content in accordance with board policies and equity goals; an
7. Screen materials for bias prior to adoption.

C. If a curriculum adoption takes place that requires materials in a target language for dual language programs, the IMC will ensure the recommendation to the board includes commensurate materials in the target language or a budget to develop commensurate materials.

**Section 13.3 – Adoption Committees**

At least one-half (1/2) of the members of an adoption committee shall be non-supervisory certificated staff members. The Association will recommend to the IMC names of staff members for potential membership on adoption committees. The District will publish the names of Adoption Committee members on the District website.

1 Teachers selected for adoption committees should represent the content areas, grade  
2 levels and programs being addressed (including dual language), a broad  
3 representation from across the District, and the experience of current practitioners.  
4 Adoption committees will identify necessary training, support and timeline for  
5 successful implementation of the adopted curriculum. The District's implementation  
6 plan will include identified time for professional learning compensated in a manner  
7 consistent with this agreement. Adoption committees will actively pursue positive  
8 inclusion and representation of historically marginalized communities in committee  
9 membership and curriculum content in accordance with board policies and equity  
10 goals.

11 **Section 13.4 – Supplies and Materials**

12 Staff members will be given the opportunity to consult with building administrators prior  
13 to the purchase of supplies and materials used in the instructional and/or  
14 extracurricular programs. Staff members will be requested to provide an annual  
15 prioritized list of desired supplies and materials.

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**ARTICLE 14 – LEAVES OF ABSENCE**

**Section 14.1 – Sick Leave**

The District will provide ten (10) days of leave per year for illness, injury, disabilities, and emergencies. The use of this leave for emergencies is described in greater detail in Section 14.7. In accordance with state law, unused sick leave shall accumulate from year to year up to a maximum of one hundred eighty (180) days for the purposes of cash out described in Section 14.16, and up to a maximum of the number of contract days in a single school year for the purposes of leave.

- A. The employee may use such leave for personal illness or injury, pregnancy, miscarriage, abortion, childbirth and recovery, parental bonding, care of a child of the employee under the age of eighteen (18) with a health condition that requires treatment or supervision; care for spouse, domestic partner or parent, parent-in-law, or grandparent with a serious or emergency health condition, and adult son or daughter incapable of self-care due to a disability. For the purposes of this section, "parental bonding" refers to time to bond and care for a child within twelve (12) months of the birth of the child or placement of the child for adoption or foster care.
- B. The ten (10) days shall be posted to the credit of a 1.0 FTE employee effective the first day each school year. Staff members under contract as part-time employees will accumulate sick leave proportionally based on their FTE. Should the employee leave school district employment before the end of the school year, sick leave will be prorated based on the FTE worked and a deduction will be made from the employee's final paycheck. Leave will not accrue or be paid during any period of an unapproved absence.
- C. Staff members who are absent for five (5) working days or longer due to serious illness, injury, or disability may be required to provide a certificate from the staff member's health care provider upon their return to work indicating that the staff member is physically capable of performing the essential functions of their position. For any absence five (5) working days or longer, or when there is a recurring pattern of absences, the District reserves the right to request a health care provider's certificate as proof of disability.
- D. Staff may take such leave in one (1) hour increments providing coverage may be obtained within the building and is approved by the supervisor.
- E. Employees are entitled and encouraged to use sick leave for any of the purposes identified above in order to protect the health and safety of themselves and their families, students, and colleagues. The amount of sick leave provided each year, and the ability to accumulate such leave from year to year, is also intended to provide employees with an opportunity to build a short-term financial safety net for planned and unplanned health and family needs occurring in the future which may require more than the annual amount earned leave. The District and Association will periodically partner on informational initiatives to employees on the value of using and accumulating sick leave for these purposes.



1       **Section 14.2 – Leaves Available for Pregnancy Disability and Parenting**

2       A. An employee with pregnancy disability may qualify for some or all of the following  
3       types of leave depending on the terms of the applicable section and law.

- 4               • Sick Leave (Section 14.1)
- 5               • Childrearing Leave (Section 14.3)
- 6               • Leave for Health Purposes (Section 14.5)
- 7               • Leave Sharing (Section 14.6)
- 8               • General Leaves (Section 14.15)
- 9               • Washington State Paid Family & Medical Leave (Section 14.18)

10              Pregnancy disability leaves extend for the period of temporary disability verified in  
11              writing by the employee’s health care provider, and such time will not count against  
12              the leave time available under the FMLA (Section 14.4).

13       B. An employee may qualify for some or all of the following types of leave related to  
14       parenting depending on the terms of the applicable section and law:

- 15              • Sick Leave (Section 14.1)
- 16              • Childrearing Leave (Section 14.3)
- 17              • Family & Medical Leave (Section 14.4)
- 18              • Leave Sharing (Section 14.6)
- 19              • Personal Leave (Section 14.8)
- 20              • General Leaves (Section 14.15)
- 21              • Washington State Paid Family & Medical Leave (Section 14.18)

22       **Section 14.3 – Childrearing Leave**

23              An employee may request an extended unpaid leave for childrearing purposes  
24              associated with the birth or adoption of a child. They must apply through their principal  
25              (or department administrator) to Human Resources.

26       A. Childrearing leave must be taken in student semester or trimester increments, or  
27       in segments of the school year that facilitate transitions for the benefit of student  
28       learning, depending upon job assignment, for up to a maximum of a one partial  
29       and one complete school year leave of absence following use, if any, of their  
30       parental leave and FMLA. The written request must include an estimated start date  
31       and end date for the childrearing leave.

32       B. Human Resources will approve or disapprove the request for childrearing leave  
33       based on the ability to provide a highly qualified substitute to cover the absence.

34       **Section 14.4 – Family & Medical Leave Act (FMLA)**

35              Highline School District will follow the federal and state requirements for leave  
36              provided under FMLA for eligible employees. Employees must work 1250 hours over  
37              the previous 12 months to be eligible for FMLA. The FMLA entitles eligible employees  
38              of covered employers to take unpaid, job-protected leave for specified family and  
39              medical reasons with continuation of group health insurance coverage under the same  
40              terms and conditions as if the employee had not taken leave.

1 Eligible employees are entitled to:

2 A. Twelve workweeks of leave in a 12-month period for:

- 3 1. the birth of a child and to care for the newborn child within one year of birth;
- 4 2. the placement with the employee of a child for adoption or foster care and to  
5 care for the newly placed child within one year of placement;
- 6 3. to care for the employee's spouse, child, or parent who has a serious health  
7 condition;
- 8 4. a serious health condition that makes the employee unable to perform the  
9 essential functions of their job;
- 10 5. any qualifying exigency arising out of the fact that the employee's spouse,  
11 child, or parent is a covered military member on "covered active duty;" or

12 B. Twenty-six workweeks of leave during a single 12-month period to care for a  
13 covered servicemember with a serious injury or illness if the eligible employee is  
14 the servicemember's spouse, child, parent, or next of kin (military caregiver leave).

15 For more information, go to <https://www.dol.gov/agencies/whd/fmla>.

16 **Section 14.5 – Leave for Health Purposes**

17 Upon written application of an employee, a leave of absence for up to one (1) year  
18 may be granted subject to prior approval of the Executive Director of Human  
19 Resources or designee for purposes of health leave due to the employee's own illness  
20 and/or physical or mental disability. The employee shall make written application,  
21 accompanied by a recommendation from the employee's health care provider. Health  
22 insurance and other insurance benefits provided through the District may remain in  
23 force as allowed by SEBB. Employees must exhaust all accumulated sick leave prior  
24 to going on unpaid leave.

25 The employee may return to work at the end of the approved term of the health leave  
26 provided that at least five (5) days prior to the approved return date the employee  
27 submits a health care providers statement certifying fitness to return to duty. The  
28 employee will be assigned to their previous position or to a position of a similar nature  
29 subject to the layoff and recall provisions in effect at the time of the proposed return.  
30 Upon written application by the employee, a health leave may be extended at the  
31 discretion of the Executive Director of Human Resources or designee, for one (1)  
32 additional year only, not to exceed a total of two (2) consecutive years of leave.

33 **Section 14.6 – Leave Sharing**

34 Employees who are members of this bargaining unit may participate in the Highline  
35 School District Leave Sharing Program as regulated by state law and regulation and  
36 provided by Highline School District Board Policy 5406 and 5406P. The District shall  
37 maintain and administer a leave sharing program through which eligible employees  
38 may donate excess leave for use by an eligible recipient who is suffering from, or has  
39 a relative or household member suffering from, an extraordinary or severe illness,

1 injury, impairment or physical or mental condition; who is a victim of domestic violence,  
2 sexual assault, or stalking; who is sick or temporally disabled because of pregnancy  
3 disability; who is on parental leave; who has been called to service in the uniform  
4 services; or who meet other qualification criteria outlined in WAC 392-136A-030. Such  
5 a program is intended to extend leave benefits to an eligible recipient who otherwise  
6 would have to take leave without pay or terminate their employment.

7 A. An employee needing leave days shall submit a request to the District. In the event  
8 the employee is unable to submit such written request, a designee may submit the  
9 request on behalf of the employee.

10 B. An employee who has accrued a sick leave balance in excess of the mandated  
11 minimum, may request a transfer of a specified amount of sick leave to the pool,  
12 or specific employee. In no event may such an employee request a transfer that  
13 would result in their sick leave account going below the mandated minimum.

14 C. Any leave transferred to the shared leave program pool, or an individual which  
15 remains unused shall remain in the donation pool until needed.

16 **Section 14.7 – Emergency Leave**

17 An “emergency is defined as an unforeseen and suddenly precipitated occurrence of  
18 a serious nature beyond the control of the employee which threatens the physical well-  
19 being or the devastation of property, such as fire or flood, of the employee or their  
20 immediate family and is of such nature that preplanning is not possible or could not  
21 relieve the necessity for the employee’s absence. Application for emergency leave  
22 should be made to the Executive Director for Human Resources or designee. Each  
23 staff member shall be allowed five (5) days per year.

24 A. Emergency leave shall be deducted from the leave for Illness/Injury as provided  
25 for in Section 14.1 of this article.

26 B. Some examples of situations that qualify for emergency leave are:

27 1. Serious illness in the immediate family not provided for under Section 14.4  
28 Family Medical Leave. Immediate family is defined as staff member's parents,  
29 children (age eighteen [18] and over), spouse, domestic partner, brother,  
30 sister, parents-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-  
31 in-law, grandparents, grandchildren, nieces, nephews, aunts, uncles, and  
32 fiancé or fiancée.

33 2. Legal or business obligations that cannot be conducted at another time and  
34 require the staff member's attendance.

35 3. Threat to an employee's property (flooding, storm, fire, etc.).

36 4. Extension of Bereavement Leave because of special circumstances, that is,  
37 travel condition, and/or distance.

38 5. Other emergency events which require time away from assigned duties and  
39 which are beyond the control of the staff member, or which cannot reasonably  
40 be anticipated or avoided.

- 1           6. For medical and dental appointments which cannot be scheduled.
- 2           7. For deaths of close friends or relatives not covered under bereavement in
- 3           Section 14.10 with prior approval of the Human Resources Department.
- 4           8. A maximum of one (1) day per staff member for a job interview will be allowed
- 5           under this paragraph for staff members who have received notice of
- 6           non-renewal under the provisions of Article 9 (Layoff and Recall), but only if
- 7           the staff member is unable to arrange such interview outside the regular work
- 8           day.
- 9           9. For observances of religious holy days when schools are in session.
- 10          C. Some examples of situations where emergency leave will not be granted are:
- 11           1. For the extension of a staff member's vacation or holiday period unless beyond
- 12           the staff member's control.
- 13           2. For the convenience of the staff member to attend sporting events, art or civic
- 14           affairs.
- 15           3. For running out of gas en route to work.
- 16           4. For weddings, baptisms, confirmations and graduations.
- 17           5. For the purpose of attending in-service or college/university courses or
- 18           performing course work or taking an exam.
- 19           6. For the purpose of performing routine maintenance work.
- 20           7. For the purpose of pursuing other employment except as provided for in
- 21           Section 14.15, General Leaves.
- 22          D. The staff member will inform the immediate supervisor of the emergency at the
- 23           time of the emergency or as soon thereafter as possible and state that they are
- 24           using emergency leave.
- 25          E. In the case of personal leave for emergencies, if the reason for the leave is
- 26           sensitive, the staff member may communicate orally with the immediate supervisor
- 27           or with the director of Human Resources and not be required to state a reason in
- 28           writing.

29          **Section 14.8 – Personal Leave**

30           The District will provide two (2) days per year of personal leave to be accessed for

31           discretionary reasons determined by each employee. Unused personal leave shall

32           accumulate from year to year, with a maximum of five (5) days carrying over to the

33           following school year (see subsection B below). An employee may use up to a

34           maximum of five (5) days in any single school year.

- 35          A. The two (2) days shall be posted to the credit of a 1.0 FTE employee effective the
- 36           first day each school year. Staff members under contract as part-time employees
- 37           will accumulate personal leave proportionally based on their FTE. Should the

1 employee leave school district employment before the end of the school year,  
2 personal leave will be prorated based on the FTE worked and a deduction will be  
3 made from the employee's final paycheck. Leave will not accrue or be paid during  
4 any period of an unapproved absence.

5 B. Any amount of unused personal leave greater than five (5) days will be  
6 automatically cashed out at the extra service rate at the end of each school year.  
7 Any earned but unused days remaining upon an employee's separation from  
8 employment are automatically cashed out at the extra service rate.

9 C. An employee who accesses five (5) or less days per year of sick and personal  
10 leave combined will be credited with a third (3<sup>rd</sup>) personal leave day at the  
11 beginning of the following school year. Types of leave other than sick and personal  
12 (e.g., bereavement leave, judicial leave, etc.) do not count against the five (5) days.

13 D. Any use of three (3) or more consecutive days of personal leave:

14 1. must be entered into the District's absence reporting system at least twenty-  
15 eight (28) calendar days (four (4) weeks) in advance;

16 2. requires written or email notice to the employee's administrative supervisor  
17 (with a cc to Human Resources) at least twenty-eight (28) calendar days (four  
18 (4) weeks) in advance;

19 3. cannot be taken during the first and last ten (10) student days of the school  
20 year; and

21 4. is limited on the school days immediately before and after a holiday or school  
22 break for employees who require a substitute to the first 2% of the District's  
23 total nonsupervisory certificated staff who request such leave through the  
24 District's absence reporting system.

25 The District will make available to all employees an online calendar identifying the  
26 number of absences already scheduled on the school days immediately before  
27 and after a holiday or school break.

28 **Section 14.9 – Military Training Leave**

29 The District will provide up to twenty-one (21) days of compensated leave per year for  
30 reservists ordered to active duty for training or active duty.

31 **Section 14.10 – Bereavement Leave**

32 The District will provide up to four (4) days of compensated bereavement leave at or  
33 near the time of death in the immediate family. The immediate family includes: staff  
34 member's (step)mother, (step)father, son, daughter, spouse, domestic partner,  
35 brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law,  
36 daughter-in-law, grandparents, grandchild, niece, nephew, aunt, uncle, fiancé or  
37 fiancée and anyone residing with the employee. (In the event additional days are  
38 required, see Section 14.7, Emergency Leave).

1       **Section 14.11 – Leave for Business Purposes at District Request**

2           Whenever an employee is scheduled by the District to participate during working hours  
3           in conferences or other such meetings, they will suffer no loss of pay.

4       **Section 14.12 – Judicial Leave**

5           In the event a staff member is summoned to serve as a juror, or is subpoenaed to  
6           appear as a witness in court or is named as a co-defendant with the District, such staff  
7           member shall receive a normal day's pay for each day of required presence in court.  
8           Money paid as jury duty fee or witness fee, travel allowance or costs incurred for  
9           parking are not reimbursable to the District. Upon receipt of a jury summons or  
10          subpoena, the staff member shall immediately notify the immediate supervisor and the  
11          Human Resources Department. The staff member shall be required to furnish a signed  
12          statement from a responsible officer of the court as proof of jury service or as a witness.  
13          If a staff member is a party to a case, the staff member may request a leave of absence  
14          without pay.

15       **Section 14.13 – Leave for Public Office or Appointed Position**

16          The District may grant staff members leaves of absence for all or part of a school year  
17          for the purpose of serving as an officer of a local, state or national professional  
18          association or an elected or appointed public official. Such leave shall be without pay  
19          or benefits; however, those benefits previously accrued, including seniority and  
20          accumulated sick leave will be retained. Request for such leave must be made in  
21          writing to the Superintendent prior to April 1, of the preceding year in which the leave  
22          would commence, indicating the purpose of the requested leave. Confirmation of the  
23          position for which such a leave is granted will be required prior to the commencement  
24          of such a leave. Additional years may be granted upon written request to the Human  
25          Resources Department. A staff member returning from leave for public office or  
26          appointed position will be assigned to a position for which the employee qualifies  
27          (based on certification and endorsements).

28       **Section 14.14 – Assault Leave**

29          An assault and/or battery upon a certificated staff member or any case of verbal threat  
30          or abuse by an adult or student upon a certificated staff member while acting within  
31          the scope of employment shall be reported promptly to the employee's immediate  
32          supervisor. Upon receipt of such a report the District will investigate and initiate  
33          appropriate actions.

34          A. Certificated staff members assaulted by students while on the job and in the  
35          performance of their job functions will file an L&I claim in accordance with District  
36          Policy. The District will authorize "administrative leave with pay" to offset the time  
37          loss not provided for under an approved L&I claim for a period of 15 days, not to  
38          exceed the equivalent of seven (7) days' pay).

39          B. Students involved in an L&I qualifying physical assault and/or battery upon a  
40          certificated staff member while acting within the scope of employment will be  
41          immediately removed from the certificated staff member's classroom or case load.  
42          The student will not be returned to the certificated staff member's classroom or  
43          case load until a conference has been conducted with the student, parent, certified

1 staff member and administrator to discuss the situation and reduce the likelihood  
2 of repeat occurrences. This conference may be waived by the certificated staff  
3 member.

4 C. Students who threaten, are assaultive, or falsely allege misconduct on teachers  
5 and/or are in possession of weapons or dangerous devices will be disciplined in  
6 accordance with School Board policy.

7 D. Certificated staff with a legitimate educational interest shall be informed by  
8 administration when a student with a history of violence is assigned to their work  
9 site. This notification must be in compliance with all state and federal law.

10 **Section 14.15 – General Leaves**

11 A. Leaves of absence without pay for a period not to exceed one (1) year, which are  
12 in the best interest of the District, may be granted by the Executive Director of  
13 Human Resources or their designee for the purpose of travel, educational pursuits,  
14 teaching in a foreign country, working in a professionally related field, adoption  
15 leave, child rearing, or other activities.

16 B. Such leave must be requested on or before June 1, with the exception of leaves  
17 of absence for child rearing. Applications for such child rearing leave must be made  
18 at least thirty (30) calendar days prior to the anticipated time the leave is to begin.

19 C. Upon return, the staff member will be assigned to a position for which they are  
20 qualified through training and/or experience.

21 While a staff member is on such leave, they shall have the option to remain an  
22 active participant in group medical, dental, vision, long-term disability and life  
23 insurance programs as allowable by SEBB.

24 **Section 14.16 – Sick Leave Cash Out**

25 **A. Cash Out for Retirement or Separation:** Staff members who retire or die shall  
26 be eligible for sick leave cash out on a one (1) to four (4) basis at per diem as  
27 permitted by law. On or before May 30 of each year, the District and the  
28 Association shall decide whether retirees and those separating from service (TRS  
29 Plans 2 and 3) from that year will be eligible to participate in a medical benefits  
30 plan for sick leave conversion. In addition, staff members may cash out their sick  
31 leave when they separate from service for any reason if they are at least age fifty-  
32 five (55) and have ten (10) years of service (TRS Plan 3); or have fifteen (15) years  
33 of service (TRS Plan 2).

34 1. Staff who notify the District on or before May 1 shall be able to designate the  
35 date on the appropriate form when they shall receive their sick leave cash out  
36 check from the District.

37 2. Staff members who notify the District after May 1 shall receive their sick leave  
38 cash out check at the convenience of the District within three (3) months of  
39 notification.

1           3. The District shall honor a staff member's request for confidentiality regarding  
2           their proposed retirement.

3           4. In lieu of compensation for sick leave cash out, retiring staff members and  
4           those separating from service (TRS Plans 2 and 3) as a group may vote to  
5           contribute to a post-retirement medical benefits plan with sick leave conversion  
6           funds.

7           **B. Annual January Cash Out:** Each school year, all staff members shall be eligible  
8           for annual cash out at per diem on a one (1) to four (4) basis if they have  
9           accumulated at least sixty (60) days as permitted by law. In lieu of compensation  
10          for sick leave cash out, staff members with 180 or more days of accumulated sick  
11          leave may vote as a group to contribute to a post-retirement medical benefits plan  
12          with sick leave conversion funds.

13          **Section 14.17 – Immunization Exclusion**

14                When a staff member is excluded from their work site by the county health authority  
15                because of lack of proper immunization, sick leave may be used if the employee has  
16                provided prior documentation from a medical doctor that the immunization would place  
17                the employee at health risk.

18          **Section 14.18 – Paid Family and Medical Leave (PFML)**

19                Employees shall be eligible to receive Paid Family and Medical Leave (PFML) under  
20                the Washington State Family and Medical Leave and Insurance Act. To be eligible for  
21                this leave, employees must have worked a minimum of 820 hours within the past  
22                calendar year. The District shall use the state insurance for PFML, administered by  
23                the Washington State Employment Security Department (ESD). Qualifying events,  
24                eligibility for the PFML benefit, and the amount of that benefit, are determined through  
25                the ESD.

26                PFML shall be used consecutively with the employee's other leave entitlements unless  
27                the employee elects otherwise. Any paid leave used concurrently with PFML will be  
28                considered a supplemental benefit under the terms of PFML. SEBB will maintain  
29                health insurance benefits during periods of approved PFML leave.

30                The District shall pay the statutory employer wage premium and the employee shall  
31                pay the statutory individual wage premium to fund this leave.

32                The District will annually notify employees about the benefits available under PFML.  
33                Employees are responsible to file claims with the ESD, and payments will come from  
34                ESD. The District will provide employees with a known qualifying event a written  
35                statement of their rights, and upon request, discuss the intersections between various  
36                leave entitlements should an employee have questions regarding filing a claim with  
37                the ESD.

38          **Section 14.19 – Substitute Plans**

39                Employees requiring substitutes when absent will provide lesson plans, including  
40                emergency plans for when absences are unplanned, to maintain instructional  
41                continuity and positive learning experiences for students. Daily lesson plans are not



1 required for pre-arranged long-term leaves beyond the first two (2) weeks. The  
2 District's Technology department will work to streamline the process for including key  
3 information about students in teacher substitute plans. The District Teaching &  
4 Learning department will provide a bank of educational activities, including online  
5 activities, which may be accessed by substitutes and teachers filling in for teachers at  
6 the last minute. A checklist is provided in Appendix F as guidance for the minimum  
7 types of information that should be included in substitute plans. School leadership  
8 teams and/or instructional leadership teams may provide templates or elaborate on  
9 the expectation for information included in substitute plans. Emergency substitute  
10 plans should be reviewed and updated, if necessary, at least once midyear and  
11 principals are encouraged to remind employees to do so.

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**ARTICLE 15 – SUBSTITUTES**

**Section 15.1 – Status of Substitutes**

Substitutes are eligible for representation beginning on the twenty-first consecutive day of employment or on the thirty-first day of employment within any twelve (12) month period.

A. The Association shall give written notice of the following to the Human Resources Department:

- 1. The per diem dues of substitute members by October 1; and
- 2. Written authorization by the substitute for remittance of all prior to the District taking any deduction.

B. Personnel performing duties as a substitute and who are eligible for representation by the Association shall have the following rights under this Agreement:

**Section 15.2 – Substitute Compensation**

- A. Rates of pay for substitutes are outlined in Appendix C.
- B. Any substitute on the daily rate who is required to work for more than three and one-half (3½) hours in any one (1) day will be paid for a full day. Any substitute on the daily rate who is required to work three and one-half (3½) hours or less will be paid half the daily rate plus six (\$6.00) dollars.
- C. Substitutes on the daily rate will be expected to arrive forty-five (45) minutes before the student day to review educational plans and will have completed their obligation fifteen (15) minutes following the conclusion of their last class or assigned responsibility. Substitutes on a half-day assignment will be expected to arrive thirty (30) minutes before the student contact time begins and will have completed their obligation as soon as their last class or assigned responsibility ends. All other substitutes shall have the same duty day as the person they are replacing.
- D. Substitutes may be eligible for benefits under the School Employees Benefits Board, if they meet the terms and conditions outlined in Section 12.6 of this agreement.
- E. In the event a substitute is called by the District and reports for duty and no assignment exists, the substitute may be assigned to an alternative substitute assignment. If there is no alternative assignment, the substitute will receive half the daily rate of pay.
- F. Substitutes who are replacing a staff member whose normal assignment requires travel between schools or travel within the District on school business will be compensated for mileage (Section 12.7) upon submission of mileage documentation.

- 1 G. In the event a substitute is required by the District to observe, plan or organize  
2 lessons in advance of actually taking over the class, such pre-planning work shall  
3 be compensated at the daily rate.
- 4 H. Substitutes required by the District to attend workshops and conferences shall be  
5 compensated for time spent in participation and attendance at such events. If  
6 attendance is during the substitute's work day, the time spent shall count as time  
7 worked; if attendance is outside the work day, it shall count as work time for pay  
8 purposes, paid at the Extra Duty Rate specified in Appendix D.
- 9 I. Substitutes who have the responsibility for opening a class room shall be provided  
10 two (2) days' pay for individual preparation and planning.
- 11 J. If a substitute is called to a position and that position continues for the remainder  
12 of the school year, that person will receive the contractual rate of pay retroactive  
13 to the beginning of the assignment whether or not they are issued a contract for  
14 that position.
- 15 K. Substitutes who work 100 days the previous year and work 20 days in the new  
16 school year will be moved to "Row B – Super Substitute" rate (Appendix C).
- 17 L. The daily rate for substitutes who are retirees of the Highline School District will be  
18 consistent with "Row B – Super Substitute" rate (Appendix C).
- 19 M. When a substitute is asked to use a scheduled planning period to cover a class  
20 not part of their originally assigned job, the substitute will be paid for that time at  
21 the Extra-Duty Rate identified in Appendix D.

22 **Section 15.3 – Annual Substitutes**

- 23 A. Annual substitutes are hired on a 0.85 FTE leave replacement contract as follows.
  - 24 1. The annual contract will consist of 155 work days, calendared in advance on  
25 student instructional days. Alternate days may be requested by the substitute  
26 through Human Resources prior to the first day of employment. Approval will  
27 be subject to demand trends for specific dates.
  - 28 2. Annual substitutes are not required to participate in District Initiative Days  
29 (DID), but may attend at their election and receive clock hours, if available. The  
30 District may offer additional compensation for these days at the Extra Duty  
31 Rate identified in Appendix D to encourage participation on these days.
- 32 B. Annual substitute compensation for annual substitutes is identified in Appendix C.
  - 33 1. Compensation will reflect Base Salary only and will not include Professional  
34 Learning and Enrichment (PLE).
  - 35 2. Annual substitutes will be moved to the contractual rate of pay after the  
36 twentieth consecutive day in the same assignment, retroactive to the first day  
37 of that assignment. They will be paid the contractual rate for the duration of  
38 that assignment, including both Base Salary and PLE. Their contractual FTE  
39 may be adjusted to reflect the duration of the assignment, if necessary.

- 1 C. Responsibilities of annual substitutes who are working in short term assignments  
2 will be adjusted as follows:
  - 3 1. Whenever possible, annual substitutes will be placed in assignments of five (5)  
4 or fewer days.
  - 5 2. No PLE days or activities are expected.
  - 6 3. The workday for annual substitutes is confined to the 7.5 hour work day,  
7 including the 30-minute duty-free lunch. Attendance at activities beyond the  
8 workday is not expected.
  - 9 4. The District reserves the right to schedule professional learning opportunities  
10 for substitutes during Professional Collaboration Time (PCT). Substitutes are  
11 otherwise expected to work a full day in their assignment on PCT Fridays.

12 **Section 15.4 – Assignment of Substitutes**

- 13 A. Substitutes will be assigned in the following priority, to the extent possible.
  - 14 1. Annual substitutes;
  - 15 2. Daily substitutes who hold ongoing certification;
  - 16 3. Daily substitutes who hold an Emergency Substitute certificate.
- 17 B. Daily substitutes will be assigned utilizing the District’s online substitute  
18 management system. Substitutes may utilize the system to self-manage preferred  
19 assignments.
- 20 C. Annual substitutes will be assigned by the District’s Absence and Leave  
21 Management Team. At the start of each year, substitutes will be afforded an  
22 opportunity to identify preferred grade levels for assignments.
- 23 D. A list of substitutes shall be provided to the Association no later than thirty (30)  
24 days following the opening of school if requested. Each month thereafter the  
25 District shall provide to the Association the names of any new personnel hired as  
26 substitutes.
- 27 E. When the District is notified in advance of a staff member's multi-day absence, the  
28 substitute who is called will be notified of the length of the assignment. The District  
29 will make every effort to assign a substitute who can fulfill the entire assignment.
- 30 F. No substitute will be released from a single continuous assignment for arbitrary  
31 and capricious reasons.
- 32 G. The District and the Association will annually review the process for reporting  
33 concerns around substitute assignments.

1       **Section 15.5 – Substitute Expectations**

2           A. At the time of employment the District will provide each substitute teacher with a  
3           copy of District rules and regulations relative to substitutes. Biannual revisions will  
4           be distributed to all substitute teachers.

5           B. The absent staff member will see that each substitute is provided with a folder  
6           when the substitute reaches their assignment for the day. The folder will include  
7           class rules, special information on that day's schedule, lessons, and an applicable  
8           seating chart. See also Section 14.19 and Appendix F for additional information  
9           intended to maintain instructional continuity and provide a positive educational  
10          experience for students.

11          C. The District will offer a minimum of five (5) hours each year of professional  
12          development aimed at substitute teachers. Clock hours will be provided free of  
13          charge. RSVPs may be required, and classes may be cancelled if there are fewer  
14          than five (5) confirmed attendees within two (2) weeks of the scheduled session.  
15          Topics will include, but not be limited to, professional development on the use of  
16          standard technology components in Highline classrooms, strategies for supporting  
17          the social-emotional learning of students, and strategies for maintaining positive  
18          classroom environments.

19          D. Any investigation that might be necessary due to reported concerns and/or the  
20          removal of a substitute from the classroom shall be completed in a timely manner.  
21          Substitutes will be notified of the complaint and informed of their Weingarten rights.  
22          Any actions resulting from an investigation will be communicated promptly to the  
23          substitute.

24          E. The provisions of Article 2 (Association Rights) and Article 7 (Grievance  
25          Procedure) shall apply to substitutes.

26          F. The District will provide each school with laptops for substitute teachers so that  
27          they can access the digital tools and activities included in teacher substitute plans.

1                                   **ARTICLE 16 – DURATION AND EXTENSION**

2           **Section 16.1 – Agreement**

3           This Agreement shall be effective as of September 1, 2022, and shall continue in effect  
4           until August 31, 2024.

5           **Section 16.2 –Mutual Agreement**

6           This Agreement may be modified by mutual agreement of the parties.

7           **Section 16.3 – Labor/Management Meetings**

8           Frequent and purposeful communication is one tool for meeting the common and  
9           separate interests of the District and Association. For that reason, HEA and HSD  
10          representatives (usually the HEA President, UniServ Director and District Human  
11          Resources administrator) will continue to meet on a recurring basis throughout the  
12          school year to monitor implementation of this Agreement, identify new issues that have  
13          arisen after the completion of negotiations, and seek solutions to problems that do not  
14          require changes in the collective bargaining agreement. At the beginning of each  
15          school year, the Labor/Management team will identify an annual schedule with  
16          meetings occurring at least monthly (and often more frequently). The  
17          Labor/Management team may consult with or invite other subject-matter experts to  
18          join the meetings as determined necessary or helpful.

19          **Section 16.4 – Modifications/Reopeners**

20          Either the District or Association may reopen relevant provisions of this agreement  
21          prior to the start of a subsequent school year in any of the following circumstances:

- 22          A. Subsequent legislative action which mandates change in wages, hours or working  
23          conditions of employees in this bargaining unit;
- 24          B. Certificated instructional staff salary funding is revised by the legislature including,  
25          but not limited to: (1) changes in the District’s qualification for regionalization  
26          funding (currently 18%) and/or any additional experience factor; (2) non-  
27          inflationary revisions in the salary base for funded certificated instructional units;  
28          (3) changes to the inflationary factor used by the legislature (currently the implicit  
29          price deflator); (4) changes to the legal limitations on certificated instructional staff  
30          salaries; or (5) changes to the District’s levy authority or how levy funds may be  
31          used; and

32          C. The District fails to pass an enrichment levy.

33          The HEA bargaining team shall be provided release time for all meetings scheduled  
34          during the student day. These meetings shall be intended to further develop or refine  
35          the collaborative bargaining process and the skills necessary for same, and to discuss  
36          and resolve problems and issues either or both teams believe to be appropriate.

37          **Section 16.5 – No Strike/No Lockout**

38          The Association agrees that during the term of this Agreement and regardless of  
39          whether an unfair labor practice is alleged that (1) there shall be no strike or walkout

1 and (2) the Association shall not directly or indirectly authorize, encourage or approve  
2 any such action by employees. Any employee who violates this clause shall be subject  
3 to discipline. The District agrees that there will be no lockout of employees during the  
4 term of this Agreement.

1 **ARTICLE 17 – PEER MENTOR PROGRAM**

2 The Highline Education Association (HEA) and the Highline School District (HSD) agree  
3 that the establishment of a trained cadre of peer mentors is beneficial to the educators  
4 and students of the District. The HEA and HSD will continue to work collaboratively to  
5 design and implement The Mentor Program.

6 **Section 17.1 – Identification of Participating Educators**

7 The Peer Mentor Program is specifically designed to meet the needs of beginning  
8 educators. Beginning educators qualify for the program by meeting the criteria  
9 specified in the OSPI Beginning Educator Support Team (BEST) guidelines. No  
10 educator will be required to participate in the program. Educators who participate will  
11 do so on a voluntary basis.

12 **Section 17.2 – Selection of Peer Mentors**

13 Peer Mentors will be interviewed by a committee composed of administrator/designee,  
14 HEA President/designee and educator representatives. The interview committee shall  
15 make its recommendation in accordance with OSPI guidelines and other criteria  
16 standards set forth by the selection committee. In making the selection of peer  
17 mentors, the committee may find it desirable to consider the following factors:

- 18 A. Seven or more years of successful classroom experience.
- 19 B. Outstanding classroom teaching ability.
- 20 C. Clarity in written and oral communications.
- 21 D. Ability to work cooperatively, effectively and flexibly with others.
- 22 E. Extensive knowledge of a variety of classroom management and instructional  
23 techniques.
- 24 F. Clear understanding of current state standards and instructional practices.
- 25 G. Extensive knowledge of District resources and how to access them.
- 26 H. Experience providing training of adult learners.

27 **Section 17.3 – Evaluation Responsibilities**

28 No Peer Mentor in their observation of classrooms will be involved in the evaluation of  
29 another staff member. Peer Mentors are expected to maintain confidentiality with  
30 regard to their workings with educators. Peer Mentors will be evaluated on their  
31 performance as per the professional evaluation requirements of this contract. Peer  
32 Mentors shall periodically inform the principals and program participants about the  
33 content of the Peer Mentor Program and activities and other program activities. The  
34 Association and District shall collaborate on reviewing the effectiveness of the program  
35 and identifying areas for growth. Participant surveys and documents related to the  
36 grants funding this program will be made available to the District and the Association.



1       **Section 17.4 – Compensation for Participation**

2           Peer Mentors selected for the program shall be compensated as follows:

- 3           A. Full Time Peer Mentors will be paid at their regular rate. They will be assigned  
4           different duties for the year. Additional days required for will be paid at per diem  
5           rate. All other benefits, e.g., optional days, and privileges remain the same. The  
6           teacher retains their rights to a continuing contract and can return to a position for  
7           which they are qualified when they complete their Peer Mentor assignment.
- 8           B. New educators selected for the Peer Mentor Program shall receive a stipend of a  
9           minimum of five hundred dollars (\$500) payable in their first payroll.

10       **Section 17.5 – Program Design**

11           The District will maintain a minimum of 5.0 FTE full-time peer mentors contingent on  
12           maintaining the BEST Grant. Should the grant expire, the District will maintain a  
13           minimum of 3.0 FTE full-time peer mentors and HEA and HSD will collaborate to  
14           provide support for new educators. The Peer Mentor Program shall offer beginning  
15           educators a minimum of three days of orientation and induction in August, regular  
16           classroom visits, one-on-one mentoring (both in person and over the phone), ongoing  
17           training, and regular group meetings to address new educator needs.

18       **Section 17.6 – Release Time**

19           A pool of release time days is available for the purpose of visiting other classrooms.  
20           This pool is equivalent to an average of one-half day of release-time per educator  
21           participant. Peer Mentors can authorize the use of these release time days.

22       **Section 17.7 – Job Description, Posting & Assignment**

23           The job description for the mentor teacher is mutually developed between the District  
24           and the Association. The District will notify the Association when hiring trends indicate  
25           need for specific qualifications for a particular peer mentor position posting. Peer  
26           mentors ending their assignment will be placed using a “Priority Transfer” process, in  
27           which they will be placed in a new assignment prior to certificated staff displaced per  
28           Section 8.9, so long as there is an opening for which they are qualified.

29           Full Time Peer Mentors will be hired in the context of four-year terms, with the following  
30           provisions:

- 31           A. No later than March 15 of the first year of a mentor’s term, the mentor and their  
32           supervisor will have a conversation about whether the peer mentor role aligns well  
33           with the skills and dispositions of that educator and matches program needs. If it  
34           is determined through that conversation that a return to the classroom is in the best  
35           interest of the educator and the program, the teacher will be reassigned for the  
36           subsequent school year using the “Priority Transfer” process, and the Peer Mentor  
37           position will be posted for a new four-year term.
- 38           B. In the spring of the fourth year of a mentor’s term, that peer mentor position will be  
39           re-posted, and the existing mentor may choose to re-apply for the position. If the  
40           existing mentor is selected, they will begin a new four-year term. If a different

1 individual is selected, the existing mentor will be reassigned for the subsequent  
2 school year using the “Priority Transfer” process.

3 C. In the event hiring trends indicate need for specific qualifications for peer mentor  
4 position posting and it is not possible to achieve the posting in the typical four-year  
5 cycle due to other mentor program needs, a peer mentor’s position may be re-  
6 posted earlier than the fourth year, under the following conditions:

7 1. HSD Human Resources will notify the HEA President or designee no later than  
8 March 1 of the anticipated need to do an early re-posting of a particular  
9 mentor’s position for the subsequent school year, and alternative options will  
10 be discussed prior to HSD notifying the staff member and posting the position.

11 2. No later than March 31, and prior to any official announcement or posting, the  
12 peer mentor’s supervisor will meet with the mentor to explain the reasons for  
13 the early re-posting. The mentor may have HEA representation for this  
14 meeting, should they choose to do so.

15 3. The existing mentor may choose to re-apply for the position. If the existing  
16 mentor is selected, they will begin a new four-year term. If a different individual  
17 is selected, the existing mentor will be reassigned for the subsequent school  
18 year using the “Priority Transfer” process.

19 **Section 17.8 – Peer Mentor Support**

20 The District will make available a workstation for Peer Mentors, including access to a  
21 phone and other facilities as specified in Article 4. The District will also provide access  
22 to professional development as funding permits.

23 **Section 17.9 – ESA Mentors**

24 Educational Staff Associates (ESAs) new to Highline and to the profession will be  
25 provided support by an ESA mentor, in their discipline whenever possible, so that  
26 support can be tailored to the specific needs of each ESA job category. ESA mentees  
27 will be paid a stipend of a minimum of five hundred dollars (\$500) payable in their first  
28 payroll, consistent with Section 17.4.B above.

29 ESA Mentors will also be paid a stipend of a minimum of five hundred dollars (\$500)  
30 per mentee, payable as a lump sum in the earliest payroll practicable after the mentee  
31 is assigned. Every effort will be made to ensure that ESA mentors have sufficient  
32 experience in the District to provide support to the new employee, without assigning  
33 too many mentees to any one mentor.

34 ESAs who agree to be ESA mentors are expected to attend a three-day Mentor 101  
35 Academy, using release time, to participate in any structured ESA mentoring program  
36 facilitated by TLL and/or the full time Peer Mentors, and to meet with their mentee(s)  
37 several times throughout the year to provide consultation, collaboration and coaching.  
38 ESA Mentors will work closely with Peer Mentors to support staff in buildings.

1       **Section 17.10 – New Staff Liaisons**

2           Certificated staff new to a building will be offered support by a New Staff Liaison; if this  
3           is not feasible, the HEA building representative(s) and principal will confer on how to  
4           provide support. New Staff Liaison Responsibilities include: (1) review of general  
5           school expectations and procedures; (2) addressing school specific concerns; (3)  
6           addressing urgent issues; (4) introduction to school history/context; (5) local  
7           orientation to materials and resources; and (6) referral to expertise in the  
8           building/District.

9           New Staff Liaisons will be identified by recommendation of their principal and/or HEA  
10          building representatives and are selected by mutual agreement based on following  
11          criteria: (1) Five+ years of experience; (2) Significant training in mentoring; (3)  
12          Capacity to work 3-5 hours/month with new staff in their building; and will be  
13          compensated at the extra-duty rate identified in Appendix D. New Staff Liaisons will  
14          agree to participate in a mentor training program. New Staff Liaisons will work closely  
15          with Peer Mentors to support staff in buildings.

1                   **ARTICLE 18 – STUDENT INTERNS AND TEACHER CERTIFICATION**

2           **Section 18.1 – Cooperating Teacher Cadre**

- 3           A. Employee involvement in the Cooperating Teacher/Student Intern program is  
4           voluntary.
- 5           B. Application to enter the Cooperating Teacher Cadre (CTC) may be made at any  
6           time.
- 7           C. Staff members accepted into the CTC will remain in the cadre for a maximum of  
8           three (3) years or until they withdraw their name.
- 9           D. A staff member will make application in writing to their immediate supervisor for  
10           the purpose of endorsement. If endorsement is not given, the applicant will be  
11           notified of the reason for the denial.
- 12           E. An endorsed application will be forwarded by the staff member to the Human  
13           Resources Department (attention Recruiting and Retention) for processing and  
14           filing in the CTC.
- 15           F. A staff member in the CTC has the right to refuse a proposed assignment for  
16           cause. The written refusal, including the rationale, must be submitted to the  
17           supervisor.
- 18           G. Every effort must be made to ensure that all staff members from the CTC have  
19           equal opportunity for receiving student teacher assignments.

20           **Section 18.2 – Selection Criteria for Cooperating Teachers**

21           Cooperating teachers must:

- 22           A. Hold a valid teaching or ESA certificate.
- 23           B. Show evidence of three years of successful teaching or ESA experience.
- 24           C. Exhibit potential competence in the supervision of student teachers. This can be  
25           demonstrated by agreeing to, or by having participated in ITIP, clinical supervision,  
26           peer coaching or similar programs.
- 27           D. Be committed to the student teaching program and be willing to spend the  
28           additional time required to evaluate, meet with and guide student teachers.
- 29           E. Be willing to attend training sessions.
- 30           F. Receive the endorsement of the immediate supervisor with consideration given to  
31           qualities inherent in a teacher trainer:
  - 32                   1. Ability to model effective instructional behavior.
  - 33                   2. Ability to communicate instructional techniques to others.
  - 34                   3. Ability to organize, analyze and communicate the instructional process.

- 1           4. Ability to work well with others.
- 2           5. Ability to be accepting and open to other effective teaching styles.
- 3           6. Ability to be flexible.
- 4           G. No participating employee shall be subject to any additional evaluation procedure  
5           not outlined in this agreement.
- 6           H. Student teachers may perform instructional tasks only while under the supervision  
7           of a certificated supervising employee.

8           **Section 18.3 – Teacher Certification Program**

- 9           A. The composition of the Professional Growth Team (PGT) may be reviewed and  
10           changed as needed. The staff member’s evaluator will not be part of the PGT,  
11           except by mutual agreement. When requested, the District will attempt to provide  
12           a District team representative from the following list of options: other building  
13           administrators, TOSAs, department heads, teacher mentors, or others. The staff  
14           member will select a colleague to also serve on the team.
- 15           B. Matters discussed or observed as part of the work of the Professional Growth  
16           Team are considered confidential. The staff member is responsible for maintaining  
17           all the required original documents needed for their certification. Portfolio  
18           documents will not be placed in a staff member’s personnel file, or used for  
19           evaluation or any other purpose not related to certification.
- 20           C. Staff members serving as the teacher colleague, or a classroom teacher serving  
21           as the District representative on a Professional Growth Team (PGT) shall annually  
22           receive ten (10 hours) pay at average per diem. Staff members, whether serving  
23           as the teacher colleague or the District representative, may serve on a maximum  
24           of two PGTs annually.
- 25           D. If any part of the above provisions are deemed violations of applicable sections of  
26           the WAC or RCW, the parties agree to meet to bring the program into compliance.
- 27           E. In order to make the Professional Certification process more “user friendly,” the  
28           above activities should be aligned with other school and District processes  
29           wherever possible, e.g., evaluation and other professional development activities  
30           (LIDs, DIDs, PLE days). The District and The Association will jointly explore the  
31           possibility of setting up a “custom” program through a university.

32           **Section 18.4 – Professional Certification Support**

- 33           The District and the Association recognize and support continued professional growth  
34           and certification throughout an educator’s career. The District will annually provide  
35           \$100,000 to support staff members in obtaining and maintaining National Board of  
36           Professional Teaching Standards (NBPTS) Certification, and national certification that  
37           is available to ESAs not eligible for NBPTS Certification.
- 38           A. From this \$100,000, the District will support tuition assistance for candidates  
39           pursuing Professional Certification. The District will pay 100% of a university based

1 program that is partnered with HSD. This will include the tuition cost of certification  
 2 at the partner university or the equivalent amount at another university. The  
 3 certification submission fee is the sole responsibility of the educator.

4 B. The same \$100,000 will be used on a first-come, first-served basis to provide  
 5 assistance, HSD-sponsored cohort support, and equipment for candidates for  
 6 National Board Professional Teaching Standards (NBPTS) Certification. Funding  
 7 priority will be given to first-time candidates, followed by retake candidates,  
 8 followed by renewal candidates.

9 1. The District will support a cadre of facilitators to support NBPTS candidates.  
 10 The District will pay the registration fee for NBPTS facilitator training. Should  
 11 the number of available facilitators exceed the need to provide facilitation, the  
 12 District and the Association will consult on selection of the facilitators for the  
 13 school year. Facilitator compensation will be detailed in Appendix D.

14 2. First-time candidates will receive a stipend for 50% of the National Board  
 15 assessment fee in the form of a forgivable loan upon verification of registration  
 16 with NBPTS and payment of NBPTS fees. With advance planning, first time  
 17 candidates will receive up to 3 days of release time over a 3-year period. The  
 18 District will pay 50% of the WEA member fee for WEA Jump Start and Home  
 19 Stretch.

20 3. Retake candidates will receive a stipend for 50% of the National Board  
 21 assessment fee in the form of a forgivable loan upon verification of registration  
 22 with NBPTS and payment of NBPTS fees. With advance planning, retake  
 23 candidates will receive up to 2 days of release time. The District will pay 50%  
 24 of the WEA member fee for WEA Jump Start and Home Stretch.

25 4. Renewal candidates will receive a stipend for 50% of the National Board  
 26 Renewal or Maintenance of Certification assessment fee in the form of a  
 27 forgivable loan upon verification of the registration with NBPTS and payment  
 28 of NBPTS fees.

29 C. This same \$100,000 will be used to support ESAs not eligible for NBPTS  
 30 Certification in obtaining or maintaining a national certification for which they are  
 31 eligible. The District will provide a stipend of up to \$500 to support initial  
 32 certification or renewal of certification upon submission of appropriate  
 33 documentation.

34 **Section 18.5 – Professional Certification Recognition**

35 **A. NBPTS Certification:** All certificated staff earning NBPTS will receive the  
 36 Washington State bonus for National Board Certification, and if applicable, the  
 37 additional bonus for working in high poverty schools. If the District fails to apply for  
 38 reimbursement from the state, the District will be responsible for funding the bonus.

39 **B. National Certifications for ESAs:** HEA members who hold national certifications  
 40 other than NBPTS and are employed and working in their ESA-endorsed area will  
 41 be paid at an annual stipend of \$2,000, unless they are already being paid a  
 42 NBPTS stipend. Current ESA staff who may qualify for the stipend must provide

1 documented evidence of their current national certification in their ESA  
2 endorsement area to Human Resources.

1                   **ARTICLE 19 – CLASSROOM TEACHER PROFESSIONAL GROWTH AND**  
2                   **EVALUATION**

3                   **Section 19.1 – Introduction/General Principles**

4                   **A. Introduction**

5                   The Professional Growth and Evaluation (PG&E) process and procedures set forth  
6                   herein for classroom teachers are intended to improve the educational program by  
7                   improving the quality of instruction. The PG&E process shall recognize that  
8                   teaching involves a continuous growth process. The PG&E process supports  
9                   growth through dialogue between the teacher and evaluator, objective standards  
10                  and a broad array of professional growth opportunities. The PG&E system will  
11                  encourage respect in the evaluation process by the persons conducting the  
12                  evaluations and the persons subject to the evaluation by valuing the importance of  
13                  objective standards and minimizing subjectivity. The District and Association  
14                  believe that all teachers can be proficient and accomplished.

15                 The parties have agreed to the adopted evidence-based instructional framework  
16                 developed by Charlotte Danielson and approved by OSPI (CDIF). In addition, as  
17                 provided for in RCW 28A.405.100, HEA and HSD have mutually agreed to minor  
18                 modifications to the 2013 CDIF that reflect the Highline School District’s policy on  
19                 Equity through the inclusion of Equitable Practices within the Critical Attributes of  
20                 the 2013 CDIF. These Equitable Practices reflect the belief that education of  
21                 superior quality for all students must include appreciation of and respect for cultural  
22                 differences, and must correct policies and practices that have resulted in negative  
23                 and disparate educational impacts. Within the selected instructional framework  
24                 teachers will be allowed to exercise their professional judgment and will be  
25                 evaluated on their own practice, skills, and knowledge. Subsequent references to  
26                 the CDIF include Highline’s Equitable Practices modifications.

27                 The parties agree that the Professional Growth and Evaluation system is to be  
28                 implemented in a manner consistent with good faith and mutual respect, and as  
29                 defined in RCW 28A.405.110 “(1) An evaluation system must be meaningful,  
30                 helpful, and objective; (2) an evaluation system must encourage improvements in  
31                 teaching skills, techniques, and abilities by identifying areas needing improvement;  
32                 (3) an evaluation system must provide a mechanism to make meaningful  
33                 distinctions among teachers and to acknowledge, recognize, and encourage  
34                 superior teaching performance; and (4) an evaluation system must encourage  
35                 respect in the evaluation process by the persons conducting the evaluations and  
36                 the persons subject to the evaluations through recognizing the importance of  
37                 objective standards and minimizing subjectivity.”

38                 Additionally, the parties agree that the PG&E process is one which will be  
39                 implemented with collaboration between the evaluator and the bargaining unit  
40                 member, as described in WAC 392-191-025: “To identify in consultation with  
41                 classroom teachers and certificated support personnel observed, particular areas  
42                 in which their professional performance is satisfactory or outstanding, and  
43                 particular areas in which the classroom teacher or support person needs to  
44                 improve their performance.”



1           **B. General Principles**

2           1. This evaluation system only applies to classroom teachers, specifically those  
3           staff with an assigned group of students who provide academically focused  
4           instruction and grades and/or progress reports for students.

5           The term “classroom teacher” does not include ESAs, counselors, librarians,  
6           media specialists, TOSAs, Instructional Coaches, Curriculum Specialists, and  
7           other bargaining unit members who do not work with regularly recurring and  
8           specifically defined groups of students. Those bargaining unit members who  
9           do not meet this definition will remain under the previous evaluation system,  
10          as defined in Article 10 of this agreement.

11          In cases of a split assignment that includes both classroom teaching and one  
12          of the excluded categories above, the employee will be evaluated under the  
13          system for the assignment that comprises the majority of their time. In cases  
14          where the assignment is evenly split, the PG&E system shall be used.

15          2. The classroom teacher's immediate supervisor will be responsible for the  
16          teacher’s evaluation. The immediate supervisor will be determined by the  
17          organization plan of the District. Any teacher responsible to more than one (1)  
18          supervisor will be evaluated on a single evaluation form and will be notified in  
19          writing by October 1 who their primary evaluator will be. If an employee is  
20          assigned to multiple work sites, the supervisor at one additional work site may  
21          provide written observational feedback to the primary evaluator. All procedures  
22          for observations outlined in subsequent sections of this Article must be  
23          followed if the primary evaluator intends to use this feedback in the teacher’s  
24          evaluation. Employees hired after September 15 will be notified in writing of  
25          their supervisor within fifteen (15) working days of employment.

26          3. Prior to October 1, the classroom teacher shall be notified in writing whether  
27          they will be evaluated on the Comprehensive Cycle or Focused Cycle. Under  
28          extraordinary circumstances, the PG&E cycle may be changed mid-year in  
29          accordance with the procedures outlined in Section 19.7.

30          4. Only the appropriate, negotiated PG&E forms may be used to document the  
31          PG&E process. Forms, artifacts, observation reports and other documentation  
32          related to the PG&E process shall be maintained in an electronic file system  
33          mutually agreed-upon by the District and the Association.

34          5. A copy (paper or electronic) of the state evaluation criteria and CDIF shall be  
35          provided to each staff member within fifteen (15) working days of employment.  
36          Annual electronic notification of the same shall be provided to all classroom  
37          teachers in September of each school year.

38          6. Instructional coaches and school-based specialists are non-supervisory staff  
39          who support the improvement of instructional practices in order to improve  
40          student achievement. They will not be consulted in the performance and/or  
41          evaluation of HEA members.

42          7. HEA members will not evaluate other HEA members.

- 1 8. Evaluations shall be filed in the staff member's personnel file at the District  
2 Human Resources Department no later than August 1.
- 3 9. In the case of a late-hire or mid-year resignation, retirement, transfer, or  
4 change in leave status of a classroom teacher or evaluator, evaluations will be  
5 made as follows:
- 6 a. If an employee resigns, retires, or enters a leave status during the school  
7 year, a Summative Evaluation will be completed only if all components and  
8 procedures related to the appropriate PG&E cycle have been met; if they  
9 have not, no Summative Evaluation will be completed for that school year.
- 10 b. If an employee is hired for fewer than 90 work days during the school year,  
11 observation cycles may occur, but a Summative Evaluation will not be  
12 completed.
- 13 c. If an employee is hired after October 1, with more than 90 work days  
14 remaining in the school year, Comprehensive PG&E timelines will be  
15 adjusted as follows:
- 16 i. The Comprehensive Cycle Conference 1 (CCC1) must take place after  
17 the notification of evaluator pursuant to Section 19.1.B.2 and prior to  
18 the First Observation.
- 19 ii. The First Observation must take place within 60 work days or 90  
20 calendar days of the employee's start date, whichever is earlier. The  
21 January 1 deadline referenced in Section 19.6.B.4.a does not apply.
- 22 d. If a classroom teacher is transferred to another position not under his or  
23 her current evaluator, the teacher's annual evaluation shall be made by the  
24 new evaluator at the end of the year, following procedures outlined in this  
25 Article. The initial evaluator may provide written observational feedback to  
26 the primary evaluator if all procedures for observations outlined in  
27 subsequent sections of this Article were followed.
- 28 e. If an evaluator, resigns, retires, transfers, or enters a leave status during  
29 the school year, the classroom teacher's annual evaluation shall be  
30 completed by the evaluator supervising the teacher in June of the school  
31 year, using all documented observations, provided all procedures and  
32 timelines outlined in this Article were followed by both the former and  
33 current evaluator.
- 34 10. In accordance with RCW 28A.405.130, no administrator, principal, or other  
35 supervisory personnel may evaluate a teacher without having received training  
36 in Professional Growth and Evaluation procedures, including the CDIF. Such  
37 training shall include ongoing professional development designed to implement  
38 the PG&E system and maximize rater agreement. Prior to October 1 of each  
39 year, HSD will provide to HEA a list of principals and other administrators who  
40 have received training on the PG&E system. HSD will ensure that principals  
41 hired after September 15 will be provided PG&E training within thirty (30)  
42 working days of employment.

1           **11. Record-Keeping:** the District shall adhere to the following:

- 2           a. The District and the Association will mutually agree on all forms, electronic  
3           or otherwise, used in the PG&E process.
- 4           b. Observation reports, forms, artifacts, and other evaluation documentation  
5           shall be maintained and archived in an electronic file system jointly selected  
6           by the District and the Association.
- 7           c. All documents, artifacts, and other evidence to be used in evaluation must  
8           be shared between the evaluator and the classroom teacher. Notification  
9           must be provided when any evidence is placed in a teacher’s electronic  
10          PG&E file.
- 11          d. Teachers shall not be required to share personal self-assessment  
12          information created for the PG&E process.

13           **Section 19.2 – Implementation & Professional Development**

14           All applicable staff must be on the PG&E evaluation system. Prior to being evaluated  
15           under the PG&E system, the District shall provide professional development relevant  
16           to the framework and evaluation process.

17           An HEA-HSD Joint Evaluation Team (JET) shall be established and maintained to  
18           monitor implementation of the PG&E system and address questions and concerns as  
19           they arise. The District and Association may each appoint up to six representatives to  
20           the JET. When possible, membership of the JET will include one teacher and one  
21           administrator from each level – elementary, middle, and high school, as well as  
22           representatives for Specialists (e.g., Arts, PE), Special Education, Human Resources,  
23           Teaching & Learning, and HEA Leadership.

24           HEA and HSD will mutually agree to a collection of PG&E Support Documents to be  
25           made available to teachers electronically or in paper copy. These support documents  
26           will be reviewed and updated by the JET at least annually, and will include, but not be  
27           limited to:

- 28           • Crosswalk of the CDIF Components with the Eight State Evaluative Criteria
- 29           • Comprehensive Cycle Flowchart
- 30           • Focused Cycle Flowchart
- 31           • Pre-conference Suggested Protocol
- 32           • Post-Conference Suggested Protocol
- 33           • Examples of Evidence & Artifacts
- 34           • Danielson Group Extended Special Education Scenarios

35           **Section 19.3 – State Criteria & Instructional Framework**

36           **A. State Evaluation Criteria**

37           The state evaluation criteria are:

- 38           1. Centering instruction on high expectations for student achievement;

- 1           2. Demonstrating effective teaching practices;
- 2           3. Recognizing individual student learning needs and developing strategies to
- 3           address those needs;
- 4           4. Providing clear and intentional focus on subject matter content and curriculum;
- 5           5. Fostering and managing a safe, positive learning environment;
- 6           6. Using multiple data elements to modify instruction and improve student
- 7           learning.
- 8           7. Communicating and collaborating with parents and the school community; and
- 9           8. 8. Exhibiting collaborative and collegial practices focused on improving
- 10          instructional practices and student learning.

11          **B. Instructional Framework**

12          The parties have agreed to the adopted evidence-based instructional framework  
13          developed by Charlotte Danielson and approved by OSPI (includes the state-  
14          mandated components related to student growth), including negotiated modifications  
15          to reflect HSD’s Equitable Practices (CDIF). A copy of the CDIF will be provided  
16          electronically or in print to all classroom teachers.

17          Nothing in the instructional framework will be binding on either party if it is contrary to  
18          the terms and conditions described in this agreement. Upon mutual agreement, the  
19          parties may select a revised or different instructional framework approved by OSPI.

20          **Section 19.4 – Definitions**

21          **A. Artifact** shall mean any product generated, developed or used by a classroom  
22          teacher and submitted by the teacher or evaluator as evidence as part of the PGE  
23          process. With few exceptions, artifacts should not be created specifically for the  
24          PGE system, but should be a “natural harvest” of products generated in the course  
25          of the teacher’s practice.

26          **B. Criteria** shall mean one of the eight (8) state defined categories to be scored, as  
27          referenced in Section 19.3.A.

28          **C. Component** shall mean a sub-section of a CDIF domain, each of which is aligned  
29          with one of the eight criteria. Components include the 22 Charlotte Danielson  
30          components plus the five (5) state-mandated student growth components.

31          **D. Critical Attributes** shall mean examples of characteristics and qualities that  
32          provide guidance in distinguishing between practice at adjacent levels of  
33          performance as described in the CDIF rubric. The Critical Attributes are not to be  
34          used as a checklist when scoring components. They are examples to help  
35          determine levels of proficiency.

36          **E. Domain** shall mean one of the four CDIF domains, including: 1) Planning and  
37          Preparation; 2) Classroom Environment; 3) Instruction; 4) Professional  
38          Responsibilities.

1           **F. Evidence** shall mean artifacts, observation reports, documented conversations  
 2           between the evaluator and teacher, or other appropriately documented  
 3           observations of the teacher’s knowledge and skill in relation to the eight state  
 4           criteria. Lists or itemization may be accepted as evidence. Evidence collection is  
 5           not intended to mirror a Pro-Teach or National Boards portfolio but rather is a  
 6           sampling of data to inform the decision about level of performance. It should be  
 7           gathered from the normal course of employment. Student and family input is not  
 8           prohibited, but shall not be required as evidence.

9           **G. Not Satisfactory** shall mean:

- 10                   1. Level 1 – Unsatisfactory - Receiving a 1 - Unsatisfactory is not considered  
 11                   satisfactory performance for all teachers.
- 12                   2. Level 2 - Basic - Receiving a 2 - Basic twice within a consecutive three-year  
 13                   period is not considered satisfactory performance for classroom teachers on a  
 14                   continuing contract with more than five years of teaching experience.

15           **H. Observation** shall mean the gathering of evidence made through classroom or  
 16           worksite visits, or other visits, work samples, or conversations that allow for the  
 17           gathering of evidence of performance of assigned duties for the purpose of  
 18           examining evidence over time against the instructional framework rubrics.

19           **I. Rubric** shall mean the progressive, four-tier description to classify levels of  
 20           performance on each of the CDIF components.

21           **J. Student Growth Data** shall mean the change in student achievement between  
 22           two points in time. Student growth data must be based on multiple measures that  
 23           can include classroom-based, school-based, district-based, and state-based tools.  
 24           Assessments used to demonstrate growth must be appropriate, relevant, and may  
 25           include both formative and summative measures.

26           **Section 19.5 – Scoring**

27           **A. Component and Criteria Scoring**

28                   1. Each component score and/or criteria score will be assigned the following  
 29                   numeric values:

- 30                   • Unsatisfactory – 1
- 31                   • Basic – 2
- 32                   • Proficient – 3
- 33                   • Distinguished – 4

34                   2. Component Scores: Evidence will be gathered over the year to inform the  
 35                   component scores, using a growth philosophy; if growth is made over the year,  
 36                   the later scores will be given greater consideration in determining a final  
 37                   component score. All components within a criterion shall be scored.

38                   3. Criterion Score: Component scores within a criterion will be averaged and  
 39                   rounded to reach a final criterion score. When a final criterion score includes a  
 40                   fractional number (for example 2.33), all scores with fractions below .50 will be

1 rounded down, and all fractions .50 or above will be rounded up, for example,  
 2 a score of 2.33 would receive a final criterion score of 2 and a score of 2.50  
 3 would receive a final criterion score of 3.

4 4. When there is more than one (1) component, if a 4 – Distinguished is scored,  
 5 the overall criterion score cannot be lower than 2 – Basic.

6 5. When there is more than one (1) component, if a 1 – Unsatisfactory is scored,  
 7 the overall criterion score cannot be higher than 3 – Proficient.

8 6. Scoring shall reflect that there may be multiple methods for demonstrating any  
 9 given component in the rubric.

10 **B. Summative Performance Rating for Comprehensive Cycle**

11 A classroom teacher shall receive a summative criterion rating for each of the eight  
 12 (8) state evaluation criteria. The overall summative rating is determined by totaling  
 13 the eight (8) criterion-level scores as follows:

- 14 1. 8-14—Unsatisfactory
- 15 2. 15-21—Basic
- 16 3. 22-28—Proficient
- 17 4. 29-32—Distinguished

18 **C. Student Growth Summative Score for Comprehensive Cycle**

19 **1. Student Growth Scoring**

20 Embedded in the instructional framework are five (5) components designated  
 21 as student growth components. These components are embedded in criteria  
 22 as SG 3.1, SG 3.2, SG 6.1, SG 6.2, and SG 8.1. Evaluators add up the raw  
 23 score on these components and the employee is given a score of low, average  
 24 or high\* based on the scores below:

- 25 a. 5-12—Low
- 26 b. 13-17—Average
- 27 c. 18-20—High

28 \*A score of 1 – Unsatisfactory in either of the student growth components SG  
 29 3.2 and SG 6.2 will result in a Low student growth summative score.

30 **2. Student Growth Inquiry**

31 If a teacher receives a 4 – Distinguished summative rating and a Low student  
 32 growth rating, they must be automatically moved to the 3 – Proficient level for  
 33 their summative rating. A Low student growth rating will trigger the student  
 34 growth inquiry process. Within two months of receiving the low student growth

- 1 score or at the beginning of the following school year, one or more of the
- 2 following student growth inquiry activities must be initiated by the evaluator:
- 3 a. Examine student growth data in conjunction with other evidence including
- 4 observation, artifacts and other student and teacher information based on
- 5 appropriate classroom, school, school district and state-based tools and
- 6 practices;
- 7 b. Examine extenuating circumstances which may include one or more of the
- 8 following: Goal setting process; content and expectations; student
- 9 attendance; extent to which standards, curriculum and assessment are
- 10 aligned;
- 11 c. Schedule monthly conferences focused on improving student growth to
- 12 include one or more of the following topics: Student growth goal revisions,
- 13 refinement, and progress; best practices related to instruction areas in
- 14 need of attention; best practices related to student growth data collection
- 15 and interpretation; and
- 16 d. Create and implement a professional development plan to address student
- 17 growth areas.

18 **Section 19.6 – Comprehensive Evaluation**

19 **A. Description**

20 The Comprehensive Cycle assesses all eight (8) state evaluation criteria. All

21 classroom teachers shall receive a Comprehensive Evaluation at least once every

22 six years. The Comprehensive Cycle shall be used for all provisional classroom

23 teachers and any classroom teacher who has not received a Level 3 – Proficient

24 or above on the previous year’s Comprehensive Summative Evaluation.

25 **B. Process**

26 **1. Teacher Self-Assessment**

27 Prior to the Comprehensive Cycle Conference 1 (CCC1), the teacher shall

28 complete a Self-Assessment using the mutually agreed-upon form, and may

29 elect to share this Self-Assessment with their evaluator. While the teacher shall

30 not be required to share their self-assessment with the evaluator, the self-

31 assessment process should inform the discussion of professional growth goals

32 in the CCC1. The evaluator shall neither encourage nor discourage the teacher

33 to share their self-assessment at any point during the PG&E process.

34 **2. Student Growth Goal Setting**

- 35 a. With the advice of the evaluator, the teacher shall determine student growth
- 36 goals for Components SG-3.1, SG-6.1 and SG-8.1 and document them in
- 37 the PG&E electronic file.
- 38 b. Student growth goal-setting and goal-achievement will focus on
- 39 assessments close to the classroom, and must take into account multiple

1 measures. Classroom-based measures are recommended, and teachers  
2 may use school-wide, district-wide, and/or state-wide assessments, if they  
3 choose. Teachers shall select which assessment measures to use as part  
4 of the goal-setting process. Teachers are encouraged to consider aligning  
5 student growth goals with the Annual Action Plan, exploring how individual  
6 or team goals could work in support of a school-wide goal or area of focus.  
7 Teachers will only be required to set goals for one subject and/or section.  
8 The goal for SG-3.1 and SG-8.1, or SG-6.1 and SG-8.1, may be the same  
9 goal.

10 c. A plan for the Student Growth Goals should be discussed at the  
11 Comprehensive Cycle Conference (CCC1) described in Section 19.6.B.iii,  
12 but the actual goals may be submitted to the evaluator after the pre-  
13 assessment phase is complete.

14 d. The teacher must submit student growth goal results (SG-3.2 and SG-6.2)  
15 no later than May 1 unless mutually agreed-upon in writing by the teacher  
16 and evaluator.

17 **3. Initial Conference – Comprehensive Cycle, Conference 1 (CCC1)**

18 a. The Comprehensive Cycle Conference 1 (CCC1) shall be held before  
19 November 1 and prior to any scheduled observations of the teacher.

20 b. The purpose of CCC1 will be to discuss the teacher’s evaluation process  
21 for the year, including student growth goals (as outlined above) and  
22 potential evidence/artifacts to be collected throughout the year to assess  
23 the teacher’s performance on the evaluative criteria, as well as to establish  
24 a date and time for the first scheduled observation (if not already  
25 scheduled).

26 c. A pre-observation conversation may also be conducted during CCC1. If the  
27 projected timing of the First Observation does not align closely with the  
28 CCC1, a separate pre-observation meeting is encouraged, but not  
29 required.

30 **4. First Observation**

31 a. The first of at least two required observations shall be scheduled in  
32 advance and conducted after September 15 and before January 1; it must  
33 take place after the CCC1 (as outlined above). It shall be a minimum of  
34 thirty (30) minutes in duration; when possible, the evaluator will attempt to  
35 observe a complete lesson.

36 b. If a teacher has received a Summative Evaluation of Unsatisfactory or  
37 Basic in the prior year, this scheduled observation will not take place on the  
38 last student day before Thanksgiving or the day before winter break.

39 c. The evaluator will promptly document the required observations on the  
40 appropriate electronic form(s) and provide a copy to the employee within  
41 three (3) working days of such documentation having been prepared, but



1 no later than five (5) working days after the observation. This report will  
2 include initial performance level scoring on the components observed.

3 i. Criteria or components not observed shall not be negatively construed  
4 except in a situation where a skill/practice should have been employed  
5 during the observation and it was not.

6 ii. It is neither necessary nor likely possible to address all components  
7 within the context of one observation cycle.

8 d. After receiving the observation documentation/report, the teacher may  
9 provide to the evaluator additional artifacts/evidence related to the  
10 observation to aid in the assessment of the teacher's professional  
11 performance against the instructional framework rubric and evaluative  
12 criteria. The evidence provided by the teacher shall be documented and  
13 considered in the scoring of the observation. If possible, this evidence shall  
14 be provided at least one (1) day prior to the post-observation conference.

15 **5. First Post-Observation Conference – Comprehensive Cycle, Conference**  
16 **2 (CCC2)**

17 a. The Comprehensive Cycle Conference 2 (CCC2) will be held within ten  
18 (10) working days after the first scheduled observation and before January  
19 5.

20 b. During the CCC2, the evaluator and employee will discuss the levels of  
21 performance for the components included in the evaluator's initial written  
22 observation report. If there is a disagreement about the scoring of  
23 performance, it will be discussed using the evidence collected by both  
24 evaluator and employee and revisions to the initial report may be made. If  
25 consensus is not reached, the evaluator's initial assessment will remain  
26 unchanged.

27 c. The purpose of the CCC2 is to review and discuss the evaluator's and  
28 teacher's evidence related to the scoring criteria during the observation,  
29 review and discuss any additional artifacts related to evaluation, review  
30 progress related to student growth goals, and discuss the teacher's  
31 performance relative to the eight evaluation criteria.

32 d. If there is an area of concern, the evaluator will identify specific concerns  
33 for the applicable criteria and provide possible solutions to remedy the  
34 concern in writing within the observation report.

35 e. Opportunities for professional growth that are not areas of concern should  
36 be discussed and may be included within the written observation report.

37 **6. Second Observation**

38 a. The second of at least two required observations may be scheduled in  
39 advance or unscheduled. It shall be conducted after January 1 and before  
40 May 1; it must take place after the CCC2 (as outlined above). It shall be a  
41 minimum of thirty (30) minutes in duration.

- 1 b. If a teacher has received a Summative Evaluation of Unsatisfactory or  
2 Basic in the prior year, this observation will not take place on the last  
3 student day before spring break.
- 4 c. The evaluator will promptly document the required observations using the  
5 appropriate electronic forms(s) and provide a copy to the employee within  
6 three (3) working days of such documentation having been prepared, but  
7 no later than five (5) working days after the observation. This report will  
8 include initial performance level scoring on the components observed.
- 9 i. Criteria or components not observed shall not be negatively construed  
10 except in a situation where a skill/practice should have been employed  
11 during the observation and it was not.
- 12 ii. It is neither necessary nor likely possible to address all components  
13 within the context of one observation cycle.
- 14 d. After receiving the observation documentation/report, the teacher may  
15 provide to the evaluator additional artifacts/evidence related to the  
16 observation to aid in the assessment of the teacher's professional  
17 performance against the instructional framework rubric and evaluative  
18 criteria. The evidence provided by the teacher shall be documented and  
19 considered in the scoring of the observation. If possible, this evidence shall  
20 be provided at least one (1) day prior to the post-observation conference.

21 **7. Provisional Employee Observations**

- 22 a. The first required observation for newly hired Provisional Teachers must  
23 be conducted within 90 calendar days of their start date.
- 24 b. Employees in their third year of Provisional status must have at least three,  
25 thirty-minute observations. The third observation shall follow the procedure  
26 for the Second Required Observation.

27 **8. Second Post-Observation Conference – Comprehensive Cycle,  
28 Conference 3 (CCC3)**

- 29 a. The Comprehensive Cycle Conference 3 (CCC3) will be held within ten  
30 (10) working days after the second required observation and before May 5.
- 31 b. During the CCC3, the evaluator and employee will discuss the levels of  
32 performance for the components included in the evaluator's initial written  
33 observation report. If there is a disagreement about the scoring of  
34 performance, it will be discussed using the evidence collected by both  
35 evaluator and employee and revisions to the initial report may be made. If  
36 consensus is not reached, the evaluator's initial assessment will remain  
37 unchanged.
- 38 c. The purpose of the CCC3 is to review and discuss the evaluator's and  
39 teacher's evidence related to the scoring criteria during the observation,  
40 review and discuss any additional artifacts related to evaluation, review  
41 progress related to student growth goals, review any previous areas of

1 concern, and discuss the teacher’s performance relative to the eight  
2 evaluation criteria.

3 d. If there is an area of concern, the evaluator will identify specific concerns  
4 for the applicable criteria and provide possible solutions to remedy the  
5 concern in writing within the observation report.

6 e. Opportunities for professional growth that are not areas of concern should  
7 be discussed and may be included within the written observation report.

8 **9. Additional Observations**

9 a. Additional observations may be necessary to collect further evidence of the  
10 teacher’s professional practice related to the eight evaluative criteria.  
11 These observations are not required to be pre-scheduled, do not have to  
12 be in the classroom, and can include anything the teacher may do that is  
13 directly observed in a professional setting by the teacher’s evaluator.

14 b. A series of brief observations conducted within a period of ten (10) working  
15 days may be considered a single observation and documented in a single  
16 written observation report provided to the teacher within five (5) working  
17 days of the last observation.

18 c. Any observation to be used in the PG&E process as evidence must be  
19 documented, and a written observation report provided to the teacher  
20 within five (5) working days of the observation.

21 d. If an evaluator becomes a party to information that could affect a classroom  
22 teacher’s evaluation, such information can be used on the evaluation  
23 provided the evaluator has verified the information by either subsequent  
24 direct observation or investigation that verifies the information to be  
25 accurate and factual. This evidence or verified information shall be  
26 considered an additional observation and a written report must be provided  
27 to the teacher within five (5) working days of verification.

28 e. Any time after an additional observation a teacher may request a post-  
29 observation conference to discuss the written observation report.

30 **10. Electronic Artifacts**

31 a. All observations shall be conducted openly.

32 b. Mechanical or electronic devices shall not be used to listen to or record the  
33 procedures of any class without the prior knowledge and written consent of  
34 the evaluator and teacher. If any electronic audio and/or visual recordings  
35 are made, they shall be 1) included in the documentation of an existing  
36 observation, or 2) documented as an Additional Observation. The  
37 recording itself need not be retained in the teacher’s electronic PG&E file  
38 due to electronic storage capacity.

39 c. If the teacher and evaluator cannot reach mutual agreement on the use of  
40 a mechanical or electronic recording device, either party shall, upon

1 request, have access to mediation by the HEA President (or designee) and  
2 HSD Executive Director of Human Resources (or designee).

3 d. Photographs do not require mutual consent and may be submitted as  
4 evidence in the PG&E process by either evaluator or teacher.

5 **11. Artifact Submission**

6 a. The teacher and evaluator will collect and share artifacts and evidence to  
7 aid in the assessment of the teacher’s professional performance against  
8 the instructional framework rubric, especially for those criteria not observed  
9 in the classroom.

10 b. The artifacts provided by the teacher shall be used, along with other  
11 evidence collected by the principal, to determine the evaluation criteria  
12 scores

13 c. With few exceptions, artifacts should not be created specifically for the  
14 PG&E system, but should be a “natural harvest” of products generated in  
15 the course of the teacher’s practice. Artifacts may be documented  
16 efficiently by conducting evaluation meetings in the teacher’s classroom or  
17 other learning space.

18 d. Emphasis should be placed on the collection of a small number of high  
19 quality artifacts demonstrating teacher performance, rather than upon the  
20 quantity of artifacts submitted.

21 e. When a teacher and evaluator agree upon the rating of evidence for a  
22 component, no further evidence will be required.

23 f. Artifacts and evidence collection is encouraged throughout the school year,  
24 but final submission should be complete no later than May 1, unless  
25 mutually agreed upon by the teacher and evaluator in writing.

26 **12. Comprehensive Summative Evaluation**

27 a. A written summative evaluation, including a final summative score, must  
28 be completed using the appropriate electronic form and a copy provided to  
29 the teacher prior to June 15 or the last day of school, whichever is earlier.  
30 The final summative score, including the student growth score, must be  
31 determined by an analysis of evidence. This analysis will take a holistic  
32 assessment of the teacher’s performance over the course of the year.

33 b. All evidence, measures and observations, used in developing the  
34 summative evaluation score, must be based on the school year in which  
35 the evaluation is conducted and must be documented using the procedures  
36 contained within this Article; except that evidence for Criterion 8 may  
37 include the most immediate three (3) prior school years in which the  
38 teacher was participating in a Focused evaluation. Procedures related to  
39 student growth data are outlined in the attached Letter of Agreement on  
40 Student Growth.

- 1 c. The teacher will sign two (2) copies of the Final Summative Evaluation  
2 Report. The signature of the teacher indicates receipt and does not  
3 necessarily imply that the employee agrees with its contents.
- 4 d. A signed copy of the Summative Evaluation Report shall be placed in the  
5 employee's personnel file; the other shall remain with the employee. The  
6 teacher may attach any written comments to the summative evaluation  
7 report, if submitted within 30 working days from receipt.

8 **13. Summative Evaluation Conference – Comprehensive Cycle, Conference**  
9 **4 (CCC4)**

- 10 a. The Comprehensive Cycle Conference 4 (CCC4) will be subsequent to the  
11 preparation of the Summative Evaluation Report and prior to the last day  
12 of school.
- 13 b. The purpose of the CCC4 is to review and discuss the Summative  
14 Evaluation Report and discuss the appropriate evaluation cycle for the  
15 subsequent year.

16 **Section 19.7 – Focused Evaluation**

17 **A. Description**

18 The Focused Evaluation Option focuses on improvement of teaching skills, content  
19 knowledge, techniques, and abilities. If a non-provisional teacher has scored at  
20 Proficient or higher the previous year, they are eligible to be evaluated using the  
21 Focused option. The teacher can stay on the Focused cycle for five (5) years  
22 before returning to the Comprehensive Evaluation.

23 The teacher or the evaluator can initiate a move from the Focused to the  
24 Comprehensive Evaluation. If an evaluator initiates a move from Focused to  
25 Comprehensive after October 1, it is required that they first conduct a full  
26 observation cycle, consistent with Section 19.6.B.4., including a post-observation  
27 conference with the teacher. Subsequent to this observation cycle, the evaluator's  
28 decision to move the teacher to the Comprehensive Cycle must be communicated  
29 in writing to the teacher prior to December 15. A teacher may elect to move from  
30 Focused to Comprehensive at any time prior to February 15 by communicating this  
31 decision in writing to their evaluator. Any previous observations and artifacts will  
32 be applicable toward the Comprehensive evaluation, but the Comprehensive  
33 Cycle procedures would apply subsequent to this notification.

34 **B. Professional Growth Plan and Summative Scoring**

- 35 1. A Focused Evaluation professional growth plan and related activities need to  
36 be tied to one (1) of the eight (8) state evaluation criteria. If the employee  
37 chooses criterion 3, 6, or 8, a student growth evaluation component is included  
38 within that criterion. If the employee chooses criterion 1, 2, 4, 5, or 7, they must  
39 also complete the student growth components in criterion 3 or 6.
- 40 2. The professional growth plan and activities shall be proposed by the teacher  
41 and mutually agreed upon with the evaluator at the Focused Cycle Conference

1 1 (FCC1). If mutual agreement is not reached, the teacher will be moved from  
2 Focused to the Comprehensive Cycle without the observation cycle  
3 requirement outlined in Section 19.7.A.

4 3. A group of teachers may focus on the same evaluation criteria and share  
5 professional growth plans and/or activities. This collaboration should be  
6 initiated by the teacher(s) and no individual shall be required to work on a  
7 shared goal or plan. Group members will still receive individual summative  
8 scores based on evidence of their own professional practice

9 4. The role of the evaluator is to assist the teacher in developing the professional  
10 growth plan and then to assist in its implementation, particularly by making  
11 reasonable efforts to provide the resources to implement it. Resources may  
12 include, but are not limited to time, materials, facilitation, and/or professional  
13 development.

14 5. A summative score for the Focused Evaluation is determined using the most  
15 recent Comprehensive Summative Evaluation score. This score becomes the  
16 Focused Summative Evaluation score for any of the subsequent years  
17 following the Comprehensive Summative Evaluation in which the certificated  
18 classroom teacher is placed on a Focused Evaluation. Should a teacher  
19 provide evidence of exemplary practice on the chosen Focused criterion, a  
20 level 4 (Distinguished) score may be awarded by the evaluator, A score of 1 –  
21 Unsatisfactory in the student growth components SG 3.2 or SG 6.2 will trigger  
22 a student growth inquiry as outlined in Section 19.5.C.

23 **C. Process**

24 **1. Professional Growth Plan**

25 a. Prior to the FCC1, the teacher (or group of teachers) shall outline a  
26 professional growth plan and related activities linked to at least one of the  
27 state evaluative criteria.

28 b. If the teacher chooses criterion 1, 2, 4, 5, or 7, the teacher must also  
29 complete the student growth components in criterion 3 or 6, using the same  
30 process as described in Section 19.6.B.2.

31 c. The teacher shall document the professional growth plan on the  
32 appropriate electronic form and the student growth goal for components  
33 SG-3.1 and 3.2 or SG-6.1 and 6.2, if necessary, on the appropriate  
34 electronic form.

35 d. Procedures related to student growth are outlined in Section 19.6.B.2.

36 e. The teacher completes a final reflection on the Professional Growth Plan  
37 and submits it to the evaluator by May 15.

38 **2. Initial Conference – Focused Cycle Conference 1 (FCC1)**

39 a. The Focused Cycle Conference 1 (FCC1) shall be held before October 15  
40 and prior to any scheduled observations of the teacher.

- 1           b. The purpose of FCC1 will be to discuss the employee’s professional growth  
2           plan for the year, including student growth goals and potential  
3           evidence/artifacts to be collected throughout the year to facilitate the  
4           scoring of the selected criteria. Employees working together on a shared  
5           professional growth plan may elect to meet with the evaluator as a group.
- 6           c. At this conference, the evaluator shall review and suggest necessary  
7           revisions to the professional growth plan, as well as discuss possible  
8           resources that may be allocated to support the plan and related activities.
- 9           d. The professional growth plan must meet the evaluator’s approval no later  
10          than October 31 or the teacher shall be placed on the Comprehensive  
11          Evaluation cycle for that school year.

12           **3. Required Observations**

- 13          a. Two required observations must take place after the FCC1 (as outlined  
14          above). Each shall be a minimum of thirty (30) minutes but may be non-  
15          continuous within a 10-workday period.
- 16          b. Pre- and/or post-observation conferences are encouraged, but not  
17          required. A post-observation conference may be requested by either the  
18          teacher or evaluator.
- 19          c. The first required observation cycle, including written documentation and  
20          any related conferences, must be complete prior to February 1; the second  
21          must be complete prior to May 1. These observation cycles may be  
22          clustered in the first semester, clustered in the second semester, or  
23          distributed between both.
- 24          d. As appropriate the observations need not be limited to the classroom, but  
25          may include the observation of duties that occur outside of the classroom  
26          setting.
- 27          e. The evaluator will promptly document the required observations using the  
28          appropriate electronic form(s) and provide a copy to the employee within  
29          three (3) working days of such documentation having been prepared, but  
30          no later than five (5) working days after the observation. If the observation  
31          is non-continuous within a 10-workday period, the report will be provided  
32          within five (5) working days of the last observation.
- 33          f. This report will include initial performance level scoring on the components  
34          observed within the Criterion of Focus.
  - 35                i. Components not observed shall not be negatively construed except in  
36                a situation where a skill/practice should have been employed during the  
37                observation and it was not.
  - 38                ii. It is neither necessary nor likely possible to address all components  
39                within the context of one observation cycle.

1 g. After receiving the observation documentation/report, the teacher may  
2 provide to the evaluator additional artifacts/evidence related to the  
3 observation to aid in the assessment of the teacher’s professional  
4 performance against the instructional framework rubric and evaluative  
5 criteria. The evidence provided by the teacher shall be documented and  
6 considered in the scoring of the observation. If possible, this evidence shall  
7 be provided at least one (1) day prior to the post-observation conference.

8 **4. Focused Cycle Conference 2 (FCC2)**

9 a. The Focused Cycle Conference 2 (FCC2) will be held between the two  
10 required observations.

11 b. During the FCC2, the evaluator and employee will discuss progress on the  
12 professional growth plan and related activities, check assumptions, and  
13 discuss any additional needed support or resources. Employees working  
14 together on a shared professional growth plan may elect to meet with the  
15 evaluator as a group.

16 5. Procedures and timelines related to Additional Observations, Electronic  
17 Artifacts, and Artifact Submission shall be the same as outlined in the  
18 Comprehensive Evaluation Cycle, Section 19.6.

19 **6. Focused Summative Evaluation**

20 a. A written summative evaluation, including a summative score (as outlined  
21 in Section 19.7.B.5), must be completed using the appropriate electronic  
22 form and a copy provided to the teacher prior to June 15 or the last day of  
23 school, whichever is earlier. A Summative score for the Focused Evaluation  
24 is determined using the most recent Comprehensive Summative  
25 Evaluation score. This score becomes the Focused Summative Evaluation  
26 score for any of the subsequent years following the Comprehensive  
27 Summative Evaluation in which the certificated classroom teacher is placed  
28 on a Focused Evaluation. Should a teacher provide evidence of exemplary  
29 practice on the chosen Focused criterion, a level 4 (Distinguished) score  
30 may be awarded by the evaluator. Comments on the Focused Summative  
31 Evaluation shall relate to the Criterion of Focus.

32 b. All evidence, measures and observations used in developing the  
33 comments on the Focused Summative Evaluation must be based on the  
34 school year in which the evaluation is conducted and must be documented  
35 using the procedures contained within this Article.

36 c. The teacher will sign two (2) copies of the Focused Summative Evaluation  
37 Report. The signature of the teacher indicates receipt and does not  
38 necessarily imply that the employee agrees with its contents. A signed copy  
39 of the Summative Evaluation Report shall be placed in the employee’s  
40 personnel file; the other shall remain with the employee. The teacher may  
41 attach any written comments to the final annual evaluation report, if  
42 submitted within 30 working days from receipt.



1           **7. Summative Focused Evaluation Conference (FCC3)**

- 2           a. The Focused Cycle Conference 3 (FCC3) will occur subsequent to the  
3           preparation of the Summative Focused Evaluation Report and prior to the  
4           last day of school.
- 5           b. The purpose of the FCC3 is to review and discuss the Summative  
6           Evaluation Report and decide upon the appropriate evaluation cycle for the  
7           subsequent year.

8           **Section 19.8 – Support for Basic and Unsatisfactory Employees**

9           **A. Notification and Requirements**

10           The Association will be notified no less than ten (10) work days prior to the start of  
11           the new school year when any teacher is judged below 3 - Proficient on their  
12           Summative Evaluation rating the previous spring.

13           **B. Support**

- 14           1. When a teacher is judged below 3 – Proficient on their Summative Evaluation  
15           rating, additional support shall be granted to the employee to support their  
16           professional growth.
- 17           2. In the event that a teacher’s performance is judged to be Not Satisfactory, as  
18           defined in Section 19.4, then the provisions of Section 19.9, outlined below,  
19           shall apply.
- 20           3. In the event that a teacher on a continuing contract with more than five (5)  
21           years of experience receives a Summative Evaluation rating of 2 - Basic, then  
22           a Professional Support Plan will be developed by the teacher and evaluator  
23           and put in place no later than October 15 of the subsequent school year.
- 24           a. A Professional Support Plan will identify the specific evaluative areas  
25           needing growth and the desired performance expectations. Additionally,  
26           the plan will provide for periodic performance feedback during that school  
27           year.
- 28           b. A Professional Support Plan shall offer a minimum level of support provided  
29           and funded by the District. Additional supports may be discussed and  
30           added by mutual agreement of the teacher and evaluator. A minimum level  
31           of support will include:
- 32           i. A mentor, experienced with the level (e.g., elementary, secondary) of  
33           the teacher and trained in the CDIF, to work with the teacher for up to  
34           20 hours during the duration of the professional support plan.
- 35           ii. At least three days of release time to observe and/or be observed by  
36           other teachers in the District.
- 37           iii. Relevant professional development courses and/or materials, upon  
38           request, up to \$500.

- 1                   iv. Access to online training materials related to the CDIF.
- 2                   c. No documentation related to the Professional Support Plan shall be placed
- 3                   in the teacher’s personnel file.

4                   **Section 19.9 – Probation**

5                   **A. Probation Notification**

6                   At any time after October 15, a classroom teacher whose work is judged not

7                   satisfactory based on the scoring criteria shall be placed on probation and notified

8                   in writing of the specific areas of deficiencies and provided a written, reasonable

9                   plan of improvement.

10                  **B. Probation**

- 11                  1. A classroom teacher’s work is judged not satisfactory, and therefore shall be
- 12                  placed on probation, when the overall comprehensive summative evaluation
- 13                  score is 1 – Unsatisfactory. A continuing contract teacher under RCW
- 14                  28A.405.210 with more than five (5) years of teaching experience whose
- 15                  comprehensive summative evaluation score is 2 – Basic for two (2)
- 16                  consecutive years or for two (2) years within a consecutive three (3) year time
- 17                  period shall also be placed on probation.
  
- 18                  2. Teachers may only be placed on probation from the Comprehensive evaluation
- 19                  system described above.
  
- 20                  3. Teachers on continuing contracts who have been assigned to teach outside of
- 21                  their endorsements shall not be subject to nonrenewal or probation based on
- 22                  evaluations of their teaching effectiveness in the out-of-endorsement
- 23                  assignments.
  
- 24                  4. In the event that a teacher merits probation, the evaluator shall report the same
- 25                  in writing to the Superintendent. The report shall include the following:
  - 26                  a. The evaluation report prepared pursuant to the provisions of Section 19.6
  - 27                  above, and,
  
  - 28                  b. A recommended specific and reasonable program designed to assist the
  - 29                  teacher in improving their performance.
  
- 30                  5. If the Superintendent concurs with the administrator’s judgment that the
- 31                  performance of the employee is not satisfactory, the Superintendent shall place
- 32                  the teacher in a probationary status for a period of not less than sixty (60)
- 33                  school days, any time after October 15. Before being placed on probation, the
- 34                  Association and the teacher shall be given notice of action from the
- 35                  Superintendent which shall contain the following information:
  - 36                  a. Specific areas of performance deficiencies identified from the instructional
  - 37                  framework;
  
  - 38                  b. A suggested specific and reasonable program for improvement;

- 1 c. A statement indicating the duration of the probationary period and that the  
2 purpose of the probationary period is to give the teacher the opportunity to  
3 demonstrate improvement in their area or areas of deficiency.
  
- 4 6. Upon request from the teacher and/or principal, the Superintendent or  
5 Designee shall consider an extension of the probationary period. Days may be  
6 added to the probationary status if deemed necessary to complete a program  
7 for improvement and evaluate the probationer's performance, as long as the  
8 probationary period is concluded before May 1 of the same year. In addition,  
9 the probationary period may be extended into the following school year if the  
10 teacher has more than five (5) years of teaching experience and the final  
11 summative rating as of May 15 is 1 – Unsatisfactory.
  
- 12 7. A probationary plan of improvement will be developed and will include the  
13 specific evaluative criteria which must be met and the performance  
14 expectations which will be used to determine the teacher's success or failure.  
15 The plan will include a system for periodic feedback during the term of  
16 probation, supports provided and funded by the District, and the dates those  
17 supports will be put in place. A minimum level of support will include:
  - 18 a. An instructional coach, experienced with the level (e.g., elementary,  
19 secondary) of the probationary teacher and trained in the CDIF, to work  
20 with the probationary teacher for up to 40 hours during the 60-day  
21 probationary period.
  - 22 b. At least three days of release time to observe and/or be observed by other  
23 teachers in the District.
  - 24 c. A second in-district administrator to observe the probationary teacher, at  
25 the request of the teacher.
  - 26 d. Relevant professional development courses and/or materials, upon  
27 request, up to \$500.
  - 28 e. Release to work on their POI during up to 4 PCT times that are not related  
29 to PG&E or professional development related to an area in which they have  
30 been judged Basic or Unsatisfactory. No more than two PCT times may be  
31 taken from administratively-directed PCT time. Release time to be  
32 arranged in advance between the teacher and their principal.
  - 33 f. Access to online training materials related to the CDIF.

34 **8. Evaluation During the Probationary Period**

- 35 a. At or about the time of the delivery of a probationary letter, the evaluator  
36 shall hold a conference with the probationary teacher to discuss  
37 performance deficiencies and the remedial measures to be taken.
  
- 38 b. During the probationary period the evaluator shall observe and meet with  
39 the probationary teacher at least twice a month, and make a written  
40 evaluation of the progress, if any, made by the teacher. The provisions of

1 Section 19.6 above shall apply to the documentation of observation reports  
2 during the probationary period.

3 c. The probationary teacher may be removed from probation at any time if  
4 they have demonstrated improvement to the satisfaction of the evaluator in  
5 those areas specifically detailed in notice of probation, and their overall  
6 performance is deemed satisfactory.

7 d. The probationary teacher may request that an additional certificated  
8 evaluator become part of the probationary process and the request must  
9 be granted. This evaluator will be assigned by the ESD and will be jointly  
10 selected by the District and the Association from a list of evaluation  
11 specialists compiled by the ESD.

12 9. If a procedural error occurs in the implementation of a program for  
13 improvement, the error does not invalidate the probationer's plan for  
14 improvement or evaluation activities unless the error materially affects the  
15 effectiveness of the plan or the ability to evaluate the probationer's  
16 performance.

17 10. A teacher who is on a plan of improvement must be removed from probation if  
18 they have demonstrated improvement in the areas described as deficient, and  
19 their overall performance is deemed satisfactory. The teacher must be  
20 removed if a teacher with five (5) or fewer years of experience scores at 2-  
21 Basic or above and a teacher of more than five (5) years scores at 3-Proficient  
22 or above on their summative annual evaluation.

23 11. Lack of necessary improvement during the established probationary period, as  
24 specifically documented in writing with notification to the probationer  
25 constitutes grounds for a finding of probable cause under RCW 28.A.405.300  
26 or 28A.405.210.

27 **12. Evaluator's Post-Probation Report**

28 Unless the probationary teacher has previously been removed from probation,  
29 the evaluator shall submit a written report to the Superintendent at the end of  
30 the probationary period which shall identify whether the performance of the  
31 probationary teacher has improved and which shall set forth one (1) of the  
32 following recommendations for further action:

33 a. That the teacher has demonstrated sufficient improvement in the stated  
34 areas of deficiency to justify the removal of the probationary status; or

35 b. That the teacher has demonstrated sufficient improvement in the stated  
36 areas of deficiency to justify the removal of the probationary status if  
37 accompanied by a letter identifying areas where further improvement is  
38 required; or

39 c. That the teacher has not demonstrated sufficient improvement in the stated  
40 areas of deficiency and action should be taken to non-renew the  
41 employment contract of the teacher.

1                   **13. Action by the Superintendent**

2                   a. Following a review of the report submitted pursuant to paragraph J above,  
3                   the Superintendent shall determine which of the alternative courses of  
4                   action is proper and shall take appropriate action to implement such  
5                   determination.

6                   b. A teacher who fails to successfully complete the probation process, as  
7                   outlined above, may have their probationary period extended at the  
8                   discretion of the Superintendent, provided they have not received a  
9                   summative evaluation rating of 1-Unsatisfactory for two years in a row.

10               **Section 19.10 – Non-Renewal (Discharge)**

11               When a continuing contract teacher with five (5) or more years of experience receives  
12               a comprehensive summative evaluation rating of 1 – Unsatisfactory for two (2)  
13               consecutive years, and has completed the minimum 60-day probationary period, the  
14               District shall, no later than May 15, implement the teacher notification of non-renewal  
15               (discharge) as provided in RCW.28A.405.300.

16               The teacher who is, at any time, issued a written notice of probable cause for non-  
17               renewal or discharge by the Superintendent pursuant to this Article shall have ten (10)  
18               days following receipt of said notice to file any notice of appeal as provided by statute  
19               or by this Agreement.

20               **Section 19.11 – Provisional Employees**

21               Before non-renewing a provisional teacher, the evaluator shall have made good faith  
22               efforts beyond the minimum requirements of the evaluation process to assist the  
23               teacher in making satisfactory progress toward remediating deficiencies.

24               If, after the first 90 days of the school year, an evaluator believes a provisional teacher  
25               may receive less than a Proficient - 3 rating on their final summative evaluation, written  
26               notice shall be provided to the teacher and the Association prior to March 1, or within  
27               thirty (30) calendar days of the employee’s 90<sup>th</sup> day of employment, if the employee is  
28               new to the District.

29               Any notification of non-renewal shall be issued no later than May 15, as provided in  
30               RCW 28A.405.220.

31               **Section 19.12 – Evaluation Results**

- 32               A. Evaluation results shall be used:
- 33                   1. To acknowledge, recognize, and encourage excellence in professional  
34                   performance.
  - 35                   2. To document the level of performance by a teacher of their assigned duties.
  - 36                   3. To identify specific areas for a teacher’s professional growth, based on the  
37                   criteria included on the evaluation instrument.

- 1           4. To document performance by a teacher judged unsatisfactory based on the
- 2           District evaluation criteria.
  
- 3           5. As one of multiple factors in Human Resources and personnel decisions only
- 4           as defined elsewhere in this agreement.
  
- 5        B. Evaluation results shall not be used to determine any type of base or additional
- 6        compensation.

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**RATIFICATION OF AGREEMENT**

This Agreement is hereby ratified by the Board of Directors of Highline School District No. 401 and the Highline Education Association.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**HIGHLINE EDUCATION ASSOCIATION**

**HIGHLINE SCHOOL DISTRICT NO. 401**

\_\_\_\_\_  
President

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
UniServ Director

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Bargaining Chair

\_\_\_\_\_  
Chief Negotiator

\_\_\_\_\_  
Negotiating Team Member

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**APPENDIX A – EVALUATION CRITERIA**



**Section A.1 – Audiologist**

The following criteria will be used in the evaluation of Audiologists:

CRITERIA	INDICATORS FOR AUDIOLOGIST
<p><b>1. Preparation in Specialty</b></p>	<p>1.1 possesses and maintains competence in field of specialty;                      1.2 understands current developments in the field of specialty, evaluates and applies these when appropriate;</p>
<p><b>2. Program Planning</b></p>	<p>2.1 establishes immediate and long range objectives consistent with those determined by immediate supervisor;                      2.2 prepares effective plans to meet objectives;                      2.3 evaluates plans on a continuing basis and utilizes results in adjusting procedures to meet objectives.</p>
<p><b>3. Consulting Techniques</b></p>	<p>3.1 utilizes consulting techniques which are consistent with selected objectives. Such techniques will:                      3.1.1 make provisions for differences in teachers' background and experiences in the field of specialty;                      3.1.2 provide teachers with knowledge of current materials and techniques in the field;                      3.1.3 assist teachers in improving teaching techniques in the classroom;                      3.1.4 assist teachers in planning, implementing, and evaluating new programs in the field;                      3.1.5 consult with other staff, school personnel, and parents, concerning the development, coordination, and/or extension of services to those needing specialized programs.</p>
<p><b>4. Management Abilities</b></p>	<p>4.1 arranges for the involvement of people in the program and guides this involvement to meet program needs;                      4.2 organizes materials to meet program needs;                      4.3 follows a reasonable timeline for achieving objectives and meets deadlines;                      4.4 understands all aspects of the program and can articulate this understanding;                      4.5 enlists assistance of other supportive personnel (principals, coordinators, consultants, outside experts) when appropriate.</p>

## Section A.2 – Consultant

The following criteria will be used in the evaluation of Consultant staff:

CRITERIA	INDICATORS FOR CONSULTANT
<b>1. Preparation in Specialty</b>	1.1 seeks, acquires and studies new research in field of specialty; 1.2 understands current developments in the field of specialty, evaluates and applies these when appropriate; 1.3 advises others on the application of current developments in field of specialty to educational programs currently operating in the district.
<b>2. Program Planning</b>	2.1 establishes immediate and long range objectives consistent with those determined by immediate supervisor; 2.2 prepares effective plans to meet objectives; 2.3 structures and conducts needs assessments to provide a variety of objective information for program planning purposes; 2.4 analyzes resultant needs assessment data to determine what types of programs may be needed and what procedures would be most appropriate for implementing these programs; 2.5 evaluates plans on a continuing basis and utilizes results in adjusting procedures to meet objectives.
<b>3. Consulting Techniques</b>	3.1 utilizes consulting techniques which are consistent with selected objectives. Such techniques will: 3.1.1 make provisions for differences in staff members' backgrounds and experience in the field of specialty; 3.1.2 provide staff members with knowledge of current materials techniques in the field; 3.1.3 assist staff members in improving teaching techniques in the classroom; 3.1.4 assist staff members in planning, implementing, and evaluating new programs in the field.
<b>4. Management Abilities</b>	4.1 arranges for the involvement of people in the program and guides this involvement to meet program needs; 4.2 organizes materials to meet program needs; 4.3 follows a reasonable timeline for achieving objectives and meets deadlines; 4.4 understands all aspects of the program and can articulate this understanding; 4.5 enlists assistance of other supportive personnel (principals, coordinators, consultants, outside experts) when appropriate; 4.6 keeps necessary records and compiles reports. Contributes to research for program or project when necessary; 4.7 assists with the preparation of program budgets; 4.8 monitors these budgets and prepares budget revisions as necessary; 4.9 assists, as requested, with securing funding to continue program operations.
<b>5. Staff Relations</b>	5.1 develops rapport with district staff members as individuals in a professional manner; 5.2 deals with personal information and communication in an ethical manner;

CRITERIA	INDICATORS FOR CONSULTANT
	5.3 encourages two-way communication on program operations (including strengths, weaknesses, concerns, and recommendations for change).
<b>6. Related Personal Qualities</b>	6.1 maintains a professional relationship with colleagues and other administrative personnel; 6.2 seeks, accepts, and benefits by constructive criticism; 6.3 displays initiative in accomplishing objectives; 6.4 demonstrates flexibility in adjusting to unforeseen changes in program and/or management tasks related to program.

## Section A.3 – Counselor

The following criteria will be used in the evaluation of Counselors:

CRITERIA	INDICATORS FOR COUNSELOR
<b>1. Personal Characteristics</b>	1.1 is alert and enthusiastic; 1.2 is professionally ethical; 1.3 is professionally involved; 1.4 is self-motivated; 1.5 has self-insight and self-understanding; 1.6 feels a sense of adequacy and worth; 1.7 is emotionally balanced; 1.8 relates easily to others.
<b>2. Relationships with Pupils</b>	2.1 is sensitive to youth; 2.2 demonstrates the willingness to accept and work with all counselees; 2.3 helps counselee relate, analyze, synthesize, and integrate his/her own characteristics, goals, and values to promote making responsible decisions; 2.4 allows and expects counselee to accept responsibility for decision making and possible consequences; 2.5 demonstrates that primary responsibility is to the counselee; 2.6 motivates students to seek counseling; 2.7 has rapport with students; 2.8 is a facilitating agent; 2.9 respects the dignity and worth of the individual; 2.10 has a facilitative image among students; 2.11 helps pupils with personal as well as educational and vocational problems; 2.12 demonstrates understanding of the basic principals of human growth and development; 2.13 demonstrates awareness of personal and professional limitations and has the ability and knowledge to make appropriate referrals.
<b>3. Individual Assessment</b>	3.1 demonstrates ability to synthesize and integrate testing and non-testing data; 3.2 demonstrates the ability to administer or to prepare others to administer District tests; 3.3 is aware of test limitations and practical applications; 3.4 demonstrates ability to obtain needed appropriate comprehensive testing and non-testing data; 3.5 demonstrates familiarity with local school district policies relevant to class placement; 3.6 demonstrates ability to cooperate with parents, staff and students regarding placement of students.
<b>4. Relationships with Parents</b>	4.1 is sensitive to parents; 4.2 is cooperative with parents; 4.3 attends to parental referrals; 4.4 is available to parents; 4.5 has a professional image among parents; 4.6 provides parents with an opportunity to be heard; 4.7 is conscientious in following through with parents.

CRITERIA	INDICATORS FOR COUNSELOR
<b>5. Relationships with Staff</b>	5.1 is sensitive to the role of staff; 5.2 communicates easily with staff; 5.3 is a facilitating agent with staff; 5.4 is aware of the emotional demands of teaching; 5.5 is receptive to staff; 5.6 has good rapport with staff; 5.7 attends to staff referrals.
<b>6. Relationships with Administrators</b>	6.1 is sensitive to the role of the administrator; 6.2 has a professional rationale for his/her counseling approach; 6.3 meets with the administrator regarding program development; 6.4 communicates easily and effectively; 6.5 functions effectively as a resource consultant; 6.6 attends to administrative referrals.
<b>7. Professional Attitude and Activities</b>	7.1 is aware of research relevant to counseling; 7.2 demonstrates ability to conduct, use, and interpret research pertinent to counseling; 7.3 is sensitive to research findings; 7.4 contributes to the profession; 7.5 periodically evaluates own counseling skills; 7.6 is aware of the art and science of counseling; 7.7 has a professional balance between theory and practice; 7.8 is professionally enthusiastic regarding his/her function; 7.9 is perceptive of the counselor's professional role.
<b>8. Consultation and Coordination</b>	8.1 consults with members of the pupil personnel services staff to serve the general developmental needs of students; 8.2 works with staff in planning and developing instructional strategies and curricular program; 8.3 demonstrates ability to utilize case conferencing and staffing; 8.4 assists teachers in the integration of appropriate counseling and guidance services into the classroom; 8.5 functions in a well organized manner.

### Section A.4 – Library Media Specialist

The following criteria will be used in the evaluation of Library Media Specialists:

CRITERIA	INDICATORS FOR LIBRARY MEDIA SPECIALIST
<b>1. Media Role</b>	1.1 selects media and equipment consistent with the District's selection policy and appropriate to the curriculum; 1.2 selects a balance of media to meet a variety of learning styles and teaching strategies; 1.3 maintains a well-organized learning resource center for effective use of media; 1.4 provides maintenance for materials and equipment; 1.5 develops and implements a program for the integration of materials and equipment into the learning experience; 1.6 identifies needs for locally produced materials; 1.7 relates services from the District level to meet building instructional needs.
<b>2. Program Planning</b>	2.1 creates a welcoming and comfortable atmosphere for students and teachers in the Learning Resources Center; 2.2 directs aides, volunteers and student help with efficiency and understanding; 2.3 develops program objectives and works toward their achievement.
<b>3. Teaching</b>	3.1 utilizes teaching techniques which are consistent with the selected objective. Such techniques will: 3.1.1 make provision for differences in ability among students, 3.1.2 provide for the previous knowledge, abilities, and interests of the class, 3.1.3 makes effective use of instructional equipment, materials, and resource personnel, 3.1.4 provide a variety of activities in keeping with the maturity and attention span of the students, 3.1.5 implement lesson plans but permit flexibility; 3.2 gives explanations, assignments and directions clearly; 3.3 makes reasonable and appropriate assignments; 3.4 motivates students by making lessons interesting and challenging; 3.5 helps students to develop acceptable work habits and study skills; 3.6 evaluates daily lessons and units of study by assessing student achievement of objectives; 3.7 provides guidance and assistance for students.
<b>4. Room Management and Discipline</b>	4.1 establishes and maintains order and discipline in the Library including: 4.1.1 quiet when appropriate; 4.1.2 attention to the Library Media Specialist when instruction is being given; 4.1.3 student conforming to established rules; 4.2 shows consistency in fairness and dealing with student behavior; 4.3 disciplines students in a firm but controlled manner; 4.4 encourages students to develop courtesy, self-control, respect, and responsibility; 4.5 enlists the assistance of counselors, assistant principal, principal, and other supportive personnel when appropriate;

CRITERIA	INDICATORS FOR LIBRARY MEDIA SPECIALIST
	4.6 assists in maintaining control and enforcing rules throughout the school.
<b>5. Pupil-Library Media Specialist Relations</b>	5.1 develops rapport with the student as an individual in a professional manner; 5.2 deals with personal information and communication in an ethical manner.

## Section A.5 – Nurse

The following criteria will be used in the evaluation of Nurses:

CRITERIA	INDICATORS FOR NURSE
<b>1. Health Services</b>	1.1 identifies student health problems and needs and shares necessary information and its implication with staff; 1.2 maintains a health record for all students, recording screening results on individual student cards; 1.3 assumes the responsibility for screening procedures, such as hearing, vision, and scoliosis; 1.4 reviews and follows up on all student immunization compliance as required by state regulations; 1.5 performs special education health assessments and participates in staffing and I.E.P. planning; 1.6 recommends appropriate medical supplies for the schools; 1.7 assists the school in providing care for injured or ill students at school; 1.8 performs other health-related duties as requested by the principal as time permits.
<b>2. Health Education</b>	2.1 provides resources for health and medical concerns for students and staff; 2.2 provide classroom presentations of health issues as requested by staff or as needed and time permits; 2.3 plans and coordinates health care management for students with special health care needs; 2.4 provides staff in-service in areas of identified need, i.e., C.P.R., seizure care, control of communicable diseases as time permits; 2.5 assists in evaluating learning resource material and curricula in the area of health.
<b>3. Health Counseling</b>	3.1 consults with student, parents, teachers and other staff to obtain appropriate medical care for students; 3.2 assists parents and school personnel to understand and accept children with special needs; 3.3 works with students individually or in groups in areas such as; substance abuse, self esteem, acute and chronic disease, sexual abuse prevention and treatment; 3.4 consults, advises and may refer staff in the areas of health monitoring and counseling.
<b>4. Interpersonal Relationships</b>	4.1 respects individual children and their needs and maintains student rapport; 4.2 deals in a professional manner with personal and health information; 4.3 maintains professional relationships with staff, parents and students; 4.4 is a liaison between school, family and community health services.
<b>5. Personal/ Professional Growth</b>	5.1 is responsible for personal and professional growth; 5.2. demonstrates an awareness of one's own strengths and limitations to improve or enhance competence; 5.3 is punctual and reliable;



## Section A.6 – Psychologist

The following criteria will be used in the evaluation of Psychologists:

CRITERIA	INDICATORS FOR PSYCHOLOGIST
<b>1. Preparation</b>	1.1 possesses and maintains competency in assessment and evaluation techniques in light of psychometric procedures; 1.2 considers abilities, interests, and present performance levels of students in planning; 1.3 establishes immediate and long range objectives; 1.4 prepares effective plans to meet objectives; 1.5 plans for continuing evaluation and reassessment of students' progress in Special Education; 1.6 selects and prepares appropriate equipment and materials in advance of evaluation and assessment; 1.7 demonstrates awareness of the laws relating to "education for all."
<b>2. Ability to Analyze the Presenting Problem</b>	2.1 utilizes psychological and psychometric techniques to clearly identify the problem; 2.2 establishes priorities in relationship to problem; 2.3 can provide acceptable alternatives/solutions to problems; 2.4 has the ability to cope with crises situations; 2.5 usefulness of recommendations; 2.6 provides adequate follow-up with cases.
<b>3. Communication Skills with School Staff</b>	3.1 listening skills; 3.2 ability to give and take feedback; 3.3 ability to articulate problem-related ideas and alternatives clearly; 3.4 facilitates communication between all professional staff.
<b>4. Rapport</b>	4.1 builds working relationships with: <ul style="list-style-type: none"> <li>4.1.1 students</li> <li>4.1.2 parents</li> <li>4.1.3 teachers</li> <li>4.1.4 administrators</li> <li>4.1.5 student services team</li> <li>4.1.6 outside agencies</li> </ul>
<b>5. Personal Qualities</b>	5.1 meets responsibilities in a punctual and reliable manner; 5.2 maintains a professional relationship with colleagues, administrators, and parents; 5.3 accepts responsibilities for cases on a continuing basis.

## Section A.7 – Social Worker

The following criteria will be used in the evaluation of Social Workers:

CRITERIA	INDICATORS FOR SOCIAL WORKER
<b>1. Social Work Techniques</b>	1.1 possesses and maintains competence in current social work practices; 1.2 demonstrates flexible interviewing techniques in making assessments; 1.3 demonstrates working knowledge of family dynamics; 1.4 participates in team process by clarifying roles, contributing information and facilitating decision making; 1.5 develops and carries out an appropriate plan which may include changing behavior within the individual, family, school and/or community; 1.6 demonstrate ability to diagnose and respond to crisis situations; 1.7 mediates when necessary between school and home.
<b>2. Caseload Management</b>	2.1 confers with appropriate school personnel and relevant agencies; 2.2 reads appropriate files as part of assessment; 2.3 uses team process for information gathering and feedback; 2.4 determines priorities after involving school personnel; 2.5 maintains written records consistent with effective case planning; 2.6 evaluates caseload regularly.
<b>3. Resources</b>	3.1 maintains current information about agency referral policies and guidelines; 3.2 informs students, parents and school staff of available community services and assists them to effectively use appropriate services; 3.3 identifies the existing gaps in service to the community.
<b>4. Interpersonal Relationships</b>	4.1 establishes relationship with students in a professional manner: 4.1.1 respects different values; 4.1.2 encourages independent decision making; 4.1.3 respects co-worker's abilities, encourages potential for growth and initiates exchange of ideas; 4.2 respects parental concerns and individual needs; 4.3 respects co-worker's abilities, encourages potential for growth and initiates exchange of ideas; 4.4 deals with personal information and communication in an ethical manner.
<b>5. Professional Qualities</b>	5.1 reliability – justifies confidence, meets responsibilities in a punctual manner; 5.2 adaptability – performs duties while actively attempting to define situations and resolve conflicts; 5.3 initiative – creates alternatives and attempts to change dysfunctional school environment; 5.4 development – reads current materials, participates in professional activities and shares information with colleagues.

## Section A.8 – Specialist

The following criteria will be used in the evaluation of Specialists:

CRITERIA	INDICATORS FOR THE SPECIALIST
<b>1. Preparation in Specialty:</b>	1.1 possesses and maintains competence in field of specialty; 1.2 understands current developments in the field of specialty, evaluates and applies these when appropriate.
<b>2. Program Planning:</b>	2.1 establishes immediate and long-range objectives consistent with those determined by immediate supervisor; 2.2 prepares effective plans to meet objectives; 2.3 evaluates plans on a continuing basis and utilizes results in adjusting procedures to meet objectives.
<b>3. Consulting Techniques (i.e., Teacher Advising Techniques, Resource Skills, Teaching Skills)</b>	3.1 utilizes consulting techniques, which are consistent with selected objectives. Such techniques will: 3.1.1 make provisions for differences in teachers' backgrounds and experience in the field of specialty; 3.1.2 provide teachers with knowledge of current materials and techniques in the field; 3.1.3 assist teachers in improving teaching techniques in the classroom; 3.1.4 assist teachers in planning, implementing, and evaluating new programs in the field.
<b>4. Management Abilities</b>	4.1 arranges for the involvement of people in the program and guides this involvement to meet program needs; 4.2 organizes materials to meet program needs; 4.3 follows a reasonable timeline for achieving objectives and meets deadlines; 4.4 understands all aspects of the program and can articulate this understanding; 4.5 enlists assistance of other supportive personnel (principals, coordinators, consultants, outside experts) when appropriate; 4.6 keeps necessary records and compiles reports. Contributes to research for program or project when necessary.
<b>5. Specialist School-Staff Relations:</b>	5.1 develops rapport with teachers and principals as individuals in a professional manner; 5.2 deals with personal information and communication in an ethical manner.
<b>6. Related Personal Qualities</b>	6.1 maintains a professional relationship with colleagues and other administrative personnel; 6.2 seeks, accepts, and benefits by constructive criticism; 6.3 displays initiative in accomplishing objectives.

## Section A.9 – Speech-Language Pathologist

The following criteria will be used in the evaluation of Speech-Language Pathologists:

CRITERIA	INDICATORS FOR SPEECH LANGUAGE PATHOLOGIST
<b>1. Diagnostic Services</b>	1.1 determines the diagnostic needs of a given child related to language, speech and hearing concerns of professional school personnel, parental concern, classroom observations and reviewing of the child's history; 1.2 determines accurately and efficiently those individuals who exhibit disorders of language, speech and/or hearing; 1.3 gathers diagnostic information concerning the student's language, speech and hearing obtained through the use of standardized and informal tests and classroom observations; 1.4 determines through competent examination, diagnostic procedures and appropriate referral, the nature, etiology and severity of the specific handicap(s) of those individuals with language, speech and/or hearing disorders.
<b>2. Therapeutic Services</b>	2.1 designs a program for language, speech and hearing services within the school; 2.2 plans, conducts and modifies an appropriate treatment program for those individuals diagnosed as having language, speech and/or hearing disorders and arranges for the implementation programs; 2.3 conducts a program which effectively modifies the behavior characterizing the language, speech and/or hearing disorder.
<b>3. Consultative Services</b>	3.1 provides consultative services for those interested in language, speech and hearing programs. The Speech-Language Pathologist serves in a consultative role in planning and implementing language-speech improvement programs; 3.2 interprets the results and conclusions of diagnostic data to professional team members in order to determine to what extent the language, speech or hearing disorder may be contributing to the child's performance in the classroom; 3.3 uses the information of other professional team members in planning more effective remediation for a student; 3.4 explores and implements with teachers, parents, team members and outside agencies or other involved personnel appropriate strategies for meeting the communication needs of each child; 3.5 serves as a resource person in the area of language, speech and hearing skills.
<b>4. Personal Qualities</b>	4.1 functions effectively and cooperatively within the educational environment; 4.2 selects a variety of activities which insure continuous professional growth.

### Section A.10 – Language Specialist for the Deaf and Hard of Hearing

The following criteria will be used in the evaluation of the Language Specialist for the Deaf and Hard of Hearing:

CRITERIA	INDICATORS FOR LANGUAGE SPECIALIST FOR THE DEAF AND HARD OF HEARING
<b>1. Preparation in Specialty</b>	1.1 possesses and maintains competence in field of specialty; 1.2 understands current developments in the field of specialty, evaluates and applies these when appropriate.
<b>2. Diagnostic Services</b>	2.1 utilizes pertinent information in determining the diagnostic needs of a given child, relating to language and speech behavior; 2.2 uses appropriate standardized and informal diagnostic tools to evaluate a given child's speech and language abilities, including prelinguistic cognitive skills, when necessary; 2.3 uses diagnostic and other information to determine the nature, etiology, and severity of the speech and language handicap(s).
<b>3. Program Planning and Management</b>	3.1 uses the information of their professional team members in planning more effective remediation for a student; 3.2 develops appropriate, sequential language and speech programs for a given child, based on diagnostic findings; 3.3 monitors and modifies language and speech programs, insuring continued progress of the child.
<b>4. Consultative Services</b>	4.1 serves in a consultative role in planning and implementing communication, language and speech development programs; 4.2 interprets results and conclusions of diagnostic data to professional team members; 4.3 explores and implements with teachers, parents, team members and outside agencies or other involved personnel, appropriate strategies for meeting the communication needs of each child; 4.4 serves as a resource person in the areas of communication, language and speech skills.
<b>5. Management Abilities</b>	5.1 arranges for the involvement of people in the program and guides this involvement to meet program needs; 5.2 organizes materials to meet program needs; 5.3 follows a reasonable timeline for achieving objectives and meets deadlines; 5.4 understands all aspects of the program and can articulate this understanding; 5.5 enlists assistance of other supportive personnel (principals, coordinators, consultants, outside experts) when appropriate; 5.6 keeps necessary records and compiles reports; 5.7 contributes to research for program or project when necessary.

**Section A.11 – Parent-Infant Specialist for the Deaf and Hard of Hearing**

The following criteria will be used in the evaluation of the Parent-Infant Specialists for the Deaf and Hard of Hearing:

<b>CRITERIA</b>	<b>INDICATORS FOR PARENT-INFANT SPECIALIST FOR DEAF AND HARD OF HEARING</b>
<b>1. Preparation</b>	1.1 possesses and maintains competence in field of specialty; 1.2 understand current developments in the field of specialty, evaluates and applies these when appropriate.
<b>2. Program Planning</b>	2.1 establishes immediate and long range objectives consistent with those determined by immediate supervisor; 2.2 prepares effective plans to meet objectives; 2.3 evaluates plans on a continuing basis and utilizes results in adjusting procedures to meet objectives.
<b>3. Management Abilities</b>	3.1 arranges for the involvement of support personnel in the program and guides this involvement to meet program needs; 3.2 organizes material to meet program needs; 3.3 follows a reasonable timeline for achieving objectives and meets deadlines; 3.4 understands all aspects of the program and can articulate this understanding; 3.5 enlists assistance of other supportive personnel (principals, coordinators, consultants, outside experts) when appropriate; 3.6 keeps necessary records and compiles reports; 3.7 contributes to research for program or project when necessary.
<b>4. School Staff Relations</b>	4.1 develops rapport with teachers and principals as individuals in a professional manner; 4.2 deals with personal information and communication in an ethical manner.
<b>5. Personal Qualities Related to Teaching</b>	5.1 meets responsibilities in a punctual and reliable manner; 5.2 maintains a professional relationship with colleagues, administrators, parents, medical community, and other outside agencies; 5.3 accepts a fair share of extra-curricular responsibilities.
<b>6. Effort toward Improvement when Needed</b>	6.1 participates in a self-evaluation process which identifies both areas of strength and areas in need of improvement; 6.2 makes an effort to respond to recommendations included in periodic and annual evaluations; 6.3 participates in in-service, professional, and college activities leading to continued professional growth.

## Section A.12 – Teacher

The following criteria will be used in the evaluation of Teachers:

CRITERIA	INDICATORS FOR TEACHERS
<p><b>1. Instructional Skill</b> The certificated classroom teacher demonstrates in his or her performance a competent level of knowledge and skill in designing and conducting an instructional experience.</p>	<p>1.1 establishes immediate and long range objectives which are in accord with district and building curricula; 1.2 prepares effective plans to meet objectives; 1.3 considers abilities, interests, and present performance levels of students in planning and conducting lessons; 1.4 plans for and implements continuing evaluation in lessons and units and utilizes results in planning subsequent lessons; 1.5 utilizes teaching techniques which are consistent with objectives; 1.6 motivates students by making lessons interesting and challenging; 1.7 gives explanations, assignments, and directions clearly; 1.8 makes reasonable and appropriate assignments.</p>
<p><b>2. Classroom Management</b> The certificated classroom teacher demonstrates in his or her performance a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.</p>	<p>2.1 organizes the classroom setting to contribute to the learning process; 2.2 selects and prepares equipment and materials appropriate to implement lesson objectives in advance of the lesson; 2.3 evaluates individual student progress regularly and maintains records for report card and/or parent conferences; 2.4 enlists the assistance of counselors, assistant principal, principal, and other supportive personnel where appropriate; 2.5 provides adequate plans for substitute teacher.</p>
<p><b>3. Handling of Student Discipline</b> The certificated classroom teacher demonstrates the ability to manage the non-instructional human dynamics in the educational setting.</p>	<p>3.1 establishes and makes clear, parameters for student behavior in the classroom; 3.2 establishes and maintains order and discipline in the classroom; 3.3 disciplines students where appropriate in a firm but controlled manner; 3.4 shows consistency and fairness in dealing with student behavior; 3.5 encourages students to develop courtesy, self- control, respect and responsibility; 3.6 assists in maintaining control and enforcing rules throughout the school.</p>
<p><b>4. Knowledge of Subject Matter</b> The certificated classroom teacher demonstrates a depth and breadth of know- ledge of theory and content in general education and subject matter specialization(s) appropriate to elementary and/ or secondary level(s).</p>	<p>4.1 possesses and maintains competence in subject matter areas; 4.2 exhibits interest and enthusiasm for general education and continued intellectual growth; 4.3 relates subject matter field(s) to other subjects and discipline.</p>
<p><b>5. Effort toward Improvement when Needed</b></p>	<p>5.1 participates in a self-evaluation process which identifies both areas of strength and areas in need of improvement; 5.2 makes an effort to respond to recommendations included in periodic and annual evaluations;</p>

CRITERIA	INDICATORS FOR TEACHERS
<p>The certificated classroom teacher demonstrates an awareness of his or her limitations and strengths and demonstrates continued professional growth.</p>	<p>5.3 participates in inservice, professional, and college activities leading to continued professional growth</p>
<p><b>6. Professional Preparation and Scholarship</b>            The certificated classroom teacher exhibits in his or her performance evidence of having a theoretical background and knowledge of the principles and methods of teaching and a commitment to education as a profession.</p>	<p>6.1 possesses and maintains competency in current teaching techniques;            6.2 deals with personal information and communication in an ethical manner.</p>
<p><b>7. Interest in Teaching Pupils</b>            The certificated classroom teacher demonstrates an understanding of a commitment to each pupil taking into account each individual's unique background and characteristics.</p>	<p>7.1 develops rapport with the student as an individual in a professional manner;            7.2 shows enjoyment in and enthusiasm for working with students;            7.3 exhibits willingness to work individually with students;            7.4 provides guidance and assistance for students.</p>
<p><b>8. Personal Qualities Related to Teaching</b>            The certificated classroom teacher demonstrates a competent level of knowledge and skill in personal areas related to teaching.</p>	<p>8.1 meets responsibility in a punctual and reliable manner;            8.2 maintains a professional relationship with colleagues, administrators, and parents;            8.3 accepts a fair share of extra-curricular responsibilities.</p>



### Section A.13 – Occupational Therapist

The following criteria will be used in the evaluation of Occupational Therapists:

CRITERIA	INDICATORS FOR OCCUPATIONAL THERAPIST
<b>1. Preparation</b>	1.1 maintains appropriate licenses and certifications; 1.2 possesses and maintains competence in field of specialty; 1.3 compliant in required professional development; 1.4 adheres to safety regulations; 1.5 understands current development in the field of specialty and applies when appropriate.
<b>2. Program Planning and Implementation</b>	2.1 completes evaluations in a timely manner, using tools and materials appropriate to the student (presentation, referring concerns, culture, socio-economic factors); 2.2 establishes an accurate and appropriate student-centered plan based on the evaluation results, contexts, and/or practice models (examples: creates relevant and measurable goals in collaboration with the student and/or family/caregivers, recommends additional consultation and referrals); 2.3 conducts and modifies a treatment program; 2.4 keeps necessary records including, but not limited to, intervention notes; 2.5 communicates progress with families and teams.
<b>3. Consulting Techniques</b>	3.1 utilizes techniques which are consistent with selected objectives; such techniques will: 3.1.1 make provisions for differences in teachers' backgrounds and levels of expertise; 3.1.2 assist teachers with making improvements to teaching techniques in the classroom; 3.1.3 include consultation with other staff, personnel, and caregivers, concerning the development and coordination of services; 3.2 enlists the assistance of other supportive personnel when appropriate, (e.g., paraprofessionals, therapy assistants, building staff).
<b>4. Communication Skills</b>	4.1 demonstrates clarity and professionalism in written and oral communication with staff, students, and caregivers; 4.2 establishes and maintains rapport with students, staff, and caregivers; 4.3 ability to give and receive feedback constructively.
<b>5. Personal/ Professional Qualities</b>	5.1 meets responsibilities in a punctual and reliable manner; 5.2 takes initiative in seeking out professional development and other opportunities to improve practice; 5.3 demonstrates awareness of one's own strengths and limitations to improve or enhance competence.

### Section A.14 – Physical Therapist

The following criteria will be used in the evaluation of Physical Therapists:

CRITERIA	INDICATORS FOR PHYSICAL THERAPIST
<b>1. Preparation</b>	1.1 maintains appropriate licenses and certifications; 1.2 possesses and maintains competence in field of specialty; 1.3 compliant in required professional development; 1.4 adheres to safety regulations; 1.5 understands current development in the field of specialty and applies when appropriate.
<b>2. Program Planning and Implementation</b>	2.1 completes evaluations in a timely manner, using tools and materials appropriate to the student (presentation, referring concerns, culture, socio-economic factors); 2.2 establishes an accurate and appropriate student-centered plan based on the evaluation results, contexts, and/or practice models (examples: creates relevant and measurable goals in collaboration with the student and/or family/caregivers, recommends additional consultation and referrals); 2.3 conducts and modifies a treatment program; 2.4 keeps necessary records including, but not limited to, intervention notes; 2.5 communicates progress with families and teams.
<b>3. Consulting Techniques</b>	3.1 utilizes techniques which are consistent with selected objectives; such techniques will: 3.1.1 make provisions for differences in teachers' backgrounds and levels of expertise; 3.1.2 assist teachers with making improvements to teaching techniques in the classroom; 3.1.3 include consultation with other staff, personnel, and caregivers, concerning the development and coordination of services; 3.2 enlists the assistance of other supportive personnel when appropriate, (e.g., paraprofessionals, therapy assistants, building staff).
<b>4. Communication Skills</b>	4.1 demonstrates clarity and professionalism in written and oral communication with staff, students, and caregivers; 4.2 establishes and maintains rapport with students, staff, and caregivers; 4.3 ability to give and receive feedback constructively.
<b>5. Personal/ Professional Qualities</b>	5.1 meets responsibilities in a punctual and reliable manner; 5.2 takes initiative in seeking out professional development and other opportunities to improve practice; 5.3 demonstrates awareness of one's own strengths and limitations to improve or enhance competence.

**APPENDIX B – WORK YEAR CALENDAR**

2022-23 Work Year Calendar

August 2022					September 2022					October 2022					November 2022					December 2022					January 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2	3	4	5	6	7		1	2	3	4*				1	2	2	3	4	5	6
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	19	20	21	22	23	23	24	25	26*	27
29	30	31	26	27	28	29	30	31	28	29	30	26	27	28	29	30	30	31											
Window for District Initiated Days (DID), 1/2 Day Staff Orientation and 1/2 Day Individually Directed Day to be completed within window.					1 FIRST STUDENT DAY Grades 1-12					14 Collaborative Work Day for Teachers <b>No School PK-12</b>					11 Veterans Day - <b>No School</b>					2 Winter Break - <b>No School</b>									
					5 Labor Day										4* End of 1st Quarter / 6-12 (45 days); End of Elementary Reporting Period / K-5					Dec. 19 - Jan. 2 Winter Break - <b>No School</b>									
					7 First Day of Kindergarten										21-23 Student Conferences <b>No School</b> Grades PK-5														
															23 <b>No School</b> PK-12 Grades 6-12 conference dates will vary by school					26* End of 2nd Quarter / 1st Semester / 6-12 (89 days)									
															24-25 Thanksgiving Break- <b>No School</b>					27 <b>No School</b> Grades 6-12 Early Release Grades K-5									
school days in month / total					21					school days in month/total					20/41					school days in month/total					19/60				
															school days in month/total					12/72									
																				school days in month / total					20/92 E				

  

February 2023					March 2023					April 2023					May 2023					June 2023					July 2023						
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
			1	2	3				1	2	3	3	4	5	6	7	1	2	3	4	5				1	2	3	4	5	6	7
6	7	8	9	10	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14		
13	14	15	16	17	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21		
20	21	22	23	24	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28		
27	28	27	28	29	30	31*						29	30	31	26	27	28	29	30	31											
17 Mid-Winter Break- <b>No School</b>					10 <b>No School</b> - Grades PK-12 Grades 6-12 Conferences (dates will vary by school)					3-7 Spring Break - <b>No School</b>					29 Memorial Day- <b>No School</b>					16 LAST DAY OF SCHOOL											
20 President's Day- <b>No School</b>					31* End of 3rd Quarter/ 6-12 (43 Days)										30 Emergency Make-up Day if needed					19 Juneteenth											
18/109 S					23/132 S					15/147					21/168					12/180											
school days in month / total					18/110 E					school days in month / total					22/132 E					school days in month / total					15/147						
															school days in month / total					21/168											
																				school days in month / total					12/180						

  

Breaks/Holidays - All Schools Closed	Professional Collaboration Time (PCT) provides 90 minutes weekly for teachers to share ideas, analyze student data, and work together to improve instruction and student learning.	Early Dismissal (PCT)	Emergency Make-up Days if needed
One or More Schools Closed		Early Dismissal - Job-alike PCT	
		Early Dismissal - Job-alike Optional	

[Additional Preschool information at: highlineschools.org/preschool](https://highlineschools.org/preschool)

2023-24 Work Year Calendar

August 2023					September 2023					October 2023					November 2023					December 2023					January 2024																								
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F																				
	1	2	3	4					1	2	3	4	5	6			1	2	3					1	1	2	3	4	5																				
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	6	7	8	9*	10	4	5	6	7	8	8	9	10	11	12																				
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	15	16	17	18	19																				
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	20	21	22	23	24	18	19	20	21	22	22	23	24	25*	26																				
28	29	30	31	25	26	27	28	29	30	31					27	28	29	30	25	26	27	28	29	29	30	31																							
Window for District Initiated Days (DID), 1/2 Day Staff Orientation and 1/2 Day Individually Directed Day to be completed within window.					6	FIRST STUDENT DAY Grades 1-12				13	Collaborative Work Day for Teachers <b>No School PK-12</b>				10	Veterans Day - <b>No School</b>				1-5 Winter Break - <b>No School</b>																													
					4	Labor Day									13	End of 1st Quarter / 6-12 (46 days); End of Elementary Reporting Period / K-5				8 Return to School																													
					11	First Day of Kindergarten									20-22	Student Conferences <b>No School</b> Grades PK-5				15 MLKing Jr. Day- <b>No School</b>																													
															22	<b>No School</b> PK-12 Grades 6-12 conference dates will vary by school				25* End of 2nd Quarter / 1st Semester / 6-12 (87 days)																													
															23-24	Thanksgiving Break- <b>No School</b>				26 <b>No School</b> Grades 6-12 Early Release Grades K-5																													
school days in month					18					school days in month/total					21/39					school days in month/total					19/58					school days in month/total					16/74					school days in month/total					17/91 E				
16/90 S																																																	
February 2024					March 2024					April 2024					May 2024					June 2024					July 2024																								
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F																				
			1	2					1	1	2	3	4	5			1	2	3	3	4	5	6	7	1	2	3	4	5																				
5	6	7	8	9	4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12																				
12	13	14	15	16	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19																				
19	20	21	22	23	18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26																				
26	27	28	29	25	26	27	28	29*	29	30					27	28	29	30						29	30	31																							
16	Mid-Winter Break- <b>No School</b>				8	<b>No School</b> - Grades PK-12 Grades 6-12 Conferences (dates will vary by school)				1-5	Spring Break - <b>No School</b>				27	Memorial Day- <b>No School</b>				18	LAST DAY OF SCHOOL				4	Independence Day																							
19	President's Day- <b>No School</b>				29*	End of 3rd Quarter/ 6-12 (43 Days)														19	Juneteenth																												
19/109 S					21/130 S					17/147					21/167					12/180																													
school days in month / total					19/110 E					school days in month / total					20/130 E					school days in month / total					17/147					school days in month / total					21/167					school days in month / total					12/180				
Breaks/Holidays - All Schools Closed					Professional Collaboration Time (PCT) provides 90 minutes					Early Dismissal (PCT)					Emergency Make-up Days if needed																																		
One or More Schools Closed					weekly for teachers to share ideas, analyze student data, and work together to improve instruction and student learning.					Early Dismissal - Job-alike PCT																																							
										Early Dismissal - Job-alike Optional																																							
<a href="https://highlineschools.org/preschool">Additional Preschool information at: highlineschools.org/preschool</a>																																																	

1       **Section B.1 – Components of a Perpetual Calendar**

- 2       The Highline Education Association and the Highline School District agree to the  
 3       following perpetual elements of a student calendar. If the law requires other bargaining  
 4       units to become involved, the issue will be revisited. These components of the student  
 5       calendar will be released to the public on the first Monday in June, regardless of  
 6       whether agreement has been reached on other elements of the student and staff  
 7       calendars.
- 8       A. There will be no District Initiative Days (DID) until ten (10) calendar days prior to  
 9       the start of school. A one-half (.5) Orientation Day shall be scheduled no more than  
 10      one week prior to the first student day.
- 11      B. The first day of school will be scheduled as follows. If Labor Day falls on September  
 12      1, 2, 3, or 4, the first student day of school will be the Wednesday after Labor Day.  
 13      If Labor Day falls on Sept 5, 6, or 7, the first student day of school will be the  
 14      Thursday before Labor Day.
- 15      C. Elementary student conferences will be held on three consecutive non-student  
 16      days during the week of Thanksgiving. Two non-student days will be scheduled for  
 17      secondary family/teacher conferences: the Wednesday before Thanksgiving and  
 18      the second Friday of March. Actual conference dates may vary by site (and will be  
 19      marked as such on the school calendar). See Section 4.13.
- 20      D. There will be a full two-week winter break. When possible, this will be scheduled  
 21      as two weeks, Monday-Friday. This may be adjusted when the federal holidays fall  
 22      on Sundays or Mondays.
- 23      E. Midwinter break will be a four (4) day break including the Friday, Saturday and  
 24      Sunday before President’s Day and President’s Day.
- 25      F. There will be a full week spring break after the end of third quarter.
- 26      G. Calendar for Emergency Closure. A student day lost due to emergency closure of  
 27      a building or the District will be made up by staff members on the Tuesday after  
 28      Memorial Day. Additional lost school days will be made up at the end of the school  
 29      year (see Section 11.5).
- 30      H. If the Highline School District is granted a state waiver day in the spring for the  
 31      purposes of data review, secondary schools have the flexibility to hold student  
 32      conferences, and/or senior projects on the third Friday in May.
- 33      I. If HEA members are required to hold evening events in the fall or spring for student  
 34      conferences, an equivalent amount of release time will be granted during non-  
 35      student days on the Wednesday before Thanksgiving Break and/or during the  
 36      week of spring conferences.
- 37      J. Beginning in the 2023-24 school year, a mid-year DID will be scheduled on a day  
 38      in November, December, January or February.

1 **Section B.2 – Components of the Pre-K Perpetual Calendar**

2 The Highline School District and Highline Education Association agree to the following  
 3 additional elements to create a perpetual calendar for Highline Preschools. These  
 4 components will be based upon the K-12 Highline Calendar and reviewed annually in  
 5 HEA-HSD Labor-Management prior to publication. Every effort will be made to publish  
 6 the Pre-K calendar prior to July 15 for the subsequent year.

7 A. First day of Preschool for all Highline Preschools will be five (5) school days after  
 8 the start of school for Kindergarten -12<sup>th</sup> grade students.

9 B. Preschool students are in attendance Monday-Thursday in a typical week; Fridays  
 10 in a typical week are non-instructional days and provide the bulk of Preschool  
 11 teachers’ non-instructional time for planning and preparation, in addition to PCT  
 12 and other meetings.

13 C. The five (5) days when Preschool students are not in session will serve as an  
 14 opportunity for the Preschool staff to engage in the following activities:

15 1. Professional learning led by HSD early learning staff (teachers and assistants).

16 2. Three days for TSGold Family Connection meetings, orientation, registration.

17 3. Supporting transitioning kindergarten students.

18 D. Six (6) non-instructional days will be provided over the course of the year to  
 19 facilitate TSGold Data Entry.

20 1. Teachers will assess all students on all TSGold metrics throughout the course  
 21 of the school year (three times per year).

22 2. Two (2) non-instructional days per checkpoint during the school year will be  
 23 used for TSGold data entry days; these days will be scheduled prior to the  
 24 checkpoints on November 15, February 15, and May 15.

25 3. In the event holidays and/or breaks create difficulty in scheduling TSGold Data  
 26 Days and providing sufficient weekly planning time, administratively-directed  
 27 PCT may be converted to individually-directed PCT time to address the  
 28 imbalance; if this is not sufficient to address the shortage, alternative solutions  
 29 will be discussed in HEA-HSD Labor Management.

30 E. Six (6) non-instructional Days will be provided over the course of the year to  
 31 facilitate Family Conferences

32 1. These days provide opportunities for all Preschool staff to engage with families  
 33 in a variety of areas, including student growth and development, IEP goals  
 34 and/or TS Gold data, supporting transitions to kindergarten, etc.

35 2. There are three distinct conference windows as follows.

36 a. Two (2) days in November, aligned with elementary conferences, for goal  
 37 setting with families (share baseline data, IEPs/progress reports, etc.)

- 1                    b. Two (2) days in March for goal check-in with families (share TS GOLD
- 2                    progress data, IEPs/progress reports, etc.)
  
- 3                    c. Two (2) days in May, scheduled after May 15, for discussions about the
- 4                    transition to kindergarten (discuss placement options, progress sharing,
- 5                    etc.)
  
- 6                    F. The last day of Preschool will be the last full day of school for K-12 students (one
- 7                    day prior to K-12 students' last day, which is an early dismissal).



**APPENDIX C – SALARY SCHEDULES**

**Highline Public Schools #401**  
**Teachers, ESAs, and CTE Teachers**  
**Section C.1 – 2022-23 HEA Salary Schedule**

Experience		BA	BA+45	BA+90	MA+0 (BA+135) <sup>5</sup>	MA+45	MA+90 or Ph.D.
0 Years	Base	\$58,446	\$63,300	\$68,559	\$70,071	\$75,332	\$78,722
	PLE Days	\$639	\$692	\$749	\$766	\$823	\$860
	PLE Stipend	\$4,968	\$5,381	\$5,828	\$5,956	\$6,403	\$6,691
	<b>Total</b>	<b>\$64,053</b>	<b>\$69,373</b>	<b>\$75,136</b>	<b>\$76,793</b>	<b>\$82,558</b>	<b>\$86,273</b>
1 Years	Base	\$59,234	\$64,201	\$69,516	\$70,850	\$76,165	\$79,533
	PLE Days	\$647	\$702	\$760	\$774	\$832	\$869
	PLE Stipend	\$5,035	\$5,457	\$5,909	\$6,022	\$6,474	\$6,760
	<b>Total</b>	<b>\$64,916</b>	<b>\$70,360</b>	<b>\$76,185</b>	<b>\$77,646</b>	<b>\$83,471</b>	<b>\$87,162</b>
2 Years	Base	\$59,982	\$65,115	\$70,415	\$71,634	\$76,932	\$80,338
	PLE Days	\$656	\$712	\$770	\$783	\$841	\$878
	PLE Stipend	\$5,098	\$5,535	\$5,985	\$6,089	\$6,539	\$6,829
	<b>Total</b>	<b>\$65,736</b>	<b>\$71,362</b>	<b>\$77,170</b>	<b>\$78,506</b>	<b>\$84,312</b>	<b>\$88,045</b>
3 Years	Base	\$60,755	\$65,980	\$71,269	\$72,379	\$77,663	\$81,152
	PLE Days	\$664	\$721	\$779	\$791	\$849	\$887
	PLE Stipend	\$5,164	\$5,608	\$6,058	\$6,152	\$6,601	\$6,898
	<b>Total</b>	<b>\$66,583</b>	<b>\$72,309</b>	<b>\$78,106</b>	<b>\$79,322</b>	<b>\$85,113</b>	<b>\$88,937</b>
4 Years	Base	\$61,513	\$66,884	\$72,206	\$73,158	\$78,477	\$81,991
	PLE Days	\$672	\$731	\$789	\$800	\$858	\$896
	PLE Stipend	\$5,229	\$5,685	\$6,138	\$6,218	\$6,671	\$6,969
	<b>Total</b>	<b>\$67,414</b>	<b>\$73,300</b>	<b>\$79,133</b>	<b>\$80,176</b>	<b>\$86,006</b>	<b>\$89,856</b>
5 Years	Base	\$62,294	\$67,801	\$73,102	\$73,949	\$79,252	\$82,833
	PLE Days	\$681	\$741	\$799	\$808	\$866	\$905
	PLE Stipend	\$5,295	\$5,763	\$6,214	\$6,286	\$6,736	\$7,041
	<b>Total</b>	<b>\$68,270</b>	<b>\$74,305</b>	<b>\$80,115</b>	<b>\$81,043</b>	<b>\$86,854</b>	<b>\$90,779</b>
6 Years	Base	\$63,098	\$68,732	\$74,006	\$74,761	\$80,038	\$83,637
	PLE Days	\$690	\$751	\$809	\$817	\$875	\$914
	PLE Stipend	\$5,363	\$5,842	\$6,291	\$6,355	\$6,803	\$7,109
	<b>Total</b>	<b>\$69,151</b>	<b>\$75,325</b>	<b>\$81,106</b>	<b>\$81,933</b>	<b>\$87,716</b>	<b>\$91,660</b>
7 Years	Base	\$64,513	\$70,311	\$75,665	\$76,282	\$81,633	\$85,337
	PLE Days	\$705	\$768	\$827	\$834	\$892	\$933
	PLE Stipend	\$5,484	\$5,976	\$6,432	\$6,484	\$6,939	\$7,254
	<b>Total</b>	<b>\$70,702</b>	<b>\$77,055</b>	<b>\$82,924</b>	<b>\$83,600</b>	<b>\$89,464</b>	<b>\$93,524</b>
8 Years	Base	\$66,581	\$72,705	\$78,131	\$78,675	\$84,100	\$87,937
	PLE Days	\$728	\$795	\$854	\$860	\$919	\$961
	PLE Stipend	\$5,659	\$6,180	\$6,641	\$6,687	\$7,149	\$7,475
	<b>Total</b>	<b>\$72,968</b>	<b>\$79,680</b>	<b>\$85,626</b>	<b>\$86,222</b>	<b>\$92,168</b>	<b>\$96,373</b>
9 Years	Base		\$75,124	\$80,678	\$81,093	\$86,647	\$90,616
	PLE Days		\$821	\$882	\$886	\$947	\$990
	PLE Stipend		\$6,386	\$6,858	\$6,893	\$7,365	\$7,702
	<b>Total</b>		<b>\$82,331</b>	<b>\$88,418</b>	<b>\$88,872</b>	<b>\$94,959</b>	<b>\$99,308</b>
10 Years	Base		\$77,669	\$83,296	\$83,638	\$89,267	\$93,364
	PLE Days		\$849	\$910	\$914	\$976	\$1020
	PLE Stipend		\$6,602	\$7,080	\$7,109	\$7,588	\$7,936
	<b>Total</b>		<b>\$85,120</b>	<b>\$91,286</b>	<b>\$91,661</b>	<b>\$97,831</b>	<b>\$102,320</b>

## Appendix C

Experience		BA	BA+45	BA+90	MA+0 (BA+135) <sup>5</sup>	MA+45	MA+90 or Ph.D.
11 Years	Base		\$80,287	\$86,035	\$86,256	\$92,007	\$96,187
	PLE Days		\$877	\$940	\$943	\$1006	\$1051
	PLE Stipend		\$6,824	\$7,313	\$7,332	\$7,821	\$8,176
	<b>Total</b>		<b>\$87,988</b>	<b>\$94,288</b>	<b>\$94,531</b>	<b>\$100,834</b>	<b>\$105,414</b>
12 Years	Base		\$82,822	\$88,851	\$88,979	\$94,820	\$99,128
	PLE Days		\$905	\$971	\$972	\$1036	\$1083
	PLE Stipend		\$7,040	\$7,552	\$7,563	\$8,060	\$8,426
	<b>Total</b>		<b>\$90,767</b>	<b>\$97,374</b>	<b>\$97,514</b>	<b>\$103,916</b>	<b>\$108,637</b>
13 Years	Base			\$91,734	\$91,795	\$97,704	\$102,139
	PLE Days			\$1003	\$1003	\$1068	\$1116
	PLE Stipend			\$7,797	\$7,803	\$8,305	\$8,682
	<b>Total</b>			<b>\$100,534</b>	<b>\$100,601</b>	<b>\$107,077</b>	<b>\$111,937</b>
14 Years	Base			\$94,631	\$94,696	\$100,791	\$105,263
	PLE Days			\$1034	\$1035	\$1102	\$1150
	PLE Stipend			\$8,044	\$8,049	\$8,567	\$8,947
	<b>Total</b>			<b>\$103,709</b>	<b>\$103,780</b>	<b>\$110,460</b>	<b>\$115,360</b>
15 Years	Base			\$97,094	\$97,157	\$103,412	\$108,001
	PLE Days			\$1061	\$1062	\$1130	\$1180
	PLE Stipend			\$8,253	\$8,258	\$8,790	\$9,180
	<b>Total</b>			<b>\$106,408</b>	<b>\$106,477</b>	<b>\$113,332</b>	<b>\$118,361</b>
16 through 19 Years	Base			\$99,035	\$99,099	\$105,478	\$110,161
	PLE Days			\$1082	\$1083	\$1153	\$1204
	PLE Stipend			\$8,418	\$8,423	\$8,966	\$9,364
	<b>Total</b>			<b>\$108,535</b>	<b>\$108,605</b>	<b>\$115,597</b>	<b>\$120,729</b>
20 through 24 Years	Base	\$66,581	\$82,822	\$99,035	\$99,099	\$105,478	\$110,161
	PLE Days	\$728	\$905	\$1082	\$1083	\$1153	\$1204
	PLE Stipend	\$5,659	\$7,040	\$8,418	\$8,423	\$8,966	\$9,364
	Longevity	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
	<b>Total</b>	<b>\$75,468</b>	<b>\$93,267</b>	<b>\$111,035</b>	<b>\$111,105</b>	<b>\$118,097</b>	<b>\$123,229</b>
25 through 30 or more Years	Base	\$66,581	\$82,822	\$99,035	\$99,099	\$105,478	\$110,161
	PLE Days	\$728	\$905	\$1082	\$1083	\$1153	\$1204
	PLE Stipend	\$5,659	\$7,040	\$8,418	\$8,423	\$8,966	\$9,364
	Longevity	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	<b>Total</b>	<b>\$77,968</b>	<b>\$95,767</b>	<b>\$113,535</b>	<b>\$113,605</b>	<b>\$120,597</b>	<b>\$125,729</b>

Salaries shown in this schedule are based on 1.0 FTE. Actual salaries are prorated by assigned FTE.

1. CTE teacher placement determined according to WAC 392-121-259(3)(b)
2. Experience credit will be provided on a full-year basis only
3. CTE teachers with Plan II (non-degree) certification will be placed on this schedule according to the Reporting Process Instructions for OSPI Form S-275.
4. Doctorate degree = \$3,600 stipend
- \*5. The BA+135 column of this salary schedule was closed on Nov. 2, 2004. Salaries that appear in the BA+135 column are applicable only to HPS employees that reached this column on or before Nov. 1, 2004.
6. The District will pay 100% of the state retiree healthcare subsidy.
7. Longevity stipends: 20-24 years, \$2,500; 25+ years, \$5,000.

1 **Section C.2 – Salary Schedule Placement Regulations**

2 **Excerpts from Chapter 392-121 WAC in Effect for 2017-18 School Year**

3 **WAC 392-121-249 Definition—Accredited institution of higher education.** As  
 4 used in this chapter, "accredited institution of higher education" means an institution of  
 5 higher education that has been accredited by a national or regional accrediting association  
 6 recognized by the Washington student achievement council and the secretary of the U.S.  
 7 Department of Education pursuant to WAC 181-78A-010(7).

8 **WAC 392-121-250 Definition—Highest degree level.** As used in this chapter, the  
 9 term "highest degree level" means:

10 (1) The highest degree earned by the employee from an accredited institution of  
 11 higher education, pursuant to WAC 392-121-249; or

12 (2) "Nondegreed" for a certificated instructional employee who:

13 (a) Holds no bachelor's or higher level degree; or

14 (b) Holds a bachelor's or higher level degree and a valid vocational/career and  
 15 technical education certificate, but:

16 (i) The bachelor's or higher level degree was not a requirement of any past or  
 17 present education certificate or permit, including the vocational/career and technical  
 18 education certificate, pursuant to chapter 181-77 or 181-79A WAC; and

19 (ii) Whose highest placement pursuant to WAC 392-121-270 is as a nondegreed  
 20 certificated instructional employee.

21 **WAC 392-121-255 Definition—Academic credits.** As used in this chapter,  
 22 "academic credits" means credits determined as follows:

23 (1) Credits are earned after the awarding or conferring of the employee's first  
 24 bachelor's degree;

25 (2) Credits are earned on or before October 1 of the year for which allocations are  
 26 being calculated pursuant to this chapter;

27 (3) Credits are earned from an accredited institution of higher education: Provided,  
 28 That credits, determined eligible pursuant to subsections (1), (2), (4) and (6) of this section,  
 29 earned from any other accredited community college, college, or university and reported  
 30 on Form S-275 on or before December 31, 1992, shall continue to be reported;

31 (4) Credits are transferrable or applicable to a bachelor's or more advanced degree  
 32 program: Provided, That for educational courses which are the same or identical no more  
 33 credits for that educational course than are transferrable or applicable to a bachelor's or  
 34 more advanced degree program at that institution shall be counted;

35 (5) Credits earned after September 1, 1995, must satisfy the additional  
 36 requirements of WAC 392-121-262;

37 (6) Credits are not counted as in-service credits pursuant to WAC 392-121-257 or  
 38 nondegree credits pursuant to WAC 392-121-259;

39 (7) The number of credits equals the number of quarter hours, units or semester  
 40 hours each converted to quarter hours earned pursuant to this section; and

41 (8) Accumulate credits rounded to one decimal place.

42 **WAC 392-121-257 Definition—In-service credits.** As used in this chapter, "in-  
 43 service credits" means credits determined as follows:

44 (1) Credits are earned:

45 (a) After August 31, 1987; and

46 (b) After the awarding or conferring of the employee's first bachelor's degree.

- 1 (2) Credits are earned on or before October 1 of the year for which allocations are
- 2 being calculated pursuant to this chapter.
- 3 (3) Credits are earned in either:
- 4 (a) A locally approved in-service training program which means a program
- 5 approved by a school district board of directors or charter school board, and meeting
- 6 standards adopted by the professional educator standards board pursuant to the
- 7 standards in WAC 181-85-200 and the development of which has been participated in by
- 8 an in-service training task force whose membership is the same as provided under RCW
- 9 28A.415.040; or
- 10 (b) A state approved continuing education program offered by an education agency
- 11 approved to provide in-service for the purposes of continuing education as provided for
- 12 under rules adopted by the professional educator standards board pursuant to chapter
- 13 181-85 WAC.
- 14 (4) Credits are not earned for the purpose of satisfying the requirements of the
- 15 employee's next highest degree.
- 16 (5) Credits earned after September 1, 1995, must satisfy the additional
- 17 requirements of WAC 392-121-262.
- 18 (6) Credits are not counted as academic credits pursuant to WAC 392-121-255 or
- 19 nondegree credits pursuant to WAC 392-121-259.
- 20 (7) Ten locally approved in-service or state approved continuing education credit
- 21 hours defined in WAC 181-85-030 equal one in-service credit.
- 22 (8) Each forty hours of participation in an approved internship with a business,
- 23 industry, or government agency pursuant to chapter 181-83 WAC equals one in-service
- 24 credit.
- 25 (a) No more than two in-service credits may be earned as a result of an internship
- 26 during any calendar-year period.
- 27 (b) Each individual is limited to a maximum of fifteen in-service credits earned from
- 28 internships.
- 29 (9) Accumulate credits rounded to one decimal place.

30 **WAC 392-121-259 Definition—Nondegree credits.** As used in this chapter,

31 "nondegree credits" means credits recognized for nondegreed certificated instructional

32 employees as follows:

- 33 (1) Zero credits shall be recognized for persons holding a valid certificate other
- 34 than a certificate included in subsection (2) or (3) of this section.
- 35 (2) Thirty credits shall be recognized for persons holding a valid continuing or
- 36 standard school nurse certificate.
- 37 (3) Persons holding valid vocational/career and technical education certificates as
- 38 provided for in chapter 181-77 WAC shall accumulate recognized credits as follows:
- 39 (a) One credit for each one hundred clock hours of occupational experience as
- 40 defined in WAC 181-77-003(7), subject to the following conditions and limitations:
- 41 (i) Clock hours of occupational experience used in determining nondegree credits
- 42 must be earned after meeting the minimum vocational/career and technical education
- 43 certification requirements of three years (six thousand hours) as established in WAC 181-
- 44 77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type
- 45 of vocational/career and technical education certificate held.
- 46 (ii) Nondegree credits based on occupational experience shall be limited to a
- 47 maximum of twenty credits per calendar year.
- 48 (iii) Nondegree credits based on occupational experience shall exclude experience
- 49 determined pursuant to WAC 392-121-264 (1)(a) through (d).
- 50 (b) One credit for each ten clock hours of vocational/career and technical education

1 educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock  
 2 hours of vocational/career and technical education educator training used in determining  
 3 nondegree credits must be earned after meeting the minimum vocational/career and  
 4 technical education certification requirements as established in WAC 181-77-041 (1)(b)  
 5 and (c), regardless of when the initial certificate is issued and regardless of type of  
 6 vocational/career and technical education certificate held.

7 (4) Credits earned after September 1, 1995, must satisfy the additional  
 8 requirements of WAC 392-121-262.

9 (5) Accumulate credits rounded to one decimal place.

10 **WAC 392-121-261 Definition—Total eligible credits.** As used in this chapter,  
 11 "total eligible credits" means the total number of credits determined as follows:

12 (1) For an employee whose highest degree is a bachelor's degree, sum:

13 (a) Academic and in-service credits; and

14 (b) Nondegree credits, determined pursuant to WAC 392-121-259 and reported on  
 15 Report S-275 prior to the awarding of the bachelor's degree for vocational/career and  
 16 technical education instructors who obtain a bachelor's degree while employed in the state  
 17 of Washington as a nondegreed vocational/career and technical education instructor.

18 (2) For an employee whose highest degree is a master's degree, sum:

19 (a) Academic and in-service credits in excess of forty-five earned after the  
 20 awarding or conferring of the bachelor's degree and prior to the awarding or conferring of  
 21 the master's degree; and

22 (b) Academic and in-service credits earned after the awarding or conferring of the  
 23 master's degree.

24 (3) For a nondegreed employee sum only nondegree credits.

25 **WAC 392-121-262 Definition—Additional criteria for all credits.** Credits earned  
 26 after September 1, 1995, must satisfy the following criteria in addition to those found in  
 27 WAC 392-121-255, 392-121-257, and 392-121-259:

28 (1) At the time credits are recognized by the school district or charter school, the  
 29 content of the course must meet at least one of the following:

30 (a) It is consistent with a school-based plan for mastery of student learning goals  
 31 as referenced in RCW 28A.655.110, the annual school performance report, for the school  
 32 in which the individual is assigned;

33 (b) It pertains to the individual's current assignment or expected assignment for  
 34 the following school year;

35 (c) It is necessary for obtaining endorsement as prescribed by the Washington  
 36 professional educator standards board;

37 (d) It is specifically required for obtaining advanced levels of certification;

38 (e) It is included in a college or university degree program that pertains to the  
 39 individual's current assignment or potential future assignment as a certificated  
 40 instructional staff;

41 (f) It addresses research-based assessment and instructional strategies for  
 42 students with dyslexia, dysgraphia, and language disabilities when addressing learning  
 43 goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated  
 44 instructional staff; or

45 (g) Beginning in the 2011-12 school year, it pertains to the revised teacher  
 46 evaluation system under RCW 28A.405.100, including the professional development  
 47 training provided in RCW 28A.405.106.

48 (2) Credits which have been determined to meet one or more of the criteria in  
 49 subsection (1) of this section shall continue to be recognized in subsequent school years

1 and by subsequent school district and charter school employers; and  
 2 (3) Credits not recognized in a school year may be recognized in a subsequent  
 3 school year if there is a change in the qualifying criteria such as a change in professional  
 4 educator standards board rules, a change in the district's or charter school's strategic plan,  
 5 a change in the school-based plan for the school in which the individual is assigned, a  
 6 change in the individual's assignment, or a change in the individual's employer.

7 **WAC 392-121-264 Definition—Certificated years of experience.** Regardless of  
 8 the experience factors used by a school district or charter school for the purposes of its  
 9 salary schedule(s), as used in this chapter, the term "certificated years of experience"  
 10 means the number of years of accumulated full-time and part-time professional education  
 11 employment prior to the current reporting school year in the state of Washington, out-of-  
 12 state, and a foreign country. School districts and charter schools shall report all certificated  
 13 years of experience including those beyond the experience limit of the school district's or  
 14 charter school's salary schedule.

15 (1) Professional education employment shall be limited to the following:

16 (a) Employment in public or private preschools or elementary and secondary  
 17 schools in positions which require certification where:

18 (i) Schools include the Centrum education program, the Pacific Science Center  
 19 education program, educational centers authorized under chapter 28A.205 RCW, and  
 20 Seattle Children's Hospital education program;

21 (ii) Certification means the concurrent public professional education licensing  
 22 requirements established in the state, province, country, or other governmental unit in  
 23 which employment occurred and which, for the state of Washington, refers to the  
 24 certificates authorized by WAC 181-79A-140 and temporary permits authorized by WAC  
 25 181-79A-128;

26 (b) Employment in public or private vocational-technical schools, technical  
 27 colleges, community/junior colleges, colleges, and universities in positions comparable to  
 28 those which require certification in Washington school districts;

29 (c) Employment in a governmental educational agency with regional administrative  
 30 responsibilities for preschool, elementary, and/or secondary education including but not  
 31 limited to an educational service district, office of superintendent of public instruction, or  
 32 United States department of education in any professional position including but not  
 33 limited to C.P.A., architect, business manager, or physician;

34 (d) Experience in the following areas:

35 (i) Military, Peace Corps, or Vista service which interrupted professional education  
 36 employment included in (a), (b), or (c) of this subsection; and

37 (ii) Sabbatical leave.

38 (e) For nondegreed vocational/career and technical education instructors, up to a  
 39 maximum of six years of management experience as defined in WAC 181-77-003(6)  
 40 acquired after the instructor meets the minimum vocational/career and technical education  
 41 certification requirements of three years (six thousand hours) established in WAC 181-77-  
 42 041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of  
 43 vocational/career and technical education certificate held. If a degree is obtained while  
 44 employed in the state of Washington as a nondegreed vocational/career and technical  
 45 education instructor, the eligible years of management experience pursuant to this  
 46 subsection reported on Report S-275 prior to the awarding of the degree shall continue to  
 47 be reported but shall not increase.

48 (f) Beginning in the 2007-08 school year, for occupational therapists, physical  
 49 therapists, nurses, speech-language pathologists, audiologists, counselors,  
 50 psychologists, and social workers regulated under Title 18 RCW, years of experience may

1 include employment as occupational therapists, physical therapists, nurses, speech-  
2 language pathologists, audiologists, counselors, psychologists, and social workers, that  
3 does not otherwise meet the requirements of (a) through (e) of this subsection, subject to  
4 the following conditions and limitations:

5 (i) Experience included under this subsection shall be limited to a maximum of two  
6 years.

7 (ii) The calculation of years of experience shall be that one year of experience in a  
8 school or other nonschool position counts as one year of experience for the purposes of  
9 this subsection, per subsection (2)(a) of this section.

10 (iii) Employment as occupational therapists shall be limited to the following:

11 (A) In positions requiring licensure as an occupational therapist under Title 18  
12 RCW, or comparable out-of-state employment; and

13 (B) While holding a valid occupational therapist license, or other comparable  
14 occupational therapist credential.

15 (iv) Employment as physical therapists shall be limited to the following:

16 (A) In positions requiring licensure as a physical therapist under Title 18 RCW, or  
17 comparable out-of-state employment; and

18 (B) While holding a valid physical therapist license, or other comparable physical  
19 therapist credential.

20 (v) Employment as nurses shall be limited to the following:

21 (A) In positions requiring licensure as a registered nurse under Title 18 RCW, or  
22 comparable out-of-state employment; and

23 (B) While holding a valid registered nurse license, or other comparable registered  
24 nurse credential.

25 (vi) Employment as speech-language pathologists or audiologists shall be limited  
26 to the following:

27 (A) In positions requiring the same or similar duties and responsibilities as are  
28 performed by speech-language pathologists or audiologists regulated under Title 18 RCW;  
29 and

30 (B) After completion of the minimum requirements for conditional certification as a  
31 school speech-language pathologist or audiologist established in WAC 181-79A-231  
32 (1)(c)(iv).

33 (vii) Employment as counselors shall be limited to the following:

34 (A) In positions requiring the same or similar duties and responsibilities as are  
35 performed by counselors regulated under Title 18 RCW; and

36 (B) After completion of the minimum requirements for emergency certification as a  
37 school counselor established in WAC 181-79A-231(3).

38 (viii) Employment as psychologists shall be limited to the following:

39 (A) In positions requiring the same or similar duties and responsibilities as are  
40 performed by psychologists regulated under Title 18 RCW; and

41 (B) After completion of the minimum requirements for emergency certification as a  
42 school psychologist established in WAC 181-79A-231(3).

43 (ix) Employment as social workers shall be limited to the following:

44 (A) In positions requiring the same or similar duties and responsibilities as are  
45 performed by social workers regulated under Title 18 RCW; and

46 (B) After completion of the minimum requirements for emergency certification as a  
47 school social worker established in WAC 181-79A-231(3).

48 (x) Certificated years of experience as occupational therapists, physical therapists,  
49 nurses, speech-language pathologists, audiologists, counselors, psychologists, and social  
50 workers, determined pursuant to this subsection and reported on Report S-275, by  
51 teachers and other certificated staff who are no longer employed as occupational



1 therapists, physical therapists, nurses, speech-language pathologists, audiologists,  
 2 counselors, psychologists, and social workers, shall continue to be reported but shall not  
 3 increase.

4 (2) Years of full-time and part-time professional education employment prior to the  
 5 current reporting school year are accumulated as follows:

6 (a) For each professional education employment which is not employment as a  
 7 casual substitute pursuant to subsection (1)(a) of this section;

8 (i) Determine the total number of hours, or other unit of measure, per year for an  
 9 employee working full-time with each employer;

10 (ii) Determine the number of hours, or other unit of measure, per year with each  
 11 employer, including paid leave and excluding unpaid leave;

12 (iii) Calculate the quotient of the hours, or other unit of measure, determined in  
 13 (a)(ii) of this subsection divided by the hours, or other unit of measure, in (a)(i) of this  
 14 subsection rounded to two decimal places for each year.

15 (b) For professional education employment as a casual substitute pursuant to  
 16 subsection (1)(a) of this section:

17 (i) Determine the total number of full-time equivalent substitute days per year;

18 (ii) Calculate the quotient of full-time equivalent days determined in (b)(i) of this  
 19 subsection divided by 180 rounded to two decimal places for each year.

20 (c) No more than 1.0 year may be accumulated in any traditional nine-month  
 21 academic year or any twelve-month period.

22 (i) Accumulate, for each year, professional education employment calculated in  
 23 (a)(iii) and (b)(ii) of this subsection.

24 (ii) Determine the smaller of the result in (c)(i) of this subsection or 1.00 for each  
 25 year.

26 (d) Determine certificated years of experience as the accumulation of all years of  
 27 professional education employment calculated in (c)(ii) of this subsection and report such  
 28 years rounded to one decimal place.

29 **WAC 392-121-266 Definition—LEAP salary allocation documents.** As used in  
 30 this chapter, "LEAP salary allocation documents" means the computerized tabulations  
 31 prepared by the legislative evaluation and accountability program (LEAP) and identified in  
 32 the state Operating Appropriations Act as part of the formula for determining average  
 33 salaries for the purpose of allocating state moneys to school districts or charter schools.

34 **WAC 392-121-270 Placement of certificated instructional employees on**  
 35 **LEAP salary allocation documents.** Each certificated instructional employee shall be  
 36 placed on LEAP salary allocation documents with the highest placement based on the  
 37 employee's highest degree level, total eligible credits, and certificated years of experience  
 38 each defined in this chapter: Provided, That

39 (1) If an employee holds more than one degree of the same level, additional credits  
 40 shall be counted after the first degree.

41 (2) An employee whose highest degree is a bachelor's degree, whose total eligible  
 42 credits are ninety or greater, and whose total eligible credits earned prior to January 1,  
 43 1992, were less than one hundred thirty-five shall be placed on the BA + 90 column.

44 (3) An employee whose highest degree level is nondegreed shall be placed on the  
 45 BA columns except that such persons holding valid vocational/career and technical  
 46 education certificates with one hundred thirty-five or more eligible credits shall be placed  
 47 on the MA + 0 column.

48 (4) A vocational/career and technical education instructor who obtains a bachelor's  
 49 degree while employed in the state of Washington as a nondegreed vocational/career and

1 technical education instructor and for whom one hundred thirty-five or more eligible credits  
 2 determined pursuant to WAC 392-121-259 were reported on Report S-275 prior to the  
 3 awarding of that bachelor's degree shall continue to be placed on the MA + 0 column and  
 4 shall not advance to any other column unless a master's degree is obtained.

5 (5) For placement on LEAP salary allocation documents, total eligible credits and  
 6 certificated years of experience shall be rounded to the nearest whole number. One-half  
 7 credit or year shall be rounded to the next highest credit or year.

8 **WAC 392-121-280 Placement on LEAP salary allocation documents—**  
 9 **Documentation required.** School districts and charter schools shall have documentation  
 10 on file and available for review which substantiates each certificated instructional  
 11 employee's placement on LEAP salary allocation documents. The minimum requirements  
 12 are as follows:

13 (1) Districts and charter schools shall document the date of awarding or conferring  
 14 of the highest degree including the date upon which the degree was awarded or conferred  
 15 as recorded on the diploma or transcript from the registrar of the accredited institution of  
 16 higher education.

17 (a) If the highest degree is a master's degree, the district or charter school shall  
 18 also document the date of awarding or conferring of the first bachelor's degree.

19 (b) If the degree was awarded by an institution which does not confer degrees after  
 20 each term, and all degree requirements were completed at a time other than the date  
 21 recorded on the diploma or transcript, a written statement from the registrar of the  
 22 institution verifying a prior completion date shall be adequate documentation.

23 (c) If the degree program was completed in a country other than the United States,  
 24 documentation must include documentation in English of degree equivalency for the  
 25 appropriate degree as allowed by WAC 181-79A-260: Provided, That documentation of  
 26 degree equivalency is not required if that institution of higher education is already  
 27 accredited pursuant to WAC 181-78A-010(7).

28 (2) Districts and charter schools shall document academic credits by having on file  
 29 a transcript from the registrar of the accredited institution of higher education granting the  
 30 credits. For purposes of this subsection:

31 (a) An academic credit is deemed "earned" at the end of the term for which it  
 32 appears on the transcript: Provided, That a written statement from the registrar of the  
 33 institution verifying a prior earned date may establish the date a credit was earned;

34 (b) Washington state community college credits numbered one hundred and above  
 35 are deemed transferable for purposes of WAC 392-121-255(4) subject to the limitations  
 36 of that same subsection;

37 (c) Credits are not deemed "earned" at an institution of higher education which  
 38 transfers-in credits. Such credits must be documented using a transcript from the initial  
 39 granting institution and are subject to all the limitations of WAC 392-121-255;

40 (d) If the credits were completed in a country other than the United States,  
 41 documentation must include a written statement of credit equivalency for the appropriate  
 42 credits from a foreign credentials' evaluation agency approved by the office of  
 43 superintendent of public instruction: Provided, That documentation of degree equivalency  
 44 is not required if that institution of higher education is already accredited pursuant to WAC  
 45 181-78A-010(7); and

46 (e) For credits earned after September 1, 1995, districts and charter schools shall  
 47 document that the course content meets one or more of the criteria of WAC 392-121-  
 48 262(1). At a minimum, such documentation must include a dated signature of the  
 49 immediate principal, supervisor, or other authorized school district or charter school  
 50 representative and must be available to the employee's future employers.

- 1 (3) Districts and charter schools shall document in-service credits:  
2 (a) By having on file a document meeting standards established in WAC 181-85-  
3 107; and  
4 (b) For credits earned after September 1, 1995, districts and charter schools shall  
5 document that the course content meets one or more of the criteria of WAC 392-121-  
6 262(1). At a minimum, such documentation must include a dated signature of the  
7 immediate principal, supervisor, or other authorized school district or charter school  
8 representative and must be available to the employee's future employers.  
9 (4) Districts and charter schools shall document nondegree credits.  
10 (a) For vocational/career and technical education educator training credits  
11 pursuant to WAC 392-121-259(3) districts and charter schools shall have on file a  
12 document meeting standards established in WAC 181-85-107 and evidence that the  
13 training was authorized pursuant to WAC 181-77-003 (2), (9), or (12).  
14 (b) For credits calculated from converted occupational experience pursuant to  
15 WAC 392-121-259(3) districts and charter schools shall have on file documents which  
16 provide:  
17 (i) Evidence that the occupational experience meets the requirements of WAC 181-  
18 77-003(7);  
19 (ii) Evidence of the individual's actual number of hours of employment for each  
20 year including dates of employment; and  
21 (iii) The district or charter school calculation of converted credits pursuant to WAC  
22 392-121-259(3).  
23 (c) For credits earned after September 1, 1995, districts shall document that the  
24 course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum,  
25 such documentation must include a dated signature of the immediate principal, supervisor,  
26 or other authorized school district representative and must be available to the employee's  
27 future employers.  
28 (5) Districts and charter schools shall document certificated years of experience  
29 as follows:  
30 (a) For certificated years of experience obtained and reported on Report S-275  
31 prior to the 1994-95 school year districts and charter schools shall have on file documents  
32 that provide evidence of employment including dates of employment.  
33 (b) For certificated years of experience reported on Report S-275 for the first time  
34 after the 1993-94 school year districts and charter schools shall have on file:  
35 (i) The total number of hours, or other unit of measure, per year for an employee  
36 working full-time with each employer;  
37 (ii) The number of hours, or other unit of measure (worked by the employee), per  
38 year and dates of employment with each employer, including paid leave and excluding  
39 unpaid leave: Provided, That documentation of hours in excess of one full-time certificated  
40 year of experience in any twelve-month period is not required;  
41 (iii) The quotient of the hours, or other unit of measure, determined in (b)(ii) of this  
42 subsection divided by the hours, or other unit of measure, in (b)(i) of this subsection  
43 rounded to two decimal places for each year;  
44 (iv) The name and address of the employer;  
45 (v) For those counting experience outside of the school district or charter school  
46 pursuant to WAC 392-121-264 (1)(a), evidence whether or not the position required  
47 professional education certification pursuant to WAC 392-121-264 (1)(a)(ii);  
48 (vi) For those counting experience pursuant to WAC 392-121-264 (1)(b), a brief  
49 description of the previous employment which documents the school district's or charter  
50 school's decision that the position was comparable to one requiring certification in the  
51 Washington school districts;

1           (vii) For those counting management experience pursuant to WAC 392-121-264  
2 (1)(e), evidence that the experience meets the requirements of WAC 181-77-003(6);

3           (viii) For those counting experience (for educational staff associates) pursuant to  
4 WAC 392-121-264 (1)(f), evidence that the previous employment meets the requirements  
5 in the applicable subsections of WAC 392-121-264 (1)(f).

6           (6) Any documentation required by this section may be original or copies of the  
7 original: Provided, That each copy is subject to school district or charter school acceptance  
8 or rejection.

9           (7) The falsification or deliberate misrepresentation, including omission of a  
10 material fact concerning degrees, credits, or experience by an education practitioner as  
11 defined in WAC 181-87-035 shall be deemed an act of unprofessional conduct pursuant  
12 to WAC 181-87-050. In such an event the provisions of chapters 181-86 and 181-87 WAC  
13 shall apply.

1     **Section C.3 – Pay Rate Information for Certificated Substitutes**

2     The following rates are in effect for the 2022-23 school year:

		<b>Monday-Friday</b>
A	Daily Substitute	\$200.00
B	Super Substitute	\$220.00
C	Half-Day	½ of the daily rate + \$6.00
D	After 20 <sup>th</sup> Day in Long-Term Assignment	*Contractual Rate

3     Annually, these rates will be increased to reflect the inflationary adjustment to the  
4     state's revenue formulas.

5     Substitutes who (a) work 40 nonconsecutive days in the current school year; (b) work  
6     100 days the previous year and 20 days in the new school year; or (c) are retirees of  
7     the Highline School District will be moved to the Row B "Super Substitute" rate.

8     In addition, when substitutes are asked to use a scheduled planning period to cover a  
9     class not part of their originally assigned job, the substitute will be paid for that time at  
10    the Extra-Duty Rate identified in Appendix D.

11    \*The Highline School District pays a contractual rate of pay after the twentieth  
12    consecutive day in the same assignment. The contractual rate of pay is taken from the  
13    current teacher salary schedule and placement is based upon education and years of  
14    experience. Experience verifications from other school districts or educational  
15    institutions, along with official transcripts are required in order to calculate placement.

16    **Section C.4 – Pay Rate Information for Certificated Annual Substitutes**

17    Annual substitutes will be compensated as follows, reflective of a 0.85 FTE contract.  
18    Compensation will be a percentage of Base Salary, not to include Professional  
19    Learning and Enrichment (PLE).

<b>Experience</b>	<b>BA</b>	<b>BA+45 (MA=45)</b>	<b>BA+90</b>
0-2 years	85% of BA Step 0	85% of BA/45 Step 0	85% of BA/90 Step 0
3-6 years	85% of BA Step 3	85% of BA/45 Step 3	85% of BA/90 Step 3
7+ years	85% of BA Step 7	85% of BA/45 Step 7	85% of BA/90 Step 7

20    Annual substitutes will be moved to the contractual rate of pay after the twentieth  
21    consecutive day in the same assignment, retroactive to the first day of that assignment.  
22    They will be paid the contractual rate for the duration of that assignment. The  
23    contractual rate of pay is taken from the current teacher salary schedule and  
24    placement is based upon education and years of experience. Experience verifications  
25    from other school districts or educational institutions, along with official transcripts are  
26    required in order to calculate placement

**APPENDIX D – EXTRA-CURRICULAR SALARY AND ADDITIONAL PAY FOR  
ADDITIONAL TIME AND/OR RESPONSIBILITIES**

1 Note: Base salary as used herein shall mean an individual's contractual salary, including  
 2 an earned Masters and/or Doctorate stipend, if applicable.

3 **Section D.1 – Extra-Curricular Salary Schedule**

4 **A. High School Extra Curricular Salary Schedule:** Each high school will be  
 5 annually allocated a fund equal to .05 of the base salary schedule plus \$4,151 for  
 6 other minor club advisors which will be divided among employees depending upon  
 7 student interest and needs.

8 Budget #020G-28-LOC-4281

High School Major Club Advisors	Campus wide	Small School
1. Annual	\$2,093	\$1,200
2. Band	\$3,947	
3. Chorus	\$1,252	
4. Drama*	\$1,992	
5. Journalism	\$2,093	\$1,200
9 *(Campus wide theatrical productions)		

10 Budget #0118-28-LOC-4233

11 **B. Middle School Extra Curricular Salary Schedule:** Each middle school shall be  
 12 allocated annually a fund equal to .10 of the base salary for stipend support for  
 13 projects such as but not limited to career day assistance, curriculum leadership,  
 14 math competitions, computer related issues, science fair assistance and  
 15 multicultural assistance. The principal and staff shall jointly determine the  
 16 expenditure of the fund.

17 Budget #020G-27-LOC-4281

Middle School Major Club Advisors	Salary
1. Band	\$1,113
2. Choral	\$1,113

18 Budget #0118-28-LOC-4233

19 **C. Elementary School Extra Curricular Salary Schedule:** Each elementary school  
 20 shall be allocated annually a fund equal to .07 of the base salary schedule for  
 21 stipend support for projects such as but not limited to math competitions, spelling  
 22 bee competition, Young Author's conference, computer related issues, curriculum  
 23 fairs, leader positions and after school activities. The principal and staff shall jointly  
 24 determine the expenditure of the fund.

25 Budget #020F-27-LOC-4281

26 **Section D.2 – Additional Pay for Additional Time and/or Responsibilities**

27 The staff member and the building principal or supervisor will cooperatively determine  
 28 how the extended time is to be used. In addition, if the extra pay is based on either an  
 29 hourly or per diem rate, staff members will document the time for the purpose of  
 30 payment.

1 **A. Consultants:** \$2,403 for responsibility, 1/36 of base salary for one additional week

2 **B. Elementary Principal Designee/Dean:** Elementary Principal Designees and  
 3 Deans shall receive responsibility stipends and additional time as outlined below:

	Dean Stipend	Designee Stipend
With 1.0 AP	N/A	\$750
With 1.0 Dean (assuming no AP)	\$1,000 stipend + 3 days paid at per diem*	\$500
With .5 Dean (assuming no AP)	\$750 stipend + 1 day paid at per diem**	\$750
With no Dean or AP	N/A	\$1,500

4 \*Full time Dean two days prior to the start of school and one after (or as determined  
 5 by mutual agreement of dean and principal).

6 \*\*.5 Dean one day prior to the start of school (or as determined by mutual  
 7 agreement of dean and principal).

8 Budget #0180-23-LOC-4294

9 **C. Department Chairs:** Secondary Department Chairpersons or Curriculum  
 10 Leaders, Middle School Curriculum Leaders

11 Budget #0180-27-LOC-4234

12 Special education Chairperson (Budget #2101-27-LOC-4234) (one per secondary  
 13 site) and ELL Chair Person (Budget #0125-27-LOC-4234) are compensated based  
 14 on the number of people they support including themselves\* according to the  
 15 following:

1. 1.1 – 1.9 FTE = \$412
2. 2.0 – 2.9 FTE = \$810
3. 3.0 – 5.0 FTE = \$1,220
4. 5.1 – 7.0 FTE = \$1,624
5. 7.1 – 9.0 FTE = \$2,032
6. 9.1+ FTE = \$2,432

16 \*There shall be no department chair stipend paid for a single person department.

17 **D. District Wide Coordinators:** Head Teacher Multi-Handicapped, Head  
 18 Elementary and Secondary Counselor(s)\*, Head Special Education, and Head  
 19 Nurse receive \$2,039 for responsibility, 1/36 of base salary for each week of  
 20 authorized extended time.

21 \*NOTE: If HEA member is not filling this role, the stipend will be split between the  
 22 lead counselors at the comprehensive high schools.

23 Object Code 4233

24 **E. Summer School:** Summer School Instructors (Regular Education or Extended  
 25 School Year) receive the Extra Duty Rate outlined in Appendix D for teaching and  
 26 for assigned planning.



1 Budget #7301-27

2 **F. Librarians:** Librarians receive 70 hours of extended time will be paid at the rate of  
3 1/36 of base salary per week for each building librarian.

4 Object Code 4294

5 **G. Social Workers:** Social Workers receive 1/36 of base salary for one additional  
6 week.

7 Object Code 4294

8 **H. Nurses:** Nurses will be allocated five (5) days of extended time for work completed  
9 prior to the start of school and/or within two (2) weeks of the first student day; these  
10 five (5) days will be paid at the rate of 1/36 of base salary, pro-rated by FTE.  
11 Additional days may be allocated as needed with advance authorization from the  
12 Director of Health Services. The Lead Nurse will be allocated ten (10) days of  
13 extended time for work completed prior to the start of school and/or within two (2)  
14 weeks of the first student day; these ten (10) days will be paid at the rate of 1/36  
15 of base salary per week, pro-rated by FTE.

16 **I. Specialists:** Specialists receive \$2,008 for responsibility, 1/36 of base salary for  
17 each week of authorized time.

18 Object Code 4294

19 **J. Outdoor Education:** Teachers participating in the outdoor education program will  
20 receive \$120.00 per overnight stay for additional time and responsibility. All first  
21 time Waskowitz teachers will receive per diem equal to the number of clock hours  
22 for completing the two day camp orientation training.

23 Budget #0108-27

24 **K. Extra Duty:** Staff members who are employed for extra work beyond the  
25 contractual work year will be paid at the extra service rate for the following:  
26 teaching students or adults, leading or facilitating an activity, preparing and  
27 delivering presentations or writing curriculum, and extra duties not otherwise listed  
28 in the collective bargaining agreement. This rate is calculated as the per diem  
29 hourly rate of an employee placed at the BA+0/0 years of experience cell on the  
30 base salary schedule.

31 **L. Shared Leadership Team Fund:** Each school will receive a fund to be divided  
32 equally among certificated members of its Shared Leadership Team. Each school  
33 will receive \$1,100 with an additional \$1.00 per student enrollment, based on the  
34 October 1 count.

35 Budget #020J-27-LOC-4281

36 **M. Building Curriculum Fund:** The building staff shall form a curriculum committee  
37 in order to determine the expenditure of this fund, which may include acquiring  
38 substitutes or compensating HEA staff for developing/integrating new curriculum  
39 or programs. The building staff shall annually review the process for accessing this

1 fund. Each school shall be allocated (based on enrollment on October 1 of current  
 2 school year) annually a building curriculum fund as follows:

- 1. High schools \$5,500
- 2. Middle schools \$3,500

Elementary schools and small high schools:

- 3. <400 \$2,000
- 4. 400 – 499 \$2,500
- 5. 500 – 599 \$3,000
- 6. >600 \$3,500

3 The District shall reserve at least two (2) PD substitute codes available each school  
 4 day for use within the funds provided by this section except when pre-identified  
 5 days require the reservation of all PD sub codes for accommodating a district-wide  
 6 initiative or the request for a PD substitute code has been made less than two (2)  
 7 weeks in advance.

8 Budget #020H-27

9 **N. Intramural Supervisor and Elementary School Chorus Advisor:** Intramural  
 10 funds will be expended as determined by the building principal. Staff members who  
 11 accept assignments from the building principal to supervise intramural activities  
 12 shall be compensated at the rate of \$13.78 per hour. Each supervisor will be paid  
 13 up to a maximum of 28 hours per activity. The total amount expended for all  
 14 intramural activities for a building shall not exceed the building's intramural  
 15 allocation. For schools with Catch 21 grants, the 28 hour limit and intramural  
 16 allocation limit will not apply.

17 Budget #011A-28-LOC-4233 Athletic; 0118-28-LOC-4233 Non-Athletic

18 **O. Counseling:** Secondary counselors will be paid at the rate of 1/36 of base salary  
 19 per week for an additional five (5) days service completed during the summer, prior  
 20 to the first student day. Each counselor in school buildings with an average  
 21 counselor caseload greater than 300 students (based on student headcount  
 22 including Running Start students) as of the last student count day of the previous  
 23 year may be paid for an additional two (2) days service completed during the  
 24 summer, prior to the first student day. Changes to the distribution of days within a  
 25 building may be requested by a building by June 1 and will be reviewed for potential  
 26 approval by the HEA-HSD Labor-Management Team by June 15. Compensation  
 27 for the five days will be paid in a lump sum on the September pay warrant if  
 28 documentation of the days worked is submitted before September 10. If this  
 29 deadline is missed, documentation may be provided in October for payment on the  
 30 October or November warrant.

31 Elementary counselors will be paid at the rate of 1/36 of base salary per week for  
 32 an additional five (5) days service.

33 Object Code 4294

1 **P. Psychologists:** Psychologist will receive four (4) additional days to be worked  
 2 within two weeks of the first work day of each school year as verified by the Director  
 3 of Special Services or Coordinator and paid at the per diem rate. 1/36 of base  
 4 salary per week for authorized additional time.

5 Object Code 4294

6 **Q. Specified Career and Technical Education:** Specified Career and Technical  
 7 Education staff receive 1/36 of base pay per week for authorized additional time.

8 **R. Cooperative Education Teachers** receive extra days as indicated:

Number of qualified students (360 hrs worked)	Number of Days*
1 - 5	3
6 - 10	5
11 - 15	7
16 - 20	9
21 - 25	11
26 - 30	13
31 - 35	15
Each additional 4 students	Increase by 2

9 **S. Vocational Information Specialists:** Vocational Information Specialists receive 5  
 10 days.

11 **T. Occupational Skills Center Teachers:** The student count will be determined  
 12 October 1 for the first semester and February 1 for the second semester of each  
 13 school year. The staff member and the building principal will cooperatively  
 14 determine how the extended time is to be used.

15 1. Time, Responsibility and Incentive (TRI) schedule is less than \$5,000  
 16 a. Up to 10 student FTE = 1 day  
 17 b. 11 to 15 student FTE = 6 days  
 18 c. 16 or more student FTE = 11 days

19 2. Time, Responsibility and Incentive (TRI) schedule exceeds \$5,000  
 20 a. Up to 10 student FTE = 1 day  
 21 b. 11 to 15 student FTE = 5 days  
 22 c. 16 or more student FTE = 10 days

23 3. Time, Responsibility and Incentive (TRI) schedule exceeds \$6,000  
 24 a. Up to 10 student FTE = 1 day  
 25 b. 11 to 15 student FTE = 5 days  
 26 c. 16 or more student FTE = 9 days

27 4. Time, Responsibility and Incentive (TRI) schedule exceeds \$7,000  
 28 a. Up to 10 student FTE = 1 day  
 29 b. 11 to 15 student FTE = 5 days  
 30 c. 16 or more student FTE = 8 days

31 Object Code 4294

1 **U. Vocational Student Organization Advisor:** Vocational student organization  
 2 advisors (DECA, FHA/HERO, FBLA, FFA, VICA and newly constituted and  
 3 approved organizations) who submit an annual plan of work to the vocational  
 4 administrator by October 1 will receive five (5) extra days at per diem. Advisors of  
 5 large chapters with greater than forty (40) officially-enrolled student members will  
 6 receive an additional three (3) extra days. There will be a maximum of one (1)  
 7 extended time stipend per organization within each school. Co-advisors will share  
 8 the extended time stipend.

9 **V. Multiple Stations:** A teacher whose appointment is split between two buildings  
 10 will be paid for one day of extended time at per diem rate. One-half day is to be  
 11 utilized before the work year and one-half day following the work year. This does  
 12 not apply to itinerant personnel.

13 **W. District Initiated Personnel Actions and Construction/Remodeling:** Staff  
 14 members directed by the building principal or supervisor to prepare and/or move  
 15 instructional materials, furniture, equipment in order for their room to be vacated  
 16 due to non-bond related school closure, remodeling, District program relocation to  
 17 another building site or District-initiated personnel action (Article 8, Personnel  
 18 Actions, Section 8.9, Involuntary Transfer) shall receive an additional half day's  
 19 (.5) compensation.

- 20 1. Staff members of at least .5 FTE in a building who move as a result of bond  
 21 related school closure, construction, remodeling or District program relocation  
 22 shall receive a responsibility stipend equal to two (2) days compensation at the  
 23 District average per diem.
- 24 2. Staff of less than .5 FTE shall receive a responsibility stipend equal to two (2)  
 25 days compensation at the average District per diem multiplied by their FTE in  
 26 the building.
- 27 3. For both bond related and non-bond related moves the principal may designate  
 28 additional compensated time as needed for any building staff member, but  
 29 such amount shall not exceed a total equal to the number of classroom  
 30 teachers who vacated their classroom times .75 days.

31 Budget 0180-27-LOC-4233

32 **X. Building Improvement Fund:** Each building will be allocated funds as indicated.  
 33 The principal and staff will jointly determine the expenditure of the fund. If  
 34 consensus cannot be reached, then the principal shall make the final decision  
 35 regarding expenditures. The funds may only be expended for projects that improve  
 36 the quality of building and classroom learning environment. Clarification Note: the  
 37 building improvement funds which are listed as a percentage of base – it is  
 38 intended that the base referred to is education BA with 0 years of experience (the  
 39 formula that generate the base is described as BA+0/0).

Student FTE enrollment on October 1	
0 - 350	.05 Base (BA+0/0)
351 - 700	.07 Base (BA+0/0)
701 - 1000	.09 Base (BA+0/0)
1001 - up	.11 Base (BA+0/0)

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**Y. Vocational Family and Consumer Science (Life Skills):** For Family and Consumer Science Education (FACSE) teachers employed prior to the 2005-2006 school year, the teaching day will consist of a five (5) period teaching day with contractual extended time using the formula:

1. Sum of  $((1\frac{1}{2} \text{ hours} \times \text{number of students})/2) \times \text{“individual hourly rate”}$  figured each semester.
2. All other FACSE teachers will receive five (5) days at per diem, multiplied by the teacher’s FACSE FTE.

**Z. NBPTS Facilitator Compensation:**

	<b>Module 0</b>	<b>Module 1</b>	<b>Module 2 &amp; Module 3</b>	<b>Module 4</b>	<b>Retake &amp; Renewal</b>
Instructional hours per module per cohort*	6 hours	3 hours	18 hours	18 hours SY 16-17 anticipated – may be adjusted based on NBCT release of Module 4	Up to 6 hours per candidate
Total instructional hours for a given cohort X \$30 X 1.5 to cover planning	\$270	\$135	\$810	\$810	
Reading/feedback on written submissions			\$150 per participant above 6 candidates	\$150 per participant above 6 candidates	Flat Rate of \$270 per candidate

11 \*Cohort ratios are a maximum of 30:1 for Modules 0 and 1; cohort ratios are a  
12 maximum of 10:1 for Modules 2, 3, and 4.

**APPENDIX E – GRIEVANCE FORMS**

1 **Section E.1 – Grievance Form Step One**

2 Highline School District  
3 15675 Ambaum Boulevard SW  
4 Burien, Washington 98166

5 **GRIEVANCE FORM – CERTIFICATED EMPLOYEE - STEP 1**

6 This form is to be used by staff members filing a grievance pursuant to Article 7(Grievance  
7 Procedure). If the space provided below and on the other side is not sufficient for  
8 responses, please attach additional information to this form.

9 To: \_\_\_\_\_  
10 Name of Principal or Supervisor School or Location

11 From (Grievant): \_\_\_\_\_ Position: \_\_\_\_\_

12 School or Building: \_\_\_\_\_

13 Date of the occurrence giving rise to the grievance: \_\_\_\_\_

14 Date grievant first discussed the grievance with principal or supervisor: \_\_\_\_\_

15 What article(s), Section(s) and/or paragraph(s) of the Collective Bargaining Agreement  
16 is/are alleged to have been violated? (If possible, quote please write the article(s),  
17 section(s) or paragraph(s) and the exact language alleged to have been violated:

18 \_\_\_\_\_

19 List relevant facts upon which the grievance is based.

20 What remedy is being sought?

21 \_\_\_\_\_  
22 Employee’s (Grievant) Signature Date submitted to Principal

23 **DISPOSITION OF GRIEVANCE BY PRINCIPAL OR SUPERVISOR**

24 \_\_\_\_\_  
25 Signature of Principal or Supervisor Date

26 \_\_\_\_\_  
27 Employee’s (Grievant) Signature Date

28 (Employee’s [Grievant] signature does not imply agreement with the disposition.)

1 **Section E.2 – Grievance Form Step Two**

2 Highline School District  
3 15675 Ambaum Boulevard SW  
4 Burien, Washington 98166

5 **GRIEVANCE FORM – CERTIFICATED EMPLOYEE - STEP 2**

6 This form is to be used by employees who wish to process a grievance from Step 1 to  
7 Step 2, superintendent/designee level. If the space provided below and on the back of this  
8 form is not sufficient for responses, please attach additional information to this form.

9 To: \_\_\_\_\_  
10 Superintendent/Designee

11 From: \_\_\_\_\_  
12 Employee (Grievant) Location/Position Date

13 \_\_\_\_\_  
14 Employee's (Grievant) Signature Date

15 Please attach a complete copy of Step I Grievance Form.

16 What specific article(s) and paragraphs of the Collective Bargaining Agreement remain in  
17 question after the disposition of Step I?

18 \_\_\_\_\_

19 Include any additional factual information relevant to the grievance.

20 \_\_\_\_\_

21 \_\_\_\_\_

22 **DISPOSITION OF GRIEVANCE BY SUPERINTENDENT/DESIGNEE**

23 \_\_\_\_\_  
24 Signature of Superintendent/Designee Date

25 \_\_\_\_\_  
26 Employee's (Grievant) Signature Date

27 (Employee's [Grievant] signature does not imply agreement with the disposition.)  
28



1 **Section E.3 – Grievance Form Association**

2 Highline School District  
3 15675 Ambaum Boulevard SW  
4 Burien, Washington 98166

5 **GRIEVANCE FORM – ASSOCIATION**

6 This form is to be used by the Association to process a grievance to Filing Step,  
7 superintendent/ designee level. If the space provided below and on the back of this form  
8 is not sufficient for responses, please attach additional information to this form.

9 **FILING STEP**

10 To: \_\_\_\_\_  
11 Superintendent/Designee

12 From the Association:

13 By: \_\_\_\_\_  
14 President Executive Director Date

15 \_\_\_\_\_  
16 President’s Signature Executive Director’s Signature Date

17 Date of the occurrence giving rise to the grievance: \_\_\_\_\_

18 What specific article(s) and paragraph(s) of the Collective Bargaining Agreement are in  
19 question? (Quote the exact language alleged to have been violated.)

20 The relevant facts are:

21 What remedy is being sought?

22 **DISPOSITION OF GRIEVANCE BY SUPERINTENDENT/DESIGNEE**

23 \_\_\_\_\_  
24 Signature of Superintendent/Designee Date

25 \_\_\_\_\_  
26 Association Representative’s Signature Date

27 (Employee’s [Grievant] signature does not imply agreement with the disposition.)  
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**APPENDIX F – EMERGENCY SUBSTITUTE FOLDER CHECKLIST**

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**Emergency Sub Folder Checklist**  
(create by October 1, revise by March 1)

- A. From front office:
  - 1. 2 copies of roster (per period/class) – 1 for attendance, 1 for teacher (sub or in-house) with pictures to keep for the period
  - 2. Building map
  - 3. Schoolwide emergency procedures and maps
- B. From elementary classroom certificated staff:
  - 1. Student emergency medical plans (usually provided by nurse), and students who need medications at school and when
  - 2. Seating chart (with SPED and ML indicators next to names, and if possible, pronunciation of names)
  - 3. Class systems (i.e., expectations, behavior support, techniques, student jobs, class or schoolwide incentives, etc., or reference if posted in classroom)
  - 4. BIPs, behavior plans, safety plans (collaborate with case manager or point person for short version)
  - 5. Emergency activity/option in case lesson plans are not left
- C. From secondary classroom certificated staff:
  - 1. Student emergency medical plans (usually provided by nurse), and students who need medications at school and when
  - 2. Seating chart if you have one (with SPED and ML indicators next to names, and if possible, pronunciation of names)
  - 3. Class expectations (or reference to if posted in classroom)
  - 4. BIPs, behavior plans, safety plans (collaborate with case manager or point person for short version)
  - 5. Emergency activity/option in case lesson plans are not left
- D. Other options to consider including:
  - 1. Student pronouns (if able to share)
  - 2. Everyday links and how to access online resources (i.e., Google Classroom codes, Seesaw, websites used, etc.) and/or a printed copy
  - 3. Buddy room, if you have one
  - 4. Helpful student(s)

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5. IEP at-a-glance or a sentence about needs of each student with an IEP (collaborate with case manager)
  6. Any push-in services and what time (i.e., LRC cert/para)
  7. Elementary specific - Any students who attend some classes for their General Education time (from a self-contained SPED class) and at what time(s).

**LETTERS OF AGREEMENT AND MEMORANDUMS OF UNDERSTANDING**

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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District  
  
Family Connections  
Effective School Year 2022-23**

**1. Window for engagement with families**

The District is expecting staff to contact, conference and engage with families at the launch of the 2022-23 school year before September 30, 2022. 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.

**2. Who is assigned the work**

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), or who share an Advisory teacher, 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.

**3. Application to Kindergarten**

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.

**4. Formula/method for compensation**

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.

1 **5. Support**

2 Prior to August 22, the District will provide clear direction on possible formats available  
3 to meet the needs of students, families and staff (e.g., in-person, video conferencing,  
4 telephone); expected length; and information to be shared or gathered. The District  
5 will provide a sample script or framework (in English, Spanish and Vietnamese) for  
6 staff to use at their discretion as they set up and lead conferences. Buildings have the  
7 autonomy to organize scheduling assistance based on current building practices and  
8 available personnel. Interpretation services will be provided by school-based bilingual  
9 paras, Language Line, and other services to be coordinated through school office staff  
10 and central office, as in other situations.

11 **6. Documentation expectations**

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

**HIGHLINE EDUCATION ASSOCIATION**

**HIGHLINE SCHOOL DISTRICT NO. 401**

\_\_\_\_\_  
Dr. Sandra L. Hunt  
President

\_\_\_\_\_  
Dr. Steve Grubb  
Chief Talent Officer

\_\_\_\_\_  
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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District  
Student Behavior Support Team  
Effective School Years 2022-24**

The District and Association shall form a Student Behavior Support Team (SBST) for the purpose of supporting effective implementation of culturally-responsive student engagement; identification and elimination of existing barriers and practices that hinder equity; and implementation of instructional strategies that minimize exclusions of students from educational environments. For the duration of this agreement, the SBST will continue to focus their efforts on the following topics/initiatives:

1. The types of data that would be helpful for pursuing the three goals of the committee identified above, the staff members and systems necessary to gather such data, and a plan for how such data will be gathered and used. The Team shall specifically consider what training may be necessary to ensure the consistency and accuracy of this data.
2. Developing and distributing fact sheets and videos accessible upon demand to all Highline educators explaining (a) changes in state law regarding exclusionary practices; (b) the process for special education referrals; and (c) accessing other social-emotional support for students; (d) de-escalation and behavior support strategies. This item shall be accomplished in collaboration with other HSD departments such as Human Resources, Public Policy, and Special Education. The prioritization of this work for development should be based on need, as informed by data.
3. Working with schools to determine their current needs and capacity for additional professional development in concepts identified by the SBST as critical to an effective, just and equitable student behavior support system such as trauma informed practices, de-escalation techniques, restorative justice, social emotional learning, culturally-responsive student engagement and multi-tiered systems of support.
4. The training, skills and capacity of current specialists employed by the District (e.g., counselors, school psychologists, social workers, occupational therapists, mental health and behavioral specialists); training, skills and capacity of specialists not currently employed by the District; and the redeployment of existing types of staff to lead and support effective, just and equitable District- and building-level systems of student behavior support. The Team shall consider whether and how job descriptions for positions might change to support this work, and the impact of such changes on existing workload and District financial resources.
5. How to embed the work identified above within the broader District efforts around race and equity.

The SBST will have equal representation from the District and Association. District and Association leaders will collaborate to appoint co-chairs to lead the committee. The



**Letters of Agreement**

1 committee shall have representation from building-level and district-level administration,  
2 general education classroom teachers, special education staff, and certificated specialists.  
3 The SBST shall periodically provide updates on its progress to the District and Association  
4 bargaining teams. The future work and continuation of the Team shall be reviewed by the  
5 bargaining teams in the spring of 2024.

6 The District will support the work of the SBST with an allocation of \$100,000 in the 2022-  
7 23 school year. to provide professional learning for schools in their areas of need as  
8 described in numbered paragraph 3 above. The method for distributing this resource shall  
9 be developed by the SBST.

**HIGHLINE EDUCATION ASSOCIATION**

**HIGHLINE SCHOOL DISTRICT NO. 401**

\_\_\_\_\_  
Dr. Sandra L. Hunt  
President

\_\_\_\_\_  
Dr. Steve Grubb  
Chief Talent Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

1 Letter of Agreement  
2 between  
3 Highline Education Association  
4 and  
5 Highline School District

6 Comprehensive Counseling Plan Development  
7 Effective School Years 2022-24

8 **Plan Development**

9 The Highline Education Association (“Association”) and Highline School District (“District”)  
10 have a mutual interest in supporting a Comprehensive Guidance and Counseling model  
11 that is consistent with the requirements in SB 5030 and responsive to the needs of  
12 Highline’s students, families and staff. The District has assembled a Project Planning  
13 Team comprised of administrators and counselors from both the elementary and  
14 secondary levels.

15 During the 2022-23 school year, this team will collect data, solicit input from stakeholder  
16 groups (students, staff, and families) and begin to develop system and school-level plans  
17 that meet state requirements and support students’ social/emotional development,  
18 academic development, and college and career readiness. An additional 1.0 FTE in  
19 counseling specialist staff (.5 elementary and .5 secondary) will be hired for 2022-23 to  
20 support planning and implementation. Each spring, this project planning team, and/or the  
21 administrators coordinating school counselors, will provide a copy of their  
22 recommendations and implementation plans to the HEA President and the Executive  
23 Director of Human Resources in order to address any impacts on staff working conditions  
24 through negotiations and/or Labor-Management.

25 **Interim Agreements and Clarifications**

26 For the duration of this agreement, unless modified by subsequent negotiations or Labor-  
27 Management agreements as referenced above, the District and the Association agree to  
28 the following guidelines to support Highline’s counseling program.

- 29 • Clarification of expectations for providing class coverage in the event of substitute  
30 unavailability, in order to provide consistency in expectations for counselors at all  
31 levels.
  - 32 ○ Counselors should not be included in a school’s coverage “rotation” for  
33 substitute unavailability (ref. CBA section 4.5), and should not be asked to  
34 provide classroom coverage as a substitute for entire class periods. They may,  
35 however, be asked to provide classroom supervision for short periods of time  
36 (typically 15 minutes or less) in an emergency situation until a substitute can  
37 be arranged.
  - 38 ○ When a counselor is facilitating a classroom-based lesson (e.g., SEL,  
39 college/career), that class’s teacher(s) should still be present and/or available  
40 to assist during the lesson. While it is acceptable for the teacher to leave the  
41 room for a few minutes, they should remain onsite and be available to return if  
42 requested; the teacher should not be pulled to substitute in another class

- 1 during that time, nor should a counselor-led lesson be used to provide planning  
2 time for the teacher.
- 3 • Clarification of expectations for Advisory.
    - 4 ○ Secondary counselors may be assigned an Advisory class similar to that of  
5 other certificated staff. Or, if not assigned their own Advisory, they may be  
6 placed into a rotation to provide substitute coverage for Advisory classes in the  
7 event of substitute unavailability.
    - 8 ○ If a school's counselors are assigned Advisory classes or provide regular  
9 substitute coverage for Advisory, this should be factored into their overall task  
10 expectations and assignments.
    - 11 ○ If providing substitute coverage during Advisory becomes a barrier to  
12 completing a time-sensitive task that cannot be reprioritized, delegated, or  
13 eliminated, a principal may authorize "Make-up time" per Section 4.5.B.iii for  
14 task completion outside of the contract day.
  - 15 • Providing a "fair share" of support for school operations.
    - 16 ○ SB 5030 includes expectations that counselors spend 80 percent of their  
17 worktime on direct and indirect services to students and families, and also that  
18 they provide a "fair share" of support for school operations (e.g., supervision of  
19 arrivals and dismissals, test proctoring). The definition of fair share currently in  
20 use by HSD and OSPI would include participation in "activities that all members  
21 of the school staff take equal turns doing to ensure the school's smooth  
22 operation." (Gysbers & Henderson, 2012)
    - 23 ○ While the Counseling Project Planning Team will be developing guidelines for  
24 implementation of this provision in future years, administrators should exercise  
25 intentionality and care in assigning operational tasks on a regular basis to  
26 counselors that are not expected of other school staff, including teachers.
    - 27 ○ Regarding lunchtime expectations for counselors:
      - 28 ▪ At the elementary level, counselors may be expected to have a presence  
29 in the lunchroom and/or the playground as part of their weekly schedule.  
30 The purpose of this presence is not as an additional recess/lunchroom  
31 monitor but to make connections with specific students or groups of  
32 students for whom they are providing counseling or behavioral supports.
      - 33 ▪ At the secondary level, individual student needs should take priority during  
34 lunch and passing time. However, building administrators may ask  
35 counselors to be visible and accessible to students during lunch or passing  
36 time when they are not meeting with individuals or small groups of students.  
37 The purpose of this counselor presence is not to provide lunchroom or  
38 hallway supervision, but to make connections with specific students or  
39 groups of students for whom they are providing counseling or behavioral  
40 supports.

- 1           • Impact of managing 504 plans.
- 2           ○ During the 2022-23 school year, HSD will work on ways to streamline the
- 3           processing, implementation, and management of 504 plans, as well as to
- 4           differentiate more quickly and easily medical 504 plans from other 504 plans
- 5           in order to delegate responsibility appropriately between nurses, counselors,
- 6           or other staff. Progress on these efforts will be provided in the Spring of 2023
- 7           to the HEA-HSD District-level Labor-Management Committee.

**HIGHLINE EDUCATION ASSOCIATION**

**HIGHLINE SCHOOL DISTRICT NO. 401**

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Dr. Sandra L. Hunt  
President

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Dr. Steve Grubb  
Chief Talent Officer

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Date

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Date

1 Letter of Agreement  
2 between  
3 Highline Education Association  
4 and  
5 Highline School District

6 Dual Language Study Committee  
7 Effective School Years 2022-24

8 The Dual Language (DL) Leadership Team has identified a need to provide additional  
9 research and recommendations related to secondary Dual Language programming. As a  
10 result, Highline Education Association (HEA) and Highline School District (HSD) agree to  
11 create a Dual Language Study Committee during the 2022-24 school year(s) in order to  
12 complete the necessary research and analysis to make recommendations to the  
13 appropriate decision-making bodies as outlined below.

14 The charges of the “Dual Language Study Committee” are as follows.

- 15 • Locate and review recommended practices (based on academic research and  
16 school district results across the nation) that support the development and  
17 maintenance of a viable 6-12 grade dual language pathway.  
18 • Compile research findings to make pertinent recommendations for changes to  
19 the Collective Bargaining Agreement  
20 • Provide recommendations to the Language Learning Department for District  
21 Policies and practices that would guide system implementation of the HSD dual  
22 language program.

23 Current issues to be addressed by the DL Study Committee: Study findings would be used  
24 to make recommendations for the CBA that would help to build out the program and better  
25 align HSD’s DL secondary programs with DL research findings in areas such as:

- 26 • Number of preps per DL teacher  
27 • DL teacher planning time  
28 • DL teacher collaboration time within and across schools  
29 • DL teacher stipend  
30 • Program Support/Mitigation needed for smaller DL class sizes  
31 • Recommended language allocation model  
32 • Advisory program in target language impacts  
33 • Course offerings and scheduling including changes in offerings from year to  
34 year  
35 • Procedures to access materials in the language of instruction  
36 • Extracurricular and family engagement activities required as part of the  
37 program  
38 • Access to the program across the District (student choice?)  
39 • Student recruitment and retention strategies  
40 • Teacher recruitment and retention strategies

41 The DL Study Committee will be composed of ten (10) members, including seven (7) non-  
42 supervisory certificated staff appointed by the HEA president (specifically: three middle  
43 school DL teachers, three high school DL teachers, HEA president or designee) and three  
44 (3) HSD administrators (specifically: one middle school DL principal, one high school DL

**Letters of Agreement**

1 principal, Secondary Director of Language Learning). Committee members will be  
2 identified in Fall 2022 and begin work as soon as possible thereafter. The DL Study  
3 Committee will provide reports and potential recommendations to HEA and HSD  
4 Leadership by February 1 and May 15 of each year during this contract cycle.

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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District**

**Clarification of Mitigation Options for Paraprofessional Vacancies/Absences  
Effective School Years 2022-24**

The Highline School District (District or HSD) and the Highline Education Association (Association or HEA) recognize that many programs outlined in the Collective Bargaining Agreement (CBA) are supported by negotiated paraprofessional assistance, specifically: Special Education (Section 4.15.E, F, G), Library (Section 4.15.J), and All Day Kindergarten (Section 4.18). The parties also acknowledge that when these paraprofessional staff positions are unfilled for extended amounts of time due to vacancies and/or long-term absences, this impacts the certificated staff in these programs, as well as students being served by the programs.

The District will continue to work to fill paraprofessional positions and provide substitutes for longer-term paraprofessional absences, but the parties wish to clarify the mitigation available to certificated staff in the above programs when a paraprofessional vacancy or unfilled extended absence exists.

In addition, the parties wish to clarify some of the existing options available for paraprofessional absences of any length that impact certificated staff planning time, "WAC" time (non-instructional time before and after the student day), and/or Duty-Free Lunch. This section applies to any certificated educators impacted as described by paraprofessional absences.

**Mitigation Available for Special Education Teachers, Librarians, and Kindergarten Teachers for Programmatic Paraprofessional Vacancies/Extended Unfilled Absences**

Certificated educators impacted by programmatic paraprofessional vacancies and/or extended absences may submit requests for Extra Service Contracts (ESC) up to the weekly limits below for work actually performed outside the contract day (including on weekends) that was a result of the paraprofessional vacancy/extended absence. Examples of this type of work might include, but are not limited to: altered instructional planning, materials preparation, library collection management or shelving, station set up, etc. It is not required that this work take place on-site.

- Kindergarten Teachers: Up to 7.5 hours per week
- Librarians (schools up to 450 students): Up to 7.5 hours per week
- Librarians (schools over 450 students): Up to 10 hours per week
- Special Education Teachers: Up to 10 hours per week

In the case of a programmatic paraprofessional vacancy, this ESC mitigation is available immediately. In the case of an extended programmatic paraprofessional absence, the District will have up to two weeks to attempt to fill the position with a substitute. During this two-week period, the building administrator may reorganize to provide some temporary support until a substitute can be arranged. If such a reorganization is not possible, the building administrator may submit a recommendation to HSD Human Resources to allow

1 the teacher to access mitigation immediately. After two weeks of an extended absence,  
2 the District must provide mitigation if no substitute has been placed in the position.

3 **Certificated Staff Mitigation for Lost Planning Time, “WAC” time, or Duty-Free**  
4 **Lunch due to Paraprofessional Absences of Any Length**

5 **Lost planning time:** HEA and HSD agree that the mitigation available in Section 4.5.B.i  
6 also applies to teachers who lose their planning time due to a paraprofessional  
7 vacancy/absence in their own classroom or a colleague’s classroom.

8 **Lost “WAC” time:** HEA and HSD agree that certificated educators should not lose the  
9 non-instructional time before/after the student day due to a paraprofessional absence  
10 without first problem-solving with their administrator to develop a plan for mitigation. If the  
11 teacher still has Flex hours available, lost WAC time could be credited toward their Flex  
12 time balance. If not, the teacher should receive compensation at the Extra Service Rate  
13 for the lost WAC time.

14 **Lost Duty-Free Lunch:** HEA and HSD agree that certificated staff have a legal and  
15 contractual right to a 30-minute duty-free lunch that should be honored in all  
16 circumstances except a true emergency. Educators should consult with their administrator  
17 in the case of such an emergency, or in the event that the administrator needs to assist  
18 with non-emergency coverage to enable the teacher to take a duty-free lunch. In the event  
19 missing lunch is unavoidable, the teacher should receive compensation for that lunch  
20 period at the Extra Service Rate.

**HIGHLINE EDUCATION ASSOCIATION**

**HIGHLINE SCHOOL DISTRICT NO. 401**

\_\_\_\_\_  
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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District**

**Position Specific Schedule Adjustment  
Effective School Years 2022-25**

The Highline School District (District or HSD) and Highline Education Association (Association or HEA) recognize that there is an increasing need for flexibility in scheduling of the work calendar, work week, and/or work location to meet both the needs of the District and the needs of educators.

Some certificated instructional staff roles require work to be completed between the last day of school and beginning of the DID window of the coming school year. Types of work necessary during the summer calendar break include, but are not limited to, facilitating professional development, programmatic planning, and mentoring new educators.

Some certificated staff roles regularly require work to be completed outside normal contract hours during the school year. Examples include Central Office specialists who facilitate professional development after the workday, psychologists who attend IEP, MTSS and other meetings on a regular basis before and after the workday to accommodate families' schedules, and building-level specialists who may supervise evening events that are not otherwise compensated.

In addition, some certificated staff may be offered the opportunity to work from home (WFH) on certain days in order to alleviate space constraints, assist with remote delivery of professional learning, and respond to staff requests for WFH opportunities when this does not interfere with District operations.

The District and Association have mutual interest in supporting a variety of Schedule Adjustment Plans that address both the programmatic needs of the District and the scheduling needs of educators, while also ensuring that contractual provisions are honored. This Letter of Agreement is intended to document:

1. Agreements regarding "Mandatory Calendar Adjustment" to address a change in scheduled days that may be required of certificated staff in certain positions during the summer break;
2. Agreements regarding "Optional Calendar Adjustment" to address a change in scheduled days that may be exercised by certificated staff in certain positions at their election during the summer break;
3. Agreements regarding "Modified Work Hours" that are intended to clarify expectations and processes to be followed regarding modifications of scheduled work hours during the school year on a regular or intermittent basis for certificated staff in certain positions; and
4. Agreements regarding "Work from Home (WFH)" opportunities that are available for certificated staff in certain positions that would modify their scheduled work location except in certain circumstances.

1     Certificated Instructional staff groups for whom these agreements currently apply are  
2     outlined in each section below. However, HEA and HSD both reserve the right to bring  
3     forward additional staff groups for consideration via the District Labor-Management  
4     Process outlined in Section 16.3 of this agreement, and additional groups may be added  
5     upon mutual agreement and communicated out accordingly.

6     **Mandatory Calendar Adjustment – Central Office Specialists**

7     Central Office Specialists may be required to work up to ten (10) days between the last  
8     day of school and the beginning of the DID window of the coming school year. These days  
9     will be included in the base contract workdays for the coming school year, therefore these  
10    employees will choose an equal number of days during the usual contract year to have as  
11    non-work days. For example, days worked during the summer 2023 will be part of  
12    specialists’ 2023-2024 contract, and result in non-work days during the 2023-2024 school  
13    year. Mandatory Calendar Adjustment days must be worked and adjusted for in whole-  
14    day increments.

15    Central Office specialists and their supervisors will begin to discuss potential summer work  
16    days in January. Each Central Office Specialist will be notified by their supervisor no later  
17    than March 1 of the existing school year of the specific dates of any days they will be  
18    required to work during that summer break. Modifications, through mutual agreement, for  
19    summer dates may be made based on shifting needs and opportunities through May 15.  
20    By one week prior to the last student day of school, each impacted Central Office  
21    Specialist will submit a tentative outline for which days during the subsequent school year  
22    they plan to take as “schedule adjustment” or “comp” non-work days in order to  
23    compensate for the required summer workdays. No more than five (5) days during the  
24    school year may be schedule-adjusted in a row. The supervisor will review the tentative  
25    outline, and may request modifications before approving to align with system priorities.  
26    This tentative Calendar Adjustment Plan may be modified by the employee up through  
27    September 15 of the new school year, when it will be considered finalized.

28    In the event a Central Office Specialist is hired after March 1, any summer work plans  
29    must be made by mutual agreement between the specialist and their supervisor, and their  
30    Calendar Adjustment Plan finalized by September 15.

31    Should a supervisor require a Central Office Specialist to work more than ten (10) days  
32    over the summer, the additional days beyond ten (10) would be paid at the specialist’s per  
33    diem rate.

34    By September 20, through collaboration their supervisor, a table with all specialists,  
35    number of summer days worked, and the “non-work” days in the base contract calendar  
36    will be published and shared with their supervisor, timekeepers, HR and HEA.

37    **Optional Calendar Adjustment – Peer Mentors**

38    Peer mentors may choose to exercise an Optional Calendar Adjustment process between  
39    The first day of August and the first student day of the coming school year in order to  
40    provide support for their mentees prior to the start of school. Each peer mentor may  
41    identify up to ten (10) specific days, in half-or whole-day increments, prior to the first  
42    student instructional day to work with new educators outside of normal work-days. These  
43    days will be scheduled by the peer mentors in collaboration with their mentees.

1 The mentors will then select the same amount of work time, in whole-day increments, after  
2 the first day for students, to be non-work “schedule adjustment” or “comp” days in  
3 exchange. No more than five (5) days during the school year may be schedule-adjusted  
4 in a row. Each mentor’s Calendar Adjustment Plan, including dates worked during the  
5 summer and the days they intend to schedule-adjust or comp during the work year, must  
6 be submitted to their supervisor no later than September 15 of the new school year. The  
7 supervisor will review the tentative outline, and may request modifications before  
8 approving to align with system priorities.

9 Peer Mentors are compensated at per diem for three mandatory days of work during  
10 teacher induction over the summer. However, an individual peer mentor may elect to take  
11 one or more days of induction as a calendar schedule adjustment, rather than as additional  
12 pay, if they have a balance of days after their mentee support has been scheduled. The  
13 priority for their ten (10) schedule adjustment days is to provide support for their mentees.

14 By September 20, through collaboration their supervisor, a table with all peer mentors,  
15 number of summer days worked, and the “non-work” days in the base contract calendar  
16 will be published and shared with their supervisor, timekeepers, HR and HEA.

17 **Modified Work Hours (during the school year) – Central Office Specialists, Building-**  
18 **Based Specialists, School Psychologists**

19 Certificated instructional staff who work in roles that involve regular and/or frequent  
20 required meetings or events that occur outside the usual contract day have the following  
21 options they may exercise in consultation with their supervisors. The currently identified  
22 staff groups in the category are Central Office Specialists, Building-based Specialists, and  
23 School Psychologists.

24 In many cases, staff are expected to work beyond the usual contract day about once a  
25 week. Additional events and needs may increase the frequency. Likewise, there may be  
26 periods of lower frequency. As these occur, staff can work with their supervisor to adjust  
27 their hours accordingly within in a two-week time frame, and set up recurring adjustments  
28 when feasible. For example, if a specialist will regularly be working an hour beyond regular  
29 contract time every Thursday, they could adjust their schedule to arrive an hour after their  
30 regular start time every Thursday. The staff person and their supervisor will establish a  
31 tracking system to document this.

32 These schedule adjustments should take into account that staff in these roles, with some  
33 exemptions for itinerant ESAs, have the same responsibility to participate in staff meetings  
34 and Flex Time as all other HEA staff.

35 Specialists will receive extra service pay, rather than schedule adjustment, when  
36 requested to facilitate and/or participate in teams or workgroups outside of work hours  
37 when extra service is offered to participating school-based certificated staff.

38 **Scheduled Location Adjustments – “Work from Home (WFH)” Provisions**

39 Certificated Instructional Staff at Highline Virtual Elementary (HVE) and Highline Virtual  
40 Academy (HVA) have WFH agreements documented via the “New & Special Programs  
41 LOA.”

**Letters of Agreement**

1 Central Office specialists may schedule up to fourteen (14) hours of remote work from  
2 home (WFH) over the course of a five-day work week. Hours are prorated by FTE and  
3 number of days in the work week. Schedules must be arranged around in-person  
4 expectations so as to maintain the productivity of the team.

- 5 • Individuals must document work from home plans on their calendars (which  
6 are accessible by their supervisors) by the end of the first workday of the week  
7 prior to the next work week. (For example, a WFH plan for the week of  
8 December 13 must be documented by end-of-day December 6.)
- 9 • Supervisors have the right to name a standard in-person workday for their staff.
- 10 • Supervisors may require specific and/or additional required in-person work  
11 time if staff are notified by noon on the first work day of the week the week prior  
12 to the applicable work week. (For example, specific required in-person time for  
13 the week of December 13 would need to be communicated no later than noon  
14 on December 6.)

15 Specialists should respond to calls and emails in a timely manner such that the work of  
16 the department is not slowed as a result of working from home. The mode/method of timely  
17 response may be an expectation of their supervisor. Specialists should consider the needs  
18 of the team and preferences of their colleagues when deciding whether meetings should  
19 be remote or in-person.

20 In the event of a concern regarding remote work from home, supervisors should meet to  
21 discuss the concern(s) with the applicable person as soon as identified, with the goal of  
22 resolving the issue so that continued work from home remains a viable option. If concerns  
23 persist, the work at home option may be rescinded for the individual. These steps are non-  
24 disciplinary.

**HIGHLINE EDUCATION ASSOCIATION**

**HIGHLINE SCHOOL DISTRICT NO. 401**

\_\_\_\_\_  
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1 Letter of Agreement  
2 between  
3 Highline Education Association  
4 and  
5 Highline School District

6 New PG&E Rubrics Implementation Plan  
7 Effective School Years 2022-2024

8 Office of the Superintendent of Public Instruction (OSPI) has established a timeline for the  
9 implementation and adoption of a revised Charlotte Danielson Instructional Framework  
10 (CDIF) and new Student Growth Goal Rubrics (SGG Rubrics). This will impact all teachers  
11 currently evaluated under the Professional Growth and Evaluation system described in  
12 Article 19 of the Collective Bargaining Agreement (CBA), as well as all evaluators of these  
13 teachers. The Highline Education Association (Association or HEA) and the Highline  
14 School District (District or HSD) have a shared interest in implementing the revised rubrics  
15 and frameworks in a supportive and measured way to allow both teachers and evaluators  
16 time and opportunity for learning and growth.

17 The OSPI timeline for adoption is outlined below:

- 18 ➤ 2022-23 - Both old and new versions of the SGG rubrics and CDIF are  
19 available. New versions could be piloted or implemented with various-sized  
20 groups.
- 21 ➤ 2023-24 – Both old and new versions of the SGG rubrics and CDIF are  
22 available. New versions could be piloted or implemented with various-sized  
23 groups.
- 24 ➤ 2024-25 – The new versions of the SGG rubrics and CDIF must be used for all  
25 teachers on PG&E.

26 Based on the recommendations of the Joint Evaluation Team (JET), HEA and HSD have  
27 agreed upon the following implementation plan, including a “Mini-Pilot” in 2022-23,  
28 Districtwide Pilot in 2023-24, as well as plans for necessary professional learning (PL) to  
29 support both the pilots and full implementation. The new SGG Rubrics and CDIF will  
30 require intentional training, including development of a shared understanding of  
31 vocabulary and calibration of expectations. As PL is developed around the new CDIF and  
32 SGG rubrics, HEA and HSD agree to provide joint training of evaluators and teachers to  
33 the extent possible, because this builds trust, relationships, and professional knowledge  
34 for both groups.

35 For 2022-23, grant funds are available from OSPI that may be used to assist with costs  
36 associated with the Mini-Pilot. Any potential costs beyond that year will be addressed via  
37 recommendations of the PL Consulting Group to HEA-HSD Labor-Management, and  
38 related problem-solving or impact bargaining.

39 **2022-23 School Year Mini-Pilot and Professional Learning**

40 Up to five schools may participate in a Mini-Pilot of the new CDIF and SGG rubrics in order  
41 to “try on” and participate in training on the new language using the Comprehensive Cycle  
42 process. This group will also help determine what professional learning will be needed for  
43 evaluators and teachers to support a successful implementation of the new rubrics and  
44 framework moving forward.

- 1       • Evaluator Participation
- 2           ○ The two elementary principals currently serving on the JET have agreed to
- 3           participate in the Mini-Pilot, and they may be joined by principals from up to
- 4           three additional schools, giving preference to secondary and/or virtual school
- 5           principals.
- 6           ○ Assistant principals from those schools may also participate in the Mini-Pilot, if
- 7           they volunteer to do so. In addition, up to three certificated administrators from
- 8           Human Resources may join the Mini-Pilot group.
- 9           ○ For any evaluators joining the Mini-Pilot, the following parameters would apply.
- 10           ▪ At least one Mini-Pilot Evaluator from each participating school will be
- 11           required to join the “Professional Learning (PL) Consulting Group,” as their
- 12           pilot experience is intended to inform PL development and
- 13           recommendations for the larger pilot and full implementation.
- 14           ▪ Mini-Pilot Evaluators will be using two different frameworks and rubrics with
- 15           their teachers, as teacher participation in the pilot is voluntary and limited
- 16           to no more than five (5) teachers per evaluator.
- 17           ▪ Mini-Pilot Evaluators must understand that a teacher’s overall summative
- 18           evaluation may not be negatively impacted by their participation in the pilot.
- 19           ▪ Mini-Pilot Evaluators must be willing to dedicate some of their principal-
- 20           directed PCT time to training on the new SGG rubrics for themselves and
- 21           the participating teachers; this time will be aligned with mandatory job-alike
- 22           dates when possible.
- 23       • Teacher Participation
- 24           ○ Up to five (5) teachers per evaluator at a participating school may participate
- 25           in the Mini-Pilot.
- 26           ○ Any participating HR-based evaluators will work with principals and teachers
- 27           to solicit voluntary teacher participation; additional details regarding this option
- 28           may be addressed in HEA-HSD Labor-Management discussions.
- 29           ○ Teacher participation in the Mini-Pilot is voluntary and by mutual agreement
- 30           with the evaluator, in order to allow the evaluator to focus the evaluator’s efforts
- 31           on a particular grade-level or content area team, should the evaluator so
- 32           choose.
- 33           ○ For any teachers joining the Mini-Pilot, the following parameters would apply.
- 34           ▪ Up to five teachers per evaluator may participate, and volunteer solicitation
- 35           communications must make it clear that participation in the Mini-Pilot is
- 36           voluntary.
- 37           ▪ Mini-Pilot teachers must agree to participate in training on the new SGG
- 38           rubrics, which will take place within the contract day to the extent possible.
- 39           ▪ Mini-Pilot teachers must document their decision to opt-in via email (i.e., in
- 40           writing).
- 41           ▪ Mini-Pilot teachers’ overall summative evaluation ratings may not be
- 42           negatively impacted by their participation in the pilot. If a teacher does not

- 1 receive a Summative Proficient or Distinguished rating, the teacher's  
2 annual evaluation will not be scored, and will include a note that the teacher  
3 was participating in a pilot of the new SGG rubrics and CDIF.  
4 ■ Mini-Pilot teachers will receive a \$100 stipend in recognition of the  
5 additional responsibility associated with their participation.  
6 ■ At least one Mini-Pilot teacher from each participating school will join the  
7 PL Consulting Group. If an HEA Representative in that school is  
8 participating in the Mini-Pilot, they will be the first to be invited, and if they  
9 decline, the Rep work with the principal to recruit another teacher-  
10 volunteer.
- 11 • Professional Learning for 2022-23
    - 12 ○ All Mini-Pilot evaluators and teachers will participate in WEA's New Student  
13 Growth Goal training in the fall of 2022. HEA and HSD leadership will work  
14 collaboratively to schedule this training, utilizing administratively-directed PCT  
15 time, and aligning with mandatory job-alike dates to the extent possible.
    - 16 ○ WEA is also a resource that may be explored for SGG training for  
17 administrators, and as a way to create a cadre of Highline teacher/evaluator  
18 co-training teams to support the SGG professional learning necessary for the  
19 Districtwide pilot in 2023-24. HEA and HSD will work collaboratively to  
20 implement options that are of mutual interest based on recommendation from  
21 the PL Consulting Group and labor-Management Discussions.
    - 22 ○ PL Consulting Group: The JET will be expanded for this year to form a "PL  
23 Consulting Group" including at least one evaluator and teacher from each  
24 participating Mini-Pilot school. This group will monitor the progress of the Mini-  
25 Pilot and explore available PL options (e.g., WEA, OSPI, Danielson Group, and  
26 HSD/HEA) to make recommendations to HEA and HSD related to the  
27 Districtwide Pilot in 2023-24 and full implementation in 2024-25.
  - 28 • HSD Human Resources will investigate the feasibility of updating Standards for  
29 Success (SFS) for 2022-23 with the CDIF and SGG rubric language only for those  
30 teachers participating in the Mini-Pilot. If this is not possible, the PL Consulting  
31 Group will work with HEA and HSD leadership to develop an alternative  
32 documentation mechanism.

33 **2023-24 School Year Districtwide Pilot and Professional Learning**

34 In the 2023-24 school year, all teachers on the PG&E system and their evaluators will use  
35 the new CDIF and SGG rubrics district-wide in a "pilot" fashion. This means that, with very  
36 few exceptions, there will be no adverse impact to teachers in this year while both teachers  
37 and evaluators are becoming familiar with the new framework language and SGG rubrics.

- 38 • All PG&E-applicable teachers and evaluators will utilize the new CDIF language  
39 and new SGG rubrics district-wide.
- 40 • SFS will be updated to reflect the new language system-wide.
- 41 • All PG&E evaluators and teachers will receive professional learning during District-  
42 directed time (e.g., DID, admin-directed PCT) on the new CDIF and SGG rubrics;  
43 training will be based on the recommendation of the PL Consulting Group and

1 subsequent agreements reached via Labor-Management and/or impact  
2 bargaining.

3 ○ This will likely include some “upfront” training in fall 2023 and some “just in  
4 time” trainings throughout the 2023-24 year.

5 ○ Teacher trainings will be jointly attended by PG&E teachers and evaluators,  
6 but evaluators may receive additional training separately.

7 • Teachers’ overall summative evaluation ratings may not be negatively impacted  
8 the Districtwide pilot, with very few exceptions, in order to provide a supportive  
9 environment for learning and growth for both teachers and evaluators.

10 ○ If a teacher’s criteria scores would not result in a Proficient or Distinguished  
11 rating on the summative evaluation, the teacher’s annual evaluation will not  
12 receive a summative rating, and will include a note that the teacher was  
13 participating in a pilot of the new SGG rubrics and CDIF.

14 ○ Any teacher who did not receive a summative rating on the 2023-24 annual  
15 evaluation will be added to the list of teachers placed on the Comprehensive  
16 Evaluation cycle for 2024-25.

17 ○ If there is a perceived performance concern with any provisional teacher, the  
18 evaluator must notify HSD Human Resources no later than October 31, 2023,  
19 in order to develop a support plan and next steps consistent with CBA language  
20 and state law. HSD will notify HEA no later than November 15, 2023, and  
21 engage in Labor-Management problem-solving around these situations as  
22 needed.

23 ○ In the event there are any teachers with more than five (5) years of experience  
24 who received a summative Basic or Unsatisfactory rating in 2022-23, HSD will  
25 notify HEA no later than September 15, 2023, in order to problem solve any  
26 logistical complications with implementing the relevant sections of Article 19  
27 due to the District-wide pilot.

28 • The JET will make recommendations to the Joint Bargaining Teams no later than  
29 Spring 2024 about any recommended professional learning and/or modifications  
30 to existing CBA language that arise as a result of the new SGG rubrics, CDIF  
31 language, and experiences during the 2022-23 and 2023-24 pilot years.

**HIGHLINE EDUCATION ASSOCIATION**

**HIGHLINE SCHOOL DISTRICT NO. 401**

\_\_\_\_\_  
Dr. Sandra L. Hunt  
President

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Dr. Steve Grubb  
Chief Talent Officer

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Date

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Date



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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District**

**Joint Inclusive Services Team  
Effective School Years 2022-2024**

8 Highline School District (District or HSD) is moving towards more inclusive models of  
9 special education services, and will be piloting a variety of approaches intended to move  
10 toward a more inclusive continuum of services. More inclusive models may have impacts  
11 on working conditions that should be identified, assessed, and addressed as they are tried  
12 in pilot schools. In order to proactively mitigate for these impacts, the District and the  
13 Highline Education Association (Association or HEA) agree to form a Joint Inclusive  
14 Services Team (JIST) to monitor the progress of pilot models and approaches, and assess  
15 implications of model changes. No more than half of the members of the team shall be  
16 district/building leaders with the balance of the team comprised of certificated educators  
17 appointed by the HEA president with first-hand experience with the more inclusive models.  
18 The JIST will include a broad range of involved educators, including general education  
19 and special education teachers, as well as related services staff. The team will make  
20 regular recommendations to HEA and HSD Leadership for Labor-Management problem-  
21 solving and/or bargaining, as appropriate.

**HIGHLINE EDUCATION ASSOCIATION**

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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District**

**New School & Special Program Implementation  
Effective School Years 2022-2024**

Beginning in the 2021-2022 school year, the Highline School District began implementing several new schools and special programs in order to meet the needs of the Highline community and provide innovative learning experiences for students. This trend will continue during the 2022-23 school year, with one new school and changes to some existing schools and programs. This agreement is intended to document the structures of these schools and programs that differ from those of traditional schools and therefore may impact the working conditions of certificated staff. Any provisions of the Collective Bargaining Agreement (CBA) that are not altered by the agreements below remain in effect for the educators working in these schools/programs.

The Highline School District (HSD) and Highline Education Association (HEA) have mutual interest in supporting the needs of the educators and students participating in these new schools and programs and understand that some flexibility may be needed to respond to changing circumstances during the school year. To that end, HEA and HSD agree to utilize the Labor-Management Problem-Solving Process to work through any additional challenges or necessary changes that occur throughout the year and are not covered by the agreements below.

**Maritime High School**

Maritime High School (MHS) is an innovative high school utilizing project-based learning to support students interested in the environment, marine science, and maritime careers working on or near the water. Its structure differs from traditional high schools and it utilizes Washington State’s Alternative Learning Experience (ALE) model requirements.

**A. Class Sizes and Advisory:** For the 2022-23 school year, MHS will have two cohorts – 9<sup>th</sup> and 10<sup>th</sup> graders. The class of 2025 will consist of up to 50 students, split into two Advisory groups called “Crews.” The class of 2026 will consist of up to 100 students, which will be split into up to four Crews. The program will be supported by up to seven (7) certificated teachers, dependent upon enrollment, as well as administrative, classified, and community support staff. Students will also have access to certificated LRC and Related Services support, consistent with their IEPs. Counseling support will be provided per CBA, but may be shared with other schools co-located on the same campus. Each classroom teacher will be assigned a Crew and will be responsible for conducting Crew Circles (Advisory), Crew Check-ins/Check-outs, and managing the ALE Learning Plans for their assigned Crew students.

**B. Mitigation:** Each Crew will have no more than 24 students when possible. Should a teacher receive a 25<sup>th</sup> student in their Crew, they will receive \$10.00 per day for each day that an overload of one student exists. Accepting a 26<sup>th</sup> student into a Crew would be handled as an “extreme hardship” situation: the teacher, after

1 consultation with the HEA president, may agree to take a 26<sup>th</sup> student, and would  
2 receive \$25 per days for the two overload students.

3 **C. Class Preparations:** Students will receive instruction through a combination of in-  
4 person classroom-based instruction, field work experiences, and hybrid remote  
5 learning days. Classroom-based instruction will be grouped into a Humanities  
6 block and a STEM block. Students will attend their block courses in their assigned  
7 Crew groupings. While each classroom teacher will have only one “preparation”  
8 for classroom instruction, they will also participate in collaborative planning for  
9 instructional projects, field work experiences and Crew Circles/Advisories.

10 **D. Non-Instructional Time:** Certificated staff at Maritime HS will receive planning  
11 time and other non-instructional time consistent with the CBA. However, on days  
12 when students are participating in field work, this time may be scheduled flexibly  
13 to accommodate student learning needs, so long as each segment is no less than  
14 30 minutes in duration. Additionally, on Hybrid Learning Days (generally Fridays),  
15 150 minutes of instructional time will be set aside for Crew Advisors to conduct 1-  
16 1 Learning Plan meetings with their Crew members.

17 **E. Programmatic Planning Needs and Professional-Collaboration Time (PCT):**  
18 Every effort will be made to ensure sufficient time during principal-directed PCT for  
19 ongoing programmatic planning such as: collaboration with community partners  
20 and industry experts, development of Crew/Advisory structures and lessons  
21 consistent with the mission of Maritime HS, and family engagement that exceeds  
22 generally expected professional practice. MHS teachers and staff will have  
23 additional planning and professional learning days during the summer of 2022,  
24 paid at per diem. In the event that significant additional time is needed for this  
25 purpose during the school year, extra-service contracts and/or release time will be  
26 offered, consistent with the CBA.

27 **F. Ongoing Implementation:** HEA and HSD will continue to work collaboratively to  
28 monitor and address any challenges that may arise throughout the school year,  
29 and will meet in the spring of 2023 to make any necessary adjustments to the  
30 above Maritime language through negotiations and/or Labor-Management.

### 31 **Highline Virtual Academy**

32 The Highline Virtual Academy (HVA) is a flexible, remote learning model for students  
33 in grades 6-12 that utilizes Washington State’s Alternative Learning Experience (ALE)  
34 model requirements, providing opportunities for self-paced learning for students. Core  
35 instruction will be delivered through HSD-approved online learning management  
36 systems, incorporating instructor-customized material. Highline teachers will  
37 provide virtual instruction for content classes, Advisory, small group and individual  
38 support, including both academic and social-emotional learning. HVA teachers and  
39 staff will have additional planning and professional learning days during the summer  
40 of 2022, paid at per diem. In the event that significant additional time is needed for  
41 programmatic development during the 2022-23 school year, extra-service contracts  
42 and/or release time will be offered, consistent with the CBA.

43 **A. Overall Structure:** Students at HVA will take up four classes per quarter.  
44 Teachers will be assigned no more than three classes per quarter. The HSD  
45 curriculum will be implemented in all classes, modified as needed for use on the

1 online learning management system. Third-party educational curriculum may be  
2 used as a supplement. Highline teachers will be the teacher of record for  
3 synchronous and/or asynchronous classes and will provide small group support,  
4 grade assignments and track progress. In addition, each teacher will be assigned  
5 an Advisory class, with whom they will meet daily and complete the required ALE  
6 Learning Plans (WSLP) for each Advisory student. Teachers will also meet 1:1  
7 once per week with each Advisory student to help track progress and complete  
8 Learning Plans.

9 **B. Daily Load, Advisory, and Class Preparations:** Each HVA classroom teacher  
10 will be the teacher of record for no more than three classes per quarter, and for up  
11 to 93 students across all classes for which they are the teacher of record. Advisory  
12 is not considered one of the three class preparation and student load is calculated  
13 separately; each teacher will be assigned up to 24 Advisory students.

14 **C. Mitigation:** Should a teacher's daily load exceed 93, they will receive \$10.00 per  
15 day, per student, for each day that an overload exists. Every effort will be made  
16 not to exceed 24 students in an Advisory class, but if a teacher's Advisory load  
17 exceeds 24 students, they will receive \$10.00 per day, per student, for each day  
18 that an overload exists.

19 **D. Time Allocations:** Each HVA classroom teacher will have their instructional and  
20 non-instructional time allocated as follows. Descriptions of time allocations not  
21 addressed in the existing CBA are included below.

- 22 • Planning time and "WAC" non-instructional time: 120 minutes/day or 600  
23 minutes/week, adjusted for staff meetings and PCT as outlined in the CBA
- 24 • Lunch: 30 min/day
- 25 • Advisory: 30 minutes/day or 150 minutes/week
- 26 • Small Group/Synchronous Instruction & Support: 90 minutes/day, depending  
27 on the schedule for a total of 450 minutes/week
- 28 • 1:1 check-ins: 570 minutes per week, time per days varies depending on the  
29 schedule
- 30 • Learning Plan Support: 200 minutes/week, 50 minutes per day M/T/W/Th
- 31 • PLC & PCT: 130 minutes on Friday

32 **1:1 Check-ins:** Weekly meeting (usually via Zoom or phone) between the student  
33 and certificated teacher for the purpose of instruction, review of assignments,  
34 testing, evaluation of student progress, or other learning activities or requirements  
35 identified in the WSLP. Evidence of two-way contact must include the date of the  
36 contact, the certificated teacher who made the contact, the method of  
37 communication by which the contact was accomplished, and documentation to  
38 support the subject of the communication. Teachers may choose to develop a  
39 flexible schedule for 1:1 check-ins that meets outside of the school day to support  
40 student needs, and if they elect this option, will work with the principal to adjust  
41 their work times accordingly.

42 **Small Group/Synchronous Instruction & Support:** Teachers will provide 90  
43 minutes per day of direct instruction (synchronous full-class time and/or small  
44 group instruction and support) in accordance with the master schedule. Teachers

1 may choose how they group students and allocate time within the designated  
2 minutes to meet student needs.

3 **Learning Plan Support:** Teacher-directed time for progress monitoring of  
4 Advisory students' Learning Plans. Teachers may work independently or in teams  
5 during this time, at their discretion. Student attendance requirements are met  
6 through documentation of weekly 1:1 check-ins and WSLP progress monitoring.

7 **E. Work From Home Policy:** HVA staff may work from home (WFH) on Tuesdays  
8 and/or Thursdays and must work onsite Mondays, Wednesdays, and Fridays.

- 9 • The allowable WFH days will remain consistent and unchanged even during  
10 non-five day work weeks.
- 11 • If staff must report on site on a Tuesday or Thursday for a meeting (e.g., IEP  
12 meeting, student-led conferences), the supervisor or meeting scheduler must  
13 notify them at least one week in advance.

14 In the event of a concern regarding remote work from home, the supervisor should  
15 meet to discuss the concern(s) with the applicable person as soon as identified,  
16 with the goal of resolving the issue so that continued work from home remains a  
17 viable option. If concerns persist, the work at home option may be rescinded for  
18 the individual. These steps are non-disciplinary.

19 **F. Edgenuity Teachers:** HEA and HSD have a shared interest in having Highline  
20 teachers be the teachers of record for HVA students whenever possible. In the  
21 event there is an unusual circumstance in which this is not practicable (e.g., a  
22 student needing an advanced course not offered at HVA), Edgenuity, or a similar  
23 online platform, may be used to provide a teacher of record as well as the  
24 curriculum/lessons. HSD Human Resources will provide a monthly report to HEA  
25 of any instances in which online teachers outside the bargaining unit are being  
26 used as the teacher of record for HVA classes/students. HEA reserves the right to  
27 utilize the Labor-Management Problem-Solving process to explore alternate  
28 options for these circumstances if they become frequent.

29 **G. Ongoing Implementation:** HEA and HSD will continue to work collaboratively to  
30 monitor and address any challenges that may arise throughout the school year,  
31 and will meet in the spring of 2023 to make any necessary adjustments to the  
32 above HVA language through negotiations and/or Labor-Management.

### 33 **Highline Virtual Elementary**

34 Highline Virtual Elementary (HVE), a new online school, will open in September 2022.  
35 Highline Virtual Elementary will be the only all-remote option for students in grades K-  
36 5 in the 2022-23 school year. For this initial year, enrollment in HVE will be limited,  
37 and is currently anticipated to include six classrooms. Except as outlined in this letter  
38 of agreement, HVE will follow all existing Collective Bargaining Agreement (CBA)  
39 language as it applies to elementary staff.

40 HVE will utilize the Continuous Learning 2.0+ model of remote instruction. At least  
41 70% of elementary learning time will be in synchronous (real-time) instruction, an up  
42 to 30% will be asynchronous instruction. PE, Art/Music and Library will be provided  
43 through asynchronous instruction in order to provide collaborative planning time for

1 teachers. HVE will utilize Canvas as their Learning Management System (LMS). HVE  
2 staff will be provided sufficient technology equipment to support remote instruction.

3 HVE will serve students who qualify for English language learning services. Special  
4 education services and programming will be provided with some limitations,  
5 dependent on a student's Individualized Education Plan (IEP). The dual language  
6 learning program will not be available.

7 **A. Workday Structure:** HVE teachers will receive non-instructional time (planning  
8 and "WAC" time) consistent with other elementary teachers. In addition, HVE will  
9 provide "Collaboration Time" daily to focus on family partnerships and curriculum  
10 design. Collaboration Time will be fifty (50) minutes daily Monday through  
11 Thursday and thirty (30) minutes on Friday.

12 Teachers will utilize some of their synchronous learning time to conduct one-one  
13 conferences with two-three students daily, with a goal of connecting individually  
14 with each student every two-three weeks.

15 Teachers will be provided time to meet with each family for up to twenty minutes  
16 on a regular basis. This time will be allocated out of Collaboration Time and staff  
17 meeting time.

18 **B. Programmatic Planning:** HVE teachers and staff will have additional planning  
19 and professional learning days during the spring of 2022 at the extra-duty, and  
20 during the summer of 2022, paid at per diem. In the event that significant additional  
21 time is needed for programmatic development during the 2022-23 school year,  
22 extra-service contracts and/or release time will be offered, consistent with the CBA.

23 **C. Work From Home Policy:** HVE staff may work from home (WFH) on Tuesdays  
24 and/or Thursdays and must work onsite Mondays, Wednesdays, and Fridays.

- 25
- 26 • The allowable WFH days will remain consistent and unchanged even during  
27 non-five day work weeks.
  - 28 • If staff must report on site on a Tuesday or Thursday for a meeting (e.g., IEP  
29 meeting, student-led conferences), the supervisor or meeting scheduler must  
notify them at least one week in advance.

30 In the event of a concern regarding remote work from home, the supervisor should  
31 meet to discuss the concern(s) with the applicable person as soon as identified,  
32 with the goal of resolving the issue so that continued work from home remains a  
33 viable option. If concerns persist, the work at home option may be rescinded for  
34 the individual. These steps are non-disciplinary.

35 **D. Ongoing Implementation:** HEA and HSD will continue to work collaboratively to  
36 monitor and address any challenges that may arise throughout the school year,  
37 and will meet in the spring of 2023 to make any necessary adjustments to the  
38 above HVE language through negotiations and/or Labor-Management.

39 **Renacer Educational Support Program**

40 The Highline School District has entered into an agreement to provide educational  
41 support for students in the Renacer Youth Treatment Program. These students are

1 engaging in remote learning, taking one class at a time, and students are enrolled in  
2 a wide variety of different courses. During the 2021-22 school year, the Renacer  
3 program did not involve Highline’s certificated staff, but in the event the program  
4 expands, any impacts on certificated staff will be addressed via negotiations and/or  
5 Labor Management.

6 **Learning Center**

7 Highline’s Learning Centers are alternative programs embedded at New Start High  
8 School and the four comprehensive high schools. These are not new programs, but  
9 are in transition, both in terms of leadership and programming. The schools involved  
10 will collaborate during the 2022-23 school year to evolve programming to meet student  
11 needs.

12 Caseload limits and other working conditions for Learning Center teachers have not  
13 yet been negotiated. The current District policy for student-teacher ratio in for ALE  
14 programs is 33 students to 1 teacher, but this may not be the correct ratio for all of the  
15 configurations the Learning Center may take in each location.

16 Therefore, HSD and HEA agree to monitor Learning Center configurations and  
17 caseloads during the 2022-23 school year and ensure working conditions for the  
18 involved teachers are within reasonable limits given the evolving structure of the  
19 program configurations at each school. A representative group of HEA leadership,  
20 HSD administrators and Learning Center staff will meet at least quarterly to monitor  
21 workload and develop recommendations to be addressed through negotiations and/or  
22 Labor-Management in spring of 2023 for the subsequent school year.

23 **New Start High School**

24 New Start High School provides an alternative educational experience for students  
25 who have experienced challenges in the traditional system. The program utilizes  
26 personalized support and independent learning contracts to provide meaningful  
27 learning experiences for students while they recover or advance in credits leading  
28 toward high school graduation. While New Start is not a new school, it is in transition,  
29 both in terms of leadership and programming.

30 It is anticipated that the 2022-23 school year will focus on programmatic assessment  
31 and planning for future implementation. It is therefore expected that current CBA  
32 language will apply to certificated staff at New Start without modification unless a  
33 separate LOA is agreed upon prior to the start of the school year. In the spring of 2023,  
34 building administration, in collaboration with the New Start SLT (Shared Leadership  
35 Team) will present a report and recommendations to HEA leadership and HSD Human  
36 Resources to be addressed through negotiations and/or Labor-Management for the  
37 subsequent school year.

38 **WELS (Waskowitz Environmental Leadership Service)**

39 The Waskowitz Environmental Leadership and Service (WELS) is an innovative  
40 program for high school graduation with a Career and Technical Education (CTE)  
41 focus, providing multiple 21<sup>st</sup>-century skills learning opportunities and skills for jobs in  
42 the outdoor recreation/education and marine tech fields. The WELS program is  
43 relocating from the Woodside campus to become a program at Tyee High School. It is

**Letters of Agreement**

1 also in the midst of a leadership transition. Both of these changes may result in  
2 programmatic adjustments over the coming few years.

3 In order to provide time for additional programmatic planning over the summer, HEA  
4 leadership and HSD Human Resources plan to address any needed modifications to  
5 existing contract provisions through the District Labor/Management process, including  
6 a separate Letter of Agreement if necessary.

**HIGHLINE EDUCATION ASSOCIATION**

**HIGHLINE SCHOOL DISTRICT NO. 401**

\_\_\_\_\_  
Dr. Sandra L. Hunt  
President

\_\_\_\_\_  
Dr. Steve Grubb  
Chief Talent Officer

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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District**

**Impact of “No Credit” Grade Option  
Effective School Years 2022-24**

The Highline School District and the Highline Education Association agree to the following provisions regarding the “No Credit” Grade Option for the duration of the current collective bargaining agreement. In August 2021, the School Board revised policy 2420 to remove “F” as a grade option, and added “NC” as an option, providing this guidance:

Students who receive an NC may have a credit recovery plan that is developed between the school or teacher and the student. A student who fails to complete the recovery plan within the designated time shall have the NC permanently on their transcript.

For situations in which a student has demonstrated significant progress in a course, and demonstrating sufficient proficiency to earn a grade is a reasonably achievable goal, teachers may offer a student who receives an NC in their class an opportunity to demonstrate additional mastery to convert an NC to an A, B, or C grade through an NC credit recovery plan. This plan may involve completing an independent student project, or another option deemed sufficient by the teacher to demonstrate sufficient mastery to receive credit in the course. Plans will be timebound, typically requiring completion within 2-4 weeks. Teachers will indicate a credit recovery plan is available through the use of a common report card comment code.

If the teacher does not offer a NC credit recovery plan, counseling staff and/or building administration, will work with the student to identify options for credit recovery.

While a teacher may be offered information and support around NC credit recovery plans, they will not be directed to change a grade from an NC when a student’s academic achievement definitively shows an NC level of understanding. Likewise, a teacher will not be asked to offer an NC credit recovery plan when, in their professional assessment, the student has not demonstrated sufficient progress to make such a plan feasible on the teacher’s part.

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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District  
  
Secondary Planning Time  
Effective School Years 2022-24**

The Highline School District and the Highline Education Association agree to modify the following language about secondary planning time for the duration of the agreement.

**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-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. Secondary schools may adopt schedules that regularly provide less than one hundred (120) minutes of non-instructional time on a particular work day as long as employees have a daily planning time of at least thirty (30) minutes during each student instructional day and a total weekly amount of planning time that meets the minimum provided in the preceding sentence. Such a schedule may be adopted upon completion of a staff meeting discussion and subsequent anonymous voting process, if the alternative schedule passes with at least seventy (70) percent of certificated staff voting in favor. If a staff member chooses not to participate in the vote, they will be counted as an abstention. Secondary schools may choose to implement alternative schedules that do not include daily planning time using the waiver process in Section 1.10.

~~**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.~~

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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District**

**Ready K!  
Effective School Years 2022-24**

The Highline Education Association (HEA) and Highline School District (HSD) have a shared interest in implementing a transitional kindergarten program, consistent with OSPI guidelines and contingent upon continued availability of state funding, to support kindergarten readiness for Highline students. Highline’s transitional kindergarten will be known as *Ready K!* Except as outlined below, all provisions of the Collective Bargaining Agreement (CBA) apply to *Ready K!* just as they would to other kindergarten classes.

1. **Pro-rated Calendar and Contract Year:** *Ready K!* teachers will be hired on a pro-rated contract, calculated based on the number of student days between the first Monday after Thanksgiving and the end of the school year, plus three non-student District Initiative Days (DID). The pro-rated FTE may vary slightly based upon each year’s calendar; for 2022-23 it will be 0.694 FTE, reflective of a 127 day calendared work year. 124 of those days will be considered student days, including two days for WA KIDS Family Connections; the remaining three (3) days will be considered non-student District Initiative Days (DID). Teachers will also receive prorated PLE (Professional Learning & Enrichment) days and stipends, based on their contracted FTE. The calendar (and consequent contracted FTE) for *Ready K!* will be determined collaboratively between HSD and HEA using the following parameters, and may be adjusted as a result of emergency/inclement weather closures:
  - The first *Ready K!* day for students will be the first Monday after Thanksgiving Break. The two student days used for WaKIDS Family Connections will be scheduled during elementary conference week.
  - Three (3) DID days will be scheduled during the week prior to elementary conference week. One of these DIDs will be self-directed; the other two will be District-directed.
  - One self-directed PLE day will be scheduled during the week prior to elementary conference week.
  - The last *Ready K!* student day will be consistent with the HSD School Calendar for all students, unless impacted differentially by emergency/inclement weather closures. For example, in the case of an emergency closure day that occurs prior to the start of *Ready K!*, *Ready K!* staff and students would not work on the emergency make-up day.
  
2. **Class Size:** The class size for *Ready K!* will be 17:1 per day as the “Soft Cap” referenced in CBS Section 4.16.C. The “Hard Cap” for *Ready K!* will be 18:1, reflecting that *Ready K!* class size may not exceed 18:1. In addition, teachers will *not* receive overload mitigation (per Section 4.19) if their *Ready K!* class is at 18:1, rather than 17:1 or below.

- 1           **3. Paraprofessional Support:** Each Ready K! classroom will be allocated six hours  
2           of paraprofessional support to assist at lunch, recess, and in the classroom.
- 3           **4. Report Cards and Progress Reports:** In lieu of traditional report cards as outlined  
4           in Section 3.3.D, *Ready K!* students will receive WA KIDS progress reports at the  
5           Winter and Spring grading periods.
- 6           **5. Professional Growth & Evaluation (PG&E) & Coaching Cycles:** *Ready K!*  
7           teachers on a continuing contract will participate in the Comprehensive PG&E  
8           process as outlined in Article 19, as required by state law. Teachers on PG&E will  
9           be evaluated by the TLL Director of Pre-K and Elementary Success. Teachers will  
10          be encouraged to create nested student growth goals as a *Ready K!* team,  
11          consistent with Section 19.6.B.2. Due to the modified contract year and calendar,  
12          certain Comprehensive PG&E timelines and dates in Section 19.6 will be adjusted  
13          as follows.
- 14           • Comprehensive Cycle Conference (CCC) 1 to be completed by December 15.
  - 15           • CCC 2 to be completed between January 1 – February 28.
  - 16           • CCC 3 to be completed between March 1 – May 15.
  - 17           • Artifacts due June 1 (Note: PCTs may be focused on the Danielson  
18           Framework/artifacts).
  - 19           • Dates for CCC 4 and the Summative Evaluation are consistent with the CBA.
- 20          *Ready K!* teachers on a leave replacement contract will participate in observations  
21          and coaching cycles with the Director of Pre-K and Elementary Success and the  
22          Pre-K and Elementary Success TLL Specialist as described below.
- 23           • The TLL Director of PreK - Elementary Success collaboratively sets required  
24           observation and coaching dates with each teacher, two times per school year.  
25           Each coaching cycle includes:
    - 26           ○ Observation
    - 27           ○ Debrief and discussion about next steps/goals
    - 28           ○ Teachers may use this discussion to launch a specialist coaching session
  - 29           • The PreK- Elementary Success TLL Specialist offers optional coaching cycles  
30           for each teacher consisting of:
    - 31           ○ Goal setting
    - 32           ○ Classroom observations
    - 33           ○ Collaborative conversations to set/revise goals
- 34          **6. Flex Time:** *Ready K!* teachers may be required to contribute up to twelve (12)  
35          hours of Flex Time, per Section 4.1.C, as allocated by the building principal and  
36          SLT at their worksite.
- 37          **7. Family Engagement Nights:** *Ready K!* teachers will be expected to attend Family  
38          Engagement Nights up to three times per year, which will be focused on student  
39          data. Preparation for these events will be included in regular PCTs, but extra  
40          service contracts will be provided for time actually spent at the events.
- 41          **8. PCT:** The allocation ratios for Professional Collaboration Time (PCT) for *Ready K!*  
42          teachers will be consistent with Section 4.4. However, the schedule of PCTs and

1 the 50% administratively directed time will be determined by the Director of Pre-K  
2 and Elementary Success or other designee in the Teaching, Learning &  
3 Leadership Department, rather than by their building principal. In addition, for the  
4 25% collaboratively-directed time, *Ready K!* teachers will be expected to work with  
5 their *Ready K!* teacher team, which may necessitate notification of their building  
6 principals that they are leaving their usual worksite.

7 **9. Staff meetings:** *Ready K!* teachers will attend staff meetings at their usual  
8 buildings, consistent with Section 4.1.F.

9 **10. SEBB:** *Ready K!* teachers are considered SEBB eligible unless hired for only a  
10 portion of the *Ready K!* year, in which case their eligibility will be determined by  
11 their contracted FTE in accordance with SEBB rules. HSD Human Resources will  
12 work with teachers individually to address any issues related to benefits coverage  
13 arising from their modified contract year.

14 **11. Continuing Conversations:** The parties shall continue to monitor the  
15 implementation and *Ready K!* through regular District-level labor-management  
16 meetings, and will address any additional complications or anomalies with a  
17 problem-solving approach.

**HIGHLINE EDUCATION ASSOCIATION**

**HIGHLINE SCHOOL DISTRICT NO. 401**

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Dr. Steve Grubb  
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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District**

**Speech-Language Pathologist Staffing & Overload Mitigation  
Effective School Years 2022-24**

The Highline School District (District) and Highline Education Association (Association) agree upon the following process to address caseload overages for Speech Language Pathologists (SLPs). Pending smooth implementation of this process during the next contract cycle, the parties intend to incorporate language documenting this process into a successor agreement when it is negotiated in 2024.

The District will allocate FTE for Speech-Language Pathologists so as to provide an average caseload of 44:1. FTE is calculated by dividing the total SLP IEP count by 44. To determine the FTE allocation for each new school year, SLP Designees and the Special Education administrator overseeing the SLP department will review the total IEP count for students receiving SLP services on the first of each month, beginning on February 1 and continuing through June 1 of the current school year, in order to determine the FTE allocation for the following school year. Any new programs added or removed will be considered in determining the FTE allocation. An additional 1.2 FTE will be allocated to support Child Find and an additional .2 FTE will be allocated to support the SLP Designee leadership position(s). Sufficient SLP FTE will be provided to Developmental Preschool classrooms to anticipate full enrollment when staffing is allocated for the next school year. Staffing for SLP's will be rounded to the nearest .5 FTE in order to facilitate hiring for any vacancies.

During each school year, SLP caseloads will be reviewed in October, January, and March to determine any additional FTE needs. SLPs with lower caseloads may be asked to support the department by taking on additional students, assisting in Childfind, etc. When the total caseload average for the SLP group reaches 15 students above the average of 44:1, an additional .5 FTE will be added. When the average caseload reaches 30 students above the total caseload average an additional 1.0 FTE will be added. FTE will be rounded to the nearest .5 FTE to facilitate hiring for vacancies.

In the case that an SLP cannot be hired or hiring is delayed to fill additional FTE needs, there are two mitigation options as outlined below; these options may be used separately or in conjunction.

1. Students not receiving services will receive compensatory services for the minutes missed during the summer of that school year or when the additional FTE is hired. The schedule of compensatory services will be determined by the Special Education administrator overseeing the SLP department in consultation with the SLP Designees.
2. Upon request, SLP(s) from the department who are willing, can add a student/s eligible for services to their caseload until an SLP is hired or compensatory services are determined. If SLPs from the department choose to add a student/s eligible for services to their caseload, an Extra Service Contract at the per diem rate will be provided for the times of service in 30-minute increments.

**Letters of Agreement**

**HIGHLINE EDUCATION ASSOCIATION**

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President

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Dr. Steve Grubb  
Chief Talent Officer

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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District  
  
ACT Time  
Effective School Years 2022-24**

The Highline School District and Highline Education Association recognize that a well-supported system of inclusive practices within a continuum of services requires time within the scheduled work day for assessment, consultation, teaming, and other responsibilities associated with case management for students with IEPs. Students benefit from coordinated services that leverage the expertise of all stakeholders.

Building administration will ensure that all certificated special education staff in the building have ACT (Assessment-Collaboration-Teaming) Time within the work day. The practice for providing case management time has included models colloquially known as “3:1, 4:1, and/or field period” to support these case management duties. Administrators and special education staff within a building will work collaboratively to determine the most appropriate structure/model for ACT Time based on the unique context of each school setting.

Each special education teacher in a self-contained setting, who does not operate under the models described above, will be provided up to five (5) days of release time for ACT case management duties, to be scheduled upon request in consultation with the building administrator.

Integrated Kindergarten teachers will receive their ACT time through the release day model. Adapted PE teachers will receive their ACT time through the 4:1 model.

Day-to-day decisions about how to utilize ACT Time within this each structure/model will be made by individual special education staff. ACT Time is not intended to be used for only one case management role or responsibility on a consistent basis to the exclusion of others.

Case management roles and responsibilities to be addressed during ACT Time may include, but are not limited to:

- Communication with teachers, administrators, parents, school psychologists, para-educators, counselors and other relevant individuals about students
- Planning, collaboration, and consultation with other educators on implementation of specially designed instruction
- IEP planning and development with others
- Testing/assessment of students
- Monitoring and reporting on progress of students
- Transition planning and assessment
- Providing direct services to students in a variety of formats

In the event scheduling challenges arise that interfere with consistent provision of ACT Time, building administrators and/or special education staff may submit a request for



**Letters of Agreement**

1 support to the appropriate Director of Special Education with notice to the HEA president  
2 and Executive Director of Human Resources.

**HIGHLINE EDUCATION ASSOCIATION**

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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District**

**Fostering Equity and Anti-Racism  
Effective School Years 2022-24**

The Highline School District (HSD) and Highline Education Association (HEA) share a commitment to high quality educational outcomes for all students and to disrupting institutional racism and inequity, consistent with Board Policy 0010. To enhance and improve our collective efforts to provide equitable and inclusive working and learning environments for all students, families, staff and communities, this Letter of Agreement outlines steps to be taken during the duration of this agreement to co-create, enact, and evaluate new equitable practices, policies, and procedures that foster racial/cultural affirmation and promote a culture of belonging. The parties share an intent to include successful practices, policies, and procedures arising from these efforts in the negotiations for a successor Collective Bargaining Agreement (CBA), District operating principles, and/or Board Policy, as appropriate.

**Establish a Highline Equity and Anti-Racist Team (HEART)**

- Composition
  - Up to 8 members selected by HSD; and
  - Up to 8 members selected by HEA.
- Charge
  - Provide vision, expectations, and support for School/Site-Based Equity Teams. The District will provide \$25,000 annually to the HEART to support this work.
  - Plan and support training for and collaboration amongst and between School/Site Based Equity Teams.
  - Develop recommendations for how to expand and strengthen Equity Teams across the system.

**Pilot Innovative Practices to Foster Diversity in the Workforce**

- In an effort to provide more stability and support for teachers new to the profession and/or new to Highline, Section 8.9 of the CBA will be modified to exempt teachers with a Provisional Continuing Contract in their first two years of teaching in Washington State, unless there are no other teachers with the same certification and endorsements.
- In collaboration with HEA leadership through the District-Level Labor-Management Team, HSD Human Resources will enact a predictable Early Volunteer Transfer Process consistent with Sections 8.8 and 8.9 of the CBA to facilitate opportunities for earlier career teachers to have more stability in their worksites. An outline of this process will be shared with all HEA-represented employees no later than February 15 of each year.

1 **Providing Additional Support for Educators of Color and from Other Historically**  
2 **Marginalized Communities**

- 3       • HSD will continue to support voluntary Affinity Groups with additional  
4       compensation during the 2022-23 school year. Financial support beyond that year  
5       is yet to be determined. Details and guidelines will be shared regularly through  
6       District communication channels.  
7       • HSD will provide additional mentoring opportunities for educators of color and  
8       those from historically marginalized communities who are in their first three years  
9       of employment, including building upon structures of the Affinity Groups.

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**Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District**

**Joint Assessment Review (Highline Assessment Team)  
Effective School Years 2022-24**

8 For the duration of the current collective bargaining agreement, HEA and HSD shall  
9 continue the ongoing Highline Assessment Team (HAT) to monitor assessment issues  
10 and make recommendations to the HSD Board of Directors and/or Joint Bargaining Teams  
11 regarding assessments and assessment support. The committee shall explore issues  
12 including, but not limited to: implementation, assessment coordination and appropriate  
13 support that minimizes disruption to learning time, minimizing or eliminating testing  
14 redundancies and increasing efficiency, systems to monitor assessment practices in order  
15 to share effective testing practices and use of data, financial impacts of mandated  
16 assessments. The committee shall be comprised of an equal number of non-supervisory  
17 certificated staff members appointed by the Association President and supervisory staff  
18 members and/or community members appointed by the District Superintendent and shall  
19 include broad representation across grade levels and departments.

**HIGHLINE EDUCATION ASSOCIATION**

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**Letter of Agreement  
between  
Highline Education Association  
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Highline School District**

**Support for IEPs Submitted for Safety Net Funding  
Effective School Years 2022-24**

8 For the duration of this agreement, the District shall offer a paid training opportunity each  
9 year for all special education staff in the safety net funding process and the drafting of  
10 compliant IEPs submitted for safety net funding.

11 The District shall offer paid work sessions outside the regular work day on an  
12 approximately once-per-month basis to support case managers in the drafting of compliant  
13 IEPs submitted for safety net funding, and the gathering of data to assess the progress of  
14 students under such IEPs.

15 The rate of pay for this work is identified in Appendix D.2.K.

**HIGHLINE EDUCATION ASSOCIATION**

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**Letter of Agreement  
between  
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and  
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**Middle School Health/PE Class Sizes  
Effective School Years 2022-24**

With the transition of 6<sup>th</sup> grade into middle school, approximately 20 hours of 6<sup>th</sup> grade Health curriculum content has been integrated in PE, Science, and/or Advisory classes. Health instruction for 7<sup>th</sup> and 8<sup>th</sup> grades may include stand-alone Health classes and/or the integration of Health content into other classes (PE, Science, and/or Advisory). The curricular impact of this integration for 7<sup>th</sup> and 8<sup>th</sup> grades will be reviewed throughout the duration of this agreement.

Therefore, the Highline School District (HSD) and Highline Education Association (HEA) agree, for the duration of this agreement, to suspend the larger class size language for 7<sup>th</sup> and 8<sup>th</sup> grade PE classes that will include integrated Health content. If the Health content included in 6<sup>th</sup> grade PE exceeds eight (8) hours during first semester, this agreement will also apply to second-semester 6<sup>th</sup> grade PE classes. For schools that maintain stand-alone Health classes at one or more grades, the larger class size allowance for PE will remain for those grade levels with stand-alone Health.

For integrated Health/PE classes, however, class size ratios will be consistent with other subject areas, reflected by the strikethrough of PE provisions in Section 4.16.D. below. Again, this change does not apply to 7<sup>th</sup> and 8<sup>th</sup> grade PE classes that do not include Health content, nor to 6<sup>th</sup> grade PE classes, so long as the Health content remains less than eight (8) hours per semester.

**D. Secondary (Middle and High School) Class Size:**

- 1. Class size in middle and high schools with less than a six period schedule will be at a student to teacher ratio of 33:1 (99 per day) with individual class capacity limited to 35 students. ~~PE classes will be at a student to teacher ratio of 38:1 (114 per day) with individual class capacity at 40 students.~~
- 2. Class size in middle and high schools with a six period schedule will be at a student to teacher ratio of 29:1 (145 per day) with individual class capacity limited to 32 students. ~~PE classes will be at a student to teacher ratio of 33:1 (165 per day) with individual class capacity limited at 36.~~

When a successor agreement is negotiated, HEA and HSD will examine the amount of Health content integrated into combined Health/PE classes and address appropriate class-size ratios accordingly.

**Letters of Agreement**

**HIGHLINE EDUCATION ASSOCIATION**

**HIGHLINE SCHOOL DISTRICT NO. 401**

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**Letter of Agreement  
between  
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**Special Education Joint Committee  
Effective School Years 2022-24**

8 For the duration of the current collective bargaining agreement, the Highline Education  
9 Association (HEA) and Highline School District (HSD) shall establish an ongoing Joint  
10 Committee on Special Education to monitor special education issues and make  
11 recommendations to the joint bargaining team about mandatory subjects of bargaining  
12 including, but not limited to: special education delivery models, staffing and workload  
13 issues, curriculum, and stipend compensation to recognize additional work. The  
14 committee shall be comprised of an equal number of supervisory staff members appointed  
15 by the District Superintendent and non-supervisory certificated staff members appointed  
16 by the Association President.

**HIGHLINE EDUCATION ASSOCIATION**

**HIGHLINE SCHOOL DISTRICT NO. 401**

\_\_\_\_\_  
Dr. Sandra L. Hunt  
President

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Dr. Steve Grubb  
Chief Talent Officer

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Date

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**Memorandum of Understanding  
between  
Highline Education Association  
and  
Highline School District**

**Continuing Impacts of the COVID-19 Pandemic  
Effective School Year 2022-23**

The Highline School District (District or HSD) and the Highline Education Association (Association or HEA) have developed this Memorandum of Understanding (MOU) to address the ongoing impacts of the COVID-19 pandemic on school district operations and related certificated instructional staff working conditions.

This MOU reflects current agreements. As additional changes and challenges are identified, we will address them via Labor/Management Problem-Solving meetings, District-level Safety Team meetings, impact bargaining, and/or various regular and ad hoc meetings between HEA leadership and HSD Cabinet members.

- 1. Priority Commitments:** Staff and student safety is the top priority of both HEA and HSD. District-wide health and safety protocols will remain consistent and current with current laws, regulations, and legal guidance applicable to PreK-12 schools. Evolving guidance will be addressed using a problem-solving or impact bargaining process. Strict compliance with all relevant District safety and health rules will be an essential function of each employee’s job. The District will adhere to all State mandates and requirements concerning the vaccination of employees.

School safety teams should develop plans to implement the Health & Safety provisions outlined below. If, based on that plan, a school needs additional support, there is a process for building principals to reach out to their ILED for additional assistance, resources and support.

- 2. Safety Plan Development:** Each school building will have a worksite-specific Safety Plan which describes the modifications and protocols being adopted to limit, control and mitigate COVID-19 exposure for a safe and healthy work environment at that building. A detailed template for the School Safety Plans has been developed, and will continue to be updated, by the District Safety Team. Layered prevention strategies remain essential to safe delivery of in-person instruction and to help prevent COVID transmission in schools. A school’s Safety Plan will be developed in conjunction with District operations staff and, based on current knowledge and public health guidance.

- 3. Plan Training:** All staff, including substitutes, will complete training on each of the elements in the Plan relevant to the employee’s assignment. All students, including those who enroll after the first day of returning to school, will be taught to comply with each element of the Plan relevant to students.

- 4. Plan Responsibility:** Each work site shall have an administrator and Safety Committee who will share responsibility for monitoring, adjusting, and training on the Plan implemented at each site. Necessary updates and modifications to the Safety Plan shall be shared with each site’s safety committee (Section 4.8.O of the

1 CBA) prior to publication to staff and students in order to solicit feedback,  
2 improvements, and ideas for successful implementation.

3 When a staff member has a concern with Safety Plan implementation or when  
4 there is a safety problem at the site, they should follow the steps below:

5 a. For imminent/emergency safety concerns, notify a building administrator of the  
6 problem immediately. Follow up via email if the initial notification was verbal.  
7 For many individual problems, the administrator may be able to resolve the  
8 problem immediately.

9 b. For system problems that are not imminent safety concerns, or if an issue was  
10 not immediately resolved through Step A, notify the principal and the HEA  
11 building rep via email in order to problem-solve solutions to the issue.

12 c. If the problem cannot be resolved at the building level, the concern should be  
13 escalated to the district level by completing a "Safety Concern Form"  
14 developed by HSD Human Resources and accessible via Frontline.  
15 Notification of form availability and a link to Frontline will be distributed via an  
16 administrative packet.

17 **5. Personal Protective Equipment (PPE):** HEA and HSD will continue to jointly  
18 monitor and make any necessary updates to the HSD PPE spreadsheet/chart that  
19 defines school-specific scenarios and tasks determined by the DOH, L&I, and  
20 OSPI, where they fall within each of these risk categories, and what PPE is  
21 required for each category/level. HSD will ensure that appropriate PPE is readily  
22 available for staff and students.

23 HEA and HSD have agreed that staff can request additional levels of PPE. If a  
24 particular context presents unique circumstances which may warrant additional  
25 PPE in quantity and/or type staff should email their request and rationale for  
26 additional PPE to their building administrator. If a request is not resolved to an  
27 employee's satisfaction, the employee may use the Safety Concern Form in #4  
28 above.

29 **6. Responding to COVID Cases and Outbreaks and Working with Public Health:**  
30 HSD will strictly follow all health and safety provisions outlined by OSPI, DOH, and  
31 L&I, and HEA/HSD will continue to jointly monitor [current guidance](#) and adjust as  
32 changes are made. The District will maintain a [protocol](#) that will be used to respond  
33 to cases and outbreaks, including communication with substitutes, itinerant staff,  
34 and others who may work at an impacted work site. District Health Services Team  
35 will work in conjunction with Public Health and building administrators to perform  
36 required contact tracing, staff and family notifications, and other appropriate  
37 responses, including potential deployment of Highline's COVID testing team. Tests  
38 are available to any staff or student who may have been exposed to COVID.  
39 Testing is not mandatory.

40 **7. Ventilation:** All classrooms and other workspaces potentially used to support in-  
41 person learning have been evaluated for ventilation. All spaces being used for in-  
42 person work, school, or other activities meet or exceed safety requirements. In  
43 buildings where ventilation is dependent on opening windows and/or doors,  
44 school-based safety plans and site training should include guidance and support

1 on alternatives in the event of inclement weather and unhealthy air quality;  
2 including procuring additional supports, such as HEPA air cleaners to supplement  
3 ventilation.

4 The District will ensure regular monitoring of ventilation systems. In the event that  
5 a classroom and/or school building’s air quality falls below the standard, building  
6 administration, custodial and maintenance staff, will work with operations to take  
7 the corrective action(s) needed to get back to or above standard.

8 If unusual circumstances give rise to a ventilation concern, a staff member may  
9 request a ventilation review by Facilities to determine if ventilation enhancements  
10 or a room change are warranted. The staff member should send a request to their  
11 supervising administrator to have the building custodian submit a work order for  
12 this review. Reviews will be completed as soon as possible, but no later than one  
13 week after submission of the work order.

14 **8. Meetings:** In scheduling meetings with staff members, administrators and  
15 teachers will be mindful of the size of the room, the number of attendees, and the  
16 individual needs of employees to provide social distancing when possible.  
17 Teachers may continue to hold meetings remotely with families when it meets the  
18 needs and interests of such families.

19 **9. Assignments and Leaves:** Requests for alternative assignments will be  
20 considered under currently applicable laws such as the Americans with Disabilities  
21 Act (ADA), the Washington Law Against Discrimination (WLAD) and the Health  
22 Emergency Labor Standards Act (HELSEA) for employees with legally-recognized  
23 disabilities or high risk worker status. If alternative assignments are not available  
24 or if an employee is unable to fulfill their professional responsibilities, the District  
25 will work with affected employees to identify available paid and unpaid leave,  
26 insurance benefits, and other governmental benefits available under law or this  
27 Collective Bargaining Agreement.

28 **10. Individual Quarantine:** When individual students need to access learning  
29 remotely due to quarantine and/or illness, teachers will use their professional  
30 judgment, based on their knowledge of students and their families, to determine  
31 the best specific plans and strategies to engage and support students in both  
32 academic and social-emotional learning during remote instruction.

33 Temporary remote learning for individual students may include:

34 a. Assigned work to be completed by the student via Seesaw, Google classroom,  
35 iReady, curricular workbooks or online activities, or other asynchronous  
36 learning activities as determined by the teacher.

37 b. Periodic check-ins on a mutually agreed schedule between the teacher and  
38 student/family to take place via email, phone, text, Zoom, Seesaw, or Google  
39 classroom to facilitate student participation and progress. The expectation is  
40 that these will take place during the regular teacher workday, unless otherwise  
41 agreed between teacher and student/family.

42 In order to facilitate a smooth transition for students to temporary remote learning  
43 if/when needed, the teacher will:

**Letters of Agreement**

- 1 a. Continue to use Seesaw/Google classroom regularly while in-person to
- 2 maintain student fluency on these platforms.
- 3 b. Maintain a collection of asynchronous lessons and assignments that can be
- 4 easily and quickly available for students to access remotely.
- 5 c. Reach out to the family of a student assigned to temporary remote learning in
- 6 order to determine the student's ability to participate in various kinds of
- 7 educational activities during their period of quarantine/illness.

8 Educators are encouraged to work collaboratively whenever possible to support  
9 each other in meeting the needs of students accessing temporary remote  
10 instruction.

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