

**LETTER OF AGREEMENT**  
**Between Longview School District No. 122**  
**and Longview Education Association**

The Longview School District No. 122 (“District”) and Longview Education Association (“Association”) hereby confirm the following agreements related to Secondary Advisory for the 2023-24 and 2024-25 school years.

WHEREAS, during bargaining for the 2022-25 CBA the LEA brought forth numerous concerns over the Advisory at the middle and high school level;

WHEREAS, LEA performed multiple staff surveys of concerns;

WHEREAS, the District principal team insists that there is an educational need for Advisory;

WHEREAS, LEA insists that the time needed to meet Advisory needs is excessive;

WHEREAS, the District and LEA agree that there are substantive differences between middle school and high school;

WHEREAS, the District and LEA established a middle school and high school committee to collaborate on the concerns and make recommendations for change.

NOW, THEREFORE, the District and Association agree as follows:

- 1) Time limits of CBA Article 3, Section 17 R shall be replaced by the terms defined below.
- 2) Middle School Advisory Conditions
  - The purpose of MS Advisory is to support school norms and expectations, student led conferences, High School & Beyond requirements, social emotional learning, school building climate & culture, and housekeeping tasks applicable to the whole building (i.e. announcements, student surveys, review of emergency & safety procedures, etc.).
  - The utilization of the Advisory model is optional but will be determined by the principal.
  - The principal, in cooperation with the building site-based council, shall schedule no more than 20 advisory sessions. Each session shall not exceed 30 minutes.
  - Advisory sessions will occur on PLC early release days.
  - Principals will have a bell schedule, which does not include advisory time, available to be used for those days there is no advisory.
  - Lessons will be shared with staff at least 48 hours prior to the advisory session. In the event a lesson is not provided;
    1. Advisory will be cancelled and a bell schedule which does not include advisory will be used instead.
    2. Advisory sessions that are cancelled may not be made up later in the year unless the cancellation was due to an event outside the District’s control. District and Association will collaborate in rescheduling Advisory sessions that are due to unexpected events (i.e. weather-related events)
    3. Advisors will not be expected to create or provide a lesson of any kind to fill the time.
  - The District will allocate \$5,000 for each site to be used for compensation (curriculum rate) to develop and implement advisory materials that directly reflect the purpose of advisory as stated above.

- All classroom teachers must be involved with advisory. A good faith effort will be made in the assignment of teachers with equitable advisory class sizes or groups.

### 3) High School Advisory Conditions


- The purpose of HS Advisory is to support pathway requirements, High School & Beyond plans, senior presentations, freshman transitions to high school, student led conferences, school norms and expectations, and housekeeping tasks applicable to the whole building (ie. announcements, student surveys, review of emergency & safety procedures, student handbook reminders, etc.).
- The utilization of the Advisory model is optional but will be determined by the principal.
- The principal, in cooperation with the building site-based council, shall schedule no more than 20 advisory sessions. Each session shall not exceed 30 minutes.
- A good faith effort will be made by principals to have a bell schedule for days with advisory in which each class period will be of equitable amounts of time.
- Principals will have a bell schedule, which does not include advisory time, available to be used for those days there is no advisory.
- Lessons will be shared with staff at least 48 hours prior to the advisory session. In the event a lesson is not provided;
  1. Advisory will be cancelled and a bell schedule which does not include advisory will be used instead.
  2. Advisory sessions that are cancelled may not be made up later in the year unless the cancellation was due to an event outside the District's control. District and Association will collaborate in rescheduling Advisory sessions that are due to unexpected events (i.e. weather-related events)
  3. Advisors will not be expected to create or provide a lesson of any kind to fill the time. Advisory time will not be used for the purpose of study hall or tutoring time.
- The District will allocate \$5,000 for each site to be used for compensation (curriculum rate) to develop and implement advisory materials that directly reflect the purpose of advisory as stated above.
- All classroom teachers must be involved with advisory. A good faith effort will be made in the assignment of teachers with equitable advisory class sizes or groups.

### 4) Each building will determine a calendar of scheduled advisory sessions providing dates, length of session, and purpose of each session. Each building's site-based council or designated committee, in cooperation with the Administration, shall determine and publish the calendar.

- For the 2023-24 school year, the calendar for 1<sup>st</sup> semester will be submitted to the District and LEA for approval. Once approved, employees will be provided with a copy by September 29<sup>th</sup>, 2023. The calendar for 2<sup>nd</sup> semester will be submitted to the District and LEA for approval. Once approved, employees will be provided with a copy by December 15<sup>th</sup>, 2023.
- For the 2024-25 school year, the calendar will be submitted to the District and LEA for approval. Once approved, employees will be provided with a copy before the beginning of the school year for 1<sup>st</sup> semester and by the last school day before Winter Break for the 2<sup>nd</sup> semester.


This Letter of Agreement will be in effect for the 2023-24 and 2024-25 school years and will expire on the last teacher workday of the 2024-25 school year. The consideration provided herein is based on the unique facts of the situation and is not, and may not be cited by anyone as, a past practice or precedent for any future situation. This agreement may not be introduced by any of the parties as an exhibit or evidence in a future dispute, other than in an action to enforce or interpret this agreement.

FOR THE DISTRICT

  
\_\_\_\_\_  
Penny Andrews  
Human Resources Director

6/14/2023  
\_\_\_\_\_  
Date

FOR THE ASSOCIATION

  
\_\_\_\_\_  
Jerry Forsman  
President

6/14/2023  
\_\_\_\_\_  
Date