Memorandum of Understanding
between
Highline Education Association
and
Highline School District

Elementary Inclusion Calculation Clarification
Effective School Years 2024-2026

Due to questions that have arisen regarding the implementation of Section 4B.3.A of the Collective Bargaining Agreement (CBA), the Highline School District (District or HSD) and the Highline Education Association (Association or HEA) enter into this Memorandum of Understanding to clarify our agreement regarding the interpretation and implementation of the provision in question. The parties also suggest alternate verbiage that may be used in this section when a successor agreement is negotiated, in hopes it will alleviate confusion.

In question is how to calculate ".25 of the student day" in the following sentence within Section 4B.3.A: "When a student is included in a general education classroom for .25 of the student day or above, the student shall be counted on both the general education and special education (e.g., DHH, EBC, IAC, ILC) teachers' rosters."

HEA and HSD wish to clarify that this should be calculated on the basis of the amount of time the referenced student is scheduled to be in the general education classroom on a typical day, rather than based on an exact amount of time spent in the classroom on each specific day, which could fluctuate slightly up or down depending upon special events and/or an individual student's academic or behavioral needs on a particular day.

In future, this sentence could be modified as follows to potentially reduce confusion: "When a student is scheduled daily for inclusion ~~included~~ in a general education classroom for .25 of the student day or above, the student shall be counted on both the general education and special education (e.g., DHH, EBC, IAC, ILC) teachers' rosters."

Moreover, HEA and HSD agree that this calculation is exclusive of specialist time, meaning that .25 of the student day is any amount of daily scheduled time 60 minutes or above. In the event the amount of time a particular student is scheduled to be in the general education classroom varies by day of the week, the scheduled time over the course of a typical week (M-F) would be totaled and divided by 5 to reach a daily average of scheduled time.

Any additional questions regarding interpretation and implementation of this provision should be directed to the HEA/HSD Labor Management Committee.

Dr. Steve Grubb
Associate Superintendent
Highline School District

4/16/25
Date

Jeb Binns
President
Highline Education Association

4/16/25
Date