Letter of Agreement
between
Highline Education Association
and
Highline School District

Ready K!

Effective School Years 2025-26

The Highline Education Association (HEA) and Highline School District (HSD) have a shared interest in implementing a Transition to Kindergarten program, consistent with OSPI guidelines and contingent upon continued availability of state funding, to support kindergarten readiness for Highline students. Highline's Transition to Kindergarten program is 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. This Letter of Agreement (LOA) replaces the existing LOA found in the CBA.

1. **Calendar and Contract Year:** *Ready K!* teachers will be hired as a full 1.0 FTE assignment. Teachers will follow the regular calendar year of 187 days, including five (5) DID and two (2) PLE days. The DID and PLE days will be worked at the teacher's assigned *Ready K!* school site.

    - *Ready K!* teachers will also be expected to attend a *Ready K!* launch day, scheduled the Friday before the DID window. Teachers will be paid at their per diem for this workday.
    - The first *Ready K!* day for students will be consistent with the first day for Kindergarten students, in order to allow for WaKIDS Family Connections conferences, as outlined in Section 4A.9.A of the CBA.

2. **Class Size:** The class size for *Ready K!* will be 17:1 per day as the "Soft Cap" referenced in CBA Section 4B.2.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 4B.3) if their *Ready K!* class is at 18:1, rather than 17:1 or below. Additionally, a *Ready K!* class size of 18 will not be considered overloaded when calculating overload mitigation for elementary PE/Music/Science specialists.

3. **Paraprofessional Support:** Each *Ready K!* classroom will be allocated six hours of paraprofessional support to assist at lunch, recess, and in the classroom.

4. **Report Cards and Progress Reports:** In lieu of traditional report cards as outlined in Section 3.3.D, *Ready K!* students will receive WA KIDS progress reports at the Fall, Winter and Spring grading periods.

5. **Professional Growth & Evaluation (PG&E) & Coaching Cycles:** *Ready K!* teachers on a continuing contract will participate in the Comprehensive PG&E process as outlined in Article 19, as required by state law.

6. **Family Engagement Nights**: *Ready K!* teachers will be expected to attend Family Engagement Nights up to three times per year, which will be focused on student data. Preparation for these events will be included in regular PCTs, but extra service contracts will be provided for time actually spent at the events.

7. **PCT:** Professional Collaboration Time (PCT) for *Ready K!* teachers will be worked at their assigned *Ready K!* school site. *Ready K!* teachers will be included in mandatory job alikes if job specific work is planned.

8. **Continuing Conversations:** The parties shall continue to monitor the implementation and *Ready K!* through regular District-level labor-management meetings, and will address any additional complications or anomalies with a problem-solving approach.

HIGHLINE EDUCATION ASSOCIATION

Jeb Binns
President

5/14/25
Date

HIGHLINE SCHOOL DISTRICT NO. 401

Dr. Steve Grubb
Associate Superintendent

5/16/25
Date