

Memorandum of Understanding
between
Highline Education Association
and
Highline School District

**Developmental Pre-K Calendar Adjustment
Effective School Year 2025-2026**

In order to implement the increased elementary planning time outlined in Section 4A.3 of the Collective Bargaining Agreement (CBA) for Developmental Pre-Kindergarten (DPK) teachers, the Highline School District (District or HSD) and the Highline Education Association (Association or HEA) enter into this Memorandum of Understanding to memorialize the calendar adjustment made for the 2025-26 school year. The parties also suggest adding similar language to the Pre-K Perpetual Calendar when a successor agreement is negotiated.

For the 2025-26 school year, two additional non-student days are added to the DPK Calendar, one in fall and one in late-winter/spring, for the purpose of individual planning. These two days reflect a time adjustment for planning time over the course of the year that cannot be accounted for in regular non-student days on Friday.

In order to calculate the amount of time/number of days needed for this adjustment, a total of planning minutes over or under the necessary average for the week (285 minutes for a typical five-day week, prorated on weeks of less than five days) was calculated and tallied for the year. This allowed for the annual calculation to take short weeks and Friday holidays into account during the process.

The HEA/HSD Labor Management Committee convened a small group of DPK teachers and administrators in the spring of 2025 to develop the DPK calendar for the 2025-26, using the Perpetual Calendar as a guide in addition to the planning time adjustment process described above. The L/M Committee recommends that this practice be followed in future years.

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

6/9/25

Date



Jeb Binns

President
Highline Education Association

6/16/25

Date