

Letter of Agreement
between
Highline Education Association
and
Highline School District

**Inclusive Staffing Allocation Process for Small Secondary Schools
Effective School Year 2025-26**

Inclusive Staffing Allocation Process for Small Secondary Schools

As the Highline School District (District or HSD) continues to move toward more inclusive educational models for students, it is anticipated that some secondary schools, especially Highline's small choice/alternative secondaries, may begin to include students with IEPs who might historically been enrolled in a self-contained special education program at another District school.

The District and The Highline Education Association (Association or HEA) recognize that this process may eventually require a different staffing allocation process for students with IEPs than has historically been used. The District and Association agree in this Letter of Agreement (LOA) for the 2025-26 school year to utilize the following "crosswalk" from the caseload levels outlined in the Collective Bargaining Agreement to a proportional calculation of staff workload, as outlined below. Discussions will continue regarding any potential longer-term changes to the staffing allocation process for both certificated and classified special education staff.

The parties agree that if a small school has analyzed the Levels of Support needed for each student with an IEP to be successful in a general education setting (reference the 2025-26 Elementary Inclusive Staffing LOA and related Leveling Document), this is good data for the system to collect, but that staffing allocations for this school year will be based on the programmatically based crosswalks below. However, Support Level data may be used by schools when determining caseloads within the school, consistent with the 2025-26 Secondary Inclusive Service Models LOA.

2025-26 Special Education Inclusive Staffing Allocations – Certificated Case Managers				
Modified Programmatic Model				
	LRC	IAC	EBC&ILC	Total
Percentage	4%	8%	12%	
Case Manager FTE	= 4% * student FTE	= 8% * student FTE	= 12% * student FTE	= LRC + IAC + EBC&ILC (round up to nearest .5 FTE)

2025-26 Special Education Inclusive Staffing Allocations - Paraeducators) –**Modified Programmatic Model**

LRC		IAC Only		IAC/EBC/ILC Combined		EBC and ILC Only	
Certificated FTE	Hrs	Student FTE	Hrs	Student FTE	Hrs	Student FTE	Hrs
.5	2	1-6	3.5	1-4	7	1-4	7
1.0	4	7-13	7	5-8	10.5	5-8	14
1.5	6	14-20	10.5	9-12	14	9-12	21
2.0	8	21-26	14	With 13 or more students, use "Only" allocations		13-16	28
2.5	10	27-33	17.5			17-20	35
Total hours:		Total hours:		Total hours:		Total hours:	

Total: Calculate the number of hours in each of the columns above, keeping in mind that each IAC/EBC/ILC student may only be counted in one of the three left-hand columns.

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



Sara Baker
Executive Director, HR
Highline School District

9/19/25
Date



Jeb Binns
President
Highline Education Association

9/24/25
Date