

**Letter of Agreement  
between Highline Education Association  
and  
Highline Public Schools**

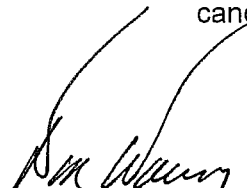
**PROFESSIONAL COLLABORATION TIME**


The following principles will guide the use of Professional Collaboration Time:

- A) Each school's shared leadership team (SLT) will gather input from the certificated staff regarding the content, type, and format of professional collaboration time.
- B) Professional Collaboration Time will be allocated as follows:
  - a. 25% will be reserved for work by small teams/specialists or individuals;
  - b. 50% will be in service of the School Improvement Plan (SIP) as determined by the Shared Leadership Team (including the principal);
  - c. Not more than 25% of the time may be determined by district administration (includes principal) in service of the SIP and/or district initiatives.
- C) Meetings addressing the needs of specialist groups (i.e. library, PE, special education) will be held on a uniform district-wide schedule and will be scheduled before schools set their calendars. These dates would be opportune times for cross-school collaboration.
- D) Professional Collaboration Time (PCT) is scheduled for Fridays as indicated on the negotiated calendar. PCT involves early dismissal of students (90 minutes). It is possible that some Fridays will involve late start for students due to adverse weather, unsafe driving conditions, power outages or other emergencies. Unless specifically addressed in the late start bulletins that are provided to local radio and television stations or posted on the Highline School District website PCT will be conducted as scheduled and students will be released as indicated:

Late start for students of one to two hours: Early dismissal and PCT will occur as scheduled.

Late start for students greater than two hours: Early dismissal and PCT are cancelled.

  
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Don Waring                      Date  
Executive Director, Human Resources  
Highline Public Schools

  
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Stacie Hawkins                      Date  
President  
Highline Education Association