

Letter of Agreement
between
Highline Education Association
and
Highline School District

Ready K!
Effective: 2019-20

The Highline Education Association (HEA) and Highline School District (HSD) have a shared interest in implementing a transitional kindergarten program, consistent with OSPI guidelines, to support kindergarten readiness for Highline students. Highline's transitional kindergarten will be 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.

1. **Pro-rated Calendar and Contract Year.** *Ready K!* teachers will be hired on a pro-rated contract of .508 FTE, reflective of a 94-day calendared work year. 92 of those days will be considered student days, including two days for WA KIDS Family Connections; the remaining two days will be considered non-student District Initiative Days (DID). Teachers will also receive .508 prorated PLE (Professional Learning & Enrichment) days and stipends. The 2019-20 calendar for *Ready K!* would include the following specific dates, which may be adjusted as a result of emergency/inclement weather closures:

January 22	DID #1
January 23	DID #2
January 24	Self-directed PLE
January 28	WA-KIDS family connections
January 29	WA-KIDS family connections
January 30	First student day
June 16	Last scheduled student day

2. **Class Size.** The class size for *Ready K!* will be 17:1 per day as the "Soft Cap" referenced in CBS Section 4.16.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 4.19) if their *Ready K!* class is at 18:1, rather than 17:1 or below.

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 Winter and Spring grading periods.

5. **Professional Growth & Evaluation (PG&E).** As classroom teachers, *Ready K!* teachers will participate in the Comprehensive PG&E process as outlined in Article 19, as required by state law. Teachers will be evaluated by the Director of Pre-K and Elementary Success. Teachers

will be encouraged to create nested student growth goals as a *Ready K!* team, consistent with Section 19.6.B.ii. Due to the modified contract year and calendar, certain Comprehensive PG&E timelines and dates in Section 19.6 will be adjusted as follows.

- Comprehensive Cycle Conference (CCC) 1 to be completed by Feb 15th.
- CCC 2 to be completed between Feb 15 – March 31st.
- CCC 3 to be completed between April 1st – May 15th.
- Artifacts due June 1 (Note: PCTs may be focused on the Danielson Framework/artifacts).
- Dates for CCC 4 and the Summative Evaluation are consistent with the CBA.

6. **Flex Time.** *Ready K!* teachers may be required to contribute up to ten (10) ours of Flex Time, per Section 4.1.C, as allocated by the building principal and SLT at their worksite.


7. **Family Engagement Nights.** *Ready K!* teachers will be expected to attend one Family Engagement Night per month, 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.

8. **PCT.** The allocation ratios for Professional Collaboration Time (PCT) for *Ready K!* teachers will be consistent with Section 4.4. However, the schedule of PCTs and the 50% administratively directed time will be determined by the Director of Pre-K and Elementary Success or other designee in the Teaching, Learning & Leadership Department, rather than by their building principal. In addition, for the 25% collaboratively-directed time, *Ready K!* teachers will be expected to work with their *Ready K!* teacher team, which may necessitate notification of their building principals that they are leaving their usual worksite.

9. **Staff meetings.** *Ready K!* teachers will attend staff meetings at their usual buildings, consistent with Section 4.1.F.

10. **SEBB.** *Ready K!* teachers on a .508 FTE contract are considered SEBB eligible. HSD Human Resources will work with teachers individually to address any issues related to benefits coverage arising from their modified contract year.

11. **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.



Dr. Steve Grubb
Chief Talent Officer
Highline School District

1/22/20
Date



Dr. Sandra Hunt
President
Highline Education Association

1/22/2020
Date