

Letter of Agreement
between
Highline Education Association
and
Highline School District

Electronic Recording Devices in Instructional Spaces
Effective school years 2022-2024

The Highline Education Association (Association) and Highline School District (District) have a negotiated agreement that mechanical or electronic devices will not be used to listen or record the procedures of any class without the prior knowledge and consent of the teacher, and the evaluator, if the recording is to be used for the purposes of evaluation (CBA Section 19.6.B.10). Furthermore, it is mutually understood that such video/audio recordings are typically confined to limited amounts of time, such as a class period, and for specific purposes, such as evaluation or professional growth (e.g. NBCTS), and are not intended to be used as a basis for potential disciplinary action.

The District agrees that, absent demonstrable operational need unrelated to evaluation or potential discipline, recording devices (such as video cameras or audio recorders) will not be installed in instructional spaces.

The District further agrees that in the event of an operational need to install a recording device in an instructional space, the following restrictions and procedures will apply.

Required Notification: If a recording device is installed in an instructional space due to operational need, the District must notify the Association, the individual educators who are assigned to that instructional space, and their direct supervisors. This notification will occur annually for existing installations and as needed for new installations, and must include the following elements:


- 1) a clear description of the operational need for the installation (e.g. “mandated by risk management in the event of a student injury in the gym” or “upon request of instructor to monitor the health of flora and fauna in an aquatic tank during weekends and school breaks”);
- 2) the typical schedule for use of the recording device (e.g. “24 hours per day, seven days per week” or “Monday through Friday, 7 AM – 7 PM”), and if a new installation, the date the device will begin recording;
- 3) a reminder that the recordings may not be used in a disciplinary context and may only be used in an evaluative context as pre-arranged in writing as outlined above;

Restrictions on Evaluative Use: If such a recording device is installed in an instructional space due to operational need, the recordings may not be used for evaluative purposes unless a teacher and evaluator have agreed, in writing, to utilize a pre-arranged, time-limited recording for the purposes of evaluation, as outlined in Section 19.6.B.10.

Restrictions on Investigatory Use: Any use of such video and/or electronic recording system records in employee discipline matters will occur only as a means to verify information otherwise obtained during an investigatory process, in compliance with the terms and conditions of the CBA. If the District elects to use video and/or recording system records in connection with an investigation of employee conduct, the District will:

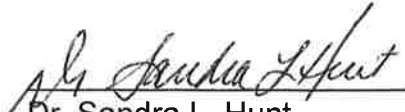
- 1) notify HEA in writing at the time an administrator determines that district video/audio records will be used as evidence verification;
- 2) furnish a copy of the records being used to the employee under investigation at least 24 hours prior to an investigatory meeting with the employee;
- 3) upon request of the employee, also furnish a copy of the records to the Association in advance of the investigatory meeting.

The parties intend to include these provisions in the Collective Bargaining Agreement (CBA) when a successor agreement is negotiated.



Dr. Steve Grubb
Chief Talent Officer
Highline School District

11/9/22
Date



Dr. Sandra L. Hunt
President
Highline Education Association

11/9/22
Date