

Letter of Agreement
between
Highline Education Association
and
Highline School District

Learning Resource Center (LRC) Caseload Mitigation
Effective School Years 2022-2024

It has come to the attention of the Association and the District that the following language, effective beginning with the 2019-20 school year, has inadvertently not been incorporated into subsequent editions of the Collective Bargaining Agreement (CBA). This Letter of Agreement is intended to document ongoing implementation of the following version of Section 4.15.E, which reflects mitigation based upon the 2019 reduction in LRC caseload ratios from 27 to 25. The parties intend to make a point of incorporating this language into the CBA when a successor agreement is negotiated.

E. Learning Resource Centers Caseload Mitigation: If a certificated staff member has more than 25 IEPs, then IA time will be increased to 6.5 hours.

- i. If a 1.0 FTE LRC teachers' caseload exceeds 34 IEPs then .5 special education endorsed substitute teacher will be assigned for as long as the caseload exceeds 34; the assignment of a .5 FTE special education substitute will reduce the IEP count by assigning IEP's to the .5 FTE substitute; any excess will be paid in accordance with the IEP Mitigation Table; for example, a caseload of 34 IEPs divided between the 1.0 FTE SPED teacher and .5 FTE sped teacher would be 25 IEPs for the 1.0 FTE and nine IEPs for the .5 FTE teacher. Should the 1.0 SPED teacher receive additional IEPs any over 25 would be paid in accordance with the IEP Mitigation Table, similarly, should the .5 FTE SPED teacher receive more than 13 IEPs the teacher would be paid in accordance with the IEP Mitigation Table. If sufficient FTE is not available to mitigate for LRC caseloads above 34, the mitigation table shall be extrapolated in the established pattern to mitigate the overage.
- ii. HSD will mitigate (not to exceed \$150,000) excess LRC IEPs. HSD will monitor the total cost of mitigation beginning on the first day of school. A mid-year Labor Management session with HEA and Special Education department will be convened to review the expenditures to date and determine adjustment of the IEP Mitigation Table to maximize LRC teacher compensation without exceeding \$150,000 ceiling. Mitigation for LRC overloads begins October 1 in accordance with the following table:

IEP MITIGATION TABLE

26 IEPs = 1 student over caseload limit of IEPs=	\$3 per IEP per day
27 IEPs = 2 students over caseload limit of IEP's =	\$4 per IEP per day
28 IEPs = 3 students over caseload limit of IEP's =	\$5 per IEP per day
29 IEPs = 4 students over caseload limit of IEP's =	\$6 per IEP per day
30 IEPs = 5 students over caseload limit of IEP's =	\$7 per IEP per day
31 IEPs = 6 students over caseload limit of IEP's =	\$8 per IEP per day

32+ IEPs = 7 students over caseload limit of IEP's = \$9 per IEP per day
Case load limits for less than 1.0 FTE will be prorated

- iii. Alternatives to the mitigation chart, (including converting certificated FTE to IA hours), may be allowed if mutually agreed to by the principal and LRC teacher(s) and after consultation with the HEA President. If LRC teacher current caseload exceeds 25 IEPs and IA time is mutually agreed upon, IEP compensation will be two hours at the extra duty pay rate per IEP.



Dr. Steve Grubb
Chief Talent Officer
Highline School District

11.8.22

Date



Dr. Sandra Hunt
President
Highline Education Association

11-9-22

Date