

**Letter of Agreement
between
Highline Education Association
and
Highline School District**

**Seahurst Virtual Program
Effective School Year 2023-2024**

Seahurst Virtual Program (SVP), is a merger of former Highline Virtual Elementary and Seahurst Elementary School. The merger will result in one school with two modes of instruction. Except as outlined in this letter of agreement, SVP will follow all existing Collective Bargaining Agreement (CBA) language as it applies to elementary staff.

SVP will be an Alternative Learning Environment (ALE) serving students from across the district. Instructional staff will be members of Seahurst Elementary. Given the unique features of virtual instruction, staff who prefer in person instruction will not be assigned to a virtual classroom. In the event that Seahurst is overstaffed and a virtual assignment is the only assignment available to avoid displacement, the principal will ask staff if there are any volunteers. If there are no volunteers for the virtual assignment, the staff member identified for displacement will be given an option to be displaced or be assigned to the virtual classroom.

A. Workday Structure:

Teachers will follow the school grade level schedules as provided. Weekly schedules will include an average of 210 planning minutes. When possible the planning minutes will be 45 minutes of planning Monday-Thursday and 30 minutes of planning on Fridays. In addition, 45 minutes of ALE planning and MTSS, consistent with the ALE intervention plan, will be provided Monday – Thursday.

B. Program:

Specialist instruction will be a mixture of asynchronous, synchronous, and in-person instruction, consistent with the master schedule.

Students will attend part of Fridays in-person resulting in a hybrid day. Length of in-person time will be dependent upon transportation details.

In order to complete initial ALE plans, staff will utilize DID, Open House and, if necessary, an asynchronous first Friday of the school year.

C. Work From Home Policy: In order to build staff cohesion and develop strong systems in support of both in-person and virtual teachers, virtual teachers will transition away from work from home (WFH) days and towards only on-site work. During the 2023-24 transition year the following will apply.

- Virtual teachers will report in person and take appropriate leave if they cannot be at work.

- For the 2023-24 school year, if a teacher is ill themselves or must be home with an ill family member, but is well enough to teach remotely, virtual teachers may notify the office manager that they (or their dependent family member) are sick and unable to attend in person but can continue instruction from home rather than take leave. This will be permissible on any day that their students are not being served by them in-person (for example, on hybrid Fridays or when in-person small groups or special events are planned).
- If working from home for illness reasons prevents a virtual teacher from participating in staff meetings, early release or other non-student responsibilities that take place within the contractual day, the teacher must take corresponding sick leave for the time missed.
- Frequent use of WFH for illness reasons may be considered a reoccurring pattern and subject to verification per CBA Section 14.1.C.

D. Ongoing Implementation: The Highline Education Association (HEA) and Highline School District (HSD) will continue to work collaboratively to monitor and address any challenges that may arise throughout the school year and will meet in the spring of 2024 to make any necessary adjustments to the above SVP language through negotiations and/or Labor-Management.

HIGHLINE EDUCATION ASSOCIATION



Dr. Sandra L. Hunt
President

Date

6/14/23

HIGHLINE SCHOOL DISTRICT NO. 401



Dr. Steve Grubb
Chief Talent Officer

Date

6/14/23