

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

**Maritime High School Adjustments  
Effective School Year 2023-24**

As outlined in the New School and Special Program Implementation Letter of Agreement (LOA), The Highline School District and Highline Education Association have utilized an expanded Labor-Management process during the 2022-23 school year to make adjustments to the section of the LOA that applies to Maritime High School. This LOA is intended to replace both the Maritime section of the above-referenced LOA *and* the Maritime High School Mid-Year Adjustments LOA finalized on January 4, 2023.

Maritime High School (MHS) is an innovative high school utilizing place- and project-based learning to support students interested in the environment, marine science, and maritime careers working on or near the water. Its structure differs from traditional high schools: its 9<sup>th</sup>-10<sup>th</sup> grade program aligns with Basic Education Allocation (BEA) requirements, while its 11<sup>th</sup>-12<sup>th</sup> grade program utilizes Washington State's Alternative Learning Experience (ALE) model.

- A. Class Sizes and Advisory:** In the 2023-24 school year, MHS will expand to have three cohorts – 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders. The class of 2025 consists of up to 50 students, split into two Advisory groups called “Crews.” The class of 2026 and class of 2027 may consist of up to 50 students split into two (2) Crews *or* up to 100 students split into four (4) Crews. Students will also have access to certificated LRC and Related Services support, consistent with their IEPs. Counseling support will be provided per CBA. 9<sup>th</sup> & 10<sup>th</sup> grade teachers assigned a Crew will be responsible for facilitating Crew Time (Advisory) and managing the Mastery Transcript Dashboard for their assigned Crew students. 11<sup>th</sup> grade teachers assigned a Crew will manage the ALE Learning Plans for their Crew members.
- B. Mitigation:** Each Crew will have no more than 24 students when possible. Should a teacher receive a 25<sup>th</sup> student in their Crew, they will receive \$10.00 per day for each day that an overload of one student exists. Accepting a 26<sup>th</sup> student into a Crew would be handled as an “extreme hardship” situation: the teacher, after consultation with the HEA president, may agree to take a 26<sup>th</sup> student, and would receive \$25 per days for the two overload students.
- C. Class Preparations:** Students will receive instruction through a combination of in-person classroom-based instruction and field work experiences (FWE). The number of preps per teacher assigned a Crew will be two or fewer, as teachers also participate in collaborative planning for instructional projects, field work experiences and Crew Time/Advisories. Additionally, for 11<sup>th</sup> (and eventually 12<sup>th</sup>) grade, an average of 150 minutes per week of instructional time will be set aside for Crew Advisors to conduct 1-1 Learning Plan meetings with their Crew members. All teachers are responsible for supervising 60 minutes per week of Small Learning Communities.
- D. Non-Instructional Time:** Certificated staff at Maritime HS will receive planning time and other non-instructional time consistent with the CBA. This time may be scheduled flexibly

to accommodate student learning needs, so long as each segment is no less than 30 minutes in duration. Duty free lunch will be provided at flexible times during off campus FWE days. 60 minutes of weekly PCT early release will be reserved for individual teacher planning time.


- E. Programmatic Planning Needs and Professional-Collaboration Time (PCT):** Every effort will be made to ensure sufficient time during principal-directed PCT for ongoing programmatic planning such as: collaboration with community partners and industry experts, development of Crew/Advisory structures and lessons consistent with the mission of Maritime HS, and family engagement that exceeds generally expected professional practice. MHS teachers and staff will have additional planning and professional learning days during the summer of 2023, paid at per diem. In the event that significant additional time is needed for this purpose during the school year, extra-service contracts and/or release time will be offered, consistent with the CBA.
- F. Overnight Expeditions:** Certificated staff participating in overnight expeditions will receive \$200.00 per night in recognition of additional responsibilities as outlined in the attached document from Northwest Maritime Center. Payment is to be processed in the pay period of service. In addition, there will be a minimum of two certificated staff present on overnight excursions (one of whom may be an HSD administrator) when the group size is larger than 15 students.
- G. Ongoing Implementation:** HEA and HSD will continue to work collaboratively to monitor and address any challenges that may arise throughout the 2023-24 school year, and the parties will meet in the spring of 2024 to discuss any necessary adjustments to the above Maritime language when a successor agreement (CBA) is negotiated.

**HIGHLINE EDUCATION ASSOCIATION**

  
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Jeb Binns, MAT  
President

9/5/23  
\_\_\_\_\_  
Date

**HIGHLINE SCHOOL DISTRICT NO. 401**

  
\_\_\_\_\_  
Dr. Steve Grubb  
Chief Talent Officer

9.1.23  
\_\_\_\_\_  
Date

# **NORTHWEST MARITIME CENTER**

Port Townsend, Washington



## **School staff / Chaperone Roles & responsibilities**

School staff and chaperones play a vital role in the success of overnight and day-long school group programs with NWMC. Your full and enthusiastic participation in all aspects of the expedition helps to set the tone and influences each participant's experience. Below you will find the expectations and responsibilities of each teacher and chaperone aboard a NWMC school program.

### **Pre-Trip**

#### School staff

- Schedule classroom visit with NWMC staff
- Schedule parent meeting (if needed)
- Track participant release and medical forms (done on-line) and work with families to make sure these are completed in a timely manner
- Provide completed bunk chart
- Create watch groups
- Identify any medical needs for students, including medication, and work with school nursing staff to create a plan

### **During Trip**

#### School staff

- Administer student medication according to the plan created before the trip

#### School staff and Chaperones

- Actively monitor student expectations and behavior
- Assist NWMC staff and crew with student needs
- Assist with bedtime/lights out protocols
- Responsible for direct communication with school staff and parents during expedition
- Participate in all NWMC activities including science investigation, sailing stations, onshore excursions, and evening activities
- Assist with student evacuation plan as needed

*Updated July 2023*