

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Shoreline Education Association and Shoreline School District**  
**Staffing New Schools**

WHEREAS, due to increasing enrollment, Shoreline School District (District) may have the opportunity to open new schools in the future, including comprehensive neighborhood schools; and

WHEREAS, Shoreline Education Association (SEA) and the District share an interest in both

- a) creating a clear, fair and equitable process for staffing new schools and
- b) defining the right of current staff to voluntarily transfer to new schools; and

WHEREAS, SEA and the District agree that all school staff, including a) current staff and b) those who seek a transfer and are offered a position at the new school, will be deployed as school-wide staff, not as grade level specialists; and

WHEREAS, the parties agree each new school will be staffed as completely as possible through a voluntary internal transfer process prior to opening the hiring process to external applicants. SEA and the District acknowledge the process may not result in all positions being filled, which is acceptable so long as no current employee's contract is adversely impacted as a result of the new school's opening.

NOW THEREFORE, to support the staffing of new schools, SEA and the District agree to the following:

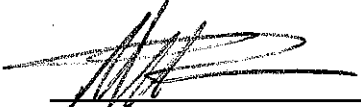
1. SEA and the District will meet with the administrator of the new school to determine the composition and selection process for a core team of SEA members to assist the administrator in the hiring process of non-supervisory certificated staff for the new school. In addition to serving as a hiring team for the new building, the duties of the core team and an appropriate level of compensation for those duties will also be determined by SEA and the District.
2. A core team will be selected following the process that was designed in #1 above.
3. The District shall establish a transfer window for all interested internal candidates to apply for a voluntary transfer to the new school, for reassignment beginning in the subsequent school year.
4. Based on preliminary staffing projections, positions .6 FTE or greater will be posted and internal voluntary transfers will be sought.


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5. Hiring of internal candidates will be considered a voluntary transfer and will take place according to the voluntary transfer language in Section 24, with the exception that the transfer window shall apply to internal candidates and be completed prior to hiring external candidates.
6. Subsequent staffing will occur as normal.
7. This MOU is supplemental to the 2018-2021 Collective Bargaining Agreement between SEA and the District.

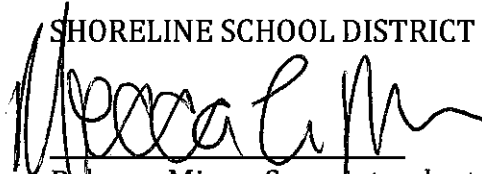
Ratified August 22, 2018 by the Shoreline Education Association  
Approved September 6, 2018 by the Shoreline Board of Directors

SHORELINE EDUCATION ASSOCIATION:

  
\_\_\_\_\_  
Matt Reiman, SEA President

  
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Lyn Sherry, UniServ Director

SHORELINE SCHOOL DISTRICT #412:

  
\_\_\_\_\_  
Rebecca Miner, Superintendent

  
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Marla S. Miller, Deputy Superintendent