

**Memorandum of Understanding
Regarding Kindergarten Sites in the 2019-2020 School Year
and
Staff Assignment and Reassignment in the 2019-2020 and 2020-2021 School Years**

Whereas, Shoreline School District has decided to implement reduced class-sizes for grades K-3 beginning in the 2019-2020 school year; and

Whereas, in order to provide space for projected enrollment and the additional classrooms required to implement the reduction in class-size for grades K-3; and

Whereas, Shoreline 6th grade students will be transitioning to the middle schools beginning in the 2020-2021 school year; and

Whereas, the North City (NC) site will be otherwise vacant for the 2019-2020 school year; and

Whereas, there is currently an overload Kindergarten site at Meridian Park (MP); and

Whereas, Shoreline School District decided to move most Shoreline Kindergarten students to either the MP or NC sites in order to create more classroom capacity at each of its comprehensive K-6 elementary schools in 2019-2020.

Now therefore, to support the movement of Kindergarten classrooms to the MP and NC sites for 2019-2020 and their return to comprehensive K-5 sites for the 2020-2021 school years, SEA and the District agree to the following:

A. Staffing for the 2019-2020 School Year

1. Classroom Teachers – staffing order:

- a. All Kindergarten teachers whose classrooms will not remain at their current worksite will be offered in-building reassignment into any open position in the building. If more than one Kindergarten teacher wishes to remain at the home site, and there are not enough open positions to staff those teachers, the decision will be made based on in-building seniority. In-building seniority will be defined as the length of time the employee has worked in their current building. In the case of a tie, total seniority will be the determinant factor.
- b. In buildings, other than Briarcrest, where only some Kindergarten teachers will be moving, if there are insufficient volunteers to move to the MP or NC sites, the decision regarding which current Kindergarten teachers will remain will be made based on in-building seniority. In-building seniority will be defined as the length of time the employee has worked in their current building. In the case of a tie, total seniority will be the determinant factor. At Briarcrest, in-building staff assigned to the Dual Language Program Kindergarten classroom will not be moved.
- c. Those Kindergarten teachers not reassigned to another position in their current comprehensive K-6 building, will move to either the MP or NC site with their same-building colleagues and will be assigned to classrooms near each other. To every extent possible, students will be assigned together with their

neighborhood school peers at their kindergarten sites, and in classrooms with a kindergarten teacher from their neighborhood school. As per the normal student assignment process, classrooms will be balanced to support student needs and facilitate instruction.

- d. External hiring may take place after completion of a and b, above. Current MP Kindergarten teachers hired into the overflow Kindergarten program who do not wish to remain assigned to Kindergarten may exercise their rights to transfer to any open position in the district in accordance with Section 24.0.

2. Specialists and ESA's will be hired/assigned at both MP and NC site:

- a. 1.0 FTE Dean at each site
- b. .5 FTE Counselor at each site
- c. .5 FTE Librarian at each site
- d. .25 FTE Instructional Coach at each site
- e. 1.0 FTE special education teacher staffing at each site
- f. PE, Music staffed per ratios at each site
- g. Psych, OT, PT, SLP, LAP, and ELL will be assigned at a level commensurate with the staffing at comprehensive elementary schools (i.e., enough time to complete referrals, assessments, provide therapy, and complete all required paperwork), with consideration given to the assessment load required to meet the needs at Kindergarten.
- h. Family Advocate staffed at the same level as a comprehensive elementary school at each site.
- i. Paraeducator staffing to support the instructional needs of students in each classroom, as provided in Section 32.15.

B. Program supports (including equipment and supplies)

1. 50% of the High Impact and Inclusion Funds allocated in Section 35.0.
2. Purchase the following equipment and supplies for the NC site:
 - a. Developmentally appropriate starting library for Kindergarteners
 - b. Developmentally appropriate PE equipment
 - c. Music equipment, including a piano
 - d. Art supplies that would otherwise be shared at the building level
3. Assess the equipment and supplies at the MP site to make sure they are equitable with the newly purchased NC equipment and supplies. If they are not equitable, purchases will be made to assure that they are.

C. Professional Development/Implementation for Kindergarten teachers at MP and NC

1. Teachers who are transitioning to either MP or NC for the 2019-2020 school year will be given a half-day of release time prior to the end of the 2018-2019 school year to meet with the principal and the Director of Teaching and Learning to develop their professional development plan for the 2019-2020 school year.
2. Teachers who are transitioning to a comprehensive K-5 elementary school for the 2020-2021 school year will be given a half-day of release time prior to the end of the 2019-2020 school year to meet with the principal and instructional coach with whom they will be working during the 2020-2021 school year.

D. Staffing for the 2020-2021 School Year

1. Right to return:

- a. Any teacher moved from Ridgecrest to the MPK site prior to the 2019-2020 school year will have the right to return to Ridgecrest in the 2020-2021 school year.
- b. Any Kindergarten teacher who is moved out of their comprehensive K-6 building for the 2019-2020 school year will have the right to return to their building in the 2020-2021 school year and will remain assigned to Kindergarten. If the returning Kindergarten teacher wishes to move to another grade level, they may request a different assignment per the normal in-building reassignment process.

2. Kindergarten teachers hired into the MP and NC Kindergarten programs, excluding those previously assigned to the comprehensive K-6 configuration at MP, will be surveyed to determine their assignment preferences (including grade levels and buildings). These teachers will be assigned into open positions in the district in a way that takes their preferences into consideration, as follows:

- a. priority placement into Kindergarten if requested
- b. initial in-building assignments will be made at each site, in order to determine the vacancies available across the district
- c. those Kindergarten teachers who have indicated a desire to be placed into a different grade level will be assigned into open positions across the district (in a way that takes their preferences into consideration)
- d. in-building assignments will be finalized through the typical staffing process.

3. Certificated specialists hired into the MP and NC Kindergarten programs, will be surveyed to determine their assignment preferences (including grade levels and buildings). These educators will be assigned into open positions using the normal district staffing ratios and service models in a way that takes their preferences into consideration.

4. External hiring will take place after all in-district staff have been assigned. Current staff may exercise their rights to transfer to any open position in the district in accordance with Section 24.0.

E. Work required to transition and create a new community:

1. Two days of principal release time will be provided prior to the end of the 2018-2019 school year for the 2019-2020 MP and NC site staffs to work together to develop team norms, decision-making structures, and establish priority components of their new site community.
2. Time will be dedicated to team-building during the August non-student days.

F. Maintaining connected school communities – Building principals will offer connection opportunities for staff and their students who have transitioned to the MP and NC sites for the 2019-2020 school year. Examples may include: inclusion of Kindergarten students and families on school mailing lists, inviting students to participate in home school activities, offering several parent connection opportunities to parents (e.g., parent coffees, etc.).

G. Packing & Moving:

1. Kindergarten teachers will be provided a \$150 stipend for the move out of their current work site and a \$150 stipend for the move into their assigned work site for the 2019-2020 school year (\$150 + \$150 = \$300).
2. Kindergarten teachers will be provided an additional \$150 stipend for the move out of their 2019-2020 classroom and a \$150 stipend for the move back to their assigned work site for the 2020-2021 school year (\$150 + \$150 = \$300).
3. In addition, for each of the moves above, Kindergarten teachers will be paid the additional stipend of \$150 contemplated in Section 23.3.2, as their classrooms contain such supplies and materials as to be equivalent to those described in the section as eligible for additional pay, bringing the total for each move from \$300 to \$450.
4. Any Kindergarten teacher who does not wish to move all their materials, supplies and equipment to their assigned site for the 2019-2020 school year will be provided storage at no charge.

H. 2019-2020 Staffing Kindergarten Timeline

1. Staffing – The following implementation steps will commence on the following dates:
 - a. Week of April 1, 2019:
 - Clarification/Publication of which site's classrooms will be housed at the MP or NC locations
 - Normal in-building assignment process initiated
 - In-building assignments announced
 - Announcement of who will move from building sites to MP and NC
 - Post open MP and NC site positions
 - b. Week of April 8, 2019: External hiring
2. Moving:
 - a. June 17, 2019: Room assignments (new building)
 - b. June 25, 2019: Packing deadline
 - c. August 19, 2019: Move-in access date

SHORELINE EDUCATION ASSOCIATION



For the Association

4.1.19

Date




For the Association

4/1/19

Date

SHORELINE SCHOOL DISTRICT NO. 412



For the District

4/1/2019

Date



For the District

4/1/2019

Date