

Letter of Agreement
between
Highline Education Association
and
Highline School District

Establishment of a Mentor Cadre

The Highline Education Association (HEA) and Highline School District (HSD) agree that the establishment of a trained cadre of peer mentors is beneficial to the educators and students of the District. HEA and HSD recognize that providing mentor support for provisional teachers and teachers judged to be below proficient, but satisfactory on summative evaluations will require additional mentor support beyond the current levels available. The HEA and HSD recognize that supporting candidates for professional certification also requires a cadre of well qualified and trained mentor teachers and ESAs. Additionally, HEA and HSD recognize that offering quality support to student teachers and interns requires well-trained cooperating teachers/mentors. In addition, the HEA and HSD acknowledge the value and accomplishments of the current "peer mentors" and believe they have and should continue to have a significant role in the district's Mentor Program.

Beginning in 2015-16, HEA and HSD will continue to work collaboratively to design and implement a Mentor Program consisting of well-qualified, school-based mentors who have been recommended by their principals and/or HEA building representatives, selected by a rigorous process that will be designed by a Joint HEA-HSD Mentor Program Task Force (MPTF), certified as Peer Mentor by a college/university or other certification program and inducted into the "Mentor Cadre". The current full-time "peer mentors" will also participate in training and henceforth be referred to as Mentor Leads. The MPTF will design a system to support identified needs for:

1. Provisional educators who participate in all aspects of the Induction Program;
2. Teachers completing the P G&E comprehensive cycle as needed.
3. Candidates for Professional Certification (ProTeach)

The new employee Induction Program is specifically designed to meet the needs of teachers through three days of orientation in August, regular classroom visits, one-on-one mentoring (both in person and remotely), ongoing training, and regular group meetings to address new teacher needs. No teacher will be required to participate in the program; teachers participate on a voluntary basis for 2015-16 at the certificated non-student hourly rate.

The District will maintain a minimum of 5.0 FTE full-time peer mentors (Mentor Leads) for school years 2015-16 and 2016-17, contingent on maintaining the BEST Grant. Should the grant expire, the district will maintain a minimum of 3.0 FTE full-time peer mentors.

Mentor Leads will be selected by a committee composed of administrator/designees, HEA teacher representatives and HEA President or designee. The selection committee shall make its selection in accordance with guidelines and criteria established by the selection committee. In making the selection of peer mentors, the committee may find it desirable to consider the following factors:

- A. Seven or more years of successful classroom experience.

- B. Outstanding classroom teaching ability.
- C. Clarity in written and oral communications.
- D. Ability to work cooperatively, effectively and flexibly with others.
- E. Extensive knowledge of a variety of classroom management and instructional techniques.
- F. Clear understanding of state curriculum reform.
- G. Extensive knowledge of district resources and how to access them.

No Peer Mentor or Mentor Lead will be involved in the evaluation of another HEA member. Peer Mentors and Mentor Leads are expected to maintain confidentiality with regard to their work with teachers.

Mentor Leads will be evaluated on their performance as per the professional evaluation requirements of the HEA-HSD Collective Bargaining Agreement. Mentor Leads shall periodically inform the principals and program participants about the content of the Induction Program and related activities.

The Joint HEA-HSD Mentor Program Task Force (MPTF) will develop a process for soliciting and providing feedback to Peer Mentors, and for removing Peer Mentors from the Mentor Cadre in the event there is a consistent pattern of problems.

HSD lead for the Mentor Program is the Executive Director for Teacher Development who will work closely with the HEA President to ensure:

- Establishment of the Joint HEA-HSD Mentor Program Task Force (MPTF);
- Ongoing development and implementation of the Mentor Program during school years 2015-16 and 2016-17;
- Development of a Peer Mentor Position Description;
- Establishing partnerships with colleges or universities to establish a mentor college on the HSD campus that offers no continuing credit hours and certification as a Peer Mentor;
- Developing a process for identification and selection of new mentor teachers (recognizing that minimum qualifications and actual hiring is a District prerogative);
- Recommendations for revisions to the mentoring program will go to bargaining team in Spring 2016 for discussions on working conditions and compensation; and,
- Status of the District's ability to support both provisional teachers and teachers judged to be below proficient, but satisfactory on summative evaluations.

Article 17, Peer Mentor Program, is suspended, effective on ratification of this Letter of Agreement and replaced temporarily by the provisions in this Letter of Agreement. Revisions to Article 17 will be recommended to the HEA-HSD Joint Bargaining Teams by the MPTF for negotiation no later than Spring 2017.



Steve Grubb
Chief Talent Officer
Highline School District



Date



Sue McCabe
President
Highline Education Association



Date