

Letter of Agreement  
between  
Highline Education Association  
and  
Highline School District

PLANNING TIME FORMULA – PE/MUSIC SPECIALISTS  
SCHOOL YEARS 2015-16, 2016-17 AND 2017-18

HEA and HSD agree that the following guidelines will be used to staff music and PE specialists in elementary schools.

1. The number of 1-6 grade classes (including IAC, ILC, EBC, DHH and FDK classes) will determine the overall FTE for Music and PE based on the chart below.
2. A 1.0 FTE lead teacher works with up to 15 classes. Full time itinerants are assumed to teach 14 classes, allowing for travel time.
3. Itinerants traveling during the school day are eligible for mileage reimbursement.
4. Whenever possible itinerants will be scheduled at schools with the same start/end time.

FTE	Sections (maximum number of classes)	TEACHING Minutes
1.0	15 (14.5)	1350
.9	13.5	1215
.8	12	1080
.7	10.5	945
.6	9	810
.5	7.5	675
.4	6	540
.3	4.5	405
.2	3	270
.1	1.5	135



Dr. Steve Grubb  
Chief Talent Officer  
Highline School District

10/14/15

Date



Sue McCabe  
President  
Highline Education Association

10/14/15

Date