

**2021-2024**

**Agreement**

**between**

**Northshore School District**

**and**

**Northshore Association**

**of**

**School Administrators**

**(NASA)**

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Agreement  
between  
Northshore School District  
and  
Northshore Association of School Administrators (NASA)**

This Letter of Agreement is between Northshore School District and Northshore Association of School Administrators (NASA). The district voluntarily recognizes the Northshore Association of School Administrators as the exclusive bargaining representative of employees holding positions as principal or assistant principal with the district (herein referred to as “school administrators”).

**PRINCIPLES OF THE RELATIONSHIP**

The District and NASA commit to work together to establish a vibrant and successful learning community that actively involves students, staff, and community. They recognize that the best decision making occurs in a positive climate and an inclusive organization using effective processes that focus on student learning through improvement of programs, services and products within the District mission. As professional colleagues, we will align our efforts with the District’s strategic plan to promote success for our students, our schools, and our community by:

- Nurturing a culture of collaboration, professionalism, and communication;
- Creating an atmosphere of mutual trust, practicing shared decision-making, accountability, respect, and support;
- Modeling collaborative, interest-based problem-solving processes;
- Providing a caring, safe learning and work environment.

The District supports this commitment by providing the opportunity for principals to participate as partners in areas where their professional expertise and opinions will help shape decisions and outcomes that affect their work as instructional leaders in the District, such as:

- On District negotiation teams
- On District labor-management teams
- On Expanded Cabinet
- In the allocation of resources to schools
- In other venues at the senior leadership level to provide feedback and input into the leadership and management of the school district.

The District and NASA understand that limited time and resources necessitates effective, two-way communication and a joint commitment to focus resources on initiatives that have the greatest impact on instructional quality and improved outcomes for students. They will support the success of these initiatives through positive communication to their joint constituencies and the broader Northshore community.

The District and NASA also recognize the importance of work-life balance and maintaining the health and well-being of employees, and commit to continually working together:

- To manage demanding workloads;

- To find efficiencies while not compromising instructional leadership (in areas such as evaluation, attendance at off-site meetings, etc.);
- To enable administrators to use leave while effectively balancing work expectations.

## 1. COMPENSATION

- A. Base salaries will be paid in accordance with Appendix A.
- B. The district will maintain competitive administrative compensation. To achieve this, the district will compare with the following school districts: Bellevue, Edmonds, Everett, Federal Way, Highline, Issaquah, Kent, Lake Washington, Seattle, and Shoreline. For the purpose of this comparison, “compensation” shall include the salary schedule. The district will conduct a total compensation survey annually.
- C. For those positions that are found, on Step 2, to be below the mean of the top three districts in annual total compensation, the district will adjust the salaries upward to reflect that figure. This adjustment will occur at the end of the contract year and will be retroactive to the previous July 1.
- D. Each year the initial base salaries shall be increased by the inflationary adjustment index funded by the Washington state legislature for certificated administrative salaries (currently the implicit price deflator (IPD)). In cases when the funding of the inflationary adjustment index is not determined by the legislature by July 1, this amount will be paid retroactively to July 1 of that year.
- E. The District will provide school administrators with a \$50 per month cell phone stipend, in lieu of the district no longer providing a district cell phone and payment of the district monthly service charge. The school administrator must provide their cell phone number to their supervisor and to their Regional Assistant Superintendent. This stipend is taxable and reportable for retirement purposes.
- F. The per diem rate of pay for purposes of vacation, sick leave, and personal leave buy-back will be calculated by dividing the annual salary, by the number of workdays minus vacation days, holidays, and personal leave days. The per diem rate of pay will be calculated at 1/220.
- G. All school administrators shall participate in the direct deposit program. School administrators shall designate the participating financial institution to which their paychecks shall be transmitted monthly.
- H. The District agrees to make available to eligible school administrators the health insurance program as defined by the District Insurance Committee, and to provide up to the specific amount identified annually by the State Legislature, each year of this Agreement.
- I. The District will maintain a personal property insurance pool to assist school administrators by covering the deductible portion of their personal insurance when

they need to make a claim for damages to personal property at school.

- J. The District will reimburse school administrators, at the prevailing district rate, for all job-related travel other than their basic trip to work and return home.
- K. In the case of financial hardship, for example a levy failure, a significant reduction in state apportionment formulas, or a significant unplanned enrollment decrease, the District will be allowed to reopen negotiations on compensation issues.

**2. STIPENDS FOR SPECIAL ASSIGNMENTS**

- A. By October 31<sup>st</sup> of each school year, a list of stipends will be reviewed by NSD and NASA and updated when necessary. By December 1 of each year, the District will assign authorized stipends (to the extent known) and provide any updates to the list of stipends so assigned to NASA leadership. Should a NASA member be on a committee where other members of the committee are being compensated, the NASA member will talk to their regional NASA leaders to advocate for their compensation. NASA Leaders will then talk to the Regional Assistant Superintendent. The RAS will bring any request for compensation forward to cabinet for approval.
- B. A mentor administrator program will be available to school administrators. The mentor program will allow the opportunity to provide continuing support to a school administrator new to a position: principal or assistant principal. Prior to August 31, 2017, the Association and the District will collaborate to design a new mentorship program. Funds available for the mentorship program will be based on the number of new administrators each year times \$1000. The program will include a \$1,000 stipend for mentor building administrators and may include substitute coverage for new administrators. Mentoring stipends will be afforded to current NASA members before seeking outside mentors. This does not eliminate the option of providing a NASA member with outside supplemental mentorship support.
- C. The District will provide one stipend or corresponding vacation buyout for the school administrative team at a school undergoing remodeling for each year planning and construction is in progress. The following chart and notes specify the conditions of the construction stipends.

Cost of Construction Project	Administrative Compensation Vacation Days* or Stipend		
\$1,000,000 to \$2,999,999	4 days	or	\$2,400
\$3,000,000 to \$5,999,999	6 days	or	\$3,600
\$6,000,000 to \$8,999,999	8 days	or	\$4,800
\$9,000,000 to \$11,999,999	10 days	or	\$6,000
\$12,000,000 to \$19,999,999	12 days	or	\$7,200
\$20,000,000 to \$29,999,999	14 days	or	\$8,400
\$30,000,000 to \$39,999,999	16 days	or	\$9,600
\$40,000,000 to \$49,999,999	18 days	or	\$10,800

\$50,000,000 +

20 days

or

\$12,000

## NOTES

1. The stipend shall be paid when the “notice to proceed” is approved.
  2. Paid from Capital Project Funds.
  3. The stipend may be assigned to one or more school administrators at a site depending on mutual agreement of the school administrators at that site (e.g., a project of \$6 million could be overseen by the assistant principal who would receive \$3,000 cash or eight vacation days, or by two administrators, each receiving \$1,500/year or 4 vacation days).
  4. Cash out of days in lieu of stipend not to exceed stipend amount. Further, this conversion option is not available to DRS Plan I school administrators if conversion results in an excess compensation liability for the district.
  5. Administrators may request information about the assignment of Capital Project stipends from the Director of Capital Projects.
  6. When a project spans multiple campuses, the total cost of the project will be divided by the number of campuses impacted to determine the stipend amount to be paid to the administrative team. Each campus will receive a percentage of the stipend that corresponds to the percentage of the project budget that will be spent or allocated to that campus.
- D. School administrators assigned to serve as a principal representative on a specific committee that the District has negotiated with the Northshore Education Association will receive the same stipend as the NSEA members serving on the committee, which is outlined in the NSEA Collective Bargaining Agreement. If a school administrator serves as a co-chair of one of these committees, the principal will receive the same stipend as the NSEA member co-chairing the committee, which is outlined in the NSEA Collective Bargaining Agreement. The NASA member must attend the majority of the scheduled committee meetings of the assigned committee and be an active participant in order to receive the stipend.
- E. Principals who are appointed to serve on the Superintendent’s Expanded Cabinet will receive an annual stipend of \$1,875 for serving on the Expanded Cabinet. As part of this stipend, the principal is required to serve on a district task force/committee and/or represent the school district at assigned events within and after the regular workday.

### **3. LEAVE AND HOLIDAYS**

Various leaves and holidays for school administrators will be granted consistent to the Northshore School District’s Board Policy Manual. Such leaves and holidays are

identified in the Personnel (Series 5000) section of the policy manual.

#### **4. PERSONAL LEAVE**

At the beginning of each work year, the district shall grant each regularly employed school administrator two (2) days of personal leave prorated on the school administrator's work day, with pay. Personal leave days shall be allotted on a pro-rata basis for school administrators entering service during the year. Such leave may be used for personal reasons and shall be cumulative to a maximum of eight (8) days.

Each July, school administrators may elect to receive monetary compensation for unused accumulated personal leave provided that the school administrator has at least two (2) days of accumulated leave on record as of June 30<sup>th</sup> and that the school administrator provides written notice to the payroll office by June 30<sup>th</sup> of his/her intent to convert his/her accumulated personal leave to monetary compensation.

For school administrators electing monetary compensation, the personal leave balance of June 30<sup>th</sup>, or a lesser amount of the balance, if indicated by the school administrator, shall be converted to monetary compensation at the amount of twenty-five percent (25%) of the school administrator's current per diem rate of pay.

The estate of an eligible deceased school administrator shall receive monetary compensation for unused personal leave at the rate of twenty-five percent (25%) of the deceased school administrator's current per diem rate of pay.

#### **5. VACATION LEAVE**

A. School administrators shall be granted twenty-five (25) vacation days. Vacation days will be front loaded as of July 1 each year and will not be deemed to be "accrued" during the year in which they were granted. School administrators must use fifteen (15) designated vacation days per year. School administrators will submit a copy of these vacation days to their Regional Assistant Superintendent.

B. Vacation shall be prorated for those school administrators who do not work a full year, such as those who are hired after July 1 or leave before June 30. Any prorated adjustment necessitated by an early employment departure shall be made in the final pay warrant owed to the individual. For those school administrators who are hired after the year commences, the prorated adjustment shall be made at the start of the individual's work year.

C. Vacation leave may be accumulated to a maximum of forty-six (46) days. No more than forty-six (46) accrued days may be carried over from July 31 to August 1. Any vacation in excess of the year-end limit will be reduced from the school administrator's balance. Current school administrators having more than forty-six (46) accrued days of accumulated vacation shall not be allowed to accumulate more than their leave balance as of June 30, 1994, or any subsequent balance as of July 31 of any year, whichever is less. Exceptions to this maximum may be made only by the Superintendent or the Board, based

upon extenuating circumstances.

- D. Consistent with administrative procedures regarding annual vacation and sick leave, vacation or sick leave may be shared on a voluntary basis with other employees.
- E. School administrators are eligible for annual conversion of personal leave at the amount of twenty-five percent (25%) of the school administrator's current per diem rate of pay (1/220).

## **6. PROFESSIONAL GROWTH**

The District will allocate professional development dollars by averaging the professional development fund of the top three districts used in the salary compensation study. To ensure all NASA members receive the same PD allocation, the average will be calculated using the high school principal position. AWSP membership is included in this amount.

- A. Professional growth funds may be accumulated from one school year to the next up to a maximum of \$4,000.
- B. Each July 1, professional growth funds in excess of the respective year's maximum will be deleted from the school administrator's account and placed in a professional growth pool for the succeeding year that may be accessed on a first-come, first-served basis by school administrators when their individual professional growth funds are expended.
- C. These funds will be available to individuals for professional growth activities which may include tuition, registration fees, attendance at conferences and workshops, membership dues to professional organizations (including the Association of Washington School Principals), periodicals, and other activities related to the future job performance, district needs, or individual growth adding to the school administrator's abilities, skills, job-related interest, and professional/personal growth
- D. The district will allocate funds to maintain the national conference rotation schedule for elementary and secondary school administrators.
- E. By May 1 of each year, school administrators may choose to receive up to \$1,500 of their annual Professional Growth Fund dollars as a stipend for professional growth activities performed outside of the work day, and/or professional developed necessitated by District placement of a new program into the building. Administrators may not claim more than what is in their professional growth account, and may not exceed \$1,500 annually. Payment will be made on the June pay warrant.
- F. The dollars associated with this section will not be used when calculating total compensation related to the peer district comparisons referenced in Section 1A.

## **7. RETIREMENT/RESIGNATION EARLY NOTIFICATION INCENTIVE**

During the term of this agreement, school administrators who provide to the district early notification of their retirement or resignation decision will be eligible to benefit from an incentive program. The incentive program benefits the school administrator by providing additional compensation opportunities in exchange for the information regarding retirement/resignation; provided they share their decision early in the district's staffing process.

To be eligible for the program, the school administrator must provide early notification as described below:

1. If written notice to retire or resign at the conclusion of the contract year is given to the Human Resources department by the school administrator on or before January 15, the school administrator shall be afforded the opportunity to work five (5) extra days and be paid at the true per diem rate for each day worked. These incentive days are in addition to the regular contract and any supplemental days of the school administrator.
2. If the notification is received after January 15 but before March 1, the incentive benefit will be three (3) days of extra work paid at the true per diem rate.
3. School administrators will receive a time report for completion that identifies completion of the requisite number of extra days. The Assistant Superintendent of the school administrator's area shall review the completed form and verify that the work has been completed.

## **8. SCHOOL ADMINISTRATIVE STAFF RETENTION**

### **A. Guidelines for Reduction of Services:**

1. The district shall identify the resources necessary for the maintenance of the program and make this information available to NASA on or before May 15.
2. The district shall seek recommendations from NASA members in establishing budget and program priorities and in determining the number of school administrators needed to implement a modified program.

### **B. School Administrator Retention:**

1. Should it become necessary because of financial limitations, school closure or other circumstances to decrease the number of school administrative positions, identification of those to be retained as school administrators shall be accomplished using the guidelines in (2) below:



2. School administrators shall have the right to refuse a position as it becomes available and still retain rights for reinstatement as a school administrator. The district shall determine, as of April 15, the total number of certificated school administrators leaving the district for reasons of retirement, resignation, leave, discharge, or non-renewal, etc. These vacancies shall be taken into account in determining the number of available school administrative positions for the following school year.

a. Upon district determination of the number of school administrative positions available, the district shall retain those school administrators based on certification, the amount of experience in a school administrative position and the position currently held as a school administrator as described below.

(1) Possession of a valid administrative credential (provisional or continuing) is necessary for retention as a school administrator.

(2) Experience shall mean the number of years of service as a school administrator as recognized by the Washington State

Office of the Superintendent of Public Instruction in one or more of the following positions:

Elementary Assistant Principal

Elementary Principal

Middle School Assistant Principal

Middle School Principal

High School Assistant Principal

High School Principal

School administrators on non-paid leaves of absence will have that experience credited to them at the time they discontinued active service to the district.

(3) School administrators whose position has been eliminated may claim the position of the least experienced school administrator in another position for which that school administrator has more experience. Any school administrator who has lost his or her position to another school administrator may claim the position of the least experienced school administrator in another position for which that school administrator has more experience.

(4) A principal whose position is eliminated or claimed by

another school administrator may claim an assistant principal position held by the least experienced school administrator in that assistant position. The assistant position claimed shall be at the principal's current level. The levels are elementary, middle school and high school.

- (5) In the case of a tie in comparing experience above, school administrative experience in Northshore School District shall be the determining factor. If a tie still exists, total years' experience in education shall be the determining factor. In the event that a tie still exists, the largest number of credits beyond the master's degree as recorded in the certification office as of April 15 shall be the determining factor.
- (6) If, after assignment to all available positions has been made, there are school administrators who are unassigned, those school administrators shall be assigned to teaching positions. This reassignment may be subject to certification requirements as determined by the Washington State Office of the Superintendent of Public Instruction and the article of the NSEA/District Collective Bargaining Agreement entitled, Educational Employee Retention.
- (7) If, in implementing this staff retention agreement, district affirmative action goals are negatively affected, the district or NASA may call for a meeting to seek a mutually agreeable solution, which may alter these guidelines.
- (8) In the event of implementation of this agreement, it is recognized that the certificated employees of the district holding administrative positions and not included in the bargaining unit covered by this agreement shall be included within the reduction-in-force pool pursuant to this agreement if his or her position has been eliminated. Their experience shall include district level administrative experience. Guidelines described under School Administrator Retention above will be followed for placement of these district level administrators.

C. School Administrator Restoration to Administrative Positions:

1. School administrators who have been reassigned to teaching positions or other administrative positions shall be restored to a school administrative position comparable to his/her original position when administrative positions become available.
2. School administrators shall have the right to refuse a position as it becomes available and still retain rights for reinstatement as a school administrator.

**TERM OF AGREEMENT**

This agreement shall become effective July 1, 2021 and shall remain in effect until June 30, 2024. This agreement may be reopened and modified at any time during its term upon the mutual consent of the parties.

Dated and signed this 13<sup>th</sup> day of July, 2021

NORTHSHORE ASSOCIATION OF  
SCHOOL ADMINISTRATORS

NORTHSHORE SCHOOL DISTRICT  
NO. 417

By: *Steve Hopkins*  
[Steve Hopkins \(Jul 13, 2021 13:56 PDT\)](#)  
Steve Hopkins  
Association Representative

By: *Michelle C Reid*  
[Michelle C Reid \(Jul 20, 2021 14:53 PDT\)](#)  
Dr. Michelle Reid, Superintendent  
on behalf of the Board of Directors

By: *Brenda Conrad*  
[Brenda Conrad \(Jul 14, 2021 09:56 PDT\)](#)  
Brenda Conrad  
Association Representative

I certify that this agreement was approved by the District's Board of Directors at its meeting on July 12, 2021.

**APPENDIX A****SALARY SCHEDULE**

**SCHOOL ADMINISTRATOR SALARY SCHEDULE (NASA)  
NORTSHORE SCHOOL DISTRICT NO. 417  
2021-2022**

Schedule 21

Effective July, 1 2021	<b>0 Years</b>	<b>1 Years</b>	<b>2 or more Years</b>
<b>High School Principal</b>	<b>177,075</b>	<b>181,502</b>	<b>186,040</b>
<b>Middle School Principal</b>	<b>165,794</b>	<b>169,939</b>	<b>174,187</b>
<b>Elementary Principal</b>	<b>158,646</b>	<b>162,612</b>	<b>166,677</b>
<b>High School Asst. Principal</b>	<b>157,028</b>	<b>160,954</b>	<b>164,978</b>
<b>Middle School Asst. Principal</b>	<b>149,631</b>	<b>153,372</b>	<b>157,206</b>
<b>Elementary Asst. Principal</b>	<b>141,835</b>	<b>145,381</b>	<b>149,016</b>

If PhD/EdD degree has been attained 2,902  
Approved by the Board of Directors on: May 24, 2021