

2017 - 2019

Agreement

between

Northshore School District

and

Northshore Association

of

School Administrators

(NASA)

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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. 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 and the longevity stipend. The district will conduct a total compensation survey annually. For those positions that are found, on Step 2 with the longevity stipend, to be below the mean maximum 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.
- B. Base salaries will be paid in accordance with Appendix A.
- C. Initial base salaries shall be increased retroactively to July 1, 2017 by the percentage enacted by the Washington state legislature for K-12 cost-of-living adjustments (COLA) for 2017-18.
- D. School administrators who have served as building administrators or district administrators in the Northshore School District seven years or more shall receive an amount of 1.2 percent of their salary in recognition of their longevity. The amount shall be 1.2 percent of the sum of the annual salary on Schedule 21. A school administrator who resigns or retires during the contract year would receive a prorated amount of this stipend.
- 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 the Assistant Superintendent of Elementary or Secondary Education. 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, (the base salary and the longevity stipend [if applicable]), 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, the District will be allowed to reopen negotiations on compensation issues.

2. STIPENDS FOR SPECIAL ASSIGNMENTS

- A. By December 1 of each year, the District will assign authorized stipends (to the extent known) and provide a list of stipends so assigned to NASA leadership.
- 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 may include stipends for mentor principals and substitute coverage for new administrators.
- C. The Assistant Superintendents of Elementary and Secondary Education will manage an annual discretionary fund that will provide stipends for special projects. NASA reserves the right to request an account of all disbursements from these funds at the end of the fiscal year.
- D. 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.

<u>Cost of Construction Project</u>	<u>Administrative Compensation Vacation Days* or Stipend</u>		
\$1,000,000 to \$3,000,000	4 days	or	\$2,400
\$3,000,000 to \$6,000,000	6 days	or	\$3,600
\$6,000,000 to \$9,000,000	8 days	or	\$4,800
\$9,000,000 to \$12,000,000	10 days	or	\$6,000
\$12,000,000+	12 days	or	\$7,200

NOTES

1. The stipend shall be paid when the “notice to proceed” is approved.
 2. Paid from Capital Projects 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.
- E. 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.
- F. 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 six (6) 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 30th and that the school administrator provides written notice to the payroll office by June 30th 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 30th, 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 the Assistant Superintendent of Elementary or Secondary Education.
- 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 up to \$1000 plus an amount equal to the membership dues for the Association of Washington School Principals (as defined below in C.) for professional growth for each school administrator.

- 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.

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, 2017 and shall remain in effect until June 30, 2019. This agreement may be reopened and modified at any time during its term upon the mutual consent of the parties.

This agreement will be reopened no later than March 1, 2018 to renegotiate Addendum A, Salary Schedule and discuss the impact of legislative action related to the compensation of K-12 employees, for 2018-19.

Dated and signed this _____ day of _____, 2017

NORTHSHORE ASSOCIATION OF
SCHOOL ADMINISTRATORS

NORTHSHORE SCHOOL DISTRICT
NO. 417

By: _____
Cathi Davis
Association Representative

By: _____
Michelle Reid
Superintendent of Schools

By: _____
Joshua Sanchez
Association Representative

LETTER OF AGREEMENT
By and Between
The Northshore School District No.417
And
The Northshore Association of School Administrators

Regarding the Classification of Woodmoor Principal

Effective July 1, 2017, the principal position at Woodmoor Elementary will be classified as an Elementary Principal. The current position incumbent, Angela Kerr, shall continue to be paid as Middle School Principal as long as she continues to occupy her current position. When the position is vacated, it will be posted and filled as an Elementary Principal paid according to Appendix A, Salary Schedule.

Dated and signed this _____ day of _____, 2017

NORTHSHORE ASSOCIATION OF
SCHOOL ADMINISTRATORS

NORTHSHORE SCHOOL DISTRICT
NO. 417

By: _____
Cathi Davis
Association Representative

By: _____
Michelle Reid
Superintendent of Schools

By: _____
Joshua Sanchez
Association Representative

**SCHOOL ADMINISTRATOR SALARY SCHEDULE
NORTHSHORE SCHOOL DISTRICT NO. 417
2017-2018**

INITIAL

SCHEDULE 21

Effective July 1, 2017

Experience Step	0 Years	1 Years	2 or more Years
High School Principal	140,183	143,688	147,280
Middle School Principal	128,899	132,121	135,424
Elementary Principal	124,542	127,656	130,847
High School Asst. Principal	122,692	125,759	128,903
Middle School Asst. Principal	117,352	120,286	123,293
Elementary Asst. Principal	108,979	111,703	114,496

If a PhD/EdD degree has been attained

2,602

Approved Board of Directors on June 27, 2017