

**2017 - 2019**

**Agreement**

**between**

**Northshore School District**

**and**

**Northshore Assistant Superintendents**

**and**

**Executive Directors**

**(NASSED)**

**2017 - 2019  
Agreement  
between  
Northshore School District  
and  
Northshore Assistant Superintendents and Executive Directors (NASSED)**

This letter of agreement is between Northshore School District and Northshore Assistant Superintendents and Executive Directors (NASSED). The district shall attempt to continue the past practice of non-represented administrative personnel receiving the same provisions as those granted to the Northshore Association of School Administrators (NASA).

**1. COMPENSATION**

- A. The district will maintain competitive administrative compensation. To achieve this, the salary schedule will be adjusted retroactive to July 1 to reflect the total average adjustment granted school administrators for the year pursuant to their end of year adjustment provision.
- 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. An administrator in NASSED, who has served in the Northshore School District as a building or central office administrator 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 12. An administrator who resigns or retires during the contract year would receive a prorated amount of this stipend.
- E. The administrator's per diem rate of pay for the purposes of vacation, sick leave, and personal leave buy-back, will be calculated by dividing the administrator's annual salary (the base salary, degree stipend, [if applicable] and the longevity stipend, [if applicable]) by the number of work days in a year minus vacation days, holidays and personal leave days. The per diem rate of pay will be calculated at 1/220.
- F. All administrators shall participate in the direct deposit program. Administrators shall designate the participating financial institution to which their paychecks shall be transmitted monthly.
- G. For each year of this agreement, the district agrees to make available to eligible administrators the health insurance program as defined by the District Health Benefits Committee, and to provide up to the specific amount identified annually by the State Legislature.

- H. The District will maintain a personal property insurance pool to assist administrators in covering the deductible portion of their personal insurance when they need to make a claim for damages to personal property at work.
- I. The District will reimburse administrators at the prevailing district rate for all job-related travel other than their basic trip to work and return home.
- J. The District will provide 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 administrator must provide their cell phone number to their supervisor. This stipend is taxable and reportable for retirement purposes.
- K. The District will pay appropriate annual membership dues for professional organization(s), provided the cost does not exceed the maximum amount granted NASA School Administrators.
- L. In the case of financial hardship, the district will be allowed to reopen negotiations on compensation issues.

**2. PROFESSIONAL GROWTH**

The District will allocate up to \$1000 plus an amount equal to the membership dues for the Washington Association of School Administrators (as defined below in C.) for professional growth for each executive director and assistant superintendent.

- 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 administrator's account.
- 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 Washington Association of School Administrators), periodicals, and other activities related to the future job performance, district needs, or individual growth adding to the administrator's abilities, skills, job-related interest, and professional/personal growth.

**3. LEAVE AND HOLIDAYS**

Various leaves and holidays for NASED 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 administrator two (2) days of personal leave, prorated on the administrator's work day, with pay. Personal leave days shall be allotted on a pro-rata basis for administrators entering service during the year. Such leave may be used for personal reasons.

Personal Leave shall be cumulative to a maximum of six (6) days.

Each July, administrators may elect to receive monetary compensation for unused accumulated personal leave provided that the administrator has at least two (2) days of accumulated leave on record as of June 30<sup>th</sup> and that the 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 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 administrator, shall be converted to monetary compensation at the amount of twenty-five percent (25%) of the administrator's current per diem rate of pay.

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

**5. EMPLOYMENT CONTRACTS**

Appropriate employment contracts shall be issued annually to NASED Administrators.

**6. VACATION LEAVE**

- A. 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. Administrators must use fifteen (15) designated vacation days per year. Administrators will submit a copy of these vacation days to their supervisor.
- B. Vacation shall be prorated for those 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 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 administrator's

balance. Current 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.

Upon termination of employment, compensation for unused vacation is restricted to a maximum of thirty (30) days. This limit shall not apply in the case of death. Such compensation for each full-time, non-represented, administrator shall be paid at per diem pay. Any additional balance of accumulated vacation time should be scheduled for use prior to the last day of employment.

- 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. Administrators are eligible for annual conversion of personal leave at the amount of twenty-five percent (25%) of the administrator's current per diem rate of pay (1/220).

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

During the term of this agreement, 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 administrator by providing additional compensation opportunities in exchange for the information regarding retirement/resignation, provided they share their decisions early in the district's staffing process.

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

**TRS Certificated Administrators:**

1. If written notice to retire or resign at the conclusion of the contract year is given to the Human Resources Department by the administrator on or before January 15, then the 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 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.

**PERS/SERS Classified Administrators:**

1. The classified administrator is eligible for five (5) extra days of work paid at the true per diem rate for each day worked if notification to retire/resign is given to the Human Resources Department at least one hundred sixty (160) calendar days before the date of retirement or resignation.
2. The administrator is eligible for three additional days of work paid at the true per diem rate if notification is given after the 160th but before the 120th calendar day preceding the date of resignation/retirement.

Administrators will receive a time report for completion that identifies completion of the requisite number of extra days. The supervisor of the administrator's department shall review the completed form and verify that the work has been completed.

**8. NASED STAFF RETENTION**

A. Guidelines for Reduction of Services:

1. Consistent with the NASA Agreement, NASED certificated administrators shall be included within the reduction-in-force pool pursuant to the NASA Agreement if his or her position has been eliminated. Their experience shall include district level administrative experience. Guidelines described under the NASA Certificated Administrator Retention section of the agreement will be followed for placement of these district level administrators.
2. NASED classified administrators shall likewise be included within similar reduction-in-force pools most closely appropriate to their knowledge, skills, abilities, and/or work experience.

**9. TERM OF AGREEMENT**

This agreement shall become effective on July 1, 2017 and continue in effect until June 30, 2019. This agreement will be reopened and modified at any time during its term upon the mutual consent of both parties.

For the 2018-2019 contract year, the Agreement will be open to negotiate salaries, including the impact of legislative action related to the compensation of K-12 employees, the recommendation of the multi-unit District Insurance Committee, and mutually agreed upon items.

Dated and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

NORTHSHORE ASSISTANT  
SUPERINTENDENTS AND  
EXECUTIVE DIRECTORS (NASED)

NORTHSHORE SCHOOL DISTRICT  
NO. 417

By \_\_\_\_\_  
Lydia Sellie  
Representative

By \_\_\_\_\_  
Dr. Michelle Reid  
Superintendent of Schools

**ASSISTANT SUPT & EXECUTIVE DIRECTOR SALARY SCHEDULE (NASED)  
Northshore School District No. 417  
2017 – 2018**

**INITIAL**

**SCHEDULE 12**  
Effective July 1, 2017

	<b>0 Years</b>	<b>1 Year</b>	<b>2 or more Years</b>
<b>Level I</b>	<b>152,399</b>	<b>156,209</b>	<b>160,114</b>
<b>Level II</b>	<b>148,576</b>	<b>152,290</b>	<b>156,097</b>

**If a MA/CPA degree/cert. has been attained                    3,040**  
**If a Phd/EdD degree has been attained                            5,800**

Approved by the Board of Directors on: June 13, 2017