

AGREEMENT
BETWEEN
THE HIGHLINE ASSOCIATION OF WASHINGTON
SCHOOL PRINCIPALS
AND
THE HIGHLINE SCHOOL DISTRICT

July 1, 2019 – June 30, 2021

CONTENTS

I.	Recognition	1
II.	School Travel	1
III.	Sick Leave.....	1
IV.	Building Administrator Evaluation.....	1-2
V.	Substitutes	2
VI.	Work Year	2-3
VII.	Building Administrator Probation and Termination	3
VIII.	Reduction in Force (RIF)	3
IX.	Full-Time Assignments.....	3
X.	Leaves.....	3
XI.	Fringe Benefits	4-5
XII.	Superintendent/Association Meetings	5
XIII.	Transfer of Building Administrators	5
XIV.	Building Administrator Transfer to Open Positions.....	5
XV.	Legal Counsel	6
XVI.	Salaries	6-9
XVII.	Attendance Incentive Program	9
XVIII.	Membership in Professional Organizations	9
XIX.	Building Administrative Support	10
	1. Elementary Schools.....	10
	2. Elementary & Secondary Schools	10
	3. Mitigation of Workload	10
XX.	Duration and Acceptance of Agreement.....	11
	Exhibit A, 2019-2021 Salary.....	12

I. Recognition

1. The Highline School District (the “District”) recognizes Highline Association of Washington School Principals (the “Association”) to be the exclusive bargaining representative for the employees in the bargaining unit.
2. The bargaining unit shall be composed of full-time and half-time or more employees working under the job titles of Principal or Assistant Principal (hereafter collectively referred to as “building administrators”).
3. The parties recognize their obligations and responsibilities to employees of the District under RCW 41.59.

II. School Travel

The District will reimburse building administrators for travel in private vehicles in accordance with school district policy and procedures (6213 and 6213P).

III. Sick Leave

Full-time building administrators shall accrue one sick leave day per month for a maximum of twelve (12) days per year and an overall total up to the legal maximum as prescribed by statute. Part-time building administrators shall receive a prorated share of the twelve (12) days).

IV. Building Administrator Evaluation

As prescribed by law, each building administrator shall be evaluated at least annually on the basis of his/her job description, accomplishment of annual goals and performance objectives and established state and local evaluative criteria. i.e., Creating Culture, Ensuring School Safety, Planning with Data, Aligning Curriculum, Improving Instruction, Managing Resources, Engaging Communities, and Closing the Gap. Administrators new to their position shall be evaluated within the first ninety days of their employment in addition to other regular evaluations. The District and Association recognize statutory rights regarding discharge, adverse effect and transfer to a subordinate position.

The evaluation process is intended to support and to provide principals and assistant principals an opportunity to reflect on current practice and to promote continuous professional growth. Timely exchange of information most effectively facilitates these goals and to that end the following guidelines should be observed.

1. Prior to the end of October, APs/ principals will be notified in writing whether they will be on focused or comprehensive evaluation.
2. Any request by an AP/principal to be transferred from a focused evaluation to comprehensive summative evaluation shall be submitted to the evaluator within 30 calendar days of evaluation notification date.
3. Prior to December APs/principals will collaborate with their evaluator to set professional goals and student growth goals for the year.
4. Prior to February 15, APs/ principals will receive mid-year feedback regarding criteria applicable to the current year's evaluation. Feedback for criteria in which performance is less than proficient should include specific suggestions for how to adjust professional practice moving forward.
5. No later than June 30, the final summative evaluation shall be complete including a dated signature of AP/ principal and evaluator.

V. Substitutes

If available, a substitute will be provided upon request for a building administrator who will be absent from his/her school for more than four consecutive days. Requests for substitutes are to be made through the building administrator's supervisor. If the principal feels there is a more immediate need for a substitute, exceptions will be considered.

VI. Work Year

The period of employment shall be as defined in the employee's individual employment contract (referred to as the "contract year"). The period worked shall be the twelve (12) months of said contract year, beginning on July 1 and ending on June 30. The building administrator is responsible for performance of his/her duties during the contractual year except during: (a) authorized vacation periods; (b) authorized sick leave; (c) approved disability leave; (d) holidays recognized by the State of Washington; (e) any other holiday approved by the District's board of directors; and (f) other days, if any, approved in writing by the superintendent under his/her authority to approve leave requests. Approved attendance at institutes, workshops, and other professional meetings shall be considered part of the contract year. Absence from work at times other than the times heretofore stated shall result in reduction of the administrator's remuneration at the rate of 1/223rd.

The building administrator shall be entitled to twenty-five (25) paid contract days of vacation. Such vacation entitlement or major portion thereof shall be taken by the building administrator during the month of July unless an exception has been approved

in writing by the superintendent. Up to thirty-five (35) days (or the equivalent thereof) of unused vacation may be carried over to an ensuing year under this contract. Accumulated vacation may be taken in an ensuing year, provided that no more than four (4) continuous weeks of vacation may be taken at one time. Vacation days shall be deemed used in the order in which they were earned. To the extent consistent with law and without causing the District any financial penalty, unused vacation shall be compensable upon termination of employment at the then applicable salary rate, 1/223rd per day, to a maximum of thirty (30) days.

VII. Building Administrator Probation and Termination

Building administrators shall be evaluated as prescribed by law. The District agrees to comply with statutory requirements, if any, regarding probation, termination or nonrenewal.

VIII. Reduction in Force (RIF)

The District and Association recognize statutory rights regarding discharge, adverse effect and transfer to a subordinate position. The District agrees to comply with statutory requirements, if any, regarding probation, termination or nonrenewal.

IX. Full-Time Assignments

It is the intent of the District to assign building administrators full time to one building. In times of revenue shortfall or other situations as determined by the superintendent, the District reserves the right to split administrator responsibilities between buildings to best meet the needs of the District.

X. Leaves

Building administrators shall be entitled to the same leave provisions as provided for in the current HEA collective bargaining agreement.

Each building administrator shall be entitled to use up to two vacation days on student days during each school calendar year. Use of the two days in conjunction with four personal days (which are allotted over two years) should be an exception rather than a regular practice so as to ensure maximum administrator presence when students are in session. Administrators will inform their supervisors of the intended absence prior to their leave.

XI. Fringe Benefits

1. Until employees are transitioned to insurance provided by the School Employees Benefits Board (SEBB) on January 1, 2020, insurance benefits shall be provided as follows:

- a. Full-Time Building Administrators

The District shall contribute the state allocation for medical benefits, less the retiree subsidy required by State law, per month for a full-time building administrator, district-approved dental, vision, term life insurance policy, and health insurance premiums. Building administrators may utilize more than one of the approved group insurance plans within a single medical plan provider determined by the district to take advantage of the maximum dollar amount of allowance. Participation in the dental plan, vision plan and life insurance policy is required of all full-time building administrators. The dental premium will be deducted first, the vision second, and the life insurance premium deducted third from the money available for insurance premiums.

- b. Less than Full-Time, but at Least Half-Time Building Administrators

Building administrators who are less than full-time, but at least half-time building administrators shall also be eligible for district insurance contributions. Such building administrators may utilize more than one of the approved group insurance plans to take advantage of the maximum dollar amount of allowance. Participation in the dental program, vision and life insurance policy is required of all building administrators whose individual contract is equal to one-half or more of the full-time contract. The dental premium will be deducted first, the vision second, and the life insurance premium deducted third from the money available for insurance premiums. Such contributions shall be equal to the following:

- i. The cost of their required dental, vision, and life insurance premium, and building administrators and the required dental, vision and life insurance premiums.
 - c. The District shall provide term life insurance in \$50,000 increments for each building administrator in an amount not less than the building administrator's salary.
 - d. Pursuant to RCW 28A.400.275(1), the parties agree to abide by state laws relating to school district employee benefits. The parties acknowledge that the above insurance agreement is for the term necessary to ensure employee benefits are maintained through December 31, 2019.
2. Beginning January 1, 2020, Highline Public Schools will begin participation in the school employees' benefits board program established under RCW 41.05.740.

Rates, coverage and eligibility for benefits is determined by the state Health Care Authority.

3. The following employee benefits are effective for the length of this contract:
 - a. Upon submission of a receipt for work performed, the District will pay for up to \$500 of the deductible on any claim paid by the building administrator's insurer for damage to the administrator's vehicle sustained due to vandalism while the vehicle was parked on school property.
 - b. The district will pay the employer portion of the premium for the Washington Paid Family Leave program. Building administrators will pay the employee portion of the premium.

XII. Superintendent/Association Meetings

The executive board and/or the president of the Association has the right to request a meeting with the superintendent to discuss practices and problems or other matters of mutual concern.

XIII. Transfer of Building Administrators

The superintendent may periodically transfer building administrators. Notice of transfer shall generally be given to the administrator by May 15; the parties acknowledge that circumstances may arise which will render notice by May 15 impossible and then timely notice in light of the circumstances is all that is expected in such cases.

In the case of transfer, the District will provide building coverage to allow the incoming administrator to spend up to two days in his/her new building prior to the end of the student school year.

XIV. Building Administrator Transfer to Open Positions

Prior to filling administrative vacancies, building administrators shall have an opportunity to request to be considered for a transfer to an open position. Such a request for transfer shall be made in writing to the superintendent prior to the position being posited. Once a position is posted, any administrator may apply and compete for appointment to the open position.

A building administrator who is unsuccessful candidate for an open building position may request from the District the reasons for his/her non-selection.

XV. Legal Counsel

Legal counsel will be available to provide assistance to building administrators in carrying out their district responsibilities, e.g., grievance procedures, student discipline.

XVI. Salaries

1. Salaries for employees subject to this Agreement are contained in the attached Exhibit A.
2. The salary schedule shall be adjusted based on two formulas: inflationary and salary survey.
 - a. Inflationary: If the state funds an inflationary salary adjustment, the base salary schedule shall be increased by the state's funded inflationary adjustment index for school district salaries. The salary increase shall be effective July 1 for the ensuing school year for which the inflationary adjustment is funded. Salaries on Exhibit A reflect reflect the inflationary adjustment funded by the state legislature for school year 2019-20.
 - b. Salary Survey: The salary schedule for building administrators shall be recalculated each year in October by the salary survey described below. The salary survey salaries must be applied retroactive to July 1 of that year. The salary survey will replace the percentage salary increase provided in #2a of this section.

The salary schedule is calculated by:

- i. Listing the salary of ten (10) comparable school districts: Edmonds, Renton, Bellevue, Auburn, Clover Park, Everett, Federal Way, Kent, Lake Washington, and Mukilteo.
- ii. Rank ordering the districts by total compensation (base salaries, value of additional days paid and vacation buyback) packages according to lowest to highest paid administrator in each category. Given some districts have steps and others do not, districts will be ranked within each category (elementary, middle, and high school) by the highest salary paid.
- iii. Identifying the half point between the 7th and 8th highest paid positions and setting it as the highest step on the Highline Building Administrators' Salary Schedule.

- iv. Setting the first step at 96% of the highest step and the second step at 98% of the highest step. This provides uniformity of Highline's steps and simplifies the process.
3. Placement on the salary schedule shall be determined by in-State and out-of-State experience within the category. When an administrator accepts a position of increased responsibility, they will be placed on the schedule to insure at least a \$2000 increase in the current salary (not to exceed the top step within the category).
4. An overall unsatisfactory performance evaluation in any given year shall preclude the administrator from receiving any salary increase for the ensuing school year and until such time as the rating is "satisfactory."
5. Extra-duty stipends can be provided for responsibilities assigned by the superintendent that include district-wide responsibilities. By mid-October, the Association and the District will engage in a discussion regarding projected district-wide responsibilities including adjustments to the capital projects stipend. The Association president will be informed at the conclusion of each work year as to those extra-duty stipends assigned by the superintendent.
6. A Principal shall begin to receive a capital projects stipend according to the schedule below when a school site is designated by the Board of Directors as a capital project and work begins to plan and construct the project. The stipend shall be paid on a monthly basis when work commences. When the work lasts less than a full contract year, the stipend shall be pro-rated and paid only when and for the period of time that work is actually performed.

Stipend recipients will perform the following duties:

- A. Help facilitate staff involvement in the preparation of the educational specifications, Schematic Design, and Design Developments.
- B. Consult in editing of the educational specifications for accuracy and completeness.
- C. Participate in the review of the design documents at Schematic Design, Design Development and Final Construction Document phases to include:
 - (1) Meeting with Capital Projects representatives, architects, consultants and engineers;
 - (2) Meeting with community groups and parent representatives;
 - (3) Meeting with School Board representatives and participating in presentations at Board meetings.

- D. Participate in the review of the construction documents to include:
 - (1) Meeting with Capital Projects' representatives, architects, consultants and engineers;
 - (2) Meeting with community groups and parent representatives;
 - (3) Meeting with School Board representatives and participating in presentations at Board meetings.

- E. Participate as needed in the construction project which may include:
 - (1) Periodic consultations with architects, Capital Projects representatives, contractors and engineers;
 - (2) Periodic on-site visitations;
 - (3) Working with budgetary shortfalls and expectations;
 - (4) Assisting the Capital Projects Office in the identifications of equipment and furniture needs (both new and re-use of existing);
 - (5) Working with community and parent groups.

- F. Assist in facilitating the transition activities involved in moving a school.

- G. Participate in decisions regarding change orders and unforeseen problems in design and construction.

- H. Participation in the development of a punch list and assist Capital Projects in the monitoring of its completion.

- I. Inform Capital Projects Office of staff and student concerns and needs about the completed project within the initial move-in phase and assist in resolving the issues.

Capital Projects Schedule	
Cost of Project	Principal Stipend
\$280,000 - \$1,499,999	\$1,500
\$1,500,000 - \$4,299,999	\$2,200
\$4,300,000 - \$8,499,999	\$3,000
\$8,500,000 - \$16,999,999	\$3,800
\$17,000,000 +	\$4,500

For design and construction per 12 months of work.

The foregoing does not preclude consideration of other or different assistance to a school undergoing major construction per agreement between the Superintendent or designee and the affected Principal.

XVII. Attendance Incentive Program

1. Annual Conversion of Accumulated Sick Leave

All building administrators who at the end of the immediately previous calendar year shall have accumulated in excess of sixty (60) days of unused sick leave, may elect to convert unused sick leave earned the previous year in excess of sixty (60) days to monetary compensation at the rate of 25% of the employee's current contract pay, i.e., 1/223th per authorized day, for each full day of eligible sick leave.

Any such election shall be made by written notice to the payroll department during the month of January. Any such annual conversion of accumulated sick leave shall be subject to the terms and limitations of WAC 392-136.

2. Conversion of Sick Leave Upon Retirement

In order to receive reimbursement for unused sick leave at the time of separation from the school district due to retirement, the building administrator must have separated from such employment and have been granted a retirement allowance under the laws governing the teachers' retirement system. The maximum number of days that may be converted for a building administrator shall be one hundred eighty (180) days, consistent with school board policy and state statute. The compensation will be at the rate of 25% of the employee's current contract pay, i.e., 1/223 per authorized day, for each full day of eligible sick leave.

The payroll office will verify an individual's eligibility for sick leave conversion to VEBA (Voluntary Employee Benefit Association) III at the time of retirement. VEBA III is a plan whereby a staff member may choose to receive post-retirement medical benefits in lieu of compensation for sick leave cash out.

XVIII. Membership in Professional Organizations

The District recognizes the enhancement that membership in a professional educational organization has on education in general, and Highline specifically. In consideration of such enhancement, the District agrees to pay for a single membership in a state level and its national affiliate on behalf of each building administrator, if requested.

XIX. Building Administrative Support

1. Elementary Schools

A. Elementary schools will be provided administrative support based on the following:

- (1) Schools at 550-600 FTE (including early childhood) will receive .5 FTE teacher support and 15 additional days on a prorated basis.
- (2) Schools at 600+ FTE (including early childhood) will receive 1.0 FTE teacher support and 15 additional days provided.
- (3) FTE will be assigned on a phased in 3 year rolling FTE (including early childhood) average.

B. To support school needs and system leadership development the building administrator and his/her supervisor may request an elementary assistant principal in lieu of other administrative support.

2. Elementary and Secondary Schools

One thousand eight hundred dollars (\$1,800) will be available annually for each principal and one thousand five hundred dollars (\$1,500) will be available annually for each assistant principal. These dollars may be used for professional development, professional materials (including technology as long as it meets the district guidelines regarding purchase and use of technology), and/or to pay for substitutes to release administrators to complete evaluations. These dollars may carryover and accumulate for one year.

3. Mitigation of Workload

Annually in October, the Association Board and the Chief Academic Officer and Chief Talent Officer will review student enrollment, number and type of programs per school, and the ratio of evaluations to evaluators in relation to the number of supports (office hours, counselors, deans, etc.) provided. This review will be conducted for the purpose of determining if additional supports should be provided in order to mitigate workload for disproportionately impacted schools.

XX. Duration and Acceptance of Agreement

This Agreement shall be effective July 1, 2019, and shall continue in effect through, June 30, 2021. This Agreement, together with all the terms and conditions, shall expire on the date indicated above.

This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing.

This Agreement is signed this 27th day of June, 2019 after ratification by the Board of Directors of the Highline School District and the Highline Association of Washington School Principals.

For the:
Highline School District No. 401



Susan Enfield, Ed.D.
Superintendent

For the:
Highline Association of
Washington School Principals



Lisa Escobar
Co-President



Michael Sita
Co-President

Highline Public Schools

15675 Ambaum Boulevard Southwest, Burien, Washington 98166

Administrative Salary Schedule 2

EFFECTIVE: July 1, 2019. Subject to revision October 2019 per Part XVI of the CBA.

Base Annual Salary

260 Days @ 8 hours per Day

Title/Category		First Step 1-2 Years in Category	Second Step 3-4 Years in Category	Third Step 5+ Years in Category
(I)	Elementary School Assistant Principal	\$126,037	\$128,664	\$131,289
(II)	Middle School Assistant Principal	\$134,803	\$137,612	\$140,420
(III)	High School Assistant Principal	\$141,462	\$144,410	\$147,356
(III-B)	High School Assistant Principal (Small School)	\$132,620	\$135,383	\$138,146
(IV)	Elementary School Principal	\$144,506	\$147,516	\$150,528
(V)	Middle School Principal	\$149,359	\$152,470	\$155,582
(VI)	High School Principal (Comprehensive)	\$160,136	\$163,471	\$166,808
High School Principal (Small School):				
(VI-A)	Category A (see note 4 below)	\$147,755	\$150,834	\$153,912
(VI-B)	Category B (see note 5 below)	\$125,421	\$128,033	\$130,647

1. Salary Placement: The individual will be placed on the specific salary range and step appropriate for the position. Step increases will be provided according to the approved schedule unless otherwise determined. Upon hire, credit for previous work history will be evaluated for relevance and job related work experience. Appropriate placement on the Administrative Salary Schedule shall be made by the Executive Director of Human Resources or designee.
2. Until December 31, 2019, the district shall provide term life insurance in \$50,000 increments for each building administrator in the amount not less than the building administrator's salary. Beginning January 1, 2020, the District shall provide to eligible employees all life, dental, health and disability insurance programs available under the rules and regulations of the Washington School Employee Benefit Board.
3. Doctoral Stipend: \$3,600.00 for Doctoral Degree. Qualification of such stipend is determined by Human Resources. Stipend will be prorated based on annualized FTE.
4. High School Principal (Small School-Category A) small schools located on a high school campus or autonomous small schools serving more than 150 students.
5. High School Principal (Small School-Category B) autonomous small school serving less than 150 students.
6. First Step (years 1& 2) is 96% of Third Step; Second Step (years 3&4) is 98% of Third Step.

APPROVED BY THE BOARD OF DIRECTORS: June 26, 2019