

**KENNEWICK SCHOOL DISTRICT NO. 17**  
**KENNEWICK ADMINISTRATORS' ASSOCIATION AGREEMENT**  
**2022-23, 2023-24, and 2024-25 school years.**

**A. CONTRACT DAYS:**

**1. WORK YEAR-**

- 1.1 Unless otherwise outlined in specific positions, the work year shall consist of the 205 required contract days (180 student days, plus 15 days before school and 10 days after school), as well as the number of days specified for each position, as stated in Section 6 of this contract. The days described in Section 6, as well as worked vacation days may be worked in smaller blocks than 8 hours but not less than 2 hours, as determined by the KAA member per the supervisor's approval.
- 1.2 Administrators required to report to work for emergencies, such as false/actual alarms, water breaks, etc. that occur between the hours of 10:00 PM and 6:00 AM on a workday and any time on weekends, will receive credit for 2-hour minimum work to be applied to additional vacation, flex and/or on-call days. Calendar adjustments will occur as approved by the supervisor.

**2. NON-WORKDAYS-**

- 2.1 Non-workdays shall consist of all other remaining days beyond the contracted workdays and are eligible to be used as vacation days and flexible days [with approval of immediate supervisor].

**3. VACATION DAYS-**

- 3.1 All KAA members will be granted 10 vacation days plus one additional day per year of educational experience to a maximum of 20 vacation days.
- 3.2 Members are required to take all but 5 vacation days per year.
- 3.3 Members are entitled to accrue up to 5 days per year of unused vacation, for a total of 30 days, on the anniversary of their contract [July 1].
- 3.4 The District believes in providing building administrators with flexibility to manage their calendars, recognizing the importance of administrator presence on student school days, August Leadership Retreat days, teacher professional development days, and at the end of the school year.

As such, members have the flexibility to use vacation days with certain exceptions:

Requests to use vacation during August Leadership Retreat, on teacher professional development days, or on the two days directly following the last day of school must be approved by the Cabinet supervisor.

Only one administrator from a building may be approved for a vacation day on any of the 180 student school days unless the request is approved by the appropriate Cabinet supervisor.

Members requesting more than two consecutive vacation days on the 180 student school days must be approved by the Cabinet supervisor.

Cabinet supervisors will work with members regarding extraordinary circumstances.

### 3.5 Vacation Payment upon Separation of Employment

#### 3.5.1 Separation for reasons other than retirement

Upon separation of employment for reasons other than retirement, employees are eligible to receive compensation equal to the unused balance of vacation leave at the current per diem rate at the time of severance.

#### 3.5.2 Separation for the purpose of retirement.

Upon separation of employment for retirement, employees are eligible to receive compensation for accumulated vacation days at the current per diem rate at the time of severance in an amount not to exceed thirty [30] days per Washington State law. KAA members must make an annual decision as a group as to whether vacation may be cashed out or rolled into VEBA upon separation of employment.

## 4. HOLIDAYS-

The following holidays shall be given to each member of the KAA.

- -New Year's Day and the day before or after
- -Martin Luther King Day
- -Presidents' Day
- -Memorial Day
- -Juneteenth
- -Independence Day [Fourth of July]
- -Labor Day
- -Veterans' Day
- -Thanksgiving Day and the day after
- -Christmas Day and the day before or after

## 5. WORKDAYS-

5.1 Workdays are to be scheduled with the approval of the immediate supervisor. These days will include the 180 days of school, 15 days before school starts, and 10 days after the last day of school. Workdays beyond the 205 can be scheduled individually to accommodate each member's work schedule with the approval of the immediate supervisor.

5.2 The district recognizes the fact that building administrators commit many hours beyond the regular workday and week to be effective instructional leaders. In recognition of this, administrators will be granted trade-out days based on the level and assignment as follows:

|                                  |    |
|----------------------------------|----|
| Elementary school administrators | 2  |
| Middle school administrators     | 3  |
| High School administrators       | 5  |
| High School Athletic Directors   | 10 |

High School Administrators/Athletic Directors are required to supervisor many more activities that occur after normal work hours and/or on the weekends. These additional supervisory duties have already been considered, evaluated, and added into the salaries and the number of workdays in their calendar year.

Additional trade-out days may be granted, on a case-by-case basis, to employees who are required by their supervisor to travel or attend meetings/activities on non-workdays.

5.3 School Cancellation for Inclement Weather: Once building administrators ensure that their buildings are safe and secure, they may work from home on days where school is cancelled for inclement weather.

**6. ADMINISTRATORS CONTRACT YEAR—260 Total Days as follows:**

**6.1 Administrators on: 219 Day Contract**

|                     |     |
|---------------------|-----|
| Days worked         | 219 |
| Holidays            | 13  |
| Vacation days       | 20* |
| On-Call Days        | 8   |
| Total Contract Days | 260 |

**6.2 Administrators on: 218 Day Contract**

|                     |     |
|---------------------|-----|
| Days worked         | 218 |
| Holidays            | 13  |
| Vacation Days       | 20* |
| On-Call Days        | 9   |
| Total Contract Days | 260 |

**6.3 Administrators on: 210 Day Contract**

|                     |     |
|---------------------|-----|
| Days worked         | 210 |
| Holidays            | 13  |
| Vacation Days       | 20* |
| On-Call Days        | 17  |
| Total Contract Days | 260 |

**6.4 Administrators on: 209 Day Contract**

|                     |     |
|---------------------|-----|
| Days worked         | 209 |
| Holidays            | 13  |
| Vacation days       | 20* |
| On-Call Days        | 18  |
| Total Contract Days | 260 |

**6.5 Administrators on: 199 Day Contract**

|                     |     |
|---------------------|-----|
| Days worked         | 199 |
| Holidays            | 13  |
| Vacation Days       | 20* |
| On-Call Days        | 28  |
| Total Contract Days | 260 |

\*The lack of having accrued 20 vacation days (Section 3.1) means that additional On-Call Days will be used to make a total of 260 contract days for the year.

**7. ON-CALL DAYS-**

7.1 On-call days are days when administrators will make themselves available, so they may respond to any emergency situations that may arise at their building or in their jobs.

## **8. ADMINISTRATIVE ABSENCES**

- 8.1 If a building principal or assistant is going to be out of his/her building for more than five (5) consecutive school days for an approved absence, such as sick leave, an attempt will be made, if requested by the building principal and approved by the appropriate K-12 Assistant Superintendent, to provide an administrative sub or intern.
- 8.2 If a building principal or assistant has been designated or approved by the district to serve on a state or district committee that pulls the principal out of the building on a regular basis, an attempt will be made, if requested by the building principal and approved by the appropriate K-12 Assistant Superintendent, to provide an administrative sub or intern.

## **B. SCHEDULE PLACEMENT, INCREMENTS:**

Initial placement for prior experience will be determined by the superintendent or designee. Administrators moving from one pay scale to a higher pay grade will be placed on the salary schedule in such a way that their compensation will be equal to or greater in the new position than it was in the old position.

In acknowledgement of continued professional growth, the District shall recognize professional knowledge achieved in obtaining advanced educational degrees and certifications. A KAA member with a doctorate degree in a district approved education related field will receive an additional stipend of \$1500 per year. A KAA member who earns their superintendent certification will receive an additional stipend of \$1,000 per year.

## **C. LONGEVITY PAY:**

Members of the KAA meeting the criteria set forth below will be issued an annual supplemental incentive contract to compensate for additional time they spend mentoring new employees and as an incentive toward continued employment in the KSD. Fifty percent (50%) of this incentive will be paid in January and the remaining 50% will be paid in June.

1. Employees with a minimum of sixteen (16) years of certificated K-12 experience and at least 10 years of service in the KSD or a combination of 5 years of experience in an equivalent administrative position in the KSD and other district will receive supplemental service pay of 1% of their base salary.
2. Employees with a minimum of seventeen (17) years of certificated K-12 experience and at least 10 years of service in the KSD or a combination of 5 years of experience in an equivalent administrative position in the KSD and other district will receive supplemental service pay of 1.5% of their base salary.
3. Employees with a minimum of twenty-one (21) years of certificated K-12 experience and at least 10 years of service in the KSD or a combination of 5 years of experience in an equivalent administrative position in the KSD and other district will receive supplemental service pay of 3% of their base salary.
4. Employees with a minimum of twenty-five (25) years of certificated K-12 experience and at least 10 years of service in the KSD or a combination of 5 years of experience in an equivalent administrative position in the KSD and other district will receive supplemental service pay of 5% of their base salary.
5. Experience in administration or teaching at the college level may be considered for either full or proportional credit.

**D. MILEAGE REIMBURSEMENT:**

Coordinators who service multiple buildings and athletic directors will, with supervisor approval, receive mileage reimbursement.

**E. BENEFITS:**

Benefits will be provided to KAA members in accordance with state law and the SEBB program. KAA members must make an annual decision as a group whether to contribute a monthly amount to VEBA.

**F. SICK LEAVE:**

All administrators will be granted twelve (12) days annual sick leave which may be accumulated to 180 days for purposes of sick leave cash-out. Sick leave sharing will be available similar to the KEA.

**G. SICK LEAVE CASH-OUT**

Sick leave cash-out will be in accordance with State Law. KAA members must make an annual decision as a group as to whether annual sick leave cash out will be rolled into VEBA.

**H. TRAVEL AND PROFESSIONAL DEVELOPMENT FUNDS:**

Administrators are required to have an automobile at their disposal for in-district travel. In-district travel shall be for regular school business and shall not require prior approval. Reimbursement shall be made at the established state mileage reimbursement amount. All requests for reimbursement payments shall require appropriate verification.

Administrators are expected to continue their professional growth. Administrators will have \$1000 per year for professional development. Prior approval is required for all professional development travel out of the district. Funds can be used for tuition reimbursement, travel, professional publications, and conference expenses. This money cannot be used to purchase phones, electronic tablets or notebooks, or other electronic equipment including service, hardware, and software.

Administrators cannot purchase professional development items for personal use in the last three months prior to leaving employment with the District. Administrators may purchase items for their building with any remaining PD funds in their last months of employment with the KSD. If an administrator purchases an item in the last three months prior to leaving employment with the District, the item will be left with the building or reimbursement will be made via the payroll process.

The maximum carryover will be \$3000.

**Increased investment and support for collaborative professional learning**

The District believes in the importance of supporting ongoing opportunities for administrator collaboration and professional learning. An annual pool of \$20,000 will be established to support groups of members to attend national workshops/conferences. Each year the appropriate Cabinet supervisor will work with members to identify the priority national workshops/conferences and develop a six-year rotating schedule. Administrators attending each year will be asked to present/share key learnings to their peers. There will be no carry-over of funds from year to year.

## **Opportunities for additional compensation for leadership development/capacity building**

The District believes in the importance of continuing to support, grow and build leadership capacity of building leaders. As such, each year the superintendent and cabinet will determine leadership stipends for planning and leading specific professional development and learning activities. Stipends will be communicated and made available for which members may apply.

### **I. PROFESSIONAL MEMBERSHIP:**

The district will pay as part of the administrators' contract the membership dues to a choice of one state or national professional or curriculum association.

### **J. MONTHLY WIRELESS COMMUNICATION ALLOWANCE:**

KAA members may be eligible for a monthly wireless communication allowance when it has been determined by their supervisor that the employee meets any one of the criteria below:

- 1) Has an integral role in responding to emergency and security situations that jeopardize district property, operating infrastructure, and the safety of staff and students.
- 2) Is responsible for management of building or programs where effective and efficient management would be significantly enhanced through wireless communication capability.
- 3) Effective performance of assigned job duties are dependent on the ability to frequently communicate, coordinate scheduling, and confirm appointments daily where the majority of work is performed off district campus away from a district desk workstation.

The monthly amount of the wireless communication allowance will be established by the Board and administered according to district procedures. A KAA member's eligibility for the allowance requires approval of the superintendent or designee, and business manager based on evaluation of the criteria, and the completion of a Wireless Communication Authorization Form. The allowance becomes effective when a completed Wireless Communication Authorization Form has been submitted and approved within the payroll cutoff date, and no retroactive processing of the allowance is allowed.

### **K. STRIKE:**

In case of a teacher's strike, all administrators will work on a per diem basis for each day worked beyond their regular contract.

### **L. REDUCTION IN FORCE:**

In the event it is necessary to reduce the number of certificated school administrators because of declining enrollment or other economic reasons, the effective personnel shall be entitled to a teaching position based on qualifications and state service seniority as outlined in RCW 28A.67.073.

### **M. RETURN TO TEACHING**

The district recognizes that there may be instances where a KAA member would like to return to a teaching position within the district. In such cases, assuming all qualifications are met, and there are no KEA applicants, administrators will be guaranteed an opportunity to interview for positions for which they apply.

**N. HEALTH CARE**

KAA members will receive the state health care allocation and their health care benefits will be governed by SEBB starting in January of 2020.

**O. LIFE INSURANCE:**

Life Insurance is provided under the SEBB insurance program.

**P. LONG TERM DISABILITY:**

Long-term disability is provided under the SEBB insurance program.

**Q. PER DIEM PAY:**

Per diem, vacation, personal leave, and sick leave cash out pay will be calculated by dividing the administrator's base contract salary by the number of worked days less twenty (20).

**R. PERSONAL LEAVE:**

KAA members receive three personal days per year. All unused personal days may be cashed out 100% of their value at the end of the year. Vacation days may be used before personal days.

**S. ADVANCEMENT:**

No administrator will advance on the KAA salary schedule without a master's degree or alternate certification. This requirement may be waived by the superintendent.

In January of each year, the District will solicit from KAA members interest in lateral transfers or changes in similar positions to various levels (i.e., elementary to middle, middle to high school, etc.). These interests will be taken into consideration as administrative staffing decisions are made for the following year, prior to posting the positions.

**T. ADMINISTRATIVE EVALUATION:**

Administrators will be annually evaluated by procedures and policies which are in accordance with State Law.

The KAA President will be contacted by KSD Administration whenever a KAA member is subject to any type of discipline or is being placed on a plan of improvement.

**U. COMPLAINTS:**

Critical to success of the entire system, administrators should be kept fully informed to address complaints in their entirety. Concerns, including anonymous concerns, will be disclosed to administrators. It is agreed that anonymous complaints will not provide the basis for adverse action taken against administrators.

**V. LISTENING ADMINISTRATOR:**

The district understands that there may be times when an administrator who is meeting with their supervisor or the Superintendent may benefit from having a colleague present for purposes of helping them review and clarify the conversation content after the meeting. An administrator may have a KAA member present at such a conversation. Administrators also understand that there may be times when involving a non-affected colleague may be inappropriate. The intent of having a listening colleague available to both the district and the administrator is to foster communication and support that will enhance learning. The role of the listening administrator shall be that of support and post-meeting clarification to the affected colleague alone. The listening administrator shall observe strict confidentiality.

The listening administrator will have limited participation in the meeting and will not serve as a representative or advocate. Participation will be limited to listening, asking clarifying questions, and restating what has been heard. Following the meeting, the listening administrator will help to clarify, restate, and paraphrase the contents of the meeting. Should the listening administrator not adhere to their role, the district reserves the right to remove the listening administrator from the meeting at any time.

**W. CONSTRUCTION/MODERNIZATION STIPEND**

Principals who work in buildings that are going through a complete remodel or rebuild of their schools will receive a stipend for the extra work that they will do related to the construction project. The amount of the stipend will be determined based on the scope and size of the project.

**X. SALARY**

Members will receive the IPD salary percentage increase to their base salaries for each year of the contract.

**Y. CONTRACT DURATION:**

This contract is for the 2022-23, 2023-24 and 2024-25 school years.

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Mike Conners, President  
Board of Directors

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Chris Clem, President  
Kennewick Administrators Association

Conferring Team:  
Dr. Traci Pierce  
Dr. Doug Christensen

Conferring Team:  
Kevin Pierce  
Naomi Puckett



| <b>KENNEWICK KAA</b>  |                |  |                 |
|---|----------------|--|-----------------|
| <b>2022-23</b>  |                |  |                 |
| <b>HS PRINCIPAL (219)</b>                                     | <b>Grade 1</b> | <b>MS ASST (209)</b>                   | <b>Grade 6</b>  |
| 1   | \$154,951      | 1                                      | \$130,770       |
| 2   | \$158,762      | 2                                      | \$133,376       |
| 3   | \$162,665      | 3                                      | \$135,987       |
| 4   | \$166,718      | 4                                      | \$138,592       |
|   |                |  |                 |
|   |                |  |                 |
| <b>TT PRINCIPAL (219)</b>                                     | <b>Grade 2</b> | <b>COORDINATOR<br/>(210)</b>           | <b>Grade 7</b>  |
| 1   | \$152,222      | 1                                      | \$127,075       |
| 2   | \$156,029      | 2                                      | \$130,253       |
| 3   | \$159,865      | 3                                      | \$133,511       |
| 4   | \$163,863      | 4                                      | \$136,850       |
|   |                |  |                 |
|   |                |  |                 |
| <b>MS PRINCIPAL (218)</b>                                     | <b>Grade 3</b> | <b>TT ASST DIRECTOR<br/>(210)</b>      | <b>Grade 8</b>  |
| 1   | \$141,390      | 1                                      | \$131,184       |
| 2   | \$144,926      | 2                                      | \$134,465       |
| 3   | \$148,490      | 3                                      | \$137,829       |
| 4   | \$152,203      | 4                                      | \$141,218       |
|   |                |  |                 |
|   |                |  |                 |
| <b>ELEM PRINCIPAL<br/>LEGACY PRINCIPAL<br/>HS ASST. (209)</b> | <b>Grade 5</b> | <b>ELEM. ASST.<br/>PRINCIPAL (209)</b> | <b>Grade 11</b> |
| 1   | \$134,341      | 1                                      | \$125,656       |
| 2   | \$137,700      | 2                                      | \$128,118       |
| 3   | \$141,087      | 3                                      | \$130,669       |
| 4   | \$144,616      | 4                                      | \$133,175       |
|   |                |  |                 |
|   |                |  |                 |
|   |                |  |                 |
|   |                |  |                 |