

**Memorandum of Understanding**

**Between**

**Snoqualmie Valley School District**

**and**

**Snoqualmie Valley Principals' Association**

**2022-2025**

The Snoqualmie Valley Principals' Association and the Board of Directors of the Snoqualmie Valley School District No. 410 hereby agree to the terms described below for the 2022-2023, 2023-2024, and 2024-2025 school years.

**1. PROFESSIONAL DEVELOPMENT**

- 1.1 Administrators desiring to take college credit courses workshops and/or classes related to their professional improvement plan may do so with the approval of the Superintendent and will be reimbursed for tuition, fees and books up to \$2,000 per year. The application for the Professional Development must state the activity and anticipated outcome(s). If not all of the funds are used by administrators by June 1 of the current contract year, individual administrators may apply for additional tuition reimbursement with the approval of the superintendent. These additional requested funds will be paid in August only if the administrator remains employed by the District.
- 1.2 With the approval of the Superintendent, principals may be released from their regular workday to engage in the aforementioned courses or workshops.
- 1.3 Professional growth opportunities shall be paid by the District if participation is requested by the Superintendent.
- 1.4 Per IRS regulations, professional development reimbursement in excess of \$5250 per year is taxable income.

**2. Work Calendar**

- 2.1 The year-round work year will consist of twelve (12) months, July 1 through June 30.
- 2.2 Work calendars will consist of 218 workdays.
- 2.3 Administrators are expected to work on site August 1-June 30 as indicated on the published building administrator work calendar.
- 2.4 Any workdays that fall in the month of July are considered flex days and may be worked at the administrator's discretion in half day increments on any non-workday July 1-June 30. By June 30 of each year, the administrator will report the dates worked on the appropriate form.

**3. Leaves**

- 3.1 Administrators will receive twelve (12) sick leave days, prorated when applicable, to be used and accumulated in accordance with Washington State Law.
  - 3.1.1 Any employee who shall have accumulated in excess of sixty (60) days of unused sick leave at the end of the previous calendar year, may elect to convert unused days from the previous year's 12 days sick leave at 25 per cent of their per diem rate. Any such election shall be made by written notice to the District business office during the month of January. Any such annual conversion of accumulated sick leave shall be subject to the terms and limitations of applicable law.

- 3.1.2 Any employee who shall retire or die while employed by the District may elect (personally or by personal representative as appropriate) to convert the maximum accumulated unused sick leave days as allowed by Washington State Law.
- 3.2 Administrators will receive three (3) personal leave days. Personal leave days may not be taken the first or last five days of school or the day before or after a holiday, vacation period, or optional non-student day. Personal leave can be taken in half or whole day increments.
  - 3.2.1 No more than three (3) personal leave days may be used consecutively except for exceptional cases such as a family wedding or graduation.
  - 3.2.2 Administrators can accumulate a maximum of six (6) personal leave days or may cash out days at their per diem rate. Application for personal leave cash out must be submitted to the Business Office no later than June 1.
  - 3.2.3 Administrators who would otherwise lose personal leave due to exceeding the limit of six (6) days will have those days automatically cashed out at their per diem rate.
- 3.3 Personal Emergency Leave will be granted with the same provisions in the SVEA CBA.
- 3.4 Additional leaves will be based on Board Policy, including but not limited to:
  - 5400 Personnel Leaves
  - 5403 Emergency and Discretionary Leave
  - 5404 Family, Maternity and Military Caregiver Leave
  - 5407 Military Leave
  - 5408 Jury Duty and Subpoena Leave

#### 4. SALARIES

- 4.1 **Salaried Employee Status.** The Association recognizes that administrators are salaried employees exempt under the Fair Labor Standards Act (FLSA) and do not have regularly set, predetermined work hours. Administrators are expected to report to work during the established public hours of the site(s) to which they are assigned, consistent with all district expectations and directives. Administrators are also expected to work before and after established public hours of the assigned site(s), including evenings for events and activities, as necessary to accomplish job duties and responsibilities.
- 4.2 Per diem is calculated by dividing base salary by 218.
- 4.3 The 2022-2023 schedule is in Appendix A. The following improvements will be made during the course of this agreement:
  - 4.3.1 2022-2023: Total compensation from 2021-2022 will be increased by IPD (5.5%). Five (5) days previously paid on timesheet will be included in the

base salary and administrators will provide an accounting of when those five days were worked. These days do not require prior approval.

4.3.2 2023-2024: A recalculation of salaries will take place in Spring 2023 with the goal of SVSD salaries being the average of the four comparables. All SVSD positions will be on a 218 day calendar, as described in Section 2. Total compensation in each district will be used. Total compensation includes base, TRI, stipends applied to all person(s) in a position, and any other compensation applied to the group. The comparable districts are Lake Washington, Issaquah, Tahoma, and Riverview. If SVSD's wages are above the average of the comparables, then salaries will only be increased by IPD. If SVSD's wages are below the average of the comparables, then salaries will be increased to the average of the comparables plus IPD.

4.3.3 2024-2025: Salaries will be increased by IPD.

4.4 Increments shall be awarded where due.

4.5 An additional \$2000.00 will be granted to each administrator possessing a doctoral degree.

4.5 Administrators will receive an annual longevity stipend as indicated below. Years of service to be calculated as a building administrator in the District.

\$1,500	10-15 years
\$2,000	16-20 years
\$2,500	21-25 years
\$3,000	26 + years

4.6 The District will provide one stipend for each year during which construction is occurring, to the administrative team at a school undergoing remodeling. The stipend is based on the nature and cost of the construction project at the bid award:

\$3,500	Partial school remodel or new construction over \$5 million
\$7,000	Full school remodel or full new building construction

## **5. ELEMENTARY BUILDING CAPACITY SUPPORT**

5.1 It is the policy of the District to maintain Elementary School capacity that is both educationally sound and within the ability of the District to finance. Once any elementary school has reached an overall student population of over 600 students or 550 students that contain special programs or other high impact programs, the building principal along with the principal association representative will meet with the superintendent and/or designee to discuss potential remedies to support the effective and efficient management of the elementary school. Any decision on a remedy must be agreed upon by all parties.

5.2 Student population will be determined beginning on the first day of the fourth week of school then rechecked at the beginning of 2<sup>nd</sup> semester. Potential

remedies to be discussed include, but are not limited to, additional administrative support; additional counseling support; additional classified support; additional certificated support; behavioral supports; or other remedies as determined by the principal and superintendent in the area determined most beneficial to support student, parents, staff and administration in the overall effectiveness and efficiency of building operations.

## **6. INSURANCE**

- 6.1 The District shall pay per month per employee for insurance premiums for health care and such other insurance benefits as may be permitted by law.
- 6.2 The District shall pay the full cost of the monthly HCA subsidy on behalf of the employees out of local District funds.
- 6.3 Liability Insurance: Principals and assistant principals shall be covered for all activities arising from their employment. Insurance coverage amounts are the Puget Sound Risk Management Pool limits.
- 6.4 The District will enable principals to join the Section 125 Flexible Pay Benefit Plan.

## **7. SCHOOL RELATED TRAVEL AND CELL PHONE**

- 8.1 Elementary and Middle School administrators will receive a \$160 per month stipend to cover the cost of a cell phone and in-District mileage. At such time as the District provides a cell phone for each administrator, the stipend will be reduced to \$60 per month for in-District mileage.
- 8.1 High School administrators will receive a \$210 per month stipend to cover the cost of a cell phone, in-District mileage, and in-KingCo League mileage. At such time as the District provides a cell phone for each administrator, the stipend will be reduced to \$110 per month for in-District mileage and in-KingCo League mileage.
- 8.2 For travel not covered by the provisions above, administrators will be reimbursed at a rate commensurate with District Policy.

## **8. PROFESSIONAL MEMBERSHIPS**

- 8.1 The District encourages participation in professional organizations and will fund annual membership dues in one of the following organizations:
  - Association of Washington School Principals
  - National and State Association of Secondary Principals
  - National and State Association of Elementary Principals
  - National and State Association of Middle School/Junior High School Principals
  - Washington Association of School Administrators (WASA)
  - American Association of School Administrators (AASA)
  - International Reading Association (IRA)
  - Association of Supervision and Curriculum Development (ASCD)
  - And others subject to approval of the Superintendent
- 8.2 Administrators may use their professional development funds (Section 1.1) to pay for membership in more than one organization.

8.3 The District will fund annual membership dues for administrators who participate in local service organizations such as Rotary or Kiwanis.

**9. CONFERENCES**

9.1 **State Conference.** The District will pay the costs for each administrator to attend their respective state conference.

9.2 **National Conference.** The District will pay the costs for each administrator to attend the elementary, secondary, or other mutually agreed upon national conference on a rotating schedule developed in conjunction with SVPA leadership.

9.2.1 In lieu of attending the national conference, an administrator may choose \$3,000 in tuition reimbursement for a doctoral program. Note: See section 1.4 regarding the impact of additional professional development reimbursement.

9.2.2 If, for reason of illness or other extenuating circumstance, an administrator is unable to attend a conference as scheduled, another administrator may substitute for them, with approval of the Superintendent.

9.2.3 Being a regional and/or state officer in a job-related organization, and/or presenter at a national conference, may also constitute criteria for consideration of attendance, with approval of the Superintendent.

9.2.4 Any other conditions or considerations related to attendance at national level conferences not specified above will be at the discretion of the Board of Directors.

9.3 **Additional Conferences.** With their supervisor’s approval, administrators may use their professional development funds (Section 1.1) to attend conferences in addition to those listed above.

**10. DURATION**

This Agreement shall be effective on July 1, 2022 and shall continue in effect through June 30, 2025. This Agreement may be added to or amended only through mutual consent in writing.

FOR THE ASSOCIATION

FOR THE SCHOOL DISTRICT

/s/M. Botulinski  
President, SVPA

/s/L. Gibbon  
Superintendent, SVSD

8/26/2022  
Date

8/26/2022  
Date

**Exhibit #1, Salary Schedule  
Snoqualmie Valley Principal's Association  
2022-2023 Salary Schedule**

Step	HS Principal	HS Assoc	HS Asst	MS Princ	MS AP	Elem P TRS P	Elem AP
<b>Days</b>	<b>225</b>	<b>215</b>	<b>210</b>	<b>215</b>	<b>210</b>	<b>210</b>	<b>210</b>
Base Salary	162,401	151,491	145,922	153,145	136,844	148,310	127,363
Responsibility/Incentive	4,675	2,845	3,760	4,412	3,340	2,958	2,466
Cell Phone/Mileage	2,520	2,520	2,520	1,920	1,920	1,920	1,920
<b>1 Total</b>	<b>169,596</b>	<b>156,856</b>	<b>152,202</b>	<b>159,477</b>	<b>142,104</b>	<b>153,188</b>	<b>131,749</b>

Base Salary	169,972	158,470	152,463	160,196	141,491	155,143	134,013
Responsibility/Incentive	4,893	2,977	3,929	4,615	3,454	3,095	2,594
Cell Phone/Mileage	2,520	2,520	2,520	1,920	1,920	1,920	1,920
<b>2 Total</b>	<b>177,385</b>	<b>163,967</b>	<b>158,912</b>	<b>166,731</b>	<b>146,865</b>	<b>160,158</b>	<b>138,527</b>

Base Salary	177,543	165,431	159,008	167,249	147,657	161,988	140,324
Responsibility/Incentive	5,111	3,108	4,098	4,818	3,604	3,231	2,716
Cell Phone/Mileage	2,520	2,520	2,520	1,920	1,920	1,920	1,920
<b>3 Total</b>	<b>185,174</b>	<b>171,059</b>	<b>165,626</b>	<b>173,987</b>	<b>153,181</b>	<b>167,139</b>	<b>144,960</b>

Base Salary	185,317	174,490	165,810	174,490	157,175	169,345	146,927
Responsibility/Incentive	5,335	3,277	4,273	5,027	3,837	3,378	2,844
Cell Phone/Mileage	2,520	2,520	2,520	1,920	1,920	1,920	1,920
<b>4 Total</b>	<b>193,172</b>	<b>180,287</b>	<b>172,603</b>	<b>181,437</b>	<b>162,932</b>	<b>174,643</b>	<b>151,691</b>

**TRS Principal = Elem Principal**

Add \$2,000 for doctoral degree

**Memorandum of Agreement  
Between  
Snoqualmie Valley Principals Association  
and  
The Snoqualmie Valley School District  
RE: Implementation of New Agreement for 2022-23**

The Snoqualmie Valley School District (District) and the Snoqualmie Valley Principal Association (Association) enter into the following agreement.

In order to implement the 2022-2025 agreement, the following modifications for the 2022-23 school year will be in place:

- Per 4.3.1, five (5) days previously paid on timesheet will be included in the base salary and administrators will provide an accounting of when those five days were worked. That means for 2022-2023 the total number of work days is as follows:
  - 225 days High School Principal
  - 215 days HS Associate Principal, MS Principal
  - 210 days HS Assistant Principal, MS Assistant Principal, Two Rivers Principal, Elementary Principal & Assistant Principal
- Administrators will be paid on two separate pay lines: Base and Responsibility. Beginning in 2023-24, these pay lines will be combined as Base. For 2022-23 the Responsibility line will include the Supplemental Days from the previous agreement. Days are as follows:
  - 8 days High School Principal
  - 7 days HS Associate Principal, HS Assistant Principal, MS Principal
  - 6 days MS Assistant Principal
  - 4 days Two Rivers Principal, Elementary Principal and Assistant Principal
- For 2022-23, per diem will be calculated by taking the total of Base pay and Responsibility pay, and dividing that number by the number of workdays, as indicated above.
- As a pilot in 2022-23, 1 elementary and 1 secondary administrator will be allowed to take a personal day on a day before/after a vacation, holiday, or non-student day. Administrators will make such request to the Executive Director of Human Resources. When the initial opportunity to make such a request is given to administrators, they will have 48 hours to make a request and any requests in that time period for the same date will be determined by lottery. Following the initial 48 hour period, requests will be granted on a first come, first served basis.

FOR THE ASSOCIATION

/s/M. Botulinski  
President, SVPA

8/26/2022  
Date

FOR THE SCHOOL DISTRICT

/s/L. Gibbon  
Superintendent, SVSD

8/26/2022  
Date