

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

**July 1, 2023 – June 30, 2025**

## 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 .....	3-4
XI.	Fringe Benefits .....	4
XII.	Superintendent/Association Meetings .....	4
XIII.	Transfer of Building Administrators .....	4
XIV.	Building Administrator Transfer to Open Positions .....	5
XV.	Legal Counsel .....	5
XVI.	Salaries .....	5-7
XVII.	Attendance Incentive Program .....	7-8
XVIII.	Membership in Professional Organizations .....	8
XIX.	Building Administrative Support .....	8
	1. Elementary Schools .....	8
	2. Elementary & Secondary Schools .....	9
	3. Mitigation of Workload .....	9
XX.	Duration and Acceptance of Agreement .....	10
	Exhibit A, 2019-2021 Salary .....	11
	Letter of Agreement .....	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 1, 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 1/221st.

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.

Building administrators may elect to receive compensation for up to eight (8) days of unused annual vacation hours at the applicable salary rate, 1/221st of the current salary if they have used eight (8) days of vacation between July 1 and May 30 of the current contract year. To the extent consistent with law and without causing the District any financial penalty, unused earned vacation shall be compensable in accordance with District policy upon termination of employment at the then applicable salary rate, 1/221st per day.

#### **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. Highline Public Schools participates 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.
2. 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 posted. 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. For the duration of this contract 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. However, if the state inflationary adjustment for 2024-25 is less than 3%; the Association and District will revisit the salary adjustment for the second year of the agreement.

3. Placement on the salary schedule shall be determined by in-State and out-of-State experience within the category. Years of service credit will be honored for position title regardless of school level.
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.

<b>Capital Projects Schedule</b>	
<b>Cost of Project</b>	<b>Principal Stipend</b>
\$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., 1/221 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

Two thousand dollars (\$2,000) will be available annually for each building administrator. 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. Fifty percent (50%) of unspent 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, 2023, and shall continue in effect through, June 30, 2025. 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 30<sup>th</sup> day of August, 2023 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

For the:  
Highline Association of  
Washington School Principals

  
\_\_\_\_\_  
Ivan Duran, ED.  
Superintendent

  
\_\_\_\_\_  
Clint Sallee  
President

## Highline Public Schools

15675 Ambaum Boulevard Southwest, Burien, Washington 98166

### Administrative Salary Schedule 2

EFFECTIVE: July 1, 2023- Final

Base Annual Salary  
260 Days @ 8 hours per Day

Title/Category	First Step	Second Step	Third Step
	1-2 Years in Category	3-4 Years in Category	5+ Years in Category
Elementary School Assistant Principal	\$155,592	\$158,833	\$162,075
Middle School Assistant Principal	\$166,777	\$170,252	\$173,726
High School Assistant Principal	\$175,552	\$179,210	\$182,867
High School Assistant Principal (Small School)	\$161,466	\$158,949	\$162,193
Elementary School Principal	\$177,884	\$181,590	\$185,296
Middle School Principal	\$184,624	\$188,471	\$192,317
High School Principal (Comprehensive)	\$197,488	\$201,603	\$205,717
High School Principal (Small School)	\$182,637	\$186,442	\$190,247

- 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.
- 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.
- 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.
- High School Principal small schools located on a high school campus or autonomous small schools.
- First Step (years 1& 2) is 96% of Third Step; Second Step (years 3&4) is 98% of Third Step.
- Building administrators may elect to receive compensation for up to eight (8) days of unused annual vacation hours at the applicable salary rate, 1/221st of the current salary if they have used eight (8) days of vacation between July 1 and May 30 of the current contract year

## Letter of Agreement

### Joint Committee

In the spirit of building trust, increased transparency, and forging collaboration between HPS and HAWSP, both parties agree to the formation of a joint committee to discuss district initiatives, problem-solve potential challenges and topics of concern to the association, and proactively and effectively leverage principal expertise.

The joint committee meeting frequency and areas of focus for the school year should be determined at an initial "scope of the work" planning meeting to be scheduled between August 15<sup>th</sup> and Oct 1<sup>st</sup> each school year.

Topics of discussion may include but are not limited to: principal selection to district committees, new leader mentorship, PGE process, support for struggling schools, and workload

## Letter of Agreement

### Work From Home

Highline Public Schools is committed to a positive work/life balance for all employees. In this spirit, building leaders will have access to remote work/work from home opportunities on non-student days, in alignment with the expectations of Directors, Executive Directors and Cabinet members. In the event that the scope of the guidance changes over the length of this contract, a review of the guidance will consider building leaders' unique work calendar and nature of work.