

**2024-2026**

**Agreement**

**between**

**Northshore School District**

**and**

**Northshore Association**

**of**

**School Administrators**

**(NASA)**

**2024-2026**  
**Agreement between**  
**Northshore School District**  
**and**  
**Northshore Association of School Administrators (NASA)**

This Letter of Agreement is between Northshore School District and Northshore Association of School Administrators (NASA). The district voluntarily recognizes the Northshore Association of School Administrators as the exclusive bargaining representative of employees holding positions as principal or assistant principal with the district (herein referred to as “school administrators”).

**PRINCIPLES OF THE RELATIONSHIP**

The District and NASA commit to work together to establish a vibrant and successful learning community that actively involves students, staff, and community. They recognize that the best decision making occurs in a positive climate and an inclusive organization using effective processes that focus on student learning through improvement of programs, services and products within the District mission. As professional colleagues, we will align our efforts with the District’s strategic plan to promote success for our students, our schools, and our community by:

- Nurturing a culture of collaboration, professionalism, and communication;
- Creating an atmosphere of mutual trust, practicing shared decision-making, accountability, respect, and support;
- Modeling collaborative, interest-based problem-solving processes;
- Providing a caring, safe learning and work environment.

The District supports this commitment by providing the opportunity for principals to participate as partners in areas where their professional expertise and opinions will help shape decisions and outcomes that affect their work as instructional leaders in the District, such as:

- On District negotiation teams
- On District labor-management teams
- Representation on district committees
- In the allocation of resources to schools
- In other venues at the senior leadership level to provide feedback and input into the leadership and management of the school district.

NASA leadership and representation assigned by the Superintendent will meet by January 31 of each year to review and agree to the Building Administrator Hiring Plan.

The District and NASA understand that limited time and resources necessitates effective, two- way communication and a joint commitment to focus resources on initiatives that have the greatest impact on instructional quality and improved outcomes for students. They will support the success of these initiatives through positive communication to their joint constituencies and the broader Northshore community.

The District and NASA also recognize the importance of work-life balance and maintaining the health and well-being of employees. NASA and representation assigned by the Superintendent

will meet prior to the end of the school year to discuss workload impacts for the upcoming school year. This discussion is intended:

- To manage demanding workloads;
- To find efficiencies while not compromising instructional leadership (in areas such as evaluation, attendance at off-site meetings, etc.);
- To enable administrators to use leave while effectively balancing work expectations.
- To determine and structure the methods of the partnership including the frequency of regular meetings.

## 1. COMPENSATION

- A. Base salaries will be paid in accordance with Appendix A.
- B. The district will maintain competitive administrative compensation. To achieve this, the district will compare with the following school districts: Bellevue, Edmonds, Everett, Federal Way, Highline, Issaquah, Kent, Lake Washington, Seattle, and Shoreline. For the purpose of this comparison, “compensation” shall include the salary schedule. The district will conduct a total compensation survey annually.
- C. For those positions that are found, on Step 2, to be below the mean of the top three districts in annual total compensation, the district will adjust the salaries upward to reflect that figure. This adjustment will occur at the end of the contract year and will be retroactive to the previous July 1.
- D. Each year the initial base salaries shall be increased by the inflationary adjustment index funded by the Washington state legislature for certificated administrative salaries (currently the implicit price deflator (IPD)). In cases when the funding of the inflationary adjustment index is not determined by the legislature by July 1, this amount will be paid retroactively to July 1 of that year.
- E. The District will provide school 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 school administrator must provide their cell phone number to their supervisor and to the executive cabinet member providing oversight to their school. This stipend is taxable and reportable for retirement purposes.
- F. The per diem rate of pay for purposes of vacation, sick leave, and personal leave buy-back will be calculated by dividing the annual salary, by the number of workdays minus vacation days, holidays, and personal leave days. The per diem rate of pay will be calculated at 1/220.
- G. All school administrators shall participate in the direct deposit program. School administrators shall designate the participating financial institution to which their paychecks shall be transmitted monthly.

The District shall make available to all eligible employees the mandatory and optional group insurance programs offered by the School Employees Benefits Board (SEBB) under the rules

and regulations adopted by SEBB. Benefits offered by SEBB include, but are not limited to, medical, dental, vision, long-term disability, life insurance, a Medical Flexible Spending Arrangement (FSA) and a Dependent Care Assistance Program (DCAP). Employees will also have the option of enrolling in a Health Savings Account (HSA) when a qualifying High Deductible Health Plan (HDHP) is selected for medical insurance.

The District or its insurer shall reimburse an employee for any certified loss of or damage to personal property used in conjunction with their job functions.

- A. Reimbursement shall be a first-dollar loss up to a limit of \$300
- B. There shall be no reimbursement for loss of cash.
- C. The employee must exhaust their own insurance possibilities before being eligible for reimbursement under this section
- D. A claim for reimbursement must be filed within twenty (20) days after the damage or loss through the employee's immediate supervisor.

In accordance with Board Policy, the district shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought on district premises, unless the property is being used for purposes usual, customary and incidental to the employee's job duties.

Those personal materials and equipment recognized by administration as usual, customary, and incidental to the employee's job duties which are damaged/stolen may be protected for the amount of loss not covered by the owner's insurance, up to \$300.00 for any single occurrence.

- H. The District will reimburse school administrators, at the prevailing district rate, for all job-related travel other than their basic trip to work and return home.
- I. In the case of financial hardship, for example a levy failure, a significant reduction in state apportionment formulas, or a significant unplanned enrollment decrease, the District will be allowed to reopen negotiations on compensation issues.

## **2. STIPENDS FOR SPECIAL ASSIGNMENTS**

- A. By October 31<sup>st</sup> of each school year, a list of stipends will be reviewed by NSD and NASA and updated when necessary. By December 1 of each year, the District will assign authorized stipends (to the extent known) and provide any updates to the list of stipends so assigned to NASA leadership. The parties recognize that participation on committees is an important vehicle for leadership voice to be included in committee conversations. Committee membership is an opportunity for leaders to develop their leadership capacity. When committee membership will require extensive workload, such as being part of a District bargaining team, compensation will be provided in the form of a stipend. If a new committee is formed and the potential for an extensive workload is possible, the executive cabinet member responsible for committee oversight will engage NASA leadership in a conversation about a possible stipend. A NASA leader may also approach the executive cabinet member responsible for a committee to engage in a conversation about the committee workload and the potential for a stipend.

The parties recognize that committee membership is optional.

- B. An induction program will be available to new school administrators in Northshore. This program shall include:
- Mentors for novice school administrators, defined as any school administrators who has served fewer than 180 days in the role of a principal or assistant principal under contract.
  - A leadership-focused orientation to the Northshore School District for all new school administrators.
  - Regular professional learning for all new school administrators.

Mentors for novice principals and assistant principals will be assigned as soon as possible following a school administrator’s hire date by the end of July to the greatest extent possible.

Funds available for the induction program will come from the OSPI TPEP grant (iGrant 664) for as long as those funds are available. Funding will be based on the number of novice school administrators each year. Mentors for novice school administrators will receive a \$1000 stipend for their mentorship. Mentoring stipends will be afforded to current NASA members before seeking outside mentors. This does not eliminate the option of providing a NASA member with outside supplemental mentorship support.

- C. The District will provide one stipend or corresponding vacation buyout for the school administrative team at a school undergoing remodeling for each year planning and construction is in progress. The following chart and notes specify the conditions of the construction stipends.

Cost of Construction Project	Administrative Compensation		
	Vacation Days* or Stipend		
\$1,000,000 to \$2,999,999	4 days	or	\$2,400
\$3,000,000 to \$5,999,999	6 days	or	\$3,600
\$6,000,000 to \$8,999,999	8 days	or	\$4,800
\$9,000,000 to \$11,999,999	10 days	or	\$6,000
\$12,000,000 to \$19,999,999	12 days	or	\$7,200
\$20,000,000 to \$29,999,999	14 days	or	\$8,400
\$30,000,000 to \$39,999,999	16 days	or	\$9,600
\$40,000,000 to \$49,999,999	18 days	or	\$10,800
\$50,000,000 +	20 days	or	\$12,000

NOTES

1. The stipend shall be paid when the “notice to proceed” is approved.
2. Paid from Capital Project Funds.
3. The stipend may be assigned to one or more school administrators at a site depending on mutual agreement of the school administrators at that site (e.g., a project of \$6 million could be overseen by the assistant principal who would receive \$3,000 cash

or eight vacation days, or by two administrators, each receiving \$1,500/year or 4 vacation days).

4. Cash out of days in lieu of stipend not to exceed stipend amount. Further, this conversion option is not available to DRS Plan I school administrators if conversion results in an excess compensation liability for the district.
5. Administrators may request information about the assignment of Capital Project stipends from the Director of Capital Projects.
6. When a project spans multiple campuses, the total cost of the project will be divided by the number of campuses impacted to determine the stipend amount to be paid to the administrative team. Each campus will receive a percentage of the stipend that corresponds to the percentage of the project budget that will be spent or allocated to that campus.

### **3. LEAVE AND HOLIDAYS**

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

### **5. CHILDBIRTH/CHILDCARE LEAVE**

Forty (40) hours of paid leave shall be granted annually to each employee when the birth, adoption, or foster placement beyond one month of a child or children in the employee's home.

### **6. VACATION LEAVE**

- A. School administrators shall be granted two hundred (200) hours. Vacation hours 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. School administrators must use one hundred and twenty hours of vacation time per year. School administrators will submit a copy of these vacation hours to the executive cabinet member providing oversight to their school.
- B. Each July, school administrators may elect to receive monetary compensation for up to forty (40) unused hours of vacation provided the employee has a minimum of one hundred and twenty (120) accumulated hours of vacation on June 30<sup>th</sup>. For eligible

school administrators electing monetary compensation for unused vacation days, the monetary compensation will be at the rate of the employee's current per diem rate of pay. The dollars associated with five days of vacation buy back will not be used when calculating total compensation related to the peer district comparisons referenced in Section 1A.

- C. Vacation shall be prorated for those school 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 school administrators who are hired after the year commences, the prorated adjustment shall be made at the start of the individual's work year. NASA members with part-time FTE will receive a prorated number of hours.
- D. Vacation leave may be accumulated to a maximum of three hundred and sixty eight (368) hours. No more than three hundred and sixty eight (368) accrued hours may be carried over from July 31 to August 1. Any vacation in excess of the year-end limit will be reduced from the school administrator's balance. Exceptions to this maximum may be made only by the Superintendent/designee or the Board, based upon extenuating circumstances.
- E. Consistent with administrative procedures regarding annual vacation and sick leave, vacation or sick leave may be shared on a voluntary basis with other employees.

## **7. PROFESSIONAL GROWTH**

The District will allocate professional development dollars by averaging the professional development fund of the top three districts used in the salary compensation study. To ensure all NASA members receive the same PD allocation, the average will be calculated using the high school principal position. AWSPP membership is included in this amount.

- 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 school administrator's account and placed in a professional growth pool for the succeeding year that may be accessed on a first-come, first-served basis by school administrators when their individual professional growth funds are expended.
- 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 Association of Washington School Principals), periodicals, and other activities related to the future job performance, district needs, or individual growth adding to the school administrator's abilities, skills, job-related interest, and professional/personal growth
- D. The district will allocate funds to maintain the national conference rotation schedule for

elementary and secondary school administrators.

- E. By May 1 of each year, school administrators may choose to receive up to \$1,500 of their annual Professional Growth Fund dollars as a stipend for professional growth activities performed outside of the work day, and/or professional developed necessitated by District placement of a new program into the building, Administrators may not claim more than what is in their professional growth account, and may not exceed \$1,500 annually. Payment will be made on the June pay warrant.
- F. The dollars associated with this section will not be used when calculating total compensation related to the peer district comparisons referenced in Section 1A.

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

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

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

- 1. If written notice to retire or resign at the conclusion of the contract year is given to the Human Resources department by the school administrator on or before January 15, the school administrator shall be—provided an early notification incentive of \$4,500.
- 2. If the notification is received after January 15 but before March 1, the incentive benefit will be \$2,500.

**9. SCHOOL ADMINISTRATIVE STAFF RETENTION**

A. Guidelines for Reduction of Services:

- 1. The district shall identify the resources necessary for the maintenance of the program and make this information available to NASA on or before May 15.
- 2. The district shall seek recommendations from NASA members in establishing budget and program priorities and in determining the number of school administrators needed to implement a modified program.

B. School Administrator Retention:



1. Should it become necessary because of financial limitations, school closure or other circumstances to decrease the number of school administrative positions, identification of those to be retained as school administrators shall be accomplished using the guidelines in (2) below:
  
2. School administrators shall have the right to refuse a position as it becomes available and still retain rights for reinstatement as a school administrator. The district shall determine, as of April 15, the total number of certificated school administrators leaving the district for reasons of retirement, resignation, leave, discharge, or non-renewal, etc. These vacancies shall be taken into account in determining the number of available school administrative positions for the following school year.
  - a. Upon district determination of the number of school administrative positions available, the district shall retain those school administrators based on certification, the amount of experience in a school administrative position and the position currently held as a school administrator as described below.
    - (1) Possession of a valid administrative credential (provisional or continuing) is necessary for retention as a school administrator.
    - (2) Experience shall mean the number of years of service as a school administrator as recognized by the Washington State Office of the Superintendent of Public Instruction in one or more of the following positions:

Elementary    Assistant    Principal

Elementary Principal

Middle School Assistant    Principal

Middle School Principal

High School Assistant Principal High

School Principal

School administrators on non-paid leaves of absence will have that experience credited to them at the time they discontinued active service to the district.

- (3) School administrators whose position has been eliminated may claim the position of the least experienced school administrator in another position for which that school administrator has more experience. Any school administrator who has lost his or her position to another school administrator may claim the position of the least experienced school administrator in another position for which that school administrator has more experience.

- (4) A principal whose position is eliminated or claimed by another school administrator may claim an assistant principal position held by the least experienced school administrator in that assistant position. The assistant position claimed shall be at the principal's current level. The levels are elementary, middle school and high school.
- (5) In the case of a tie in comparing experience above, school administrative experience in Northshore School District shall be the determining factor. If a tie still exists, total years' experience in education shall be the determining factor. In the event that a tie still exists, the largest number of credits beyond the master's degree as recorded in the certification office as of April 15 shall be the determining factor.
- (6) If, after assignment to all available positions has been made, there are school administrators who are unassigned, those school administrators shall be assigned to teaching positions. This reassignment may be subject to certification requirements as determined by the Washington State Office of the Superintendent of Public Instruction and the article of the NSEA/District Collective Bargaining Agreement entitled, Educational Employee Retention.
- (7) If, in implementing this staff retention agreement, district affirmative action goals are negatively affected, the district or NASA may call for a meeting to seek a mutually agreeable solution, which may alter these guidelines.
- (8) In the event of implementation of this agreement, it is recognized that the certificated employees of the district holding administrative positions and not included in the bargaining unit covered by this agreement shall be included within the reduction-in-force pool pursuant to this agreement if his or her position has been eliminated. Their experience shall include district level administrative experience. Guidelines described under School Administrator Retention above will be followed for placement of these district level administrators.

C. School Administrator Restoration to Administrative Positions:

1. School administrators who have been reassigned to teaching positions or other administrative positions shall be restored to a school administrative position comparable to his/her original position when administrative positions become available.
2. School administrators shall have the right to refuse a position as it becomes available and still retain rights for reinstatement as a school

administrator.

**TERM OF AGREEMENT**

This agreement shall become effective July 1, 2024 and shall remain in effect until June 30, 2026. This agreement may be reopened and modified at any time during its term upon the mutual consent of the parties.

Dated and signed this 16 day of May, 2024.

NORTHSHORE ASSOCIATION OF  
SCHOOL ADMINISTRATORS

NORTHSHORE SCHOOL DISTRICT  
NO. 417

By: *Sarah White*  
Sarah White (May 16, 2024 08:58 PDT)  
Sarah White  
Association Representative

By: *Michael F. Tolley*  
Michael Tolley (May 16, 2024 10:49 PDT)  
Mr. Michael Tolley, Superintendent  
on behalf of the Board of Directors

*Ebonisha Washington*  
Ebonisha Washington (May 16, 2024 09:20 PDT)  
Ebonisha Washington  
Association Representative

I certify that this agreement was approved by the District’s Board of Directors at its meeting on 5/13/2024.

**SCHOOL ADMINISTRATOR SALARY SCHEDULE (NASA)  
NORTHSHORE SCHOOL DISTRICT NO. 417  
2024-2025**

**SCHEDULE 21**

Effective July 1, 2024

	<b>0 Years</b>	<b>1 Years</b>	<b>2 or more Years</b>
<b>High School Principal</b>	<b>213,785</b>	<b>219,130</b>	<b>224,608</b>
<b>Middle School Principal</b>	<b>201,221</b>	<b>206,252</b>	<b>211,408</b>
<b>Elementary Principal</b>	<b>192,508</b>	<b>197,321</b>	<b>202,254</b>
<b>High School Asst. Principal</b>	<b>190,982</b>	<b>195,757</b>	<b>200,651</b>
<b>Middle School Asst. Principal</b>	<b>180,998</b>	<b>185,523</b>	<b>190,161</b>
<b>Elementary Asst. Principal</b>	<b>171,470</b>	<b>175,757</b>	<b>180,151</b>

**If PhD/EdD degree has been attained                    3,292**

Approved by the Board of Directors on: 5/13/2024

**Memorandum of Understanding  
By and Between  
The Northshore School District No. 417  
and  
Northshore Association of Administrators (NASA)**

In the 2024-2026 NASA Agreement the parties agree to amend section 4 as follows. Personal Leave must be used during the work year granted. NASA employees will not be able to carry personal leave forward and will not receive access to monetary compensation for unused accumulated personal leave. The parties recognize this is a change from the 2021-2024 NASA Agreement where staff were able to carry forward up to eight days of personal leave, and to receive compensation at a rate of twenty five percent.

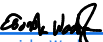
The parties acknowledge that there may be employees have accumulated personal leave and may need a transition period to adjust to the new agreement regarding personal leave. The parties agree that the 2024-25 school year will serve as a transition year for NASA employees to utilize their accumulated personal leave.

For the Association:

For the District:

  
Sarah White (May 16, 2024 08:58 PDT)

Sarah White  
Association Representative

  
Ebonisha Washington (May 16, 2024 09:20 PDT)

Ebonisha Washington  
Association Representative

  
By: Michael Tolley (May 16, 2024 10:49 PDT)

Mr. Michael F. Tolley, Superintendent  
on behalf of the Board of Directors

**Memorandum of Understanding  
By and Between  
The Northshore School District No. 417  
and  
Northshore Association of Administrators (NASA)**


In recognition of the current budget constraints facing the Northshore School District, the parties agree to suspend the annual salary adjustment (Section 1.B 2021-2024 NASA Agreement) for the 2024-25 and the 2025-26 school years.

For the Association:

For the District:

  
Sarah White (May 16, 2024 08:58 PDT)  
\_\_\_\_\_  
Sarah White  
Association Representative

  
By: Michael Tolley (May 16, 2024 10:49 PDT)  
\_\_\_\_\_  
Mr. Michael F. Tolley, Superintendent  
on behalf of the Board of Directors

  
Ebonisha Washington (May 16, 2024 09:20 PDT)  
\_\_\_\_\_  
Ebonisha Washington  
Association Representative












# NASA 2024-2026 Agreement

Final Audit Report

2024-05-16

Created:	2024-05-16
By:	Sarah McEnroe (smcenroe@nsd.org)
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-  Document created by Sarah McEnroe (smcenroe@nsd.org)  
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✔ Agreement completed.

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