

**AGREEMENT**

between the

**PRINCIPAL AND ADMINSTRATOR  
COLLABORATIVE IN  
BELLEVUE**

and the

**BELLEVUE SCHOOL DISTRICT NO. 405**

**July 1, 2024 - June 30, 2027**



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## **PREAMBLE**

The Bellevue School District and the Principal and Administrator Collaborative in Bellevue (PACB), having met and mutually agreed to the terms and conditions set forth below; now hereby enter into this Agreement. In the event of any conflict between the terms of this Agreement and the terms of any previous oral or written agreement, the terms of this Agreement shall govern.

## **DEFINITIONS**

The term “Administrator” or “Employee” as used throughout this Agreement shall mean any Principal, Assistant Principal, or Director who is employed by the District as supervisory certificated personnel.

The term “Association” shall mean the Principal and Administrator Collaborative in Bellevue.

The term “District” shall mean the Bellevue School District No. 405.

# ARTICLE I

## ADMINISTRATION

Section 1.1 Recognition: The District recognizes the Principal and Administrator Collaborative in Bellevue (PACB) as the representative for the Principals, Assistant Principals, and Directors who are employed by the District as supervisory certificated personnel.

Section 1.2 Conformity to Law: This Agreement shall be governed and construed according to the Constitution and laws of the State of Washington. If any provision(s) of this Agreement, or any application of this Agreement to any administrator or group(s) of administrators covered hereby shall be found contrary to law by a court of competent jurisdiction, such provision or application shall have effect only to the extent permitted by law, and all other provision(s) or application(s) of the Agreement shall continue in full force and effect. If any provision(s) of this Agreement is found to be contrary to law by a court of competent jurisdiction, an Attorney General Opinion, or an Auditor's Report, the parties shall meet pursuant to the Act concerning said provision.

Section 1.3 Individual Contracts: All individual employment contracts shall be subject to and consistent with Washington State Law and the terms and conditions of this Agreement. Any individual administrator contract hereinafter executed shall expressly provide that it is subject to the terms and conditions of this and subsequent Agreements between the District and the Association. If any such individual administrator contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.

## **ARTICLE II**

### **ADMINISTRATOR OPENINGS**

The District and Association believe in the opportunity for professional growth and advancement for certified administrators. Administrative supervisory vacancies for positions covered under this agreement may be filled by the following processes:

- 1) Lateral transfer from one position to another.
- 2) Competitive process for employees to apply for and be considered for a position considered to be a promotion.
- 3) Appointment by the Superintendent based upon matching leadership expertise and the needs of the District.
- 4) Appointment by the Superintendent as an interim assignment\*, not to exceed one (1) contract year in duration.

Administrators seeking career advancement or assignment changes are strongly encouraged to discuss opportunities with their direct supervisor or Human Resources prior to completion of the administrator interest form, distributed prior to the mid-year review. All administrators are expected to complete the administrator interest form and submit to Human Resources no later than the last day of February each year. Should an administrator not submit a form, they shall be deemed as wanting to stay in their current assignment.

Administrative openings for principals and assistant principals shall be pool postings for initial applicant screening beginning in December, concluding when an adequate pool has been identified for position openings. At any time, the Superintendent has the discretion to appoint positions or approve transfers. Positions that open after May 1 of each year shall be posted if the position is not filled through a transfer or appointment by the Superintendent.

\*An administrator in an interim position that is more than 6 months in duration shall be notified of their status for the ensuing year no later than April 30 of the current year.

## ARTICLE III

### LEAVES OF ABSENCE

Section 3.1 Leave for Illness, Injury or Emergency: Accumulated leave for administrators shall be granted as provided by RCW 28A.400.300. This leave may be used for illness, injury, or emergency, and is accumulated in the following manner:

On the effective date of a certificated administrator's initial contract and annually thereafter, at the beginning of each contract year, the certificated administrator shall be credited with an advanced allowance not to exceed 96 hours or 12 days per year prorated over the contract term. The unused portion of such leave shall accumulate from year to year up to a maximum of 180 days for the purposes of RCW 28A.400.210 (Employee Attendance Incentive Program) and RCW 28A.400.220 (Employee Salary or Compensation-Limitations Respecting), and for leave purposes up to a maximum of the number of contract days agreed to in a given contract, but not greater than one year.

The use of general leave is in accordance with RCW 49.46.210 and includes the following:

- For the employee's personal health, including illness, attending to medical appointments and other medical needs.
- For the care of a family member for their own general wellness, including illness, attending to medical appointments and other medical needs.
- For the care of an employee's child if the child's school or place of care has been closed for a health-related reason.
- For leave that qualifies under the state's Domestic Violence Leave Act.

Section 3.1.1 Should an administrator resign during the contract year; the twelve (12) days of credited sick leave shall be prorated based on the number of days worked in the contract. Administrators employed after the beginning of the contract year shall receive a prorated number of sick leave days based on the number of actual contracted days.

Section 3.1.2 Sick leave accumulated by an administrator while employed in a certificated position in any school district or approved educational agency in Washington State shall be granted in accordance with Washington State law to such administrator upon employment in the District, provided such accumulated sick leave is verified by the previous employer(s).

Section 3.1.3 Compensation for sick leave shall be the same as the compensation the administrator would have received had the administrator not taken sick leave. An administrator who has exhausted leave days while disabled, or at the time of disablement, will be granted a leave of absence without salary, but they shall continue to receive the District's health insurance until the expiration of their contract.

Section 3.1.4 Leave accumulated by an administrator at the time of termination of employment with the District, and for which no other compensation is made at termination, shall be restored to the individual at the time and in the event of reemployment by the District. This policy will pertain regardless of the date of reemployment.

Section 3.1.5 In accordance with the Family Care Act, an employee may use any earned illness and/or vacation leave for the purpose of caring for the following family member: (a) an employee's minor child (under the age of eighteen) who has a health condition that requires treatment or supervision; (b) an employee's adult child (eighteen years of age or older) who is incapable of self-care because of a mental or physical disability; or (c) an employee's spouse, domestic partner, parent, parent-in-law, or grandparent who has a serious health condition or an emergency condition.

Section 3.1.6 Employees who are unable to work because of injury, quarantine or personal illness which shall include disabilities caused or contributed by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom may take up to the number of days under this Section that they have accumulated. The District may require documentation of absences after three (3) consecutive days and in accordance with RCW 49.46.210.

An employee who becomes a non-birth/adoptive parent may use up to three (3) weeks of accrued sick leave at the time of the birth or adoption of that employee's child.

Section 3.1.7 Use of Leave for Emergency: Employees who are unable to work because of emergency situations may take leave up to the number of days of leave accumulated under this section. The reason for such leave may include the following: family illness or hospitalization, accidents that prevent the employee from reporting for work, serious damage to personal property, legal proceedings in which the court mandates attendance of the employee (other than as covered by civic duty leave), business or legal matters that must be taken care of during school hours, and other similar emergencies which make it impossible for the employee to work.

Emergency leave as identified above may be granted only if:

- a) The problem has been suddenly precipitated or is of such nature that preplanning could not have relieved the necessity for the employee's absence.
- b) The problem is serious and not one of minor importance or mere convenience.

Section 3.1.8 Personal Leave: An employee may take three (3) days of leave as Personal Leave, provided said employee has at least three (3) days of accumulated leave under this section from which the Personal Leave shall be deducted. Personal Leave shall be approved unless the leave is taken at any of the following times:

- a) The first five (5) or last five (5) school days of the year.
- b) The day before or after winter, mid-winter, spring break, or Thanksgiving break.

Section 3.2 Leave for Religious Purposes: An employee whose religious affiliation requires observance of mandatory holy days on a normal workday will be granted up to three (3) days of leave for this purpose.

An employee desiring to take this leave will submit the request for leave and indicate which of the following options they wish to exercise in connection with this leave:



- a) The employee will make up each day missed by performing professional tasks, under the supervision of their immediate supervisor, on a mutually agreeable day which would otherwise be a non-workday during the employee's contract year; or
- b) The employee will have each day missed charged to one of the days of emergency leave which they are authorized by Article III, Section 3.1.

An employee desiring to take leave under this policy must notify their immediate supervisor at least ten (10) days in advance of the requested leave.

Section 3.3 Leave Sharing: The District shall make available a leave-sharing program. The program shall be available to administrators pursuant to Board Policy 5456 and Procedure 5456.1.

Section 3.4 Family and Medical Leave: A family and medical leave shall be available to administrators consistent with Board Policy 5465 and Procedure 5465.1.

Section 3.5 On-the-Job Injury Leave: Employees absent from work due to illness or injury compensable under the District's self-insured industrial insurance program shall continue to receive full pay for the balance of their annual contract. In order to avoid overpayment to the employee, salary compensation that may be provided from liability insurance, lawsuits, the Washington State Teachers' Retirement System or Social Security, shall be deducted from the salary paid by the District during the period of disability. Any overpayment must be returned to the District by the employee.

In order to be treated as leave with compensation under this Agreement, an absence resulting from an illness or injury compensable under the District's self-insured industrial insurance program must be certified to be necessary by a qualified doctor.

Section 3.6 Bereavement Leave: Leave for the purpose of bereavement is available to administrators as follows:

Section 3.6.1 Up to five (5) days of District paid bereavement leave will be allowed in the case of a death of any relative residing in the employee's household and/or a member of the immediate family.

Section 3.6.2 In situations where serious personal problems occur as a result of bereavement, the employee may be granted an extended leave of absence without pay upon approval by the Superintendent or designee. Such leave shall not exceed ninety (90) days and should provide for the same employee benefits stated in Section 3.10.

Section 3.6.3 Bereavement leave shall be non-accumulative and shall not be deducted from the employee's sick leave account.

Section 3.7 Jury/Witness Leave: An employee may be granted leave of absence for jury duty, to serve as a witness at trials, or to exercise such other civic duties as may be required. During such leave, they shall be paid their regular salary; less any compensation received for their services but excluding transportation or any other regularly accepted per diem expense. However, the employee will not be granted leave with compensation if the employee is a

plaintiff or defendant in an action, unless such action is brought by a third party naming the employee as a defendant for an act in the regular performance of their duties as an employee.

Any employee who takes leave under this section shall provide a copy of such notice or subpoena as is appropriate to establish the need for such leave.

Section 3.8 Military Leave: This leave shall be granted pursuant to Federal and State laws.

Section 3.9 Victims of Domestic Violence/Sexual Assault/Stalking Leave: This leave shall be granted pursuant to State law. Employees may use general leave under the provisions of Article 3 as delineated in [RCW 49.76.030](#).

Section 3.10 Leave Without Pay: A leave of absence for a period not to exceed one year may be granted by the Board of Directors to an employee subject to such terms and conditions as the Board shall determine. The terms and conditions will include a stipulation as to whether the employee shall be guaranteed a position upon return from leave and shall be embodied in writing and signed by the employee and the Superintendent prior to the granting of the leave.

The Board, giving consideration to the recommendation of the Superintendent, will grant leave of absence. In making the recommendation, the Superintendent shall consider the recommendation of the immediate supervisor, the educational program and whether a qualified replacement is available.

Section 3.11 Consultant Leave: An administrator may use up to five (5) days for the purpose of consulting directly related to their capacity as a certificated administrator with prior approval of their supervisor. Should a request for consultant leave require travel, the requesting administrator must follow District policies and procedures, including obtaining prior approval. This leave shall not be charged to the administrator's paid time off. An administrator utilizing consultant leave shall be paid their regular salary by the District.

Section 3.12 Educational Leave: An administrator may request leave for the purpose of professional development directly related to their position for ongoing education or toward obtaining an advanced degree. The employee may use vacation leave or paid leave with prior approval of their supervisor.

Section 3.13 Reporting of Leave: Administrators are required to report use of leave through the District's electronic process unless otherwise indicated. All leave is to be reported prior to its use for appropriate supervisor approval when required.

## ARTICLE IV

### Employee Benefits

Section 4.1 Insurance Programs: The District shall provide medical and dental insurance benefits as determined by the School Employee Benefits Board (SEBB) and administered by the Health Care Authority (HCA) of Washington.

Employees will be eligible for benefits as determined by (SEBB).

Section 4.2 Retirement: Administrators shall participate in the Washington School Employees Retirement System in accordance with established regulations. The District shall report all hours worked and compensation earned as mandated by the Washington School Employees Retirement System.

Section 4.3 COBRA: Administrators who separate employment shall be eligible to participate in the District insurance programs under COBRA pursuant to Federal and State law and administered by HCA.

Section 4.4 Travel Reimbursement: Administrators using their private automobiles to travel on approved school business shall be compensated at the rate set according to District policy.

Section 4.5 Life Insurance: Employees are provided basic term life insurance of \$35,000, including accidental death and dismemberment insurance of \$5,000 administered through HCA. Employees may purchase additional insurance through HCA.

Section 4.6 Long-Term Disability Insurance: Basic Long-Term Disability (LTD) is provided by SEBB. Employees may purchase supplemental LTD.

Section 4.7 Sick Leave Conversion Medical Reimbursement Plan: Effective for all administrators retiring on or after 1 June 1994, during the term of this Agreement, and pursuant to RCW 28A.400.210(3), any remuneration for unused leave for illness or injury otherwise payable to such administrators at the time of their retirement shall be used to provide reimbursement to such administrators for their medical expenses. Such administrators shall hold the District harmless should the United States government find that the District or the administrators are in debt to the United States government as a result of the administrators not paying income taxes due on any such amounts or as a result of the District not withholding or deducting any tax, assessment, or other payment on such funds as required by Federal law. The Bellevue Program and Services Administrators shall elect the plan or plans to provide reimbursement to retired administrators hereunder, and the District shall have no responsibility or liability for such selection. The District makes no representations or warranties, and it shall have no responsibility or liability, with respect to the tax consequences of any such plan or with respect to the ability of any plan sponsor or insurer to make payments due from it under the plan or to fulfill any of its other obligations under the plan.

Section 4.8 Section 125: Under the auspices of Section 125 of the Internal Revenue Code the District shall provide:

- 1) a medical premium conversion program which allows an employee to elect to have any of their health insurance premium contributions paid before the application of income taxes under the Internal Revenue Code;
- 2) a Health Care Expense Account (HCEA) which allows an employee to use pre-tax dollars to pay for expenses not 100% covered or ineligible for payment through the group health care plans; and
- 3) a Dependent Care Reimbursement program which allows an employee to use pre-tax dollars to pay for allowable dependent care costs. 125 options (flex spending accounts) shall be provided by the HCA and are no longer offered directly from the District.

# ARTICLE V

## Compensation

Section 5.1 Salary Schedule: The Certificated Administrator salary schedules adopted by the Board of Directors will be administered by the Human Resources Department and will be used as the basis of payment for all certificated administrative positions in the Bellevue School District.

For the 2024 – 2025 school year, base salaries shall be set as indicated in Appendix A. Administrators shall be placed on the appropriate step that aligns with their years of service. Any administrator who does not receive a base salary increase of 3.7% shall receive a one-time pay adjustment to have a minimum compensation increase of 3.7% of base salary.

For the 2025 – 2026 and 2026 – 2027 school years, should the Legislature provide inflation funding adjustments, base salaries shall be increased by the adjusted inflation factor provided by the Legislature.

Section 5.2 Placement on Salary Schedule:

Section 5.2.1 Initial Placement: An administrator new to a position shall be placed as follows:

- Administrators new to Bellevue shall be placed at the level of the salary schedule commensurate with their experience.
  - Initial salary placement may be reviewed by Human Resources for reconsideration of initial placement.
- New administrators with no prior administrative experience shall be placed at the entry level of the salary schedule for their position.
  - This initial salary placement may be reviewed by Human Resources for reconsideration of initial placement.
  - In the event initial placement review results in a higher salary placement, the administrator shall have their salary frozen until their salary is aligned with the regular salary placement on the salary schedule.

Section 5.2.2 Change in Administrative Position:

Section 5.2.2.1 Voluntary Change: If an administrator voluntarily seeks and obtains a position in a different classification, salary placement shall be at the designated salary rate and experience of the administrator.

Section 5.2.2.2 Involuntary Change: In the event an administrator is involuntarily moved to a position in a different classification for reasons other than those related to their performance of the job and the annual salary for this new position is less than that last earned in the higher classification, the administrator will retain their salary for one year. After one year, the administrator's salary shall be adjusted to the appropriate level for the new position.

Section 5.2.2.3 Reclassification: In the event an administrative position covered under this agreement is reclassified, said reclassification shall be effective no later than July 1 of the new contract year, and shall have salary determined per 5.2.2.2 above.

Section 5.3 Per Diem Pay: Per diem pay shall be at the rate of 1/218. The per diem rate is calculated by subtracting the number of paid vacation days and holidays from 260.

Section 5.4 Attendance Incentive Plan Remuneration: Remuneration for unused sick leave under the employee incentive plan (sick leave buyout) shall be administered as provided under RCW 28A.58.096 and Chapter 392-136 WAC, with the full-time daily rate of compensation based on the appropriate per diem rate of pay. Sick leave for buyout purposes shall be earned, used, and converted to monetary compensation on a last-in, last-out basis. Each administrator may cash out up to seven (7) vacation days annually at per diem. All requests for cashing out days must be submitted to payroll no later than June 15 of each year.

Section 5.5 Calculating Annual Salary for Less than Full-Year Employee: The annual salary amount for an administrator who starts after the beginning of a contract year or terminates prior to completing the contract year shall be determined on a pro-rata basis by dividing the number of assigned days including holidays and vacation days by 260.

Section 5.6 Certificated Administrator Salary Schedules: The salary schedules for 2024-2025 is displayed as Appendix A with the position placements as indicated. Effective July 1, 2024, salary schedules shall be published reflective of the change in structure and any increases negotiated by the parties.

Section 5.7 Certificated Administrator Vacations: Administrators shall be granted annual vacation allotments with the intent that each will take no fewer than ten (10) days of vacation each year. Administrators must request vacation in advance from their immediate supervisor. Administrators will endeavor to use vacation on non-instructional days such as winter break or spring break, but vacation on instructional days may be approved by the administrator's immediate supervisor. Administrators new to the District or administrative position shall be awarded ten (10) vacation days at the beginning of the contract on July 1.

Employees shall accrue vacation on a monthly basis. Full-time employees shall be granted the equivalent of thirty (30) days (240 hours) of vacation annually. Those who work part-time or less than a full year contract shall receive a pro-rata annual vacation allotment.

Section 5.7.1 Vacation days are earned in relation to workdays associated with the individual's contract. The vacation days in all cases are rounded to the nearest whole day. The vacation-earnings ratio for thirty (30) days of annual vacation is:

30 annual vacation days ..... .11494

Unused vacation up to a total of forty-four (44) days may be carried over from June 30 to July 1<sup>st</sup> during any contract year. With the prior approval of the Superintendent or their designee, unused vacation days in excess of forty-four (44) days may be carried over under the following conditions:

- a) The demands of the job are such that the individual is requested to remain on the job and not take the annual allotment of vacation time.
- b) The individual desires to accumulate vacation time in order to take more than the annual allotment during a particular future year, providing that job conditions warrant.

An administrator terminating employment for any reason including retirement, return to a teaching position, or for other employment, shall be paid for their accumulated unused vacation as of the month-end just prior to the date of termination. This accumulated vacation payment termination shall be of such amount that the total number of vacation days converted to compensation shall not exceed 30 days and it will be in such amount that the District avoids any risk of attendant financial penalty or other legal constraint. Such payment shall be calculated at the appropriate per diem rate of pay. This payment will normally be made on or about June 30.

Section 5.7.2 Vacation accounting shall be on a first-in, first-out basis. Each administrator is responsible to make arrangements in their proposed work-year calendars to use excess accumulated vacation before the employee's termination date.

Section 5.7.3 Administrators will communicate with supervisors regarding the use of vacation days throughout the year.

Section 5.7.4 At the end of each vacation taken by an administrator, the administrator must submit their time through the electronic process selected by the District. In order to assure proper year-end vacation status, vacation days taken in June must be submitted in all instances no later than the end of July.

Section 5.7.5 Administrators are expected to follow approved calendars unless a modification is approved by the appropriate Superintendent/supervisor. Requests for modifications of approved calendars are to be submitted as far in advance as practical, and proposed modifications should be based on the fact that earlier planning could not be accommodated.

Section 5.7.6 The appropriate supervisor will monitor approved calendars for all administrators assigned.

Section 5.8 Certificated Administrator Holidays: The following are the thirteen (13) Board-identified holidays for administrators.

**September**

Labor Day

**November**

Veteran’s Day

Thanksgiving Day

Day after Thanksgiving

**December**

Day before or after Christmas

Christmas Day

**January**

Day before or after New Years

New Years Day

Martin Luther King, Jr.’s Birthday

**February**

Presidents’ Day

**May**

Memorial Day

**June**

Juneteenth

**July**

Independence Day

Section 5.9 Additional Work and Special Project Pay: Administrators may be eligible for additional compensation for engaging in work responsibilities that are not part of the administrator’s regular duties and responsibilities. Administrators are only eligible for additional compensation when the identified duties and responsibilities are in addition to the regular work of the administrator. These duties can either be assigned by an administrator’s supervisor or when a need is identified by a supervisor or the Superintendent’s Cabinet, an administrator agrees to accept the additional work responsibilities or a special project.

Section 5.9.1 Additional work responsibilities shall be designated in the following categories:

Level A – Increase in scope and responsibility

Level B – Assignment to position responsibilities for a higher pay classification

Level C – Project assignment outside of the employee’s work calendar

<b>Level</b>	<b>Stipend Amount</b>	<b>Examples (Not intended to be an exhaustive list)</b>
Level A	\$2,500	District assigned duties such as leadership training and facilitation, ad hoc committee chair, TPEP trainer/facilitator
Level B	\$1,000 per month	Assistant Principal performing duties of principal for a period of at least one month.
Level C	\$6,500	Summer school administrator, special program administrator

Stipends shall be approved by a Chief of Schools, Executive Director, or Superintendent’s Executive Team in consultation with Human Resources prior to any work being performed



by the administrator. No stipends shall be considered for modifications to work schedules that are part of an administrator’s normal duties.

Section 5.9.2 When reviewing requests for special project pay, the cabinet shall use, but not be limited to the following as guidelines for the project/responsibility and compensation amount.

- A. Mentor Administrator for Administrative Intern: Each administrator or administrator team serving as a mentor for an approved administrative intern may receive \$1,000. For two interns the administrator or administrator team may receive \$2,000.
- B. Mentor Administrator for New Administrators: Each administrator or administrator team serving as a mentor for an approved administrative intern may receive \$1,000.
- C. Collective Bargaining: Administrators who are designated as regular members of District bargaining teams may receive up to \$1,500.

<b>Bargaining Unit</b>	<b>Anticipated Time Commitment</b>	<b>Stipend Amount</b>
BEA, AISP	8+ days	\$1,500
IUOE (custodians)	5+ days	\$1,200
Transportation (SEIU)	4+ days	\$1,000
MEA Maintenance), IAM (mechanics), Warehouse (SEIU), Nutrition Services (SEIU), BCA (Coaches)	2-4 days	\$750
All others, including reopeners	1-4 days	\$500

Section 5.10 Capital Projects Stipend: Capital project’s stipends shall be awarded to principals during planning and construction for substantial modernizations or new school construction in accordance with the following schedule:

1. Elementary Schools –This stipend will be paid at the rate of \$3,000 for the planning year and \$3,000 for year for the duration of the project.
2. Middle School –This stipend will be paid at the rate of \$3,000 for the planning year and \$3,000 per year for the Lead Project Administrator for the duration of the project. The other administrator(s) (at the building will receive \$1,500 each for the planning year and \$1,500 per year for the duration of the project. The building administrative team will identify the Lead Project Administrator for each year of the project.
3. High School –. This stipend will be paid at the rate of \$3,000 for the planning year and \$3,000 per year for the Lead Project Administrator for the duration of the project. Each of the other administrators at the building will receive \$1,500 each for the planning year and \$1,500 per year for the duration of the project. The building administrative team will identify the Lead Project Administrator for each year of the project.

The Lead Project Administrator is the administrator that performs the majority of the following responsibilities on a consistent basis during the planning and construction phases of a project: While other administrators will be involved in these same activities, the Lead Project Administrator is the one identified with the majority of the responsibility. This responsibility could change during each year of the project in buildings where there is more than one

administrator. Each year, the administrative team will designate the individual serving as the Lead Project Administrator.

1. Planning

- Facilitates staff involvement in the preparation of the educational specifications, schematic design, and design development. Attends the majority of the meetings with the capital projects representatives, architects, consultants, and engineers.
- Consults in the editing of the educational specifications for accuracy and completeness.
- Participates in the review of the design documents at schematic design and design development.
- Participates in meetings with community groups and parent representatives.
- Meets with School Board representatives and participates in presentations at school board meetings.

2. Construction

- Participates in periodic meetings with architects, capital projects representatives, contractors, consultants, and engineers.
- Makes periodic on-site visitations.
- Works with budgetary shortfalls and unexpected conditions.
- Assists the Facilities department in the identification of equipment and furniture needs (both new and re-use of existing).
- Works with staff, community, and parent groups.
- Assists in the planning and facilitation of transition activities involved in moving to a swing school or moving classrooms at the site of construction.
- Inform the Facilities department of staff and student concerns and needs about the completed project within the initial move-in phase and assist in resolving the issues.

Any administrator(s) who are assigned to a school that is eligible for a construction stipend, who is not participating in the work described above, will not be receive the stipend.

Section 5.11 Technology Stipend. For the duration of the contract, Administrators shall be allocated a four thousand five hundred (\$4,500) dollar technology leadership stipend related to the District's implementation of new technology. Administrators will participate in training related to the new District technology initiatives. They will serve as central leaders in encouraging the use of electronically available data by school staff in order to improve student learning

Section 5.12 Additional Stipend(s): Certificated administrators are eligible for one, but not both of the following additional stipends:

- Doctoral Stipend: Certificated administrators who have earned a doctoral degree shall be paid five thousand dollars (\$5,000) annually for this degree or;
- National Board Certification: Certificated administrators who have earned and maintain a National Board certification shall be paid an annual stipend of two thousand five hundred dollars (\$2,500) as long as the Washington State Legislature continues to award the stipend. The following certificates will be considered for this stipend:
  - National Board Certification for Professional Teaching Standards

- National Board for Certification of School Nurses (NBCSN)
- ASHA awards (CCC) Certificate of Clinical Competency for Speech Language Pathologists/Audiologists
- Nationally Certified School Psychologist (NCSP)

Section 5.13 Tax Sheltered Annuity Programs (TSA) -- 403(b): As part of administrator compensation, each employee shall receive six thousand five hundred dollars (\$6,500) from the District to be paid directly into the employee's selected vendor. The District does not endorse any vendor.

Employees may also contribute additionally to this TSA / 403(b) account, up to the limits established by the Internal Revenue Service.

## ARTICLE VI

### Professional Development

Section 6.1 Professional Growth and Support Funds: Each administrator will be reimbursed up to two thousand dollars (\$2,000) annually for professional growth activities and for certain other approved professional support purchases. Up to four thousand five hundred dollars (\$4,500) of any unused amount of this allocation may be carried forward from one year to the next. Any funds in an individual's professional development fund as of June 30, 2024, up to six thousand five hundred dollars (\$6,500) shall remain as available funds for individual professional development use. For the duration of this contract, the annual allocation of two thousand dollars (\$2,000) shall be suspended. The parties will review professional development needs of administrators upon the adoption of the new strategic plan.

Section 6.1.1 Professional Membership Funds: Each administrator shall receive up to \$937 of district funds for the purpose of purchase of professional memberships for each administrator covered by this agreement. For the remainder of this agreement, these funds shall be set at the amount of base membership to the Association of Washington School Principals for each certificated administrator. These funds may be combined with funds identified in 6.1 at the discretion of the administrator and with approval of the supervisor.

Section 6.1.2 Professional development funds held by individual administrators, in excess of the \$4,500 carryover allowed, will be added to this pool and available for distribution in accordance with the guidelines developed. No professional development funds will be authorized for use toward the purchase of technology hardware or software.

Section 6.2 Materials and Equipment Purchased with Professional Development Funds: Professional Development funds are allocated to employees to be used for professional memberships, professional growth activities and for professional support purchases.

All materials and equipment purchased with Professional Development funds are the property of the Bellevue School District.

Section 6.3 Administrative Professional Development: The District and the Association shall jointly develop training programs for implementation of new or changing District initiatives.

The District shall provide administrators with appropriate professional development specific to their assigned responsibilities and individual circumstances.

The District, in collaboration with the Certificated Administrators Association, shall provide tools and strategies to support administrators, with a focus on process improvement, individualization, supporting maintaining a balance of professional work and private life for employees.

## **ARTICLE VII**

### **Duration and Acceptance of the Agreement**

Section 7.1 Duration and Reopener: This Agreement shall be effective for the period July 1, 2024, through June 30, 2027, The Agreement may be reopened upon mutual agreement of the parties.

Section 7.2 Acceptance: All provisions of this Agreement shall be applicable to the entire term of this Agreement, notwithstanding its execution date, except any items which may be modified by mutual agreement through the bargaining process. It is the intent of the parties to comply with all applicable laws.

Section 7.3 Acknowledgment: The District and the Association acknowledge that they have bargained with respect to all terms and conditions of employment as desired by the parties. The District and the Association acknowledge that their agreements are fully set forth herein, and that the omission of any reference to any aspect of the terms and conditions of employment is intended to be a waiver of any right to bargain with respect to the particular subject during the term of this Agreement.

Agreed to and executed this 20th day of June 2024.

BELLEVUE CERTIFICATED  
ADMINISTRATORS ASSOCIATION:

BELLEVUE SCHOOL DISTRICT NO. 405:

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Cathy Elder

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Eva Collins

---

Bret Cochrun

---

Melissa deVita

---

Harland Warrior

---

Jeffrey J. Thomas

---

Michael Elka

---

Heather Sanchez

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Carrie Lang

**Bellevue School District #405  
 Certified Administrator Compensation  
 July 1, 2024 - June 30, 2025**

**Certified Directors\***

	Year 1 - 2	Year 3 - 4	Year 5+
	A	B	C
Director 2	\$154,500	\$166,200	\$172,500
Director 3	\$166,200	\$177,900	\$184,500
Director 4	\$177,900	\$189,600	\$196,200

<b>Director 2</b>	Career and Technical Education (CTE) Assistant Director - Special Education	<b>Director 4</b>	Athletics and Activities Educational Technology Early Learning and Family Services P-12 Multilingual Programs Special Education Teaching and Learning
<b>Director 3</b>	Advanced Learning and Innovation Counseling Multi Language Learners Pupil Management Special Education Student Services		

**Principals\***

	Year 1-2	Year 3-4	Year 5
	A	B	C
Elementary AP	\$145,000	\$152,222	\$159,443
Middle School AP	\$152,222	\$159,443	\$166,665
High School AP	\$159,443	\$166,665	\$173,887
Elementary Principal	\$166,665	\$173,887	\$181,109
Middle School Principal	\$173,887	\$181,109	\$188,330
High School Principal	\$181,109	\$188,330	\$195,552

Includes \$4,500 tech stipend in base salary  
 Doctoral Stipend \$5,000  
 National Board Stipend \$2,500  
 Annual Annuity Contribution \$6,500