

**AGREEMENT BETWEEN  
HIGHLAND ADMINISTRATORS GROUP  
And  
HIGHLAND SCHOOL DISTRICT #203**

**Article I – Recognition**

Highland administrators understand that the role of an educational leader is as an active and cooperative member of the district’s management team. In this role, they are expected to assume a responsible role in the administration of the school district. The Board of Directors of the Highland School District No. 203 recognizes the Highland Administrators Group as the exclusive representative for the principals, assistant principals and program directors of the Highland School District (In accordance with Educational Employment Relations Act – RCW 41.59). With the signing of this agreement, the board and the administrators express a high level of trust, commitment and understanding. A strong professional relationship, which recognizes the time commitment and flexibility required to carry out administrative duties and responsibilities among management team members.

**Article II - Duration**

This agreement shall become effective July 1, 2023 and remain in effect until June 30, 2025. In times of double-levy failures or significant state funding loss, this contract is subject to revision.

**Article III - Terms and Conditions**

A. Work Year

The work year shall be twelve months from July 1 through June 30 annually.

<u>Position</u>	<u>Work Year</u>
High School Principal	210 days
K-8 Principal/Director	210 days
Assistant Principal	203 days

The number of contracted days for association members shall be those listed on the salary schedule in Appendix A. Before and after the school year days shall be considered to be flex days and shall be worked at the discretion of the superintendent.

Each administrator is to submit a proposed work calendar for the next school year to the superintendent or designee for approval on or before one week prior to the end of the employee work year. Administrators who attend professional development on Saturday or Sunday will be able to count those days as work days. Each administrator shall have the ability to adjust his or her work calendar as needed.

If Highland School District adds any deemed done days, personal days, or sick days to the HEA contract, the same number of days at the administrator’s per diem will be added to the admin contract.

B. District or Building Controlled Optional Days

District Controlled Optional Days will be included as part of the administrators work year.

### C. Work Day

Our admin work day is 8 hours during HEA contracted school days. The administrator will define their typical work day hours and submit to the superintendent. The typical day will include the teacher contracted work hours. If an administrator is present for 6 or more hours during the school day, it counts as a full work day. All time gone will be recorded in our electronic calendar or communicated directly with the superintendent. If additional learning opportunities are offered where students are present between August 1<sup>st</sup> and June 30<sup>th</sup>, an administrator may request to the superintendent to use that time as non-work days.

## **Article IV - Economic Provisions**

### A. Compensation

The base salary for association members shall be represented by the district current salary scale. (See appendix A)

1. Placement on the salary schedule shall reflect experience in a contracted principal position. Any .750 FTE school administrative position, or greater, will be counted as one full year of experience for salary schedule placement purposes.
2. Pay increases will be effective July 1<sup>st</sup>. The salary provided for in this agreement will be adjusted yearly based on the Administrator Pay Scale, Appendix A.
3. Per diem for each administrator shall be calculated by the number of days contracted divided by current year's salary. (Salary based from scale on Appendix A)

### B. Method of Payment/Part Year Employment

Administrator work contracts are paid in twelve (12) equal installments beginning with payment at the end of July through payment number twelve which will be at the end of June. Administrators hired or ending their employment mid-year will have their base salary and any stipend pro-rated using a ratio of actual days worked in relation to the contracted days for that position.

The balance of any payment due an employee will be paid on the regular payroll date following the action.

If a new administrator to his/her position is hired by the district and agreement is reached between the superintendent and new administrator to work additional days, the additional days worked beyond the contracted days will be paid at a per diem rate of the salary based on the contract for the position subject to applicable IRS regulations.

### C. Tax Deferred Accounts:

Tax Deferred Accounts (may include but not limited to 403 "B" Retirement Accounts or 457 Plan) may be purchased at any time during the school year that the employee wishes to begin such a program.

### D. Health and Welfare Benefits

Health and welfare benefits will follow the same provisions as in the agreement between the District and the Highland Education Association, specifically:

1. The carrier selected and the programs are at the discretion of the members of the bargaining unit and shall be determined by the members of the bargaining unit.
2. Monthly premium shall be used to provide the plan selected by the bargaining unit.

### 1. **VEBA III**

The Highland School District has adopted the VEBA III Sick Leave Conversion Medical Reimbursement Plan (the “Plan”) pursuant to RCW 28A.400.210 and agrees to make contributions to the Plan on behalf of all employees of the Highland Administrators Group who are eligible to participate in the Plan. The district will contribute \$60 a month and the employee will have the option to contribute more per the VEBA agreement. In addition to sick leave buy back at retirement, the following sources may also be used to contribute to the individual administrator’s accounts on an annual basis:

1. Annual sick leave buy back (for those with 180 or more sick leave days);
3. Personal, other leave cash out;
4. Monthly payroll contributions (group salary reduction); and
5. Excess monthly benefit dollars (after pooling).

### E. Mileage

The actual and necessary expenses of an administrator of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district. (Highland School District policy 6213)

### F. Educational Experience, Skills, Meetings, and Conferences

The Highland School District encourages administrative personnel to gain new experience and skill levels, and recognizes the value of educational meetings and conferences. All administrative personnel are encouraged to participate in state and/or national meetings of these professional organizations. It is the intent of the district to encourage professional development through commitment to this Administrative Skills Development package, which includes:

1. Subscriptions to professional journals and in-service and professional conference expenses subject to the approval of the superintendent or his designee. This amount shall be part of the building administrator’s annual budget. Account balances can be carried forward from year to year.
2. The district will provide full payment for the Washington State professional association of the administrator's choice.
3. District PD funds may be set aside to pay for attendance at a National Conference once every 3 years. The administrator and the superintendent shall mutually agree upon participation.
4. In addition to the above individual accounts, funds for administrative team staff development may be included in the annual district budget. Administrators will be involved in planning for such administrative team in-service.
5. Expenses will be reimbursed according to District policy.
6. Funds may be used to purchase items and materials of professional benefit (electronic devices, approved software, etc.) All material and equipment purchased with public funds are considered property of the Highland School District.

G. Cell Phones

The school district recognizes the need to have the ability to be in contact with building administrators throughout the school year and school day. In accordance with Highland School District policy 6250, the district will provide a cell phone for use by the administrators or provide a monetary compensation for the use of a personal cell phone in the amount of \$100 per month. Specific charges for personal use on a district phone will follow district policy and paid for by the administrator responsible for the charges.

H. Leave/Sick Leave/ Other Forms of Leave

Group members shall have the same leave provisions as in the agreement between the District and the Highland Education Association.

All members shall receive **Personal** leave benefits of 5 days per year, which may accumulate to 8. One of personal leave days must be used in the calendar year and cannot be cashed out. The remainder of the unused **personal** days are reimbursed at the per-diem administrator rate.

**Article V – Evaluations**

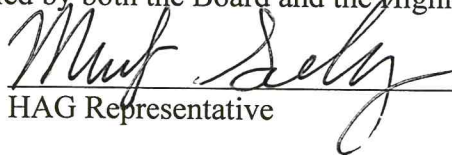
All evaluations of program directors, principals and assistant principals shall be completed by their immediate supervisor in accordance with statute.

Evaluations shall be conducted based on the criteria and procedures identified in Washington State statute. Evaluations shall be conducted by using the form in Appendix B or Appendix C. There will be no acceptance or use of any other evaluation form not approved by the Highland Administrators Group and the Highland School District.

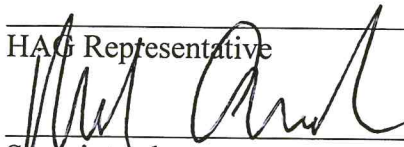
It is further agreed that in cases where the administrator’s evaluator has concluded the need for performance improvement, the evaluator will notify the administrator of such areas for growth prior to considering any actions, including transfer to a subordinate position or taking non-renewal action.

**RATIFICATION**


No change, revision or modification of this agreement in part or in whole shall be valid unless the same is ratified by both the Board and the Highland Administrators Group and endorsed hereon in writing.

  
\_\_\_\_\_  
HAG Representative

6-27-23  
Date

HAG Representative  
  
\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
6/30/23  
Date

  
\_\_\_\_\_  
HSD Board Representative

9-18-23  
Date

## Appendix B: Principal Summative Evaluation Form

Highland School District #203

Comprehensive AWSP Evaluation

<b>Name:</b>	<b>Date:</b>		
<b>School:</b>	<b>Evaluator:</b>		
<b>U=Unsatisfactory (1)</b>	<b>B=Basic (2)</b>	<b>P=Proficient (3)</b>	<b>D=Distinguished (4)</b>

<b>Criterion 1: Creating a Culture</b>	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
1.1   Develops and sustains focus on a shared mission and clear vision for improvement of teaching and learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2   Engages in essential conversations for ongoing improvement of the school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3   Facilitates collaborative processes leading toward continuous improvement of teaching and learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4   Promotes and distributes leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5   Creates and sustains a school culture that values and responds to the characteristics and needs of each learner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion 2: Ensuring School Safety</b>	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
2.1   Provides for physical safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2   Provides for social, emotional, and intellectual safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3   Creates and protects identity safety				
<b>Criterion 3: Planning with Data</b>	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
3.1   Recognizes and seeks out multiple data sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2   Analyzes and interprets multiple data sources to inform school-level improvement efforts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3   Creates data-driven plans for improved teaching and learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4   Implements data-informed improvement plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5   Provides evidence of student growth that results from the school improvement planning process				
<b>Criterion 4: Aligning Curriculum</b>	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
4.1   Assists staff in aligning curriculum to state and local district learning goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2   Assists staff in aligning instructional practices to state standards and district learning goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3   Assists staff in aligning assessment practices to state standards and district learning goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion 5: Improving Instruction</b>	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
5.1   Uses adopted instructional framework to monitor and support effective instruction and assessment practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2   Uses adopted instructional framework to evaluate instruction and assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3   Assists staff in developing required student growth plans and identifying valid, reliable sources of evidence of effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4   Provides evidence of student growth of selected teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion 6: Managing Resources</b>	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
6.1   Managing self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.2   Recruiting and hiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3   Assigning staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4   Managing fiscal resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion 7: Engaging Communities</b>	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
7.1   Partners with families to promote student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2   Incorporates strategies that engage all families, particularly those that historically have been underserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3   Engages with communities to promote learning				
<b>Criterion 8: Closing the Gap</b>	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
8.1   Assesses data and identifies barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2   Creates plans to dismantle barriers and increase achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3   Implements and monitors plans to shrink achievement gaps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4   Provides evidence of growth in student learning				

Total Summative Score (Unsatisfactory = 1, Basic = 2, Proficient = 3, Distinguished = 4)	<b>31-52</b>	<b>53-82</b>	<b>83-108</b>	<b>109-128</b>
	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>

Student Growth Goals	Goal	Evidence & Reflection	Score
3.5 Provides evidence of student growth that results from the school improvement planning process			
5.4 Provides evidence of student growth of selected teachers			
8.4 Provides evidence of growth in student learning			

Student Growth Goal Score	<b>3-5</b>	<b>6-9</b>	<b>10-12</b>
Rating	<b>Low</b>	<b>Average</b>	<b>High</b>

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix A: Salary Schedule Update for 23-24 & 24-25**

23-24		K-8/Directors		HS Principal		AD/ Vice Principal
0		\$130,255.38		\$135,969.38		\$121,900.00
1		\$132,667.16		\$138,487.35		\$124,157.42
2		\$135,080.01		\$141,015.68		\$126,424.14
3		\$137,492.86		\$143,523.29		\$128,672.27
4		\$139,903.57		\$146,040.23		\$130,928.77
5		\$142,310.00		\$148,564.41		\$133,191.77

24-25		K-8/Directors		HS Principal		AD/ Vice Principal
0		\$138,591.72		\$144,671.42		\$129,701.60
1		\$141,157.86		\$147,350.54		\$132,103.50
2		\$143,725.13		\$150,040.68		\$134,515.28
3		\$146,292.40		\$152,708.78		\$136,907.30
4		\$148,857.40		\$155,386.80		\$139,308.21
5		\$151,417.84		\$158,072.53		\$141,716.04