MEET AND CONFER AGREEMENT

BY AND BETWEEN

SHORELINE SCHOOL DISTRICT

AND

SHORELINE PRINCIPALS ASSOCIATION **(SPA)**

AND

SHORELINE CENTER ADMINISTRATORS **(SCA)**

EFFECTIVE JULY 1, 2026 THROUGH JUNE 30, 2029

TABLE OF CONTENTS

MASTER AGREEMENT – ADMINISTRATORS 1

ADDENDUM A – SHORELINE PRINCIPALS ASSOCIATION (SPA) 13

ADDENDUM B – SHORELINE CENTER ADMINISTRATORS (SCA) 14

ADDENDUM C – SCA POSITION CLASSIFICATION SYSTEM 15

MEET AND CONFER AGREEMENT

SHORELINE PRINCIPALS ASSOCIATION (SPA)

AND

SHORELINE CENTER ADMINISTRATORS (SCA)

MASTER AGREEMENT – ADMINISTRATORS

PREAMBLE

The Shoreline School District has a long-standing tradition of being served by excellent administrators. This excellence has been demonstrated in both programs and efficient and effective operations.

Building administrators have formed a group referred to as the Shoreline Principals Association (SPA) and District central office administrators have formed a group known as the Shoreline Center Administrators (SCA). The SPA and SCA have chosen to affiliate and jointly meet and confer with the District for the purpose of addressing issues of mutual interest to both associations and the District. Basic to this proposition is the desire to ensure balance and integrity with a responsive management engaged in the service of producing quality and excellence in the Shoreline School District.

To this challenge, representatives of both associations have joined with the Superintendent in addressing and resolving administrative issues and needs of mutual concern and interest.

RECOGNITION

The administrators covered by this Agreement include building administrators represented by SPA (including elementary principals, secondary principals and assistant principals), and central office administrators represented by SCA herein called Administrators.

I. COMPENSATION

Each September, a survey shall be conducted of the current administrator contract year to determine total compensation for each school building administrator job-alike position in the comparison districts. Base salaries will be adjusted to the mid-point of the maximum total compensation for school building administrator job-alike positions in the following 17 school districts of King/Snohomish County: Bellevue, Edmonds, Everett, Highline, Issaquah, Lake Stevens, Lake Washington, Marysville, Mercer Island, Monroe, Mukilteo, Northshore, Renton, Seattle, Shoreline, Snohomish, and Tukwila. The “mid-point” shall be defined as the eighth ranked compensation amount. “Maximum total compensation” shall include the maximum available

salary step and any additional monetary compensation applicable to all employees filling that position regardless of qualifications (e.g., not doctorate stipends). For any position whose base rate is below the mid-point, base salaries shall be adjusted retroactively on the September paycheck, to be effective July 1 of the applicable year, by the percentage difference between the maximum total compensation of the Shoreline position and the maximum total compensation of the eighth ranked district.

Additionally, steps compensating administrators for experience in the same position are added to the base as seen in Addendum A and Addendum B. For SPA administrators, the steps refer only to experience within the same position (e.g., if an assistant principal moves to a principal role, they start over at zero years of experience). However, if a school administrator moves from one building to another or from one school level to another (e.g., Elementary Principal to Middle School Principal) but remains in the same position (e.g., principal), their experience continues to accrue. If a SCA employee moves into a new position (absent their current job title or duties being changed by the district), they begin at zero years of experience in their new position.

For the 2026-2027 school year, the district will increase wage rates by .5% in addition to the state IPD. For the 2027-2028 school year, the district will increase wage rates by 1% in addition to the state IPD. And, for the 2028-2029 school year the district will increase wage rates in alignment with the SEA contract for that year in addition to IPD. These increases shall be considered "front-loading" of the estimated mid-point adjustments for this agreement's duration. In the event the mid-point analysis for any year determines the District's front-loading of an increase is less than the actual mid-point, that wages rates shall be increased retroactively on the September paycheck, to be effective July 1 of the applicable year, to the actual mid-point. In the event the mid-point analysis for any year determines the District's front-load of an increase exceeds the actual mid-point, the front-loaded wage rates shall remain in place and shall not be decreased.

The compensation levels for SPA ad SCA members are set forth annually as Addendum A and Addendum B of this document, respectively. Salaries shall be effective July 1 of the applicable year, and paid in twelve equal installments with total compensation paid by June 30 of each year.

In the event the District agrees to a mid-point compensation model with any other bargaining unit using different comparison school districts or a different target ranking, the parties agree to recalculate this mid-point adjustment portion of the salary in accordance with the new model and apply any resulting mid-point adjustments retroactively to July 1 of that administrative contract year.

II. SPECIAL ASSIGNMENTS

It is recognized that Administrators are periodically asked by the Superintendent to assume special assignments, which are substantially beyond the scope of their normal administrative duties (e.g., for Administrators serving on the District's negotiating team, opening a new school building, serving on committees that are outside of their work duties or workday, etc.). Such assignments shall be based on a significant increase in duties or responsibilities for a specified period of time, to be completed within one contract year or less. Administrators and their

supervisor or committee chair may request supplemental compensation for special assignments. All supplemental special assignments shall be reviewed and authorized by the Superintendent and performed pursuant to separate contracts. SPA/SCA shall be notified when special assignment compensation is requested and shall be notified of the outcome of that request. In general, compensation for a special assignment contract shall not exceed $5000 except by mutual agreement of the Superintendent and president of the applicable association.

III. PROFESSIONAL MEMBERSHIPS

The District will provide each SPA/SCA member with a full AWSP membership or a full WASA membership depending on the position of the employee (i.e., SPA members will receive AWSP and SCA members will generally receive WASA). In the event that a SCA member wishes a membership other than one of those, they will receive the equivalent of a WASA cost for up to three memberships.

IV. PROFESSIONAL DEVELOPMENT

The District recognizes that it is important for administrative staff to keep current with the emerging trends in education. Each administrator accordingly shall be provided with a maximum of $2500 annually for registration and travel to professional development programs and/or conferences, as approved by the Superintendent. Administrators may carry over any unused amounts from the previous year's allocation (to a maximum of $2500) for professional development purposes (with a maximum total of $5000). Alternatively, Administrators may use all or part of these funds to pay additional professional membership expenses, or to use no more than 50% of these funds to purchase job related equipment. Both Section III and Section IV of this Agreement will be funded from the District's budget, separate from department and/or school budget accounts. Costs associated with professional development that are mandated by the District for an administrator to attend will be covered by District funds other than the administrator's designated professional development allocation. All equipment and materials purchased with these funds remain property of the District should an administrator leave the District.

V. EVALUATION

Administrators will be evaluated at least once a year in accordance with applicable law, in accordance with any evaluation criteria set forth in each association's addendum, respectively.

VI. RESPONSE TO COMPLAINTS AGAINST ADMINISTRATORS

Both parties agree it is important to continually enhance communication and increase trust between Shoreline School District and Administrators (SPA/SCA) in order to create a positive district-wide culture, maintain high functioning systems and ensure student learning occurs. To

that end, we agree to use the following guidelines in order to allow and encourage Administrators to directly resolve issues and complaints involving themselves.

Note: Both parties recognize that there are occasions when other processes for resolving complaints and disputes are needed, e.g., investigations pertaining to allegations of gross professional misconduct.

Complaints:

When handling complaints about an Administrator, it is recommended that the Administrator's supervisor do the following:

A. Review the problem/concern with the complainant(s);
B. Continuously document the situation;
C. Make prompt contact with any other people involved;
D. Investigate further and, if necessary or appropriate; seek advice from and/or refer the situation to his/her direct supervisor and/or work collaboratively with Human Resources or District Administration on the matter;
E. Notify the complainant if the matter has been referred to Human Resources;
F. Make a determination and communicate the determination to all parties.

In cases of serious allegations of professional misconduct, where these steps would potentially interfere with other types of investigations (i.e., CPS, OPP or police), these steps may not be followed.

Process:

Administrators should be empowered and expected to address complaints about or concerning themselves.

Unless exigent or emergency circumstances exist, the Board of Directors, Superintendent, and Designee/s should:

- Refer complainants back to, and encourage them to immediately contact, the Administrator's office and make an appointment to speak with the Administrator.
- Promptly notify the Administrator that a referral was made.

Both parties agree that complaints brought to the attention of the Administrator by a complainant will be addressed in a timely manner that best meets the needs of the educational setting.

If the person complaining is not satisfied with how the Administrator handled the matter, he or she may pursue the issue with the district supervisor. The supervisor, in consultation with the Administrator, may agree to the Administrator's determination, amend it, or institute a different resolution.

The supervisor may also utilize steps A – F above. The supervisor should then communicate his/her decision to the Administrator prior to notifying the complainant. The matter should end there unless another procedure is available to the complainant (e.g., formal grievance procedure).

Anonymous Complaints and Keeping Administrators Informed:

It is critical to the success of the entire system for Administrators to be fully informed in order to address complaints in their entirety. In the rare event, there are compelling reasons (e.g., safety precautions) precluding the identity of the complainant from being disclosed, the full nature of the complaint shall be disclosed to the Administrator. Anonymous complaints will not provide the sole basis for the disciplinary action taken against any Administrator.

If any complaint pertaining to the Administrator has been referred to Human Resources and/or District Administration, the Administrator will be notified in a timely manner and informed with regard to the resolution of the matter.

Representation:

Shoreline SPA/SCA members are entitled to request that a member of their recognized professional organization (e.g., AWSP, WASA) and/or SPA/SCA Leadership be present during any and all investigatory meetings, provided that such a request shall not unreasonably delay the meeting.

Lastly, if a complaint has been made against an Administrator, all efforts will be made to swiftly notify the Administrator regardless of whether a formal investigation has been initiated. At the conclusion of any investigation, that Administrator will be promptly notified as to the results.

VII. SICK LEAVE

Administrators shall accumulate twelve (12) days of leave for illness, injury, or emergency per year. Unused leave shall continue to accumulate in accordance with law. Administrators shall be entitled to compensation for any unused leave to the extent allowed by law.

Administrators are also entitled to participate in the individual medical reserve trust (VEBA), as set forth in the addenda for each respective administrative unit.

VIII. UNPAID LEAVE OF ABSENCE

With the Superintendent's approval, Administrators may be eligible for one year of unpaid leave. In the event a leave is requested and approved, prior to commencement of the leave the plans for returning to a position with the District will be developed on a case-by-case basis with the individual administrator, the Association, and the District.

IX. OFFSITE WORK

Administrators may elect to work offsite and be available to report to their work site within an hour at the request of their supervisor for up to ten (10) days per year. Offsite days need to be scheduled in advance and should occur on non-student days.

X. MILEAGE REIMBURSEMENT

Mileage involved in the use of a private vehicle for work related travel shall be reimbursed to the administrator at the IRS approved rate based upon actual mileage involved.

XI. CELL PHONES

Administrators will be reimbursed $100 per month for cell phone usage for official District business. Alternatively, the District will provide a District paid cell phone for designated Administrators, with use of that phone only authorized for school district purposes.

In recognition that administrators may be using their personal cell phones and other technology to support home learning and maintain contact with students and families while schools are closed, the parties agree:

- In the event the district receives a Public Records Act request for documents, records or other information created on, stored by, posted from or otherwise associated with an employee's personal device used to conduct district business, the District will notify the employee of the request and give parameters to the employee to conduct a search of their own device for responsive materials. The employee may be asked to sign a sworn attestation, setting forth the method of the search conducted and identifying the responsive documents located as a result of the search. The employee will search their device as requested or may ask a district representative to conduct the search on their behalf. The District or its agents will not take possession of or conduct a search of an employee's personal devise without the employee's consent.
- The District reserves the right to require an employee to conduct follow-up searches of their personal device or account when the district determines that such follow-up searches are necessary for the district to comply with its obligations under the Public Records Act.

XII. EARLY NOTICE INCENTIVE

The District will offer a one-time stipend of $2000 to any administrator on a continuing contract who submits written notice of separation from the district effective the subsequent school year, so long as such notice is provide by 5:00 PM on February 1. Payment will be made on the June warrant. In the event the District has negotiated an alternative settlement agreement, there will be no obligation to pay the Early Notification Incentive.

XIII. VACATION

Administrators shall be entitled to twenty-seven (27) contract days of vacation per year, subject to prorating for administrators hired after July 1 or those whose employment ends more than thirty (30) days prior to June 30 of any year. Scheduling of vacation must be approved by the Superintendent or designee. Vacation may be accumulated to a maximum of fifty-seven (57)

days, measured each September 1. Under extraordinary circumstances, subject to superintendent or designee approval, up to ten days additional of vacation may be carried over in a single year for use and not subject to cash-out. Annually, if an employee has used ten (10) vacation days (in the prior year), s/he may cash-out up to seven (7). The annual vacation cash-out will be paid at the employee's per diem rate of pay, which is calculated at 1/219th of the Administrator's annual salary per day, shall be subject to legal constraints. Otherwise, compensation for unused vacation, at the rate of 1/219th of the Administrator's annual salary per day, shall be subject to legal constraints and payable only in the following amounts and in accordance with the following procedures:

- If an Administrator receives notice of termination of employment, the Administrator shall be paid for unused vacation in an amount not to exceed thirty (30) days, or such lesser amount as may be necessary so that the District avoids any attendant financial penalty or other legal constraint.
- If an Administrator submits a written declaration of an intention to terminate his or her employment to the Board no later than thirty (30) calendar days prior to the termination date of his/her contract, the administrator shall have the option of receiving payment on the final pay check for unused vacation in an amount not to exceed thirty (30) calendar days or such lesser amount as may be necessary so that the District avoids any attendant financial penalty or other legal constraint. In the case of extenuating circumstances, the District may elect to waive the thirty (30) calendar-day provision. A position with another employer will not qualify as an extenuating circumstance.

Every Administrator should make arrangements before his/her termination date to use vacation days that are not compensable under this section.

XIV. OUT-OF-DISTRICT TRAVEL

Provided that the Administrator shall obtain written authorization for expenditures from the Superintendent, he/she shall be entitled to reimbursement for out-of-district travel expenses, mileage, lodging, meals, and other similar expenses when his/her administrative duties require such travel.

XV. INSURANCE AND RELATED BENEFITS

The District shall provide basic and optional insurance benefits through the School Employee Benefits Board (SEBB), or its successor as determined by the State of Washington. The insurance offered through SEBB shall be under the rules and regulations adopted by the State. The District may offer employee access to additional self-funded insurance as recommended by the Shoreline Insurance Advisory Committee and approved by the Shoreline Board of Directors, provided access to such insurance is allowed by the State of Washington and is wholly funded by the employees. The SPA/SCA group shall be entitled to one representative from SPA and one representative from SCA on the Shoreline Insurance Advisory Committee.

The Parties acknowledge that the District must comply with state and federal laws concerning health insurance. In the event changes in state and/or federal law require revisions in the group insurance options available to SPA/SCA employees, the District will notify the SPA/SCA of such changes as quickly as possible.

The District shall select and make available a District-funded employee assistance program (EAP) for a maximum of four (4) annual visits by each Administrator or members of the employee's family.

XVI. PERSONAL LEAVE

Three (3) days of Personal Leave shall be provided each year, front-loaded as of July 1, cumulative up to a maximum of six (6) personal leave days, and subject to pro-rating for employees who are hired after July 1 and/or less than full time employees. Administrators may annually cash-out any unused portion of the current year's allocation (up to a maximum of three {3} days) of personal leave at the rate of 1/219th of their annual salary for each day of personal leave cash-out, effective for all Administrators. Administrators must submit the request annually by June 30. This provision is not applicable if the District is required to pay additional actuarial cost due to an excess compensation finding by DRS.

XVII. BEREAVEMENT

A maximum of five (5) days of paid bereavement leave shall be allowed for each death in the employee's family or household and up to two (2) days each for funerals of other relatives and/or friends. An additional five (5) days bereavement leave for death in the employee's family or household may be granted upon written request to the Director of Human Resources.

XVIII. LEAVE CASHOUT AND VEBA

Upon separation of employment with the District, an eligible Administrator or his/her estate, may elect to convert all eligible, accumulated, unused sick leave days into monetary compensation. An "eligible Administrator" is one who has separated from employment under one of the conditions identified by the State as eligible for cash-out of accumulated, Separation Medical Reserve Trust Program (VEBA). Such annual election by an association will be memorialized in a letter of agreement signed by the association president and the Superintendent or designee.

XIX. POSITION CLASSIFICATIONS

All SCA job descriptions are updated as needed and all positions are classified by the District and the Association using the position classification system. A SCA Administrator may request consideration for reclassification of his/her position by the Assistant Superintendent of Human

Resources and the Employee's supervisor. Requests shall be submitted to the Superintendent or designee, following approval by the supervisor. The process is outlined below:

1. For an Administrator to be eligible to apply for reclassification they must have been in their current position at their current level for a minimum of two years. The Employee must apply by February 1 to be considered for reclassification for the next contract year beginning July 1.
2. The Employee requesting a reclassification review must submit a letter detailing the rationale for the reclassification based upon changes in job responsibilities over the past two years. The employee's supervisor must provide input to and approval of the changes to the job responsibilities.
3. Reclassification requests will be reviewed by the Position Reclassification Committee, composed of two representatives of SCA, Human Resources, and the Superintendent.
4. Based upon financial parameters and the evaluation of the request, the committee shall submit its recommendation regarding approval of the request to the Superintendent by May 1.
5. The committee's recommendation and the Superintendent's decision are final and no appeal process is provided. The employee shall be informed of the decision, and in the event the reclassification is denied, the rationale for the decision.

If the reclassification request is denied, the employee must wait until the following February 1 deadline to be eligible to apply again for reclassification.

XX. ENROLLMENT OF EMPLOYEE'S CHILD

The District shall enroll nonresident students who are the children of full-time and part-time SPA/SCA employees at the school to which the employee is assigned or at a school forming the district's K through 12 continuum which includes the school to which the employee is assigned.

Transportation must be provided by the student's family and a release must be obtained from the resident district.

In accordance with RCW 28A.225.225, as now or hereinafter amended, the District may only reject enrollment applications under this section if: (a) the student's disciplinary records indicate a history of convictions for offenses or crimes, violent or disruptive behavior, or gang membership; (b) the student has been expelled or suspended from a public school for more than ten consecutive days; (c) enrollment of a child under this section would displace a child who is a resident of the District, except that if a child is admitted under this section, that child shall be permitted to remain enrolled at that school, or that K through 12 continuum, until he or she has completed his or her schooling, or (d) the student has repeatedly failed to comply with requirements for participation in an on-line school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

Students who are the children of District employees shall have preference in boundary exception decisions over students who are children of non-employee parents.

XXI. 260 DAYS

Full time SPA/SCA employees shall work 260 days per year. The work schedule shall also include other times as required in performance of assigned duties except for compensated absences authorized and approved as described in this agreement. In those years when the regular Monday through Friday work schedule results in more than 260 work days in a year, SPA/SCA employees shall be entitled to take one day of uncompensated leave for each day in excess of 260 that they would otherwise be scheduled to work.

XXII. SUBSTITUTE PAY

SPA substitutes will be paid 1/260th for each day of substituting based upon the salary of the position they are filling for the first 20 student contact days of an assignment or until they are assigned evaluative responsibilities. Once they have worked 20 student contact days or are assigned evaluation responsibilities, they will begin receiving per diem pay (i.e., 1/219th) of the position they are filling.

Substitutes for SCA employees will be determined on a case-by-case basis by the superintendent or designee.

XXIII. SPA/SCA REDUCTION IN FORCE

Principal Reductions (SPA)

The District is committed to hiring and retaining a highly qualified, diverse, and representative group of principals. For the purpose of this section, the term “principal” includes both principals and assistant principals.

If the Board of Directors recommends that a school or program closure is in the best interest of the School District, the Superintendent or designee will meet with the co-presidents of the Shoreline Principals Association to review this agreement and discuss the process. Before any reduction in force, potential solutions will be considered, including but not limited to: intra-district transfers, acceptance of leaves, voluntary retirements/resignations, etc.

Principals directly affected by the reduction in staff will be individually notified by the Superintendent or designee in advance of the process. These principals may also express their interest in being retained in other positions for which they are qualified, experienced, and certified, including teaching by notifying the Superintendent or designee in writing.

Principal reductions will be implemented prior to May 15 (or by any other date subsequently established by law for certificated contract renewal).

Each school principal will be considered for retention based on the seniority criteria outlined below.

Seniority Definition:

"Seniority" is defined as the total amount of principal experience in Washington State, as per the state S-275 reporting rules.

Retention Categories:

Reduction in force within the following categories will be determined based on seniority as defined above:

1. High School Principal
2. Middle School Principal
3. Elementary Principal (including K-8)
4. High School Assistant Principal
5. Middle school Assistant Principal
6. Elementary Assistant Principal

In cases where two or more Principals have equal seniority, the Superintendent will determine retention based on staffing and student needs.

Recall:

Principals not retained in a Principal position will be placed on a rehire list for up to (18) months. This list will be maintained according to the seniority criteria outlined above, with the most senior employees being recalled first. If a vacancy arises in a Principal position, the District will make reasonable efforts to inform those on the rehire list, giving them an opportunity to apply for the open position. The District retains the sole discretion over appointments to open positions.

Shoreline Center Administrators Reductions (SCA)

In cases where a Shoreline Center Administrator's position is eliminated or reduced, each administrator will be considered for retention in line with the criteria set forth above. Administrators may also express in writing their interest in being retained within other categories or specialties, including teaching, providing they have the necessary certification, qualifications, and experience.

The remainder of this page intentionally left blank.

XXIV. DURATION AND RE-OPENERS

The parties agree to reopen this Agreement to address significant changes in legislation or other actions which might affect administrative compensation and/or group insurance.

This agreement shall be effective July 1, 2026 and shall terminate June 30, 2029.

Signed this 17 day of June 2024

Shoreline School District:

Dr. Susana Reyes, Superintendent

Treena Sterk, Asst. Superintendent

Shoreline Principals Association

Dorian Manza, Co-President

Aimee Miner, Co-President

Shoreline Center Administrators

Ellen Kaje, Co-President

Don Dalziel, Co-President

2026-2029 MEET AND CONFER AGREEMENT
SHORELINE CENTER ADMINISTRATORS

Position Classification System

Shoreline Center Administrators and Shoreline School District agreed to implement a position classification system developed and agreed to by the Parties. The system provides a rubric for classifying each position according to the management skills, technical knowledge, problem-solving, independent judgment, responsibility, authority, and personnel responsibilities required of the position. Position Levels are identified as follows:

Levels	Classification Values
Director I	900 – 1299
Director II	775 - 899
Director III	650 – 774
Director IV	Below 650

The following positions are classified in each Level:

Director I	Athletics and Student HIB Compliance Officer; Categorical Programs and Academic Support; Early Learning; Human Resources, Certificated Staffing; Human Resources, Classified Staffing; Student Services, Elementary; Student Services, Secondary
Director II	Capital Projects; Maintenance & Facilities Operations; Secondary Academic Programs and Career & Technical Education; School Nutrition and Warehouse; Technology
Director III	
Director IV	Transportation