

AGREEMENT
July 1, 2019 – June 30, 2021

ASSOCIATION OF ISSAQUAH SCHOOL PRINCIPALS
ISSAQUAH SCHOOL DISTRICT NO. 411



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PREAMBLE

The Issaquah School District and the Association of Issaquah School Principals, having met and mutually agreed to the terms and conditions set forth below; now hereby enter into this July 1, 2019 through June 30, 2021 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

“Principal”, as used in this agreement, applies equally to those holding positions as principals and assistant principals unless otherwise stated.

“Adverse affect” means any situation that results in the retention of an individual as an employee but such retention is based on a contract providing a lower rate of pay than the current or previous contract.

ARTICLE I: SALARIES

Section 1 Salaries: The Association of Issaquah School Principals will strive to have comparable salaries with principals in surrounding school districts (Bellevue, Lake Washington, Renton, Northshore, Kent and Mercer Island) so that the Issaquah School District will be able to retain quality principals as well as be competitive when hiring for new principal positions.

Base salaries for all principals each year will reflect the current state CPI or IPD rate as indicated by the state is appropriate. Compensation will include the full replacement of the retiree carve out for health benefits. For Year One (2019-2020), there will be a 4% increase to Base Salary inclusive of IPD and in Year Two (2020-2021) base salary will increase 2.0% above IPD.

Section 2 Placement of Principals on the Salary Schedule: A step is defined as one (1) year of experience at a given job level. Principals and Assistant Principals shall be placed on the salary schedule in accordance with their completed years of administrative experience as building or department administrator, as determined by the Superintendent.

Principals moving voluntarily to a different level principal position shall maintain the same step and years of experience but be paid at the new level.

Section 3 Deductions: The payment of salary to the principal will conform with and be subject to all federal, state and board regulations governing deductions from the above-specified salary of any income taxes, social security taxes, retirement system deductions, garnishments, and any other deductions.

ARTICLE II: RESPONSIBILITIES

The principal will be governed during employment by the Board of Directors' Governance policies, rules and District Regulations and will fulfill all the duties and responsibilities of the position to which they are assigned. The duties/role of the principal will not be defined by the contract or agreement of any other bargaining unit. The principal will perform such duties at a professional level of competence under the direction and supervision of the superintendent or his/her designee.

ARTICLE III: RELEASE FROM CONTRACT BY MUTUAL CONSENT

Upon thirty (30) days prior notice and written mutual agreement by the Board of Directors and principal, the principal may be released from his/her base contract without penalty or prejudice against either the Board of Directors or the principal. In this event, the District will pay to the principal base compensation due on a prorated basis through the last day of employment.

ARTICLE IV: CONTRACT RENEWAL

In accordance with RCW 28A.405.210 contract non-renewal, adverse effect and termination are subject to applicable state law and the reduction in force policy (Article V). In the event that implementation of reduction in force policies or procedures results in an adverse effect on a principal's contract, such principal will be given priority for any certificated position which is open and for which the principal is qualified.

ARTICLE V: REDUCTION IN FORCE

Section 1 Reduction in Force: Reduction in force will occur when there is a reduction in total number of principals (Article 5, Section 2. Seniority). This gives the principal the first opportunity to be reassigned to an opening in a building administrative position for which he/she is certificated and has past successful administrative experience. If no building position is open, a principal will have the first opportunity to be reassigned to an available District administrative position for which he/she qualifies.

If a position of administrative rank is not available, principals will be eligible for retention in available teaching positions for which they are certificated. Years of administrative experience will be credited as years of teaching experience when the administrator is placed in a teaching position. The transfer of an administrator to a subordinate certificated position due to RIF shall follow the guidelines as specified in RCW 28A.405.230.

Section 2 Seniority: A formula will be established to determine the principals' seniority ranking. This seniority ranking will be used only for the purpose of reduction in force.

A. All principals and assistant principals will be listed as follows:

<u>Principals</u>	<u>Assistant Principals</u>
High School	High School
Middle School	Middle School
Elementary	Elementary

B. Seniority criteria will be total years educational experience determined by teaching experience and/or other administrative experience at 1 (one) point per year combined with principal or assistant principal experience at two (2) points per year.

C. Within each category the senior employee(s) will be recommended for retention. If, after applying the above criteria, more than one (1) employee still has the same ranking, all employees so affected will be ranked in accordance with criteria listed in Article 8, *Layoff and Recall* of the *Collective Bargaining Agreement* between the Issaquah School District and the Issaquah Education Association. The experience factor will be determined by the Human Resources Department upon entrance to the position and updated yearly.

D. A principal still on probationary status, as per RCW 28A.405.230, will have less seniority than any other principal. During the probationary period, administrative experience will be the sole criteria used for the administrators' seniority list. Upon completion of the probationary period, said employee will be assigned an experience factor based on the criteria stated above and will be placed on the seniority list.

Section 3 Recall: If, following a Reduction in Force, the District has openings in administration; the administrators placed in a subordinate position will be recalled to an equivalent position according to their seniority. Administrators have priority for recall to this position up to three (3) years from his/her assignment to a subordinate position and/or District approved leave of absence. This provision does not apply to principals without continuing level certification.

ARTICLE VI: EVALUATIONS

Principal evaluations will be conducted annually consistent with all applicable laws.

ARTICLE VII: ASSIGNMENT

As principal positions, or other administrative positions for which they may qualify, become open within the District, current principals will be invited to express their interest in those positions to the Superintendent before the positions are advertised externally. With each principal expressing interest, the Superintendent will discuss the potential match between the individual and the needs of the school or program.

Irrespective of job openings, all principals are urged to discuss their career goals with both their immediate supervisor and the Superintendent, allowing for consideration of possible long-term growth paths.

ARTICLE VIII: WORK YEAR

Principals are on a twelve (12)-month contract beginning July 1 and ending June 30 and consisting of 218 work days, of which 177 workdays must be school days as is commonly understood to be when staff and students are present. The principals work week is defined as Sunday through Saturday exclusive of holidays observed by the District.

The daily rate will be determined on the basis of 218 work days.

By June 20 of each year, each principal will file two (2) work calendars:

- a calendar for the coming year with his/her supervisor for review, revision as may be requested by the immediate supervisor, and approval. Once approved Employee's annual work calendar may be further adjusted by mutual agreement of the principal and his/her immediate supervisor.
- a work calendar for the current contract year adjusted to reflect worked, personal leave, and non-work days with his/her supervisor and the Human Resources Department.

ARTICLE IX: LEADERSHIP TRAINING AND PROFESSIONAL DEVELOPMENT

Section 1 Professional Development Fund: The Issaquah School District is committed to encouraging each principal to be a life-long learner and maximize his/her potential. To help assure the excellence of building principals as instructional leaders the District will provide each principal up to \$1,500 per year from the District Principals' In-service Professional Development Fund. The purpose of this money will be for continuing education, in-service activities, training, attending a national or state conference, and/or for the purchase of hardware, software, or materials that are related to the job. Any hardware purchased under this provision will be the property of the District during its initial three (3) years of depreciation. At the end of the three (3) year period, the hardware will become the property of the principal. If the principal leaves the District before the end of the three (3) years, he/she may purchase the hardware for the undepreciated value.

The plan for use of this money and its application to his/her responsibilities will be determined by mutual agreement between each principal and his/her supervisor no later than September 30 of each school year. Principals will meet no less than twice yearly with their supervisor to discuss the progress made toward their established plans.

Section 2 Compensation Procedure for Professional Development Funds: Principals may elect to receive as compensation up to \$1,500 per year of this Professional Development Fund if the principal's supervisor is satisfied that the principal has made progress and met the expectations established in his/her plan. If approved the principal may

submit a Request for Compensation form to the principal's supervisor any time after April 1 and no later than May 1 of the current year, indicating what amount is to be used for compensation. If notification requesting compensation is not received by May 1, the amount will remain in the individual's fund for other professional development purposes, subject to the limits listed below.

Unused Personal Leave days may be exchanged for additional professional development funds. The rate of exchange will be the value of one (1) day of pay for a principal's substitute for each day exchanged. The value of any such exchange will be added to the principal's Professional Development allocation. However, for the duration of the contract, the value of each principal's Professional Development fund shall not exceed a total of \$2,500 after carryovers and exchanges have been made.

Section 3 Mentor Program: The District will provide a mentor program for any person entering a new principal's position who is new to the District or the position. This program will include in-service from the Superintendent or designee and an assigned principal. A mentor principal will be an experienced person in the same program level. The mentor principal will provide a continuing and sustained in-service support essential to the principal new to the District. The mentor principal will be paid at their daily rate by the District for services. Such a stipend, including the amount of mentoring hours allocated and conditions applicable, will be set forth in a supplemental contract.

Section 4 Professional Development Opportunities: The District and the Association agree to work together to explore ways to ensure that there are ample opportunities for principals and Central Office administrators to review and address areas of mutual interests, i.e. workload, effective communication, optimizing working relationships, etc.

ARTICLE X: FRINGE BENEFITS/MISCELLANEOUS WORKING CONDITIONS

Section 1 General: Principals will receive all fringe benefits afforded the certificated employees of the school District as funded by the District and state.

Section 2 Professional Organization Memberships: The District will pay a total of two (2) memberships for each principal for AWSP/NAESP/NAESP or WSACD/ASCD and an employee choice of WASA/AASA or another state/national professional organization. Principals are encouraged to join a variety of organizations and not all belong exclusively to the same group.

Section 3 Illness and Injury/Emergency Leave: Illness and injury/Emergency leave will be accumulated at twelve (12) days per year. Illness and injury leave buy back, as permitted by law, shall apply (RCW 28A.400.210). The new provision allows for accumulation up to the number of days in an employee's basic contract for disability/illness and injury leave purposes but allows 180 days maximum for buy-back provisions. In other words, a principal with a 218-day contract may accumulate that number of illness and injury leave days, but if he/she retires, only 180 days can be submitted for buy-back.

Section 4 Liability Insurance: Principals are covered for all activities related to their employment. Current coverage is \$10,000,000 basic coverage from the Puget Sound Schools Risk Management Pool. Principals will be notified of any change in the District's insurance policy.

Section 5 Building/District Work Load: Every attempt will be made to keep principal workloads comparable. Consideration will be given to the number of students in the building per administrator and number of student activities beyond the school day that need principal supervision. The level of administrative support for all schools will be reviewed on an annual basis. Adjustments will be made based on number of students, program needs, and budget constraints.

Ten thousand dollars (\$10,000) will be provided each year for additional administrative support for the schools housing the ISEP programs. The principals of these schools shall meet annually to recommend the appropriate distribution of these funds. The final determination regarding distribution shall be made by the Executive Directors of Elementary,

Middle, and High School Education. Any additional staff hired from these funds must be clearly hired on a temporary or non-continuing basis.

Section 6 VEBA III Benefits Plan for Principals: Each school year principals will be able to contribute to a benefits program which accumulates tax-free reserves to pay for after-retirement medical care and/or provide for supervision of pension benefits.

Section 7 Additional Compensation for Hours Worked: Principals shall earn an additional stipend for responsibilities performed regarding supervision and projects expected for educational leadership in the ISD. The stipend shall be calculated at the principal's daily rate divided by eight (8) times 120. One-twelfth (1/12) of the stipend shall be paid for each of the twelve (12) months during the contract period, payable on the last work day of each month.

Section 8 Personal Leave: Principals will receive two (2) personal leave days per year that are included in their 218-day work calendar. These may be accumulated to a maximum of ten (10) days. Personal leave days may be used in half-day increments and may be taken at a principal's discretion with authorization from their immediate supervisor. The use of accumulated Personal Days in excess of two (2) on consecutive days may be taken during non-student days at the principal's discretion and recorded on their annual work calendar. The Superintendent or designee may authorize the consecutive use of additional days for extraordinary circumstances.

Prior to September 30, each principal may elect to either maintain and use the earned personal leave days or exchange the days for additional staff development money on a yearly basis, as provided in Article IX, Section 2. The rate for each day would be equal to one (1) day's pay for a substitute principal.

When a principal accepts a position as a District Administrator, no accumulated personal leave days may be carried forward to the following contract year. As a result and upon authorization by the Superintendent or designee, the principal will be able to:

- (1) cash out any personal leave in excess of two (2) days,
- (2) use the personal leave days in accordance with Section 9, or
- (3) some combination thereof.

Section 9 Meetings with Superintendent: Principals will meet on a regular basis with the Superintendent for the opportunity to dialog.

Section 10 Stipend for Doctoral Degree: Principals shall be given a \$3,000 stipend yearly for a completed doctorate from an accredited college or university. The stipend will be awarded beginning with the first pay period of the contract year after the degree is conferred and paid in twelve (12) equal installments.

Section 11 Negotiating Team Stipend: Compensation for serving on a negotiations team (with the exception of AISP) will be at a member's hourly rate up to a maximum of \$1,500 in any work calendar year.

Section 12 Negotiating Team/Committee Membership: Requests for Principals to serve on committees/negotiations teams will be submitted to the Executive Directors of Elementary, Middle, and High School Education. The Executive Directors will work with the principals' group to balance assignments. Clear goals and a timeline will be included with the request to provide principals an understanding of the commitment.

Section 13 Implementation of Employee Group Contracts: After negotiating an item with any other bargaining group, the District will consult with representative principals before agreeing to any site implementation plan.

Section 14 Substitutes for Principals: Substitutes will generally not be provided for in-district meetings. However, when time commitments are extensive, building needs extraordinary, or there are unusual circumstances, the Assistant Superintendent of Human Resources may authorize a substitute on a case-by-case basis. If the cost of a substitute is not

approved by the District and a principal wishes to have a substitute in his/her absence, a substitute can be paid for out of the principal's staff development funds.

Section 15 Cell Phones: Principals and Assistant Principals are required to carry cell phones so that they are accessible when needed. Reimbursement for is expense shall be a stipend of \$70 per month on a twelve (12)-month basis.

ARTICLE XI: DURATION AND ACCEPTANCE OF THE AGREEMENT

Section 11.1 Duration: The terms of this Agreement shall be in effect from the period of July 1, 2019, through June 30, 2021.

Section 11.2 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. This contract is agreed to by both parties.

Section 11.3 Ratification: The Agreement was ratified by the Board of Directors on the 12th day of June, 2019. Agreed to on the 30th day of May, 2019 and executed this first day of July 2019.