

MEET AND CONFER AGREEMENT
BY AND BETWEEN
SHORELINE SCHOOL DISTRICT NO. 412
AND
SHORELINE PRINCIPALS ASSOCIATION (SPA)
AND
SHORELINE CENTER ADMINISTRATORS (SCA)

EFFECTIVE JULY 1, 2011 THROUGH JUNE 30, 2014

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**MEET AND CONFER AGREEMENT
SHORELINE PRINCIPALS ASSOCIATION (SPA)
AND
SHORELINE CENTER ADMINISTRATORS (SCA)**

MASTER AGREEMENT - ALL 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 all central office administrators represented by SCA (including executive directors, support division directors, instruction division directors, program managers, managers, and supervisors), herein called Administrators.

I.

In lieu of step increases or other annual salary adjustment methods, base salaries will be adjusted to the midpoint of the maximum total compensation for school building administrator job-a-like positions in the 31 school districts of King/Snohomish County (excluding Skykomish and Index). The "midpoint" shall be defined as the sixteenth 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 maximum total compensation is below the midpoint, base salaries shall be adjusted effective July 1 of the applicable year by the percentage difference between the maximum total compensation of the Shoreline position for the previous school year and the maximum total compensation of the sixteenth ranked district for the previous school year. The Shoreline base salary shall then be increased by the statewide percentage increase, if any, in the State's certificated administrative salary funding formula identified in the State appropriations act in the month such increase is effective.

In recognition of the unprecedented reduction in K-12 funding provided by the State of Washington for the 2011-12 school year, the members of the Shoreline Principals Association voluntarily agree to freeze salaries at the 2010-11 levels, in lieu of the midpoint adjustment described above. The compensation levels for SPA and SCA members for the 2011-12 school year are set forth 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.

II.

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 principals serving on the District's negotiating team, opening a new school building). 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. All supplemental special assignments shall be authorized by the Superintendent and performed pursuant to separate contracts. A copy of all special assignment contracts will be sent to the presidents of each association. In general, compensation for a special assignment contract shall not exceed \$1,200, except by mutual agreement of the Superintendent and president of the applicable association.

III.

It is important that the District be represented by its administrative staff in appropriate professional organizations. Each Administrator accordingly shall be reimbursed the total cost of one membership in a professional organization of their choice (example WASA/AWSP/ASCD) (or multiple organizations not to exceed \$700), as approved by the Superintendent.

IV.

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 \$1,100 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 \$1,100) for professional development purposes (with a maximum total of \$2,200). Alternatively, Administrators may use all or part of these funds to pay additional professional membership expenses or to purchase personal technology or other job-related materials. Both Section III and Section IV of this Meet and Confer Agreement will be funded from the District's budget, separate from department and/or school budget accounts.

V.

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.

Administrators shall accumulate twelve (12) days of leave for illness, injury, or emergency for each year of employment with the District. Accumulated 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. Shoreline administrators may use this sick leave cash-out in their last two years prior to retirement as additional compensation for retirement purposes as permitted by RCW and/or WAC. Also see the individual medical

reserve trust (VEBA) provisions set forth in the addenda for each respective administrative unit. (Beginning September 1, 2005, the District will contribute an additional \$29 per month per FTE for each benefit eligible school administrator, above and beyond the monthly amount identified in the State appropriations act for group insurance.)

VII.

School administrators may fund one year of sabbatical leave, with the Superintendent's approval as follows:

- A. The administrator will voluntarily agree in writing to a 20% reduction in annual salary, each year, for a period of 4 years.
- B. The administrator will then take a sabbatical leave for one contract year during which the administrator will receive 80% of their annual base salary, plus insurance benefits.

VIII.

School administrators may elect to work offsite and be available on an on-call basis for up to five (5) days per year. On-call days need to be scheduled in advance and should be on non-student days and non-work days for certificated staff.

IX.

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.

X.

The Superintendent will designate which administrators are required to have cell phones. Those administrators will be reimbursed \$25 per month for standard cell phone usage or \$50 per month for smart phone with data plan 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.

XI.

Administrators shall be entitled to twenty-seven (27) contract days 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 Superintendent or designee. Vacation may be accumulated to a maximum of fifty-seven (57) days, measured each September 1.

Compensation for unused vacation, at the rate of 1/220th 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 Administrator receives notice of termination of employment, 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 Administrator submits a written declaration of an intention to terminate to the Board no later than forty-five (45) days prior to the termination date of his/her contract, Administrator shall have the option of receiving payment on the termination date 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. The District may elect to waive the forty-five (45) day provision in case of extenuating circumstances.

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

XII.

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.

XIII.

Administrators shall be entitled to all the rights, privileges, benefits, and the conditions applicable thereto as pertains to other certificated employees. The following are examples thereof: legal defense for duties performed for the District; life, LTD, dental and medical insurance; Section 125; inspection of the personnel file; and the various forms of leaves described in Sections 40.0 through 48.0, Sections 50.0 and 51.0, and Sections 53.0 and 54.0 of the Shoreline Education Association Collective Bargaining agreement in effect on September 1 of each year.

XIV.

For purposes of equity in providing personal leave cash-out on similar basis as provided to other certificated employees, all 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 66% of the per diem rate for the elementary principal position for each day of personal leave cash-out, effective for all administrators, whether represented by SPA or SCA. This provision is not applicable if the District is required to pay additional actuarial cost due to an excess compensation finding by DRS.

XV.

Upon separation from 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 following conditions: (a) retirement; (b) death; (c) at least fifty-five (55) years old with at least ten {10} years of service under TRS or SERS Plan 3; or (d) at least fifty-five (55) years old with at least fifteen (15) years of service under TRS or SERS Plan 2. Conversion is calculated at 25% of the administrator’s per diem rate, up to a maximum of 180 days of unused sick leave at the time of separation.

Either association may make an annual election which would permit any eligible association member separating from employment during that year to have his/her sick leave buyout payment remitted directly to an Employment Separation Medical Reserve Trust Program. Such annual election by an association will be memorialized in a letter of agreement signed by the association president and the Superintendent or designee.

The parties agree to reopen 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, 2011 and shall terminate June 30, 2014.

Signed this _____ day of _____ 2011.

Shoreline School District:

Shoreline Principals Association:

Sue Walker, Superintendent

Lori Longo, Co-President

David Tadlock, Co-President

Shoreline Center Administrators:

Amy Vujovich, Co-President

Don Dalziel, Co-President