

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, 2017 THROUGH JUNE 30, 2020

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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 support division directors and instruction division directors), herein called Administrators.

I. COMPENSATION

Beginning with the 2016-2017 contract year, 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 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.

In August of 2016 and each subsequent year thereafter, 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. The "midpoint" 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 maximum total compensation is below the midpoint, 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.

The compensation levels for SPA and 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 comparison 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 1st 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). 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. 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 district office members will generally receive WASA). In the event that a district office employee wishes a membership other than one of those, they will receive the equivalent of a WASA membership 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 \$1,500 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 \$1,500) for professional development purposes (with a maximum total of \$3,000). 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 personal technology or other job-related materials. 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 is mandated by the District for an administrator to attend will be covered by District funds other than the administrator's designated professional development allocation.

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. 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.

VII. 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.

VIII. OFFSITE ON-CALL WORK

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 occur on non-student days.

IX. 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.

X. CELL PHONES

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. 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 cashout.

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 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.

XII. 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.

XIII. INSURANCE AND RELATED BENEFITS

The District agrees to make available to Administrators basic group insurance programs approved by the Board. The mandatory insurance programs include dental, vision, and long-term disability (LTD) insurance. Medical insurance is optional, but if elected the premium will be paid from the funds remaining in the monthly District allocation after mandatory insurance premiums have been paid for the employee. In addition, Administrators may elect to self-pay the full premium to enroll in optional, voluntary insurance programs offered by the District, including short-term disability, supplemental life insurance, and personal accident insurance.

Each month, the District shall provide the monthly amount identified in the State appropriations act for group insurance, plus \$29.00 per month per FTE, for each benefit-eligible employee of the bargaining unit, pro-rated on the basis of the employee's full time equivalency (FTE). For the purposes of these provisions regarding insurance, a "benefit-eligible employee" is an employee with a 0.4 or greater FTE.

The cost for premiums of mandatory group insurance plans will be subtracted from the District contribution each month, and the remainder will be applied toward any medical insurance plan selected by the Employee. Any remaining portion of the medical insurance premiums will be deducted from the Employee's salary warrant.

Any portion of the insurance allocations remaining after subtracting the cost of mandatory and medical insurance premiums for all Administrators will be pooled for the sole benefit of other Administrators with out-of-pocket medical insurance premium costs. This monthly pool amount will be calculated in October and then re-calculated in April of each year. Each month, each Employee with out-of-pocket costs will be credited with an equal dollar amount of the pool, per FTE, up to the total cost of the Employee's out-of-pocket cost for premiums, or until the pool is exhausted, whichever comes first.

The District shall not use any portion of the pool for the payment of the monthly Health Care Authority (HCA) subsidy required by the State or any other cost, unless all Employee out-of-

pocket premium costs are covered for that particular school year. The District shall pay the full cost of the monthly HCA subsidy out of local District funds.

An employee whose spouse/domestic partner also is a District employee eligible for a District insurance contribution may combine his or her insurance allocation with that of his or her spouse/domestic partner for the purchase of a single insurance plan to offset the employee's out-of-pocket costs for medical insurance premiums (e.g. the purchase of one "employee plus spouse" plan rather two "employee only" plans). The reduction in insurance and the unused portion of the insurance allocation shall be returned to the insurance pool(s). If the spouse/domestic partner is in a different bargaining unit, the other bargaining unit must agree to the same procedure before the combination of insurance allocations can be effective. If the spouse/domestic partner is in a different insurance pool, one-half of the cost of the single insurance plan shall be charged to each insurance pool. Coverage under the group insurance plans will be made available to domestic partners under the rules and conditions provided by the particular insurance carrier.

The District will continue to offer a voluntary Section 125 Flexible Benefits plan for health care and/or dependent care expenses.

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.

The District Insurance Committee shall continue to evaluate group insurance programs currently available. Each Association shall appoint one (1) representative to the committee.

XIV. PERSONAL LEAVE

Three (3) days of Personal Leave shall be provided each year, front-loaded as of July 1st, 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 1/220th of their annual salary for each day of personal leave cash-out, effective for all Administrators. This provision is not applicable if the District is required to pay additional actuarial cost due to an excess compensation finding by DRS.

XV. BEREAVEMENT

A maximum of five (5) days of 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.

XVI. LEAVE CASHOUT AND VEBA

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 conditions identified by the State as eligible for cash-out of accumulated, unused sick leave. 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 and/or vacation cashout payment remitted directly to an Employment 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.

XVII. 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 Director of Human Resources and the Employee's supervisor. Requests shall be submitted to the Director of Human Resources, 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 1st to be considered for reclassification for the next contract year beginning July 1st.
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, comprised of two representatives of SCA, the Director of Human Resources, and the Deputy 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 1st.
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 1st deadline to be eligible to apply again for reclassification.

XVIII. ENROLLMENT OF EMPLOYEE'S CHILD

The District shall enroll nonresident students who are the children of full-time and part-time SPA/SCA employees.

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.

XIX. CHILDREN'S CENTER

SPA/SCA employees, including all full and/or part-time contracted staff but excluding substitutes, shall receive a discount of 20% off the tuition rate if they choose to enroll their child(ren) in the Shoreline Children's Center program.

XX. 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.

XXI. SUBSTITUTE PAY

SPA substitutes will be paid 1/260 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. 1/220) of the position they are filling.

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

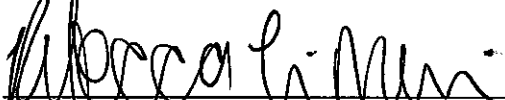
XXII. DURATION AND RE-OPENERS

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, 2017 and shall terminate June 30, 2020.

Signed this 18 day of August 2017.

Shoreline School District:


Rebecca L. Miner, Superintendent


Shoreline Principals Association:


Casey Campbell, Co-President


Ann Torres, Co-President

Shoreline Center Administrators:


Ellen Kaje, Co-President


Don Dalziel, Co-President