

AGREEMENT

between the

**BELLEVUE
CERTIFICATED ADMINISTRATORS
ASSOCIATION**

and the

BELLEVUE SCHOOL DISTRICT NO. 405

July 1, 2017 - June 30, 2020



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PREAMBLE

The Bellevue School District and the Bellevue Certificated Administrators Association, having met and mutually agreed to the terms and conditions set forth below; now hereby enter into this 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

The term “Administrator” or “Employee” as used throughout this Agreement shall mean any Principal, Assistant Principal, Director, Supervisor, or other certificated administrator.

The term “Association” shall mean the Bellevue Certificated Administrators Association.

The term “District” shall mean the Bellevue School District No. 405.

ARTICLE I

ADMINISTRATION

Section 1.1 Recognition: The District recognizes the Bellevue Certificated Administrators Association as the representative for the Principals, Assistant Principals, Directors and Supervisors who are employed by the District as supervisory certificated personnel.

Section 1.2 Conformity to Law: This Agreement shall be governed and construed according to the Constitution and laws of the State of Washington. If any provision(s) of this Agreement, or any application of this Agreement to any administrator or group(s) of administrators covered hereby shall be found contrary to law by a court of competent jurisdiction, such provision or application shall have effect only to the extent permitted by law, and all other provision(s) or application(s) of the Agreement shall continue in full force and effect. If any provision(s) of this Agreement is found to be contrary to law by a court of competent jurisdiction, an Attorney General Opinion, or an Auditor's Report, the parties shall meet pursuant to the Act concerning said provision.

Section 1.3 Individual Contracts: All individual employment contracts shall be subject to and consistent with Washington State Law and the terms and conditions of this Agreement. Any individual administrator contract hereinafter executed shall expressly provide that it is subject to the terms and conditions of this and subsequent Agreements between the District and the Association. If any such individual administrator contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.

ARTICLE II

ADMINISTRATOR OPENINGS

Prior to or at the midyear review with the supervisor, administrators will complete a form indicating what, if any, positions for which they would like to be considered in case of a vacancy. The District will make every effort to communicate administrative vacancies as they occur. The superintendent or designee will communicate with administrators who have expressed interest in a vacant position about their suitability for the position.

ARTICLE III

LEAVES OF ABSENCE

Section 3.1 Leave for Illness, Injury or Emergency: Accumulated leave for administrators shall be granted as provided by RCW 28A.400.300. This leave may be used for illness, injury or emergency, and is accumulated in the following manner:

On the effective date of a certificated administrator's initial contract and annually thereafter, at the beginning of each contract year, the certificated administrator shall be credited with an advanced allowance not to exceed 96 hours or 12 days per year prorated over the contract term. The unused portion of such leave shall accumulate from year to year up to a maximum of 180 days for the purposes of RCW 28A.400.210 (Employee Attendance Incentive Program) and RCW 28A.400.220 (Employee Salary or Compensation-Limitations Respecting), and for leave purposes up to a maximum of the number of contract days agreed to in a given contract, but not greater than one year.

Section 3.1.1 Should an administrator resign during the contract year; the twelve (12) days of credited sick leave shall be prorated based on the number of days worked in the contract. Administrators employed after the beginning of the contract year shall receive a prorated number of sick leave days based on the number of actual contracted days.

Section 3.1.2 Sick leave accumulated by an administrator while employed in a certificated position in any school district or approved educational agency in Washington State shall be granted in accordance with Washington State law to such administrator upon employment in the District, provided such accumulated sick leave is verified by the previous employer(s).

Section 3.1.3 Compensation for sick leave shall be the same as the compensation the administrator would have received had the administrator not taken sick leave. An administrator who has exhausted leave days while disabled, or at the time of disablement, will be granted a leave of absence without salary, but he/she shall continue to receive the District's health insurance and disability insurance contribution until the expiration of his/her contract.

Section 3.1.4 Leave accumulated by an administrator at the time of termination of employment with the District, and for which no other compensation is made at termination, shall be restored to the individual at the time and in the event of reemployment by the District. This policy will pertain regardless of the date of reemployment.

Section 3.1.5 In accordance with the Family Care Act, an employee may use any earned illness and/or vacation leave for the purpose of caring for the following family member: (a) an employee's minor child (under the age of eighteen) who has a health condition that requires treatment or supervision; (b) an employee's adult child (eighteen years of age or older) who is incapable of self-care because of a mental or physical disability; or (c) an employee's spouse, domestic partner, parent, parent-in-law, or grandparent who has a serious health condition or an emergency condition.

Section 3.1.6 Employees who are unable to work because of injury, quarantine or personal illness which shall include disabilities caused or contributed by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom may take up to the number of days under this Section that they have accumulated.

An employee who becomes a non-birth/adoptive parent may use up to three (3) weeks of accrued sick leave at the time of the birth or adoption of that employee's child.

Section 3.1.7 Use of Leave for Emergency: Employees who are unable to work because of emergency situations may take leave up to the number of days of leave accumulated under this section. The reason for such leave may include the following: family illness or hospitalization, accidents that prevent the employee from reporting for work, serious damage to personal property, legal proceedings in which the court mandates attendance of the employee (other than as covered by civic duty leave), business or legal matters that must be taken care of during school hours, and other similar emergencies which make it impossible for the employee to work.

Emergency leave as identified above may be granted only if:

- a) The problem has been suddenly precipitated or is of such nature that preplanning could not have relieved the necessity for the employee's absence.
- b) The problem is serious and not one of minor importance or mere convenience.

Section 3.1.8 Personal Leave: An employee may take three (3) days of leave as Personal Leave, provided said employee has at least three (3) days of accumulated leave under this section from which the Personal Leave shall be deducted. Personal Leave shall be approved unless the leave is taken at any of the following times:

- a) The first five (5) or last five (5) school days of the year.
- b) The day before or after winter, mid-winter, spring break, or Thanksgiving break.

Section 3.2 Leave for Religious Purposes: An employee whose religious affiliation requires observance of mandatory holy days on a normal work day will be granted up to three (3) days of leave for this purpose.

An employee desiring to take this leave will submit the request for leave and indicate which of the following options he/she wishes to exercise in connection with this leave:

- a) The employee will make up each day missed by performing professional tasks, under the supervision of his/her immediate supervisor, on a mutually agreeable day which would otherwise be a non-work day during the employee's contract year; or
- b) The employee will have each day missed charged to one of the days of emergency leave which he/she is authorized by Article III, Section 3.1.

An employee desiring to take leave under this policy must notify his/her immediate supervisor at least ten (10) days in advance of the requested leave.

Section 3.3 Leave Sharing: The District shall make available a leave-sharing program. The program shall be available to administrators pursuant to Board Policy 5456 and Procedure 5456.1.

Section 3.4 Family and Medical Leave: A family and medical leave shall be available to administrators consistent with Board Policy 5465 and Procedure 5465.1.

Section 3.5 On-the-Job Injury Leave: Employees absent from work due to illness or injury compensable under the District's self-insured industrial insurance program shall continue to receive full pay for the balance of their annual contract. In order to avoid overpayment to the employee, salary compensation that may be provided from liability insurance, lawsuits, the Washington State Teachers' Retirement System or Social Security, shall be deducted from the salary paid by the District during the period of disability. Any overpayment must be returned to the District by the employee.

In order to be treated as leave with compensation under this Agreement, an absence resulting from an illness or injury compensable under the District's self-insured industrial insurance program must be certified to be necessary by a qualified doctor.

Section 3.6 Bereavement Leave: Leave for the purpose of bereavement is available to administrators as follows:

Section 3.6.1 Up to five (5) days of District paid bereavement leave will be allowed in the case of a death of any relative residing in the employee's household and/or a member of the immediate family.

Section 3.6.2 In situations where serious personal problems occur as a result of bereavement, the employee may be granted an extended leave of absence without pay upon approval by the Superintendent of Schools. Such leave shall not exceed ninety (90) days and should provide for the same employee benefits stated in Section 3.10.

Section 3.6.3 Bereavement leave shall be non-accumulative and shall not be deducted from the employee's sick leave account.

Section 3.7 Jury/Witness Leave: An employee may be granted leave of absence for jury duty, to serve as a witness at trials, or to exercise such other civic duties as may be required. During such leave, he/she shall be paid his/her regular salary; less any compensation received for his/her services, but excluding transportation or any other regularly accepted per diem expense. However, the employee will not be granted leave with compensation if the employee is a plaintiff or defendant in an action, unless such action is brought by a third party naming the employee as a defendant for an act in the regular performance of his/her duties as an employee.

Any employee who takes leave under this section shall provide a copy of such notice or subpoena as is appropriate to establish the need for such leave.

Section 3.8 Military Leave: This leave shall be granted pursuant to Federal and State laws.

Section 3.9 Victims of Domestic Violence/Sexual Assault/Stalking Leave: This leave shall be granted pursuant to State law.

Section 3.10 Leave Without Pay: A leave of absence for a period not to exceed one year may be granted by the Board of Directors to an employee subject to such terms and conditions as the Board shall determine. The terms and conditions will include a stipulation as to whether the employee shall be guaranteed a position upon return from leave and shall be embodied in writing and signed by the employee and the Superintendent prior to the granting of the leave.

The Board, giving consideration to the recommendation of the Superintendent, will grant leave of absence. In making the recommendation, the Superintendent shall consider the recommendation of the immediate supervisor, the educational program and whether a qualified replacement is available.

Section 3.11 Consultant Leave: An administrator may use up to five (5) days for the purpose of consulting directly related to his/her capacity as a certificated administrator with prior approval of his/her supervisor. Should a request for consultant leave require travel, the requesting administrator must follow District policies and procedures, including obtaining prior approval. This leave shall not be charged to the administrator's paid time off. An administrator utilizing consultant leave shall be paid his/her regular salary by the District.

Section 3.12 Educational Leave: An administrator may request leave for the purpose of professional development directly related to his/her position for ongoing education or toward obtaining an advanced degree. The employee may use vacation leave or paid time off with prior approval of his/her supervisor.

Section 3.13 Reporting of Leave: Administrators are required to report use of leave through the District's electronic process unless otherwise indicated. All leave is to be reported prior to its use for appropriate supervisor approval when required.

ARTICLE IV

Benefits and Reimbursements

Section 4.1 Insurance Programs: The District shall provide payments towards premiums of approved District group insurance programs in accordance with the provisions and options outlined herein.

Section 4.2 Eligibility: All administrators are eligible to enroll in the District-approved health insurance programs. Dental, vision, long-term disability, and life insurance coverage shall be paid by the District for all administrators working more than half time. Eligibility for enrollment in the optional medical plans shall be as defined by the program provider.

Section 4.3 Enrollment: New administrators desiring coverage for basic benefits and/or optional benefits, as described below, must enroll in the insurance programs within thirty (30) days of the date of hire into a position that qualifies them for benefits. Failure to meet this deadline will result in non-eligibility until the next general open enrollment period for the District. Administrators shall have the option to change or enroll in basic benefits and/or optional benefits insurance programs during the open enrollment period specified by the District.

Section 4.4 Basic Benefits and Contributions: All eligible administrators, as defined by Section 3.2 above, along with eligible dependents, will be enrolled in the District-approved dental, vision, group term life, group accidental death and dismemberment insurance, and group long-term disability insurance programs. Each eligible administrator will have the option of participating in a District-approved medical insurance program, along with eligible dependents. Payroll deductions will be made for any portion of an eligible administrator's premium that is not paid by the District.

Section 4.5 District Contributions: The District shall pay the premium for dental, vision, and long-term disability coverage consistent with section 4.2 above. In addition, for administrators working half-time or more the District will meet annually with Administrator representatives to determine the monthly contribution amounts towards the cost of medical insurance.

An administrator whose spouse or domestic partner is also a District employee who is eligible for medical benefits may combine his or her actual employee insurance allocation for the medical plan selected with that of his or her spouse or domestic partner to enroll in one insurance plan to offset their out of pocket costs for medical premiums.

Section 4.6 Leaves: While on an unpaid leave of absence, the administrator shall have the option to remain an active participant in the District's employee benefit programs by making contributions in the amount required, but with no District contribution. Contributions must be made in a timely manner, as established by the District. Administrators on Family Leave may be eligible for District contributions in accordance with the State and Federal law and District policy.

Section 4.7 Tax Sheltered Annuity Programs (TSA) -- 403(b): The District shall make programs available to administrators for the purchase of tax-sheltered annuities. The District does not endorse any particular vendor. The District will enter into a TSA contract when three

(3) or more employees request the District to enter into a contract with a company of the administrators' choice authorized to do business in the State of Washington. Upon receipt of the administrator's properly executed application to participate in such a program, the District shall deduct the cost for purchasing the TSA from such administrator's salary.

Section 4.8 Retirement: Administrators shall participate in the Washington Public Teachers' Retirement System in accordance with established regulations. The District shall report all hours worked and compensation earned as mandated by the Washington State Public Teachers' Retirement System.

Section 4.9 COBRA: Administrators who separate employment shall be eligible to participate in the District insurance programs under COBRA pursuant to Federal and State law.

Section 4.10 Travel Reimbursement: Administrators using their private automobiles to travel on approved school business shall be compensated at the rate set according to District policy.

Section 4.11 Life Insurance: The District shall provide basic term life insurance of \$50,000, including accidental death and dismemberment insurance, for each administrator working half time or more.

Section 4.12 Long-Term Disability Insurance: The District will provide long-term disability insurance of 66 2/3% of basic monthly earnings up to \$72,000 annual salary for each administrator.

ARTICLE V

Compensation

Section 5.1 Salary Schedule: The Certificated Administrator compensation schedule adopted by the Board of Directors will be administered by the Human Resources Office and will be used as the basis of payment for all certificated administrative positions in the Bellevue School District.

Section 5.2 Movement on Salary Schedule:

Section 5.2.1 Upward Movement: An administrator selected for a position in a higher classification will be placed on the schedule in the higher classification at the designated salary rate.

Section 5.2.2 Downward Movement:

Section 5.2.2.1 Voluntary: If an administrator voluntarily seeks and obtains a position in a lower classification, salary placement shall be at the designated salary rate.

Section 5.2.2.2 Involuntary: In the event an administrator is involuntarily moved to a position in a lower classification for reasons other than those related to his/her performance of the job and the annual salary for this new position is less than that last earned in the higher classification, the administrator will retain his/her salary for one year. After the one year the administrator's salary shall be adjusted to the appropriate level for the new position.

Section 5.3 Reclassification of Position and Salary Placement:

Section 5.3.1 Upward Reclassification: If an administrator's position is reclassified to a higher classification, salary placement shall be at the designated salary rate.

Section 5.3.2 Downward Reclassification: If an administrator's position is reclassified to a lower classification, the provisions under Section 5.2.2.2 of these procedures shall apply.

Section 5.4 Per Diem Pay: Per diem pay shall be at the rate of 1/218. The per diem rate is calculated by subtracting the number of paid vacation days and holidays from 261.

Section 5.5 Attendance Incentive Plan Remuneration: Remuneration for unused sick leave under the employee incentive plan (sick leave buyout) shall be administered as provided under RCW 28A.58.096 and Chapter 392-136 WAC, with the full-time daily rate of compensation based on the appropriate per diem rate of pay. Sick leave for buyout purposes shall be earned, used and converted to monetary compensation on a last-in, last-out basis. Each administrator may cash out up to three (3) vacation days annually at per diem. In unique circumstances, an administrator may request up to five (5) additional days of unused vacation to be cashed out, but only when approved by the Superintendent or his/her designee. All requests for cashing out days must be submitted to payroll no later than June 15 of each year.

Section 5.6 Calculating Annual Salary for Less than Full-Year Employee: The annual salary amount for an administrator who starts after the beginning of a contract year or terminates prior to completing the contract year shall be determined on a pro-rata basis by dividing the number of assigned days including holidays and vacation days by 261.

Section 5.7 Certificated Administrator Baseline Compensation Schedule: The baseline compensation schedule for 2017-2019 is displayed as Appendix B with the position placements as indicated. The compensation schedule for 2019-2020 shall be determined by the parties prior to June 30, 2019.

Section 5.8 Certificated Administrator Vacations: Administrators shall be granted annual vacation allotments with the intent that each will take no fewer than ten (10) days of vacation each year. Administrators must request vacation in advance from their immediate supervisor. Administrators will endeavor to use vacation on non-instructional days such as winter break or spring break, but vacation on instructional days may be approved by the administrator's immediate supervisor. Administrators new to the District or administrative position shall be awarded ten (10) vacation days at the beginning of the contract on July 1.

Employees shall accrue vacation on a monthly basis. Full-time employees shall be granted the equivalent of thirty (30) days (240 hours) of vacation annually. Those who work part-time or less than a full year contract shall receive a pro-rata annual vacation allotment.

Section 5.8.1 Vacation days are earned in relation to work days associated with the individual's contract. The vacation days in all cases are rounded to the nearest whole day. The vacation-earning ratio for thirty (30) days of annual vacation is:

30 annual vacation days11494

Unused vacation up to a total of forty-four (44) days may be carried over from 30 June to 1 July during any contract year. With the prior approval of the Superintendent or his/her designee, unused vacation days in excess of forty-four (44) days may be carried over under the following conditions:

- a) The demands of the job are such that the individual is requested to remain on the job and not take the annual allotment of vacation time.
- b) The individual desires to accumulate vacation time in order to take more than the annual allotment during a particular future year, providing that job conditions warrant.

An administrator terminating employment for any reason including retirement, return to a teaching position, or for other employment, shall be paid for his/her accumulated unused vacation as of the month-end just prior to the date of termination. This accumulated vacation payment termination shall be of such amount that the total number of vacation days converted to compensation shall not exceed 30 days and it will be in such amount that the District avoids any risk of attendant financial penalty or other legal constraint. Such payment shall be calculated at the appropriate per diem rate of pay. This payment will normally be made on or about June 30.

Section 5.8.2 Vacation accounting shall be on a first-in, first-out basis. Each administrator is responsible to make arrangements in his/her proposed work-year calendars to use excess accumulated vacation before the employee's termination date.

Section 5.8.3 Administrators will communicate with supervisors regarding the use of vacation days throughout the year.

Section 5.8.4 At the end of each vacation taken by an administrator, is the administrator must submit his/her time through the electronic process selected by the District. In order to assure proper year-end vacation status, vacation days taken in June must be submitted in all instances no later than the end of July.

Section 5.8.5 Administrators are expected to follow approved calendars unless a modification is approved by the appropriate Superintendent/supervisor. Requests for modifications of approved calendars are to be submitted as far in advance as practical, and proposed modifications should be based on the fact that earlier planning could not be accommodated.

Section 5.8.6 The appropriate supervisor will monitor approved calendars for all administrators assigned.

Section 5.9 Certificated Administrator Holidays: The following are the thirteen (13) Board-identified holidays for administrators.

September

Labor Day

November

Veterans' Day

Thanksgiving Day

Day following Thanksgiving Day

December

Christmas Day

Day before or after Christmas Day

January

New Year's Day

Day before or after New Year's Day

Martin Luther King, Jr.'s Birthday

February

Presidents' Day

March/April

Friday of Spring Break

May

Memorial Day

July

Independence Day

Section 5.10 Special Project Pay: Administrators may be asked, on occasion, to take on significant extra work requiring numerous hours beyond that normally expected. In certain cases, this work might be packaged in a special project and rewarded with extra pay. Such project pay must be arranged in advance, approved by the Superintendent or his designee, and made only if the District avoids any risk of attendant financial penalty, pension charge back, or legal constraint.

Section 5.10.1 Criteria for Administrator Special Project Pay: The following criteria will be used in considering a request for special project pay:

Section 5.10.1.1 The added pay is for work that is clearly beyond the usual and normal responsibility of a specific administrator.

Section 5.10.1.2 The special project is clearly defined in terms of goals, objectives, responsibilities, and timelines, and is related to a major District project or initiative.

Section 5.10.1.3 The project will substantially increase the hours and work load of the administrator and covers a significant time span, generally at least two to three months. Also, the option to offset this extra responsibility with additional help has been reviewed.

Section 5.10.2 Procedure for Applying for Administrator Special Project Pay: When in the judgment of an administrator, or their supervisor, a proposed project/responsibility meets the criteria for an administrator stipend the following process shall be followed:

Section 5.10.2.1 The administrator or supervisor requesting consideration for special project pay shall provide the following information in writing:

- A. Description of the project or responsibility;
- B. How the request meets each of the criteria for special project pay including, how it is beyond the administrator's usual and normal job responsibility and how much the project will increase hours/work load of the applying administrator.
- C. Goals;
- D. Objectives;
- E. Timelines;
- F. The project's relationship to a major district project or initiative;
- G. Evaluation.

Section 5.10.2.2 The administrator shall meet with the supervisor to discuss the proposal and obtain a signature of support.

Section 5.10.2.3 The administrator shall submit the proposal to the superintendent and/or his designee.

Section 5.10.3 Review Process for Approving Special Project Pay: When a request from an administrator or the administrator's supervisor is received, the superintendent or his/her designee will review the request with the cabinet.

Section 5.10.3.1 When reviewing requests for special project pay, the cabinet shall use, but not be limited to the following as guidelines for the project/responsibility and compensation amount.

- A. Mentor Administrator: Each administrator or administrator team serving as a mentor for an approved intern may receive \$1,000. For two interns the administrator or administrator team may receive \$2,000.

- B. Collective Bargaining: Administrators who are designated as regular members of District bargaining teams may receive up to \$1,500.
- C. The special project pay amount shall not exceed the individual's per diem pay rate on an hourly basis multiplied by the additional hours involved in completing the special project.

Section 5.10.3.2 As other "special projects" are proposed for support, it is the responsibility of the proposing administrator and/or supervisor to outline specifically the way in which the proposed project meets all criteria listed in Section 5.10. Such specification will be critical in evaluating the proposal.

Section 5.10.3.3 Payment for the project will be made upon completion based on verification from the administrator and his/her immediate supervisor.

Section 5.11 Capital Projects Stipend: Capital project's stipends shall be awarded to principals during planning and construction for substantial modernizations or new school construction in accordance with the following schedule:

1. Elementary Schools –This stipend will be paid at the rate of \$3,000 for the planning year and \$3,000 for year for the duration of the project.
2. Middle School –This stipend will be paid at the rate of \$3,000 for the planning year and \$3,000 per year for the Lead Project Administrator for the duration of the project. The other administrator(at the building will receive \$1,500 each for the planning year and \$1,500 per year for the duration of the project. The building administrative team will identify the Lead Project Administrator for each year of the project.
3. High School –. This stipend will be paid at the rate of \$3,000 for the planning year and \$3,000 per year for the Lead Project Administrator for the duration of the project. Each of the other two administrators at the building will receive \$1,500 each for the planning year and \$1,500 per year for the duration of the project. The building administrative team will identify the Lead Project Administrator for each year of the project.

The Lead Project Administrator is the administrator that performs the majority of the following responsibilities on a consistent basis during the planning and construction phases of a project: While other administrators will be involved in these same activities, the Lead Project Administrator is the one identified with the majority of the responsibility. This responsibility could change during each year of the project in buildings where there is more than one administrator. Each year, the administrative team will designate the individual serving as the Lead Project Administrator.

1. Planning

Facilitates staff involvement in the preparation of the educational specifications, schematic design and design development. Attends the majority of the meetings with the capital projects representatives, architects, consultants and engineers.

Consults in the editing of the educational specifications for accuracy and completeness.

Participates in the review of the design documents at schematic design and design development.

Participates in meetings with community groups and parent representatives.

Meets with School Board representatives and participates in presentations at school board meetings.

2. Construction

Participates in periodic meetings with architects, capital projects representatives, contractors, consultants and engineers

Makes periodic on-site visitations

Works with budgetary shortfalls and unexpected conditions.

Assists the Facilities department in the identification of equipment and furniture needs (both new and re-use of existing)

Works with staff, community and parent groups.

Assists in the planning and facilitation of transition activities involved in moving to a swing school or moving classrooms at the site of construction.

Inform the Facilities department of staff and student concerns and needs about the completed project within the initial move-in phase and assist in resolving the issues.

Any administrator(s) who are assigned to a school that is eligible for a construction stipend, who is not participating in the work described above, will not be receive the stipend.

Section 5.12 Technology Stipend. For the duration of the contract, Administrators shall be allocated a \$1,800 technology leadership stipend related to the District's implementation of new technology. Administrators will participate in training related to the new District technology initiatives. They will serve as central leaders in encouraging the use of electronically available data by school staff in order to improve student learning

Section 5.13 Sick Leave Conversion Medical Reimbursement Plan: Effective for all administrators retiring on or after 1 June 1994, during the term of this Agreement, and pursuant to RCW 28A.400.210(3), any remuneration for unused leave for illness or injury otherwise payable to such administrators at the time of their retirement shall be used to provide reimbursement to such administrators for their medical expenses. Such administrators shall hold the District harmless should the United States government find that the District or the administrators are in debt to the United States government as a result of the administrators not paying income taxes due on any such amounts or as a result of the District not withholding or deducting any tax, assessment, or other payment on such funds as required by Federal law. The Bellevue Program and Services Administrators shall elect the plan or plans to provide reimbursement to retired administrators hereunder, and the District shall have no responsibility or liability for such selection. The District makes no representations or warranties, and it shall

have no responsibility or liability, with respect to the tax consequences of any such plan or with respect to the ability of any plan sponsor or insurer to make payments due from it under the plan or to fulfill any of its other obligations under the plan.

Section 5.14 Doctoral Stipend: Certificated administrators who have earned a doctoral degree shall be paid \$3,000 annually for this degree.

ARTICLE VI

Professional Development

Section 6.1 Professional Growth and Support Funds: Each administrator will be reimbursed up to \$2,000 annually for professional growth activities and for certain other approved professional support purchases (Appendix C). Up to \$4,500 of any unused amount of this allocation may be carried forward from one year to the next.

Section 6.1.1 Professional Membership Funds: Each administrator shall receive up to \$832 of district funds for the purpose of purchase of professional memberships for 2017-2018. For 2018-2019 and 2019-2020, these funds shall be set at the amount of base membership to the Association of Washington School Principals for each certificated administrator. These funds may be combined with funds identified in 6.1 at the discretion of the administrator and with approval of the supervisor.

Section 6.1.2 Professional development funds held by individual administrators, in excess of the \$4,500 carryover allowed, will be added to this pool and available for distribution in accordance with the guidelines developed. No professional development funds will be authorized for use toward the purchase of technology hardware or software.

Section 6.2 Materials and Equipment Purchased with Professional Development Funds: Professional Development funds are allocated to employees to be used for professional memberships, professional growth activities and for professional support purchases.

All materials and equipment purchased with Professional Development funds are the property of the Bellevue School District.

Section 6.3 Administrative Professional Development: The District and the Association shall jointly develop training programs for implementation of new or changing District initiatives.

The District shall provide administrators with appropriate professional development specific to their assigned responsibilities and individual circumstances.

Section 6.3.1 A study team will research and develop a coaching/induction model ready for use for the 2018-2019 contract year. This team shall be composed of members of the District Equity Leadership Team (DELT), their designees, and certificated administrators covered by this agreement.

Section 6.3.2 The District, in collaboration with the Certificated Administrators Association, shall provide tools and strategies to support administrators, with a focus on process improvement, individualization, supporting maintaining a balance of professional work and private life for employees.

ARTICLE VII

Duration and Acceptance of the Agreement

Section 7.1 Duration and Reopener: This Agreement shall be effective for the period July 1, 2017 through June 30, 2020, with the exception of salary, which shall be reopened for the third year of the contract, and benefits, which shall be open each year of the contract.

Section 7.2 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 through the bargaining process. It is the intent of the parties to comply with all applicable laws.

Section 7.3 Acknowledgment: The District and the Association acknowledge that they have bargained with respect to all terms and conditions of employment as desired by the parties. The District and the Association acknowledge that their agreements are fully set forth herein, and that the omission of any reference to any aspect of the terms and conditions of employment is intended to be a waiver of any right to bargain with respect to the particular subject during the term of this Agreement.

ARTICLE VIII

Administrator Evaluation

Appendix A – Administrator Evaluation shall be used for district level certificated administrators not covered by TPEP. The parties agree to review previous work and recommendations on evaluation structure and process for certified administrators not assigned as principals or assistant principals. The parties reinforced their preference for alignment to the AWSP framework. The parties will also investigate possible approaches to software, including Eval 2.0 and TalentEd Perform (District software). Representatives from the Certificated Administrator group will meet with representatives from Human Resources during the Summer of 2017 to determine next steps.

Agreed to and executed this 9th day of June, 2017.

BELLEVUE CERTIFICATED
ADMINISTRATORS ASSOCIATION:

BELLEVUE SCHOOL DISTRICT NO. 405:

Renee Barut Del Fierro

Eva Collins

Vic Anderson

Melissa deVita

Tom Duenwald

Jeffrey J. Thomas

Dusty Steere

Patty Siegwarth

Danelle Edwards

Liz Ritz

**BELLEVUE SCHOOL DISTRICT # 405
CERTIFICATED ADMINISTRATOR COMPENSATION**

July 1, 2017 - June 30, 2019
4.5% Increase (Includes COLA, Market Adjustments)

| POSITION | SALARY |
|--|---------------|
| Elementary School Assistant Principal | \$120,000 |
| Supervisor of CTE Program Supervisor of ESL Program Supervisor of Gifted Program Supervisor of K-12 Counseling Supervisor of Pupil Management | \$125,000 |
| Middle School Assistant Principal Assistant Principal Big Picture Assistant Principal International | \$130,000 |
| High School Assistant Principal | \$136,000 |
| Elementary Principal Director of Student Services | \$139,000 |
| Middle School Principal Big Picture School Principal International School Principal District Activities and Athletics Director Supervisor of Special Education | \$143,000 |
| High School Principal Director of Curriculum Director of Educational Technology Director of Instructional Technology | \$153,000 |

Doctoral Stipend: \$3,000

Revised 8/3/2017

