

**Agreement Between**

**Kent School District**

**and**

**Kent Principals Association**

July 1, 2023 - June 30, 2025

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**Agreement Between  
Kent School District  
and  
Kent Principals Association**

**Section 1: RECOGNITION AND COVERAGE OF AGREEMENT**

Section 1.1 Agreement

This Agreement is effective this 1st day of July 2023, by and between the Kent School District No. 415, hereinafter referred to as the “District,” and the Kent Principals Association, hereinafter referred to as the “Association,” acting on behalf of the employees of the bargaining unit as outlined in Section 1.2 below.

Section 1.2 Recognition

The District hereby recognizes the Association as the exclusive bargaining representative of all regularly employed principals and assistant principals of the District. When used, hereinafter, the term “building administrator” shall refer to all principals and assistant principals.

Section 1.3 Term of Agreement

The term of this Agreement shall be for two (2) years commencing on July 1, 2023, and terminating at midnight on June 30, 2025.

**Section 2: APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

The parties agree that pursuant to RCW 41.59.080 (7), the scope of bargaining shall be limited to compensation, hours of work, and the number of days of work in the annual employment contracts. Other employment conditions for employees in this unit shall be determined by policies approved by the Board of Directors and procedures developed by the Superintendent.

Section 2.1 Association and District Liaison Meetings.

The District and the Association agree to establish and participate in a joint committee liaison process, with meetings held twice per month to address areas of mutual interest and concern. District representatives will include Teaching and Learning, Schools and Academic, Human Resources, and other communities as needed. Under no circumstances shall collective bargaining occur in any liaison meeting. Likewise, the liaison meetings will not be a substitute for the contractual grievance process.

Section 2.2 Collaborative Decision Making

District leadership will endeavor to consult with and include building leaders in decisions that will directly impact buildings and the resulting subsequent workload. This can include consideration of placement on specific committees, work groups, system development, and other strategic planning or projects.

### Section 3: COMPENSATION

#### Section 3.1 Annual Salary

The annual salary for building administrators shall be as shown in the attached salary schedule (Exhibit 1). Effective July 1, 2023, a three and a half percent (3.5%) increase will be added to the 2022-2023 competitively adjusted salary schedule, inclusive of any inflationary increase (RCW 28A.400.205). Effective July 1, 2024, an increase, equal to any inflationary increase (RCW 28A.400.205), will be added to the 2023-2024 salary schedule.

An additional \$2,500 for principals and \$1,500 for assistant principals will be paid each year for those administrators working in a school on the National Board Challenging School Index for the current school year, which shall be included as a lump sum in the November pay warrant of the current contract year.

For the 2023-2024 contract year, a one-time stipend of \$3,000 per FTE for elementary assistant principals and \$2,500 per FTE for all other Association members will be paid the pay period following board approval of this collective bargaining agreement. This is non-recurring.

#### Section 3.1.1

All newly hired building administrators shall be placed on the salary schedule in accordance with their completed years of administrative experience as building or department administrator, or the equivalent as outlined in RCW 28A.400.300. For any placement on the salary schedule above step one (1), a verification of experience form must be completed and returned to Human Resources within ninety (90) calendar days of hire.

#### Section 3.1.2

Building administrators shall be eligible for annual experience increments, subject to schedule adjustments.

#### Section 3.1.3 Doctoral Stipend

Administrators holding a doctoral degree will be paid an annual stipend of \$3,500 which will be paid in 12 equal installments.

#### Section 3.2 Per Diem Rates of Pay - Definitions

“Actual per diem rate” is determined by dividing the 260-day building administrator’s salary schedule placement by 260 days.

“Adjusted per diem rate” is determined by dividing the 260-day building administrator’s salary schedule placement by 222 days.

#### Section 3.3 Vacation Cash Out

##### Section 3.3.1

Each building administrator may request, on an annual basis, compensation for up to ten (10) days of unused vacation based on the June 30 accumulation. These days will be paid at the adjusted per diem rate. In order to qualify for vacation cash out, ten days of vacation must be used during the contracted year (July 1 through June 30). New administrators are exempt from this ten (10) day usage minimum for their first year only.

##### Section 3.3.2

Payment will be made on the June pay warrant, consistent with the District payroll cutoff dates and provided that building administrator records do not otherwise indicate ineligibility (based on the administrator’s actual attendance and vacation leave balance.)

### Section 3.3.3

Upon separation of employment other than retirement, building administrators under TRS Plan I are eligible to receive compensation for accumulated vacation in an amount not to exceed thirty (30) days, or such lesser amount as may be necessary so that the District avoids any financial penalty or other legal constraint. All other building administrators will receive their accumulated vacation by warrant on the next scheduled pay date after their final pay warrant. In either case, the unused vacation will be paid at the adjusted per diem rate of pay.

Upon retirement, the vacation cash out will be subject to the Association's VEBA III contract vote.

## Section 3.4 Sick Leave Cash Out

### Section 3.4.1

In January of each year, any eligible building administrator may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one (1) day's monetary compensation of the building administrator at the actual per diem rate for each four (4) full days of accrued leave for illness or injury in excess of sixty (60) days. Sick leave cash out will be compensated per statute at the building administrator's actual per diem rate. Leave for illness or injury for which compensation has been received will be deducted from accrued leave for illness or injury at the rate of four (4) days for every one (1) day's monetary compensation; PROVIDED, that no building administrator may receive compensation under this section for any portion of leave for illness or injury accumulated at a rate in excess of one (1) day per month.

### Section 3.4.2

Upon retirement, the sick leave cash out will be subject to the Association's VEBA III contract vote. At the time of separation from District employment due to death, the building administrator's estate will receive remuneration for unused sick leave. In either case, the unused sick leave will be paid at a rate equal to one (1) day's current monetary compensation of the building administrator for each four (4) days accrued leave for illness or injury. This sick leave cash out will be compensated as per section 3.4.1. No more than 180 sick leave days will be eligible for conversion. Any such conversion will be subject to the terms and limitations of applicable statutes and regulations.

## Section 3.5 Professional Development Account and Professional Dues

### Section 3.5.1 Professional Development and Technology Account.

Each building administrator is appropriated \$2,000 per year for professional development and technology expenses.

For professional development expenses, these funds can be used for district-approved professional development-related travel expenses, conference registrations, and other professional development activities (including coursework for college credit, to obtain a degree, or to obtain a credential) with prior approval by the administrator's supervisor.

For technology expenses, these funds may be used to purchase District technology for the use of the building administrator. All purchases must be done through the regular District technology purchasing process and all purchased items remain the property of the District. Items purchased through the use of the Professional Development and Technology Account will follow the building administrator should that administrator take another position as a building administrator in the District but will be returned to the District if the building administrator moves to a position outside of the Association.

Building administrators may carry over any unspent amount of the previous school year's Professional Development and Technology Account balance, which shall be in addition to the building administrator's annual appropriation for the current school year. The building administrator's annual Professional Development and Technology Account balance will not exceed \$6,000.

Building administrators may also use these funds to pay for additional building staff to attend a professional development event.

Building administrators may donate their professional development funds to the professional development account of another building administrator.

After returning from a conference, the building administrator shall explain to his/her supervisor what he/she learned and how it can be applied to his/her building, staff, and colleagues. When requested by his/her supervisor, the building administrator will make a presentation to levels, leadership team, or any other appropriate forum.

#### Section 3.5.2 Professional Dues

The District will pay the annual professional dues for The Association of Washington School Principals (AWSP).

#### Section 3.5.3 Cellphone

Each building administrator will be provided with a District-paid cellphone for building administrator use, upon request. If a line is not being used, as demonstrated by the phone bill for 2 consecutive months, it will be returned to the District office for re-allocation.

### Section 3.6 Benefits

The District shall provide basic and optional benefits through the School Employees Benefits Board (SEBB) under the rules and regulations adopted by the SEBB. Any provisions included in this Agreement that are found to conflict with the rules and regulations adopted by the SEBB shall be considered null and void.

#### Section 3.6.1

Pursuant to RCW 28A.400.275, the parties agree to abide by state laws regarding school district benefits. The parties acknowledge that the District health and welfare benefits are for a term of one year, except as otherwise allowed by law.

#### Section 3.6.2

Building administrators shall be entitled to the following additional benefits:

- Building administrators will be covered by the District's liability insurance policies to the extent provided therein and allowed pursuant to the rules and regulations adopted by the SEBB.
- Building administrators shall be covered by the Washington State Workers' Compensation Law, self-insured by the District. The cost of the industrial insurance will be borne by the District. The cost of the supplemental pension fund will be shared equally by the building administrator and the District in accordance with the Workers' Compensation Law.
- Building administrators shall be eligible, per statute, to participate in VEBA III.

Section 3.6.3 Personal Property/Vandalism

An employee who uses their personal vehicle for District business whose vehicle is damaged while being used for District business, for which no other party is responsible, may submit a claim to the District for either the cost of repair, or the insurance deductible, whichever is less. District business does not include commuting to or from work, or while the vehicle is parked. Additionally, employees whose personal property is damaged while performing duties within the scope of their employment may submit a claim for reimbursement of repair or replacement up to \$1000, per occurrence.

Section 3.6.4

Effective for the 2023-2024 and 2024-2025 school years, the District shall match the monthly contribution of participating building administrators to an approved tax-sheltered annuity, allocated according to the table below:

<u>Current Year of Salary Schedule Building Administrator Service</u>	<u>Monthly Allocation*</u>
1-3	\$100
4-5	\$150
6-8	\$200
9-11	\$250
12-14	\$300
15+	\$350

\*Maximum amount matched by the District.

Section 3.7 Personnel File

Section 3.7.1

One personnel file shall be maintained in Human Resources for each employee of the bargaining unit and may contain, but not limited to: the original employee application, payroll authorizations, recommendations, transcripts, certification documents, correspondence, evaluation reports, and pertinent data concerning the employee. Employees will be notified of all items that will be placed in personnel files and can view this file upon request.

Section 3.7.2

A working folder may be maintained by the immediate supervisor. No derogatory material shall be placed in the building working folder unless first shared with the employee. The employee has the right to add information in explanation of materials already in the working file and may add other items relevant to their employment. Materials in the working folder can be purged after three years at the request of the employee. Employees will be notified of all items that will be placed in personnel files and can view this file upon request.

Section 3.7.3

Employees may request that letters documenting disciplinary action or Letters of Direction that are more than three (3) years old be removed from their working file maintained by the Executive Director of Learning Improvement (EDLI) provided there has been no further related disciplinary action within the three-year period. Any materials filed longer than five (5) years in the personnel file kept within Human Resources shall, at the employee's request, be removed provided: 1. The materials are not required to be retained by law; 2. The materials are not part of a formalized continuing action; or 3. The District may keep documents regarding allegations of physical or sexual abuse or harassment for more than five (5) years if these documents are kept in a sealed file in the possession of the District's legal counsel.

## Section 4: EVALUATIONS

Building Leaders will be evaluated using the AWSP Leadership Framework version 3.0, supporting documents, and following the Teacher and Principal Evaluation Project (TPEP) RCWs and WACs. Prior to October 30 of each school year, all building administrators with three (3) or less years of experience as a building administrator in the state of Washington who have not been trained on the AWSP framework will receive such training. The evaluation of building administrators must include the following:

### Section 4.1 Scope of Evaluations, Notification and Deadlines.

#### 4.1.1 Scope of Evaluation

Building administrators will be evaluated on the comprehensive evaluation for the first three years as a building administrator in Washington, and once every six years thereafter. Building administrators who were proficient and/or distinguished will be placed on a focused evaluation.

- a. Building administrators on the comprehensive evaluation will be evaluated on all eight of the AWSP criterion.
- b. Building administrators on the focused evaluation will be evaluated on one of the eight AWSP criterion. Building administrators on the focused evaluation will mutually agree on the criterion with their evaluator.
- c. Newly hired building administrators who have successfully completed the comprehensive evaluation (3 years of Proficient or Distinguished) in his/her prior Washington State School District may be moved to the focused evaluation after successfully completing the comprehensive evaluation (Proficient or Distinguished) during his/her first year in the Kent School District.

#### 4.1.2 Supervisor Notification

No later than the first Monday after Labor Day, each building administrator will be notified in writing about the following things:

- a. The name of their supervisor.
- b. The date of their AWSP self-assessment and student growth goals conference, to be no later than October 30.
- c. The scope of their evaluation (focused or comprehensive).

#### 4.1.3 Fall Conference

- a. At the fall conference, to be held no later than October 30, the building administrator will review the AWSP Framework with their supervisor. Building administrators on the focused evaluation will select one of the eight state criterion in collaboration with their evaluator to guide their work. Building administrators on the comprehensive evaluation system will discuss each of the eight state criteria with their supervisor.
- b. At the fall conference, to be held no later than October 30, the building administrator and his/her supervisor will meet to discuss the building administrator's AWSP self-assessment and establish student growth goals for the school year. Those building administrators on a focused evaluation will only self-assess on the criteria of focus for that year. KPA and the District will meet to discuss and potentially revise the optional Goal Setting and Self Reflection form in the digital evaluation system to align with current practice by August 15, 2023.
- c. KSD and KPA will follow the state law to move a building leader from a focused evaluation to a comprehensive evaluation by December 15 or as determined by state law (if changed). In this situation, the building leader will collaborate with their supervisor to revise their Student Growth Goals.



#### 4.1.4 Mid-Year Check-In

At the mid-point of the school year, building administrators will meet with their supervisor to review their progress during the 1<sup>st</sup> semester in all of the criterion on which they are being evaluated. This meeting will take place no later than March 15.

#### 4.1.5 End of Year Conference/Final Evaluation

The building administrators and their supervisor will meet for an end-of-year conference/final evaluation no later than June 1 of each year. At this conference, the supervisor will discuss with the building administrator the building administrator's performance as measured by the AWSP Leadership rubric. KPA and the District will meet to discuss and potentially revise the End of Year Evaluation form in the digital evaluation system to align with current practice by August 15, 2023.

### Section 4.2 Observations, Reporting Periods, Plan of Support

#### 4.2.1

Observations/evidence gathering by the evaluator shall be conducted in the natural course of the school day to capture the naturally occurring functions of being a building administrator. Examples include but are not limited to observing the building administrator conducting a parent-teacher and/or student conference, leading a faculty meeting, presenting a professional development training, or facilitating a parent session at an open house or PTA meeting. An observation may also include a meeting where the building administrator is sharing evidence, artifacts, documents, etc., specific to one or more criterion and discussing and documenting that information with the supervisor. Building administrators shall not be required to create presentations or organize activities for the sole purpose of being observed.

#### 4.2.2

When an evaluator uses a school visit, meeting with the building administrator, or any other interaction for the purpose of gathering evidence, the evaluator shall, within ten (10) school days, provide the building administrator with the following:

- a. The date of the interaction
- b. A written summary or script of the evidence gathered
- c. The building administrator will be provided the opportunity to respond to the evidence within ten (10) school days.

#### 4.2.3

The first set of observations/evidence gathering (e.g., observing the building administrator conducting a parent-teacher and/or student conference, leading a faculty meeting, presenting a professional development training, or facilitating a parent session at an open house or PTA meeting) shall occur no later than November 25 and the second set of observations/evidence gathering will occur no later than April 30. An observation may also include a meeting where the building administrator is sharing evidence, artifacts, documents, etc., specific to one or more criterion and discussing and documenting that information with the supervisor. No later than ten (10) school days following the first set of observations and again no later than ten (10) school days following the second set of observations/evidence gathering, the building administrator will receive coding of the evidence gathered and written feedback.

- a. For building administrators on the comprehensive evaluation, they will receive written feedback on each of the eight state criterion.
- b. For building administrators on the focused evaluation, they will receive written feedback on the criterion they selected for that school year.
- c. The building administrator will be provided the opportunity to respond to such noticings/wonderings, questions, and/or provide other evidence, through a

scheduled post-observation conference and/or through an electronic tool, prior to the supervisor finalizing any conclusions or feedback (within 10 days). Responses to noticings and wonderings may be used as evidence for the final summative evaluation. The building administrator or evaluator may request a post-observation conference.

#### 4.2.4 Mid-Year Check-In

Building administrators will receive a progress report documenting their year-to-date performance by March 15 of each school year. If the preponderance of evidence, as measured by the AWSP rubric, suggests that their performance falls into the basic or unsatisfactory range for any one element or criterion, the building administrator's evaluator will provide specific examples of the basic or unsatisfactory performance and offer suggestions for how to adjust their professional practice moving forward.

#### 4.2.5

At the mid-point of the school year, building administrators may choose to meet with their supervisor to review their year-to-date progress in all of the criterion on which they are being evaluated on the progress report. The building administrator or the supervisor may request this meeting. In cases when the building administrator is trending overall Basic or Unsatisfactory, when the building administrator is on comprehensive, or when the building administrator is in their first or second years as an administrator in the district, this meeting will be required and will take place no later than March 15.

#### 4.2.6

A building administrator shall be notified by their evaluator as soon as it becomes apparent that he/she is not performing satisfactorily on one or more criterion. No building administrator shall receive a mark of "unsatisfactory" on an annual assessment unless he/she has received prior written notification of the deficiency and engaged in the Plan of Support and Plan of Improvement processes.

#### 4.2.7 Plan of Support.

The building administrator shall have at least 20 student contact days to demonstrate improvement as documented through a written Plan of Support.

- a. The plan will be developed collaboratively between the evaluator and the building administrator and their representative and include the specific area(s) needing improvement aligned with the appropriate criterion and element of the AWSP rubric, evidence of the unsatisfactory performance, and the specific support(s) that will be provided to the building administrator during the 4-week period. If the building administrator does not agree that the Plan of Support is written so that the goals are attainable and the supports reasonably implemented, they may appeal to the Superintendent or designee and request a review or revision. The appeal process will not delay the start of the plan timeline.
- b. At the end of the 20 student contact days, the evaluator will meet with the building administrator to discuss the evidence of the building administrator's performance. At this meeting, the building administrator and evaluator will discuss any additional evidence that the evaluator may not have observed directly.
- c. If an analysis of the evidence collected by the evaluator during the 20 student contact days, demonstrates that the building administrator has not met the criteria for basic or above performance aligned to the AWSP rubric, the evaluator will notify the building administrator within five (5) student contact days that a Plan of Improvement is necessary.

- d. If the analysis of the evidence collected by the evaluator during the 20 student contact days demonstrates that the building administrator is making progress towards meeting the criteria for basic or above performance, but has not yet met the standard, the evaluator may choose to extend the Plan of Support for additional time. In this case, where the Plan of Support is extended, the building administrator would only be subject to non-renewal if the Plan of Improvement timelines and requirements in Section 3.6.2.8 could still be implemented in full after the completion of the extension of the Plan of Support.

#### 4.2.8 Plan of Improvement.

If the evaluator determines that a formal Plan of Improvement is needed, the Plan of Improvement must contain an evaluation period of at least 30 student contact days.

- a. A meeting will be held with the evaluator, the building administrator, a KPA representative, and an HR representative to discuss the deficiencies. At this meeting, the evaluator shall give specific evidence based on documented workplace observation(s) and/or other evidence as appropriate to the criterion to justify such ratings.
- b. The evaluator shall present the building administrator with a written plan. This Plan of Improvement will clearly 1) Describe the criteria of concern, 2) Outline the specific actions, behaviors, or tasks the building administrator is expected to do in order to achieve satisfactory ratings, and 3) Describe specific support(s) that the building administrator will receive during the Plan of Improvement. If the building administrator does not agree that the Plan of Improvement is written so that the goals are attainable and the supports reasonably implemented, they may appeal to the Superintendent or designee and request a review or revision. The appeal will not delay the start of the plan timeline.
- c. The building administrator who is on a Plan of Improvement may request from the Associate Superintendent of Human Resources and/or Associate Superintendent of Schools and Academic Support an independent observer to provide input and evidence which may be considered in the final evaluation.
- d. After the Plan of Improvement is completed, and by May 10<sup>th</sup>, the building administrator, the evaluator, a KPA representative, and an HR representative will convene a meeting. At this meeting, the evaluator will provide the building administrator with a written document outlining the evidence observed on each criteria of concern and the final assessment rating. If a building administrator has shown satisfactory growth on the Plan of Improvement, then they will be marked as such on their end-of-year evaluation. If an administrator did not show growth during the Plan of Improvement, then they will be marked as such on their end-of-year evaluation. If an administrator did not show growth during the Plan of Improvement, they will be marked unsatisfactory on criteria of concern on their end-of-year evaluation. At this meeting, and by May 10<sup>th</sup>, the evaluator will indicate whether or not they intend to recommend the building administrator for non-renewal or provide some other remedy.

#### Section 4.3

Evaluators of building administrators “must engage in professional development designed to implement the revised systems and maximize rater agreement” (RCW 28A.405.120 and RCW 28A.405.130). Evaluators of building administrators will not be required to exceed the requirements of these RCWs in order to complete building administrator evaluations.

## **Section 5: NUMBER OF DAYS OF WORK IN EMPLOYMENT CONTRACTS**

### **Section 5.1 Individual Contracts**

A building administrator's contract shall be for one year, commencing on July 1 and ending on June 30 of each year.

Building administrators shall work or use requested and approved vacation leave, employee discretionary leave, flex day leave, on-call leave, and/or other applicable leave, as eligible and defined in District procedure/bulletins/memos, throughout the term of employment to include scheduled school year breaks - winter break (December/January), mid-winter break (February), and spring break (April).

### **Section 5.2 Holidays**

The following fourteen (14) holidays shall be given without loss of pay to building administrators:

- New Year's Day and the day before or day after
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day (Fourth of July)
- Labor Day
- Veterans' Day
- Thanksgiving and the day after
- Christmas and the day before and the day after

### **Section 5.3 Vacation**

For building administrators, vacation days shall be accrued at the rate of 16 hours and 40 minutes per month, for a maximum of twenty-five (25) days per year, provided they shall be required to take a minimum of ten (10) days of vacation each contract year. (Days donated through the shared leave program will count toward the required 10 days.) New administrators are exempt from this ten (10) day usage minimum for their first year only. Vacation time shall not be accumulated in an amount to exceed two (2) times the employee's annual entitlement (fifty (50) days) as computed under this section. Vacation days in excess of two (2) times the employee's annual entitlement shall be lost unless used prior to June 30 and annually each June 30 thereafter.

### **Section 5.4 Discretionary Leave**

Building administrators may use up to three (3) days per year as employee discretionary days.

#### **Section 5.4.1**

Discretionary days are non-cumulative.

#### **Section 5.4.2**

Employee discretionary leave will not be granted on the work day directly before or the work day directly after holidays, scheduled school breaks, or the first or last day of the school term except in case of emergency as approved by Human Resources.

#### **Section 5.4.3**

One day of discretionary leave may be carried forward for use in the following year. If carried forward, such day must be used, or it will be lost. Except for one day which can be carried forward into the following year, discretionary leave is noncumulative.

### Section 5.5 Flex Days

Building administrators will receive six (6) flex days each year to be scheduled and used in the same manner as vacation days. These days may only be used during winter break (December/January), mid-winter break (February), spring break (April), and summer vacation. These days cannot be carried over from year to year or cashed out. Building administrators hired on or after December 1 will receive three (3) flex days, and building administrators hired on or after April 1 will not receive flex days for that school year.

### Section 5.6 On-Call Day Leave

Building administrators will receive two (2) on-call days each year that may be scheduled and used only during the District's winter break (December/January), mid-winter break (February) and spring break (April). These days cannot be carried over from year to year or cashed out. Building administrators hired on or after December 1 will receive one (1) on-call days, and building administrators hired on or after April 1 will not receive on-call leave for that school year.

While on-call, building administrators are not required to remain on district property and may use on-call time for his/her own purposes. However, in all instances, building administrators shall answer all phone calls and will check and respond to emails. Additionally, they must be able to report to the district or school office within one (1) hour of such request/direction by their supervisor or chief officer.

### Section 5.7 Work Remotely

#### Section 5.7.1 Work Remotely.

Building Administrators may be able to work remotely on non-student days, except for five (5) business days after the last days of school and five (5) business days prior to school beginning, subject to the following conditions:

- a. The administrator responds within one (1) hour to such requests/direction by their supervisor or associate superintendent to a Teams, Zoom, or other virtual meeting.
- b. The administrator attends in-person meetings if requested, within 24-hour notice unless there is an emergency requiring shorter notification.
- c. At least one (1) administrator, administrative intern, or qualified building leader designee is working physically at their school building during any summer school session occurring at that building.
- d. The administrator obtains their supervisor's approval, which will not be unreasonably withheld, or unreasonably conditioned.
- e. Building leaders are expected to actively work and shall answer all phone calls and check and respond to emails while working remotely.
- f. Remote work option can be revoked for non-performance of duties as documented by their supervisor or non-compliance with the conditions above.

#### Section 5.7.2 Inclement Weather Work from Home.

When school is canceled due to inclement weather and the district office is open, building administrators can work remotely, subject to conditions 5.7.1. a and e.

### Section 5.8 Substitute Administrators.

When a building leader is out for 3 or more days, when students are present, the district will endeavor to provide a substitute administrator. Any building leader re-deployed to support another building will be compensated with a \$100 per day stipend. Any building where a building leader was re-deployed to another school or where a vacancy is unfilled will receive a \$100 per day stipend to be split among the remaining building administrators.

## **Section 6: MENTOR PROGRAM**

### **Section 6.1 Purpose**

The parties agree that it is beneficial to support new, newly assigned, and/or selected experienced principals through mentoring and that the mentor program will be part of the comprehensive professional development plan for qualifying administrators. This professional learning will be organized around a model of leadership and grounded in practice, including analyses of classroom practice, supervision, and professional development, using on-the-job observations connected to readings, discussions, and collegial learning networks, such as principals' networks, study groups, and mentoring or peer coaching, that offer communities of practice and support for problem solving.

### **Section 6.2 Number, Selection, and Compensation of Mentors**

The District will only assign experienced principals as mentors who have been trained as a principal mentor.

The District (designee) will coordinate and supervise the Principal Mentor Program, including the assignment of mentors to mentees.

The District will commit to ensure that each mentor has no more than three (3) proteges.

KPA members selected to become mentors in the principal mentor program will be compensated in the following manner (with a minimum of \$3,000 paid to each mentor):

- A minimum of \$3,000\* per first year principal mentee
- A minimum of \$2,000\* per second year principal mentee or first year KSD principal with one (1) year of experience
- A minimum of \$1,000\* per third year principal mentee or first year KSD principal with two (2) or more years' experience

All principals new to the district, regardless of years of experience, will be assigned a mentor. Principals with three or more years of experience will remain with their mentor for one year with an option to continue for a second year. Principals new to the role will receive mentorship support for three years.

## **Section 7: TPEP TRAINING**

### **Section 7.1 Purpose**

It is important that building administrators design, support, and guide professional learning around teacher evaluation. For those identified to participate in this work at a district level, they will be compensated as identified below:

### **Section 7.2 Compensation of Trainers and Consultants**

#### **CEL 5D+/TPEP: Teacher Trainer**

Compensation of \$1,000 for duties to include:

1. Collaborate to provide the required two-day teacher training (August) for all new teachers in KSD who will be evaluated using TPEP.
2. Provide two-day required training as new teachers are hired throughout the school year.
3. Participate in training debriefs and ongoing formative assessment of the training components.
4. Complete course paperwork and submit to the Program and Professional Development Team as needed.

### **CEL 5D+/TPEP: Teacher/Admin Trainer/Consultant**

Compensation of \$2,500 for duties to include:

1. Assist in planning and design of new teacher CEL5D+/TPEP Training.
2. Provide initial new teacher CEL5D+/TPEP Training.
  - Two (2) days required training (August).
  - Two (2) days required training as new teachers are hired throughout the school year.
3. Provide CEL5D+/TPEP support for specific administrators as needed.
4. Participate in training debriefs and ongoing formative assessment of the training components.
5. Complete course paperwork and submit to the Program and Professional Development Team as needed.

### **CEL 5D+/TPEP: Administrator Trainer/Consultant – Washington State Framework Specialist**

Compensation of \$5000 for duties to include:

1. Assist in planning and design of new principals and assistant principals CEL5D+/TPEP Training.
2. Provide initial new administrator CEL5D+/TPEP Training.
3. Five (5) days required training (July - August).
4. One (1) day Summative Score Training (before the next calendar deadline for scoring, i.e., Mid-year Progress Report/End of Year Evaluations).
5. Additional five (5) days required training as new administrators are hired throughout the school year.
6. Additional one (1) day Rater Reliability Training for new administrators hired throughout the year.
7. Complete course paperwork and submit to the Program and Professional Development Team as needed.
8. Plan ongoing calibration activities (PD) for principals and assistant principals who are CEL5D+/TPEP evaluators.
  - Facilitate calibration activities (PD) for principals and assistant principals who are CEL5D+/TPEP evaluators.
  - Oversee planning and design of initial new teacher CEL5D+/TPEP training.
  - Two (2) days Lead Trainer of Trainers Training Modules (for training additional teacher trainers)
  - Act as liaison between both CEL5D+ (Center for Educational Leadership/UW) and TPEP (OSPI) and the Kent School District, assuring implementation and compliance.
  - Provide CEL5D+/TPEP support for district level administrators as needed for policy and compliance consultation.

## **Section 8: GRIEVANCE PROCESS**

The purpose of these procedures is to provide a means for the orderly and expeditious adjustment of grievances of individual building administrators within the district.

### **Section 8.1 Definitions**

- Grievance means a claim by a building administrator that there has been a violation of this Agreement.
- Grievant means a building administrator.

### **Section 8.2 General Conditions**

### Section 8.2.1. Time Limits

The adjustment of grievances shall be accomplished as rapidly as possible. To that end, the number of days within which each step is described to be accomplished shall be considered as maximum and every effort shall be made to expedite the process. Under unusual circumstances the time limits prescribed may be extended by mutual consent of the grievant and the person or persons by whom the grievance is being considered.

### Section 8.3 Confidentiality

All matters pertaining to specific grievances shall be confidential information and shall not be unnecessarily or indiscriminately related, disclosed, or divulged by any participant in the grievance-adjusting process or by any employee or administrator of the district. All documents, communications, and records dealing with grievances and their adjustment shall be filed separately from the grievant's personnel file. If the grievant so requests in writing, a record of the final adjustment of the grievance may be placed in the grievant's personnel file.

### Section 8.4 Additional Participants

Both parties in the grievance adjustment procedure may call in other persons who could make a pertinent contribution to the acceptable adjustment of the grievance.

### Section 8.5 Freedom from Reprisal

Individuals involved in grievance adjustment proceedings, whether as a grievant, a witness, or otherwise, shall not suffer any restraint, interference, discrimination, coercion, or reprisal on account of their reasonable participation in the grievance-adjusting process.

### Section 8.6

A grievance must be filed within thirty calendar days of the occurrence of which the grievant complains.

### Section 8.7 Procedures

#### Step 1 - Oral Discussion- Supervisory Level

The grievant shall first discuss the grievance with his or her immediate supervisor and/or the appropriate party as determined by the grievant. Every effort shall be made to resolve the grievance at this level in an informal manner.

#### Step 2 - Grievance Submitted to HR

If no settlement is reached in Step 1, the grievant will submit a written grievance to the Director of Employment Support. The Director of Employment Support will identify the Executive Cabinet member most appropriate to hear the Step 2 grievance. The statement of the grievance will contain the following:

- The facts upon which the grievance is based.
- A reference to the contract provision alleged to have been breached.
- The remedy sought.
- The parties will have seven (7) work days from submission of the written statement of grievance to resolve it by indicating on the statement of grievance the disposition and signing it. If the grievance is not resolved, the grievant may proceed to step 3 of the grievance procedure.

#### Step 3 - Superintendent Level



If no resolution has been reached in Step 2 within the specified time limits, the grievance shall be submitted by the grievant within seven (7) workdays to the superintendent or designee(s). After such submission, the superintendent, or designee(s) and the grievant shall have twenty-one (21) work days to resolve the grievance by indicating on the statement of grievance the disposition and signing it.

#### Step 4 - Board Level

If no settlement has been reached in Step 3 within the specified time limits, the grievant may request the grievance be referred to the board of directors. This request must be filed within seven (7) workdays of the completion of Step 3.

The board of directors shall hear it with the grievant present. The grievant shall present their concerns, solutions, and answer questions. The hearing shall be held within thirty (30) calendar days of the request. The board of directors shall render a final decision within thirty (30) calendar days of the hearing.

### **Section 9: CONFORMITY TO LAW AND COMPLETE AGREEMENT**

The parties confirm that this Agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement, or any application of this Agreement to any building administrator covered herein shall be found contrary to law by a court of competent jurisdiction, an Attorney General's Opinion, or an Auditor's Report, such provisions or application shall have effect only to the extent permitted by the determination, and all other provisions of the Agreement shall continue in force and effect.

The parties agree that the "numbering" within the Articles need to be reviewed and adjusted as necessary.

The parties agree to use throughout the Agreement those same spellings, punctuation, grammar, references, titles, etc., to which they have agreed in the negotiations of this Agreement. Further, the parties agree to consider all other editorial changes at any time, as long as those changes do not alter the intent or scope of the Agreement.

This concludes negotiations for the 2023-2024 and 2024-2025 school years; however, the parties agree that this Agreement may be reopened and modified at any time during its term upon either (a) mutual consent of the parties in writing; (b) publication of a court decision that necessitates a change in the current terms or conditions of the Agreement; (c) new legislation that necessitates a change in the current terms or conditions of the Agreement; and/or (d) the conditions as set forth in Section 6.1, below, in which case the section or provision at issue shall be renegotiated.

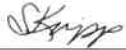
#### Section 9.1

The parties agree to reopen this Agreement by no later than May 1, 2025.

By their signature below, the parties attest that the above items constitute the full and complete Agreement between the Association and the District, as ratified by the Association and the Kent School District Board of Directors.

In witness thereof:

FOR THE ASSOCIATION

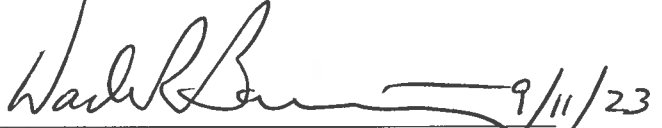


September 11, 2023

Stephanie Knipp, EdD

Date

FOR THE DISTRICT



Wade Barringer, PhD  
Deputy Superintendent

Date

9/11/23

**EXHIBIT 1**

**Building Administrator Salary Schedule**

**Effective July 1, 2023**

<b>Position</b>	<b>Step 1-3 years</b>	<b>Step 4-5 years</b>	<b>Step 6-8 years</b>	<b>Step 9-11 years</b>	<b>Step 12-14 years</b>	<b>Step 15+</b>
Assistant Elementary Principal	\$ 147,406	\$ 150,291	\$ 153,182	\$ 156,092	\$ 159,214	\$ 162,399
Elementary Principal	\$ 169,965	\$ 171,664	\$ 173,381	\$ 175,115	\$ 178,617	\$ 182,190
Assistant Middle School Principal	\$ 159,542	\$ 161,137	\$ 162,749	\$ 164,376	\$ 167,663	\$ 171,016
Middle School Principal	\$ 177,666	\$ 179,443	\$ 181,238	\$ 183,050	\$ 186,711	\$ 190,445
Assistant High School Principal, Non-Traditional**	\$ 161,385	\$ 162,999	\$ 164,629	\$ 166,276	\$ 169,601	\$ 172,993
Assistant High School Principal	\$ 166,377	\$ 168,042	\$ 169,722	\$ 171,420	\$ 174,848	\$ 178,345
High School Principal, Non-Traditional**	\$ 183,457	\$ 185,292	\$ 187,145	\$ 189,016	\$ 192,796	\$ 196,652
High School Principal	\$ 189,131	\$ 191,022	\$ 192,932	\$ 194,862	\$ 198,758	\$ 202,734

Add \$3,500\* for doctoral degree from accredited college/university.

(Northwest Accreditation Commission or comparable regional accreditor)

\*Based on District procedures/deadlines.

\*\*Non-traditional include: iGrad, KLA, TOP, and Kent Virtual Academy.

All administrative contracts are based on 260 days.