

Memorandum of Understanding
Between
Kent School District
And
Kent Principals Association

The Kent School District (KSD) and the Kent Principals Association (KPA) agree to the following memorandum of understanding pursuant to Section 6.1 of the collective bargaining agreement:

TPEP

New Section 3.6.1 (6) Submission of Artifacts and Evidence

Building administrators may submit artifacts to be considered by their evaluator as evidence of performance in each criterion throughout the evaluation period.

Modified Section 3.6.1 (4) Mid-Year Check-in

At the mid-point of the school year, building administrators may choose to meet with their supervisor to review their progress during the 1st semester in all of criterion on which they are being evaluated. 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 year as an administrator in the district, this meeting will be required and will take place no later than March 15 or the regularly scheduled meeting closest to that date.

Modified Section 3.6.2 (5)

The building administrator shall have at least four (4) weeks to demonstrate improvement. If in the judgement of the evaluator there has not been adequate improvement to meet the evaluative criteria after four (4) weeks, the evaluator will notify the building administrator within five (5) student contact days whether a plan of improvement is necessary.

New Section 3.6.3 (other parts of Section 3.6 to be renumbered) Plan of Support

Pursuant to WAC 392-191A-200, a principal in receipt of an overall summative rating of Basic for two (2) years in a row with five (5) or more years of experience will require a six (6) week specific plan of support. Within five (5) student contact days from the end of the plan of support, the evaluator will notify the principal of next steps.

Modified Section 3.6.2 (1) Observations, Reporting Periods, Plan of Improvement

The first set of observations (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 observations will occur no later than April 30.

PRINCIPAL MENTOR PROGRAM (MOU)

(See Attached)

COMPENSATION

Effective July 1, 2016, all salaries on the salary schedule (see attached) will be increased by 1.8%.

Modified 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.

The following is agreed to but will not be added to the contract:

By October 1, 2016, the District will audit the salary placement of all KPA bargaining unit members hired between July 1, 2012 and February 19, 2016 to ensure compliance with the modified Section 3.1.1 as stated above.

Modified Section 3.1.3

In recognition of commitment to educational leadership, the District and Association agree to the provision of a commitment stipend. To be eligible for said stipend, a building administrator must have been an employee of the District by January 31 of the previous school year, must have ended the previous school year with an overall evaluation rating of "Basic" or above, without a Plan of Improvement continuing into the current school year, and continued employment through the last work day in November of the current school year. The KSD annual commitment stipend will be distributed to all eligible administrators in the November pay warrant for the current contract year.

The stipend amounts* are detailed below:

- Elementary Assistant Principals \$1,600
- Elementary Principals \$2,300
- Middle School Assistant Principals \$1,800
- Middle School Principals \$2,800
- Senior High Assistant Principals \$2,000
- Senior High Principals \$3,200

*An additional \$2,000 for Principals and \$1,000 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. Any administrator currently receiving compensation pursuant to the high school principal, high impact salary level shall not be eligible for this stipend.

SECTION 4.4.2 DISCRETIONARY LEAVE INCENTIVE

Building administrators with unused employee discretionary leave as of June 30 of the preceding school year will be eligible to receive one-half day remuneration at the adjusted per diem rate for each full day of unused leave. Building administrators that submit notice of resignation or retirement ~~will be retiring and inform the District of their intent~~ by January 15 will be eligible to receive full remuneration at the adjusted per diem rate for each day of unused discretionary leave. 212-day assistant principals will be paid at the actual per diem rate.

ELEMENTARY ASSISTANT PRINCIPALS

All elementary assistant principals have been reclassified to twelve (12) month employees. All sections of the current collective bargaining agreement regarding ten (10) month elementary assistant principals will be updated to reflect this reclassification. In addition, all elementary assistant principals will now receive \$2000 for professional development expenses.

Building Administrator Salary Schedule

Effective July 1, 2016

	<u>Step-1</u>	<u>Step-2</u>	<u>Step-3</u>	<u>Step-4</u>
Current Year of Service	1, 2, 3	4, 5	6, 7, 8	9+
Assistant Elementary Principal	116,329	118,637	120,949	123,277
Elementary Principal	123,253	125,718	128,182	130,648
Assistant Middle School Principal	118,740	121,116	123,494	125,869
Middle School Principal	128,335	130,903	133,469	136,039
Assistant High School Principal, Non-Traditional	118,740	121,116	123,494	125,869
Assistant High School Principal	122,127	124,568	127,011	129,458
High School Principal, Non-Traditional	130,903	133,469	136,039	138,657
High School Principal	139,054	141,835	144,617	147,400
High School Principal, High-Impact**	145,926	148,705	151,490	154,270
Kent Mountain View Academy Principal	128,588	131,109	133,634	136,205

Add \$5,000* for doctoral degree from accredited college/university

(Northwest Accreditation Commission or comparable regional accreditor)

Add \$2,000* for current State of Washington superintendent's credential

*Based on District procedures/deadlines

****Effective July 1, 2016, there will be no placement on this salary level.**

All administrative contracts are based on 260 days

**Memorandum of Understanding
Between
Kent School District
And
Kent Principals Association**

This memorandum of understanding (MOU) sets forth the understanding between the Kent School District (district) and the Kent Principals Association (KPA).

Whereas the parties agree that it would be beneficial to support new, newly assigned, and/or selected experiences principals through mentoring;

Whereas the mentor program will be a part of the comprehensive professional development plan for qualifying administrators.

Whereas 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;

Whereas the district will assign as mentors only experienced principals who complete the Leadership Immersion Institute and National Principals Mentor K-12 Training and Certification Program:

Whereas the district requires up to five (5) trained mentors for the 2016-2017 school year;

Whereas the district shall compensate each mentor who has two (2) or more protégés at \$3,000 in total for services during the 2016-2017 school year;

Whereas the district will commit to ensure that each mentor has no more than three (3) protégés;

Whereas the district (designee) will coordinate and supervise the Principal Mentor Program, including the assignment of mentors to mentees; and

It is hereby agreed that for the 2016-2017 school year the district shall assign as needed the following five (5) mentors: Beth Wallen, Dean Ficken, Michael Albrecht, Cathy Lendosky, and Patty Drobny. Further, the district (designee) shall assign and approve the mentees.

This MOU may be reopened in the fall of 2016 by either party if it is determined that additional mentors are needed or a fourth, additional protégé needs to be assigned to a mentor.

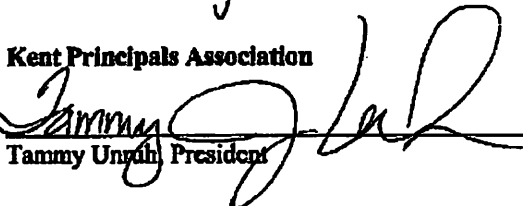
This MOU shall become effective upon signature of both parties and shall remain in effect until June 30, 2017.

Kent School District


Moriah Martin, Interim Chief Talent Officer

5-17-16
Date

Kent Principals Association


Tammy Unruh, President

5.17.16
Date

The provisions of this memorandum of understanding will be added to the collective bargaining agreement during successor bargaining agreement negotiations unless otherwise agreed to by the parties.

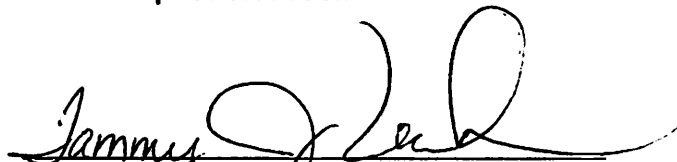
Kent School District



Moriah Martin, Chief Human Resources Officer

8-1-16.
Date

Kent Principals Association



Tammy Unruh, President

8-1-16
Date