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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,





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. Tw 4.833 0 100-5.6 (805 Tw 27. (

Building administrators may also use these funds to pay for additional .

Section 3.6.3 Personal Property/Vandalism





#### 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
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scheduled post-observation conference and/or through an electronic tool

- 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  
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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. On-call days shall be used in the same manner as vacation days. On-call days may only be used during winter break (December/January), mid-winter break (February), spring break (April), and summer vacation. On-call 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 day, and building administrators hired on or after April 1 will not receive on-call days for that school year.





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

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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

written by the grievant

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.

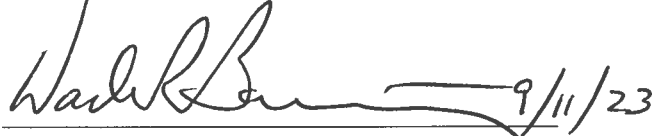
In witness thereof:

Stephanie Knipp, EdD

September 11, 2023

Date

FOR THE DISTRICT

 9/11/23

Wade Barringer, PhD  
Deputy Superintendent

Date

