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100 PREAMBLE

Under the leadership and supervision of the Superintendent, the Board recognizes the principalship as a management position and endorses the management team concept in the governance of the educational program. By law, the Board is charged with the responsibility to render policy decisions regarding management and instructional functions in public education. The Board agrees to a decision-making process that provides for the participation of principals in the development of District policy. Principals, as members of the management team, accept the responsibility to share in the decision-making process and to be held accountable for the implementation of policy. Principals are to be represented in the decision-making process as determined by the Superintendent, with input from the Association.

200 AGREEMENT CONDITIONS

201 RECOGNITION

The Board will recognize the Anchorage Principals' Association as the entity for bargaining purposes preceding the terminal year of this Agreement for the purpose of negotiating salaries and other terms and conditions of employment for principals and assistant principals. The Association acknowledges that the District may employ administrators for Charter Schools, and administrative interns, who act as trainees under the supervision of principals. These positions shall be outside the bargaining unit.

Charter School Administrators/Principals shall be invited to join the bargaining unit at such time as a change in law enables the District to control the selection, supervision, evaluation and retention of these positions, using criteria common to the selection of members of the bargaining unit.

202 PRINCIPAL MEMBERSHIP RIGHTS

Principals have the right to join or to refrain from joining the organization of their choosing for the purpose of representation in their District employment relations. Membership in any organization shall not be required as a condition of District employment. The District will not discriminate with respect to any term or condition of employment for the purpose of encouraging or discouraging organization membership.

203 ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. The rights and privileges of the Association to represent principals and to process grievances for principals shall be granted only to the Association and to no other organization. The

Association shall have the exclusive right to adjudicate grievances under this Agreement; the District shall not be required to work with representatives not authorized by the Association. The Association will not be financially liable for private counsel.

- B. The District will meet with the Association during negotiation preparation for employee organizations representing teachers, clerical staff, safety/security/home school coordinators, and custodians. The District will solicit from the Association recommended principal representative(s) on bargaining teams for these employee groups, and will consider these recommendations prior to appointment of the teams.
- C. The District will provide leave for Association members on an as-needed and not-to-interfere basis for legitimate representation activities, including but not necessarily limited to Association training, grievance adjudication, and professional conferences where the Association assumes sponsorship of the member's participation and the member attends as a representative of the Association. For activities under this section of longer than one-day duration, which includes out-of-town travel, leave slips must be submitted in the District's leave management system.
- D. The District will provide information requested by the Association within five (5) workdays of the request, if the information is readily available. Other information available under the Alaska Public Records Act shall be provided in accordance with the Act.
- E. The District will include the Association's representative(s) on the school calendar preparation committee.
- F. All collective bargaining agreements of the district shall be available electronically via the District website.
- G. The District will involve the Association's representative(s) in proposed changes in teacher evaluation instruments and procedures.
- H. The District will meet and confer with the Association's representative(s) concerning proposed changes affecting the terms and conditions of employment of principals prior to finalization.
- I.

J. Upon request from the Association's Executive Board, or when revisions occur, the Association will have the option of representation in the review of the Citizen Complaint process.

204 ASSOCIATION FEE

A. I

B. The District shall accept local, state, and national Association dues payroll deduction on a

- J. "Superintendent" is the District Superintendent or designee.
- K. "Transfer" is movement within the same salary schedule range.
- L. "Workday" is a day in paid status inclusive of paid leaves.
- M. "Acting principal" is a principal or assistant principal whose assignment is expected to be for a period of less than one school year.

300 GRIEVANCE PROCEDURE

301 GRIEVANCE PURPOSE

The purpose of this grievance procedure is to provide a framework within which a principal or the Association may work toward solving problems as they arise and to guarantee fair treatment to all. Nothing in this procedure shall negate the right of a principal to appeal to the Board a decision of the Superintendent as provided in Board Policy or this Agreement.

302 GRIEVANCE DEFINITION

A grievance is a claim by a principal(s) that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement, Board Policy, or written rules and regulations of the District affecting Association rights or conditions of employment of a principal(s).

303 GRIEVANCE COMMITMENTS

- A. Parties to a disagreement will initially attempt to solve problems at the lowest possible administrative level through free and informal communication.
- B. Grievance proceedings shall be confidential.
- C. No reprisals shall be invoked against a principal for processing a grievance or participating in the grievance procedure.
- D. The Association and its committees shall have the right to advise, represent, or take action for any aggrieved principal who so requests in writing.

- E. An aggrieved principal may be represented at any grievance procedure level by a principal of the principal's choice and/or by counsel authorized by the Association. The Association will not be financially liable for private counsel.
- F. A principal(s) shall have the right , at any time, to present grievances to the District and to have such grievances adjusted, without Association intervention as long as the resolution

400 WORKING CONDITIONS

401 WORK CALENDAR

404 STAFF

405.3 Reassignment of Principals and Assistant Principals

- A. Once a principal or assistant principal has been notified of reassignment, that individual may request and be granted a meeting with the Division Senior Director or designee to discuss the rationale for placement or reassignment. When District program needs permit, assignments of assistant principals should be of such duration so as to maximize knowledge of a facility and provide an opportunity to evaluate their effectiveness related to program responsibilities.

- B. The Senior Directors of the Elementary and Secondary divisions will have an 3 (c)8 (ti)2s45 (gM

LEVEL I: VOLUNTARY REDUCTIONS

1. Reductions will be accomplished through normal attrition, if possible.
- 2.

in situations where principals are changing ranges. There shall be no automatic promotions, based on simple seniority.

Principals assigned to positions at a lower range position within the bargaining unit, as a result of a reduction in force, shall suffer no loss in per diem or change in work year for one school year. Principals assigned to teaching positions shall be paid in accord with the terms of the teacher collective bargaining agreement.

Principals for whom positions cannot be found, through demotion, assignment to a teaching position, or by other means, shall be laid off, effective the last work day of the year in which notice was given.

4. Unpaid leaves of absence for up to three years may be granted to any tenured principal who is a candidate for layoff, in order to enable the principal to purchase retirement service credit during the period of lay-off.

LEVEL III: RECALL RIGHTS

1. No principal positions will be filled with a new hire until all qualified reduction-in-force (RIF) individuals have been offered the positions.
2. Principals reassigned to positions of a different range shall have preferential rights of reassignment to any vacancy within the Range formerly occupied.
3. Principals displaced or laid off from the bargaining unit shall be given first rights of refusal and recalled into the Association in inverse order of layoff, and into a position with a title/range previously held. If a principal is offered a position within a title/range previously held and declines the offer or fails to accept it within thirty (30) days, the principal is no longer considered to be on layoff status and is no longer entitled to a hiring preference under this section unless the principal declines the offer because the principal is contractually obligated to provide professional services to another private or public educational program or is sick. If the principal is medically unable to return to duty at the time needed, notice shall be given to the District regarding a probable date of availability for return, based upon physician certification. In the case of serious medical condition, normal processes for leave approval shall be in effect. The principal in this circumstance will be considered to be on unpaid medical leave from the date the District receives medical verification of an inability to report or from the date of expected report for duty, whichever is later. It is the express responsibility of the principal to keep the District informed regarding any change of address or telephone number. The District's obligation to notify extends only the use of addresses or telephone numbers provided by the principal. Refusal to accept less than a full-year contract

or a contract for less than full-time service shall not cancel the recall rights of a laid-off, full time principal. However, if members in one division have not been recalled within their respective division, and a vacancy exists in the other division for which they are qualified, they will be preferentially interviewed, upon request.

4. Principals who elect to take unpaid leave during their period of lay -off shall be considered for recall following the expiration of such leave in accordance with these procedures, provided written notice of interest and availability is provided to the District by March 15, annually. The District has no obligation to notify a principal regarding recall opportunities that arise during the term of an approved leave.

Former Association members who have moved to ACE or Exempt positions and have returned to the APA bargaining unit, with continuous ASD service, shall be granted uninterrupted seniority status.

5. ASD employees outside the Association will not displace current members through a reduction in force. However, in accordance with 405.3(B), the Superintendent retains the right to fill vacant positions with exempt administrators, with prior notice.

409 SAFE SCHOOLS

Safety in schools is an issue of growing significance for all employees. As unit leaders, principals are sometimes exposed to dangerous situations that require concerted and supported action. Principals will bring to the attention of their supervisors any situation that they believe will place them or others in their charge in personal danger, so that appropriate help and support may be provided as quickly as possible. In addition, principals shall develop and maintain emergency plans for protecting themselves, staff and students from physical harm in the event of potentially dangerous situations.

When prior knowledge exists, appropriate efforts will be made to notify a principal prior to admitting/registering/transferring any child with a documented history of violent behavior. At the principal's request, a meeting will be held with the principal's supervisor, and when appropriate the supervisor of special education, to review the individual situation and any support that may be required. If it is determined that the school is not in a position to provide appropriate supports, said

410 ADMINISTRATIVE COVERAGE FOR ACTIVITIES

1. Principals frequently are needed in their schools to monitor and cover a wide variety of after - school activities. The coverage required at the high school level is especially demanding. Principals will coordinate with their assistants to ensure that coverage duties are assigned fairly among available administrative staff.
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412 PROFESSIONAL DEVELOPMENT

- A. Principals will be afforded opportunities for Professional Development Training. The District will provide principals an annual calendar of professional training opportunities each July. Opportunities will address program and or site specific duties . These may include; review of current state of Alaska regulations/law, School Board Initiatives, Special Education, Title 1. Principals are encouraged to recommend training topics to the Professional Learning Department at any time.
- B. Newly promoted, 1st – 3rd year principals or those new to a specific program may be assigned different start dates for focused professional development or training. Work Calendar adjustments may be made in accordance with article 401.1.
- C. A Professional Growth Program is established in order to promote the professional growth of principals and ensure opportunity for skill maintenance. As a condition of continuing employment, each principal shall prepare and complete a Professional Growth Plan each school year in accord with procedures established by the District. Such plans will outline activities which shall require approximately thirty (30) hours to complete, which may include portions of the work day, as appropriate. In support of this joint effort, the District will budget up to \$40,000 for each school year to provide for professional growth opportunities for principals and other administrators. One -half that amount (\$20,000) shall be allocated by the Association, to support at least fifteen (15) different principals for each year of the contract in pursuing professional interests that address District goals. The Superintendent and Association president shall confer annually regarding topics or issues that shall be the focus for training and development activities for the subsequent year. A description of the Professional Growth Program shall be distributed to principals.
- D. When a principal attends classes, workshops, or seminars at the request of the District, the

503 CATASTROPHIC LEAVE

In the case of catastrophic illness or extreme hardship, a principal may apply for leave through the Sick Leave Bank. The Sick Leave Bank committee will develop criteria for use of catastrophic leave and shall be responsible for reviewing and approving requests for catastrophic leave withdrawal from the Bank.

504 EMERGENCY LEAVE

- A. In each case of death, serious illness, or accident within the immediate family, the principal shall be entitled to use up to five days of sick leave if the circumstances require out-of-state travel, the principal may be granted up to 10 days of sick leave. The supervisor may waive the time restrictions for unusual circumstances, for example, a family member's death following 10 days of serious illness.
- B. Professional emergency leave may be granted for delays because of weather, serious accident, or for transportation delays occurring during the school year while on a trip which was organized and executed for District business, including absences necessitated by the Office of the Governor, the Department of Education, or other State or Federal agencies.

505 SHORT TERM UNPAID LEAVE

Upon request, a principal may be granted up to five days of unpaid leave per school year.

506 MILITARY LEAVE

Military leave shall be granted when a written request, by a military authority stating reasons why the leave is necessary, has been submitted to the Human Resources Office. When such leave is approved, the principal shall receive regular District salary, up to a cumulative total of 16.5 days per school year in accordance with Alaska State Statute.

507 OTHER LEAVES

A principal may apply for career, sabbatical, civic, professional, legal, or long term unpaid leave, which are subject to the approval of the Superintendent and/or Board in accordance with statutes, Board Policies, and/or administrative procedures. A principal granted such leave will return to a position in the same range. The District may fill the vacancy on a temporary basis in order to hold the position for the principal.

Up to a maximum of three principals each year shall be granted on request - first come, first served, a one-year leave of absence without pay. Principals who lose District medical and life insurance

coverage while on leave without pay must re-establish their medical and life insurance eligibility in accordance with Article 601.B. upon their return to work.

Sabbatical Leave

If the District elects to grant sabbatical leave to principals in the future, guidelines will be established by mutual agreement between the District and Anchorage Principals Association and in accordance with Board policy.

In order to protect full access to available vacancies, principals on leave must notify the supervisor in writing by January 1 of the intent to return from leave the following school year .

Upon return from an approved leave, the principal shall be assigned on a position available basis to a position at the same range and title as that held just prior to the award of the leave. If no position in the same range is available, the principal shall be placed into a vacant position at a range previously occupied within the District. Furthermore, a returning principal may apply for any vacant position for which qualified.

Refusal to accept an offer of assignment to a vacant position in the same range and title as that previously held will result in forfeiture of all rights under this Agreement and will constitute a resignation from employment. If no position is available to a returning principal, up to one additional year of leave without pay may be granted. During this period, it is the sole responsibility of the principal to keep the Human Resources Department apprised of his/her whereabouts. If no position is available at the close of the second year of unpaid leave, the employment relationship

D. Admits guilt or pleads nolo contendere

In the event there is a change in state law which provides new value to TRS Tier III principals' accrued sick leave, whether realized at retirement or otherwise, the District is under no obligation to continue the contributions identified in this article.

700 SALARY

701 JOB TITLES/WORK YEAR

<u>Range</u>	<u>Job Title</u>	<u>Work Year Excluding Holidays</u>
1	Elementary Assistant Principal	201
2	Middle Level Assistant Principal	204
3	Senior High Assistant Principal	209
4	Elementary Principal (a)	204
5	Elementary Principal (b)	204
6	Secondary Alternative Program Principal <250	214
7	Middle Level Principal	214
8	Secondary Alternative Program Principal >250	214
9	Senior High Principal	221

702 SALARY SCHEDULE

20232024 Salary Schedule

	A	B	C	D	E	F	G	H	I	J
1	99,507	101,497	103,527	105,597	107,709	109,863	112,060	114,302	116,587	118,919
2	103,053	105,114	107,216							

20242025 Salary Schedule

703 SALARY SCHEDULE CONDITIONS

The District reserves the right to determine placement for new-to-the-District principals or principals new to this bargaining unit on the schedule appropriate to that year.

Promotions within this bargaining unit shall be assigned to the respective experience level at the appropriate range.

One experience step on the salary schedule shall be provided to eligible principals July 1, 2023, July 1, 2024, and July 1, 2025, during the term of the Agreement. Principals who do not receive step movement (in years step movement is available) as a result of being at the end of the salary schedule shall receive a salary supplement of \$ 00 for that year. This salary supplement will be added to their base salary and paid over the course of the contract year. A principal holding an earned doctorate on July 1 shall receive an additional salary supplement of \$2,500 payable with the March payroll. Submission of transcripts to Human Resources is required no later than December 1.

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Determination will be based on data collected as of January of each school year. The determinations for the following school year will be completed and sent to the Association President for dissemination to principals by March 1. Questions regarding a school's designation shall be forwarded to the Elementary Senior Director for review and discussion with the Association. The decision of the Elementary Senior Director shall be final.

- D. When major construction renovations are undertaken in a school, a modified work plan will be prepared by the supervisor and affected principal that will reflect the anticipated impact of additional duties caused by the renovation. Additional compensation for special time and effort will be provided, according to a plan approved by the division Senior Director. Additional compensation may include, but not necessarily be limited to, extra workdays or added duty addenda.
- E. When a principal is designated to serve as a "Project Principal," i.e. to act as the District's primary representative on program issues in the construction of a new school, a full review of expected responsibilities and expectations will be undertaken before the initial phases of the project begin. A "Project Principal Agreement" will be prepared, with the approval of the appropriate Instruction Senior Director, and will include a clear statement of expectations and additional support and/or compensation, through extra days, added duty addenda, or other means.
- E. Prior to implementing a new District -initiated program or significantly changing an existing program, the District and Association President will collaborate to review the responsibilities and expectations, assess whether additional support and/or compensation for principals may be appropriate, and identify principals to include in planning.

800 TERMS/CONDITIONS OF AGREEMENT

801 DURATION

- A. This Agreement shall be effective from July 1, 2023, through June 30, 2026.
- B. The Association agrees that during the life of this Agreement there will be no Association strike or job actions. The Association and its officials shall take such reasonable action as may be necessary to prevent and terminate any such activity.
- C. The District agrees that during the life of this Agreement there will be no lockout.

802 SAVINGS CLAUSE

- A. No provisions of this Agreement may be changed, modified, or altered during the term of this Agreement, except by mutual consent of the District and Association.
- B. If any part of this Agreement should be decided by a court of competent jurisdiction or by mutual agreement of the District and the Association to be in violation of a federal, state, or local law and/or ordinance or of adherence to or enforcement of any part of this Agreement should be restrained by a court of law, the remainder of the Agreement shall not be affected. If such decision is made, the District and Association shall meet within 10 workdays after the decision to negotiate a satisfactory substitute for the invalidated portion.
- C. This Agreement shall supersede any rules, regulations, or practices of the Board that shall be contrary to or inconsistent with its terms.

803 NEGOTIATIONS

- A. Either party may initiate negotiations by written notice of intent to negotiate by January 15 of the year this Agreement expires. Written notice of intent to negotiate shall be submitted by the Association to the Superintendent's designee, or by the Superintendent's designee to the Association.
- B. The first negotiation session shall be held no later than the first day of February in the final year of this contract.
- C. If tentative agreement on all articles cannot be reached, impasse shall be declared and procedures outlined in 23.40.190 and 23.40.200 (or any statutes which may supersede them) shall be utilized.
- D. When both parties agree, time lines may be adjusted.

