MEMORANDUM OF UNDERSTANDING SY26-27_01

Between the
Kodiak Island Borough School District (KIBSD)

and the

Kodiak Administrative Professionals (KAP)

This Memorandum of Understanding ("MOU") is entered into between the Kodiak Island Borough School District ("District") and the Kodiak Administrative Professionals ("KAP"). The purpose of this MOU is to correct unintentional editing errors that occurred during the finalization of the collective bargaining agreement. These corrections have been reviewed collaboratively and are mutually agreed upon by both parties.

This MOU shall become effective July 1, 2026, and shall remain in effect through June 30, 2029, unless modified by mutual written agreement.

The parties agree to the following corrections to the KAP Collective Bargaining Agreement:

1. Article 310 – Salary Schedules

The parties agree that the following corrections shall be made to the salary schedules:

- The Finance Coordinator and Human Resources Coordinator positions shall have an entry placement in Column B of the hourly salary schedule.
- The following salary schedule pages shall be corrected to reflect the agreed-upon placement:
    - Page 25 – School Year 2026-2027 Director Salary Schedule
    - Page 28 – School Year 2027-2028 Director Salary Schedule
    - Page 31 – School Year 2028-2029 Director Salary Schedule

These revisions correct unintended editing errors and accurately reflect the parties' negotiated agreement.

2. Article 397 – Supplemental Retirement Account

The parties agree that Supplemental Retirement Account shall be included as an employee benefit under Article 397.

This benefit was inadvertently omitted from the original version of the agreement and is hereby restored as originally intended.

3. Article 540 – Personal Leave Cash-Out

The following language shall be deleted from Article 540:

~~"In the event an employee has unused personal leave at the end of the fiscal year, the employee will be reimbursed on the July 8 paycheck at the hourly rate of the employee's current step and column."~~

The parties acknowledge that this provision is no longer applicable and was unintentionally retained during the editing process.

4. Article 545 – Leave Without Pay

Article 545, Leave Without Pay, Part I, shall include the following language:

Employees must exhaust all available paid leave prior to utilizing Leave Without Pay (LWOP), except in cases of Alaska Family Leave Act (AFLA) and/or Family and Medical Leave Act (FMLA) parental leave. Employees utilizing AFLA/FMLA parental leave may retain up to twenty (20) days of accrued leave (annual leave and/or sick leave) at their discretion.

This language reflects the parties' original intent and corrects an inadvertent omission.

Entire Agreement

Except as specifically modified by this Memorandum of Understanding, all other terms and conditions of the KAP Collective Bargaining Agreement shall remain in full force and effect.

This Memorandum of Understanding represents the complete agreement of the parties concerning the matters addressed herein.

FOR THE KODIAK ISLAND BOROUGH SCHOOL DISTRICT

Kim Sand KS

Superintendent/Designee

Date: 6/25/26

FOR THE KODIAK ADMINISTRATIVE PROFESSIONALS

Walter Barnes

KAP Leadership Representative

Date: 6/25/26

310 PLACEMENT AND EXPERIENCE CREDIT

Hourly	Entry Column	Supervisory	Confidential	Exempt (Term)
(Finance) Coordinator	**B**		X	
(HR) Coordinator	**B**		X	
Admin Assistants	A		X	
Techs	A			

Salary	Entry Column	Supervisory	Confidential	Exempt (Term)
Auditorium and Community Schools Coordinator	A			X
Information Systems Supervisor	A	X		X
Executive Administrative Assistant	A	X	X	X
HR Supervisor	A	X	X	X
Finance Supervisor	A	X	X	X
Food Service Supervisor	A	X		X
Custodial Supervisor	A	X		X
Server and Cloud Supervisor	A	X		X
Tech Supervisor	A	X		X
Maintenance Foreman	A	X		X

KODIAK ADMINISTRATIVE PROFESSIONAL (KAP) - FY2026-2027 DIRECTOR PAY SCHEDULE

Steps	A
1	$108,792.16
2	$110,854.39
3	$113,222.35
4	$115,426.80
5	$117,758.71
6	$119,957.85
7	$122,364.83
8	$124,754.55
9	$127,374.86
10	$130,045.34
11	$132,528.49
12	$132,528.49
13	$132,528.49
14	$135,169.38
15	$135,169.38
16	$135,169.38
17	$137,828.76
18	$137,828.76
19	$137,828.76
20	$140,658.15
21	$140,658.15
22	$140,658.15
23	$143,726.12
24	$143,726.12
25	$143,726.12
26	$146,274.34
27	$146,274.34
28	$146,274.34
29	$146,274.34
30	$149,153.46

KODIAK ADMINISTRATIVE PROFESSIONAL (KAP) - FY2027-2028 DIRECTOR PAY SCHEDULE

Steps	A
1	$109,880.08
2	$111,962.93
3	$114,354.57
4	$116,581.07
5	$118,936.30
6	$121,157.43
7	$123,588.48
8	$126,002.09
9	$128,648.60
10	$131,345.79
11	$133,853.77
12	$133,853.77
13	$133,853.77
14	$136,521.07
15	$136,521.07
16	$136,521.07
17	$139,207.05
18	$139,207.05
19	$139,207.05
20	$142,064.73
21	$142,064.73
22	$142,064.73
23	$145,163.38
24	$145,163.38
25	$145,163.38
26	$147,737.09
27	$147,737.09
28	$147,737.09
29	$147,737.09
30	$150,644.99

KODIAK ADMINISTRATIVE PROFESSIONAL (KAP) - FY2028-2029 DIRECTOR PAY SCHEDULE

Steps	A
1	$110,978.88
2	$113,082.56
3	$115,498.12
4	$117,746.88
5	$120,125.66
6	$122,369.01
7	$124,824.36
8	$127,262.11
9	$129,935.09
10	$132,659.25
11	$135,192.31
12	$135,192.31
13	$135,192.31
14	$137,886.28
15	$137,886.28
16	$137,886.28
17	$140,599.12
18	$140,599.12
19	$140,599.12
20	$143,485.38
21	$143,485.38
22	$143,485.38
23	$146,615.01
24	$146,615.01
25	$146,615.01
26	$149,214.46
27	$149,214.46
28	$149,214.46
29	$149,214.46
30	$152,151.44

397 RETIREMENT BENEFIT

The District shall participate with all eligible employees of the District in the State Public Employees' Retirement System.

The District shall pay Permanent employees for one fifth (1/5) of the value of their unused sick leave upon retirement through the Public Employees' Retirement System (PERS).

In the event the legislature approves the use of accrued sick leave for employees as credit upon retirement item (II) above will become void.

SUPPLEMENTAL RETIREMENT ACCOUNT

The District will provide the opportunity for voluntary participation in a supplemental retirement account for each employee. Employees will need to enroll with the account administrator to participate.

Employees may elect to contribute to this supplemental retirement account, up to the allowable IRS limits, via payroll deductions by submitting the appropriate form to Payroll.

The District will match an employee's voluntary contributions at a one to one (1:1) rate up to the following limits, based on years of service with the District, starting with two (2) or more years.

2+ years: one half of one percent (0.5%) of the employee's gross earnings per paycheck

5+ years: one percent (1.0%) of the employee's gross earnings per paycheck

10+ years: one-and one-half percent (1.5%) of the employee's gross earnings per paycheck

For example, an employee with seven (7) years of service in the District chooses to contribute five percent (5%) of their gross earnings per paycheck to their supplemental retirement account. In this case, the District will contribute an amount equal to one percent (1%) of the employee's gross earnings per paycheck.

Additionally, employees that have signed up for a supplemental retirement account may choose for the District to make an annual five-hundred-dollar ($500) contribution to their supplemental retirement account OR to their Health Savings Account as described in Section 410: Employee Insurance.

This contribution will be made on January 23rd or, for new employees, upon completion of their probationary period. All contributions by both the employee and the District are subject to Federal IRS limitations and regulations.

540 ANNUAL LEAVE (cont'd)

KAP will forward such requests for leave in writing to the Superintendent, who must give final approval of the request and the final leave transfers before such leave becomes effective.

~~In the event an employee has unused personal leave at the end of the fiscal year, the employee will be reimbursed on the July 8 paycheck at the hourly rate of the employees' current step and column.~~

545 LEAVE WITHOUT PAY

Fringe benefits do not accrue during leave without pay. However, accrued benefits shall be retained by the employee during the period of the leave.

I. Short or emergency leaves without pay, of not to exceed six (6) weeks per fiscal year, may be granted by the Superintendent or appointed designee. If the employee has accrued annual leave, such annual leave and/or sick leave, if applicable, must be used prior to requesting unpaid leave. **Except in cases of AFLA/FMLA parental leave, employees may retain up to 20 days of leave (annual and/or sick) at their discretion.** The amount of time authorized for short or emergency leave without pay will be specified at the time of written request and in the response to the request. Short or emergency leave without pay is not to be accessed intermittently, but rather each leave request must be presented separately. There is no automatic right to leave without pay under this provision. Each case is considered independently. Any permanent employee (of more than two years) who uses leave without pay during the school year will not be eligible for a step advancement on July 1. This will exclude FMLA, AFLA, and Military leave. Employees on leave without pay will be responsible for any deductions during that pay period not covered by their pay.

II. A long-term leave of absence without pay may be granted by the District to a KAP employee who has completed three (3) full years of service with the District. Long term leave request must be in writing and may be for a period of at least six (6) weeks but shall not exceed one (1) year. Other than in an emergency, leave request must be submitted no later than four (4) weeks prior to the proposed commencement of the leave. Upon completion of the leave, the employee shall be entitled to reinstatement in the same or similar position, for which the employee is qualified, along with the then current District benefits and on the appropriate pay scale

III. Employees granted a long-term leave of absence must inform the District in writing of their intent to return to the District employment no later than three (3) weeks prior to the conclusion of the leave. If an employee fails to provide a letter of intent to return in a timely manner as set out above, the employee may, at the District's option, lose the right to return to a position with the District.

IV. No employee on an approved leave of absence may apply for unemployment benefits while on leave.

If an approved leave of absence is granted under this section, any vacancy so created may be filled by a replacement hire. This hire lasts for the term of leave and any replacement employee may be terminated at the conclusion of the leave period