

AGREEMENT

Washougal School District 112-6 and Principals Association of Washougal July 1, 2013 – June 30, 2016

Preamble

This agreement defines the employment relationship and conditions for principals and associate principals. It recognizes that the district and building level administrative staffs, the members of the Board of Directors and the superintendent are all members of the management team, and as such have a leadership role in the management of the school

The persons serving in an administrative capacity within the school system hold positions of great responsibility and trust. The Board of Directors values their commitment, their loyalty and their efforts for students, staff and community above and beyond the bare essentials of the job. Given the extraordinary nature of that commitment, the district extends latitude regarding many employment conditions, relying upon trust and good faith.

Recognizing that relationship of trust, this document is not a conventional collective bargaining agreement. These conditions have been arrived at through consultation and discussion of the parties. Accordingly, some provisions describe a system that works in practice. When need for change arises, those changes will be arrived at in a collegial fashion, recognizing that the Board of Directors and superintendent always retain ultimate authority.

The Principals Association of Washougal (PAW) represents principals and associate principals in the Washougal School District.

Section 1. Work Year

Annual Contract Work Year

The work year shall be 12 months from July 1 through June 30, consisting of 222 contract days for principals and 217 contract days for associate principals except as provided below. (See Exhibit B for contract and actual workdays)

Due to planning, circumstances which require attendance, and/or other work-related activities, administrators may count non-traditional workdays, i.e., Saturday, Sunday or holidays, as work days in exchange for previously identified days in the contracted work year, with approval by the superintendent or designee.

Section 2. Compensation/Salary Schedule

A. Salary

The salary schedule is set forth in Exhibit A. The District and PAW shall undertake a collaborative review and compilation of the information from the contracts of the following comparator districts at the end of the term of the contract period. The comparator districts will include Longview, Camas, Kelso, Ridgefield, Woodland and Hockinson. It is understood that the District will always attempt to pass through COLA dollars granted to certified staff, to principals and associate principals for each year of this agreement.

B. TRI

Time, Responsibility, and Incentive: Each administrator will be compensated for TRI responsibilities based on five (5) days at per diem rate per year. This TRI payment will be

used to compensate administrators for responsibilities that extend into the evenings and/or beyond the specified contracted number of days, to prepare for the opening, closing of school, end of term assessments, etc. TRI is calculated on contract days. (See Exhibit A for TRI schedule)

TRI compensation will be in the form of a contact paid out in 12 equal monthly installments beginning with July payroll.

C. Advanced Education Allotment

MA + 45	\$500
MA + 90	\$750
MA + 135	\$1,000
PHD/EDD/JD	\$1,500

D. Additional Per Diem Workdays

Any administrator authorized to work additional days by the superintendent shall be paid at their per diem rate of pay or prorated, if less than one full day. The prorated amount shall not be less than the amount for a half day. These are days which are beyond the number of agreed upon administrative workdays.

E. Extra Duty Days

An administrator with 25 years of experience as an educator may apply to the superintendent for extra duty days in the Washougal School District. An administrator may apply three times during his/her last five years of employment to up to ten extra days per year. These days will be listed on a supplemental contract and compensated at the per diem rate of pay.

Extra duty days may include, but is not limited to, the following kinds of purposes:

- Researching and planning a new program
- Serving as a consultant for staff training
- Curriculum development
- Recruiting and scouting prospective employees
- Developing and teaching a class for Washougal employees
- Coordinating a textbook adoption

Section 3. Insurance and Fringe Benefits

A. Health Insurance

Health insurance will be provided on the same basis as other employee groups plus \$75 per month for each administrator to be used for health insurance. This \$75 is exempt from the pooling process.

B. Employee Benefits

The district will pay the cost of long-term disability insurance coverage and group life insurance policy (partial) with a face value of \$100,000 per member. Each member will pay an employee premium of 1% of their chosen medical insurance premium.

Section 4. Professional Development

A. Professional Growth Fund

The district will budget \$2,000 per year per administrator to create a staff development fund to support the professional growth of the administrator and administrative team. \$1,000 of this allocation may be used at the individual administrator's discretion to

participate in professional growth activities that align with District Improvement Goals and/or the individual Professional Growth goals set by the administrator. The second \$1,000 will be allocated to a joint administrator account that will be used to provide training for the administrative team. The superintendent and curriculum director will work with the Leadership Team and PAW membership to reach consensus regarding the training opportunities that will be planned and funded annually. At the end of the school year, any unspent professional growth dollars allocated to the discretion of an individual administrator, will be moved to the joint administrator account to be used to provide training for the administrative team. The joint administrative training account can not exceed \$24,000. The \$1,000 per administrator annual allocation to this account will be reduced if this cap is reached and the \$1,000 professional growth resource to the individual administrator will continue to be allocated.

PAW members may also submit requests to the joint administrator staff development fund to attend workshops and conference opportunities. A committee made-up of the superintendent or designee and two (2) PAW members selected by the PAW Association will reach consensus on whether or not the request will be approved.

B. Conference Attendance

The district supports the participation of administrators in local, state, and national conferences. An annual allocation of \$700 will be provided each PAW member to support professional growth and leadership opportunities scheduled outside of the district. This allocation can be accumulated for up to three (3) years but will not exceed \$2,100. Travel requests will be submitted to the superintendent for approval.

C. Professional Association Memberships

The district will provide dues for membership in the Association of Washington School Principals (AWSP), including national dues. The district will also pay for comprehensive dues to the Washington State Association for Supervision and Curriculum Development (WSASCD) and the National ASCD.

Section 5. Principal/Associate Principal Evaluation

Principals and associate principals will be evaluated using the AWSP Leadership Teamwork Association of Washington School Principal. The district will implement the model during the first year of the PAW Agreement following all requirements of Professional Growth and Evaluation System.

PAW members will have the opportunity to give feedback to the Superintendent regarding the implementation of the new model.

Principals will evaluate associate principals using the same AWSP model.

Section 6. Leaves

Administrators will receive the same leave benefits afforded certificated employees, including unused leave redemption. Unused leave redemption will be allowed for sick leave at the administrator's per diem rate and personal leave at the administrative substitute rate. Due to their longer work year, members will receive three days of personal leave per year, which may be carried over to a maximum of five. Up to three (3) days of unused personal leave per year may be redeemed for principal substitute salary provided the employee still has three (3) unused personal leave days remaining. The personal leave

form must be submitted to Human Resources by June 1 each year payment will be received in June each year.

Section 7. Principal Transfers

A. Transfer of Building Administrators—The superintendent may periodically transfer building administrators. Notice of transfer shall generally be given to the administrator by May 15; the parties acknowledge that circumstances may arise which will render notice by May 15 impossible and then timely notice in light of the circumstances is all that is expected in such cases.

In the case of transfer, the district will provide building coverage to allow the incoming administrator to spend up to two days in his/her new building prior to the end of the student school year.

Transfers to a subordinate position (28A.405.230) and non-renewal (28A.405.210) will follow statutory due process requirements.

B. Open Positions

Prior to filling administrative vacancies, building administrators shall have an opportunity to request to be considered for a transfer to the open position. Such a request for transfer shall be made in writing to the superintendent prior to the position being posted. Once a position is posted, any administrator may apply and compete for appointment to the open position.

A building administrator who is an unsuccessful candidate for an open building position may request from the superintendent the reasons for his/her non-selection.

Section 8. Discipline

The district affirms that general principles of “progressive discipline” will be utilized and applied in correcting behavior of an administrator. The parties recognize that there are offenses that may, because of their magnitude, preclude progressive discipline.

A PAW member shall be entitled to have present a representative from the association during any disciplinary action that would result in an adverse effect on the administrator’s employment status.

Any complaint made against an administrator by any parent, student or other person shall be brought to the attention of the administrator within five working days from the time said complaint comes to the attention of the district.

Section 9. Increase Enrollment and Work Responsibilities

The District and the Association acknowledge that higher student enrollment in a school can create increased responsibilities for the principal(s). The District and the Association also recognize that administrative duties may be assigned by the District to PAW members placed at schools with smaller enrollments, also increasing the principal’s responsibility.

When the enrollment of an elementary or middle school exceeds 500 students or there is a concern about an increased number of staff to supervise a meeting will be scheduled with the superintendent to discuss the administrator’s workload. The District and Association will discuss methods for providing assistance or compensation taking into consideration the workload associated with responsibilities assigned to principals in school with fewer

than 500 students. Assistance or compensation may include, but not be limited to, additional building administrative support (part or full time), a stipend (to be mutually agreed upon between PAW and the District), or release of a certified staff member (part or full time to a Dean of Student position.)

Section 10. Hold Harmless Policy

The Washougal School District will provide legal assistance to an administrator regarding claims against the administrator arising out of performance of duty while acting in the scope of his/her performance. If the investigation of the alleged conduct reveals that the administrator was acting outside the scope of employment or the conduct would be considered a criminal conduct, then the Washougal School District, because of possible conflict of interest, would no longer be obligated to provide legal assistance.

The district shall provide liability insurance protection for each administrator covered by this agreement in case of suits, actions or claims against the administrator and/or the district arising from or out of the administrator's performance or failure of his/her employment; provided, however, that the district shall not be obligated to assume any costs or judgments held against the administrator when such damages are proved to be due to the administrator's willful negligence, willful violation of the law or criminal act as determined by a court of jurisdiction.

Section 11. Contract Terms

A. Conformity to Law—Savings Clause

If any provision or application of this agreement to any member of this association is found contrary to law, then such provision or application will not be deemed valid and subsisting except to the extent permitted by law; but all other provisions or applications will continue in full force and effect. Existing policies, rules, regulations, procedures or practices not in conflict with this agreement will remain in full force.

No change, rescission, alternation or modification of this agreement in whole or in part will be valid unless the same is ratified by both the district and the association and reduced to writing.

B. Total Agreement

This contract represents the total agreement between the parties regarding the employment of the administrators by the district. There are no verbal agreements, which modify its terms.

C. Term of Agreement

This agreement will be effective July 1, 2013 and will remain in effect until June 30, 2016.

D. Discrimination and Affirmative Action

Neither the district nor the association will discriminate against any administrator on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability with respect to a position, the duties of which may be performed efficiently by an individual without danger to the health or safety of the person or others.

The association agrees with and supports the concept of affirmative action. Therefore the parties mutually agree to use their best efforts to ensure that this agreement will not be in conflict with or inconsistent with the district's affirmative action program. Should issues arise which are inconsistent between this agreement and the district's affirmative action program, such issues will be resolved consistent with RCW 49.60.

E. Re-opener Clause

This agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing.

Section 12. Personnel Files

Administrators or former administrators shall, upon request, have the right to inspect all contents of their complete personnel file kept within the district. Upon request, a copy of any documents contained therein shall be afforded the administrator at district expense. No secret, duplicate, alternate or other personal file shall be kept anywhere in the district.

No evaluations, correspondence or other material making derogatory reference to an administrator's or former administrator's competence or character of manner shall be kept or placed in their personnel file without the administrator's knowledge and right to attach his/her own written comments. Such derogatory information shall be brought to the administrator's attention within ten (10) days.

Dated this 27th day of June 2013

Principal Association of Washougal

Laura Bolt, PAW President

Dawn Tarzian, Superintendent

Date

Date

**2013-2014 Administrator Salary Schedule
Exhibit A**

Position	Contract Days	0	1	2	3	4	5
		1	1.0125	1.025	1.0375	1.05	1.0625
High School Principal	222	\$98,998	\$100,235	\$101,473	\$102,710	\$103,948	\$105,185
		1	1.0125	1.025	1.0375	1.05	1.0625
Middle School Principal	222	\$95,890	\$97,089	\$98,287	\$99,486	\$100,685	\$101,883
		1	1.0125	1.025	1.0375	1.05	1.0625
Elementary School Principal	222	\$92,087	\$93,238	\$94,389	\$95,540	\$96,691	\$97,842
		1	1.0125	1.025	1.0375	1.05	1.0625
HS Associate Principal	217	\$90,636	\$91,769	\$92,902	\$94,035	\$95,168	\$96,301
		1	1.0125	1.025	1.0375	1.05	1.0625
MS Associate Principal	217	\$86,336	\$87,415	\$88,494	\$89,574	\$90,653	\$91,732
		1	1.0125	1.025	1.0375	1.05	1.0625
Elem Associate Principal	217	\$82,877	\$83,913	\$84,949	\$85,985	\$87,021	\$88,057

2013-2014 TRI Schedule

High School Principal	5	\$2,230	\$2,258	\$2,285	\$2,313	\$2,341	\$2,369
Middle School Principal	5	\$2,160	\$2,187	\$2,214	\$2,241	\$2,268	\$2,295
Elementary School Principal	5	\$2,074	\$2,100	\$2,126	\$2,152	\$2,178	\$2,204
HS Associate Principal	5	\$2,088	\$2,114	\$2,141	\$2,167	\$2,193	\$2,219
MS Associate Principal	5	\$1,989	\$2,014	\$2,039	\$2,064	\$2,089	\$2,114
Elem Associate Principal	5	\$1,910	\$1,933	\$1,957	\$1,981	\$2,005	\$2,029

**2014-2016 Administrator Salary Schedule
Exhibit A**

1% Raise

Position	Contract Days	0	1	2	3	4	5
		1	1.0125	1.025	1.0375	1.05	1.0625
High School Principal	222	\$99,988	\$101,238	\$102,488	\$103,738	\$104,987	\$106,237
		1	1.0125	1.025	1.0375	1.05	1.0625
Middle School Principal	222	\$96,849	\$98,060	\$99,270	\$100,481	\$101,691	\$102,902
		1	1.0125	1.025	1.0375	1.05	1.0625
Elementary School Principal	222	\$93,008	\$94,171	\$95,333	\$96,496	\$97,658	\$98,821
		1	1.0125	1.025	1.0375	1.05	1.0625
HS Associate Principal	217	\$91,542	\$92,686	\$93,831	\$94,975	\$96,119	\$97,263
		1	1.0125	1.025	1.0375	1.05	1.0625
MS Associate Principal	217	\$87,199	\$88,289	\$89,379	\$90,469	\$91,559	\$92,649
		1	1.0125	1.025	1.0375	1.05	1.0625
Elem Associate Principal	217	\$83,706	\$84,752	\$85,799	\$86,845	\$87,891	\$88,938

2014-2016 TRI Schedule

High School Principal	5	\$2,252	\$2,280	\$2,308	\$2,336	\$2,365	\$2,393
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Middle School Principal	5	\$2,181	\$2,209	\$2,236	\$2,263	\$2,290	\$2,318
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Elementary School Principal	5	\$2,095	\$2,121	\$2,147	\$2,173	\$2,200	\$2,226
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HS Associate Principal	5	\$2,109	\$2,136	\$2,162	\$2,188	\$2,215	\$2,241
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MS Associate Principal	5	\$2,009	\$2,034	\$2,059	\$2,085	\$2,110	\$2,135
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Elem Associate Principal	5	\$1,929	\$1,953	\$1,977	\$2,001	\$2,025	\$2,049
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EXHIBIT B

2013-2016 BUILDING ADMINISTRATORS CONTRACT YEAR

REQUIREMENT:	CONTRACT		WORK
	DAYS	HOLIDAYS	DAYS
High School Principal	222	10	212
High School Assoc. Principal	217	10	207
Middle School Principal	222	10	212
MS Associate Principal	217	10	207
Elementary Principal	222	10	212
Elem Assoc. Principal	217	10	207

MONTH # of Work Days					
	ELEM.	H.S.	M.S.	HS Assoc.	MS Assoc.
July 2013	0	0	0	0	0
August 2013	19	19	19	14	14
September 2013	20	20	20	20	20
October 2013	22	22	22	22	22

November 2013	17	17	17	17	17
December 2013	13	13	13	13	13
January 2014	21	21	21	21	21
February 2014	20	20	20	20	20
March 2014	21	21	21	21	21
April 2014	18	18	18	18	18
May 2014	20	20	20	20	20
June 2014	21	21	21	21	21
	212	212	212	207	207

**RETURN TO WORK
2013**

8/5/13 8/5/13 8/5/13 8/12/13 8/12/13

**RETURN TO WORK
2014**

TBD When new Calendar Adopted