

Collective Bargaining Agreement

**Washougal School District 112-6
and
Principals Association of Washougal**

PAW

July 1, 2019 - June 30, 2022

AGREEMENT

Washougal School District 112-6 and Principals Association of Washougal

July 1, 2019 – June 30, 2022

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)

Administrators may count up to five (5) 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. Days taken off in exchange for this work must be scheduled on non-student days, or as otherwise approved 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.

B. Advanced Education Allotment

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

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C. 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.

D. 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

From July 1, 2019 through December 31, 2019, 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.

As of January 1, 2020, health insurance benefits for administrators will be provided according to the requirements of the State Employee Benefit Board (SEBB.) Medical, dental, vision, long-term disability and life insurance will be provided through SEBB.

B. Employee Benefits

From July 1, 2019 through December 31, 2019, 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.

As of January 1, 2020, long-term disability and group life insurance will be provided through SEBB. Member premiums will be in accordance with plan choice and SEBB requirements.

Section 4. Professional Development

A. Professional Growth Fund

The district will budget \$2700 per year per administrator to create a staff development fund to support the professional growth of the administrator. This allocation may be used at the individual administrator's discretion to participate in professional growth activities that align with District

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Improvement Goals and/or the individual Professional Growth goals set by the administrator. An annual professional growth plan will be developed by the administrator and approved by the member's supervisor. The fund may be rolled over to a maximum of \$5400.

B. 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 personal leave at the administrator's per diem rate. Due to their longer work year, members will receive three days of personal leave per year. Principals may accumulate up to five (5) days of personal leave. Up to three (3) days of unused personal leave per year may be redeemed at the principal's per diem rate provided the employee still has two (2) unused personal leave days remaining. The personal leave form must be submitted to Human Resources by July 1 each year. Payment will be received in July 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.

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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.)

Release days for the purpose of completing teacher evaluations will be allocated to a pool at the rate of five (5) days per administrative FTE. Individual administrators may use up to eight (8) days of release time, if available in the pool. Distribution of the release days among administrators will be mutually determined by PAW and the Director of Human Resources. For any individual administrator, no more than 40% of the release days may be taken off site.

Section 10. Hold Harmless Policy

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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, 2019 and will remain in effect until June 30, 2022.

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

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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.

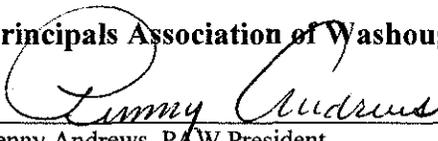
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Dated this 28th day of June 2019

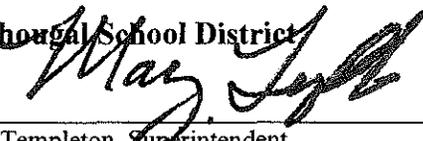
Principals Association of Washougal



Penny Andrews, PAW President

6/28/19
Date

Washougal School District



Mary Templeton, Superintendent

06/28/19
Date

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN THE PRINCIPAL ASSOCIATION OF WASHOUGAL (PAW) AND THE WASHOUGAL SCHOOL DISTRICT NO. 112-6 PURSUANT TO SECTION 4.A AND SECTION 9, PARAGRAPH 3 OF THE CURRENT AGREEMENT.

The Washougal School District and the Principals Association of Washougal agree to the following:

1. Section 4.A is amended as follows:

"The district will budget \$2700 per year per administrator to create a staff development fund to support the professional growth of the administrator. With superintendent approval, 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. An annual professional growth plan will be developed by the administrator and approved by the member's supervisor. The fund may be rolled over to a maximum of \$5400."

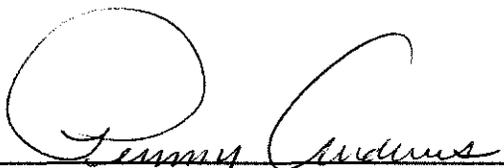
2. A freeze on Paragraph 3 of Section 9, TPEP release days.

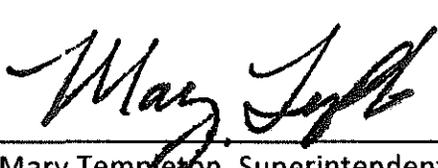
3. Prior to June 30, 2020, the parties will meet and confer regarding the continuation of items #1 and #2 above.

This Memorandum of Understanding shall become effective immediately upon signature of the parties; shall remain in effect until June 30, 2020; and shall be attached to the current agreement.

PRINCIPALS ASSOCIATION OF WASHOUGAL

WASHOUGAL SCHOOL DISTRICT

BY: 
Penny Andrews, WAE President

BY: 
Dr. Mary Templeton, Superintendent

DATE: 6/28/19

DATE: 06/28/19

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EXHIBIT B					
2019-2022 BUILDING ADMINISTRATORS CONTRACT YEAR					
	CONTRACT			WORK	
REQUIREMENT:	DAYS	HOLIDAYS		DAYS	
HS Principal	222	10		212	
HS Assoc. Principal	217	10		207	
MS Principal	222	10		212	
MS Associate Principal	217	10		207	
Elementary Principal	222	10		212	
Elementary Assoc. Principal	217	10		207	

**2019-20 Salary
Schedule**

		8%					
	Step	0	1	2	3	4	5
	Contract Days	1	1.0125	1.025	1.0375	1.05	1.0625
High School Principal	222	\$135,767	\$137,464	\$139,162	\$140,858	\$142,555	\$144,252
Middle School Principal	222	\$131,505	\$133,149	\$134,793	\$136,436	\$138,079	\$139,724
Elementary Principal	222	\$126,290	\$127,868	\$129,447	\$131,025	\$132,603	\$134,182
HS Associate Principal	217	\$124,386	\$125,941	\$127,496	\$129,052	\$130,606	\$132,160
MS Associate Principal	217	\$118,485	\$119,966	\$121,448	\$122,928	\$124,410	\$125,891
Elem Associate Principal	217	\$113,739	\$115,160	\$116,583	\$118,004	\$119,425	\$120,848

For 2020-21, Exhibit A salaries shall be increased by the IPD* of 2% and 2% for a total of 4%.

For 2021-22, Exhibit A salaries shall be increased by the IPD* of 2% and 1.5% for a total of 3.5%

In either year, if the bargained increase for certificated staff (WAE) is greater than the IPD, the difference between the WAE settlement and the IPD will be added to the increase for PAW.

*The percentage increase of the IPD is contingent upon the District receiving that amount.