

Collective Bargaining Agreement

Between

Snoqualmie Valley School District

and

Snoqualmie Valley Principals' Association

2019-2022

The Snoqualmie Valley Principals' Association and the Board of Directors of the Snoqualmie Valley School District No. 410 hereby agree to the terms described below for the 2019-20, 2020-21, and 2021-22 school years.

1. PROFESSIONAL DEVELOPMENT

- 1.1 Administrators desiring to take college credit courses workshops and/or classes related to their professional improvement plan may do so with the approval of the Superintendent and will be reimbursed for tuition, fees and books up to \$2,000 per year. The application for the Professional Development must state the activity and anticipated outcome(s). If not all of the funds are used by administrators by June 1 of the current contract year, individual administrators may apply for additional tuition reimbursement with the approval of the superintendent.
- 1.2 With the approval of the Superintendent, principals may be released from their regular work day to engage in the aforementioned courses or workshops.
- 1.3 Professional growth opportunities shall be paid by the District if participation is requested by the Superintendent.

2. SUPPLEMENTAL DAYS

- 2.1 Administrators will be paid five (5) supplemental days in recognition of the workload in supervising events, weekend meetings, parent conferences and other outside of the work day activities.
- 2.2 Three (3) additional days will be provided and worked at the discretion of the Superintendent. These dates will be identified by the Superintendent no later than May 1 of the current contract year, for the upcoming (following) contract year. In the event an administrator is unable to attend a Superintendent Directed Day, administrators may convert to supplemental day upon Superintendent approval.
- 2.3 The High School Principal shall be given an additional three (3) supplemental days for work above and beyond the school day
- 2.4 The High School Assistant and Associate Principal, and the Middle School Principal shall be given an additional two (2) supplemental days for work above and beyond the school day
- 2.5 The Middle School Assistant Principal shall be given an additional one (1) supplemental day for work above and beyond the school day

3. OPTIONAL DAYS TO ADVANCE SCHOOL IMPROVEMENT EFFORTS

- 3.1 Beginning with the 2019-20 school year, administrators may apply for up to 2 days to work collaboratively with other administrators on matters related to school improvement or the District's Strategic Plan. These optional days will be paid at the per diem rate.
- 3.2 Optional day(s) must be approved by the Superintendent.

- 3.2.1 The proposal must be submitted to the Superintendent at least two weeks in advance of the proposed day(s). The proposal will include:
 - Date, Time, Location
 - Administrators Participating
 - Goals/Objectives (what is to be accomplished)
 - Deliverables (specific product that will be developed)
 - How the work and deliverable is related to school improvement efforts and/or the District's Strategic Plan
- 3.2.2 Day(s) must be scheduled during time outside of the regular work day.
- 3.2.3 Day(s) must be focused on activities related to team-building, school improvement efforts, or the District's Strategic Plan.
- 3.2.4 Day(s) must be planned within a collaborative format (no individual work): school leadership team (principal/asst. principals), cross-school collaboration, vertical and/or horizontal collaboration (elementary schools, middle schools, high schools, etc.).

4. LEAVES

Administrators shall be entitled to the same leave provisions in numbers and approval systems as provided to certificated staff with the following modifications:

- 4.1 Unused sick leave will accumulate to the maximum allowed by law.
- 4.2 Two (2) additional personal leave days may be granted at the discretion of the Superintendent. One (1) personal leave day may be cashed out at the per diem rate at the end of each contract year.
- 4.3 Administrators can accumulate to a maximum of 5 Discretionary Days. During the 19-20 school year administrators may retain no more than 3 days through June 30, 2019. Only 5 maximum days can be in their bank at any given time.
- 4.4 Effective with the 7/30/2020 leave roll administrators have the ability to accumulate up to 6 days. At the end of June 2020 administrators may retain no more than 4 days.
- 4.5 Jury Duty and Subpoena Leave
 - 4.5.1 Leaves of absence with pay shall be granted for jury duty. Any compensation received for jury duty performed on contracted days, other than for travel or miscellaneous expenses, shall be returned to the District. The employee shall notify the District when notification to serve on jury duty is received.
 - 4.5.2 Leaves of absence with pay may be granted when an employee is subpoenaed to appear in a court of law, provided the proceeding does not result from his/her contractual relationship with the District. If any

witness fees are paid, that amount shall be deducted from the employee's SVPA regular pay.

4.6 Sick Leave Cash Out

4.6.1 Any employee who shall have accumulated in excess of sixty (60) days of unused sick leave at the end of the previous calendar year, may elect to convert unused days from the previous years 12 days sick leave at 25 per cent of their per diem rate. Any such election shall be made by written notice to the District business office during the month of January. Any such annual conversion of accumulated sick leave shall be subject to the terms and limitations of applicable law.

4.6.2 Any employee who shall retire or die while employed by the District may elect (personally or by personal representative as appropriate) to convert the maximum accumulated unused sick leave days as allowed by Washington State Law.

5. SALARIES

5.1 The attached Principals Salary Schedule (Exhibit #1), is developed using the following methodology:

5.1.1 The average salary using current year's agreed upon total compensation salary data is calculated between the 2nd and 3rd highest salary package in the five district comparisons agreed upon. The districts include: Lake Washington, Issaquah, Tahoma, Riverview and Snoqualmie Valley. (Elem. Assistant Principal will be equal to the second highest salary of the comparables.)

5.1.2 The per diem rate is determined by adding the 2nd and 3rd highest salary packages from the 5 districts and dividing by 2, then dividing by the number of work days in each of the SVSD principal category contracts. This provides a per diem rate which will be used for supplemental per diem pay.

5.1.3 The percentage increase between the current Step 4 salary and the next year's Step 4 salary in each category is calculated, and that percentage is applied to each step and for each category to produce the new salary schedule.

5.1.4 The new salary will be re-calculated using this method no later than October 15 of each calendar year.

5.2 Increments shall be awarded where due.

5.3 An additional \$2000.00 will be granted to each administrator possessing a doctoral degree.

- 5.4 A one-time payment for a longevity stipend will be paid as follows:
- | | |
|---------|---------------|
| \$1,000 | 10-15 years |
| \$1,500 | 16-20 years |
| \$1,750 | 21-25 years |
| \$2,500 | 26-30 years |
| \$3,000 | over 30 years |
- 5.4.1 The longevity stipend will be paid only once during each five (5) year period.
- 5.4.2 Years of service to be calculated as a building administrator.
- 5.4.3 Payment is to be made in one lump sum or spread over the twelve month compensation cycle.
- 5.5 The District will provide one stipend, for each year during which construction is occurring, to the administrative team at a school undergoing remodeling. The stipend is based on the cost of the construction project at the bid award:
- | | |
|---------|-----------------------------|
| \$2,000 | \$500,000 to \$1,000,000 |
| \$2,700 | \$1,000,000 to \$3,000,000 |
| \$3,500 | \$3,000,000 to \$6,000,000 |
| \$4,250 | \$6,000,000 to \$12,000,000 |
| \$5,000 | \$12,000,000 + |
- 5.5.1 Stipend paid once construction commences for projects under \$12,000,000.
- 5.5.2 Stipend for projects over \$12,000,000 will commence upon design phase.
- 5.5.3 Paid from the Capital Projects Fund.

6. ELEMENTARY BUILDING CAPACITY SUPPORT

- 6.1 It is the policy of the District to maintain Elementary School capacity that is both educationally sound and within the ability of the District to finance. Once any elementary school has reached an overall student population of over 600 students or 550 students that contain special programs or other high impact programs, the building principal along with the principal association representative will meet with the superintendent and/or his/her designee to discuss potential remedies to support the effective and efficient management of the elementary school. Any decision on a remedy must be agreed upon by all parties.
- 6.2 Student population will be determined beginning on the first day of the fourth week of school then rechecked at the beginning of the 2nd and 3rd trimesters. Potential remedies to be discussed include, but is not limited to: additional

administrative support; additional counseling support; additional classified support; additional certificated support; behavioral supports; or other remedies as determined by the principal and superintendent in the area determined most beneficial to support student, parents, staff and administration in the overall effectiveness and efficiency of building operations.

7. INSURANCE

- 7.1 The District shall pay per month per employee for insurance premiums for health care and such other insurance benefits as may be permitted by law.
- 7.2 The District shall pay the full cost of the monthly HCA subsidy on behalf of the employees out of local District funds.
- 7.3 Liability Insurance
Principals and assistant principals shall be covered for all activities arising from their employment. Insurance coverage amounts are the Puget Sound Risk Management Pool limits.
- 7.4 The District will enable principals to join the Section 125 Flexible Pay Benefit Plan.

8. SCHOOL RELATED TRAVEL

- 8.1 The District will reimburse each building's principals for normal travel in the District at a rate commensurate with District Policy (Exhibit#2).
- 8.2 For travel outside the District, SVPA members will be reimbursed at a rate commensurate with District Policy.

9. PROFESSIONAL MEMBERSHIPS

The District will encourage participation in professional organizations and will fund annual membership dues in one of the following organizations:

- National and State Association of Secondary Principals
- National and State Association of Elementary Principals
- National and State Association of Middle School/Junior High School Principals
- Washington Association of School Administrators (WASA)
- American Association of School Administrators (AASA)
- International Reading Association (IRA)
- Association of Supervision and Curriculum Development (ASCD)
- And others subject to approval of the Superintendent

10. ATTENDANCE AT MEETINGS AND CONFERENCES

The attendance of and participation in professional conferences by principals is recognized as supplying an incentive for personal growth, increased levels of job performance, and improvement of professional skills. Participation in a national conference or seminar at least every other year is a desirable goal.

10.1 It has been past practice, and the District has supported and financed, yearly attendance at the annual state conference for elementary, middle school, and high school principals and/or assistant principals. There is one state conference for each of the three groups.

10.2 It has been past practice, and the District has supported and financed, attendance at the national conference for elementary (K-5) and secondary (6-12) principals and assistant principals on a rotating basis. The rotating schedule will be maintained in the Superintendent’s Office, in conjunction with SVPA leadership, and will be updated annually.

10.4 If, for reason of illness or other extenuating circumstance, an administrator is unable to attend a conference as scheduled, another administrator may substitute for him or her, with approval of the Superintendent.

Being a regional and/or state officer in a job-related organization, and/or presenter at a national conference, may also constitute criteria for consideration of attendance, with approval of the Superintendent.

10.5 Any other conditions or considerations related to attendance at national level conferences not specified above will be at the discretion of the Board of Directors.

11. DURATION

This Agreement shall be effective on July 1, 2019 and shall continue in effect through June 30, 2021. This Agreement may be added to or amended only through mutual consent in writing.

Signed this 19th day of August, 2019.

For the District

For the Association

/s/Robert Manahan
Robert W. Manahan, Superintendent
and Secretary, Board of Directors

/s/Greg Hart
Greg Hart, President SVPA

**Exhibit #1, Salary Schedule
Snoqualmie Valley Principal's Association
2019-2020 Salary Schedule**

Years of Experience	High School Principal 220 Days	High School Associate 210 Days	High School Assistant 205 Days
1	\$141,015	\$128,805	\$125,291
2	\$147,589	\$134,739	\$130,906
3	\$154,162	\$140,683	\$136,525
4	\$160,913	\$147,073	\$142,366

Years of Experience	Middle School Principal 210 Days	Middle School Assistant 205 Days	Alternative School 205 Days
1	\$131,605	\$118,281	\$118,281
2	\$137,663	\$122,298	\$122,298
3	\$143,725	\$127,628	\$127,628
4	\$149,946	\$135,854	\$135,854

Years of Experience	Elementary School Principal 205 Days	Elementary School Assistant 205 Days
1	\$126,839	\$109,121
2	\$132,682	\$114,818
3	\$138,536	\$120,226
4	\$144,828	\$125,883

Exhibit #2
Snoqualmie Valley Principal's Association
In-District Travel Allocation

Formula: Total miles to and from district office X four times per week.

Schools	To and From District Office
Fall City Elementary School Principal's Contract 205 days = 41 weeks	Based on 11 miles round trip
Snoqualmie Elementary School Principal's Contract 205 days = 41 weeks	Based on 2.2 miles round trip
North Bend Elementary School Principal's Contract 205 days = 41 weeks	Based on 7 miles round trip
Opstad Elementary School Principal's Contract 205 days = 41 weeks	Based on 9.8 miles round trip
Cascade View Elementary School Principal's Contract 205 days = 41 weeks	Based on 6.2 miles round trip
Timber Ridge Elementary School Principal's Contract 205 days = 41 weeks	Based on 6.6 miles round trip
Chief Kanim Middle School Principal's Contract 210 days = 42 weeks Assist. Principal 205 days = 41 weeks	Based on 12.6 miles round trip
Snoqualmie Middle School Principal's Contract 210 days = 42 weeks Assist. Principal 205 days = 41 weeks	Based on 2.2 miles round trip
Twin Falls Middle School Principal's Contract 210 days = 42 weeks Assist. Principal 205 days = 41 weeks	Based on 14.4 miles round trip
Mount Si High School Principal's Contract 220 days = 44 weeks Assist. Principal's 205 days = 41 weeks	Based on 2.4 miles round trip
Two Rivers School Assist. Principal's 205 days = 41 weeks	Based on 6.6 miles round trip