

Human Resources
Maurene Stanton
Executive Director of Human Resources

Date: June 1, 2021

To: Stanwood-Camano School Board

From: Maurene Stanton

RE: Stanwood-Camano Building Administrators Agreement

I have attached a revised 2021-24 Agreement with Building Administrators for your review. Changes are tracked in the attached document and outlined below:

- Administrator salaries will be increased commensurate with certificated staff salaries;
- Administrators, due to hours and responsibility, will be paid at a rate higher than the highest cell of the certificated salary schedule;
- Discretionary funds descriptors have been removed;
- Evaluation support funds may be used to support principals in completing all evaluations; and
- Medical contributions will be consistent with the certificated staff contract.

Please reach out to me if you have any questions.

RECOMMENDATION:

I recommend that the board **approve the Stanwood-Camano Building Administrator Agreement as presented.**

**AGREEMENT BETWEEN THE STANWOOD-CAMANO SCHOOL DISTRICT #401
AND
THE STANWOOD-CAMANO BUILDING ADMINISTRATORS**

**Article I
Purpose**

The purpose of this agreement is to recognize the rights of those building administrators who are entitled to bargain collectively under RCW41.59.090 to negotiate as a group with the superintendent for the purpose of establishing equitable compensation, hours of work and number of days of work. This agreement is subject to Stanwood-Camano School Board of Directors approval.

**Article II
Salaries**

Stanwood-Camano School District will adjust salaries on an annual basis in the spring of each year to be implemented in the ensuing contract year. The increase will be based upon the percentage salary increase authorized and funded by the state. If a double levy failure occurs and/or there are reductions in State and Federal funding sources, this agreement will be reopened to discuss the total compensation and benefit package.

If any provision of this Agreement causes the District to be out of state compliance with applicable law in effect when the compensation is payable, then the parties agree that the District will immediately make adjustments to bring the District into compliance with the above pertinent legislation. The Administrators will be accorded the same average salary percentage increase as members of the Stanwood-Camano Education Association ~~have at least the same salary increase that the Legislature provides the teachers' bargaining unit.~~

The District recognizes that from time-to-time administrators may be requested to perform duties above and beyond their regular contract. When administrators are required to perform such duties, as approved by the superintendent, individual stipends will be awarded.

An overall unsatisfactory evaluation in any given year shall preclude the administrator from receiving any salary increase for the ensuing contract year and until such time as the overall rating is satisfactory.

**Article III
Benefits**

Contract benefit items shall not be charged to the building budgets (unless a specific amount, above and beyond the normal operating budgets, sufficient to cover these items is added to the building budget). Including such items as dues, mileage and negotiated travel as listed below.

Travel and Expenses

Upon the approval of the superintendent or designee, each administrator may be reimbursed for expenses accrued in connection with their employment. The compensation for mileage will be in the amount allowed by IRS. Administrators may use their own vehicle and claim mileage against their

Professional Development account or building budget, even if a district vehicle is available. Eligible reimbursement for membership fees, travel and meal costs may include:

- Participating in local civic and service organizations (Board Policy 5525);
- Attending meetings and conducting business of the school and/or district; and
- Other usual and customary expenses.

Discretionary Funds

Each administrator will be provided with a discretionary funds in the amount of \$3,000. ~~to be used for workshops, conferences, college or university credit, other professional dues, mileage, and/or other professional development activities. This fund may be used for National Convention and/or state conference travel and attendance budgeted in building accounts. These funds may further be used for the purchase of educational materials and equipment, information services, college fees and transportation costs, workshop expenses, and experiences designed to improve the administrator and his/her performance. Administrators may also use these funds to hire additional staff to provide additional services within their buildings.~~

Administrators who serve on a Professional Regional/State Board, or who are elected officers may make a request to the superintendent to have said activities exempted from the above group.

Evaluation Support

The District will provide up to \$12,000 for the sole purpose of supporting principals in the implementation completion of ~~the teacher~~ evaluations system. Each building will be allocated a portion of the lump sum based upon the number of comprehensive administrative, certificated, and classified evaluations the administrators in the building are responsible for in that year. The funds may will be used to pay for additional building support to provide the evaluator time to work on observation and evaluation reports. ~~If the number of comprehensive staff evaluated multiplied by the current substitute rate exceeds \$12,000,~~ †The principals group will meet to determine how to distribute the \$12,000.

Doctoral Stipend

Administrators who hold a doctoral degree will be provided a \$3,000 stipend annually.

Medical

The District shall pay the full portion of the employer contribution to the School Employees Benefits Board (SEBB) for insurance programs as adopted in the statewide collective bargaining agreement for all employees who meet the eligibility requirements outlined in state law, and other approved insurance programs provided to the non-supervisory certificated employees as set forth in the Collective Bargaining Agreement between the District and Stanwood-Camano Education Association (“SCEA”).

The District will contribute funds commensurate with the amount agreed to with SCEA \$80 per bargaining unit member, per FTE, per month to employee VEBA accounts.

The District shall pay for both the employee and the employer portion of the Washington State Paid Family Medical Leave deduction.

Dues to Professional Association

The District shall pay the dues for membership in one professional organization for each administrator.

Article IV Length of Individual Agreement

All administrators covered by this agreement will be issued individual employment contracts commencing July 1st through June 30th of each following employment year. Length of individual contracts will be as follows:

Position	# Days
Elementary Principal	214
Middle Level Principal	223
MS Assistant Principal	213
High School Principal	226
HS Assistant Principal	213
CTE Director	215
Alternative School Principal	223
High School Dean/Assistant CTE Director	213
Middle School Dean	213
Elementary Dean	196

The administrator's mandatory work days will match the teacher contracted work days. Additionally, mandatory work days will include summer administrative team workshop days and evenings. Exception to this may be made with the superintendent's approval. Each administrator will be asked to submit an annual calendar to his/her immediate supervisor and the superintendent documenting projected workdays no later than July 15th of each year for the ensuing year. If due to unforeseen circumstances an administrator is required to work outside of their agreed upon work calendar, they will be compensated at their per diem rate of pay or provided with compensatory time at a later date.

Article V Experience

Credit given for administrative experience shall be as follows:

- Within the same job classification, year for year experience shall be granted as per the salary schedule;
- When moving from one administrative classification to another and thereby assuming greater administrative responsibility, for every two years of experience at the lesser responsible level one year of experience will be granted on the salary schedule, up to a maximum of eight (8) years;
- When an administrator moves from a more responsible administrative position to a lesser responsible one, the lesser responsible pay category will be used.

Article VI Leaves

Building administrators shall be entitled to the same leave provisions as provided for in the most current SCEA Collective Bargaining Agreement.

In July of each year, an administrative employee in TRS Plan 2 or 3, who has personal leave remaining unused shall be reimbursed at their per diem rate for unused personal days up to a maximum of two (2) days per year. For administrators with a shorter work year, the per diem rate shall be calculated by dividing the gross annual salary for the administrative employee by the number of contracted work days.

Article VII
Length of Agreement

Should any changes in the limitations imposed by the Legislature occur, by any method whatsoever, the salaries and benefits contained in this Agreement will be automatically reopened for negotiation. The salaries, insurance and any other benefits contained in the provisions of this Agreement are entered into subject to the limitations imposed by the Legislature and the Appropriations Act in effect when the same are payable.

This agreement covers from July 1, 2021 through June 30, 2024.

On behalf of the Stanwood-Camano School District, Board of Directors:

Stanwood-Camano School Board President

Date

Superintendent

Date

On behalf of the Stanwood-Camano School Building Administrators:

Christine Del Pozo, Principal SHS

Date

Cherae Almanza, Principal PSMS

Date

Jeff Lofgren, Principal CES

Date