

**Human Resources**  
Maurene Stanton  
Executive Director of Human Resources

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Date: June 18, 2018

To: Stanwood-Camano School Board

From: Maurene Stanton

RE: Stanwood-Camano Building Administrators Agreement

I have attached the 2018-21 Agreement with Building Administrators for your review.

As you can see, the additions or changes are minimal and the agreement remains essentially the same. The changes are as follows:

- On Page 1, comparison group language has been deleted to align with current legislation.
- On page 3, days have been updated to reflect all actual work days.
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Please review the proposed agreement. If you have any questions please let me know.

**RECOMMENDATION:**

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

**~~A~~ 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**

~~The District and administrators collaboratively developed a database of benchmark districts, which will be used to determine the salary and benefits for the Stanwood-Camano building administrators. The database consists of seven (7) districts and will remain constant for the duration of the agreement. The districts used for benchmark data are: Arlington, Lake Stevens, Marysville, Monroe, Mount Vernon, Oak Harbor, and Snohomish. The Stanwood-Camano School District will pay the mean salary of the benchmark districts for equivalent positions on the salary schedule of the benchmark districts. The alternative high school principal will be paid on the same salary schedule as a middle school principal. Stanwood-Camano School District will adjust salaries to average 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 at any time a Stanwood-Camano School District administrator's salary raises above the mean, no adjustment back to the mean shall be made to that administrator's salary. 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. ~~In the event that the Legislature authorizes a percentage salary increase for nonsupervisory certificated staff, said salary shall be increased effective July 1, 2017, by the same percentage as the Legislature funds for nonsupervisory certificated staff. Movement of District-funded TRI pay to the State-funded salary schedule shall not constitute a salary increase.~~~~

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, conducting business of the school and/or district;
- Other usual and customary expenses.

#### **Professional Development**

Each administrator will be provided with a professional development funds in the amount of \$2,200 to be used for workshops, conferences, college or university credit, other professional dues, mileage, and/or other professional development activities. This fund is to be beyond the National Convention (stipulated below) 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.

The District will provide \$6,000 outside the building budget and the professional development fund, to support one fourth of the administrators for traveling to a National Conference per year. 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**

Beginning the 2017-18 school year, the District will provide up to \$10,000 for the sole purpose of supporting principals in the implementation of the teacher evaluation system. Each building will be allocated a portion of the lump sum based upon the number of comprehensive evaluations the administrators in the building are responsible for in that year based on the following formula: Number of comprehensive evaluations x current substitute teacher daily rate of pay. [Example: Four (4) comprehensive evaluations times current substitute teacher daily rate of pay (\$150) = the amount funded (\$600).] The funds will be used to pay for additional building support to provide the evaluator time to work on the observation report. If the number of comprehensive staff evaluated multiplied by the current substitute rate exceeds \$10,000, the principals group will meet to determine how to disburse the \$10,000.

## Doctoral Stipend

Administrators who hold a doctoral degree will be provided a \$2,600 stipend annually.

## Medical

The District shall provide the building administrators with the same monthly contribution to approved group insurance coverage, optional individual/family medical coverage, 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 shall pay the HCA Benefit Allocation for the Retiree Fund.

## 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 1<sup>st</sup> through June 30<sup>th</sup> of each following employment year. Length of individual contracts will be as follows, ~~plus eight (8) additional days at per diem:~~

High School Principal	22618 days
High School Assistant Principal	21305 days
Alternative School Principal	22315 days
Middle School Principal	22315 days
Middle School Assistant Principal	21305 days
Elementary Principal	21507 days
Director	21507 days
Dean	203195 days

<u>Position</u>	<u># Days</u>
<u>Elementary Principal</u>	<u>215</u>
<u>Middle Level Principal</u>	<u>223</u>
<u>MS Assistant Principal</u>	<u>213</u>
<u>High School Principal</u>	<u>226</u>
<u>HS Assistant Principal</u>	<u>213</u>
<u>CTE Director</u>	<u>215</u>
<u>Alternative School Principal</u>	<u>223</u>
<u>High School Dean/Assistant CTE Director</u>	<u>213</u>
<u>Middle School Dean</u>	<u>213</u>
<u>Elementary Dean</u>	<u>203</u>

The administrator's mandatory workdays will match the teacher contracted workdays. Additionally, mandatory workdays 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 15<sup>th</sup> of each year for the ensuing year.

## **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 provision 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**

This agreement may be reopened by either party to negotiate salaries and benefits. This agreement covers from July 1, 2017<sup>8</sup> through June 30, 2020<sup>1</sup>.

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*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Dan Johnston*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Jeff Lofgren*

\_\_\_\_\_  
*Date*

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**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.

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