

Human Resources

Maurene Stanton

Executive Director of Human Resources

Stanwood Camano School District

Date: June 21, 2016

To: Board of Directors

From: Maurene Stanton

RE: Approval of Building Administrator Agreement, Salary Schedule, and Contracts

I have provided, for your review, templates of building administrator contracts, an updated agreement, and salary schedule.

You are receiving this information because building administrators do not have a salary schedule as part of their bargaining agreement. It is necessary for you to review and consider approval of these contracts and salary schedules in the same way you do when you consider collective bargaining agreements for groups that are represented.

The salary schedules for building administrators has been adjusted to average for the 2016-17 school year.

As you review these documents, if you have any questions please call me at your convenience.

RECOMMENDATIONS:

I recommend the board approve the building administrator contracts and updated agreement.

I recommend that the board approve the salary schedules for building administrators.

Stanwood-Camano School District

Building Administrator Salary Schedule 2016-17				
<u>Position</u>	<u># Days</u>	<u>Base +8 Step 1 (1-2 Years)</u>	<u>Base +8 Step 2 (3-4 Years)</u>	<u>Base +8 Step 3 (5+ Years)</u>
Elementary Principal	207	\$116,373	\$121,304	\$126,236
Middle Level Principal	215	\$122,142	\$127,334	\$132,526
MS Assistant Principal	205	\$110,128	\$114,611	\$119,094
High School Principal	218	\$130,680	\$136,245	\$141,810
HS Assistant Principal	205	\$115,832	\$120,566	\$125,300
CTE Director	207	\$114,367	\$120,074	\$125,781
Alternative School Principal	215	\$122,142	\$127,334	\$132,526
High School Dean/Assistant CTE Director	205	\$103,670	\$107,907	\$112,143
Middle School Dean	205	\$98,565	\$102,577	\$106,589
Elementary Dean	195	\$97,267	\$99,194	\$103,420

*Doctoral Stipend \$2,013

**STANWOOD-CAMANO SCHOOL DISTRICT NO. 401
CERTIFICATED BUILDING ADMINISTRATIVE EMPLOYEE CONTRACT**

Date of Issuance:

Employee: «First_Name» «Last_Name»

Position: «Assignment»

Salary: «Per_DiemContract»

Step: «STEP»

FTE: 1.0

Commencing: July 1, 2016

Ending: June 30, 2017

Work Days: «TotalDays»

It is hereby agreed by and between Stanwood-Camano School District No. 401, Snohomish County, Washington, hereinafter called the District, and the above-named Employee, that said Employee shall faithfully perform the duties of the above position and such other duties as assigned in accordance with the laws of the State of Washington and the policies and procedures made thereunder by the Board and under the direction of the Superintendent of Schools.

WITNESSETH:

1. The above annual salary shall be paid to Employee for the 2016-17 contract year. In the event that the Legislature authorizes a percentage salary increase for nonsupervisory certificated staff, said salary shall be increased effective July 1, 2016 by the same percentage as the Legislature funds for nonsupervisory certificated staff.
2. In addition to annual salary, Employee shall receive the following in consideration for the faithful performance of his/her duties:
 - a. Twelve (12) days of annual leave with compensation for illness, injury and emergencies with unused leave to accumulate from year to year in accordance with law and District policy;
 - b. Holidays recognized by the District;
 - c. Health benefits as provided in the Stanwood-Camano Building Administrator Agreement;
 - d. Leave entitlements as provided in the Stanwood-Camano Building Administrators agreement; and
 - e. Reimbursement for approved travel and expenses incurred in connection with Employee's duties per District policy.
3. The District shall pay Employee's dues for membership in one professional organization.
4. Employee's job performance shall be evaluated yearly by the Superintendent or his/her designee, with the results of said evaluation to be made known to Employee. Employee will be subject to discharge as provided by law.
5. Employee shall (a) perform such duties in compliance with federal, state and local laws (including administrative rules and regulations) and with the policies, rules and regulations of the District; (b) provide above-stated days of service exclusive of school holidays and vacation periods; (c) be subject to reassignment and transfer by the Superintendent of Schools; and (d) be paid in monthly installments. Employee affirms that he or she is not bound by any other contract which might interfere with performance of duties under this contract.
6. It is further agreed that this contract shall not become effective: (1) unless Employee signs and returns the contract without modification to the District's Human Resources office within ten (10) days of the date of issuance; (2) until successful completion of a criminal background check and sexual misconduct check; and (3) until Employee registers with the District's Human Resources office (a) a valid State of Washington

administrator's certificate or other certificate required by law as a condition to Employee's performance of his or her employment duties pursuant to this contract, (b) an official transcript of preparation, and (c) any other required credential. In the event Employee fails to sign and return this contract without modification within ten (10) days of the date of issuance, Employee shall be deemed to have waived any and all rights to employment by the District.

IN WITNESS WHEREOF, we have hereunto subscribed our names.

STANWOOD-CAMANO
SCHOOL DISTRICT NO. 401

EMPLOYEE

By: _____
Superintendent

I certify that this contract had been duly authorized
by the District's Board of Directors

By: _____
Who, by affixing his or her signature, hereby

accepts the terms of this contract

DATE: _____

DATE: _____

Two originals of this contract must be signed and returned within ten (10) days of issuance.

**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. 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, 2016, by the same percentage as the Legislature funds for nonsupervisory certificated staff.

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 professional journals, information services, paper and hardbound books, college fees and transportation costs, and/or workshop expenses and fees and other educational materials and experiences designed to improve the administrator and his/her performance.

National Convention travel will not be dispersed during the 2016-17 school year. This section of the agreement will be reopened for discussion for the 2017-8 school year. In the event national travel is reinstated for the 2017-18 school year, The District will provide funds, 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 2014-15 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 \$2013 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 1st through June 30th of each following employment year. Length of individual contracts will be as follows, plus eight (8) additional days at per diem:

High School Principal	218 days
High School Assistant Principal	205 days
Alternative School Principal	215 days
Middle School Principal	215 days
Middle School Assistant Principal	205 days
Elementary Principal	207 days
Director	207 days

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 15th 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**

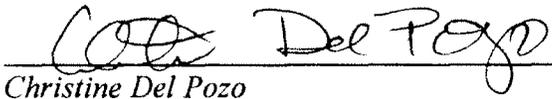
This agreement may be reopened by either party to negotiate salaries and benefits. This agreement covers from July 1, 2015 through June 30, 2018.

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:



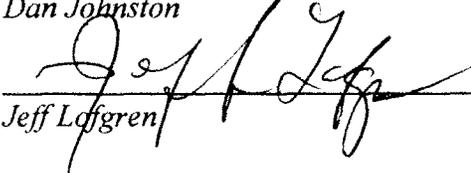
Christine Del Pozo 6/17/16

Date



Dan Johnston 6/20/16

Date



Jeff Lofgren 6/17/16

Date