

**AGREEMENT BETWEEN  
WOODLAND SCHOOL DISTRICT #404  
AND  
WOODLAND ADMINISTRATIVE ASSOCIATION**

2011-2013

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1. PREAMBLE

This Agreement is made and entered into by and between the Woodland School District Board of Directors, hereinafter referred to as the “Board” or “District”, and the Woodland Administrative Association, hereinafter referred to as the “Association”.

To facilitate effective employer-employee relations and in order for the cause of public education to best be served in the District, the Board and the Association do hereby agree as follows:

2. STATUS OF THE AGREEMENT

Any individual contract between the District and individual building administrator shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with the agreement, this agreement, during its duration, shall be controlling.

This agreement shall be ratified by the Board and the Association, and signed by authorized representatives thereof, and may be amended or modified during its term only with mutual consent of the parties.

3. CONFORMITY TO LAW

This agreement shall be governed and construed according to the constitution and laws of the State of Washington. If any provision of this agreement is held to be invalid by court action, such provision shall become inoperative, but the remainder of the agreement shall remain in full force and effect for the duration of this agreement.

4. DISTRIBUTION OF THE CONTRACT

The District shall provide copies of this agreement to all concerned.

5. DURATION OF CONTRACT

This contract shall be in force for three school years or until both parties agree to open on an issue.

6. STAFF PROTECTION

The Board agrees to hold any represented administrator harmless and defend from any financial loss up to limits of the District’s insurance policy, including reasonable attorney’s fees by reason of any act or failure to act by such administrator, within or without the school building, provided such administrator, at time of the act or omission complained of, was acting within the scope of his employment or under the direction of the superintendent and/or the Board.

7. REDUCTION IN FORCE

In the event it is necessary to reduce the number of certificated school administrators because of declining enrollments or other economic reasons, the affected administrator shall be entitled to an available teaching position based on qualifications and state service as outlined in RCW 28A.405.230

## 8. CALENDAR

Woodland administrators shall have a representative on the district calendar committee.

## 9. BENEFITS

### ~~1.1.9.1.~~ HEALTH BENEFITS

~~2.~~ Represented administrators shall be afforded the same employee benefit package that is offered to the certificated staff.

### ~~2.1.9.2.~~ BENEFITS POOL

If monies provided in 9.1 are not fully used by the represented employee each month toward their health care benefits then these monies shall be pooled and redistributed to other members of the bargaining unit per state requirements. In addition, the District will supplement the pool with an additional \$1,500 per year.

### ~~2.2.9.3.~~ SICK LEAVE

~~2.3.~~ Represented administrators shall receive twelve (12) days of sick leave per year. Uses of sick leave, including accumulation and cash-out shall be the same as represented certificated teachers.

### ~~2.4.9.4.~~ VEBA

~~2.5.~~ Represented administrators may, by annual election of the bargaining unit contribute to VEBA.

### ~~2.6.9.5.~~ MOBILE PHONE STIPEND

~~2.7.~~ It is acknowledged that administrator's frequently utilize their personal mobile phones/home phones /computers in the course of business on a regular basis. All represented administrators will receive a monthly stipend of thirty dollars (\$30) for business uses of their mobile phones.

## 9. ADMINISTRATIVE WORK YEAR

The work year shall be twelve months from July 1-June 30 annually.

Represented administrators shall receive twelve (12) paid holidays. These shall be: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, Christmas Day, and the day before New Year's Day.

The work year and vacation schedule is as follows:

<b>Position</b>	<b>Calendar Work Days</b>	<b>Paid Holidays</b>	<b>Vacation days</b>	<b>Annual Work Days</b>
Principals	260	12	30	218
Directors	260	12	32	216
Assistant Principals	260	12	35	213

Up to twenty-five (25) unused vacation days may be carried over into the following year up to a maximum balance of fifty-five (55) days for principals, Fifty-seven (57) days for directors, and sixty (60) days for Assistant Principals.

Vacation days will be deemed used in the order in which they are earned.

Administrators may, by individual election, cash out a maximum of five (5) vacation days per school year at their per diem rate of pay. Per diem shall be calculated using the following formula: Annual Salary/ (260 – paid holidays – vacation days). Upon separation from service due to retirement or resignation the administrator may cash out a maximum of five (5) additional days of accumulated vacation leave.

Administrators may, with superintendent concurrence, cash out additional vacation days, up to a maximum of ten (10) days, as compensation for time spent on mutually agreed upon extra assignments, such as CTE, LRA, or Yale School Principal.

## 10. SALARY AND RESPONSIBILITY FACTORS

Administrator’s salaries will be based on the top of the State LEAP schedule, multiplied by their responsibility factor. New administrators to the district will be credited with 1 year of experience for each year of experience in a like role and .5 years experience for each year in a subordinate administrative role. The District shall also provide an annual stipend of \$2000 for a staff member with an earned doctorate.

Years Experience	HS Principal	HS Asst. Principal	MS Principal	Elem. Principal	Director	TEAM Principal
0-3	1.434	1.27	1.352	1.329	1.22	.09
4-6	1.486	1.32	1.388	1.37	1.266	.095
7-9	1.538	1.376	1.424	1.42	1.31	.1
10 +	1.59	1.43	1.46	1.46	1.36	.105

\*The Athletic Director stipend shall be paid in the event that a building administrator serves in the capacity of Athletic Director.

## 11. PROFESSIONAL DEVELOPMENT

### 11.1. Professional Association Membership

Each administrator will have their dues paid to one professional organization (and the parent national organization, such as with AWSP and NASSP or NAESP).

### 11.2. Professional Development Opportunities

Covered administrators will have access to the same credit reimbursement opportunities provided the other certificated personnel in the district. They will also have access to \$500 per year to attend professional development event(s) that aligns with their annual goals. Funds may be carried over to a maximum of \$2000. For the term of this agreement administrators covered by this agreement may individually elect to utilize these funds to cash out one (1) additional day of unused vacation leave in lieu of using these funds for professional development

### ~~12.3. National Conference Attendance:~~

~~The district will pay the costs for one represented administrator each year to attend an approved national conference. The following rotation is created to manage this process. However, it may be adjusted by mutual agreement between the administrators and the Superintendent. Travel requests must be submitted to the Superintendent at least one month before travel for approval and processing. All travel arrangements must be made through the District Office. The Superintendent may unilaterally void this provision in the event of a double levy failure.~~

~~Rotation for attending National Conferences:~~

~~**School Year** ————— **Who is scheduled to attend national conference**~~

~~2010-2011 ————— Intermediate School Principal~~

~~2011-2012 ————— High School Principal~~

~~2012-2013 ————— Primary School Principal~~

~~2013-2014 ————— Director of Special Services~~

~~2014-2015 ————— Director of Learning~~

~~2015-2016 ————— High School Assistant Principal~~

~~2016-2017 ————— Middle School Principa~~

## 12. EVALUATION

Administrators shall set annual goals that will be reviewed bi-annually with the Superintendent or designee. This review will be incorporated into an annual written evaluation.

All administrators shall be evaluated in accordance with the criteria set forth in district policy. Evaluations required or permitted hereunder shall be documented on the evaluation report form and a copy placed in the administrator's personnel file.

## 13. DURATION

### 13.1. Embodiment

The Agreement expressed herein in writing constitutes the entire Agreement between the parties and no oral statement shall add to or supersede any of its provisions.

Each party agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not referred to, covered, or not settled during the course of negotiations for this Agreement.

This Agreement may be reopened by mutual agreement of the Administrators' Association and the District

**13.2. Duration**

This Agreement shall become effective upon ratification and signing by the parties. It shall continue in full force and effect until the 30<sup>th</sup> of June, ~~2011~~2013.

**13.3. Re-openers**

Any portion of this Agreement may be re-opened at any time upon mutual agreement of both parties.

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For the Woodland Administrators' Assn.

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President, Board of Directors

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Secretary to the Board



LETTER OF AGREEMENT  
Between  
Woodland School District  
And  
Woodland Administrators' Association

WHEREAS, the 2011 state legislature reduced compensation funding for certificated administrative employees by 3%; and,

WHEREAS, the administrative compensation is based on the State Salary Allocation Model for Non-supervisory certificated personnel which was reduced by 1.9%; and,

WHEREAS, the state did not reduce the number of school days or other responsibilities of certificated administrators in conjunction with the reduction in compensation;

WHEREAS, By utilizing reserve funds the school district was able to substantially or completely make up the legislative cut in salaries for all other employee groups,

NOW THEREFORE, the District and Administrators Association agree as follows;

- A. For the 2011-12 and 2012-13 school years, represented employees shall receive salary equal to 1.67% above the SAM derived salary.
- B. For the 2011-12 and 2012-13 school years, the District shall schedule a student early release day on the day before Winter Break and administrative employees shall be released from work (furloughed) upon the completion of all student supervision duties on that day. (equal to .223%-.235% of contracted time.
- C. If the state legislature either reduces or restores funding for nonsupervisory certificated employee salaries on the SAM during the duration of this Agreement, paragraphs A or B may be reopened at the request of the Association or District. If the District's funding levels for class size, levy equalization or other programs is restored or reduced compared to the current 2011-12 level, paragraph D may be reopened at the request of the Association or District.
- G. This Agreement is for the 2011-12 and 2012-13 school years only and expires on August 31, 2013, unless extended by the parties by separate agreement.

\_\_\_\_\_  
For the District

\_\_\_\_\_  
For the Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date