

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

2016-2020

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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 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 AGREEMENT

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

5. DURATION OF AGREEMENT

This agreement shall be in force for four 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

### 9.1. HEALTH BENEFITS

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

### 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 \$7000 per year.

### 9.3. SICK LEAVE

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.

### 9.4. VEBA

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

### 9.5. MOBILE PHONE STIPEND

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 fifty dollars (\$50) for business uses of their mobile phones. During the term of this agreement these contributions will be made to VEBA.

## 10. 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:

Position	Calendar Work Days	Paid Holidays	Vacation days	Annual Work Days
Principals & Directors	260	12	30	218
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 and 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 eight (8) 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 ten (10) additional days of accumulated vacation leave.

**11. SALARY AND RESPONSIBILITY FACTORS**

Administrator’s salaries will be based on the top of the State LEAP schedule, multiplied by their responsibility factor.

The Administrative Responsibility Factors are linked to the percentage of additional compensation allowed for WEA certificated employees in excess of the LEAP base contract.

Administrative Base Factors

Years Experience	HS Principal	HS Asst. Principal	MS Principal	MS Asst. Principal	Elem. Principal	Director
Base	1.338	1.172	1.246	1.126	1.228	1.154
1	1.354	1.188	1.262	1.142	1.244	1.170
2	1.370	1.204	1.278	1.158	1.260	1.186
3	1.386	1.220	1.294	1.174	1.276	1.202
4	1.402	1.236	1.310	1.190	1.292	1.218
5	1.418	1.252	1.326	1.206	1.308	1.234
6	1.434	1.268	1.342	1.222	1.324	1.250
7	1.450	1.284	1.358	1.238	1.340	1.266
8	1.466	1.300	1.374	1.254	1.356	1.282
9	1.482	1.316	1.390	1.270	1.372	1.298
10	1.498	1.332	1.406	1.286	1.388	1.314
11	1.514	1.348	1.422	1.302	1.404	1.330
12	1.530	1.364	1.438	1.318	1.420	1.346
13	1.546	1.380	1.454	1.334	1.436	1.362

2016-2017 Administrative Responsibility Factors (12.2% above base)

Years Experience	HS Principal	HS Asst. Principal	MS Principal	MS Asst. Principal	Elem. Principal	Director
Base	1.502	1.316	1.398	1.264	1.378	1.295
1	1.518	1.332	1.414	1.280	1.394	1.311
2	1.534	1.348	1.430	1.296	1.410	1.327
3	1.550	1.364	1.446	1.312	1.426	1.343
4	1.566	1.380	1.462	1.328	1.442	1.359
5	1.582	1.396	1.478	1.344	1.458	1.375
6	1.598	1.412	1.494	1.360	1.474	1.391
7	1.614	1.428	1.510	1.376	1.490	1.407
8	1.630	1.444	1.526	1.392	1.506	1.423
9	1.646	1.460	1.542	1.408	1.522	1.439
10	1.662	1.476	1.558	1.424	1.538	1.455
11	1.678	1.492	1.574	1.440	1.554	1.471
12	1.694	1.508	1.590	1.456	1.570	1.487
13	1.710	1.524	1.606	1.472	1.586	1.503

2017-2018 Administrative Responsibility Factors (13.3% above base)

Years Experience	HS Principal	HS Asst. Principal	MS Principal	MS Asst. Principal	Elem. Principal	Director
Base	1.517	1.329	1.412	1.276	1.391	1.308
1	1.533	1.345	1.428	1.292	1.407	1.324
2	1.549	1.361	1.444	1.308	1.423	1.340
3	1.565	1.377	1.460	1.324	1.439	1.356
4	1.581	1.393	1.476	1.340	1.455	1.372
5	1.597	1.409	1.492	1.356	1.471	1.388
6	1.613	1.425	1.508	1.372	1.487	1.404
7	1.629	1.441	1.524	1.388	1.503	1.420
8	1.645	1.457	1.540	1.404	1.519	1.436
9	1.661	1.473	1.556	1.420	1.535	1.452
10	1.677	1.489	1.572	1.436	1.551	1.468
11	1.693	1.505	1.588	1.452	1.567	1.484
12	1.709	1.521	1.604	1.468	1.583	1.500
13	1.725	1.537	1.620	1.484	1.599	1.516

2018-2020 Administrative Responsibility Factors (14.4% above base)

Years Experience	HS Principal	HS Asst. Principal	MS Principal	MS Asst. Principal	Elem. Principal	Director
Base	1.532	1.342	1.426	1.289	1.405	1.321
1	1.548	1.358	1.442	1.305	1.421	1.337
2	1.564	1.374	1.458	1.321	1.437	1.353
3	1.580	1.390	1.474	1.337	1.453	1.369
4	1.596	1.406	1.490	1.353	1.469	1.385
5	1.612	1.422	1.506	1.369	1.485	1.401
6	1.628	1.438	1.522	1.385	1.501	1.417
7	1.644	1.454	1.538	1.401	1.517	1.433
8	1.660	1.470	1.554	1.417	1.533	1.449
9	1.676	1.486	1.570	1.433	1.549	1.465
10	1.692	1.502	1.586	1.449	1.565	1.481
11	1.708	1.518	1.602	1.465	1.581	1.497
12	1.724	1.534	1.618	1.481	1.597	1.513
13	1.740	1.550	1.634	1.497	1.613	1.529

11.1 Administrators will be credited with 1 year of experience for each year of experience in a school or district-level administrative position (a position requiring an administrative credential).

11.2 In the event the state substantively changes the LEAP schedule in response to McCleary or other considerations Article 11 will be renegotiated. No administrative compensation will be reduced as a result of such changes to the LEAP schedule.

11.3 The District shall also provide an annual stipend of \$2000 for a staff member with an earned doctorate.

11.4 The District shall provide an annual extra responsibility stipend factors as follow:

TEAM High School	.10
Yale School	.05
MS Athletic Director	.05

The Superintendent and an Administrator may agree to supplementary assignments and additional compensation during the period of this agreement.

## **12. PROFESSIONAL DEVELOPMENT**

### **12.1. 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).

### **12.2. 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 \$1500 per year to attend professional development event(s) that aligns with their annual goals. Funds may be carried over to a maximum of \$3000.

## **13. EVALUATION**

Administrators shall set annual goals that will be reviewed semi-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.

**14. DURATION**

**14.1. 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

**14.2. 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, 2020.

**14.3. Re-openers**

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

\_\_\_\_\_  
For the Woodland Administrators' Assn.

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President, Board of Directors

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For the Woodland Administrators' Assn.

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Secretary to the Board