

**AGREEMENT BETWEEN THE CENTRAL VALLEY PRINCIPALS’  
ASSOCIATION AND THE CENTRAL VALLEY SCHOOL DISTRICT  
2017-2018**

The district recognizes the Central Valley Principals’ Association as the exclusive bargaining agent for all principals and assistant principals, employed by the district.

The term “administrator” as used in this agreement shall refer to principals and assistant principals, as well as principals and assistant principals on special assignment exclusively.

A person selected as a Principal or Assistant Principal in the Central Valley School District must have previously obtained the proper administrative credentials and have had sufficient administrative and/or teaching experiences in which s/he displayed competency as a responsible leader.

**CONTRACT YEAR**

Elementary principals, elementary assistant principals, middle school principals, middle school assistant principals, and high school assistant principals will be contracted for 216 days.

High school principals will be contracted for 260 days. The contract year shall consist of 224 work days, 25 vacation days, and 11 holidays. The holidays are as follows: 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, Christmas Eve Day, and Christmas Day. An annual work calendar shall define 218 of the 224 work days. The remaining six days shall be defined on an individual calendar and submitted to Human Resources at the end of the year.

The annual work calendar for all 216-day principals/assistant principals shall include the 180-days of contracted time for teachers plus 30 days for a total of 210 days. The District will determine the starting and ending dates of the annual work calendar. The remaining six contracted days shall be defined on an individual calendar and submitted to Human Resources.

**VACATION**

Principals with a 260-day contract shall be granted twenty-five (25) vacation days annually. It is the intent that these vacation days will be used, to the extent possible, during times when school is not in session. Vacation days will be front loaded. Use of vacation days must be reported on an absence form and signed by the supervising executive director. Vacation days may be accumulated to a maximum of thirty (30) days.

**FLEXIBLE ATHLETIC DIRECTOR SCHEDULES**

The district recognizes the varied schedule high school assistant principal/athletic directors face. The district agrees to allow these administrators some flexibility in their August and June

schedules. They will be expected to attend district and building scheduled meetings. They will communicate their schedules to the building principals.

## **LEAVES**

### **Illness, Injury, Emergency**

Principals shall be granted twelve (12) days per year for illness, injury, and emergencies. Total days available shall be placed at the disposal of the administrator at the beginning of the contract year. Unused sick leave may accrue from year-to-year to a maximum of the number of contracted days. Each January administrators may elect to convert excess sick leave to monetary compensation in accordance with Board Policy 5401.

### **Bereavement**

Up to five (5) days of bereavement leave with pay will be granted for each occurrence of death in the immediate family (mother, father, sister, brother, child, spouse, grandparents and immediate in-laws). In cases where the bereavement leave requires extensive travel (up to one full day in either direction), the superintendent may grant up to two additional days on a case-by-case basis.

### **Personal Leave**

Administrators shall be entitled to three (3) personal leave days per year, which shall be with full pay. Administrators may accumulate and carry over up to five (5) unused personal leave days from year to year.

Use of personal leave days shall be at the employee's discretion with the following limitations:

Personal Leave cannot be used during the first or last week of school. The superintendent or his/her designee may authorize exceptions to these limitations.

### **Personal Leave Buy Back Option**

At the end of the school year administrators shall have the option to buy back two personal leave days at the per diem rate.

Buy back request must be submitted no earlier than June 15<sup>th</sup> for payment in the end of June check.

## **ERRORS AND OMISSIONS/LOSS**

The District will provide Errors & Omissions insurance to principals and assistant principals which will provide coverage for wrongful acts which shall mean any actual or alleged errors or misstatements or misleading statement, or act of omission or neglect or breach of duty by the assured in the discharge of their duties, individually or collectively, or in any manner claimed against them solely by reason of being or having been assured during their period of employment.

## **SALARY SCHEDULE**

The Board of Directors is committed to making every reasonable effort to maintain building administrators' compensation in line with the average paid to administrators that are on the agreed upon comparable districts list.

When placing administrative personnel for movement between administrative levels within the District, the administrator will be placed on the salary schedule according to previous administrative experience. New employees to the District will receive credit for all administrative experience up to five (5) years. One year of administrative credit will be recognized for each 10 years of approved teaching experience.

The salary of a current Central Valley employee who becomes a building administrator shall not be less than the total salary received in his/her previous position; the contracted per diem rate will not be less than the contracted per diem rate of the previous position.

The district agrees to pass through any cost of living allowance allocated by the legislature during the life of this agreement and add the percentage increase to the salary schedule (addendum A).

An annual stipend of \$2,000 will be provided for each administrator who has earned a doctorate degree.

An annual stipend of \$1,750 will be provided to each administrator for Professional Development.

At the completion of year 15, administrators shall receive a 1% longevity stipend. At the completion of year 20, administrators shall receive a 2% longevity stipend. At the completion of year 25, administrators shall receive an additional 2.5% longevity stipend

### **Per Diem**

Per Diem will be calculated as follows:

- For high school principals per diem will be based on 224 work days.
- For elementary and middle school principals and assistant principals per diem will be based on 216 work days.

All administrators will be given 12 voluntary per diem days of pay. Administrators will document the additional days and submit a request for payment to the school district.

## **BENEFITS**

The district shall continue to contribute in a pooling manner for 2013-2016 the maximum state allocation per month per FTE employee toward the employee's choice of benefits for 1) group dental, 2) group life; 3) group vision, 4) group disability, and 5) medical insurance.

In addition to the State benefit allocation, the district will pay the monthly cost per FTE billed by the State for retirees' health benefits.

The contribution for dental, life, vision, and disability insurance is mandatory for all eligible employees (as voted by the CVPA). Group dental shall be the first deduction from the available contribution per month with other deductions taken from the available funds in the order enumerated above.

The association retains the right to review, amend and opt out of benefit packages after review by the membership. The association shall identify those benefits to the district in a timely manner and notify the district of any changes prior to August 1 for the following school year.

The District shall provide \$100.00 per month per employee to establish and maintain a VEBA I account. The District has adopted the VEBA III "Sick Leave Conversion Medical Reimbursement Plan (the "Plan") pursuant to RCW 28A.400.210 and agrees to make contributions to the Plan on behalf of all retiring employees in the collective bargaining unit who are eligible to participate in the Plan by reason of having excess sick leave conversion rights. Contributions on behalf of each eligible employee shall be based on the conversion value of sick leave days accrued by such employee available for contribution at retirement in accordance with the statute. It is understood that all eligible employees will be required to sign and submit to the District a hold harmless agreement complying with the statute. This hold harmless agreement will waive any claims against the District and the bargaining unit. If an employee fails to sign and submit such agreement to the District, s/he will not be permitted to participate in the Plan at any time during the term of this agreement, and any and all excess sick leave which in the absence of this agreement would accrue to such employee during the term thereof shall be forfeited together with all cash-conversion rights that pertain to such excess sick leave.

For purposes of retirement contributions to the Plan, all employees covered by this Agreement who retire during the term hereof shall be eligible, and excess sick leave shall be defined as the unused sick leave days accruing to the credit of such employee from the date of this Agreement. This VEBA III provision shall be reopened annually.

A 529 Plan shall be made available to all principals/assistant principals/principal assistants for the purpose of saving for college-related expenses. The District shall permit payroll deduction when using this plan. A minimum of five (5) principals/assistant principals will be required to initiate any specific 529 Plan.

### **MILEAGE AND CELL PHONE**

As a condition of employment, Central Valley School District requires all CVPA members to use their own vehicle. The district shall reimburse administrators for approved work-related travel at the IRS established rate as per Board Policy.

A cell phone allowance of \$75 per month for twelve (12) months will be provided to each principal/assistant principal, payable in one check in November of each year. This will entitle the District to full and complete access to building administrators at all times. It is the responsibility of each administrator to provide a cell phone, have it at his/her disposal, ensure it is operational at all times, and supply the District with the cell phone number.

The District will provide a \$75 stipend, annually, towards the purchase of a Smart phone to be used for the purpose of performance of duties. A check will be provided to all administrators each November.

### **PROFESSIONAL DEVELOPMENT/ TRAVEL**

Each administrator will receive a \$1,000 annual allocation to be applied to travel, training, college tuition, etc., provided the \$14,000 travel budget allocated to elementary principals is used to provide for the increase. Funds may accumulate until a \$3,000 cap is reached, at which time no further funds will be accrued until the balance is reduced. National travel requests must be deeply aligned with building level goals and school improvement plans and approved by the superintendent.

The Central Valley School District will pay the dues of the State and National Association of the respective principal position.

A principal may request a cash out of unused professional/travel funds by the month of June to be paid in the July Warrant. If an administrator claims a cash out no other building funds may be used for professional development.

### **REDUCTION IN FORCE**

If building level administrative personnel must be reduced, the Board of Directors will make every effort to retain, in some administrative position, all personnel presently employed. Otherwise, the Reduction in Force (RIF) procedures will be enacted.

### **REOPENER AGREEMENT**

In the event of any legislation enacted following the execution of this agreement which either party believes affects the terms and conditions herein, the parties shall meet and discuss the impact of such legislation on the terms and conditions of this contract and determine whether the contract should be opened for the purposes of amendment. In accordance with state law, benefits will be reopened annually.

**DURATION**

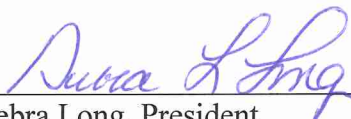
This agreement shall be in effect for one year through the 2017-2018 school years.



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Jerrol Olson, President  
Central Valley Principals Association



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Date



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Debra Long, President  
Central Valley School Board of Directors



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Date