



2022-2025

Collective Bargaining Agreement
Clover Park Association of School Principals



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PREAMBLE

It is the understanding between the parties, Clover Park School District, and the Clover Park Association of School Principals that this Agreement covers all of the bargainable issues between the District and Principals from July 1, 2022 through June 30, 2025.

Clover Park School District (hereinafter referred to as the District) recognizes that the Clover Park Association of School Principals as the exclusive representative of all principals and assistant principals (hereinafter this group shall be referred to as "Principals").

It is understood that Principals are active, key, and cooperating members of the District's leadership/management team. In this role, they are expected to assume a responsible, integral role in the administration of schools and the District. Further, the Principals, the District administrative staff, the Board of Directors, and the Superintendent are all members of the management team.

With the signing of this Agreement, the Board of Directors, the Principals, and the District administrative staff express a high level of trust, commitment, and understanding. It is a strong, reciprocal professional relationship which recognizes the time and commitment to carry out the duties and responsibilities among all members of the management team, each of whom is dedicated to increasing student achievement and improving student learning within the purview of each individual school as well as across the entire system at all grade levels. As such, the Principal has the responsibility, the obligation, and the authority to administer the school within the policies and regulations established for the District.

This Agreement's conditions have been arrived at through the consultation, discussion, and collective problem-solving of the parties. Accordingly, some provisions, however, describe a system which works in practice. When a need for change arises, those changes are arrived at in a collegial fashion.

MEMBERSHIP

In the terms of this Agreement the title of Principal shall mean Assistant Principal or Principal.

CRITERIA FOR PEER DISTRICT SELECTION

For the purposes of comparing programs, staffing, and expenditures, Clover Park School District has selected nine (9) peer districts. Each peer district was selected because it was judged similar on at least eight (8) of the ten (10) following criteria:

1. Location: Located in Pierce, King, or Kitsap counties.
2. Community: Urban/suburban mix of housing and businesses in area with growth potential.
3. Diversity: Wide range of socioeconomic, ethnic, and cultural backgrounds within the community.
4. Federal Impact: Military federal installation, low-income housing, and/or Native American property/participants in District.
5. Size: K-12 student enrollment between 10,000 and 20,000.
6. Schools: Between 15 and 35 elementary and secondary schools.
7. Programs: Wide range of educational programs for special needs (e.g., gifted, Title I, Open Doors).
8. Services: Reliance on self-contained rather than contractual support services.
9. Budget: Annual general fund budget between \$100 and \$225 million.
10. Reputation: Statewide recognition as a District that delivers high quality educational programs and services.

The Nine Districts Identified as Peer Districts are: Auburn School District, Bethel School District, Central Kitsap School District, Federal Way School District, Highline School District, North Thurston School District,

Puyallup School District, Renton School District, and South Kitsap School District. Tacoma School District is also included in this grouping for comparative purposes.

SALARY MATTERS

A new principal may be granted 1.0 FTE year of experience on the salary schedule for each 1.0 FTE year experience, provided that the experience is job-alike experience (for example, principal experience if principal, assistant principal if assistant principal).

An Assistant Principal promoted to Principal with 0 to 2.0 FTE years of contracted administrative experience may be placed on column 1; with 2.1 to 4.0 FTE years of experience, on column 2; with 4.1 to 6.0 FTE years of experience on column 3; with 6.1 or more FTE years of experience on column 4.

Principals hired with ten years or more job like experience will receive an annual stipend of \$2500 until the 15-year longevity stipend is achieved.

WORKDAY

The parties acknowledge that Principals are salaried employees and frequently work outside of regular hours when necessary. Principals or principal designees are present for supervision of school and District-related events/activities. However, when there are not any District events/activities that require their presence, Principals can expect to leave at a reasonable hour after the conclusion of the regular workday. For the purpose of leave use calculation, an eight (8) hour day is utilized. It is acknowledged that there may be occasional instances where the Principal needs to leave the building during the workday with supervisor notification.

WORK YEAR

The work year shall be from July 1 through June 30. The length of contract for Principals in this unit is 260 days inclusive of holidays, vacations, and non-workdays.

Holidays are New Year’s Day, Martin Luther King Junior Day, Presidents’ Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans’ Day, Thanksgiving Day and the day after Thanksgiving, the day before Christmas, Christmas Day, and the day before New Year’s Day.

The District and the Association acknowledge that the job responsibilities and demands of Principals have increased in recent years, specifically in terms of the number of commitments which they are required to attend beyond the normal workday.

The District shall make a good faith effort to maintain a pool of substitute principals. In the event an Elementary Principal, at a building with no Assistant Principal or Dean of Students, has planned absence of five (5) consecutive days or more, the District shall make a good faith effort to provide a substitute, should one be available.

Position	Work Days	Non-Work Days	Holidays	Vacation
Senior High Principal	222	0	13	25
Senior High Assistant Principal	222	0	13	25
Middle School Principal	222	0	13	25
Middle School Assistant Principal	222	0	13	25
Elementary Principal	222	7	13	25
Elementary Assistant Principal	222	7	13	25

The Superintendent, along with a committee of Principals, shall schedule staff development opportunities as needed during the school year. The Superintendent may schedule weekend days for work related to District projects as needed during the school year. Any weekend work shall be communicated to all Principals as soon as possible, but with a minimum of one month's advanced notice. All such days will be paid at per diem to all Principals in attendance. Principals shall be compensated at the District staff trainer rate of pay for being District staff trainers.

PRINCIPALS' ADVISORY

There shall be a collaboration committee composed of five (5) members of the CPASP and five (5) members of the Superintendent's council. The committee shall meet at least monthly to discuss matters of concern regarding the education community, to engage in problem solving for those concerns, to discuss strategies for improving student achievement, to discuss current and contemplated District initiatives, and to discuss developing educational issues. The agenda for each meeting shall be jointly developed by the president of CPASP and the Superintendent at least three (3) days prior to the meeting. This committee is established with the explicit understanding that transparent, interactive communications is a vital part of all organizations.

WORKLOAD ISSUES RELATED TO SCHOOL OPENING, CLOSURE, OR MERGING

Prior to delegating additional building administrative responsibilities or undertaking a school closure, merging schools and in the case of emerging schools, the building administrator(s) involved and the Superintendent and/or designee will discuss issues involving compensation or release time as necessary. The Superintendent's decision shall be final.

Duties to be considered shall include but are not limited to:

- Principal planning time
- Receiving/relocation of students
- Receiving/relocation of equipment
- Parent communication
- District required data
- District communication/meetings
- Orientation/relocation of staff
- Organization of supplies and materials
- Preparing for moving and storage of supplies and materials

WORKLOAD STIPEND RELATED TO EVALUATIONS

Evaluation Stipend: Principals who complete timely evaluations in alignment with the evaluation cycle for ten (10) certificated employees on comprehensive in any given year shall receive an evaluation stipend of two thousand dollars (\$2,000). In the event a Principal is required to complete more than fifteen (15) certificated employees on comprehensive in any given year, the District will provide evaluation support to that Principal with the intent of adjusting the workload. Evaluation counts shall be determined based on the number of certificated comprehensive evaluations completed between September 1 and May 31 annually. Stipends will be paid in a lump sum on the employee's June pay warrant, following the completed evaluation cycle.

Release Days for Principals: Principals in a building without dean or assistant principal support will be provided three (3) release days to focus on work associated with observation/evaluation of certificated staff. Release days must be scheduled with the applicable Council Member prior to utilizing release days. Release days must be used in whole day increments. Release days may not be carried over from year to the next.

WORKLOAD STIPEND RELATED TO “FOCUS” SCHOOLS

The District shall compensate the principal at any school that has been designated as a “Focus School” or any other designation that requires interventions from the state a \$5000 stipend to be paid annually at the conclusion of each school year. For any assistant principal at any school that has been designated as a “Focus School” or any other designation that requires interventions from the state a \$3000 stipend to be paid annually at the conclusion of each school year.

PRINCIPAL ACCOUNTABILITY

Principals will not incur any adverse action when the employee’s involvement or response is considered voluntary or discretionary.

VACATION

Principals holding the positions identified above shall accrue twenty-five (25) days of vacation for each fiscal year. Vacation days are advanced at the beginning of the contract year. Should a unit member terminate for any reason prior to the completion of the contract year, vacation days accrued will be prorated in accordance with the portion of the year worked. Vacation days are normally used each year; however, a maximum of forty-five (45) vacation days can be carried over from one contract year to the next, making forty-five (45) carryover days, plus the twenty-five (25) advanced vacation days the maximum that may be credited to a member’s account in any one (1) year. The expectation is that vacation days will normally be taken on non-student attendance days, and normally at least ten (10) days of vacation should be taken in July. However, Principals may discuss other unique vacation needs or usage related to pending loss of vacation time with their supervisor. It is understood that there may be occasions when the Principal may take vacation during the time school is in session.

A maximum of thirty (30) days will be paid at the “workdays” per diem rate upon resignation or retirement (minus any days cashed out under the terms of this section). All requests for vacation time must be approved in advance by the Superintendent. Vacation during the time school is in session shall be limited to no more than five (5) consecutive days. Exceptions to this rule may be considered on a case-by-case basis. Annually, vacation days may be cashed out at the appropriate “workdays” per diem six (6) in each year of the contract.

SALARIES

Principals’ salaries will be paid according to the attached salary schedule which goes into effect upon ratification by the Association and the Board.

It is the intent of the negotiating parties, to attempt to maintain Principals’ salaries at the upper one-third (1/3) of the nine (9) comparable districts.

The parties recognize the need to improve student achievement and high school graduation rates that are required by state and national guidelines. The parties further recognize that the goals to improve student achievement and graduation rates are complicated by challenging demographics but further agree that our combined efforts are required to meet this challenge. The District agrees that providing support, guidance and being in partnership in this effort is required in order to meet these goals. Finally, the parties recognize that compensation in the top third of comparable districts, while agreed to under the terms of this Agreement, will be reconsidered when the Agreement becomes open in 2025. The Association and District recognize that improving student achievement and increasing on time graduation are critical to the future success of the students and community we serve. In order to accomplish this, both parties are committed to work together to improve student achievement and graduation rates as part of an active, ongoing partnership. The above will be important for regular consideration in the Principal Advisory and when the contract is opened in 2025.

It is the intent of the negotiating parties, to attempt to maintain Principals' salaries at the upper one-third (1/3) of the nine (9) comparable districts. In the event the District receives additional funds identified specifically for the purpose of certificated administrator employee compensation (or any legislative action that may impact this agreement), either party may reopen the Agreement to address the amount impacted.

TRAVEL & PROFESSIONAL BENEFITS

Vehicle Required: It is mutually acknowledged that Principals are required to provide a vehicle for job-related travel.

In-District Travel: The District will reimburse Principals for travel directly related to the Principal's assigned duties; provided, however, travel to and from work is not reimbursable. Travel reimbursement will be paid at the current IRS rate.

Out-of-District Travel: The District will reimburse Principals for out-of-District travel required in the supervision of extracurricular activities and for travel to meetings directly related to the Principals' assigned duties. Travel reimbursement will be paid at the current IRS rate.

PROFESSIONAL DUES

The District will provide the equivalent of current AWSP dues to each Principal in each year of the contract for dues to professional organizations. Each Principal must notify the Superintendent, or designee, of the professional organization(s) to which the Principal wants the District to pay the dues.

CONFERENCES & PROFESSIONAL GROWTH

All Principals will have \$2,500 available for the purpose of attending conferences and other professional development. This \$2,500 per year can be carried over to the next year and accumulated up to \$5,000. Other building budget funds, if appropriate, may be accessed to support the school plan. The District will be responsible for the travel, lodging, and meals to attend the summer ALT conference.

Principals may, with the Superintendent's approval, extend the stay at a conference site provided that such extended stays are at the Principals' own expense and are not counted as workdays. An exception to this may be made if the Principal were attending a pre-conference or follow-up conference.

These funds will be available to Principals for professional growth activities, selected and chosen by Principals which may include: tuition, travel, registration fees, attendance at conferences and workshops, periodicals and other resources such as coaching or mentoring, and activities that will enhance the Principal's professional competencies.

Up to one half (1/2) of the individual funds allocated to each administrator may be utilized for technology purposes to assist the Principal in his/her job role. A Principal's carryover from the prior year may only be used for technology when a plan for this use has been submitted to the appropriate Assistant Superintendent and approved. District technology standards must be followed and technology will be owned by the District. Procedures for purchasing technology will be established by the Principals' Advisory and the District. Technology issues will be an ongoing conversation between the Principals' Advisory and the District. Questions/concerns regarding District technology standards that remain after the technology audit are appropriate for discussion in the Principals' Advisory meetings.

INSURANCE BENEFITS

The District shall pay the full portion of the employer contribution as adopted by the School Employees Benefit Board (SEBB). The district will provide benefits as defined by SEBB. Benefits include Basic Life and Accidental Death and Dismemberment Insurance (AD&D), Basic Long-Term Disability, Medical, Dental and Vision, Flexible Spending (FSA) including Dependent Care (DCAP) and Health Savings (HSA) for High Deductible Plans.

SAFETY

The Principals and District agree to work together to assure that the working environment is a safe and secure place for Principals to fulfill their professional functions. Safety issues that occur during the course of the school year should be brought immediately to the attention of the appropriate Assistant Superintendent to assure that they are aware of the issues involved and so that they can provide assistance as necessary. This will include any Principal who is threatened with bodily harm by an individual or group while carrying out assigned duties.

DAMAGE TO PERSONAL PROPERTY

Vandalism or damage to personal property on a school site, while the Principal is in the performance of assigned duties, shall be covered by the Principal's insurance policy with the District reimbursing the amount of the deductible or property loss, not to exceed \$500 when the loss occurred on District property and the District is proven liable.

PROFESSIONAL LIABILITY

The District will endorse the general liability insurance policy in force for the District to include employees as additional insured. Such coverage in total shall not be less than one million dollars (\$1,000,000). The coverage in force shall provide protection for each Principal for any third-party legal liability claims, including defense, brought against a Principal for damages of bodily injury or property damage (including personal injury), and arising out of the performance of the Principal's duties as directed by the District. This coverage shall be limited in scope to the insuring agreements, conditions, and exclusions as are applicable to the District, the name insured. Clover Park School District, as the District, shall give thirty (30) days written notice to the Association should general liability policy be canceled or materially altered as to coverage.

LEAVES OF ABSENCE

- **Personal Leave:** Principals receive two (2) personal days per year for obligations that cannot be completed outside of the regular workday. Personal leave can be taken in hourly increments. Personal leave must be approved by the appropriate supervisor. Additionally, notification to the supervisor must be made prior to use. These days cannot be used to extend a holiday or vacation. However, under certain circumstances, the supervisor may waive that stipulation.
- **Leave for Illness, Injury, and Emergencies - "Sick Leave":** As of July 1 annually, each Principal under contract with the District shall be credited twelve (12) days annual sick leave with full pay for illness, injury, and emergencies (referred to hereafter as "sick leave").
- **Annual Conversion of Accumulated Sick Leave:** All Principals who at the end of the immediately previous calendar year shall have accumulated in excess of sixty (60) days of unused sick leave may elect to convert unused sick leave earned the previous year in excess of sixty (60) days to monetary compensation at the rate of twenty-five percent (25%) of the Principal's current contract pay (e.g., 223/216th per authorized day) for each full day of eligible sick leave.

Any such election shall be made by written notice to the Payroll Office during the month of January. Any such annual conversion of accumulated sick leave shall be subject to the terms and limitations of WAC 392-136.

- **Conversion of Sick Leave Upon Retirement** (Same as teachers and according to state law)

In order to receive reimbursement for unused sick leave at the time of separation from the District due to retirement, the Principal must have separated from such employment and have been granted a retirement allowance under the laws governing the teachers' retirement system. The maximum number of days that may be converted for a Principal shall be one hundred eighty (180) days consistent with board policy and state statute. The compensation will be at the rate of twenty-five percent (25%) of the employee's current contract pay (e.g., 223/216th per authorized day) for each full day of eligible sick leave.

- **VEBA III:** The District will prepare and submit to the Board of Directors resolutions to adopt the VEBA III Retirement Sick Leave and Annual Sick Leave Conversion Plan. The Association, with an annual vote of fifty-one percent (51%) of the Association, will be allowed to participate in such plans once adopted by the Board in accordance with law and regulations. The Association agrees to provide annual survey packets to those members deemed eligible. The District agrees to make contributions to the plan on behalf of all Principals in the group eligible to participate in the plan by reason of having sick leave conversion rights. It is understood that all eligible Principals will be required to sign and submit to the District annually a hold harmless agreement complying with the statute. Should an eligible Principal fail to sign and submit such an agreement, he/she shall be ineligible to participate at any time during the term of this Agreement. Any and all excess sick leave which in the absence of this Agreement would accrue to such Principal during the term hereof shall be forfeited together with all cash-conversion rights that pertain to such excess sick leave.
- **Retirement Sick Leave Conversion:** For purpose of retirement contributions to the Plan, all Principals covered by this Agreement who retire during the term hereof shall be eligible, and excess sick leave shall be defined as the sick leave days accruing to the credit of such Principal during the term of this Agreement.
- **Annual Sick Leave Conversion:** Eligibility for participation on an annual basis is limited to Principals who have accumulated one hundred eighty (180) days of unused sick leave. To be eligible during the term of this Agreement, a Principal must have accumulated at least one hundred eighty (180) days of unused sick leave as of the effective date of this Agreement.

In order to administer the plan, the District will deposit all sick leave conversion funds to the credit of each participating employee in the VEBA III Trust for Employees of Public-School Districts in the state of Washington.

The Association and the District agree that the VEBA III plan will be administered in compliance with all laws and federal and state tax regulations. The Association agrees to waive any group or individual claims against the District relating to participation in this plan or to taxation of plan benefits, and to indemnify and to hold the District harmless for any taxes, assessments, or costs that may be incurred by participants in the plan, their heirs, or assigns. The District and the Association acknowledge that neither is providing any tax advice regarding participation in this plan.

- **Bereavement Leave:** Up to five (5) days of paid bereavement leave shall be granted for each occurrence of death in the Principal's family or other person standing in a familial relationship.

When extended travel or a second leave is necessary in order to attend a funeral or memorial service or business relating to the death, two (2) days will be allowed in addition to the five (5) bereavement leave days provided in the paragraph above.

SUMMER SCHOOL COMPENSATION & DUTIES (Middle, Elementary, and 9th grade academy)

Organization and planning of summer school duties may include – Stipend of \$1,000

- Planning
- Curriculum development
- Budget and staffing
- Completion of the End-of-School report

- Parental communication
- Registration of students
- Class scheduling
- Ordering and monitoring materials and supplies

Summer school responsibilities are beyond the scope of a Principal's normal workload during the summer. A principal will only be tasked with on-site supervision of summer school if he/she has agreed to the additional assignment unless an emergency arises. The compensation for summer school duties will be \$2,250 for on-site supervision of summer school.

Once the Principal has committed to be on site, he/she will agree to be on site for the entire summer school session (some leave is allowable if approved but, the Principal has committed the majority of the time to summer school). Principals will perform their regular duties on a daily basis as well as administering summer school, including the normal discipline, parental concerns and other typical supervisory responsibility.

Principals will be responsible for acting on emergency issues if they arise during lunches, parks and recreation activities, playground or any other incident that arises that the Principal is aware of and can act on.

CONFLICT RESOLUTION PROCEDURE

A committee will be formed during the life of this contract to review and recommend changes to this process. The committee will include an administrator for schools and another person appointed by the Superintendent and two Principals of the Association.

The purpose of this conflict resolution process will be to provide a means for the resolution of personnel problems.

Step 1: Discuss problem with the parties directly involved within ten (10) days of its occurrence. During this discussion, an attempt will be made to arrive at a mutually satisfactory solution.

Step 2: If a mutually satisfactory solution was not reached at Step 1, the Principal will provide the immediate supervisor with a written statement of the problem within three (3) days of the meeting. The supervisor will provide a written answer within three (3) days of receipt of the statement.

Step 3: If the problem has not been resolved at Step 2, the Principal will provide a written statement of the problem stating the resolution desired to the Superintendent. The Superintendent will provide a written answer within five (5) days of receipt of the statement.

Step 4: If the problem has not been resolved at Step 3, the matter shall be forwarded to the Board for discussion and resolution. The Superintendent and the Association shall have the opportunity to address the Board.

SALARY SCHEDULE – 2022-23

	Step 1	Step 2	Step 3	Step 4	15 Year Step 5	20 Year Step 6
A Middle School Assistant Principal	\$145,668	\$150,475	\$155,441	\$160,570	\$165,869	\$171,343
B High School Assistant Principal	\$152,858	\$157,902	\$163,113	\$168,496	\$174,056	\$179,800
C Elementary School Principal	\$156,599	\$161,767	\$167,106	\$172,620	\$178,316	\$184,201
D Middle School Principal	\$164,093	\$169,508	\$175,102	\$180,881	\$186,850	\$193,016
E High School Principal	\$174,815	\$180,584	\$186,543	\$192,699	\$199,058	\$205,627
F Elementary Assistant Principal	\$135,818	\$140,300	\$144,930	\$149,712	\$154,653	\$159,756

Longevity Increment after fifteen (15) years in the District and after the fourth step, and after twenty (20) years in the District and after the fifth step.

Stipend for earned Doctorate: \$3,000 per year.

Stipend for National Board Certification: At the point that the State funds National Board Certification for Principals, the District will provide a stipend.

Stipend for new hires with 10 years or more outside experience \$2500 annually until 15-year longevity step is reached

RE-OPENER LANGUAGE

In the event of fiscal reductions owing to levy failure, tax rollback, reduction or loss of PL 874 (Impact Aid funding) or base closure, either party may reopen this Agreement to negotiate adjustments reflecting such fiscal reductions.

In the event the District receives additional funds identified specifically for the purpose of certificated administrator employee compensation, either party may reopen the Agreement to address the amount impacted.

DURATION & ACCEPTANCE OF AGREEMENT

This Agreement shall become effective from July 1, 2022 through June 30, 2025, upon ratification of both parties. This agreement together with all the terms and conditions, shall expire on the date indicated above.

The Agreement is signed this 12th day of September 2022, after ratification by the Board of Directors of Clover Park School District and the Clover Park Association of School Principals.

 9/12/22

Sheri Warrick
President
Clover Park Association of School Principals

 9-12-22

Alyssa Anderson Pearson
President
Board of Directors, Clover Park School District

 9-12-22

Ronald Banner
Superintendent
Clover Park School District

 9-12-22

Lori McStay
Executive Director for Human Resources
Clover Park School District