

MANAGEMENT TEAM AGREEMENT

between

The Board of Directors
Longview School District No. 122

and

Longview School District Administrators

2021-2022

2021-2022

MANAGEMENT TEAM AGREEMENT

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1. **MEMBERSHIP**

It is understood that the administrative staff, the members of the Board of Directors, and the Superintendent are all members of the Management Team. It is recognized that all Management Team members have a leadership role in the management of the school district. It is expected that all members of the Management Team be active participants in the management of the district.

With the signing of this agreement, the Board and the Administrators express a high level of trust, commitment, and understanding. A strong professional relationship, which recognizes the time commitment and flexibility required to carry out administrative duties and responsibilities, exists among management team members.

The administrators receive trust, support, commitment, and understanding from the Board of Directors. The Board of Directors receives a commitment by administrators to follow the policies set forth by the School Board and a high level of trust, support, commitment, and understanding. Administrators shall be governed during employment by the policies, rules and regulations of the District. Each shall fulfill all the duties and responsibilities of their position as Administrator at a professional level of competence.

2. **LENGTH OF WORK YEAR**

The length of contract for administrators shall be:

Executive Director	260 days (twelve months)
High School Principal	260 days (twelve months)
Middle School Principal	220 days
Elementary Principal	210 days
Director	260 days (twelve months)
High School Asst. Principal	210 days
Middle School Asst. Principal	210 days
Manager	260 days (twelve months)

All 12-month administrators shall be employed for a total of 260 annual workdays, inclusive of 13 paid holidays and 25 days of vacation.

Per-diem pay shall be calculated on the basis of 222 work days for twelve month employees.

3. **SALARIES**

The Board of Directors recognizes the importance of having quality administrators. To accomplish this, it is our intent to maintain salaries at the average for similar positions and competitive with similar size districts.

To this end, the Board has agreed to pay administrative staff a salary that does attract and retain individuals to administrative positions. A philosophical framework will exist by creating a differential above the instructional staff allocation schedule and continuing with each succeeding administrative level.

Administrative staff representatives and Board representatives will meet annually to review administrative compensation. In negotiating years, an in-depth salary study will take place to assess the competitive position of Longview School District's administrative salaries. This comparison will include the following districts: Battleground, Camas, Washougal, Kelso, Castle Rock, Woodland, Hockinson and Ocean Beach. Regionalization funding enhancements and the position among the districts included in the salary comparison will be used to help determine the compensation package of Management Team members.

4. **WORK EXPERIENCE TRANSFER CREDIT FOR SALARY PLACEMENT**

When changing like positions (ie. principal to principal or director to director) within the District, the Administrator will be placed on the salary schedule according to the number of years of accrued administrative experience. Out-of-district public school administrative experience shall be credited up to and including the highest step of the administrative salary schedules.

When changing non-like positions (i. e. assistant principal to principal) the Administrator will be credited work experience at a ratio of 2:1 (i. e. for every two years of assistant principal experience the Administrator shall receive credit for one year of experience on the principal salary schedule to a maximum placement on step three of the salary schedule.*) *This applies to new hires, reassignments, transfers, etc.

5. **BENEFITS**

All administrators shall receive mandatory benefits as established by law and permissive benefits as established by the Board of Directors. Unless otherwise specified, leaves are not accumulative from year to year.

A. **Retirement** – Certificated administrators shall belong to Teachers’ Retirement System and classified administrators shall belong to Public Employees Retirement System. All rules and regulations pertaining to the state retirement systems shall apply.

B. **Temporary Disability Leave (Sick Leave)**

1) **Accrual of Sick Leave** – All administrators shall receive 12 days of temporary disability leave (sick leave) annually. Temporary disability leave shall be accumulative within limits of state law.

2) **Conversion of Accumulated Sick Leave** – In accordance with RCW 28A.400.210, employees may cash in unused sick leave days above an accumulation of sixty (60) days at a ratio of one full day’s monetary compensation for four (4) accumulated sick leave days. In January of the year following any year in which a minimum of sixty days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one day’s monetary compensation of the employee for each four full days of accrued leave for illness or injury in excess of sixty days. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four days for every one-day’s monetary compensation.

At the time of separation from school district employment due to retirement* or death, an eligible employee or the employee’s estate shall receive remuneration at a rate equal to one (1) day’s current monetary compensation of the employee for each four (4) full days accrued sick leave for illness or injury. Consistent with RCW 28A.58.099, such leave for cash out purposes is accumulative to a maximum of 180 days.

*For the purposes of this provision, retirement shall be defined as when an employee is eligible to receive benefits under the Washington State Department of Retirement Systems (TRS or PERS or SERS).

3) **VEBA** - The Longview School District has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees’ Benefit Association Trust for Public Employees in the State of Washington (collectively the “Plans”): the Standard HRA Plan, which shall be integrated with the Employer’s or another qualified group health plan and to which the Employer shall remit contributions only on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted under applicable law from time to time; and the Post-separation HRA Plan to which the Employer may remit contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer’s or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires. Employer shall contribute to the Plans on behalf of all non-represented employees (“Group”) defined as eligible

to participate in the Plans. Each eligible employee must submit a completed and signed Enrollment Form to become an eligible participant and become eligible for benefits under the Plans.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

[X] **Sick Leave Contributions – Annual:** Eligibility for contributions on an annual basis is limited to employees who have accumulated 180 days (or more if eligible⁽¹⁾) of unused sick leave. To be eligible during the term of this agreement, an employee must have earned at least 180 days of unused sick leave as of the effective date, not including any front loaded days.

[X] **Sick Leave Contributions – Retirement or Separation from Service:** Eligibility for contributions at retirement or separation from service is limited to employees who retire or separate from service with sick leave cash-out rights during the term of this agreement.

NOTE: All leave cash out contributions on behalf of each eligible employee shall be based on the cash-out value of leave days or hours accrued by such employee available for contribution in accordance with statute and District policy or procedure. For sick leave cash-outs, it is understood that all eligible employees will be required to sign and submit to the District a hold harmless agreement complying with RCW 28A.400.210. If an employee eligible for such sick leave contribution fails to sign and submit such agreement to the District, the District will not make sick leave cash-out contributions to 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 hereof shall be forfeited together with all cash rights that pertain to such excess sick leave.

- C. **Personal Leave** – Up to three (3) days of personal leave for special needs (emergencies, personal needs, etc.) will be allowed annually. Such leave shall be approved by the individual’s supervisor. Any unused personal leave may be carried over to the following year up to a maximum of (5) five days that can be accrued and utilized in any one year.
- D. **Bereavement Leave** – Up to a total of five (5) days of leave annually will be allowed for bereavement leave. Such leave may be used for members of the household and members of the family. Additional leave may be approved by the superintendent in unusual circumstances.
- E. **Family Illness Leave** – Accrued temporary disability leave (sick leave) may be used for illness or injury to a member of an administrator’s family of such nature that the administrator’s presence is considered necessary or justifiable.
- F. **Vacation Leave** – All 12 month administrators shall annually receive 25 days of vacation. An administrator may not carry forward to a subsequent year more than 40 days of vacation leave. Up to 10 days vacation may be cashed out annually. An administrator may exercise an option to receive remuneration for up to a maximum of 30 days of unused vacation leave upon retirement, termination, or resignation.
- G. **Medical Insurance Coverage** – The District shall provide the maximum amount per month funded by the state per FTE administrator toward the payment of medical, dental, vision and long-term disability insurance premiums. The District will pay the amount that must be remitted to the state for the K-12 retirement subsidy. Medical, dental and vision care insurance coverage will be provided for administrators and their legal dependents. Long term disability insurance coverage will be provided for administrators. If the actual total premium cost for an employee is less than the state allotment per month, the difference will be placed in a pool for use by other members of the administrative group. If the actual total premium cost for an administrator is more than the state allotment per month, the difference will be made up from the above described pool and, if necessary, by the individual administrator through a voluntary payroll deduction.

Members of the administrative group have the option to select medical coverage from district-approved carriers. To ensure employees selecting richer benefit plans pay the higher premium, and make progress toward the 3:1 ratio goal of full-family to employee-only coverage premiums in ESSB 5940, each employee included in the pooling arrangement within the CBA who elects medical benefit coverage shall pay a minimum out-of-pocket charge by monthly payroll deduction.

The minimum monthly charge shall be 3.0% (3 percent) of the employee-only coverage premium for the plan chosen by the employee. Such minimum monthly charge shall be paid regardless of the impact of pooling.

The Management Team and the district will meet in the fall of 2019 to adjust this language to reflect the new SEBB legislation that goes into effect in January of 2020.

- H. **Extra Work Days** – The District expects administrators to be involved in the initiatives of the district. No administrator will be asked to engage in the leadership or facilitation of more than two activities. No two initiatives are alike; some may require more or less work than others. Assignments that will require extensive time on the part of the administrator and as approved by the Superintendent in advance shall be compensated by one of the following methods:
 - a. Altering the individuals work calendar
 - b. Payment at per diem, not to exceed 3 days for each activity assigned.
- I. **Dues to Professional Organizations** – The district will provide dues for memberships to professional organizations as approved by the Superintendent (one per employee). A second membership may be considered if the budget allows.
- J. **Professional/Personal Development** - The district encourages administrators to participate in professional development activities and conferences that support their profession and district initiatives.

Administrators may request participation in professional development conferences, training and in service activities supported through district monies. Certificated administrators must receive approval by the Superintendent or designee. Classified administrators must receive approval by their immediate supervisor.

The District wishes to be supportive of administrators who are active in professional organizations that support education and their particular profession. With pre-approval, administrators who sit on state/national committees or boards will be allowed to claim reasonable costs associated with their organization's professional development and business activities. Travel reimbursement claims will be paid at a daily per diem rate and will no longer require receipts for travel related expenses .

Two school-based administrators will travel to a national/regional conference or workshop each year; expenses incurred by those two (2) participating administrators attending a national/regional convention shall be reimbursed by the District. If this is not used during the school year it may be rolled over (up to one year) allowing for a total of four school based administrators to attend a national/regional conference or workshop.

Professional development activities or claims will not include pay for additional work days or time.

- K. **Extended Workday Compensation** – All administrators are allowed up to three (3) release days for work related activities but must notify the superintendent or designee in advance.
- L. **Responsibility Pay** – The purpose of Responsibility Pay is to acknowledge professional responsibilities and activities provided by administrators beyond that of a normal workday schedule. The Responsibility Pay Schedule is attached as Appendix B.
- M. **Extra Pay for Comprehensive Evaluations** – For the 2019-20 school year, each administrator completing more than 12 comprehensive evaluations will receive \$500 extra pay per comprehensive evaluation. For the 2020-21 and subsequent school years, each administrator completing more than 11 comprehensive evaluations will receive \$500 extra pay per comprehensive evaluation.
- N. **Increase in Enrollment** – The District and the Management Team realize that increased student enrollment in a school can create increased responsibilities for the principal(s). The District and the Management Team will consider alternative methods for providing assistance to the school Administrator(s) when student enrollment increases occur.

If a school's student population exceeds one Administrator to every 500 FTE students (1:500), the Longview School District will support the Administrator using one of the following options beyond their existing staffing:

- Extended psychologist time,
- Extended counselor time,
- Extra administrative sub time (designee) to be used at the discretion of the school principal,
- Extra office time (classified support),
- Dean of students,
- Additional support to be agreed upon.

If the student population reaches a 1:600 FTE ration, then an Administrator from a school where the Administrator to student ratio is considerably less than 1:500 FTE, may be partially re-assigned to assist in the school with the larger 1:600 FTE Administrator to student ratio. If an Administrator is not available, then additional support will be provided.

O. **Remodeling** – In the case where a major building construction, remodel or renovation occurs, the District and the Management Team understand the principal will have increased responsibility during the planning and construction process. The District and the Management Team agree that during the major project, the principal may discuss with the District alternatives to address the additional responsibilities. These may include additional days or additional personnel.

P. **Contract Maintenance Meetings** – There will be three quarterly “contract maintenance meetings” a year. Contract maintenance meeting dates and times to be scheduled by September 30 of each year.

Agenda items will include but not limited to - celebrations, Management Team Agreement questions/ concerns, and problem-solving conversations.

Q. **Salary Negotiations or Movement** - No management team member will receive an increase in pay without the approval of the Management Team. If there is a re-alignment of Management positions, a discussion shall take place with the Management Team.

An Involuntary transfer not related to job performance will not result in loss of salary or benefits.

If a change in administrative placement results in a reduction of salary or benefits, the effected administrator shall have the right to have a conference with the Superintendent.

R. **Communication** – The Management Team designee(s) shall have the right to discuss with the Superintendent/Designee any situation or event involving the District and an Association member. Such discussion shall be limited to the welfare of the Management Team as possibly affected by an individual situation; similarly, the Superintendent/Designee may discuss any situation or event involving the District and the Management with the Team designee(s).

S. **Evaluations** – The Management Team members will be able to review their evaluations at least 24 hours prior to their evaluation conference.

EIGHT CRITERIA OF THE EVALUATION SYSTEM

1. Creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff;
2. Providing for school safety;
3. Leading the development, implementation, and evaluation of data-driven plan for increasing student achievement, including the use of multiple student data elements;
4. Assisting instructional staff with alignment of curriculum, instruction, and assessment with state and local district learning goals;
5. Monitoring, assisting, and evaluating effective instruction and assessment practices;
6. Managing both staff and fiscal resources to support student achievement and legal responsibilities;
7. Partnering with the school community to promote student learning;
8. Demonstrating commitment to closing the achievement gap.

CRITERIA PERFORMANCE SCORING

The following four-level rating system will be used to evaluate principals and describes performance along a continuum that indicates the extent to which the criteria have been met or exceeded. The performance level ratings are:

- a. 1 – Unsatisfactory
- b. 2 – Basic
- c. 3 – Proficient
- d. 4 – Distinguished

COMPREHENSIVE SUMMATIVE EVALUATION

The following criteria shall be used to identify principals who will receive a comprehensive summative evaluation:

- 1. All principals shall receive a comprehensive summative evaluation at least one every six (6) years.
- 2. All principals who are in first three years of the administrative career
- 3. Any principal who received a summative evaluation performance level rating of 1 (unsatisfactory) or 2 (basic) in the previous school year.

The comprehensive summative evaluation must assess all eight evaluation criteria and all criteria must contribute to the comprehensive summative evaluation performance level rating. Summative Performance Level Rating - The rubric for each criterion on the final Comprehensive Evaluation report will be Unsatisfactory (1), Basic (2), Proficient (3), Distinguished (4). A final summative performance level rating will be given by the evaluator, based on the total sum of the overall level rating of the eight (8) state criteria.

Scoring Band:

Unsatisfactory (1)	Basic (2)	Proficient (3)	Distinguished (4)
8 – 14	15 – 21	22 – 28	29 – 32

FOCUSED EVALUATION OPTION

In the years when a comprehensive summative evaluation is not required, principals or assistant principals who received a comprehensive summative evaluation performance level rating 3 (proficient) or above in the previous school year are only required to complete a focused evaluation.

A principal may only stay on the Focused Evaluation Option for five (5) consecutive years before returning to the comprehensive evaluation. However, the principal or evaluator may initiate a move from the Focused Evaluation Option back to the Comprehensive Summative Evaluation. If the evaluator is initiating the move from focused to comprehensive it must be supported by evidence of concerns using multiple sources of evidence presented to the evaluatee prior to the final evaluation.

Pursuant to WAC 392-191A-190, the conduct of the focused evaluation of principals or assistant principals must include, at a minimum, the following:

- 1. One of the eight criterion for certificated principals or assistant principals must be assessed in every year that a comprehensive evaluation is not required.
- 2. The selected criterion must be approved by the principal's evaluator and may have been identified in a previous comprehensive summative evaluation as benefiting from additional attention.
- 3. The evaluation must include an assessment of the criterion using the leadership framework rubrics and the superintendent of public instruction's approved student growth rubrics. More than one measure of student growth data must be used in scoring the student growth rubrics.
- 4. The focused evaluation will include the student growth rubrics selected by the principal or assistant principal and approved by the principal's evaluator.
- 5. A summative score is determined through the scoring of the leadership and student growth rubrics for the criterion selected.

- T. **Cell Phones Reimbursement** – All district administrators are expected to carry cell phones and be accessible as needed. Cell phones will be provided by the district for this purpose. Administrators who prefer to utilize their personal cell phones for business use will receive a stipend of \$50 month.
- U. **Hold Harmless** – The District shall defend each Administrator who is employed by the District from claims for damages caused or alleged to have been caused in whole or in part by that Administrator while acting within the scope of their duties as an Administrator in the District. Provided, however, that the District shall not be obligated to assume any costs or judgments held against the Administrator when such damages are proved to be due to the Administrator's willful negligence, willful violation of law, or willful criminal act as determined by a court of jurisdiction.
- V. **Legislative Considerations**
The salaries, insurance and any other benefits contained in the provisions of this Agreement are subject to the limitations imposed by the Legislature and the Appropriations Act in effect when the same are payable.

If any provision of this Agreement causes the District to be out of state compliance with applicable law in effect when the compensation is payable, then the parties agree that the District will immediately make adjustments to bring the District into compliance with the above pertinent legislation

This agreement shall be effective as of July 1, 2021, and shall continue in effect until June 30, 2022. Negotiations between the parties on a successor agreement shall begin at least sixty (60) days prior to the contract expiration date of June 30, 2022. This agreement shall expire at the expiration date unless it is extended for a specific period by mutual agreement of the parties.

For the District

Signature  Date 9/14/21

For the Management Team

Signature  Date 9/23/21

APPENDIX A

LONGVIEW SCHOOL DISTRICT NO. 122

ADMINISTRATOR SALARY SCHEDULE

2021-22

Position	Contract Days	Entry 2021-22	1 yr Exp 2021-22	2+ yr Exp 2021-22
Director - Communications & Operations	260	\$ 111,587	\$ 115,598	\$ 123,503
Director - Assessment & CTE	260	\$ 111,587	\$ 115,598	\$ 123,503
Director - Special Education	260	\$ 111,587	\$ 115,598	\$ 123,503
Executive Director - Business Services	260	\$ 131,424	\$ 136,173	\$ 140,923
Executive Director - Curriculum	260	\$ 131,424	\$ 136,173	\$ 140,923
Executive Director - Special Education	260	\$ 131,424	\$ 136,173	\$ 140,923
Director - Title & State/Federal Programs	260	\$ 111,587	\$ 115,598	\$ 123,503
Manager - Maintenance Operations Facilities	260	\$ 97,242	\$ 100,724	\$ 104,208
Manager - Nutrition Services	260	\$ 97,242	\$ 100,724	\$ 104,208
Manager - Technology	260	\$ 97,242	\$ 100,724	\$ 104,208
Manager - Transportation	260	\$ 97,242	\$ 100,724	\$ 104,208
Principal - Broadway Learning Center Principal	210	\$ 119,095	\$ 123,380	\$ 127,672
Principal - Discovery/Dropout Prevention Principal	210	\$ 119,095	\$ 123,380	\$ 127,672
Principal - Elementary Principal	210	\$ 119,095	\$ 123,380	\$ 127,672
Principal - High School Assistant Principal	210	\$ 117,751	\$ 121,991	\$ 126,233
Principal - High School Principal	260	\$ 133,948	\$ 138,753	\$ 143,595
Principal - Middle School Assistant Principal	210	\$ 111,595	\$ 115,605	\$ 119,615
Principal - Middle School Principal	220	\$ 123,871	\$ 128,339	\$ 132,806
Supervisor - Custodial	260	\$ 65,665	\$ 67,973	\$ 70,282

APPENDIX B		
LONGVIEW SCHOOL DISTRICT NO. 122		
ADMINISTRATOR RESPONSIBILITY PAY SCHEDULE		
2021-22		
Position	Contract Days	2021-22
Director - Communication & Operations	260	\$ 7,445
Director - Assessment & CTE	260	\$ 5,996
Director - Special Education	260	\$ 5,996
Executive Director - Business Services	260	\$ 7,445
Executive Director - Curriculum	260	\$ 7,445
Executive Director - Special Education	260	\$ 7,445
Director - Title & State/Federal Programs	260	\$ 5,996
Manager - Maintenance Operations Facilities	260	\$ 4,979
Manager - Nutrition Services	260	\$ 4,979
Manager - Technology	260	\$ 4,979
Manager - Transportation	260	\$ 4,979
Principal - Broadway Learning Center Principal	210	\$ 6,069
Principal - Discovery/Dropout Prevention Principal	210	\$ 6,069
Principal - Elementary Principal	210	\$ 6,069
Principal - High School Assistant Principal	210	\$ 5,983
Principal - High School Principal	260	\$ 6,822
Principal - Middle School Assistant Principal	210	\$ 5,808
Principal - Middle School Principal	220	\$ 6,468
Supervisor - Custodial	260	\$ 3,302