

**Contract Agreement  
Mead School District #354  
and Mead Principals' Association  
July 1, 2022 through June 30, 2023**

**PREAMBLE**

This agreement is made and entered into between Mead School District #354 (hereinafter referred to as "District") and the Mead Principals' Association (hereinafter referred to as "Association".) For the purposes of this agreement the term "principal" or "administrator" will include principals, assistant principals and principal assistants unless otherwise designated.

**ARTICLE 1 - RECOGNITION**

The District recognizes the Association as the exclusive bargaining representative for the following in-building, full-time and part-time administrative positions:

- High School Principals
- High School Assistant Principals
- Middle School Principals
- Middle School Assistant Principals
- Elementary School Principals
- Elementary School Assistant Principals
- ALE Principals
- Principal Assistants (elementary & middle school)

Each building administrator is key in the organizational structure of the school district and, as such, is considered a contributing member of the management team. The position shall be recognized as one of executive educational leadership in the service of the school. A professional level of trust, commitment and understanding of the building administrator and his/her role recognizes the time, commitment and flexibility required to carry out administrative and leadership duties and responsibilities. Principals, Assistant Principals and Principal Assistants are salaried administrators. Their work time is defined as that necessary for each person to conduct the activities and fulfill the responsibilities of the position.

**Section 1.1. Labor Management**

Labor/Management meetings will take place bi-monthly throughout the school year and at other times as needed. Items may be added to meeting agendas by either the District or Association. The meeting calendar will be established prior to August 31 of each school year by the Superintendent and Association President.

**ARTICLE 2 – WORK YEAR & HOLIDAYS**

The work/contract year begins July 1<sup>st</sup> and ends June 30<sup>th</sup>.

With the exception of Principal Assistants, the contract year will consist of 223 work days, 25 vacation days and the 13 identified holidays for a total of 260 days. The District will provide the following paid holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day.

In the spring, prior to the upcoming school year, as a part of the regular Labor Management meeting process, the district and association will establish a calendar that sets forth required work days outside of the regular 180 day school year calendar.

The contract year for Principal Assistants will consist of 213 work days.

### **ARTICLE 3 – LEAVES**

Available leaves of absence are described below. To assure student and building safety advance notification of all leaves shall be made to the employee's immediate supervisor and the Superintendent's office.

#### **Section 3.1. Discretionary Leaves**

Discretionary leaves (Bereavement, Domestic Violence, Health Related & Leave Without Pay) are provided as set forth in Mead School District Policy 5403. The use of discretionary leaves shall be reported on the employee's electronic timecard.

#### **Section 3.2. Sick Leave**

Sick leave is defined as days of absence from duty because of personal injury or sickness.

At the beginning of each contract year, each principal shall be credited with an advance sick leave allowance of twelve (12) FTE days. Each principal's portion of unused sick leave allowance shall accumulate from year to year as permitted by law. Principals employed less than a full term shall be entitled to a prorated sick leave allowance. The use of sick leave shall be reported on the employee's electronic timecard.

Conversion of Sick Leave. Each January principals may elect to convert excess sick leave to monetary compensation as set forth in Mead School District Policy 5401.

VEBA III (Post Retirement Medical Plan). The Association shall notify the District of its intention to participate annually.

Workers' Compensation. A principal who sustains a work-related injury or illness covered by Workers' Compensation may elect to use Workers' Compensation payments to buy back sick leave days. The number of sick leave days to be recovered shall be calculated by dividing the principal's daily rate of pay into the total Workers' Compensation payments.

#### **Section 3.3. Annual Leave**

Each principal shall be credited with three (3) annual leave days per year. The use of annual leave shall be reported on the employee's electronic timecard.

#### **260 Day Employees**

Up to three days unused annual leave will be reimbursed at the end of each contract year.

### **213 Day Employees**

Up to three days unused annual leave may be reimbursed at the end of each contract year or accumulated up to thirty (30) days for the sole purpose of reimbursement at retirement. Reimbursement will be at the employee's daily rate of pay.

#### **Section 3.4. Maternity Leave**

Maternity Leave shall be provided as set forth in Mead School District Policy 5402.

#### **Section 3.5. Emergency Leave**

Emergency Leave shall be provided as set forth in Mead School District Policy 5401.

#### **Section 3.6. Parenting Leave**

Principals may request up to the remaining semester and an additional two (2) semesters of parenting leave without pay.

#### **Section 3.7. Family Medical Leave**

Family Medical Leave shall be provided as set forth in Mead School District Policy 5404.

#### **Section 3.8. Military Leave**

Military Leave shall be provided as set forth in Mead School District Policy 5407.

#### **Section 3.9. Jury Duty/Subpoena Leave**

Jury Duty/Subpoena Leave shall be provided as set forth in Mead School District Policy 5408.

#### **Section 3.10. Shared Leave**

Shared Leave shall be available as set forth in Policy & Procedure 5406.

### **ARTICLE 4 – VACATION**

260 day employees (Principals and Assistant Principals) will accrue twenty-five (25) vacation days on July 1<sup>st</sup> of each contract year.

During the regular 180 day school year the use of more than two consecutive vacation days must be approved by the Superintendent. Advance notification of use of vacation days shall be made to the employee's immediate supervisor. Use of vacation shall be reported on the employee's electronic timecard.

Vacation may be accumulated to a maximum of thirty (30) days on June 30<sup>th</sup> of any contract year unless the superintendent authorizes additional accrual. Accumulated vacation, not to exceed 30 days, shall be paid upon termination of employment.

## **ARTICLE 5 - BENEFITS**

### **Section 5.1. Insurance**

The District shall provide the state allocation per month for each FTE to be used for insurance benefits as determined by the group membership in accordance with state law. Principals shall receive any additional insurance benefits, above the state defined health insurance allocation, given to other certificated, district-level employees. Principals may participate in tax sheltered annuities program and salary insurance at their own expense.

### **Section 5.2. Personal Property Loss**

In the event a principal suffers damage, loss, destruction or theft of personal property due to vandalism as a result of their position with the Mead School District, the District will reimburse the principal for the deductible amount of the employee's personal insurance (not to exceed \$1,000), provided a claim has been filed with, and determined payable, by the principal's respective insurance company. An affidavit shall be required stating the date, place, nature and cause of the damage, plus an explanation of the loss or destruction of such property.

### **Section 5.3. VEBA Pre-Tax HRA**

The District will deposit \$80 per month for all principals into a VEBA pre-tax HRA option account.

### **Section 5.4. Professional Dues**

The District will, annually, pay AWSP dues for each principal.

## **ARTICLE 6 - FLEXIBLE WORKSITE**

On days when students and certificated staff are not scheduled to be present, and days not designated as required work days (See Article 2), a principal may, upon notification to his/her immediate supervisor, work at a site other than the school building, provided the principal can be contacted by the District.

## **ARTICLE 7 - PRINCIPAL ASSISTANTS**

On or before May 15<sup>th</sup> of each year the District will notify Principal Assistants of their status for the upcoming year including: (1) whether their employment will be extended for an additional year and/or (2) whether they will be reassigned to a different building. This determination will be based on available budget, district needs and/or job performance.

## **ARTICLE 8 - TRANSPORTATION REIMBURSEMENT**

The District will pay mileage at the IRS allowance rate.

Other travel expenses will be paid in accordance with board policy.

## **ARTICLE 9 - SALARY SCHEDULE**

### **Section 9.1. Determination**

The salary schedule (base contract & professional responsibility stipend) for the 2022-2023 contract year is attached (Appendix A).

The contract year will be July 1 to June 30 and principals will be paid in twelve (12) equal monthly payments.

### **Section 9.2. Daily Rate of Pay - Definition**

Daily rate of pay is calculated by dividing the annual base salary plus professional responsibility stipend by the stipulated work days (213 for Principal Assistants, 223 days for all other employees).

### **Section 9.3. Salary Schedule Placement**

Principals and Assistant Principals will be given full credit for previous work as a Principal or Assistant Principal. Principal Assistants will be given full credit for previous work as a Principal, Assistant Principal or Principal Assistant. Partial years of experience will be credited as follows: half-time or at least 1/2 year of experience will be rounded up to count as one full year of experience.

Principal Assistants hired into Principal or Assistant Principal positions, who do not have Principal or Assistant Principal experience, will be placed in the new classification on the first experience step where he/she would receive an annual salary increase.

A teacher hired into an administrative assignment will be placed on the appropriate step on the salary schedule so that their salary is not less than what they would have been paid as a teacher. (Salary does not include extra-curricular pay.)

Principals involved in an intra-district transfer between administrative assignments will not have their salary amount adversely affected for the first year of employment in the new position.

## **ARTICLE 10 – ASSOCIATION FEE**

Each member of the association shall have monthly association fee of \$10 deducted through payroll.

## **ARTICLE 11 – OPEN POSITIONS**

For positions that will not be officially posted, the district will notify all members of the association via email about the opening. Employees wishing to be considered should communicate said interest to the Superintendent.

For posted positions a link to the posting will be emailed to all association members.

## **ARTICLE 12 – EVALUATION**

The Superintendent or designee shall evaluate each principal annually. By October 1<sup>st</sup> of each year

the evaluation process and due date shall be presented to principals. Supervising principals shall evaluate assistant principals and principal assistants in a similar manner. Completed evaluation documents shall be placed in the personnel files, with the opportunity for written responses to be attached to the document.

## **ARTICLE 13 – REDUCTION IN FORCE, LAYOFF AND RECALL**

### **Section 13.1. Reduction in Force**

In the event RIF or layoffs are anticipated due to a financial emergency, the District and the Association agree to meet to:

- establish a process and timeline
- discuss the financial information and resultant projected actions
- consider potential impact on programs and employees
- identify options for action(s) to be taken
- explore possible alternatives to layoff

The District will prepare initial financial information to be shared with the Association and will prepare seniority lists by position (high school principals, middle school principals, elementary principals, etc.).

Seniority for the purpose of RIF and layoff shall be defined as:

1. Total years of Washington State administrative experience.
2. Hire date into a Mead Principal Association represented position.
3. Total years of Washington State educational experience.

As soon as possible, but no later than June 1<sup>st</sup>, the District will inform both the individuals identified for layoff and the Association of the data used to support the layoff as identified in this contract. Selection of which employees are to be laid off shall be made in inverse order of their seniority. Those with the lowest seniority will be selected first. Principal Assistants will be laid off before Assistant Principals and Assistant Principals will be laid off before Principals.

The District will publish the list of available positions and will work with the Association in seeking volunteers first in assigning principals to the available positions.

### **Section 13.2. Recall**

All principals who are laid off or have been reassigned to subordinate district positions in accordance with the reduction in force procedures set forth in Section 10.1. shall be placed in a recall pool for up to three (3) years.

Recall shall be determined as follows:

1. Each individual shall be considered for re-employment as a principal based upon certification and qualification(s) for position(s) available. The most senior qualified principal for the position will be re-employed.

Persons in the recall pool shall be responsible for maintaining their current address and phone numbers with the District Human Resources Department.

**ARTICLE 14 - COMPLIANCE**

In the event any of the provisions in this Agreement are determined to be contrary to law or fail to meet compliance requirements, the parties agree to mutually develop lawful and/or compliant alternatives for the contract year in question.

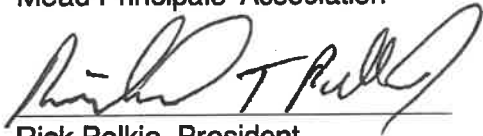
**ARTICLE 15 – DURATION**

This Agreement shall be in effect from July 1, 2022, to June 30, 2023, for employees included herein. Any state funded increase for insurance benefits during the duration of this Agreement will be implemented. Any state funded allocation for salary increases (IPD) as provided by the legislature will be passed through to the bargaining unit for the term of this contract.

This agreement may be re-opened by the Association or District, to address compensation, workday, or benefit(s) items.

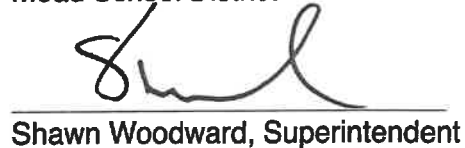
Adopted this 26<sup>th</sup> day of September 2022.

Mead Principals' Association



Rick Pelkie, President

Mead School District



Shawn Woodward, Superintendent

**Appendix A**  
**Salary Schedule 2022-2023**

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Prof Resp Stipend
<b>High School</b>		129,362	134,537	139,918	145,516	149,881	154,377	159,009	
		15,523	16,144	16,790	17,462	17,986	18,525	19,081	12%
	<b>Total</b>	<b>144,885</b>	<b>150,681</b>	<b>156,708</b>	<b>162,978</b>	<b>167,867</b>	<b>172,902</b>	<b>178,090</b>	
<b>Middle School</b>		121,601	126,465	131,524	136,785	140,889	145,115	149,468	
		12,160	12,647	13,152	13,679	14,089	14,512	14,947	10%
	<b>Total</b>	<b>133,761</b>	<b>139,112</b>	<b>144,676</b>	<b>150,464</b>	<b>154,978</b>	<b>159,627</b>	<b>164,415</b>	
<b>Elementary</b>		119,013	123,773	128,724	133,872	137,889	142,025	146,286	
		11,901	12,377	12,872	13,387	13,789	14,203	14,629	10%
	<b>Total</b>	<b>130,914</b>	<b>136,150</b>	<b>141,596</b>	<b>147,259</b>	<b>151,678</b>	<b>156,228</b>	<b>160,915</b>	
<b>Alt. Schools</b>		119,013	123,773	128,724	133,872	137,889	142,025	146,286	
		11,901	12,377	12,872	13,387	13,789	14,203	14,629	10%
	<b>Total</b>	<b>130,914</b>	<b>136,150</b>	<b>141,596</b>	<b>147,259</b>	<b>151,678</b>	<b>156,228</b>	<b>160,915</b>	
<b>High Asst</b>		117,720	122,429	127,325	132,418	136,390	140,482	144,696	
		13,538	14,079	14,642	15,228	15,685	16,155	16,640	11.5%
	<b>Total</b>	<b>131,258</b>	<b>136,508</b>	<b>141,967</b>	<b>147,646</b>	<b>152,075</b>	<b>156,637</b>	<b>161,336</b>	
<b>Middle Asst</b>		109,958	114,357	118,930	123,688	127,399	131,221	135,158	
		10,996	11,436	11,893	12,369	12,740	13,122	13,516	10%
	<b>Total</b>	<b>120,954</b>	<b>125,793</b>	<b>130,823</b>	<b>136,057</b>	<b>140,139</b>	<b>144,139</b>	<b>148,674</b>	
<b>Elem Asst</b>		107,371	111,664	116,131	120,776	124,400	128,131	131,975	
		10,737	11,166	11,613	12,078	12,440	12,813	13,198	10%
	<b>Total</b>	<b>118,108</b>	<b>122,830</b>	<b>127,744</b>	<b>132,854</b>	<b>136,840</b>	<b>140,944</b>	<b>145,173</b>	
<b>Principal Asst</b>		104,240	108,410	112,747	117,257				
		10,424	10,841	11,275	11,726				10%
	<b>Total</b>	<b>114,664</b>	<b>119,251</b>	<b>124,021</b>	<b>128,983</b>				

An additional annual stipend of \$2,000 will be paid to association members holding a PhD or EdD.