

COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE
ASSOCIATION OF PUYALLUP SCHOOL PRINCIPALS
AND THE
PUYALLUP SCHOOL DISTRICT
2021 - 2024

ARTICLE I: RECOGNITION AND ROLE OF THE SCHOOL PRINCIPAL

Section 1.1: Recognition of Association

Puyallup School District Board of Directors recognizes Association of Puyallup School Principals (APSP) as the exclusive representative of all school site administrators.

This agreement and any subsequent amendment to it shall become effective upon ratification first by the Association and then by the District. It shall thereafter be executed by the authorized representatives thereof.

Section 1.2: Role of the School Principal

If school districts are to be administered properly, the Principal must be considered as a key administrator in the organizational structure of the school district. The position must be recognized as one of executive educational leadership in the service of the school. As such, a Principal has the responsibility and commensurate authority to administer the school within the policies and regulations established for the school district.

The School Board remains the vested authority for the establishment of policy for a school district. It is exceedingly important, in the process of decision making in a school district that the Principal be a vital member of the school district's management team and be directly and deeply involved in any process of decision making that leads to the establishment of policy either through administrative channels or through negotiations. This places the Principal in a position of partnership in the creation of school district policies, regulations and guidelines.

The local school district Board of Directors shall employ, through written contract, public school Principals who shall hold valid supervisory or administrative credentials and certificates, and who shall supervise the operation and management of the schools and property as the local school district Board of Directors shall determine necessary.

When appropriate, the Principal shall submit recommendations to the Superintendent regarding the fiscal needs to maintain and improve the instructional program of the attendance area for which the Principal is responsible. The Executive Board and the Superintendent shall meet as necessary to discuss matters of mutual interest and concern.

The Principal shall assume administrative authority, responsibility and instructional leadership, under the supervision of the Superintendent and in accordance with the policies of the local school district Board of Directors, for the planning, management, supervision and evaluation of the educational program of the Principal's attendance area.

ARTICLE II: CONDITIONS OF WORK

Section 2.1: Work Year/Contracted Days

All administrators will be employed on 260 day annual contracts.

Building Administrators shall work the posted 260 day annual calendar. Any exceptions to this calendar will be recorded on Timecard Online.

The 260-day employee work calendar will include eight (8) days designated as leadership days to be used in support of the professional expectations of planning with data, aligning curriculum, improving instruction and closing the achievement gap.

When schools are under construction, the Principal and/or Assistant Principal may request workload support, which may include: a stipend, release time, extra support on high impact days, etc.

Employees may be permitted to work remotely on non-student days, with supervisor approval on a case-by-case basis.

Section 2.2: Vacations

All full time administrators shall accrue 25 days of vacation annually, to be posted monthly and earned in accordance with District policy, exclusive of holidays, beginning with the 1st day of July of each contract year. Up to 40 days of unused vacation may be carried forward from one contract year to another.

Vacations may be taken only with supervisor advance approval. The expectation is that vacation days will be taken on non-student attendance days, and normally at least 10 days of vacation should be taken in July. However, administrators may discuss other unique vacation needs with their supervisor.

Administrators may accrue up to 40 vacation days. Accrued days in excess of 40 will be debited from vacation balances effective September 1 each year. Administrators will be allowed to cash out up to 10 days of vacation, at per diem (as defined in Section 3.1) between either January 15 and January 31 or between June 15 and June 30. In the event of termination of the administrator's contract, regardless of cause, the District shall pay to the administrator accumulated vacation days, up to a maximum of 40 days, at the per diem rate of his/her salary at the time of termination. In determining accrued vacation days at the time of termination, the vacation days for which payment is made shall be those last earned.

Section 2.3: Holidays

All full time administrators, shall receive the 13 following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, the Friday of Spring Break, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and New Year's Eve.

Section 2.4: Leaves/Staff Assault

Leave provisions for sick leave, bereavement leave, FMLA, general leaves of absence, pregnancy/disability/adoption leave, leave sharing, jury duty/subpoena leave, military leave, and staff assaults shall be the same as outlined in the certificated employee agreements with the Puyallup Education Association.

Section 2.4.1 Personal Leave

Employees shall be allowed four (4) days of personal leave for important compelling personal matters, including family illness not otherwise covered by sick leave. This leave shall not be used for conducting income producing business and shall not be used for a strike against the Puyallup School District.

Personal leave days may be carried into the following school year, to a maximum accumulated of ten (10) days. A maximum of five (5) days, excluding family illness or bereavement days, may be used in any one (1) school year, unless additional use is approved by the Director of Human Resources.

Employees may receive monetary compensation at per diem for four (4) of their unused personal leave days. A request for monetary compensation must be made by June 1 on a form provided by the Payroll Office. Upon notice of retirement or resignation to Human Resources by March 1, an employee may cash out up to five (5) additional days of Personal Leave at per diem. Under special circumstances where resignation/retirement notice was not possible prior to March 1, HR may grant this personal leave cash out after the March 1 deadline.

Section 2.5: Staff Reductions

In the event the District anticipates reducing the number of Principals, the District will review the plan for reductions with the Association at least five (5) business days before the matter is scheduled for action by the Board, and provide the Association with an opportunity to discuss alternatives and impacts on programs and employees.

Section 2.6: Building Transfers

It is generally understood that Principals are hired to a district and not a specific building. Based on District needs, the District retains the right to transfer Principals to positions of equal status which afford statutory job protection and comparable pay. Transfers made in a timely manner with understood rationale can help diffuse much of the staff and community fallout that can result from late or misunderstood transfers. Notice of transfer, including rationale, shall generally be given to the administrator by May 15; the parties acknowledge that circumstances may arise which will render notice by May 15 impossible and then timely notice in light of the circumstances is expected. Building administrators will have a minimum of 48 hours before announcement of the transfer.

The District will provide building coverage to allow the transferred administrator to spend up to 2 days in his/her new building prior to the end of the school year.

If a Principal is involuntarily transferred to another position, he/she may request to meet with the Superintendent within 24 hours of his/her notification of the transfer. If such request is made, the District will not make a District-wide announcement of the Principal's transfer until after the employee has met with the Superintendent.

When a Principal moves to a subordinate position (i.e.: from Principal to Assistant Principal) and the assignment is not made due to unacceptable performance or made at the Principal's written request, the Principal will be considered a "Principal on Special Assignment," retaining his/her Principal pay and statutory job protection until a base salary step within the new position's pay level matches (or closely exceeds) the employee's current base salary step, at which point he/she will be placed on an appropriate salary step within the new position's level and their classification of "Principal on Special Assignment" will be converted to their appropriate new position title.

Section 2.7: Transfer to Open Positions

No later than February 1 each year the Executive Director shall distribute to all Principals a form to be filled out if a Principal is interested in staying in his or her building and position; is interested in an equivalent position in a different building at the same level; is interested in changing levels or from an Assistant Principalship to a Principalship; or is interested in potential central office administrative positions.

Annually, the parties will meet to review the guidelines used in placement on the salary schedule of administrators changing assignments. The District will seek to be consistent in such determinations and will let prospective candidates for a new or different assignment know what the experience allowance will be at an appropriate time prior to official appointment.

Section 2.8: Due Process

A Principal is entitled to have an Association representative present during any meeting that may result in a disciplinary action. Prior to any final disciplinary action that may affect a Principal's continued employment or compensation, the employee will be provided with an opportunity to respond to the allegations that have been made and may have an Association representative present at that meeting.

The parties are committed to a collaborative relationship; one that fosters open communication and problem solving. If disagreements arise, the parties agree to make every effort to resolve the situation at the lowest level possible. Principals and Assistant Principals are encouraged to seek resolution through their Executive Director, Assistant Superintendent, or Superintendent. Principals and Assistant Principals may ask another member of the Association to accompany him/her to any such resolution meetings.

Section 2.9: Protection of Principals

The District shall provide administrators with insurance protection covering those administrators while engaged in the maintenance of order and discipline and the protection of school personnel and students and the property thereof. Such insurance protection must include as a minimum, liability insurance covering injury to persons and property.

Any Principal or Assistant Principal who is threatened with bodily harm by an individual or a group while carrying out assigned duties will notify the superintendent or designee, as soon as possible, who will take immediate steps in cooperation with the Principal or Assistant Principal to provide every reasonable safety precaution.

The District will cooperate in the criminal prosecution of students who are apprehended or arrested for damage to property of administrators, which is damaged while the administrator is performing duties for the district.

The District will request restitution from parents of students for damage to property of administrator, which is damaged by such students.

Administrators shall not be required to drive students to activities which take place away from the school building.

Any case of assault upon an administrator shall be promptly reported to the Superintendent.

Section 2.10: Minimum Support

In order to establish and sustain a school culture conducive to continuous improvement and to ensure school safety, the District, in addition to school size and population, will take into account each school's unique needs and demographics when allocating support personnel.

The District will continue to explore mental health counseling support for students in addition to the traditional District counseling staff.

Section 2.11: Evaluation Support

Any Principal or Assistant Principal who is working with a staff member on a plan of improvement or probation will receive up to 5 release days to develop related documents and/or work with District-selected consultants, Human Resources, or other appropriate support staff.

Principals and Assistant Principals who are assigned evaluations for 35 or more employees (certificated and classified staff combined) in any given year, may meet with their supervisor to discuss evaluation work load concerns and support options.

ARTICLE III: SALARY AND BENEFITS

Section 3.1: Salary

- A. Salary Philosophy: The parties desire to collaborate on salary items through the collective bargaining process and recognize the importance of being mindful of salaries in neighboring districts as well as other internal district employee groups.
- B. If state funding is reduced in a manner impacting the salary schedule, or other circumstances occur that the Association and District agree merit adjustment of the schedule, the parties shall convene bargaining to discuss such impacts.

- C. Per Diem Pay: Base salary plus education increments (MA 45/90, superintendent credential and/or doctorate), divided by 222 (260 days – 13 holidays – 25 vacation days = 222).
- D. Responsibility Stipend: Each Assistant Principal will receive the equivalent of 5.5% and each Principal will receive the equivalent of 7% of base pay prorated at an employee's FTE for the following responsibilities: Performing professional responsibilities in the evenings, on weekends or on holidays, preparing for staff development activities, attending staff development activities, attending evening events representing the District, traveling in the evenings and on weekends for District business, etc., in alignment with the professional expectations of creating a culture, ensuring school safety, managing resources and engaging families and the community. The pay for such work will be on the June warrant.
- E. Superintendent Credential/Doctorate Degrees/National Board Certification:
- The National Board Certification increment is \$2000
 - The Superintendent credential increment is \$2,000
 - The Doctorate degree increment enhancement is \$5,000
- F. Attachment:
The Administrator Salary Schedule described in subsection B above is attached.

Section 3.2: Benefits

- A. General Benefits:
Employees who work or are anticipated to work 630 hours or more in a work year (September 1 – August 31) shall be eligible for insurance under the School Employee Benefits Board (SEBB). SEBB shall establish all parameters of the benefit offerings, including plan designs, carriers, and employer/employee rates. Employee rates shall be paid through payroll deduction.
- Benefit contributions are dependent on the state both authorizing and providing funding to pay such benefit allocation. If the state fails to authorize and fund the District to the full extent of the allocation stated above, the District shall pass through any state funding actually received.
- B. Cell Phone Stipends:
If an administrator provides the District with written permission to publish his/her cell phone number to District employees for the transaction of District business, the administrator will be eligible for a stipend of \$1,800 per year, paid on a monthly basis from building budgets. The Information Technology Center will support Administrator SMART Phones including syncing e-mail and calendar functions with District systems. The District and the Association share an interest in Principals having cell or smart phone technology that interfaces easily with the District's Outlook e-mail and electronic calendar system.
- C. Use of Automobiles:

Administrators will be reimbursed at the District reimbursement rate for the use of their automobiles for District business. Such reimbursement forms shall be submitted to the appropriate immediate supervisor for approval.

- D. Tax-Deferred Annuity:
At the request of any administrator and in accordance with applicable state statutes and regulations, the District shall periodically withhold and transfer an amount of salary determined by the administrator, to permit him/her to participate in tax deferred annuity programs.
- E. AWSP Dues:
For the duration of this agreement, the District will pay the entire AWSP dues.
- F. Professional Tools:
The District will provide administrators the professional tools, including technology, required to effectively and efficiently perform work responsibilities. The Association may discuss technology concerns and make recommendations for improvement to the District at any time.

ARTICLE IV: PROFESSIONAL DEVELOPMENT

Section 4.1: Professional Development Account

The District shall provide \$2,000 per administrator per year for expenditures on professional development through professional educational association dues, conferences, college course work for credit (including tuition, books and materials) and professional materials. Such credits may be submitted for application to the educational stipend. These funds shall typically be cumulative for up to 3 years, but may be extended beyond 3 years with supervisor prior approval. Items purchased shall “follow the individual” if s/he changes school assignments with the District. Professional materials shall include reference materials, technology tools used by administrators in their work, other professional library materials and other such items germane to their jobs.

If an administrator did not access their full professional development allocation in 2019-20 or 2020-21, those funds shall be available to use in the 2021-22 and 2022-23 school years and shall not count against the 3-year accumulation maximum noted in this section.

Section 4.2: Professional Development Account Use

The Parties agree that Principal professional development funds may be used for approved professional development activities that support Principal job responsibilities or programs within their building. Some examples include but are not limited to: AVID, gifted education, middle school structure, professional learning communities, differentiation, response to intervention, and turn around schools. The funds may also be used for advanced degree programs; such as, superintendent or doctoral programs, national board certification and professional Principal certification programs.

Additionally, if a Principal has an interest in a professional development opportunity not explicitly identified in this agreement, including general purpose professional conferences at the

state or national level, the Principal may apply to his or her supervisor. The conferences and/or workshops must relate to the administrative position and enhance academic achievement. Possible conferences include but are not limited to: national conferences (NASSP, NMSA, AASA, ASCD) and state conferences (AWSP, WERA, WASA). The application shall include the financial cost of the opportunity, the dates it will involve being away from his or her assignment, if any, and the specific reason why this opportunity will enhance the Principal's professional practice. If the Principal's supervisor approves the application, it is subject to further review up the chain of command prior to implementation.

If a professional development activity requires more than two consecutive days away from work on a student or staff day, the District will fund a substitute or arrange for additional coverage for the entire absence (pending substitute availability and superintendent approval).

Professional development shall be a high priority for administrators and the District in order to accomplish the highest level of professionalism. Administrators will be alert to opportunities to advance professionalism and commit themselves to plan a program for professional improvement. The District, in recognizing the importance of professional development and membership in professional educational organizations, will encourage administrators to attend conferences and belong to such organizations to enhance the role of the administrator as instructional leaders:

Section 4.3: Professional Development Days

The District recognizes the importance of professional development that is designed and delivered at the school level, regionally, at the school district level, in order to ensure the professional growth of all employees, to promote individual and school improvement and growth, and to build capacity within the system to advance student achievement. The parties also recognize the importance of administrators to receive training related to curriculum and common core to fulfill their job requirements and effectively evaluate their staff. To that end, the parties will work together cooperatively to effectively promote professional growth of all Principals and Assistant Principals.

Each Principal will be eligible to receive up to 24 hours of additional compensation annually (paid at per diem in May), for their completion of K-12 curriculum and common core trainings. The District and Association will collaboratively refine the professional development suite, including specific expectations, criteria and definitions for each training, as needed. Other examples include: serving in a building that is undergoing a remodel/rebuild, mentoring an administrative intern, dynamics created from being a single administrator in a building, participating on a district-level committee, or creating/delivering district-level professional development. Any administrator who completes the entire professional development suite during the term of this agreement will be eligible to receive a \$2,000 stipend, paid in one lump sum in May, following the completion of the full suite.

ARTICLE V: EVALUATION

If an individual Principal or Assistant Principal receives an unsatisfactory overall evaluation rating, an incremental increase will not be provided the following year. When the employee receives a basic, proficient, or distinguished rating, the employee will be entitled to receive an increment step. After two years of consecutive basic, proficient, and/or distinguished evaluation ratings, the Principal or Assistant Principal will be placed on the schedule as if their performance had not been rated unsatisfactory.

The evaluation process and forms will align with the AWSP recommendations. All Principals and Assistant principals will be evaluated using the comprehensive or focused evaluation process and the new 8 State criteria.

ARTICLE VI: AGREEMENT

Section 6.1: Understanding

This Agreement is made and entered into between Puyallup School District No. 3 and the Association of Puyallup School Principals (APSP). With the signing of the Agreement, the Board and the Association have reached a professional level of trust, commitment, and understanding. It is understood that members of this bargaining unit, together with the Board, the Superintendent, and the central office administrative staff, are active and cooperating members of the District’s management team. In this role, members shall take a leadership position in the management of the District.

The terms and conditions of this agreement apply to all Principals and Assistant Principals of the Puyallup School District.

The District will pass through any funding actually authorized and received from the state for salaries and benefits.

Section 6.2: Duration

The duration of this Agreement is for 2 years: July 1, 2021, through June 30, 2024.

Puyallup School District

Association of Puyallup School Principals

//Signed copy on file

 Amie Brandmire Date
 Assistant Superintendent of Human Resources

//Signed copy on file

 Jennifer Fox Date
 President, APSP

**Memorandum of Understanding
Between the Puyallup School District
and the Association of Puyallup School Principals (APSP)
Re: Section 2.01 – Leadership Days**

Background:

In the parties' 2021 negotiations, new language was written in section 2.01, as follows:

Section 2.1: Work Year/Contracted Days

All administrators will be employed on 260-day annual contracts.

Building Administrators shall work the posted 260-day annual calendar. Any exceptions to this calendar will be recorded on Timecard Online.

The 260-day employee work calendar will include eight (8) days designated as leadership days to be used in support of the professional expectations of planning with data, aligning curriculum, improving instruction and closing the achievement gap.

When schools are under construction, the Principal and/or Assistant Principal may request workload support, which may include: a stipend, release time, extra support on high impact days, etc.

Employees may be permitted to work remotely on non-student days, with supervisor approval on a case-by-case basis.

Understanding:

The parties agree to these parameters regarding Leadership Days:

- Employees will be paid for 260 total workdays annually
- Employees will start each work year with a balance of 64 hours (8 days) of Leadership Days, annually in July (hours will be prorated if hired after July 1)
- Employees will request to use Leadership Days on workdays throughout the year (similar to personal leave and vacation leave) for work related to the professional expectations of planning with data, aligning curriculum, improving instruction and closing the achievement gap
- Leadership Days do not carry over beyond June 30th annually, and may not be cashed out or shared
- On any day when an employee is not working, they must report appropriate leave (i.e.: personal leave, vacation leave, the use of a leadership day, etc.)
- In alignment with the use of personal leave and vacation leave, employees must receive advance approval from their supervisor to be absent from work using a leadership day
- Leadership days may not be used on any student attendance day, on any supplemental day, or on any required training day for administrators
- Days must be used in whole-day/8-hour or half-day/4-hour increments only, entered into TimeCard Online

//Signed copy on file 11/18/21
Amie Brandmire, Asst Sup of HR Date
For the District

//Signed copy on file 11/18/21
Jenn Fox, APSP President Date
For the Association

Puyallup School District 2021-22 APSP Salary Schedule	Annual Salary			Added \$	Degree
	1	2	3		
Senior High Principal	\$ 152,388	\$ 156,182	\$ 161,625		
	\$ 152,788	\$ 156,582	\$ 162,025	\$ 400	MA + 45
	\$ 153,388	\$ 157,182	\$ 162,625	\$ 1,000	MA + 90
	\$ 157,388	\$ 161,182	\$ 166,625	\$ 5,000	Doctorate
Junior High Principal	\$ 141,677	\$ 145,202	\$ 150,255		
	\$ 142,077	\$ 145,602	\$ 150,655	\$ 400	MA + 45
	\$ 142,677	\$ 146,202	\$ 151,255	\$ 1,000	MA + 90
	\$ 146,677	\$ 150,202	\$ 155,255	\$ 5,000	Doctorate
Elementary Principal	\$ 134,302	\$ 137,639	\$ 142,432		
	\$ 134,702	\$ 138,039	\$ 142,832	\$ 400	MA + 45
	\$ 135,302	\$ 138,639	\$ 143,432	\$ 1,000	MA + 90
	\$ 139,302	\$ 142,639	\$ 147,432	\$ 5,000	Doctorate
Senior High Assistant Principal	\$ 134,719	\$ 138,068	\$ 141,504		
	\$ 135,119	\$ 138,468	\$ 141,904	\$ 400	MA + 45
	\$ 135,719	\$ 139,068	\$ 142,504	\$ 1,000	MA + 90
	\$ 139,719	\$ 143,068	\$ 146,504	\$ 5,000	Doctorate
Junior High Assistant Principal	\$ 126,763	\$ 129,917	\$ 133,148		
	\$ 127,163	\$ 130,317	\$ 133,548	\$ 400	MA + 45
	\$ 127,763	\$ 130,917	\$ 134,148	\$ 1,000	MA + 90
	\$ 131,763	\$ 134,917	\$ 138,148	\$ 5,000	Doctorate
Elementary Assistant Principal	\$ 120,460	\$ 123,454	\$ 126,523		
	\$ 120,860	\$ 123,854	\$ 126,923	\$ 400	MA + 45
	\$ 121,460	\$ 124,454	\$ 127,523	\$ 1,000	MA + 90
	\$ 125,460	\$ 128,454	\$ 131,523	\$ 5,000	Doctorate
260 Day Contract, 13 Holidays, 25 Vacation Days (to 40 max.)		The highest degree earned will be recognized:			
10 Days Vacation Cash Out (annually)		• \$400 for MA + 45			
4 Days Personal Leave Cash Out (annually)		• \$1000 for MA + 90			
3 Days Professional Development Stipend (annually)		• \$5,000 for Doctorate			
\$2,000 PD Suite Completion Incentive (min. 72 hours in 3 years)		\$2,000 for National Board Teacher Certification			
\$1,800 Cell Phone Stipend		\$2,000 for Superintendent Credential			
Responsibility Stipend (% of annual salary):					
• 7% Principal					
• 5.5% Assistant Principal					
Substitute Principals will be paid based on the annual rate for the appropriate Principal level, Step 1, divided by 260.					
2022-23: IPD + 2%					
2023-24: IPD + 1%					
Rev. 12/10/21					