

Collective Bargaining Agreement



Hockinson Education Association (HEA)
and
Hockinson School District (HSD)

2023-2026

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118 **PURPOSE**

119
120 It is the purpose of this Agreement to prescribe certain rights and obligations of the Education
121 Association, the members of the bargaining unit, and the administration and Directors of the
122 Hockinson School District and establish procedures governing the relations between the
123 Hockinson School District and the members of the Hockinson Education Association bargaining
124 unit.

125
126 The diversity of our student body, our community and our staff is a strength that benefits our
127 community and should be celebrated. We are committed to fostering a learning environment
128 where diversity is encouraged, and to recruiting and retaining a diverse workforce to provide all
129 students with a better chance of seeing themselves as part of the educational system. It is
130 important that children of all races, cultures, and backgrounds are provided with familiar role
131 models in schools. We are committed to hiring the best employees of all backgrounds who will
132 bring their unique talents and skills into our school system. The district shall employ staffing
133 processes that support and foster diversity in its staff through recruitment, employment, and
134 training of employees.

135
136 **PREAMBLE**

137
138 THIS AGREEMENT made and entered into this 14th day of August, 2023, by and between the
139 Board of Directors of the Hockinson School District, County of Clark, State of Washington,
140 hereinafter referred to as the "District" or "Board" and the Hockinson Education Association,
141 hereinafter referred to as the "Association", includes all of the following articles and provisions:

142
143 **WITNESSETH**

144
145 WHEREAS, the Board and the Association recognize and declare that providing a quality
146 education for the children of the Hockinson School District is their mutual aim and that the
147 character of such education depends on predominately upon the quality and morale of the
148 certificated service, and

149
150 WHEREAS, the members of the certificated profession are qualified to advise the formulation of
151 policies and program designed to improve educational standards, and

152

153 WHEREAS, the Board has an obligation pursuant to Washington State Law, RCW Chapter
154 41.59 to negotiate with the Association as the representative of employees hereinafter
155 designated, and

156

157 WHEREAS, the parties have reached certain understandings which they desire to confirm in
158 this Agreement,

159

160 NOW, THEREFORE, in consideration of the following mutual covenant it is hereby agreed as
161 follows:

162

163 **ARTICLE I: ADMINISTRATION**

164

165 **SECTION A. EXCLUSIVE RECOGNITION**

166

167 The Board recognizes the Association, pursuant to RCW Chapter 41.59 as the exclusive
168 negotiating representative for all Certificated personnel employed or to be employed by the
169 Board exclusive of the Superintendent, the Board's designated negotiators, building principals
170 and other administrators. The Board will not negotiate with or recognize any "employee
171 organization" other than the Association as representing the Certificated employees of the
172 District. Any challenges to this recognition shall be pursuant to the provisions set forth in
173 applicable laws. When used hereinafter, the term "Certificated employee/employee" shall mean
174 any employee holding a regular teaching certificate and/or special certificate of the state with
175 exception of the Superintendent, building principals, and other administrators. Unless the
176 context in which they are used clearly requires otherwise, words used in this Agreement will be
177 gender neutral; and words denoting number shall include both the singular and the plural.

178

179 **DEFINITIONS**

180

181 When used herein, the following terms shall have the following meanings:

182

183 Certificated educational employee, employee, staff member: an employee of the District as
184 defined in the Exclusive Recognition provision of this Agreement.

185

Board's designated negotiators, Board's designated representative: those individuals representing the Board who shall actively participate in the collective bargaining process provided for in this Agreement.

Association representatives, consultants: those individuals who are brought in by the Association as negotiators or consultants for the negotiations process, grievances or Association business.

Board: The Board of Directors of the Hockinson School District

District: The Hockinson School District No. 98.

Association: The Hockinson Education Association.

SECTION B. STATUS OF THE AGREEMENT

Through this Agreement certain rights and functions are accorded and ascribed to the Association which are in addition to the rights and functions provided for in the rules, regulations, policies, resolutions and practices of the District. These rights and functions are afforded to the Association as the legal representative for all Certificated employees covered under this Agreement. Said rights and functions are not common to any other organization within the District. Other privileges afforded the Association and its constituent organizations shall not be granted to a minority organization seeking to represent Certificated employees officially represented by the Association.

This Agreement shall become effective when ratified by the Board and Association and executed by authorized representatives thereof and may be amended or modified only with mutual consent of the parties.

This Agreement shall supersede any rules, regulations, policies, resolutions, or practices of the District which shall be contrary to or inconsistent with its terms.

Unless otherwise provided in the Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from current individual salaries, Certificated employee benefits, or other provisions in effect prior to the effective date of this Agreement.

221 **SECTION C. CONTRACT COMPLIANCE**

222

223 All individual Certificated educational employee contracts shall be subject to and consistent with
224 Washington State Law and the terms and conditions of this Agreement. The District will not
225 solicit execution of any individual Certificated educational employee agreement in violation of
226 Washington State law or in such a manner or at such time as shall constitute an unfair labor
227 practice as provided in Washington law.

228

229 If any individual certificated educational employee agreement contains any language
230 inconsistent with the Agreement, this Agreement during its duration shall be controlling.

231

232 The District and the Association agree that they shall not directly or indirectly engage in or assist
233 in any unfair labor practice as defined in Washington State law, or/and as defined by the Public
234 Employees Relations Commission rules, precedents and practices, as provided in Washington
235 law.

236

237 **SECTION D. AGREEMENT ADMINISTRATION**

238

239 Association representatives chosen and designated by the Association shall meet with the
240 Superintendent at meetings scheduled as the need arises. Purpose of the meetings will be to
241 review and discuss current school problems and solutions, District programs and plans, actions
242 or non-actions of the Board, administration, collaborate on plans where appropriate,
243 celebrations, and/or the Association as well as administration of the Agreement. The
244 Association will choose representatives and notify the Superintendent by September 15, who
245 these representatives will be.

246

247 **SECTION E. CONFORMITY TO LAW**

248

249 This Agreement shall be governed according to the Constitution and Laws of the State of
250 Washington. If any provision of this Agreement, or any application of the Agreement to any
251 certificated employee or group of certificated employees covered hereby shall be found contrary
252 to law, such provision or application shall have effect only to the extent permitted by law, that is,
253 only that provision or portion of a provision necessary shall be revised to conform to law, such
254 revision shall be accomplished by the association and the district reopening bargaining on this
255 issue only. All other provisions or applications of the Agreement shall continue in full force and
256 effect. This provision applies to laws enacted by the Washington State Legislature, rules

promulgated by the Office of the Superintendent of Public Instruction and the State Board of Education as equally as to Washington State Supreme Court and other court findings.

SECTION F. DISTRIBUTION OF AGREEMENT

Within thirty (30) days following ratification and signing of this Agreement, the contract and its appendices will be made available to all employees on the District's website.

All certificated employees new to the District shall be notified where to locate the contract on the District's website. Prior to posting on the website and not later than fifteen (15) days after ratification by both the Association membership and Board, the District and the Association shall sit down together and proofread the Agreement. The Association and the District shall be responsible for accurate wording. Any errors discovered after distribution shall be corrected within five (5) days after either party finds the error and notifies the other party of such error.

SECTION G. DURATION, FINANCIAL REOPENER AND RENEGOTIATION

This Collective Bargaining Agreement shall be effective September 1, 2023 and shall continue in full force and effect for three (3) years September 1, 2023 until August 31, 2026.

This Agreement constitutes all of the agreements between the District and the Association and no modifications shall be made in the Agreement during its term except under the provisions of the RENEGOTIATION PROVISIONS OF THIS AGREEMENT.

If agreement on the renewal or modification is not reached prior to the expiration date, this Agreement shall continue in force until a successor Agreement is ratified.

FINANCIAL REOPENER

In the event there is a significant loss of revenue to the District resulting from an educational programs and operational double levy failure or legislative action, the parties shall reopen applicable sections of the Agreement within thirty (30) calendar days.

If at the end of the 2024-2025 school year the projected unrestricted ending fund balance is over 10% the parties shall reopen the salary section of the Agreement within thirty (30) calendar days.

RENEGOTIATION

This Agreement can be altered, changed, added to, deleted from or modified for a specific item or purpose during its period only through the mutual consent of the District and the Association. Requests for renegotiation must be in writing and must include a summary of the proposed alterations, changes, additions, deletions, and/or modifications.

The parties shall enter into negotiations for a successor agreement as soon as possible after exchange of proposals. Requests for initial renegotiation sessions for a successor agreement must be in writing. Negotiations shall commence as soon thereafter as possible by mutual arrangement and at times mutually agreeable to the negotiators named by each of the parties. Proposals for alterations, changes, additions, deletions and/or modifications will be exchanged at the initial negotiating session.

All efforts shall be made to schedule negotiations meetings so as not to interfere with educational responsibilities of participants. IN WITNESS WHEREOF, the parties have hereunto set their hands and seal this 14th day of August, 2023.

ATTEST**FOR THE ASSOCIATION:**

Christine Parker

Christine Parker, President

Anna-Melissa Lyons

Anna-Melissa Lyons, Vice-President

Leslie Ruby

Leslie Ruby, HEA Bargaining Member

FOR THE BOARD:

Steve Marshall

Steve Marshall, Superintendent

Greg Gospe

Greg Gospe, Board Chair

Gordon Smith

Gordon Smith, Board Member

327 **ARTICLE II: BUSINESS**

328
329 **SECTION A. ASSOCIATION RIGHTS AND PRIVILEGES**

330
331 The Association and its representatives shall have the right to post notices of their activities and
332 matters of organization concern on a bulletin board in the faculty lounge or adjacent faculty
333 mailboxes in each building.

334
335 The Association and its representatives may use certificated employees' school mailboxes and
336 the District e-mail for communications to certificated employees. School mailboxes and the
337 District e-mail may not be used to solicit political contributions, to assist a campaign for election
338 of a person to an office or for the promotion of or opposition to a ballot proposition. This shall
339 include freedom from any censorship or screening by District representatives prior to
340 distribution. The Association and/or its officers and representatives shall have the responsibility
341 to ensure that all materials placed in mailboxes, or posted on bulletin boards by the
342 representatives of the Association conform to legal requirements and are non-partisan political.

343
344 The Association may use District school buildings for meetings and to transact official business
345 on school property at all reasonable times provided that this shall not interfere with normal
346 school operation or other scheduled building activities as determined by checking with the
347 principal or designee.

348
349 The District will make available upon request of officers or authorized representatives of the
350 Association any and all information, statistics and records which are relevant to negotiations, or
351 are necessary for the proper conduct of professional Association business. Any request by the
352 Association that will necessitate extensive use of staff and data processing time beyond that
353 normally allocated and budgeted in developing and producing information, statistics and records
354 normally utilized by the District must be carefully evaluated and approved by the District to keep
355 expenditures within budgeted allocations.

356
357 The District will make available upon request of officers or authorized representatives of the
358 Association information concerning the District, including but not limited to: two (2) copies of the
359 preliminary and final budgets, annual and monthly financial reports, audits, data regarding
360 known budget requirements and allocation information regarding the preliminary budget prior to
361 its adoption, agendas, and minutes of all Board meetings, monthly student enrollment data

362 reports, and upon written request, available information which is necessary for the Association
363 to process a grievance.

364

365 The District shall provide to the Association an annual updated list of all employees and their
366 personal contact information (address and phone number) by August 20th and updated monthly
367 with new hires as shown on the monthly Personnel Report to the Board. If non-supervisory
368 certified staff personnel change has taken place at a board meeting, the Human Resource
369 Department will give the contact information of such employee to the HEA President.

370

371 The Association will be provided a minimum of thirty (30) minutes of compensated time for
372 newly hired staff at the District's new hire orientation/meeting or at the All District Directed day
373 to inform new employees about Association business.

374

375 The Association representatives will be able to make announcements prior to or at the
376 conclusion of regularly scheduled building staff meetings.

377

378 **SECTION B. CITIZEN ADVISORY COMMITTEES**

379

380 When the District seeks advisory assistance by appointing groups of qualified citizens to study
381 school matters and to submit their findings and recommendations to the Superintendent or the
382 School Board, the Association shall be informed and shall have the opportunity to appoint
383 representatives of the Association to participate as full members of such committees.

384

385 **SECTION C. PAYROLL PROCEDURES**

386

387 **PAYMENT**

388

389 Certificated employees contracted for the full school year shall be paid in twelve (12) equal pay
390 periods.

391

392 The pay for Certificated employees contracted for less than the full year shall be prorated for
393 remaining months of the contract year.

394

395 Certificated employees will have electronic payroll deposits and access their payment
396 information electronically through Skyward Employee Access. Direct electronic payroll deposits
397 shall be issued on the last banking day of the month.

398

Pro-rata payments of changes of salary, special assignment, payroll, and requests for special payments, that are received in payroll office on or before the 15th of each month will be processed with the current monthly payroll and paid on the last banking day of the month. An exception will be December when items will be due in the payroll office two weeks prior to the last certificated employee working day. Payment requests received after these dates will be processed and paid with the following month's payroll.

CONTRACT CHANGES

The deadline for receipt of transcripts in the personnel department for salary adjustments for the current school year is October 10 or the last school day prior if October 10 is a non-school day. The deadline for earning such credit is October 1. Credits earned after October 1, or transcripts received after October 10 may not be counted for salary purposes until the following year.

If Certificated Employee contracts, corrected on the basis of credits submitted, are issued subsequent to October 10, the corrected salary shall be paid, retroactive to September.

Errors in salary amount which result in under or over payment must be corrected as soon as possible. It is the mutual responsibility of the employee and the employer to rectify errors. When an overpayment is made, arrangement shall always be made only after discussion with the employee and union, upon employee request to avoid hardships.

PAYROLL DEDUCTIONS

The District shall show on the monthly pay warrant stub, the record of current deductions for membership dues and assessments, mutually agreed upon insurance programs, as shown in the insurance provision of this Agreement, retirement contributions, tax-sheltered annuities, deferred compensation programs, United Way and deductions to financial institutions.

The District and Association shall cooperate to rectify errors in payroll deductions.

DUES, AND DEDUCTIONS

The Association and its affiliates (WEA and NEA) shall have the exclusive rights of automatic payroll deduction of membership dues, assessments for employees in the bargaining unit.

The deduction of membership dues, and assessments, shall be made monthly from regular pay warrants. The District agrees to remit monthly all monies so deducted to the Association or the

437 organization designated by the Association. The District and Association shall agree to
438 cooperate to rectify errors in payroll deductions.

439

440 The District shall, upon request of the Association, provide the Association with a copy of
441 organizational dues deduction authorization of any employee. Membership in the Association is
442 not compulsory. Employees have the right to join, not to join, maintain or drop their membership
443 in the Association as they see fit. Neither party shall exert any pressure on, or discriminate
444 against, any employee as regards to such matters.

445

446 The implementation of this agreement shall be in compliance with the provisions of RCW
447 49.52.060.

448

449 The provisions of this article shall be governed and construed according to the Constitution and
450 Laws of the State of Washington. If any provision of this article, or any application of this article
451 to any certificated employee or groups of certificated employees shall be found contrary to law,
452 such provision or application shall have the effect only to the extent permitted by law, and all
453 other provisions or applications of the article shall continue in full force and effect. Any
454 provisions of this article which may be contrary to law at the time of making of this Agreement,
455 but which become lawful during the life of this Agreement, shall take effect upon their
456 lawfulness.

457

458 **HOLD HARMLESS**

459

460 The Association agrees to hold the District harmless from all claims or actions resulting from
461 errors in salary deduction: provided that such errors in deductions are clearly the result of
462 misinformation supplied to the District by the Association or the individual member.

463 **ARTICLE III. PERSONNEL**

464

465 **SECTION A. INDIVIDUAL RIGHTS**

466

467 Pursuant to RCW 41.59 hereinafter referred to as the Act, the Board hereby agrees that every
468 employee as herein defined shall have the right freely to organize, join and support the
469 Association for the purpose of engaging in collective bargaining or negotiation and other
470 concerted activities for mutual aid and protection. As a duly elected body exercising
471 governmental power under cover of law of the State of Washington, the Board undertakes and
472 agrees that it will not directly or indirectly discourage, deprive or coerce any employee in the

enjoyment of rights conferred by the Act or other Laws of Washington or Constitutions of Washington and the United States that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of their membership in the Association, their participation in any activities of the Association or collective bargaining with the Board, or their institution of any grievance, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions of employment.

Employees shall be entitled to full rights of citizenship in accordance with the Washington Law Against Discrimination (Chapter 49.60, RCW 28A.642.010. Discrimination with respect to the employment of any person because of such person's race, creed, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability is prohibited. The private and personal life of any employee is not within the appropriate concern or attention of the Board.

Nothing contained herein shall be construed to deny or restrict to any employee such rights as they may have under applicable laws and regulation provided that nothing shall be in violation of any affirmative action law or ruling. The rights recognized hereunder shall not be exclusive, but are in addition to those provided elsewhere.

PROCEDURE IN HANDLING COMPLAINTS

Complaints regarding an employee will be handled in the following sequence until the matter is resolved. If the complaint is potentially criminal in nature, steps 4 and 5 may be skipped:

1. Under all reasonable circumstances the Complainant will meet with the employee to try and solve the issue in a collaborative manner.
2. The Complainant will meet with the building principal to present the concern.
3. Beginning with this step, the employee shall be notified that they may bring union representation. A three-way conference will be held between the complainant, employee and building principal, if appropriate. The complaint shall not affect their evaluation.
4. The complaint will be reported to the principal and will be signed by the complainant. If there is no written and signed complaint the matter will be closed.

509

510 5. The principal will notify the employee that there is a written and signed complaint and will
511 give the employee an unredacted and signed copy.

512

513 6. The building principal will begin the investigation process if necessary. Should the
514 investigation imply that there should be disciplinary action, Just Cause will be followed
515 as outlined in Section B.

516

517 **SECTION B. JUST CAUSE**

518

519 No employee shall be disciplined (including warnings, reprimands, suspensions, reductions in
520 rank, discharge, non-renewals, terminations or other actions which adversely affect the
521 employee) without just cause. Such discipline shall be private.

522

523 The District agrees to follow a policy of progressive discipline which shall include verbal
524 warning, written reprimand, suspension without pay, and when required by circumstances,
525 discharge or non-renewal as final action. When circumstances dictate due to concerns for the
526 health, welfare, or safety of students or staff members, and the severity of the offense, the
527 discipline may skip steps.

528

529 All information forming the basis for any discipline shall be made available in writing to the
530 employee and upon approval and/or request of the employee, to the Association.

531

532 Whenever an employee is questioned by a supervisor for the purpose of seeking information
533 which may be used as the basis for a written reprimand, suspension, discharge or nonrenewal,
534 the employee shall be advised that they are entitled to request and to have present a
535 representative of the Association or legal representative at any meeting relating to such
536 discipline. The District shall have the right to an additional representative or legal counsel at
537 such meeting. At no time shall the meeting be delayed more than 48 hours unless mutually
538 agreed upon.

539

540 **SECTION C. ACADEMIC FREEDOM**

541

542 Academic freedom shall be guaranteed to all employees, and no special limitations shall be
543 placed upon study, investigation, presenting and interpreting facts and ideas concerning man,

human society, the physical and biological world and other branches of learning subject to accepted standards of professional responsibility within the guidelines of the Board.

The responsibilities include a commitment to democratic tradition, a concern for the welfare, growth and development of children, and an insistence upon objective scholarship.

Any mechanical or electrical device installed in any classroom shall be used for communication purposes only. No one will listen to or record procedures in any classroom without prior knowledge and approval of the affected employee.

SECTION D. STAFF PROTECTION

The District shall hold harmless and defend an employee of the District from claims for damages arising from any civil or criminal suit caused or alleged to have been caused in whole or in part by the employee while performing duties as an employee in the District under the provisions of the District's insurance, provided the employee was acting within the scope of their employment; and further provided that the District shall not be obligated to assume any costs or judgements held against the employee when such damages are proved to be due to the employee's negligence, violation of law, or criminal act as determined by a court of law or the Office of Superintendent of Public Instruction.

The use of an employee's personal equipment for instructional purposes must have the prior written approval of the principal or supervisor. Losses or damage to such approved equipment or property while on school property shall be paid by the District, to the extent of its applicable insurance coverage, the amount to be determined by an insurance adjuster. The employee must exhaust their own insurance recovery possibilities before being eligible for reimbursement under this provision. Further, the employee must report their loss in writing to the administration within (20) days after the damage or loss.

The District agrees to take appropriate steps as required by the Federal Occupational Safety and Health Act, to correct safety and health hazards and deficiencies relating to school property, activities and procedures. The Association and its members agree that they will support and assist the District and the insurance company in their efforts to be informed of and to correct safety and health hazards and deficiencies.

579 The District will follow all state laws/mandates and consider all recommendations put forth by
580 Center for Disease Control (CDC), Washington Department of Health (DOH), and Clark County
581 Public Health (CCPH), and Department of Labor and Industries (L&I).

582

583 **SECTION E. ASSIGNMENTS AND TRANSFERS ASSIGNMENTS**

584

585 The assignments of employees covered by this Agreement shall be in accordance with
586 Washington Law. The District shall conform to the requirements of the Washington Law Against
587 Discrimination (Chapter 49.60, RCW) and RCW 28A.642.010.

588

589 In each building, a scheduling committee composed of two members mutually agreed upon by
590 HEA and building administrators will develop a preliminary schedule. Feedback will be solicited
591 with final determination made by the building principal.

592

593 All continuing employees shall be advised of their grade level and/or subject assignments, for
594 the forthcoming year by June 1, of any given year. If the Legislative Session should run beyond
595 June 1, then the staff will know within ten (10) days of the close of the Session what their grade
596 level and/or subject assignments will be for the forthcoming year. In the event of a reduction in
597 force, assignments shall be determined as soon as reasonably possible.

598

599 Employees will not be assigned to more than two buildings and will not be asked to travel more
600 than once per day with the exception of special education related service providers and
601 categorically funded specialist i.e. ELL. Schedules of employees who are assigned to more than
602 one building shall be arranged in consultation with the employee and the supervisor so that
603 there is a minimum of interschool travel. Such employees shall be notified about any changes in
604 their schedules no later than the last working day of any given year except in unanticipated
605 situations.

606

607 The District will rely on a Letter or Reasonable Assurance for continued employment in the
608 Hockinson School District. If an employee secures a position with another district for the next
609 school year, the employee will be automatically released from their contract if they notify the
610 district in writing by July 15.

611

612 An early notification award of \$500 will be given to any certificated employee who notifies the
613 district in writing by February 1st that they are resigning or retiring from their position at the end
614 of the school year.

Any employee who is required to move from one building to another or one classroom to another may request assistance for moving/relocating that must be approved by the appropriate supervisor(s) and will be compensated up to three (3) days at the moving/relocation rate as determined by the employee.

For all assignments and transfers, the following definitions will apply:

1. Reassignments – any time a position becomes available within a building due to an employee leaving an existing position.
2. Open Positions – any newly created position in a building that did not exist in the previous school year or one that could not be filled by reassignment.
3. Voluntary Transfers – when an employee initiates a reassignment or accepts an open position.
4. Involuntary Transfers – when an employee is reassigned or moved into another position without the employee requesting the transfer.

REASSIGNMENTS

Reassignments within a building will not be considered open positions. All qualifications being substantially equal between employees, the senior qualified employee requesting the position in the building, based upon district seniority, shall be given the reassignment. Staff within a building will receive notice of the opening and be given five (5) days to express interest in the reassignment. If the position cannot be filled within the building, then it can be opened up district wide.

OPEN POSITIONS/VOLUNTARY TRANSFERS

Posting and closing dates for all open positions, including specialized vacancies and extracurricular positions, shall be normal District business days during the school year and summer both. Saturdays, Sundays, and legal holidays may be used as posting or closing dates.

The District may post internally and externally at the same time for positions. Posting of open positions shall be accomplished by placing the job announcement on the District website and by

652 an email which will be sent to all bargaining unit members. If there are no qualified applicants
653 within 5 days, the position will be advertised on internet sites that recruit candidates for these
654 jobs. Interested internal candidates need only submit a letter of interest within the first five (5)
655 days of posting. External applicants will only be considered after the internal five (5) day
656 window, if needed.

657

658 When posting for specialized positions (*such as School Psychologist, Special Education
659 Teacher, etc.) the five (5) day window may be waived if each qualified in-district staff member is
660 first consulted about their interest in the position or if there is no one in the district that is
661 qualified and interested in the position.

662

663 All assignments of employees are made under the direction of the Superintendent with the
664 approval of the Board consistent with the following:

665

666 1. If there are two or more qualified in-district candidates for an opening, the most qualified
667 in-district candidate will be given the position. All qualifications being substantially equal,
668 the most senior candidate based on district seniority will be offered the position. All in-
669 district candidates not chosen for the position will receive a letter of explanation stating
670 the reason(s). The reasons(s) given in the letter must be based on the qualifications
671 stated in the job posting.

672

673 2. If there is only one qualified in-district candidate for an opening, the district may post the
674 position, and interview outside candidates with the in-district candidate. If the in-district
675 candidate is not chosen, they will be given a letter of explanation stating the reason(s).
676 The reason(s) given in the letter must be based on the qualifications stated in the job
677 posting.

678

679 3. Qualifications will be determined by the criteria stated in the job announcement, which
680 may include, but not be limited to, educational training and certification, endorsements,
681 educational employment experience, related employment experience and educational
682 program needs. For the purposes of this section, seniority will be defined as first, total
683 experience in the District and second, total experience as defined by placement on the
684 salary schedule.

685

- 686 4. The District and the Association may agree to the special placement of a bargaining unit
687 member for unique circumstances.

688
689
690 Prior to public disclosure, the District shall notify each unsuccessful applicant for transfer or
691 reassignment that the position has been filled. After such notice, these employees are
692 encouraged to discuss their candidacy with the appropriate administrator if they so desire.

693 694 **INVOLUNTARY TRANSFERS**

695
696 When it becomes necessary to transfer an employee who has not requested a transfer, such
697 transfer shall be made only after a meeting between the employee involved and the principal or
698 supervisor. At this meeting the employee shall be given the reason(s) for the involuntary
699 transfer.

700
701 All involuntary transfers need to be recorded in writing.

702
703 If there are assignment options available, the employee will be notified, and be given the
704 opportunity to select the available position they prefer for which they are qualified. In the event
705 that an employee was involuntarily transferred due to a grade level staff reduction and/or
706 elimination of a position and the previously held position subsequently reopens, the involuntarily
707 transferred employee shall have first right of refusal to return to the previously held position for
708 the next two (2) years.

709
710 No continuing employee may be involuntarily transferred for performance deficiency reasons
711 unless such deficiencies have been properly addressed in the written evaluation and the
712 employee has been given an additional school year to address and correct the noted concerns.
713 (Provisional employees are excluded from this provision.)

714
715 TK-5 employees may be assigned to a position within two grade levels of current position within
716 their building at the principal's discretion based on the needs of the students and grade level
717 teams no more than every three (3) years. This will be considered an involuntary transfer.
718 No employee shall be involuntarily transferred for arbitrary or capricious reasons.

719 720 **SECTION F. TEACHER DUTIES**

722 **PROFESSIONAL**

723

724 Necessary non-teaching work assignments such as record keeping shall be kept at a minimum.
725 However, this agreement shall not preclude any employee from volunteering to participate in
726 other school activities beyond the workday.

727

728 It is also understood that specialists, special education staff, and resource personnel shall not
729 be required to teach or cover classes in the absence of the regular classroom teacher.

730

731 Certificated staff are required to enter grades into Skyward for each semester and by checkout
732 at the end of the school year with the exception of seniors which will have an earlier deadline.

733

734 **NON-PROFESSIONAL**

735

736 Employees shall not be requested or required to perform ongoing non-work related
737 assignments, including, but not limited to, food distribution, supervision of cafeterias,
738 supervision of playgrounds, bus duty, collecting money from students, duplication materials, and
739 other clerical and/or custodial functions. This is not to preclude employees from volunteering for
740 such assignment.

741

742 The Association encourages all HEA members to participate in school sponsored functions to
743 better or maintain the quality of these functions, to better or maintain the relationship between
744 staff and community and to encourage participation of the students for their enjoyment, i.e.,
745 carnival, dances, sports events.

746

747 Employees shall not be required to drive students to activities which take place away from the
748 school building. They may do so only with the approval of their principal or immediate
749 supervisor. The employee, supervisor and Superintendent shall sign the District's Travel
750 Request Form prior to the scheduled date of travel. When school is not in session the
751 Superintendent's signature will suffice. In such event, the District shall indemnify the employee
752 for all personal liability for any automobile accident which may occur in connection with such trip
753 to the extent permitted by law.

754

755 Employees shall be compensated for all driving done in their own automobiles at the current
756 IRS rate for business mileage, provided that they have received approval from their supervisor.

757

SECTION G. PERSONNEL FILES

Employees or former certificated employees shall, upon request, have the right to inspect all contents of their complete personnel file kept within the District in accordance with Washington law. Upon a reasonable request, a copy of any documents contained therein shall be afforded the employee at District expense. No Secret, duplicate, alternate, or other personnel files shall be kept anywhere in the District. A separate file for processed grievances shall be kept apart from the employee's personnel file.

The employee personnel file shall be reviewed in a private place provided by the District. Anyone at the employee's or personnel director's request may be present at this review.

Each employee's personnel file shall contain the following minimum items of information: All evaluation and related reports and written disciplinary notices, copies of annual contracts, teaching certificate, a transcript of academic records and correspondence between the employee and the District.

Any derogatory material not shown to a certificated employee shall not be allowed as evidence in any grievance or any disciplinary action against such certificated employee.

No evaluation, correspondence, or other material making derogatory reference to an employee's competence, character or manner, shall be kept or placed in the personnel file without the certificated employee's knowledge and exclusive right to attach their own written comments. Such written responses shall be made within fourteen (14) calendar days of the date on the materials in question and shall become a part of the written personnel records, to become attached and made a part thereof.

Disagreement by an employee with the appropriateness of the content of materials filed in the employee's personnel file may be a matter to be pursued through the negotiated Grievance Procedure.

No material from a file can be released without prior notice of at least three business days to the employee.

792 Upon request by the employee, the Superintendent or their official designee shall sign an
793 inventory sheet to verify contents of the personnel file at the time of inspection by said
794 certificated employee.

795

796 The Association and the District agree that any derogatory information, including letters of
797 discipline, in the employee's file not required by law, shall be removed from the employee's
798 personnel file after three (3) years at the request of the employee, provided the employee has
799 not been further disciplined for a similar offense during that time and/or the reprimand was not
800 for student or staff abuse. Material that is required to be kept by law will be exempt from this
801 section.

802

803 Material from parents or guardians introduced and substantiated through due process student
804 discipline cases may be included in an appropriate record file of those available to the employee
805 if legal requirements regarding such hearings permit. All material referring to or mentioning any
806 employee contained in any student due process hearing file shall be destroyed after three years
807 from the date of hearing unless Washington State rules, regulation or a hearing officer requires
808 records remain intact for a longer period.

809

810 Written evaluation of employees made in accordance with the Evaluation Procedures in this
811 Agreement shall be the only evaluation placed in any employee's personnel file.

812

813 **SECTION H. INSTRUCTIONAL WORK ASSIGNMENTS OF EDUCATORS**

814

815 Instructional work assignments customarily performed by certificated educational employees of
816 the District in its own facilities shall continue to be performed by the District and its certificated
817 employees.

818

819 There shall be no subcontracting for teaching services in the instruction of students for the term
820 of the Agreement, and all instructional assignments presently performed with students, or to be
821 performed with students, shall be performed by the certificated educational employees of the
822 District. An exception to instructional assignments shall be made for those classified
823 paraeducators employed by the District in categorical programs. The work performed by these
824 paraeducators shall be designed and supervised by certificated staff within their assigned
825 categorical program. The Association recognized there may be a need for the District to contract
826 with outside agencies for SLP, Nurses, PT, OT, Psychologist(s) and other specialized services
827 when unable to find candidates for these positions.

TECHNOLOGY: The district will provide the required technology for teaching and learning. If technology is necessary as mutually agreed upon by the certificated staff and administrator and not provided, the educator will submit a tech request form to their administrator for approval. There will be a two-week turn around for approval, with an estimated purchase or installation timeline.

With the exception of HVA, dual platforms will not be required to be used when schools are providing full-time in-person instruction. Exceptions will be made for unique special education circumstances and/or LAP, Title, ELL, OT/PT specialized services as provided by those related specialized service providers.

HHS CREDIT RECOVERY

HHS Credit Recovery can be taken in two formats:

1. In-person in which students attend a HHS period of Credit Recovery
2. Non-in-person in which students do not attend a HHS period of Credit Recovery (these students will be referred to as "virtual" credit recovery students moving forward)

The caseload for 0.2 credit recovery FTE will not exceed 60 sections total

- 1 virtual credit recovery student course will count as 0.5 sections of the 60 section total
- 1 in-person student will count as 1 section
- In-person students will not exceed 20 on count day
- Sections will be counted on count day each month with exception to September where it will be counted daily and the highest point in the month will be used to calculate overload.

The remaining credit recovery caseload can be supplemented with HVA sections at a rate of 1 HVA section = 1 credit recovery section.

Examples:

October 1st credit recovery count = 40 virtual student courses

- 40 virtual student courses = 20 sections (40 x 0.5)

60 sections - 20 sections = 40 sections remaining

40 HVA sections can be supplemented into the credit recovery caseload for October

February 1st credit recovery count = 60 virtual student courses and 15 in-person students

863 • 60 virtual student courses = 30 sections (60 x 0.5)
864 30 virtual sections + 15 in-person students = 45 sections
865 60 sections - 45 sections = 15 sections remaining
866 15 HVA sections can be supplemented into the credit recovery caseload for November
867

868 **HOCKINSON VIRTUAL ACADEMY (HVA)**

869

870 The Hockinson Virtual Academy will be considered another section in the master schedule.
871 Considerations could be: Teacher interest, Teacher FTE, endorsements held, prior experience
872 with online educational software.
873

874 For secondary teachers, HVA caseload will not exceed sixty(60) sections per allocated 0.2 FTE
875 (annual). If a teacher is split between in-person and HVA, class size daily limits will always be
876 prorated for in-person portion of FTE (0.8 FTE x 150 daily equals 120 max in-person).
877 Regardless of the in-person/HVA mix, HVA class size will not be prorated unless combined
878 caseloads exceed 200 daily.
879

880 **Examples:**

881 0.8FTE in-person x 150 daily = 120, 0.2 FTE HVA = 60 for a total caseload of 180.
882 0.6 FTE in-person x 150 daily = 90, 0.4 FTE HVA = 110 to reach 200 max caseload.
883 0.4 FTE in-person x 150 daily = 60, 0.6 FTE HVA = 140 to reach 200 max caseload.
884 0.2 FTE in-person x 150 daily = 30, 0.8 FTE HVA = 170 to reach 200 max caseload.
885

886 Caseloads will be tracked on the count days and students above this combined maximum will
887 trigger overload compensation. Overload for in-person classes will follow overload language as
888 written per section. Overload for HVA will be triggered not by section, but by overall HVA
889 caseload cap. Overload for HVA classes will be paid at half the rate of in-person overload as
890 agreed in CBA. (i.e \$2.80 in person, \$1.40 HVA). Overload for in-person will be triggered by
891 class size, overload for HVA will be triggered by exceeding daily HVA caseload maximum, or
892 overload will also be triggered by exceeding 200 daily max.
893

894 Any teacher whose assignment is split between in person/HVA will receive a \$25 stipend per
895 HVA course, per semester. This stipend will be paid at the end of each semester.
896

897 HVA educators will post and facilitate two, 1-hour open Zoom sessions to assist students. All
898 other working conditions remain the same.

899

900 **SECTION I. CLASS SIZE**

901

902 The Hockinson School District Board of Directors acknowledges that the size of the class load
903 should be held to a manageable size, and further, that small class loads tend to increase
904 student achievement and teacher morale. Therefore, the District shall make every reasonable
905 effort to maintain the following optimum class maximums:

906

907 <u>2023-2024</u>	<u>Starting 2024-2025</u>
908 TK = 20	TK = 20
909 K-3 Average 20:	K-3 Average 20
910 K-1 = 20	K-1 = 20
911 2-3 = 21	2-3 = 21
912 4 = 26	4 = 26
913 5 = 27	5 = 26
914 6-8 = 28	6-8 = 28

915

916 Cap of 30 students per period with maximum daily contacts of 140 students based on a five
917 period day.* PE cap of 35 students per period with maximum daily contacts of 160 students
918 based on a five period day.* CTE classes with machinery, power tools, or other safety related
919 equipment have a cap of 24 with no overload.

920

921 9-12 = 30

922

923 Cap of 32 students per period with maximum daily contacts of 150 students based on a five
924 period day.* PE cap of 35 students per period with maximum daily contact of 175 students
925 based on a five period day.* CTE classes with machinery, power tools, or other safety related
926 equipment have a cap of 24 with no overload exclusive of TAs.

927

928 *(Exceptions to these limits will be middle and high school music classes.)

929

930 HVA = 60 students with a maximum daily contacts of 200

931 Credit recovery = 60 sections per 0.2 FTE

932

933 Teacher will be given a minimum of twenty-four (24) hours' notice of a new student being
934 enrolled in their class.

935

936 In consultation between the building administrator and affected employee class overload shall
937 be reduced by one of the following:

938

939 1. Reassigning students.

940

941 2. Hiring additional certificated employees.

942

943 3. Paying an overload stipend of \$14.00 per additional student per student day (elementary
944 level) and \$2.80 per period per student day (secondary level 6-12) throughout the
945 overload period. TK-5 Specialists will be paid overload at a rate of 1/5th of the daily
946 overload amount based on student count of the homeroom teacher for each day they
947 serve.

948

949 Within five (5) days of notification by the Certificated employee of the class overload situation,
950 steps will be taken to reassign students or compensate the certificated employee for the
951 overload. Overload pay will begin with the first day of overload for the months of August and
952 September. Overload pay for August and September will be based on the highest student count.
953 Overload for the months of October through June will be calculated on official count day and will
954 remain in effect until the next official count day.

955

956 In grades TK-5, during years of Wednesday early releases, specialists required to teach beyond
957 forty (40) sessions in a week will be compensated for one-half hour (0.5) per session at per-
958 diem rate. In grades TK-5, during years without Wednesday early releases, specialist required
959 to teach beyond forty-two (42) sessions in a week will be compensated for one-half hour (0.5)
960 per session at per-diem rate.

961

962 In grades TK-5, specialists required to teach more than 4 grade levels will be paid \$250 per
963 grade level over, to compensate for differentiation over the developmental levels across 5 or
964 more grade levels.

965

Elementary Certificated Teacher Librarians may be assigned up to twenty-one (21) prep coverage periods per week. If they are required to teach beyond twenty-one (21) sessions a week they will be compensated for one-half hour (0.5) per session at per diem rate.

The principal and staff will make every effort to assure that special needs students are distributed equitably among all certificated employees in a grade level.

Special Education caseload will follow the guidelines in Article III, Section X.

SECTION J. WORK YEAR CALENDAR

Each employee shall be given a 180-day base contract.

No deviation from the indicated workdays shall be made except by mutual agreement between the District and the Association.

Since 6-12 general education certificated employees daily student contacts are based on a 5-period day, for classes such as HomeBase and/or Focus, educators will not be required to prepare or grade, including pass/fail. If an administrator requests that a teacher plan lessons and/or develop a curriculum and the teacher agrees to it, the teacher will be compensated at per diem through a supplemental contract. Principals will collaborate with BLT's annually as to how to best schedule and utilize Home Base/Focus moving forward.

The typical student day shall be shortened by at least three (3) hours for the following number of days and mutually agreed upon by the District and the Association to provide for preparing and holding parent conferences. Ten (10) days for the elementary school (five (5) each in the fall and spring) and five (5) days for the middle and high schools (three (3) in the fall and two (2) in the spring.) These conferences shall be held in the school the child attends during the usual working day of the certificated employee except for evening conferences. The schedule for the evening conferences will be mutually agreed upon in each building by the certificated staff and administration keeping parent needs at the forefront. The half-days will be scheduled to conclude on Friday of the conference week. Certificated teachers will have Friday afternoon off in exchange for evening conferences. To meet the needs of students and parents, other conferences may be mutually scheduled.

Students shall be dismissed at least one (1) hour early every Wednesday to provide for staff collaboration time. The purpose of this time is for collaboration with colleagues at the building or district level regarding students, curriculum, instruction and assessments. Wednesday collaboration should not last longer than one (1) hour.

In elementary schools, Wednesday collaboration hours will be split into periods of thirty (30) minutes for district or building-directed purposes followed by thirty (30) minutes for teacher collaboration purposes. The exception to the split collaboration process is the third Wednesday of each month, which is reserved for K-12 staff to hold vertical collaboration.

In secondary schools, two out of four Wednesday collaboration hours plus any fifth Wednesday collaboration hours occurring in any calendar month will be used for district or building-directed purposes. Two of the four Wednesday collaboration hours will be used for teacher collaboration purposes. Months having only three Wednesday collaboration hours will be allocated as follows: one to district or building-directed and two for teacher collaboration purposes. The third Wednesday of each month is reserved for K-12 staff to hold vertical collaboration.

The following rules will be included in developing the Hockinson School District annual calendar:

1. One (1) non-student attendance day at the end of the first semester. Second semester secondary grades will be due upon check-out with the exception of grades for seniors.
2. A winter holiday of a minimum of ten (10) weekdays and including three (3) weekends.
3. A spring holiday of five (5) consecutive weekdays during the first full week of April.
4. Legal holidays as provided in RCW 28A.150.050.
5. A non-contracted day for participation in the statewide October in-service day program.
6. The Wednesday before Thanksgiving will be a non-contract day.

All state and national holidays are exclusive of the workdays. Employees shall not be expected to work on these holidays nor shall there be compensation for these days. Juneteenth will be recognized on the school calendar.

Additional non-compensated days off shall include those days specified in the school calendar approved by the Board as staff non-attendance days. These will include but not be limited to additional days at Thanksgiving, winter break and spring break. These dates may be changed when unusual weather or other circumstances require altering the school calendar. School calendar changes will be made by mutual consent of the District and the Association.

SECTION K. WORKDAY

Certificated employees shall begin their workday thirty (30) minutes before the student school day begins and shall continue until thirty (30) minutes after the student school day ends in accordance with Washington law. The length of the certificated employee working day shall be seven and one-half (7 ½) hours including lunch.

Employees required to travel between schools by automobile as part of their professional assignments shall be scheduled to provide sufficient time for such travel and shall be compensated for mileage at the current IRS rate of reimbursement. Employees required to travel during their prep period shall be compensated a minimum of 0.25 hours per day for the prep time lost at their per diem rate. Employees will not need to submit additional documentation to receive this compensation.

Every effort shall be made to schedule faculty/building meetings so that part time employees may be included without creating an interruption to or an extension of their contracted schedules.

Any certificated educator assigned to more than one building, including Occupational Therapists, Speech-Language pathologists, Board certified Behavior Analyst, and Physical Therapist will not be required to attend multiple site building staff meetings. Staff will notify building administrators as to which meeting they will attend. The exception to this is the above staff will attend department meetings, SPED in-service days, and/or SST building team meetings.

1069 All employees have a duty-free lunch period of not less than thirty (30) continuous minutes per
1070 workday as provided by Washington law.
1071

1072 Employees shall be in their room no later than fifteen (15) minutes prior to the beginning bell for
1073 the student day unless performing official duties. Each TK-5 certificated employee shall be given
1074 a fifteen (15) minutes duty-free relief period each day of the work week except in emergency
1075 situations.
1076

1077 In recognition of the certificated employee's professionalism, they shall be permitted to leave the
1078 job site during the lunch period. The employee shall notify the office upon departure and return.
1079

1080 A certificated employee will be able to leave the job during the last half hour of their contracted
1081 day in order to attend classes, professional or activity meetings, or personal appointments; such
1082 as doctor, dentist, etc. A certificated employee shall notify the principal or supervisor of their
1083 need to leave during the last half hour of their contracted day. Leave in excess of the last half
1084 hour of the contracted day will require the use of available and appropriate leave.
1085

1086 A certificated employee will be able to leave when there exists an emergency situation which
1087 requires them to leave the job prior to school's end. The principal or their designee will make
1088 arrangements to cover the certificated employee's duties and the absence will be charged to
1089 appropriate leave if the time required exceeds one (1) hour.
1090

1091 Certificated employees will be allowed to leave the job site immediately after the student school
1092 day on any day which begins a holiday period, or any day in which they have been requested to
1093 return to a scheduled evening meeting i.e., P.W.T., holiday programs, etc.
1094

1095 Open house, curriculum nights, etc. are part of professional responsibility. Staff will attend open
1096 house and evening conferences and make every reasonable effort to attend other school
1097 programs in relation to their teaching position. If they cannot attend, they will notify their
1098 building administrator beforehand.
1099

1100 School personnel will arrive thirty (30) minutes before the start of the student school day on late
1101 start days that are due to inclement weather.
1102

SECTION L. KINDERGARTEN WA KIDS

Transition to Kindergarten and Kindergarten students will start on the fourth day of school to allow for WA Kids testing and conferencing.

SECTION M. PLANNING TIME

Planning time shall be provided for all members of the bargaining unit. Those employed for less than a full-time basis will receive planning time in proportion to their contract.

Grades TK-5 Classroom Teachers: Full-time certificated employees shall receive at least thirty-five (35) minutes of continuous planning time daily during the student day. This is an addition to recesses, which certificated employees will not be required to monitor, except in emergency situations.

Grades 6-12 Classroom Teachers: Full-time certificated employees will receive one regular class period daily during the student day for the purpose of planning.

Certificated employees whose job duties fall outside of the above category definitions will receive a minimum of fifty (50) minutes of planning time daily during the student day.

Provisions of this section do not apply if the school day is interrupted by a late start, early release or unplanned, unforeseen events.

Certificated employees may voluntarily forgo their planning time when notified by the office that there is a need that day for coverage. In this situation the certificated employees will be compensated for their extra time at per diem. Certificated employees will not be required to cover two classes at one time, have classes combined, or elementary split classes.

It is understood that certificated employees shall not be directed or required to teach or "cover" classes during their planning time, except in emergency situations. An emergency is defined as when a certificated staff member needs to leave unexpectedly during the workday. This is not to preclude certificated employees from doing so on a voluntary basis.

1137 **SECTION N. HIRING PRACTICES**

1138
1139 It is agreed that the Principal/Director will notify an Association Building Representative of the
1140 date and time of the interview. Up to two (2) certificated employees, will be selected by the
1141 Association to interview any and all applicants being considered to fill certificated employee
1142 positions in the District. The certificated employees shall be selected from different grades of
1143 subject areas, that is, not all interviewers may be from the same grade or subject area.

1144
1145 The interview shall take place on school district premises, at a time other than designated class
1146 time, and one which will be convenient to all participating parties.

1147
1148 The committee will use the same prepared questions and criteria for all applicants considered
1149 for a specific position. The committee will provide a prioritized list of recommended candidates
1150 to the District.

1151
1152 The recommendations of the committee are advisory only and are in no way binding upon the
1153 hiring authority. The Association should have the right to present opinions.

1154
1155 **SECTION O. CLASSROOM VISITATION**

1156
1157 To provide citizens of the District the opportunity to visit classrooms with the least interruption to
1158 the teaching process, the following guidelines are set forth:

1159
1160 1. All visitors to a school and/or classroom shall inform the principal, and if the visit is to a
1161 classroom, the time will be arranged after the principal has conferred with the certificated
1162 employee.

1163
1164 2. The certificated employee shall be afforded the opportunity to confer with the classroom
1165 visitor before and/or after the visitation.

1166
1167 **SECTION P. CERTIFICATED STAFF EVALUATION**

1168
1169 To ensure confidentiality administrators will do all typing, copying, filing and handling of
1170 employees' evaluations at the building level.

This entire section shall be opened for renegotiation upon District receipt of written administrative rule changes from Washington State relating to staff evaluations.

CERTIFICATED CLASSROOM TEACHERS

The evaluation procedure shall recognize high levels of performance and encourage improvement in specific, identifiable areas through the systematic assessment of the instructional program. It shall be understood by the parties that the purpose of this evaluation procedure is to improve the instructional program being offered by the District.

Evaluation

Reason and purpose: The District and the Association acknowledge that state statute and sound principles of school administration require systematic objective evaluation of each certificated staff member's professional performance. The purpose of the evaluation procedures set forth herein shall be to improve the educational program by improving the quality of instruction.

Instructional Framework and Evaluation Rubric

The parties have adopted the evidence-based instructional framework: Danielson. The teacher evaluation rubric and student growth rubric utilizing the Danielson Instructional framework.

Applicability

This evaluation system only applies to classroom teachers who spend more than fifty (50) percent of the workday providing academically focused instruction and grades for students, and whose duties are consistent with the state criteria for teachers and the District's framework and rubrics. All other staff shall continue to be evaluated in accordance with the current provisions in the collective bargaining agreement or the professional standards within their certification. By way of example, the following certificated staff members are not considered a "classroom teacher" for purposes herein; teacher librarians, instructional coaches, curriculum specialists, intervention specialists, deans, TOSAs and CSP certified staff, including speech and language pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists and school social workers.

Introduction

The parties agree that the following evaluation system is to be implemented in a manner consistent with good faith and mutual respect, and as defined in RCW 28A.405.110:

- 1208
- 1209 1. An evaluation system must be meaningful, helpful, and objective;
- 1210
- 1211 2. An evaluation system must encourage improvements in teaching skills, techniques, and
- 1212 abilities by identifying areas needing improvement;
- 1213
- 1214 3. An evaluation system must provide a mechanism to make meaningful distinctions and
- 1215 acknowledge, recognize, and encourage superior teaching performance; and
- 1216
- 1217 4. An evaluation system must encourage respect in the evaluation process by the persons
- 1218 conducting the evaluations and the persons subject to the evaluations through
- 1219 recognizing the importance of objective standards and minimizing subjectivity.
- 1220

1221 Additionally, the parties agree that the evaluation process is one which will be implemented with

1222 collaboration between the administrator and the employee, as described in WAC 392-191-025.

1223

1224 The purposes of evaluation of certificated classroom teacher, as identified in WAC 392-191A-

1225 050, will be, at a minimum:

1226

- 1227 1. To acknowledge the critical importance of teacher and leadership quality in impacting
- 1228 student growth and support professional learning as the underpinning of the new
- 1229 evaluation system;
- 1230
- 1231 2. To identify, in consultation with classroom teachers, principals, and assistant principals,
- 1232 particular areas in which the professional performance is distinguished, proficient, basic
- 1233 or unsatisfactory;
- 1234
- 1235 3. To assist classroom teachers who have identified areas needing improvement in making
- 1236 those improvements.
- 1237
- 1238

1239 Required Evaluations

1240 All employees, including new employees, shall be evaluated annually; such evaluations to be

1241 completed no later than May 31 of the year in which the evaluation takes place. If an employee

1242 resigns or takes a leave of absence during the school year, a final evaluation shall be completed

1243 prior to the resignation/leave date whenever possible.

If the administrator contemplates recommending that the employee be placed on probation, a plan of assistance, a formal observation and a conference will occur prior to that decision.

Definitions

“Artifacts” shall mean any products generated, developed, or used by a certificated teacher.

Artifacts should not be created specifically for the evaluation system or at the direction of the evaluator. Additionally, agreed-upon tools or forms used in the evaluation process may be considered as artifacts. An individual artifact may serve as evidence for more than one criterion.

“Evidence” means observed practice, products or results of a certificated classroom teacher that demonstrate knowledge and skills of the educator with respect to the four-level rating system. Evidence should not be created specifically for the evaluation system or at the direction of the evaluator. Evidence should primarily be gathered from the essential work that effective teachers are already doing.

“Observe” or “observation” means the gathering of evidence made through classroom worksite visits, or other visits, work samples, or conversations of assigned duties for the purpose of examining evidence over time against the instructional or leadership framework rubrics.

“Student growth data” means relevant and available multiple measures of student achievement.

“Student growth” means the change in student achievement between two (2) points in time.

“Student achievement” measures will be mutually agreed o between the educator and the administrator.

“Student growth rubrics” are identified in Criterion 3 and 6.

CONFIDENTIALITY: All information regarding evaluation or probation status shall remain confidential within the parameters of the administrative process. No such information shall be made public without the employee’s consent; except as required by law.

General Evaluation Agreements

The evaluator shall be principal of a school to which the classroom teacher is assigned or an administrative designee holding an administrator’s credential. The evaluator shall be designated

1278 prior to beginning the process. The evaluator shall assist the teacher by providing support and
1279 resources.

1280
1281 Instructional coaches, curriculum specialists, intervention specialist, and other certificated
1282 teaching staff will not evaluate or give input into the evaluation process. These roles are
1283 designed to support teachers and student learning and cannot be effective if they aren't
1284 confidential in their roles.

1285
1286 As per RCW 28A.405.130 no administrator, principal, or other supervisory personnel may
1287 evaluate a teacher without having received training in the evaluation procedures. In addition,
1288 before evaluating classroom teachers using the evaluation systems required under RCW
1289 28A.405.100, principals and administrators must engage in professional development designed
1290 to implement the revised systems and maximize rater agreement.

1291
1292 The District will ensure confidentiality and security for all evaluation documents, including
1293 electronic documents, consistent with state and public disclosure requirements and guidelines.

1294
1295 Observations noted by the administrator will occur during the course of the employee's normally
1296 assigned duties and responsibilities.

1297
1298 An employee shall have the right to have an advocate of their choice present during an
1299 evaluation conference upon request.

1300
1301 Annual Summary performance scores shall be determined in accordance with the scoring
1302 described in Comprehensive Evaluation Performance Scoring and Ratings.

1303
1304 The degree of student achievement as measured by state standardized tests will not be used in
1305 any way to evaluate employees. The degree of student achievement as measured by other
1306 standardized tests may only be used upon by the employee.

1307
1308 Procedures for Evaluations:

- 1309
1310 1. Transparency: All aspects of the evaluation procedure, including observations shall be
1311 conducted openly and with full knowledge of the employee.

- 1313 2. Notification: An administrator shall hold an annual certificated staff meeting, or individual
1314 conferences, to review evaluation criteria and procedures the administrator shall follow
1315 in evaluating employees. All forms required in this evaluation process will be included in
1316 the contract or be available on-line.
1317
1318
- 1319 3. Self-Assessment (Step 1): Prior to the Pre-Observation Conference, the employee will
1320 complete an initial Self-Assessment. The employee will establish a personal growth plan
1321 based upon Self-Assessment results. The employee and their administrator will
1322 collaboratively agree on the goals and the plan.
1323
- 1324 4. Goal Setting and Planning Conference (Step 2): The employee and the evaluator shall
1325 meet in a goal setting conference. The purpose is to:
1326
- 1327 a. Provide an opportunity for self-assessment;
1328
- 1329 b. Identify personal professional goal areas for the evaluation including evidence to
1330 be gathered or considered;
1331
- 1332 c. Identify student growth goals and measures.
1333
- 1334 5. Optional Mid-year Review: The administrator and the employee may review the
1335 components of each criteria, with the corresponding evidence/artifacts that have been
1336 generated to that point in the school year. Components or criteria yet to be observed, or
1337 without evidence/artifacts will be noted for focus in the second half of the school year. A
1338 discussion regarding any components of the criteria below proficient at that time will
1339 include a review of the evidence/artifacts, review of the rubrics, and a discussion of what
1340 is needed to meet the proficient rating.
1341
- 1342 6. Artifacts and Evidence: The employee and the administrator will collect and share
1343 artifacts and evidence necessary to complete the evaluation. The employee may provide
1344 additional artifacts and evidence to aid in the assessment of the employee's professional
1345 performance against the instructional framework rubric, especially for those criteria not
1346 observed in the classroom. Any evidence submitted shall be used to determine the final
1347 evaluation score. All evidence, measures, artifacts and observations used in developing

the final summative evaluation score must be a product of the school year in which the evaluation is conducted.

Observation Procedures:

1. General: All observations shall be conducted openly and are to be conducted so as not to interfere unreasonably with the normal teaching-learning process. Scheduling of formal observations will be mutually agreed upon by the employee and evaluator. If an informal observation is scored below proficient, the employee may request an additional observation.

2. Frequency and Length:

a. All employees newly employed by the District shall be observed for the purpose of evaluation at least once for a total of observation time of thirty (30) continuous minutes during the first (90) calendar days of their employment.

b. During each school year, each employee (including new employees) shall be observed for the purpose of evaluation at least twice in the performance of their assigned duties. Total observation time for each employee for each school year be not less than sixty (60) minutes.

c. Employees in the third year of provisional status must be observed at least three (3) times in the performance of their assigned duties. The total observation time for the school year must not be less than ninety (90) minutes.

d. In addition to the required observations, administrators may make additional observations at any time during the school year.

3. Informal Observations:

a. An informal observation is a documented observation that is not required to be pre-scheduled.

b. An administrator may conduct any number of informal observations.

- 1383
- 1384 c. Informal observations do not have to be in the classroom. Department or collegial
- 1385 meetings may be used for informal observations.
- 1386
- 1387 d. All informal observations to be used for evaluation purposes shall be
- 1388 documented in writing using an observation report form. Observation notes will
- 1389 be shared in the online evaluation system.
- 1390
- 1391 e. A copy of the observation report shall be given to the employee within three (3)
- 1392 days after preparation or then (10) working days after the observation, whichever
- 1393 is less, otherwise the observation cannot be used in the evaluation.
- 1394
- 1395 f. Any time after an informal observation an employee may request a post
- 1396 conference to discuss the informal observation. The purpose of the informal
- 1397 observation conference is to discuss the observation. It may also include a
- 1398 review of the evaluator's and/or teacher's evidence related to the evaluative
- 1399 criteria specific to the observation, and/or additional evidence to aid in the
- 1400 assessment of the teacher's performance related to those evaluative criteria not
- 1401 observed in the lesson or classroom. If it is mutually agreed upon by teacher and
- 1402 evaluator that sufficient evidence exists for a proficient or higher rating for
- 1403 specified criterion, no further evidence is necessary.
- 1404

1405 4. Formal Observations:

1406

- 1407 a. A formal observation is a documented observation that has been pre-scheduled
- 1408 and mutually agreed upon prior to the observation.
- 1409
- 1410 b. Every employee will have a minimum of one (1) formal observation.
- 1411
- 1412 c. Pre-Observation Conference: The pre-observation conference shall be held prior
- 1413 to the formal observation. The employee and administrator will mutually agree
- 1414 when to conference. The purpose of the pre-observation conference is to discuss
- 1415 the employee's goals and to discuss such matters as the professional activities to
- 1416 be observed, their content, objectives, strategies, and possible observable
- 1417 evidence to meet the scoring criteria.

d. The administrator will document all formal observations using the format in the online evaluation system. A copy of the observation report shall be given to the employee within three (3) days after preparation or ten (10) working days after the observation, whichever is less, otherwise the observation cannot be used in the evaluation.

e. Post-Observation Conference:

- The post-observation conference will be held at a mutually agreed time, no later than ten (10) working days after the formal observation unless there is agreement by the employee and administrator to extend the timeline.
- The purpose of the post observation conference is to discuss the observation and to align the observation notes to scoring criteria. It may also include a review of the evaluator's and/or teacher's evidence related to the evaluative criteria specific to the observation, and/or additional evidence to aid in the assessment of the teacher's performance related to those evaluative criteria not observed in the lesson or classroom. If it is mutually agreed upon by teacher and the evaluator that sufficient evidence exists for a proficient or higher rating for specified criterion, no further evidence is necessary.
- If there is an area of concern, the administrator will identify criteria/components of concern. Collaboratively, they will discuss possible options to remedy the concerns(s) and document in the observation report.

5. Summative Evaluation Conference:

- a. After completion of the required observations and any required remediation and/or probation procedure, the evaluator shall complete a Summative Evaluation summary. It will include a rating for each criterion, a student growth rating, and an overall summative performance rating.

- 1453
- 1454 b. The administrator and employee shall meet to discuss the employee's
- 1455 summative score. The summative score, including the student growth score,
- 1456 must be determined by an analysis of evidence and artifacts. This analysis will
- 1457 assess the employee's performance over the course of the year or the period
- 1458 covered by the Summative Evaluation.
- 1459
- 1460 c. The employee and administrator are expected to collaborate in the review of
- 1461 evidence and artifacts as needed for each criterion to be scored.
- 1462
- 1463 d. The employee will sign two (2) copies of the Summative Evaluation. The
- 1464 signature of the employee does not, however, necessarily imply that the
- 1465 employee agrees with its contents.
- 1466
- 1467 e. Employees shall have the right to attach additional comments or a rebuttal to the
- 1468 Summative Evaluation.
- 1469

1470 Comprehensive Evaluation:

1471

- 1472 1. The Comprehensive Evaluation assesses all eight evaluative criteria. Student growth
- 1473 and all criteria contribute to the Annual Summary performance rating.
- 1474
- 1475 2. The following categories of the classroom teachers shall receive a Comprehensive
- 1476 Evaluation:
- 1477
- 1478 a. Classroom teachers who are provisional employees under RCW 28A.405.220;
- 1479
- 1480 b. Classroom teachers who received a Comprehensive Evaluation performance
- 1481 rating of unsatisfactory or basic in the previous school year;
- 1482
- 1483 c. Classroom teachers who are on probation.
- 1484
- 1485 3. All other classroom teachers shall receive a Comprehensive Evaluation at least once
- 1486 every six (6) years.
- 1487

Focused Evaluation:

1. A Focused Evaluation must be completed when a Comprehensive Evaluation is not required by the evaluator or the classroom teacher. Classroom teachers who received an overall Comprehensive Evaluation performance rating of Level 3-Proficient or above in the previous school year may complete a Focused Evaluation with approval from their principal by September 30. A teacher may be transferred from a Focused Evaluation to a Comprehensive Evaluation prior to December 15 at their request or at the discretion of the evaluator.
2. Criteria Selection: An employee and evaluator shall collaborate in the selection of one of the eight criteria plus professional growth activities specifically linked to the selected criteria. The selected criteria must be approved by the employee's evaluator and may have been identified in a previous evaluation as benefiting from additional attention or as identified in the self-assessment. A group of employees may focus on the same evaluation criteria and share professional growth activities.
3. The Focused Evaluation shall include the student growth rubrics of the selected criterion. If Criterion 3 or 6 are selected, evaluators shall use those student growth rubrics. If Criterion 1, 2, 4, 5, 7 or 8 is selected, Criterion 3 or 6 student growth rubrics will be used to meet the student growth annual requirement.
4. All classroom teachers are observed for the purposes of focused evaluation at least twice each school year in the performance of their assigned duties. As appropriate the evaluation of classroom teachers may include the observation of duties that occur outside of the classroom setting.
5. A summative score is determined using the most recent Comprehensive Evaluation score. This score becomes the Focused Evaluation score for any of the subsequent years following the evaluation in which the certificated classroom teacher is placed on a Focused Evaluation. Should a teacher provide evidence of exemplary practice on the chosen focused criterion, a level four (distinguished) score may be awarded by the evaluator.

6. An employee shall receive an overall summative performance rating based upon the evidence for the selected criterion and the student growth rubrics used in the evaluation. A teacher with a summative performance rating of basic or unsatisfactory shall be evaluated through the Comprehensive Evaluation process for the succeeding two school year.

Provisional Employees:

1. "Provisional Employees" are those who are within their first three (3) years of employment with the District, except for those who have at least two (2) years of certificated employment with another school district in the state of Washington. Those with such experience shall be provisional only during their first year of employment with the District.
2. All Provisional Employees who are new to the profession and whose performance is determined to be Proficient (Level 3) or Distinguished (Level 4) at the end of their second year of employment in the District may be removed from provisional status by the Superintendent.
3. If a Provisional Employee's job performance is unsatisfactory, the District will notify the Employee as soon as possible. Unless the employee chooses to opt out, the District will then notify the Association. The District will provide applicable support that may include: professional development, peer support, mentoring/coaching, peer observations, and other strategies designed to improve instructional practice.

Evaluation Documents

Only the final Summative Evaluation document, along with any comments submitted by the employee shall be kept in the personnel files.

Evaluation Results:

1. Evaluation results shall be used:
 - a. To acknowledge, recognize, and encourage excellence in professional performance;

1557

1558 b. To document the level of performance by a teacher of their assigned duties;

1559

1560 c. To identify specific areas in which the employee may need improvement
1561 according to the criteria included on the evaluation instrument;

1562

1563 d. To document performance by a teacher deemed unsatisfactory based on
1564 established evaluation criteria;

1565

1566 e. As one of the multiple factors in Human Resources and personnel decisions, only
1567 as defined in RCW 28A.405.100(8a).

1568

1569 2. Evaluation results shall not be:

1570

1571 a. Shared or published with any identifying information, except as required by law;

1572

1573 b. Shared or published without notification to the individual and Association, unless
1574 otherwise requested by the individual;

1575

1576 c. Used to solely determine assignment, placement, or job status of a teacher
1577 except as defined elsewhere in this agreement;

1578

1579 d. Used to determine any type of base or additional compensation.

1580

1581 3. The evaluation ratings of classroom teachers shall not be based on comparison to the
1582 evaluation ratings of other teachers in the District. Comparisons of evaluation ratings are
1583 only allowed as described in Article III, Section AA.

1584

1585 Comprehensive Evaluation Performance Scoring and Ratings

1586 Criterion Scoring: A classroom teacher shall receive a performance rating for each of the eight
1587 (8) evaluative criteria. Criteria shall include:

1588

1589 1. Centering instruction on high expectations for student achievement;

1590

1591 2. Demonstrating effective teaching practices;

1592

1593 3. Recognizing individual student learning needs and developing strategies to address
1594 those needs;

1595

1596 4. Providing clear and intentional focus on subject matter content and curriculum;

1597

1598 5. Fostering and managing a safe, positive learning environment;

1599

1600 6. Using multiple student data elements to modify instruction and improve student learning;

1601

1602 7. Communicating and collaborating with parents and the school community; and

1603

1604 8. Exhibiting collaborative and collegial practices focused on improving instructional
1605 practice and student learning.

1606

1607 Criterion-level ratings shall be based upon the preponderance of evidence. This evidence will
1608 consider the growth of the classroom teacher over time and the relevancy of the criterion to the
1609 classroom teacher's work assignment.

1610

1611 Overall Summative Rating: The overall summative performance rating is determined by totaling
1612 the eight (8) criterion-level ratings as follows:

1613

1614 1. 29-32 Distinguished

1615

1616 2. 22-28 Proficient

1617

1618 3. 15-21 Basic

1619

1620 4. 8-14 Unsatisfactory

1621

1622 Note: The overall summative performance rating of Distinguished will be altered if the
1623 evaluation contains a low student growth score.

1624

1625 Student Growth Rating

Embedded in the instructional framework are five (5) components designed as student growth components. These components are embedded in criteria as 3.1, 3.2, 6.1, 6.2, and 8.1. Student growth will be taken from multiple sources, and must be appropriate and relevant to the teacher's assignment. Student growth data include formative and summative assessment data. Student achievement data that does not measure growth between two points in time shall not be used to calculate a teacher's student growth criterion score.

Upon completion of the overall summative scoring process, the evaluator will total the ratings for each of the five student growth components to determine a student growth rating as follows:

1. 18-20 High
2. 13-17 Average
3. 5-12 Low

The student growth rating will be factored into the final summative performance rating as follows:

1. A student growth score of "1" in any of the rubrics will result in an overall Low Student Growth rating.
2. A teacher who receives a Distinguished rating and a Low Growth rating will receive an overall evaluation rating of Proficient.

Low Student Growth Rating

Within two months of receiving the low student growth score or at the beginning of the following school year, the teacher and the evaluator shall engage in a student growth inquiry process and initiate one or more of the following:

1. Examine student growth data in conjunction with other evidence including observation, artifacts, and other students and teacher information based on appropriate classroom, school, school district and state-based tools and practices;

2. Examine extenuating circumstances which may include one or more of the following:
Goal setting process, content and expectations, student attendance, extent to which standards, curriculum and assessment are aligned;
3. Schedule monthly conferences focused on improving student growth to include one or more of the following topics: Student growth goal revisions, refinement, and progress; best practices related to instruction areas in need of attention; best practices related to student growth data collection and interpretation;
4. Create and implement a professional development plan to address student growth areas.

Support for Employee with Basic or Unsatisfactory Ratings

1. If an employee with more than five (5) years of experience receives a comprehensive summative score below Proficient the employee must be formally observed before October 15 the following year. If the first Formal Observation in that following year results in ongoing and specific performance concerns, a plan of assistance will be completed prior to completion of the Comprehensive Annual Summary. A collaboratively agreed upon plan of assistance will include supports such as: professional development, peer support, mentoring/coaching, peer observations, and other strategies designed to improve professional standards. If the evaluator and employee are unable to agree upon a mutually acceptable plan, the evaluator shall prepare and deliver an improvement plan to the employee.
2. No employee shall be placed on probation unless a plan of assistance has been given to the employee in the current or prior school year and at least thirty (30) working days were provided after the employee's receipt of the assistance plan to remediate the area(s) of deficiency(ies).
3. As provided by law, an employee on a continuing contract who has been assigned to teach outside of their endorsements shall not be subject to nonrenewal or probation based on evaluation of their teaching effectiveness in out-of-endorsement assignment.

Probation

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1. At any time after October 15, if it is determined that the performance of an employee is not judged satisfactory based on the established evaluation criteria, the evaluator will meet with the employee and present a written report. The report shall include the following:

a. Specific areas of performance deficiencies identified from the instructional framework;

b. A specific and reasonable program plan, developed collaboratively and designed for their improvement.

2. The following Summative Evaluation performance ratings on the evaluation criteria mean a classroom teacher's work is not judged satisfactory:

a. Unsatisfactory (Level 1); or

b. Basic (Level 2) if the classroom teacher is a continuing contract employee under RCW 28A.405.210 with more than five (5) years of teaching experience and if the Level 2 Annual Summary performance rating has been received for two (2) consecutive years or for two (2) years within a consecutive three-year (3) time period.

3. The employee shall have the right, upon request, to a confidential conference with the principal prior to any decision by the Administration to place the employee on probation.

4. The evaluator shall place the employee in probationary status for a period of not less than sixty (60) working days.

5. Procedure during Probationary Period:

a. Limit on Transfer or Reassignment during Probationary Period: During the period of probation, the employee may not be transferred from the supervision of the original evaluator. Improvement of performance or probable cause for nonrenewal must occur and be documented by the original evaluator before any

1729 consideration of a request for transfer or reassignment as contemplated by either
1730 the individual or district.

- 1731
- 1732 b. Plan Review: During the probationary period the evaluator shall meet with the
1733 employee at least twice monthly to supervise and make a written evaluation of
1734 the progress made by the employee. The evaluator may recommend to the
1735 Superintendent, prior to the completion of probation, that probation should be
1736 terminated due to the remediation of the deficiency(ies) as stated in the
1737 probationary notice.

- 1738
- 1739 c. Procedures to be included for Observable Deficiencies:

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- 1741 • Pre-Observation Conference: A pre-observation conference shall be
1742 conducted between the probationary employee and the evaluator after
1743 each formal observation at which time the parties shall discuss the areas
1744 of criteria that will be observed by the evaluator.
 - 1745
 - 1746 • Additional Observation Requirements: Any formal observations
1747 conducted by the evaluator shall not be less than twenty (20) continuous
1748 minutes in length, shall be structured so as not to interfere unreasonably
1749 with the normal teaching learning process of the class, and shall be
1750 conducted with the full knowledge of the probationary employee.
 - 1751
 - 1752 • Post-Observation Conference: Following each formal observation, a
1753 post-observation conference between the evaluator and the employee
1754 shall occur. At that time a copy of the evaluator-completed form and
1755 working notes shall be provided to the employee. The parties shall
1756 discuss the contents of the form and the progress being made with
1757 respect to the deficiency(ies) specified in the notice of probationary
1758 status, along with written recommendation for improvement and future
1759 remediation efforts. Employees are encouraged to work collaboratively
1760 with the administrator to develop recommendations.
- 1761

- 1762 • Informal Observation: The evaluator may conduct any reasonable
1763 number of informal observations under the same procedures as in the
1764 regular evaluation process (including documentation).
1765
1766 d. Collegial Assistance: A probationary employee shall have the right to request an
1767 observation or other appropriate help from one (1) or more fellow employees
1768 during the probationary period for the purpose of obtaining constructive
1769 suggestions to overcome specific deficiency(ies). Release time for this purpose
1770 shall be granted by the District, upon mutual agreement of the requesting
1771 employee and the evaluator.
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1773 6. Evaluator's Post-Probation Summative Evaluation to the Superintendent:
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- 1775 a. The evaluator shall submit a Summative Evaluation which shall specify the
1776 number of observations and include all evaluation forms utilized in the evaluation
1777 process. This evaluation shall be submitted to the Superintendent, the
1778 Association, and Employee at the end of the probationary period. The evaluation
1779 shall identify the performance of the probationary employee and shall set forth
1780 one (1) of the following recommendations for further action:
1781

- 1782 • That the employee has demonstrated sufficient improvement in the stated
1783 areas of deficiency to justify the removal of the probationary status; or
1784
1785 • That the employee has demonstrated sufficient improvement in the stated
1786 areas of deficiency to justify the removal of the probationary status
1787 accompanied by a letter identifying areas where further improvement is
1788 required; or
1789
1790 • That the employee has not demonstrated sufficient improvement in the
1791 stated areas of deficiency and action should be taken to non-renew the
1792 employment contract of the employee.
1793

- 1794 7. Action by the Superintendent: Following a review of the Evaluator's Post-Probation
1795 Summative Evaluation, the Superintendent shall determine which of the alternative
1796 courses of action is proper and shall take appropriate action as outline below:

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- a. Days may be added if deemed necessary to complete a program for improvement and evaluate the employee's performance, as long as the probationary period is concluded before May 15 of the same school year.

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- b. The probationary period may be extended into the following school year if the employee has five or more years of teaching experience and has an Annual Summary performance rating as of May 15 of less than Level 2.

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- c. Alternative Assignment: Immediately following the completion of a probationary period that does not produce performance changes detailed in the initial notice of deficiencies and improvement program, the employee may be removed from their assignment and placed into an alternative assignment for the remainder of the school year. This reassignment may not displace another employee nor may it adversely affect the probationary employee's compensation or benefits for the remainder of the employee's contract year. If such reassignment is not possible, the District may, at its option, place the employee on paid leave for the balance of the contract term.

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- d. Lack of necessary improvement during the established probationary period as specifically documented in writing with notification to the employee constitutes grounds for a finding of probable cause under RCW 28A.405.300 or 28A.405.210.

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1821 Non-Renewal:

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1. Per RCW 28a.405.100(4)(c), when a continuing contract employee with five (5) or more years of experience receives an Annual Summary performance rating below Level 2 for two (2) consecutive years, the school district shall, within ten (10) working days of the completions of the second summative comprehensive evaluation or May 15, whichever occurs first, implement the employee notification of discharge as provided in RCW 28A.405.300.

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2. The employee who is, at any time, issued a written notice of probable cause for non-renewal or discharge by the Superintendent pursuant to this Section shall have ten (10)

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calendar days following receipt of said notice to file any notice of appeal as provided by statute and retains all rights and timelines as provided by this Agreement.

CERTIFICATED NON-CLASSROOM TEACHERS

The evaluation procedure shall recognize high levels of performance and encourage improvement in specific, identifiable areas through the systematic assessment of the instructional program. It shall be understood by the parties that the purpose of this evaluation procedure is to improve the instructional program being offered by the District.

1. EVALUATION

a. Responsibility for Evaluation: Within each school the principal or designee shall be responsible for the evaluation of non-classroom certificated employees assigned to that school. An employee assigned to more than one school shall be evaluated by one principal with input from the other principals from each school. The administrative organization plan of the school district shall be used to determine lines of responsibility for evaluation for any non-classroom certificated employee who is not regularly assigned to any school. Any superintendent, principal, or other supervisor may designate other supervisory certificated staff members to assist in the observation and evaluation process. Prior to the beginning of the evaluation process, the administrators of each building shall meet with the staff to review and discuss the evaluation procedure and criteria.

b. Evaluation Criteria: All non-classroom certificated employees shall be evaluated in accordance with the criteria set forth in the addendum attached to this agreement, which is hereby made a part of this policy. Student standardized test scores (including criterion referenced tests) will not be used in any way to evaluate non-classroom certificated employees. Evaluation required or permitted hereunder shall be documented on the evaluation report forms attached to this agreement as Appendix A, B, and C.

c. Required Evaluations:

- 1868 • All non-classroom certificated employees newly employed by the school
1869 district shall be evaluated within the first ninety (90) calendar days of the
1870 commencement of their employment.
- 1871
- 1872 • If a non-classroom certificated employees, including new non-classroom
1873 certificated employees, shall be evaluate annually, such evaluations to be
1874 completed no later than June 1, of the year in which the evaluation takes
1875 place.
- 1876
- 1877 • If a non-classroom certificated employee is transferred to another position
1878 not under the supervisor's jurisdiction, an evaluation shall be made at the
1879 time of transfer.
- 1880
- 1881 • If a non-classroom certificated employee resigns during the school year, a
1882 final evaluation shall be completed prior to the resignation date.
- 1883
- 1884 d. Additional Evaluations: In addition to the evaluation required under paragraph 2c,
1885 principals and other supervisors may make evaluation at any time during the
1886 school year. Evaluations may cover individual observations or such periods of
1887 time as may be identified in the evaluation report.
- 1888
- 1889 e. Constraining Factors: Each evaluation report shall note if there are constraining
1890 factors present in the evaluation setting. (Such factors may include, but are not
1891 limited to: case load, availability of supplies and materials, physical facilities,
1892 adequate preparation time, administrative support in dealing with discipline
1893 problems, existence of District course and curriculum guidelines.)
- 1894
- 1895 f. Long Form Observation Criteria: Minimum Observation Criteria: During each
1896 school year each non-classroom certificated employee shall be observed for the
1897 purpose of evaluation at least twice in the performance of their assigned duties.
1898 Total observation time for each non-classroom certificated employee for each
1899 school year shall be not less than sixty (60) minutes. A minimum of one (1)
1900 observation for a total of observation time of thirty (30) minutes shall be required
1901 in connection with the evaluation of non-classroom certificated employees under
1902 paragraph 2c.

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- g. Short Form Evaluation Criteria: After a non-classroom certificated employee has four (4) years of satisfactory long form evaluations, certificated staff members may have the option of receiving a short form evaluation. The short form of evaluation must include a sixty (60) minutes observation during the school year with a written summary. The regular long form evaluation process must be followed at least once every three (3) years and either the non-classroom certificated employee or evaluator may request that the regular evaluation process be followed in any given school year. The short form evaluation process may not be used as a basis for determining that a non-classroom certificated employee's work is unsatisfactory or as probable cause for the non-renewal of a non-classroom certificated employee's contract.

The District's long and short form evaluation form is identified in Appendix C.

h. Evaluation Procedures:

- Prior to the required observation under paragraph 2c., the evaluator and the non-classroom certificated employee shall meet to mutually understand the intent of the evaluation, possible constraining factors, the goals and objective of the non-classroom certificated employee to be observed during the evaluation, and to establish the date for the evaluation.
- Following each observation, or series of observations under 2c., the principal or other evaluator shall promptly document the results thereof using the evaluation report form attached to this policy. The non-classroom certificated employee shall be provided with a copy of the evaluation report within three (3) days after such report is prepared and the non-classroom certificated employee may discuss the report with the evaluator.
- Following the completion of each evaluation report required under paragraph 2c., a meeting shall be held between the principal or other supervisor and the non-classroom certificated employee to discuss the report. The non-classroom certificated employee shall sign the District's

1939 copy of the evaluation report to indicate that they have received a copy of
1940 the report. The signature of the non-classroom certificated employee
1941 does not, however, necessarily imply that the non-classroom certificated
1942 employee agrees with the contents of the evaluation report. If the non-
1943 classroom certificated employee chooses, they may attach a rebuttal to
1944 the evaluation within fourteen (14) calendar days of the post conference
1945 date.

1946
1947 • Each evaluation report required under paragraph 2c., shall be promptly
1948 forwarded to the school district's personnel office for filing in the non-
1949 classroom certificated employee's personnel file. Evaluation reports other
1950 than those required under paragraph 2c., shall not be filed in the non-
1951 classroom certificated employee's personnel file unless either the
1952 supervisor or the non-classroom certificated employee elects to the
1953 contrary. If the supervisor elects to include the evaluation in the personnel
1954 file, the non-classroom certificated employee may attach a rebuttal within
1955 fourteen (14) calendar days of the post-conference date.

1956
1957 • In the event that any evaluation report for non-classroom certificated
1958 employees in their first year of their assignment, after receiving their
1959 certificate, indicates that the non-classroom certificated employee's
1960 overall performance has been unsatisfactory, the principal or other
1961 supervisor and the non-classroom certificated employee shall attempt to
1962 develop a mutually agreeable written plan designed to improve the non-
1963 classroom certificated employee's effectiveness in the deficient areas. In
1964 connection with the development of such plan, consideration should be
1965 given to utilizing the services of available supervisory resource persons to
1966 observe the non-classroom certificated employee's performance and
1967 make recommendations for improvement. If the supervisor and non-
1968 classroom certificated employee are unable to agree upon a mutually
1969 acceptable plan, the supervisor shall prepare and deliver such
1970 improvement plan to the non-classroom certificated employee.

1971
1972 The intend of this language is to afford non-classroom certificated
1973 employees, in their first year on provisional status, some extra assistance.

1974 However, non-classroom certificated employees in their second and last
1975 year of provisional status, including those non-classroom certificated
1976 employees who transfer to Hockinson from another district in Washington,
1977 are excluded from these provisions. The definitions of provisional status
1978 in RCW 28A.405.220 guide this section.

1979

1980 2. PROBATION

1981

1982 a. Supervisor's Report: In the event that a principal or other supervisor determines
1983 on the basis of the evaluation criteria that the performance of a non-classroom
1984 certificated employee under their supervision is unsatisfactory, the supervisor
1985 shall follow the guidelines and timeline in RCW 28A.405.100. The report shall
1986 include a recommended specific and reasonable program designed to assist the
1987 non-classroom certificated employee in improving their performance.

1988

1989 b. Establishment of Probationary Period: If the Superintendent concurs with the
1990 supervisor's judgement that the performance of the non-classroom certificated
1991 employee is unsatisfactory, the Superintendent shall place the non-classroom
1992 certificated employee in a probationary status in the times and manner provided
1993 under RCW 28A.405.100. The non-classroom certificated employee shall be
1994 given written notice of the action by the Superintendent. Notice shall contain the
1995 following information which is detailed in the statute:

1996

1997 • Specific areas of performance deficiencies.

1998

1999 • A suggested specific and reasonable program for improvement

2000

2001 • A statement indicating the duration of the probationary period and that the
2002 purpose of the probationary period is to give the non-classroom
2003 certificated employee the opportunity to demonstrate improvement in their
2004 areas of deficiency.

2005

2006 c. Right to Representation: Upon receipt of the notice placing the non-classroom
2007 certificated employee in a probationary status, the non-classroom certificated
2008 employee shall have the right to have, upon request, an Association

2009 representative present at all subsequent meetings relating to their probationary
2010 status.

2011

2012 d. Evaluation during the Probationary Period:

2013

2014 • At or about the time of the delivery of a probationary letter, the principal or
2015 other supervisor shall hold a personal conference with the probationary
2016 non-classroom certificated employee to discuss performance deficiencies
2017 and the remedial measures to be taken. When appropriate, the supervisor
2018 shall authorize one additional supervisory certificated non-classroom
2019 employee to evaluate the probationer and to aid the non-classroom
2020 certificated employee in improving their areas of deficiency.

2021

2022 • During the probationary period, the principal or other evaluator shall meet
2023 with the probationary non-classroom certificated employee at least twice
2024 monthly to supervise and make a written evaluation of the progress, if
2025 any, made by the non-classroom certificated employee. The provisions of
2026 paragraph 2h, two (2) and three (3) shall apply to the documentation of
2027 evaluation reports during the probationary period.

2028

2029 • The probationary non-classroom certificated employee may be removed
2030 from probation at any time if they have demonstrated improvement to the
2031 satisfaction of the principal or other supervisor in those areas specifically
2032 detailed in their notice of probation.

2033

2034 e. Supervisor's Post-Probation Report: Unless the probationary non-classroom
2035 certificated employee has previously been removed from probation, the principal
2036 or other supervisor shall submit a written report to the Superintendent at the end
2037 of the probationary period. The report shall identify whether the performance of,
2038 the probationary non-classroom certificated employee has improved, and which
2039 shall set forth one of the following recommendations for further action:

2040

2041 • That the non-classroom certificated employee has demonstrated
2042 sufficient improvement in the stated areas of deficiency to justify the
2043 removal of the probationary status, or

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- That the non-classroom certificated employee has demonstrated sufficient improvement in the stated areas of deficiency to justify the removal of the probationary status if accompanied by a letter identifying areas where further improvement is required, or
 - That the non-classroom certificated employee has not demonstrated sufficient improvement in the stated areas of deficiency and action should be taken to non-renew the employment agreement of the non-classroom certificated employee.
- f. Action by the Superintendent: Following a review of any report submitted pursuant to paragraph 2e, the Superintendent shall determine which of the alternative courses of action is proper and shall take appropriate action to implement such determination. In the event that the Superintendent determines that the non-classroom certificated employee has not demonstrated sufficient improvement in the stated areas of deficiency, the Superintendent shall make a determination of probable cause of the non-renewal of the non-classroom certificated employee's contract and shall provide written notice thereof to the non-classroom certificated employee on or before the date specified in RCW 28A.405.

2066 **SECTION Q. COMMUNICATION WITH BUILDING ADMINISTRATORS**

2067

2068 A building level communication team (not to exceed four (4) persons) will be selected by the
2069 Association members in each building to meet on a scheduled basis (a minimum of four (4)
2070 meetings per school year) with each building principal. The purpose of these scheduled
2071 meetings will be to foster two-way communication and resolve issues in a format that is more
2072 personal than regular staff meetings and less formal than the grievance process. The time,
2073 place and duration of such meetings will be mutually agreed upon by the building principal and
2074 the building team. Any records or minutes of such meetings, if kept, will be furnished to both the
2075 Association and the principal. It is the responsibility of the members to schedule meetings with
2076 their building administrator.

2077

2078 **SECTION R. STUDENT DISCIPLINE PROCEDURE**

2079
2080 The maintenance of reasonable order and discipline is necessary for the creation and
2081 continuation of an acceptable learning and teaching environment. Procedures in Chapter
2082 180-40 WAC, School District Policy Series 3000 et. al. and building or student handbooks shall
2083 be followed.

2084
2085 It is the responsibility of the building administrator to notify appropriate staff as soon as possible
2086 of any major disciplinary action imposed due to behavior for students that they serve.

2087
2088 Administration and staff will review and update each building's discipline and attendance
2089 procedures prior to the start of the student school year.

2090
2091 Any certificated employee who experiences physical injury by a student's action which results in
2092 an approved workers compensation time-loss claim will be granted supplemental administrative
2093 leave in lieu of sick leave to top off their workers compensation time loss pay until their doctor
2094 releases them to return to work or for a period not to exceed 15 working days, whichever occurs
2095 first.

2096
2097 District granting of administrative leave to an employee pursuant to this provision does not
2098 constitute an admission on the part of the District regarding responsibility or liability for the
2099 incident that resulted in the employee's injury.

2100
2101 **SECTION S. PROFESSIONAL ENHANCEMENT FUND AND OPTIONAL USE FUND**

2102
2103 The District will provide \$900.00 per certificated employee. This fund is not intended to supplant
2104 annual building supplies and materials budgets provided by the district. Unless the employee
2105 notifies the district in writing by August 10, any unused enhancement funds will automatically roll
2106 over into the next year solely for professional development. Roll overs can be made to a max of
2107 \$1,800 in rolled funds. This in addition to a current year allotment would provide the employee
2108 with a maximum expenditure of \$2,700. Should the employee terminate their employment
2109 without expending their rolled professional development funds, the funds will be transferred to
2110 the pool. This fund is to be used for professional development activities and other optional
2111 charges and reimbursements as listed below including taxes and benefits:

- 2112
2113 1. College tuition and textbooks.

- 2114
- 2115 2. Registration for workshop, conference, or seminar.
- 2116
- 2117 3. Travel expenses to workshop, conference, or seminar:
- 2118
- 2119 a. Transportation.
- 2120
- 2121 b. Meals.
- 2122
- 2123 c. Lodging.
- 2124
- 2125 4. College credit fees associated with workshop, conference, and seminar.
- 2126
- 2127 5. Clock hour fees.
- 2128
- 2129 6. Substitute costs for professional development.
- 2130
- 2131 7. National Board for Professional Teaching Standards (National Certification) costs.
- 2132
- 2133 8. Extra supplemental work hours at per diem (maximum of \$900).
- 2134
- 2135 9. Professional supplies, materials and enhancements for classroom use which remain the
- 2136 property of the district, with principal signature.
- 2137
- 2138 Clock hours must be offered by an approved Washington clock hour provider and credits must
- 2139 be submitted on official transcripts from accredited universities to be considered for salary
- 2140 placement. It shall be the employee's responsibility to verify that transcripts for credit/clock
- 2141 hours taken are submitted to ESD 112 to be entered on their ESD transcript. ESAs may submit
- 2142 CEUs in lieu of clock hours. Clock hours or CEUs for ESA staff will continue to be counted as
- 2143 college credit for placement purposes, with ten (10) clock hours/CEUs equaling one (1) credit
- 2144 hour.
- 2145
- 2146 Each employee's unused amount will be pooled so that members using more than their granted
- 2147 amount could be reimbursed from the pool for individual expenditures exceeding their granted
- 2148 amount. Reimbursement and charges will be up to the maximum available in the pool.

2149

2150 If total expenditures for members exceed the pool, all members will then be reimbursed a
2151 portion of their expenses for staff development expenses #s 1-7 in this section (S) on a pro rata
2152 basis until the pool money is utilized. Reimbursement for excess expenditures above the grant
2153 amount will take place in August of each year following the school year in which expenses
2154 occurred for classes taken prior to August 1. All claims for reimbursement must be submitted to
2155 the district office by August 15.

2156

2157 Expenses for classes taken in August may be reimbursed either in August (claim submitted by
2158 August 15) or in the following school year. However, the expenditures shall become a part of
2159 total dollars available for the fiscal year in which reimbursement occurs. Maximum dollars
2160 available for the Association in any year will not be exceeded. The pool will be non-cumulative
2161 from year to year.

2162

2163 Certificated employees will be paid at their per diem rate for the District sponsored mandatory
2164 in-service days. Certificated employees may be compensated for voluntary participation in staff
2165 development or other approved work from this fund.

2166

2167 **SECTION T. SPECIAL SUPPLEMENTAL CONTRACT OPPORTUNITIES**

2168

2169 It is agreed that \$20,000 will be allocated each school year for individual staff or staff teams to
2170 apply for supplemental work time to evaluate, plan and implement programs and procedures
2171 pertaining to improving student achievement, approved in advance by the Superintendent or
2172 their designee. The hours will be paid at the District's curriculum rate with a \$1,500 ceiling on
2173 any one individual's activity. The application window will be open May 1-May 31 each year for
2174 the following school year. Recipients will be announced by email prior to summer break.
2175 Payment for recipients will be made in the school year for which the award was made.

2176

2177 **SECTION U. NATIONAL BOARD CERTIFICATION**

2178

2179 Two (2) District-paid days of release time shall be provided to certificated employees working
2180 toward National Board Certification, National Board Certification Maintenance of Certification
2181 during their candidacy period. In the event that the candidate fails to complete the certification
2182 process by the deadline specified by the program, the certificated employee will be required to
2183 reimburse the District for the substitute costs of these days.

2184

2185 Hockinson School District agrees to pay reimbursement for successful renewal costs for ESAs
2186 and an annual stipend of \$200 for ESAs who gain national certification/recognition, only in years
2187 that the state sends down National Board Certified Teacher (NBCT) stipends.

2188

2189 Hockinson School District agrees to pay renewal costs for NBCT should the state discontinue
2190 the NBCT stipend and reimburse the cost of all successful renewals of both NBCT and ESA
2191 Board Certifications i.e. SLP, Psych, OT, etc.

2192

2193 **SECTION V. SCHOOL NURSE**

2194

2195 The Hockinson School District shall provide the services for one 1.5 FTE qualified school nurse
2196 per 2,000 full-time equivalent (FTE) students in K-12, prorated on student FTE. This person
2197 shall provide a systematic method of medical record keeping.

2198

2199 **SECTION W. SCHOOL COUNSELORS**

2200

2201 The elementary School Counselor/Social Worker shall receive twenty-two and one-half (22.5)
2202 hours of supplemental contract hours paid on an annual contract, prorated based on FTE. The
2203 District is committed to providing social emotional skill development as part of the elementary
2204 assignment.

2205

2206 Grades 6-12 counselors shall receive sixty (60) hours of supplemental contract hours to be paid
2207 on an annual contract, prorated based on FTE. These hours are to be used before, during and
2208 after the school year to orient, forecast, and schedule students, as well as provide assistance
2209 with college and/or scholarship applications. Counselors will not be required to build the Master
2210 Schedule.

2211

2212 Grades 9-12 counselors shall receive an additional thirty (30) hours of supplemental contract
2213 hours to be paid on an annual contract, prorated based on FTE. These hours will include
2214 working with students to complete High School and Beyond plans.

2215

2216 Minimum staffing starting 2024-2025 school year:

2217

2218 Elementary School – the district is committed to adding a 0.5 FTE - Counselor, social emotional
2219 (mental health), social worker, or BCBA. In collaboration with the BLT, the administration will

2220 make the decision on what best serves student needs. (Currently the elementary school has
2221 one (1) Social Worker and shares the BCBA with the whole district.

2222

2223 Middle School – minimum of one (1) counselor

2224

2225 High School – minimum of one (1) counselor per 400 students

2226

2227 **SECTION X. SPECIAL PROGRAMS EDUCATION**

2228

2229 **BEHAVIORAL SUPPORT**

2230

2231 Board Certified Behavior Analyst (BCBA) Caseload: 2,000

2232 BCBA Paraeducator support: 1 general program RBT per BCBA

2233 Overload Pay: overload pay is \$100 per month for every 100 students (FTE) over population
2234 limit on count date.

2235

2236 **MULTI-LANGUAGE LEARNER SUPPORT**

2237

2238 Multi-Language Education Specialist (MLES) shall not be responsible for directing the program
2239 or ensuring compliance.

2240 MLES Caseload: 1 FTE for 100 students

2241 MLES Paraeducator support: minimum of 0.5 FTE (3 hours) increased to 1.0 FTE (6 hours) if
2242 over 100 students in the program

2243 Overload Pay: overload pay is \$30 per month per student on count date

2244 **SPECIAL EDUCATION**

2245

2246 Special Education staff shall receive a supplemental contract equal nine (9) days, prorated
2247 based on FTE.

2248

2249 Special education staff, upon request, may receive prearranged release time or the equivalent
2250 per diem rate supplemental pay for the purpose of completing tasks related to due process
2251 requests for students not on their caseload.

2252

2253 Special education staff shall create a schedule that includes contracted planning time. When
2254 planning time cannot be scheduled, staff shall meet with building administration to create a
2255 schedule that includes the contracted planning time. For intermittent planning time loss
2256 (behavior escalation) staff may claim missed planning time on a certificated time sheet. If
2257 contracted planning time cannot be arranged on an on-going basis thru discussion with building
2258 administration, staff will contact the Director of Special Education to discuss options and/or
2259 arrange a supplemental contract.

2260

2261 Special education staff will be provided access to the same working conditions, overload
2262 compensation, planning time, and instructional materials as general education staff.

2263

2264 Special education staff will not be required to cover breaks for paraprofessional staff. Special
2265 education staff will be compensated up to ½ day of per diem per semester for writing
2266 paraeducator support schedules. This time will be claimed on a timesheet.

2267

2268 If an administrator is unable to attend and IEP/Evaluation meeting, it will be the responsibility of
2269 the administrator to find a suitable replacement.

2270

2271 Any license issued by department of health for the purpose of billing Medicaid services will be
2272 paid by the district.

2273

2274 Special Education IEP Caseloads are based on the following guidelines. These are not program
2275 guidelines as student needs are fluid. All students are general education students first. These
2276 guidelines will not be used for student placement, as that will be determined by the IEP team.
2277 Due to the unique needs of each individual student, final determination may be made in
2278 consultation with case manager and director.

2279

2280 Preschool: Students with IEPs attending the Hockinson preschool program.

2281

2282 Social Emotional/Behavior Support: students with goals related to significant behavior and who
2283 may be a danger to themselves and/or others.

2284

2285 Learning Support: provides support to students who are accessing the majority of their
2286 education in general education. These students do not meet the criteria for Developmental &
2287 Transitional Support or Social Emotional Behavior Support categories. They need support in

2288 specific social/emotional/behavioral and/or academic area(s). Learning support provides
2289 specially designed instruction to support students' learning based on their unique strengths and
2290 needs.

2291

2292 Developmental & Transitional Support (Elementary, Middle School, High School, 18-21):
2293 provides specially designed instruction for those students who have significant delays and/or
2294 disabilities (2 standard deviations below the mean in 4 or more qualifying areas -
2295 academic/cognitive, behavior/social/emotional, adaptive, fine motor, gross motor,
2296 communication) that interfere with their cognitive, physical, and/or behavioral abilities to the
2297 extent that they need a significantly modified curriculum. This program is designed to provide
2298 each student with the adaptive skills necessary to eventually live as independently as possible.

2299

2300 Special Education IEP Caseloads are as follows:

2301

- 2302 1. Preschool – 16
- 2303 2. Social Emotional Behavior Support Resource – 16
- 2304 3. Learning Support Resource – 26
- 2305 4. Developmental Support Resource – 14
- 2306 5. Transitional Support – 14

2307

2308 Special education teacher overload pay is \$120 a month per student on count date.

2309

2310 In the event that the District creates a blended caseload where students form varying
2311 developmental designations are assigned to the same case manager, the case maximum shall
2312 be determined by taking a percentage of the case load from each designation. Example: 6
2313 elementary behavior students would count as half of a case load and 14 elementary resource
2314 students would count as the other half.

2315

2316 SLP – 48 (consult counts as 1)

2317 OT – 60 (consult counts as .75)

2318 PT – 60 (consult counts as .75)

2319 SLP/OT/PT overload pay is \$30 per month per student on count date

2320

If instruction is provided by the SLP/OT/PT as part of the evaluation process for four plus (4+) weeks, this will be reported to the district office special programs department. Each of these students will count as one (1) student towards the month on count day.

Para-Support Caseloads are as follows:

1. Social Emotional Resource – One (1) 6.0 hour para per eight (8) students, prorated per student, excluding students needing 1:1 para in student count.
2. Elementary Resource – One (1) 6.0 hour para per 20 students, prorated per student, excluding students needing 1:1 para in student count.
3. Developmental Resource – One (1) 6.0 hour para per 5 students, prorated per student, excluding students needing 1:1 para in student count.
4. Secondary Resource – One (1) 6.0 hour para per 26 students, prorated per student, excluding students needing 1:1 para in student count.
5. Pre-school – One (1) 3.0 hour para per 5 special education students, prorated per student, excluding students needing 1:1 para in student count.

If a teacher has less than the maximum caseload, and the program is taught by more than 1 teacher, the para support may be prorated between the teachers. The minimum general para support per program will be 1 para-educator (prorated for preschool).

Psychologist Caseload is as follows:

1. Psychologist P-5 900 and 6-12 1,100
2. Psychologist overload pay is \$100 per month for every 100 students (FTE) over population limit on count date.

The staff that will most likely serve the student on their caseload should write the initial IEP.

Planning time for Co-Teaching (Special Education/General Education):

2357 One half (1/2) day of paid release time shall be provided to each certificated teacher per class to
2358 meet together to prepare for the co-taught class(es) each semester. A substitute shall be
2359 provided at one half (1/2) day increments scheduled at the discretion of the employees.
2360 Employees may opt to meet outside of the regular work day in lieu of a substitute and submit a
2361 certificated time card for compensation for the requisite time. This time may be reported in one
2362 (1) hour increments, up to a maximum of four (4) hours for each co-taught class. Certificated
2363 staff will be provided common planning time periods to allow for collaboration between the
2364 general education and special education teachers who co-teach.

2365

2366 General education teachers (1 per meeting) who are required to attend initial evaluation, re-
2367 evaluation, or IEP meetings will receive per diem for meetings that go beyond the regular work
2368 day and/or which supplants the employee's regularly scheduled preparation time. General
2369 education teachers will need to document the additional time worked beyond the contracted day
2370 or in place of their regularly scheduled preparation time on a certificated time sheet and submit
2371 to the IEP administrator for approval.

2372

2373 **Integrated Teaching and Inclusionary Practices**

2374

2375 For the life of this contract, a paraeducator or special education teacher will be available to help
2376 deliver the academic SDI minutes daily in the general education classrooms when there is a
2377 cluster of 3 or more students in need of SDI and twice a week when there are 1 or 2 students in
2378 need of SDI.

2379

2380 In recognition of implementing inclusionary practices, for the length of the contract, general
2381 education staff who have three or more students receiving SDI in the academic areas taught in
2382 their classroom and the special education staff supporting them can receive 11.25 hours per
2383 diem on a supplemental contract. Other instructional staff can receive up to 7.5 hours per diem
2384 on a supplemental contract for gaining skills and knowledge for implementing inclusionary
2385 practices via consultation with special services staff or PD outside of contract time. (One (1)
2386 supplemental contract may be submitted in June for either the 11.25 or 7.5 hours.)

2387

2388 HSD and HEA will establish a joint procedural review committee to monitor, suggest
2389 modifications, and report on the effectiveness of the inclusionary practices and their impact on
2390 students and staff. HSD can appoint five administrators to sit on the committee if they desire.

2391

Near the end of each semester, the joint committee will send out a survey to all educators in order to get their professional opinion based on observation of student engagement, growth and of member workload. The results of this survey, student data, and committee input will determine whether or not the contract will be reopened regarding inclusionary practices and special education. The committee will create an evaluative rubric at the beginning of the year with criteria for the reopener. This rubric will be approved by the HEA bargaining team.

SECTION Y. JOB SHARING

1. Sharing will be mutually agreed upon by the participating staff and administrator.
2. Participant agrees to full-time work if the other job-sharing teacher resigns or does not wish to continue until the District secures a satisfactory replacement or until the end of the current school year. The District will make a good faith effort to secure a replacement.
3. Participant will attempt to serve as a substitute for the other job-sharing certificated employee in the event of absence.
4. Participants are expected to attend staff meetings, parent-teacher conference, curriculum days, and in service as required by the building principal.
5. Job-shares will be expected to participate on school committees in a manner which will be equitable to both persons.
6. Time worked on non-student staff days will be on a half-day basis or as agreed to with the school principal.
7. Sick and personal leave will be half of that provided for full-time employees.
8. The District retains the authority to determine if, when, and the number of job shares that will be permitted.

- 2425 9. Participants must notify the District in writing by March 15, of their intention of continuing
2426 or not continuing in the job share for the following year. If not notified the District will
2427 expect participants to continue in the job share.
2428
2429

2430 **SECTION Z. LAYOFF AND RECALL IN THE EVENT OF MAJOR CRISIS**

2431
2432 Prior to May 15, or later if the legislature is still in session, the Board of Directors, upon the
2433 recommendation of the Superintendent, shall determine whether the financial resources of the
2434 District will be adequate to permit the District to maintain its education programs and services
2435 substantially at the same level for the following school year. If it is determined that such financial
2436 resources are not reasonably assured for the following school year, the Board, upon
2437 recommendation of the Superintendent, shall adopt a reduced educational program. No
2438 provision of this agreement shall be constructed as abrogation of RCW 28A.405 nor any of the
2439 District's responsibilities under the cited statutes.
2440

2441 Certificated employees with valid contracts will not be laid off during any school year. All layoffs
2442 will be effectuated at the start of the following year. In the event of lay off, the Board shall
2443 provide written notice to all affected certificated employees on or before May 15, of the school
2444 year preceding the year in which lay off would occur. If the Omnibus Appropriations Act has not
2445 passed the legislature by the end of the regular legislative session for that year, then notification
2446 shall be no later than June 15.
2447

2448 In the event that the Board anticipates a layoff (reduction in force RIF) of certificated employees,
2449 the Board will notify the Association at least forty-five (45) calendar days before June 15. It is
2450 recognized that individuals or groups may wish to donate funds. The District will not accept
2451 restricted donations to support a particular sub function or activity. Donations which are
2452 unrestricted as to use may be accepted by the District for the general fund upon approval of the
2453 Board. When revenues are categorical and depend upon actual expenditures rather than budget
2454 amounts, every effort will be made to maintain those programs to the limit of their categorical
2455 support.
2456

2457 In the event of lay off, the following criteria will be used in sequential order as described below:
2458

- 2459 1. Seniority as recognized by the State for salary purposes
2460

2461 2. Seniority in the District

2462

2463 3. Credits

2464

2465 4. Flexibility

2466

2467 5. Summative TPEP Rating

2468

2469 6. Lottery

2470

2471 A position opening does not exist if staff available, including staff on the recall list established
2472 under Section AA, and projected staff needs for the ensuing school year are equal at any given
2473 level. This applies also to any combination classes formed between grade levels.

2474

2475

2476 **SENIORITY AS RECOGNIZED BY THE STATE FOR SALARY PURPOSES**

2477

2478 See definitions and scope in WAC 392.121.264

2479

2480 **SENIORITY IN THE DISTRICT**

2481

2482 Length of service shall be defined as the continuous time from the first date of employment in
2483 the District.

2484

2485 **CREDITS**

2486

2487 In the event of more than one individual employee having the same seniority ranking after
2488 applying the above provisions, all employees so affected will be ranked in accordance with the
2489 total number of education credits beyond the BA degree submitted to the District as of March 15
2490 of the then current school year and which are applicable to the salary schedule.

2491

2492 **FLEXIBILITY**

2493

2494 In the event of more than one individual employee having the same number of credits after
2495 applying the above provisions all employees having the most fitting teaching experience and
2496 course credits to fulfill particular needs shall be selected; and all employees so affected,
2497 together with the Association, shall be notified of the criteria used in making the selection.

2498

2499 **SUMMATIVE TPEP RATING**

2500

2501 In the event of more than one individual employee having the same number of years of
2502 seniority, credit, and flexibility, all employees so affected will be ranked in accordance with the
2503 Summative Evaluation Rating.

2504

2505 **LOTTERY**

2506

2507 In the event that more than one employee shall have the same fitting teaching experience and
2508 course credits, selection shall be made by lottery conducted by the Superintendent and the
2509 employees so affected shall be notified in writing of the date, place, and time of the drawing.
2510 The drawing shall be conducted openly and at a time and place which will allow affected
2511 employees and the Association to be in attendance.

2512

2513 In the event of an anticipated lay off, the Board will publish and distribute to all employees, and
2514 the Association, a seniority list ranking each employee from greatest to least seniority at least
2515 forty-five (45) days prior to May 15. Such list shall include each employee's seniority criteria
2516 used to determine their placement on the list.

2517

2518 Any employee may, in writing, and within five (5) days of receipt of the list, file with the
2519 Superintendent and the Association their objections to the ranking order. The employee may
2520 request consideration for the modification of the ranking. Said individual must include in the
2521 request a full statement as to the facts on which the employee contends that the list should be
2522 modified. If the Superintendent rejects the individual's request for modification of the list, they
2523 shall do so thereof. Any further appeal of placement shall be pursuant to the grievance
2524 procedure of this Agreement.

2525

2526 A finalized list shall be provided to the Association by May 15 of each year in which the list is
2527 made, and shall include all corrections. In no event will personnel outside the bargaining unit be
2528 included on the seniority list in the event of a lay off.

2529

2530 All grievances with respect to the placement on the seniority list shall be considered before any
2531 employee shall be notified concerning lay off.

2532

2533

2534 **LAYOFF PROCEDURE**

2535 In the event it becomes necessary to lay off employees the following procedure will be
2536 implemented:

- 2537
- 2538 1. Staff selection to fill all staffing requirements will be made from the seniority list in
2539 descending order from highest to lowest position; provided that where teaching
2540 assignments require any special certification by State regulations, such assignments
2541 shall be filled by the next most senior certificated employees currently holding such
2542 special certificates.
2543
 - 2544 2. Certificated employees shall be first assigned to all full-time teaching positions
2545 consistent with their individual seniority and shall not be obligated to any part-time
2546 teaching position, but may choose to accept such a position on a voluntary basis without
2547 jeopardizing their recall status for any full-time position which may become available.
2548
 - 2549 3. In the event a certificated employee is assigned outside their major area as a result of
2550 lay off, the Board shall provide such help necessary to obtain temporary certification.
2551 The Annual evaluation of certificated employees so affected shall bear the notation that
2552 the assignment upon which they are being evaluated is an emergency assignment
2553 outside of their major area.
2554
 - 2555 4. Individual certificated employees not slotted into a teaching position will be notified of lay
2556 off in accordance with aforementioned provisions of this Article, and will be recalled as
2557 requirements permit.
2558

2559 **RECALL PROCEDURE**

2560 In the event that a vacancy occurs, existing certificated employees shall first be placed or
2561 assigned, and then the certificated employees who were laid off shall have the opportunity to fill
2562 any available positions before the Board employs any additional personnel to fill certificated
2563 assignments. Employee selections to fill all staffing requirements will be made from the seniority
2564 list in descending order from highest to lowest position; provided that where teaching
2565 assignments require any special certification by State regulations, such assignments shall be
2566 filled by the next most senior employee currently holding such special certificates.
2567
2568

Employees shall be recalled to full-time teaching position provided that such employees shall have the option of accepting or rejecting any part-time teaching position that may exist without jeopardizing their recall status for any fulltime position which may become available.

The Board shall give written notice of recall from lay off by sending a registered or certificated letter to said employee at their last known address. If they cannot be reached by phone. It shall be the responsibility of each employee to notify the District of any change or address. The employee's address as it appears on the District's records shall be conclusive when used in connection with lay off, recalls, or other notices to the employees.

Any employee so notified shall respond within seven (7) calendar days from receipt of said notice whether the employee accepts or rejects the position. If an employee rejects a position for which they are certificated to teach and such position is offered consistent with the aforementioned provision of this Article, the certificated employee shall be considered to have resigned from the employ of the District and all benefits shall cease at that time. The District's obligation for recall runs until the last day before the start of the third year following receipt of the layoff notice. This means the District's obligation for recall runs for two full school years following receipt of the layoff notice.

LAYOFF BENEFITS

All positions of substitute teachers shall be offered to certificated employees on recall, in rotating order-of-application on the basis of qualifications which the employee determines in advance and with proper certification before other persons are offered such positions.

It is understood and agreed that although employees properly laid off pursuant to the terms hereof and in compliance with applicable law may not have a continuing contract guaranteeing them a teaching position and a salary for the forthcoming fiscal year, each laid off certificated employee shall be considered as to have employment status with the District for purposes of retaining seniority ranking; retaining accumulated sick leave, and retaining sabbatical eligibility credits. A laid off employee shall be considered to have employment status with the District until they submit a written resignation or fails to accept a position pursuant to the RECALL PROCEDURE herein.

2602 **SECTION AA. INTERNET USE**

2603
2604 The parties recognize that the Internet is a vast resource capable of providing enhanced
2605 information gathering and communication skills to assist in educational, employment related,
2606 and Association endeavors. The parties further acknowledge that the Internet is a service
2607 provided by the K-20 public utility and is open to public disclosure policies.

2608
2609 Bargaining unit member's use of the Internet is appropriate under all of the following
2610 circumstances:

- 2611
2612 1. Support of Academic Program.
2613
2614 2. Communication with parents.
2615
2616 3. Association Activities.
2617
2618 4. Reasonable personal usage to the extent that such use does not violate express
2619 prohibitions of the WAC 292-110-010 and does not interfere with the bargaining unit
2620 member's assigned duties and responsibilities.

2621
2622 Bargaining unit members agree that the Internet may not be used for commercial for profit
2623 purposes.

2624 **ARTICLE IV: WAGES AND BENEFITS**

2625
2626 **SECTION A. SALARY SCHEDULE**

2627
2628 All certificated employees in the bargaining unit will be placed on the Hockinson School District
2629 salary schedule based on the individual experience and education. The District will thus utilize
2630 the Hockinson School District salary schedule for determination and payment of salaries to all
2631 members.

2632
2633 For 2023-2024 the Hockinson School District salary schedule will be increased by IPD (3.7%)
2634 plus \$1200. For 2024-2025 the salary schedule will increase by IPD + 1% or 4.9%, whichever
2635 is higher. For 2025-2026 the salary schedule will increase by IPD + 1.5%

2636
2637 Yearly salary schedule will be included as Appendix D.

2638

2639 **SECTION B. EDUCATION CREDITS FOR SALARY SCHEDULE PLACEMENT**

2640

2641 Credits for education for placement on the salary schedule shall be applicable within the
2642 guidelines of WAC 392.121.

2643

2644 **SECTION C. EDUCATION SUPPORT ASSOCIATES (ESA) SALARY PLACEMENT**
2645 **COUNSELORS, PSYCHOLOGISTS, NURSES, SLPs, OT/PTs**

2646

2647 Employees with ESA certification with prior related non-school experience, which qualified for
2648 salary placement under Chapter 293-121 WAC, shall be credited year-for-year for a maximum
2649 credit of 4 years. If ESA private experience was in a public school setting that experience will be
2650 honored up to 16 years. New hires shall provide documentation to Human Resources upon hire.

2651

2652 In the event that the state should pass legislation and necessary resources, the District shall
2653 pass through any monies allocated for an ESA salary certification stipend.

2654

2655 **SECTION D. SALARY CREDIT FOR MILITARY SERVICE**

2656

2657 Intervening military service credit of up to two (2) years will be given to certificated employees
2658 returning from military leave of absence provided the maximum two (2) years of experience
2659 credit for Military Leave has not already been granted and provided application to return to
2660 service with the District is in conformity with the provisions of RCW 73.16.033 and 73.16.035.

2661

2662 All veterans whose school employment is disrupted by service in the armed forces shall receive
2663 salary with seniority credit for such service in accordance with Washington law.

2664

2665 Other veterans may make written application for and shall receive one (1) year of service
2666 increment credit for each two (2) years served up to two (2) years total provided they furnish
2667 written proof that previous service increment has not been provided.

2668

2669 **SECTION E. CO-CURRICULAR AND EXTRA-CURRICULAR SALARY ADDENDUM**

2670

2671 Co-curricular and Extra-curricular Supplemental Contract Defined:

2672 Interscholastic activities relating to competitive events involving students or teams of students
2673 when such events occur between separate schools with any schools outside this district.

2674

2675 Procedures:

2676 There shall be a supplemental contract for District specified extracurricular, special, and
2677 supplemental assignments. No employee shall be required as a part of their contracted
2678 responsibilities to perform extra-curricular supplemental contract duties. It is understood that
2679 several staff assignments require additional time beyond the regular work day and work year as
2680 part of their position responsibilities. The District agrees to compensate staff members with
2681 those additional responsibilities through a supplemental contract for the additional time.

2682

2683 The principals shall notify employees of appointments to extracurricular positions as soon as
2684 possible before the job responsibilities commence. Supplemental contracts will be issues as
2685 soon as salary schedules and assignments are confirmed. Appointments to extracurricular
2686 positions shall be for one school year.

2687

2688 Application:

2689 The principals will notify their building staff of extracurricular positions by email. Employees
2690 desiring to make application for available positions must respond to the principal by email. The
2691 principal will follow the practice of selecting the best candidate for each extracurricular position.
2692 Priority will be given to teachers who instruct at the grade level/subject related to the
2693 extracurricular contract. If unable to fill the position within the building, applications will be open
2694 to teachers in other buildings. If still unable to fill the position within the building, applications will
2695 be open to teachers in other buildings. If there is no interest from the student body for a
2696 budgeted activity, the Principal may approve one or more activities of students' interest up to the
2697 budgeted amount.

2698

2699 Payment:

2700 Payment will be made over the course of the assignment.

2701

2702 Co-curricular and other extra-curricular position will be compensated based upon the schedule
2703 as listed in Appendix E. Beginning the 2024-2025 school year, the base multiplier for the
2704 schedule will be BA-30 Step 0.

2705

2706 **SECTION F. INSURANCE BENEFITS**

2707
2708 The parties recognize that effective January 1, 2020 the State of Washington will provide
2709 employee health benefits insurance coverage through the School Employees Benefits Board
2710 (SEBB) as administered by the Washington Health Care Authority.

2711
2712 **School Employees Benefit Board (SEBB) Program Coverage and Benefits**
2713

2714 Effective January 1, 2020, the District will implement the State's mandatory insurance program
2715 administered by the Washington Health Care Authority through the School Employees Benefits
2716 Board (SEBB). The District shall pay the full portion of the employer contribution as adopted in
2717 the School Employees Health Care Coalition Agreement for all employees who meet the HCA's
2718 eligibility requirements as outlined below.

2719
2720 For purposes of benefits provided under the SEBB, school year shall mean September 1
2721 through August 31. Payroll deductions for eligible employee premiums to be paid to the Health
2722 Care Authority (HCA) shall be made in the month in which the benefit is received.

2723
2724 The District will provide employees with those benefits offered through SEBB, including:

- 2725 1. Basic Life and Accidental Death and Dismemberment insurance (AD&D).
2726 2. Basic Long-Term Disability insurance.
2727 3. Vision insurance
2728 4. Dental insurance
2729 5. Medical Plan insurance

2730
2731 Eligible employees may also:

- 2732 1. Participate in the Medical Flexible Spending Arrangement (FSA) and Dependent Care
2733 Assistance Program (DCAP) offered by SEBB.
2734 2. Enroll in a Health Savings Account (HAS) when they select a qualifying High Deductible
2735 Health Plan (HDHP) for their medical insurance; provided that they enroll within the
2736 required timeframes as provided in WAC 182-30-100.
2737 3. Utilize the payroll deduction for any supplemental insurance that they enroll in through
2738 SEBB, (e.g., AD&D, Long-Term Disability).

2741 **Eligibility**
2742

2743 In accordance with WAC 182-31-030, the District will:

- 2744 a. Upon employment, inform employees in writing whether they are or are not eligible for
2745 SEBB benefits and of their right to appeal eligibility and enrollment decisions.
- 2746 b. Routinely monitor all employees' work hours to establish eligibility and maintain the
2747 employer contribution toward SEBB benefits coverage.
- 2748 c. Identify when a previously ineligible school employee becomes eligible or a previously
2749 eligible school employee loses eligibility.
- 2750 d. Inform an employee in writing whether they are eligible for SEBB and the employer
2751 contribution whenever there is a change in work patterns such that the school
2752 employee's eligibility status changes. In the event of such a change, the District will
2753 inform the employee of the right to appeal eligibility and enrollment decisions.
2754

2755 In accordance with WAC 182-31-040 (Minimum number of hours shall mean 630 hours):

- 2756 a. All employees, including substitutes, shall be eligible for full insurance coverage under
2757 the SEBB program if they are anticipated to work the minimum number of hours per
2758 school year required for SEBB eligibility.
- 2759 b. Employees who have worked at least the minimum number of hours per school year
2760 required for SEBB eligibility in each of the previous two school years and return to the
2761 same type of position or combination of positions with the same SEBB organization are
2762 presumed eligible for the employer contribution at the start of the school year.
- 2763 c. Should an employee who previously was not expected to be eligible for benefits under
2764 SEBB work the minimum number of hours per school year required for SEBB eligibility in
2765 one year, the employee will become eligible for benefits on the date they actually worked
2766 the minimum number of hours per school year required for SEBB eligibility in the school
2767 year.
- 2768 d. Employees hired on a date that prevents the minimum number of hours per school year
2769 required for SEBB eligibility because not enough days remain in the year will be
2770 provided with benefits coverage in accordance with WAS 182-31-040(2)(d).
- 2771 e. Once eligibility for the employer contribution is established, it shall be maintained unless,
2772 or until, terminated in accordance WAC 182-31-040.
2773

2774 All compensated hours (e.g., regular, supplemental, overtime, coaching) in District positions
2775 shall count for purposes of establishing eligibility in accordance with WAC182-31-040.
2776

2777 **Benefit Enrollment and Continuity of Coverage**

2778

2779 In accordance with WAC 182-31-040, in the month of September (beginning 2020), benefit
2780 coverage for eligible employees begins their first day of work, provided the employee works on
2781 or before the first day of school. For all other eligible employees, benefit coverage will begin the
2782 first day of the month which follows the employee's first day of work.

2783

2784 Employees previously employed by a SEBB employer and eligible for SEBB coverage in month
2785 prior to their first day of work will have uninterrupted benefit coverage if they meet the e
2786 eligibility requirements above.

2787

2788 **Leaves of Absence**

2789

2790 Paid leave hours shall count toward eligibility for benefits, excluding any holiday hours.
2791 Employees on an approved unpaid leave will retain their employee/employer relationship.

2792

2793 An employee on approved leave under the federal Family and Medical Leave Act (FMLA) or the
2794 Washington State Paid Family Leave Act (PFMLA) will continue to receive the employer
2795 contribution for insurance coverage in accordance with the federal FMLA or RCW 50A.35.020.

2796

2797 **Benefit Termination**

2798

2799 An employee eligible for benefits who terminates the employment relationship shall continue to
2800 receive benefits through their final month of employment per WAC 182-31-050. When
2801 employees eligible for benefits separate from employment after completion of the employee's
2802 full contract obligation, the separation will be effective August 31. In cases when an employee
2803 provides notice of an alternate date of resignation, the District will provide the employee
2804 notification of the impact on benefit eligibility and coverage.

2805

2806 Self-Pay Continuation Coverage Options: The District will implement the SEBB Continuation
2807 Coverage Policies (2018-57, 2018-58, 2019-06, 2019-07) and communicate these options to
2808 employees.

2809

2810 This section of the agreement is subject to yearly revision based on then current Washington
2811 State laws.

2812

2813 **Washington State Paid Family Medical Leave**
2814

2815 Qualifying events eligible for PFML benefit are determined through WA State Employment
2816 Security Department.

2817

2818 The District will pay the employer portion of the PFML premium and the employees portion of
2819 the PFML premium to a maximum of 0.2533% of each employee's gross wages, not to exceed
2820 state maximum.

2821

2822 **SECTION G. DISTRICT DIRECTED DAYS**
2823

2824 District Directed: A total of three (3) days will be available to each certificated employee for
2825 District Directed Days. District Directed Days will be scheduled, and staff will be notified, prior to
2826 the end of the previous school year. Hours will be paid in the subsequent pay period. These
2827 hours would be sessions developed collaboratively by the building principal and the certificated
2828 staff that would provide time for staff to work with administrators to plan and implement
2829 education reforms designed to improve student learning, implement education reform and
2830 increase student achievement. Employees will have the option of using sick leave for the regular
2831 ongoing district directed days should an illness prevent them from attendance and must report
2832 their leave through AESOP.

2833

2834 Certificated employees will be compensated 7.5 hours at curriculum rate for setting up
2835 classrooms and completion of Safe School trainings.

2836

2837 Beginning 2024-2025, certificated employees may be compensated up to 3.75 hours for
2838 attending the ½ day October In-service Day and up to 3.75 hours for attending district tech
2839 training/integration microbursts. These will both be paid at curriculum rate.

2840

2841 **SECTION H. ALTERNATIVE SUPPLEMENTAL CONTRACT RATE**
2842

2843 The following hourly rates will be paid for approved work. These rates will be increased annually
2844 by the state identified salary increase amount:

2845

2846		2023-2024	2024-2025	2025-2026
2847	1. Moving/relocation work			
2848	(Article III, Section E.):	\$25	\$27	\$30

2849

2850 2. Participation in District committee
2851 and after-school workshops/in-service: \$40 \$42 BA-0 Step 0 per diem
2852
2853 3. Presenters for District-sponsored workshops/in-services: Individual per diem rate. In
2854 addition, instructors/presenters, and attendees to out-of-district conferences or in-
2855 services that are required to present their learning to the staff will receive a minimum of
2856 one hour of planning time compensation at curriculum rate. If the presentation exceeds
2857 two hours, the staff member will receive one hour of planning time compensation at
2858 curriculum rate for each two hours of instruction/presentation.
2859

2860 **ARTICLE V: LEAVES**
2861

2862 **SECTION A. HEALTH LEAVE**
2863

2864 A certificated employee whose physician certifies in writing that the employee is unable to
2865 perform professional duties because of personal illness, pregnancy, or other disability shall,
2866 upon request, be granted leave of absence without pay for up to one year from the date the
2867 leave is granted. Health leaves shall be granted without requiring the employee to use up
2868 accumulated sick leave. Leaves for these conditions may be renewed annually. Application for
2869 and/or renewal of Health Leave shall be made in writing to the District Personnel Office. When
2870 returning within one year from the date the Health Leave was granted, an employee who has
2871 been granted Health Leave shall be allowed to return to the position last held or a similar
2872 position. All returns from Health Leave are contingent on a written statement from the physician
2873 regarding the individual's health. Accumulated benefits retained while on Health Leave shall be
2874 in conformity with the provisions of Article III, Section AA relating to lay off recall.
2875

2876 **SECTION B. BEREAVEMENT LEAVE**
2877

2878 Five (5) days of leave with pay for immediate family and three (3) days of leave with pay for
2879 extended family shall be granted for death in the family. In cases where emergency factors or
2880 long distances are involved, the certificated employee may request up to an additional two (2)
2881 days of leave. If a certificated employee needs more time for bereavement, they may submit a
2882 request to the Superintendent for such leave, and such leave may be used in conjunction with
2883 emergency leave thereby deducting the leave from sick leave. Request will be processed
2884 through the building principal or Superintendent. Such leave is noncumulative. Immediate family
2885 is defined as children, foster children, spouse/registered domestic partner, parent, father-in-law,

2886 mother-in-law, grandparents, brother, sister, son-in-law, brother-in-law, sister-in-law, grandchild,
2887 stepfather, and stepmother. Extended family is defined as aunt, uncle, nephew, or niece.
2888 Appeals to extend the definition of family may be made to the Superintendent.
2889

2890 **SECTION C. PERSONAL LEAVE**

2891
2892 Personal Leave of three (3) days shall be granted, at no cost, to each employee. Personal
2893 Leave days are cumulative up to five (5) days.
2894

2895 This leave cannot be taken immediately prior to or immediately after scheduled vacations
2896 (Thanksgiving, Winter Break, and Spring Break) except under the following conditions:
2897

- 2898 1. No more than fifteen (15) certificated employees District wide will be granted personal
2899 leave contingent upon substitute availability. These days will be approved on a first
2900 come, first served basis with the personnel department. Approval must be secured within
2901 ninety (90) calendar days prior to the leave date being requested.
2902
- 2903 2. Personal leave will be cashed out at a rate of 2:1 (two full personal days for one day of
2904 pay) at per diem rate or substitute teacher rate, whichever is higher – annual maximum
2905 of two days with any remaining unused personal leave cashed out at substitute rate.
2906 Employees who wish to carry over leave from one year to the next must notify the
2907 Human Resources office by June 30th of each year. Absent notification for carry over,
2908 leave will be cashed out as prescribed above. All annual cash outs shall occur in July
2909 payroll.
2910
- 2911 3. For retirees only, personal leave cash out will be converted to two and one-half (2.5)
2912 supplemental hours paid at per diem per each personal leave day.
2913

2914 **SECTION D. ASSOCIATION LEAVE**

2915
2916 Employees who are duly elected officers or representatives of the Association may be granted
2917 leave for Association business. It will be the responsibility of said officer or representative to
2918 apply for the leave in writing at least two (2) days prior to the leave date. A total of twenty-five
2919 (25) days per year will be designated for this purpose.
2920

2921 The Association will pay any substitute cost incurred by the district.

2922

2923 **SECTION E. MILITARY LEAVE**

2924

2925 Employees shall be granted military leaves of absence when required by law. While on leave,
2926 the employee shall retain all benefits as though employment had been continuous in the District.

2927 Upon return from leave, the certificated employee shall be placed in the position last held or a
2928 similar position in the District.

2929

2930 **SECTION F. GENERAL LEAVE**

2931

2932 Leaves of absence up to one (1) year without pay will be granted to certificated employees for
2933 the purpose of study, travel, health, or other extreme personal reasons. This leave must be
2934 requested in writing.

2935

2936 1. All requests for General Leave must be made before May 1, of the year prior to the
2937 requested leave and are subject to approval of the Board, so as to assist in providing
2938 assignments by June 1. Later requests will be considered but may not be granted if a
2939 suitable transfer or replacement cannot be found.

2940

2941 2. Each request for a leave of absence will be judged on the merits of the request.

2942

2943 3. Upon return from leave, the certificated employee shall be placed in the position last
2944 held or similar position if such a position is available. If this position is unavailable due to
2945 staff reduction, the employee shall remain on the seniority list and be considered for
2946 transfer to other positions under the terms of the contract.

2947

2948 4. The certificated employee granted a leave of absence for a one-year period must
2949 confirm their intention of returning to the District by March 15, of the year prior to that
2950 school year.

2951

2952 5. The certificated employee granted a year's leave of absence shall, upon their return, be
2953 placed on the appropriated step of salary schedule but receive no credit for the
2954 experience step on the schedule for the year of leave.

2955

2956 **SECTION G. FAMILY LEAVE/CHILDCARE LEAVE**

2957
2958 Each certificated employee may request family leave and/or childcare leave as stipulated in
2959 state and federal statute.

2960
2961 The letter requesting childcare leave should include a statement as to the expected date of
2962 return to employment. Certificated employees returning from childcare leave will be placed in
2963 their former position or in a similar position in the District.

2964
2965 In the event of a layoff, the certificated employee shall be considered for retention in conformity
2966 with the provisions of Article III, Section AA, relating to layoff and recall.

2967
2968 Should a certificated employee's childcare leave be of longer duration than four and one-half (4
2969 ½) months during a school year, following the use of their sick leave, they shall, upon their
2970 return, be placed on the appropriate step of the salary schedule, and will receive the fractional
2971 equivalent of the year worked on the schedule for the year in which the childcare leave was
2972 taken.

2973
2974 **SECTION H. ADOPTION LEAVE**

2975
2976 Three (3) non-accumulative days of leave with full pay shall be allowed either parent or both in
2977 order to complete the adoption process. This leave may be used for court and legal procedures,
2978 home study, evaluation and required home visits by the adoption agency that cannot be
2979 scheduled outside of the regular workday.

2980
2981 **SECTION I. JURY DUTY AND SUBPOENA LEAVE**

2982
2983 Leave of absence with pay shall be granted for jury duty. The employee shall submit to the
2984 District written proof of service when jury duty is completed. Leaves of absence with pay shall
2985 be granted when an employee is subpoenaed to appear in a court of law for work-related cases.
2986 Any stipend, transportation, meal or lodging expense reimbursement shall be retained by the
2987 employee.

2988
2989 **SECTION J. SABBATICAL LEAVE**

2990
2991 All employees may take a leave up to one (1) Year under the following terms and conditions:
2992

- 2993 1. The employee must have taught in the District for a period of not less than six (6)
2994 consecutive years prior to applying.
2995
- 2996 2. The employee shall apply in writing to the Superintendent no later than April 1, of the
2997 preceding year, specifying the reason.
2998
- 2999 3. This leave is provided for the singular purpose of increasing education of the employee
3000 at a credential college or university. Provided, however, that the classes in which the
3001 employee is enrolled have been approved by the Superintendent and/or Board.
3002
- 3003 4. Only one (1) employee may take a sabbatical leave at one given time. Should two (2) or
3004 more employees apply in one (1) year, the decisions will be determined by the
3005 Superintendent, Board and Association Executive Board.
3006
- 3007 5. The employee upon completing the one (1) year sabbatical leave must return to the
3008 District to complete two (2) consecutive years of teaching.
3009
- 3010 6. The District shall maintain benefits which are a part of the current contract in effect at the
3011 time of leave. Applicable benefits are those cited in Article III, Section AA, relating to lay
3012 off and recall.
3013
- 3014 7. The District shall rehire and restore the successful employee to their former position or a
3015 similar position following the leave of absence.
3016
- 3017 8. The employee will be paid the amount equivalent to forty-percent (40%) of the base
3018 salary for the year of leave.
3019
- 3020 9. The employee granted a year's sabbatical leave, shall upon their return, be placed on
3021 the appropriate step of the salary schedule but receive no credit for the "experience"
3022 step on the schedule for the year of leave.
3023
- 3024 10. The certificated employee shall be considered for retention in conformity with the
3025 provisions of Article III, Section Z, relating to layoff and recall.
3026

11. An employee may choose not to return to the District upon completion of the year's study provided; however, that they sign a promissory note to the amount shown in paragraph 8 above, bearing interest at the current available rate at the time the leave is taken. Said note shall become due and payable on the first workday of the year they are to return.

12. If more than one employee qualifies and is approved by the Board, the benefits can be shared if mutually agreed by the participants.

SECTION K. SICK LEAVE

All certificated employees earn one (1) day sick leave per agreed work month, or a major fraction thereof, provided: at the beginning of each school year, each employee contracted for the regular teacher school year shall be credited with a minimum advance sick leave allowance of twelve (12) days to be used for absence caused by illness, injury, pregnancy, or other disability. Employees hired after the beginning of the school year, those contracted for the year in part-time positions and those contracted for more than the regular teacher school year shall receive pro-rated sick leave allowance based on one day of sick leave per month.

The District shall also grant sick leave to employees in the event of illness within the immediate family of the employee. For purpose of this provision, the term "immediate family" shall mean spouse, children, members of the household, or other dependent persons and domestic partners.

Each employee's portion of unused sick leave allowance shall accumulate from year to year up to a maximum of 180 days. Pursuant to current statute, employees may cash in unused sick leave days above an accumulation of sixty (60) days at a ratio of one (1) full day's pay for four (4) accumulated sick leave days. The employee may either cash up to twelve (12) days per year in January of each school year or cash in the entire accumulation at retirement.

Absence due to injury incurred in the course of the employee's employment may be compensated for in the following manner: For absences due to job-related injuries which qualify for Industrial Accident and Workmen's Compensation coverage, a prorated portion of sick leave may be used, which when added to any of the above compensation shall equal, but not exceed, the employee's normal salary.

SECTION L. LEAVE SHARING

1. A district employee is eligible to receive donated leave if:

- a. The staff member suffers from, or has a relative or household member suffering from and extraordinary or severe illness, injury, impairment or physical or mental conditions which has caused, or is likely to cause, the staff member to:
 - Go on leave-without-pay status; or
 - Terminate their employment; or
- b. The staff member's absence and the use of shared leave are justified; or
- c. The staff member has depleted, or will shortly deplete, their annual leave and sick leave reserves, or
- d. The staff member has abided by District rules regarding sick leave use; or
- e. The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

An employee eligible for shared leave, pursuant to section L. will first be required to deplete all leave balances except five (5) days of sick leave which may be held in reserve. Those interested in applying for qualified leave through the Paid Family Medical Leave Act (PFML) are required to notify the District one month in advance of the expected qualifying event whenever possible.

The amount of leave an individual receives is determined by the number of days contributed and subject to the restrictions following and state rules and regulations regarding leave sharing. However, a staff member shall not receive more than ninety (90) days per school year. In the event that the condition requiring the employee's absence continues beyond the current school year, the employee shall not receive a total of more than one hundred eighty (180) days of leave during their employment with the district.

3098

3099 Requests for leaves must be in writing and accompanied by a statement from an
3100 attending physician applicable.

3101

3102 Shared leave may be utilized for normal maternity leave purposes until the maximum
3103 disability period is reached as defined by state law.

3104

3105 2. District employees may donate leave as follows:

3106

3107 a. A staff member who does not accrue annual leave but who has an accrued sick
3108 leave balance of more than twenty-two (22) days may request that the
3109 Superintendent transfer a specified amount of sick leave to another staff member
3110 authorized to receive such leave. A staff member may not request a transfer that
3111 would result in an accrued sick leave balance of fewer than twenty-to (22) days.
3112 Sick leave as defined by RCW 28A.400.300, means number of leave days
3113 transferred shall not exceed the amount authorized by the donating employee.
3114 Any leave donated by a staff member which remains unused shall be returned to
3115 the donor.

3116

3117 b. An Employee Voluntary Leave Sharing Agreement form available in the building
3118 or district office should be completed by the leave donor and forwarded promptly
3119 to the District.

3120

3121

3122 **SECTION M. EMERGENCY LEAVE**

3123

3124 Emergency leave may be taken in the case of emergencies as defined in the following:

3125

3126 1. The problems must have been suddenly precipitated and be of such nature that
3127 preplanning is not possible or could not relieve the necessity for the certificated
3128 employee's absence.

3129

3130 2. The problem cannot be one of minor importance or of mere convenience but must be of
3131 serious nature.

3132

3. Weather conditions for local travel to and from school shall be considered a valid reason for an emergency leave only with Superintendent approval.

4. The Superintendent may grant additional emergency leave on a case by case basis after the exhaustion of other appropriate leave provisions

Any leave used under terms of this policy shall be deducted from the employee's accumulated sick leave. In the event the employee's sick leave has been exhausted, the leave shall be granted without pay.

SECTION N. FEDERAL FAMILY LEAVE ACT

Employees may qualify for family and/or medical leave in conformity to board policy and state and federal law. The District Personnel Department will provide documentation to advise employees on how to access the Federal Family Leave Act.

SECTION O. UNPAID RELIGIOUS HOLIDAY

Certificated Employees may request two (2) unpaid religious holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization outside of state recognized legal holidays.

ARTICLE VI. GRIEVANCE PROCEDURE

SECTION A. GRIEVANCE PROCEDURE

"Grievance" shall mean a specific complaint filed in writing by an employee wherein it is alleged that there has been a violation, misinterpretation or misapplication of a specific provision of this collective bargaining Agreement between the District and the Association, and the policies, rules, regulations and procedures of the District and administrative directives.

"Grievant" shall mean a certificated employee of the District or the Association.

"Certificated employee", "employee", and "Association" shall have the meaning as defined in the Exclusive Recognition section of this Agreement.

“Days” shall mean contracted workdays in the official calendar for employees, except that when a grievance is submitted on or after June 1, “days” shall consist of all week days except holidays so that the matter may be resolved before the close of the school term or as soon as possible so that the matter may be resolved before the close of the school term or as soon as possible thereafter. The number of days indicated at each step shall be considered a maximum, and every effort shall be made to expedite the process, except that by mutual consent of the grievant and person or person by whom the grievance is being submitted during the summer vacation period.

PROCEDURE

Every effort shall be made to resolve a personnel problem or potential grievance through private and informal discussion meetings between the grievant and their immediate supervisor. However, if any processes fail to provide an acceptable adjustment to the grievance, then the grievance may be processed as follows:

Step 1: If the employee is dissatisfied with the outcome of the informal private discussion(s), they may initiate the formal grievance procedure at Step 1 by presenting a Grievance Review Request Form (attached hereto as Appendix F) to their immediate administrative supervisor. A formal conference shall occur within five (5) working days of the receipt of the written request by the immediate administrative supervisor. Every effort should be made on issues in order to create a climate which will lead to a solution. Additional conferences shall not alter time lines. A written response shall be given to the grievant by the immediate administrative supervisor within five (5) days after the initial formal conference and a copy shall be filed with the Superintendent and the Association. The grievant may be accompanied by a representative of the Association and shall notify the immediate administrative supervisor prior to the conference. If the grievant chooses to have an Association representative present, then the immediate administrative supervisor may have another person present.

Step 2: If the grievance is not adjusted to the satisfaction of the grievant under Step 1, within five (5) working days of the teacher and/or administrative calendar year after the due date for receipt in Step 1, the grievant may refer the grievance directly to the Superintendent. The Superintendent will assign the grievance to an appropriate central administrator for review and formal hearing in Step 2. The formal hearing at Step 2 shall occur within ten (10) days of the receipt of the Grievance Review Request Form by the Superintendent. A written response shall be mailed to the grievant by the designated central administrator within five (5) days after the

initial formal hearing. The grievant may be accompanied by a representative of the Association and shall notify the central office administrator prior to the conference. If the grievant chooses to have an Association representative present, then the central office administrator may have another person present.

Step 3: If the grievance has not been adjusted to the satisfaction of the grievant at Step 2, within ten (10) days after the receipt or ten (10) days after the due date from receipt of the decision at Step 2, the grievance may be submitted by the Association to final and binding arbitration. Such arbitration shall be conducted by an arbitrator under the rules and administration of the American Arbitration Association or the Federal Mediation and Conciliatory Services Agency. The parties to this agreement shall then be bound by the rules and procedures of the American Arbitration Association or the federal Mediation and Conciliatory Services Agency.

During the arbitration under this Step, neither the District nor the grievant will be permitted to assert any grounds not previously disclosed to the other party in Step 1 or 2.

Each Party shall bear the full costs for its side of the arbitration, and will pay one-half of the costs for the arbitrator and American Arbitration Association or the Federal Mediation and Conciliatory Services Agency. The Arbitrator shall have no power to make awards contrary to State or Federal laws and regulations.

SUPPLEMENTAL PROCEDURAL CONDITIONS

Each side in any grievance hearing may have present individuals who will provide relevant information they have to aid the grievant and/or the District administration in the adjustment of the grievance with full assurance that no reprisal will follow by reason of their involvement in the grievance hearing. All documents, communications and records dealing with the processing of grievances shall be maintained in a file separate from the grievant's district personnel file, and upon the adjustment of the grievance, such documents, communications, and records shall be destroyed or returned to the personnel file if they were originally in that file, e.g., transcripts, letters or memorandums bearing on the grievance etc.

In Steps 1 and 2 of the grievance process, any party may be represented by a person of their choosing, except that they may not be represented by an officer of any competing teacher

3241 organization. Representation in arbitration for the grievant and/or Association shall be
3242 determined by the Association. When a grievant is not represented by the Association, the
3243 Association shall have the right to be present at all stages.

3244

3245 Failure at any step of this procedure to communicate the decision in mutual consent shall permit
3246 the grievant to proceed to the next step. Failure at any step of this procedure to appeal a
3247 grievance to the next step within the specified time limits shall be deemed to be acceptance of
3248 the decision rendered at that step.

3249

3250 Nothing contained in this Article or elsewhere in the Agreement shall be construed to prevent
3251 any individual from presenting or processing a grievance and having it adjusted without
3252 intervention or representation by the Association if the adjustment is not inconsistent with the
3253 terms of this Agreement.

3254

3255 It will be the practice of all parties' interest to process grievances after the regular workday or at
3256 other times which do not interfere with assigned duties; provided, that upon mutual agreement
3257 by the grievant and the person or persons by whom the grievance is being processed,
3258 proceedings may be held during regular working hours, and the grievant released from assigned
3259 duties without loss of pay.

3260

3261 **ARTICLE VII: MEMORANDUMS OF UNDERSTANDING**

3262

3263 None as of August 15, 2023

HOCKINSON SCHOOL DISTRICT #98

COUNSELOR EVALUATION REPORT

Type of Evaluation

NAME: _____

☐ Annual

SCHOOL: _____

☐ 90 Day

SUPPORT ASSIGNMENT: _____
(Specify if less than full-time)

☐ Other

It is my judgment, based upon adopted criteria, that this employee's overall performance has been ☐ satisfactory ☐ unsatisfactory during the evaluation period covered in this report.

Principal's signature

This evaluation is based in whole or in part upon observations for the purpose of evaluation that occurred on the dated and for the durations indicated as follows:

Date:	Time:	Minutes:	Pre-Conference?	Post-Conference
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Evaluation Criteria:

S - Satisfactory, achievements meet or exceed minimum expectations for personnel.

UN - Unsatisfactory, achievements do not meet minimum expectations for personnel.

NA - No opportunity to observe.

CRITERIA

(Comments must be made in each category)

SPECIALIZED SKILL:

S UN NA

- | | | |
|--|----|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | A. | Demonstrates an ability to design/conduct special programs, i.e. drug and alcohol prevention, peer helpers, motivation programs, etc. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | B. | Demonstrates an awareness of a variety of instructional strategies |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | C. | Understands and works with other in-building programs such as special education, and with outside agencies such as ESD and CPS |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | D. | Interprets results of standardized tests |

- ☐ ☐ ☐ E. Organizes and conducts groups, conducts individual counseling sessions for both academic and personal issues

Comments: _____

KNOWLEDGE OF AND SCHOLARSHIP IN SPECIAL FIELD:

S UN NA

- ☐ ☐ ☐ A. Demonstrates an understanding of current counseling processes and practices
- ☐ ☐ ☐ B. Demonstrates an understanding of the K-12 educational program; is aware of curriculum scope and sequence
- ☐ ☐ ☐ C. Works effectively with school staff to make counseling a vital part of the school

Comments: _____

MANAGEMENT OF SPECIAL AND TECHNICAL ENVIRONMENT:

S UN NA

- ☐ ☐ ☐ A. Understands the master schedule and assists students, parents and staff with the schedule
- ☐ ☐ ☐ B. Maintains current information, publications and materials relative to counseling careers, personal awareness, and self-care.
- ☐ ☐ ☐ C. Works with special equipment necessary for counseling in his/her respective buildings
- ☐ ☐ ☐ D. Maintains current and accurate accounts of student progress, e.g. transcripts and credit evaluations

Comments: _____

ESA AS A PROFESSIONAL:

S UN NA

- ☐ ☐ ☐ A. Participates in continuing education, in-service and workshops relative to counseling
- ☐ ☐ ☐ B. Maintains current ESA certification
- ☐ ☐ ☐ C. Attends building and district counselor meetings
- ☐ ☐ ☐ D. Establishes personal goals and participates in the development of group goals
- ☐ ☐ ☐ E. Demonstrates understanding of legal guidelines and the professional code of ethics
- ☐ ☐ ☐ F. Can speak to or demonstrates commitment to education as a profession

Comments: _____

INTEREST IN ASSISTING PUPILS/PARENTS/EDUCATIONAL PERSONNEL:

S UN NA

- | | | |
|--|----|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | A. | Assists students with career planning and development |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | B. | Assists students to develop decision-making skills |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | C. | Assists students with crisis intervention and remediation needs and maintains a file of locally available resources for referrals for parents and students |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | D. | Acts as a resource for staff relative to individual students and groups |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | E. | Demonstrates knowledge of educational assessment and placement (i.e. advanced placement, special education, skill center, student assistance program, industrial trained, etc.) |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | F. | Demonstrates knowledge of special problems such as abuse/neglect, eating disorders, chemical dependency, etc., and makes appropriate referrals |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | G. | Participates in the development of transition programs such as from fifth grade to middle school, from middle school to high school, and re-entry programs |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | H. | Acts in the best interest of the student in conferences and discipline |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | I. | Participates in staff committee work |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | J. | Assists parents to enhance their parenting skills and to positively interact with the school system |

Comments: _____

EFFORT TOWARD IMPROVEMENT WHEN REQUIRED:

S UN NA

- | | | |
|--|----|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | A. | Is open and responsive to administrator suggestions |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | B. | Attempts to implement suggestions for improvement |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | C. | Evaluates the effects of his/her professional practice thru feedback and reflection |

Comments: _____

CONSTRAINING FACTORS:

Comments: _____

ADDITIONAL COMMENTS:

Comments: _____

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings. (Note: Individual being evaluated may file a statement which should be attached to this form.)

Employee Signature

Date

HOCKINSON SCHOOL DISTRICT #98
MEDIA SPECIALIST TEACHER EVALUATION REPORT

Type of Evaluation

NAME

☐ Annual

SCHOOL

☐ 90 Day

SUPPORT ASSIGNMENT
(Specify if less than full-time)

☐ Other

It is my judgment, based upon adopted criteria, that this employee's overall performance has been ☐ satisfactory ☐ unsatisfactory during the evaluation period covered in this report.

Principal's signature

This evaluation is based in whole or in part upon observations for the purpose of evaluation that occurred on the dated and for the durations indicated as follows:

Date:	Time:	Minutes:	Pre-Conference	Post-Conference

Evaluation Criteria:

S - Satisfactory, achievements meet or exceed minimum expectations for personnel.

UN - Unsatisfactory, achievements do not meet minimum expectations for personnel.

NA - No opportunity to observe.

CRITERIA (Comments must be made in each category)

INSTRUCTIONAL SKILL:

S UN NA

- | | |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | A. Applies the principals of learning to teaching |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | B. Establishes immediate and long-range plans consistent with the selected objectives |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | C. Coordinates with teachers to prepare effective lessons to meet objectives |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | D. Utilizes teaching techniques which are consistent with the selected objectives |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | E. Considers abilities and performance levels of students in planning and conducting lessons |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | F. Presentation is paced by students |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | G. Gives explanations and directions that are appropriate to the desired objectives |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | H. Encourages active student participation |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | I. Coordinates with teachers to make reasonable and appropriate assignments |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | J. Plans for and implements continuing evaluation using the results to improve the program. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | K. Assists other staff in meeting curriculum objectives |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | L. Integrates library program goals to that of other curricula |

Comments: _____

KNOWLEDGE OF AND SCHOLARSHIP IN SPECIAL FIELD:

S UN NA

- | | |
|--|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | A. Possess and maintains competence in subject matter |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | B. Exhibits theoretical background and knowledge of the principals and methods of library science and instruction |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | C. Demonstrates competence in selection and use of print media |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | D. Demonstrates competence in selection and use of non-print media |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | E. Keeps current in all aspects of the library/media program |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | F. Uses correct oral and written English |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | G. Can speak to or demonstrates commitment to education as a profession |

Comments: _____

LIBRARY MANAGEMENT:

S UN NA

☐ ☐ ☐

A. Organizes the library setting to contribute to the learning process

☐ ☐ ☐

B. Provides adequate direction for classified library/media personnel

☐ ☐ ☐

C. Integrates library involvement with total school program when appropriate

☐ ☐ ☐

D. Maintains responsibility for administrative details, e.g. inventory, resources, schedules, orders, etc.

Comments: _____

HANDLING OF STUDENT DISCIPLINE:

S UN NA

☐ ☐ ☐

A. Establishes clear parameters and reinforces student behavior in the library/media center

☐ ☐ ☐

B. Accepts responsibility for supporting building rules and standards for student behavior

☐ ☐ ☐

C. Encourages an atmosphere of courtesy, self-control, respect and responsibility

Comments: _____

INTEREST IN ASSISTING PUPILS/TEACHERS:

S UN NA

☐ ☐ ☐

A. Develops rapport with students

☐ ☐ ☐

B. Is willing and available to assist students during student work times

☐ ☐ ☐

C. Deals with personal information and communication about students, parents and staff in an ethical manner

☐ ☐ ☐

D. Demonstrates proactive efforts to meet staff needs for library/media resources

☐ ☐ ☐

E. Deals appropriately and professionally with students, parents and other staff

Comments: _____

EFFORT TOWARD IMPROVEMENT WHEN REQUIRED:

S UN NA

☐ ☐ ☐

A. Is open and responsive to administrator suggestions

☐ ☐ ☐

B. Attempts to implement suggestions for improvement

☐ ☐ ☐

C. Evaluates the effects of his/her teaching thru feedback and reflection

Comments: _____

CONSTRAINING FACTORS:

Comments: _____

ADDITIONAL COMMENTS:

Comments: _____

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings. (Note: Individual being evaluated may file a statement which should be attached to this form.)

Employee Signature

Date

HOCKINSON SCHOOL DISTRICT #98

CERTIFICATED NON-CLASSROOM TEACHER EVALUATION REPORT

Type of Evaluation

NAME

☐ Annual

SCHOOL

☐ 90 Day

SUPPORT ASSIGNMENT
(Specify if less than full-time)

☐ Other

It is my judgment, based upon adopted criteria, that this employee's overall performance has been ☐ satisfactory ☐ unsatisfactory during the evaluation period covered in this report.

Principal's signature _____

This evaluation is based in whole or in part upon observations for the purpose of evaluation that occurred on the dated and for the durations indicated as follows:

Date: Time: Minutes: Pre-Conference? Post-Conference

Evaluation Criteria:

S - Satisfactory, achievements meet or exceed minimum expectations for personnel.

UN - Unsatisfactory, achievements do not meet minimum expectations for personnel.

NA - No opportunity to observe.

CRITERIA (Comments must be made in each category)

PROFESSIONAL PREPARATION AND SCHOLARSHIP:

S UN NA

- | | |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | A. Possesses and demonstrates knowledge of subject area |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | B. Evidences knowledge of effective teaching methods |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | C. Implements appropriate local policies, rules and regulations |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | D. Considers abilities and present performance levels of students in planning |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | E. Establishes immediate and long range objectives consistent with the educational goals of the District |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | F. Prepares and implements effective plans to meet objectives |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | G. Plans for evaluations in lessons and units and utilizes the results in planning subsequent lessons |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | H. Can speak to or demonstrates commitment to education as a profession |

Comments:

KNOWLEDGE OF SUBJECT MATTER:

S UN NA

- | | |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | A. Demonstrates mastery of subject matter for grade |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | B. Keeps abreast of new developments, ideas and instructional strategies in the subject matter areas |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | C. Integrates one's subject matter field and other disciplines or subjects, as appropriate |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | D. Uses Essential Learnings, GLE's and District-adopted curriculum materials as the framework for subject matter |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | E. Attempts to present challenging curriculum |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | F. Presents content accurately |

Comments:

INSTRUCTIONAL SKILL:

S UN NA

- | | |
|--|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | A. Clearly states instructional objectives connected to GLEs to students |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | B. Utilizes teaching techniques which are consistent with the selected objectives |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | C. Implements lesson plans, but permits flexibility |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | D. Gives explanations, assignments and directions clearly |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | E. Makes reasonable and appropriate assignments |

☐ ☐ ☐

F. Helps students develop acceptable work habits and study skills

☐ ☐ ☐

G. Paces instruction suitable for the activity and the class

☐ ☐ ☐

H. Provides a variety of activities and uses a variety of materials available in keeping with the maturity and attention span of students

☐ ☐ ☐

I. Checks for student understanding and modifies instructional plan as needed

☐ ☐ ☐

J. Uses a variety of assessment strategies and data to monitor and improve instruction

☐ ☐ ☐

K. Uses a clear, reasonable and fair grading system which complies with District policy and maintains a continuous record of student progress

Comments:

CLASSROOM MANAGEMENT:

S UN NA

☐ ☐ ☐

A. Maintains an orderly and efficient classroom environment

☐ ☐ ☐

B. Selects and prepares equipment and materials in advance of the lesson

☐ ☐ ☐

C. Clearly defines classroom procedures

☐ ☐ ☐

D. Instructs and supervises students in proper care and use of facilities, furniture, and equipment

☐ ☐ ☐

E. Teacher manages time, transitions and materials effectively

☐ ☐ ☐

F. Provides adequate plans, schedules and seating charts for a substitute

Comments:

HANDLING OF STUDENT DISCIPLINE AND ATTENDANT PROBLEMS:

S UN NA

☐ ☐ ☐

A. Establishes clear parameters for student conduct and maintains order and discipline in the classroom

☐ ☐ ☐

B. Shows consistency and fairness to all students

☐ ☐ ☐

C. Uses positive and negative consequences as appropriate

☐ ☐ ☐

D. Encourages students to develop courtesy, self-discipline, respect and responsibility

☐ ☐ ☐

E. Enlists the assistance of counselors, principal and other support personnel when appropriate

S UN NA

☐ ☐ ☐

F. Assists in maintaining control and enforcing rules throughout the school

Comments:

INTEREST IN TEACHING PUPILS:

S UN NA

☐ ☐ ☐

A. Develops rapport with each student as an individual in an engaging and professional Manner

- | | |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | B. Deals with personal information and communication about students, parents and staff in an ethical manner |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | C. Demonstrates understanding and acceptance of diversity within the school community |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | D. Evaluates individual student progress regularly and maintains records for report cards and parent conferences |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | E. Provides guidance and assistance for students |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | F. Encourages participation of parents and families in the educational process |

Comments:

EFFORT TOWARD IMPROVEMENT WHEN NEEDED:

S UN NA

- | | |
|--|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | A. Is open and responsive to administrator suggestions |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | B. Attempts to implement suggestions for improvement |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | C. Evaluates the effects of his/her teaching thru feedback and reflection |

Comments:

CONSTRAINING FACTORS:

Comments:

ADDITIONAL COMMENTS:

Comments:

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings. (Note: Individual being evaluated may file a statement which should be attached to this form.)

Employee Signature

Date

**HOCKINSON SCHOOL DISTRICT NO. 98
CERTIFICATED NON-CLASSROOM TEACHER**

SHORT FORM SUMMATIVE EVALUATION

Employee's Name _____

Building _____ Evaluator _____

Date of Observation ____/____/____ min. Announced ____ Unannounced ____

S=Meets District Criteria NI=Needs Improvement U=Does not meet District Criteria			
1. Professional Preparation and Scholarships	S	NI	U
2. Knowledge of Subject Matter	S	NI	U
3. Instructional Skills	S	NI	U
4. Classroom Management	S	NI	U
5. Handling Student Discipline	S	NI	U
6. Interest in Teaching Students	S	NI	U
7. Effort toward Improvement when needed	S	NI	U
* Note: Any NI or U ratings require the use of the long form			

Evaluator's Signature: _____ Date: _____

Certificated Employee's Signature: _____ Date: _____

Note: Employee's signature indicates only that s/he has read and received a copy of this evaluation, not necessarily that s/he agrees with the content. Evaluator and/or Employee comments may be attached.

Evaluation Completion Criteria

1. Definition: The term "short form employee" is any employee who has been employed by the District for four (4) years with satisfactory evaluations, provided that any such employee may opt out of short form status for any full year.
2. Negative Evaluation Bar: The short form evaluation may not be used as a basis for determining that an employee's work is unsatisfactory, nor as probable cause for the non-renewal of an employee's contract under RCW 28A.405.210 (RCW 28A.67.070) or RCW 28A.405.220 (RCW 28A.67.072). The short form evaluation may be used only in those cases where the evaluator reports "satisfactory."
3. Observations: Short form employees shall be observed for the purpose of evaluation at least one (1) time for a period of no less than thirty (30) minutes.
4. Frequency of Evaluation: Short form employees shall be evaluated one (1) time per year, which shall be completed no later than June 1.
5. Removal from short form: If the evaluator or employee has reason to believe that the short form option should be dropped during the year, written notification must be given of the reason(s) for the decision by



HOCKINSON EDUCATION ASSOCIATION
2023-2024 FINAL SALARY SCHEDULE

STEP	BA-0	BA-15	BA-30	BA-45	BA-90	MA-0	MA-45	MA-90
0	\$59,139	\$60,704	\$62,326	\$63,951	\$69,166	\$70,664	\$75,880	\$79,242
1	\$59,920	\$61,507	\$63,149	\$64,846	\$70,116	\$71,437	\$76,706	\$80,043
2	\$60,663	\$62,266	\$63,924	\$65,752	\$71,006	\$72,215	\$77,468	\$80,843
3	\$61,430	\$63,048	\$64,722	\$66,609	\$71,853	\$72,952	\$78,192	\$81,649
4	\$62,180	\$63,869	\$65,556	\$67,505	\$72,779	\$73,726	\$78,999	\$82,482
5	\$62,954	\$64,652	\$66,355	\$68,415	\$73,669	\$74,510	\$79,767	\$83,316
6	\$63,754	\$65,412	\$67,174	\$69,338	\$74,567	\$75,313	\$80,546	\$84,114
7	\$65,154	\$66,836	\$68,623	\$70,903	\$76,210	\$76,822	\$82,127	\$85,798
8	\$67,204	\$68,980	\$70,810	\$73,277	\$78,656	\$79,194	\$84,574	\$88,375
9	\$67,204	\$71,200	\$73,120	\$75,675	\$81,179	\$81,590	\$87,098	\$91,030
10	\$67,204	\$71,200	\$75,456	\$78,197	\$83,775	\$84,115	\$89,693	\$93,757
11	\$67,204	\$71,200	\$75,456	\$80,793	\$86,492	\$86,709	\$92,412	\$96,554
12	\$67,204	\$71,200	\$75,456	\$83,307	\$89,283	\$89,409	\$95,200	\$99,470
13	\$67,204	\$71,200	\$75,456	\$83,307	\$92,140	\$92,201	\$98,060	\$102,454
14	\$67,204	\$71,200	\$75,456	\$83,307	\$95,011	\$95,075	\$101,118	\$105,553
15	\$67,204	\$71,200	\$75,456	\$83,307	\$97,454	\$97,517	\$103,717	\$108,265
16	\$67,204	\$71,200	\$75,456	\$83,307	\$99,379	\$99,441	\$105,767	\$110,406

23-24

STEP	BA-0	BA-15	BA-30	BA-45	BA-90	MA-0	MA-45	MA-90
0	\$59,139	\$60,704	\$62,328	\$63,951	\$69,165	\$70,664	\$75,880	\$79,242
1	\$69,920	\$61,507	\$63,149	\$64,846	\$70,118	\$71,437	\$76,708	\$80,043
2	\$60,663	\$62,266	\$63,924	\$65,752	\$71,003	\$72,215	\$77,468	\$80,643
3	\$61,430	\$63,048	\$64,722	\$66,609	\$71,853	\$72,952	\$78,192	\$81,649
4	\$62,180	\$63,869	\$65,556	\$67,505	\$72,779	\$73,726	\$78,999	\$82,482
5	\$62,954	\$64,652	\$66,355	\$68,415	\$73,669	\$74,510	\$79,787	\$83,316
6	\$63,754	\$65,412	\$67,174	\$69,338	\$74,567	\$75,313	\$80,646	\$84,114
7	\$65,154	\$66,836	\$68,623	\$70,903	\$76,210	\$76,822	\$82,127	\$85,798
8	\$67,204	\$68,980	\$70,810	\$73,277	\$78,658	\$79,194	\$84,574	\$88,375
9	\$67,204	\$71,200	\$73,120	\$75,675	\$81,179	\$81,590	\$87,098	\$91,030
10	\$67,204	\$71,200	\$75,456	\$78,197	\$83,775	\$84,115	\$89,693	\$93,757
11	\$67,204	\$71,200	\$75,456	\$80,793	\$86,492	\$86,709	\$92,412	\$96,554
12	\$67,204	\$71,200	\$75,456	\$83,307	\$89,283	\$89,409	\$95,200	\$99,470
13	\$67,204	\$71,200	\$75,456	\$83,307	\$92,140	\$92,201	\$98,060	\$102,454
14	\$67,204	\$71,200	\$75,456	\$83,307	\$95,011	\$95,075	\$101,118	\$105,583
15	\$67,204	\$71,200	\$75,456	\$83,307	\$97,454	\$97,517	\$103,717	\$108,265
16	\$67,204	\$71,200	\$75,456	\$83,307	\$99,379	\$99,441	\$105,787	\$110,408

24-25

STEP	BA-0	BA-15	BA-30	BA-45	BA-90	MA-0	MA-45	MA-90
0	\$62,037	\$63,679	\$65,380	\$67,085	\$72,555	\$74,127	\$79,598	\$83,124
1	\$62,856	\$64,521	\$66,244	\$68,023	\$73,552	\$74,937	\$80,485	\$83,965
2	\$63,635	\$65,317	\$67,056	\$68,974	\$74,485	\$75,753	\$81,284	\$84,804
3	\$64,440	\$66,137	\$67,894	\$69,873	\$75,374	\$76,527	\$82,023	\$85,650
4	\$65,227	\$66,999	\$68,768	\$70,812	\$76,345	\$77,338	\$82,870	\$86,524
5	\$66,039	\$67,820	\$69,606	\$71,768	\$77,278	\$78,161	\$83,676	\$87,398
6	\$66,878	\$68,617	\$70,465	\$72,736	\$78,220	\$79,004	\$84,493	\$88,236
7	\$68,346	\$70,111	\$71,985	\$74,377	\$79,945	\$80,586	\$86,152	\$90,003
8	\$70,497	\$72,360	\$74,279	\$76,867	\$82,510	\$83,074	\$88,718	\$92,708
9	\$70,497	\$74,688	\$76,703	\$79,383	\$85,156	\$85,588	\$91,366	\$95,491
10	\$70,497	\$74,688	\$79,154	\$82,029	\$87,880	\$88,237	\$94,088	\$98,352
11	\$70,497	\$74,688	\$79,154	\$84,752	\$90,730	\$90,958	\$96,941	\$101,285
12	\$70,497	\$74,688	\$79,154	\$87,389	\$93,658	\$93,790	\$99,885	\$104,344
13	\$70,497	\$74,688	\$79,154	\$87,389	\$96,655	\$96,719	\$102,865	\$107,474
14	\$70,497	\$74,688	\$79,154	\$87,389	\$99,667	\$99,734	\$106,073	\$110,725
15	\$70,497	\$74,688	\$79,154	\$87,389	\$102,230	\$102,295	\$108,799	\$113,570
16	\$70,497	\$74,688	\$79,154	\$87,389	\$104,249	\$104,314	\$110,950	\$115,816

CO-CURRICULAR and EXTRACURRICULAR

Effective 2023-2024			Effective 2024-2025		
CO-CURRICULAR	BA-15	\$60,704	CO-CURRICULAR	BA-30	\$65,380
High School			High School		
Jazz Band Activities outside of class	7.00%	\$4,249	Jazz Band Activities outside of class	7.00%	\$4,577
Marching Band	7.00%	\$4,249	Marching Band	7.00%	\$4,577
Concert Band	7.00%	\$4,249	Concert Band	7.00%	\$4,577
Pit Orchestra (for musical, 1x)	4.00%	\$2,428	Pit Orchestra (for musical, 1x)	4.00%	\$2,615
Choir	3.50%	\$2,125	Choir	3.50%	\$2,288
Drama (per play, max 8)	4.00%	\$2,428	Drama (per play, max 3)	4.00%	\$2,615
Choreography Stipend		\$1,000	Choreography Stipend		\$1,000
Middle School			Middle School		
General Music	6.50%	\$3,946	General Music	6.50%	\$4,250
Jazz Band (zero period)	6.50%	\$3,946	Jazz Band (zero period)	6.50%	\$4,250
Marching Band	3.50%	\$2,125	Marching Band	3.50%	\$2,288
Choir	3.50%	\$2,125	Choir	3.50%	\$2,288
Flag Team	2.00%	\$1,214	Flag Team	2.00%	\$1,308
Elementary School			Elementary School		
Music (6 concerts/year = \$1,011.67/per)	10.00%	\$6,070	Music (6 concerts/year = \$1,089.67/per)	10.00%	\$6,538
Music (Band x 2, \$1,011.67/Per)		\$2,023	Music (Band x 2, \$1,089.67/per)		\$2,179
EXTRACURRICULAR			EXTRACURRICULAR		
High School			High School		
Pep Band	6.00%	\$3,642	Pep Band	6.00%	\$3,923
Journalism	7.00%	\$4,249	Journalism	7.00%	\$4,577
Math Olympiad	5.00%	\$3,035	Math Olympiad	5.00%	\$3,269
Science Olympiad	5.00%	\$3,035	Science Olympiad	5.00%	\$3,269
Knowledge Bowl	5.00%	\$3,035	Knowledge Bowl	5.00%	\$3,269
National Honor Society	2.00%	\$1,214	National Honor Society	2.00%	\$1,308
ASB Advisor	5.00%	\$3,035	ASB Advisor	5.00%	\$3,269
Class Advisors (4)	2.00%	\$1,214	Class Advisors (4)	2.00%	\$1,308
Debate	7.00%	\$4,249	Debate	7.00%	\$4,577
Robotics Liason	2.00%	\$1,214	Robotics Liason	2.00%	\$1,308
FBLA	7.00%	\$4,249	FBLA	7.00%	\$4,577
Mock Trial	7.00%	\$4,249	Mock Trial	7.00%	\$4,577
GSA Club Advisor	4.00%	\$2,428	GSA Club Advisor	4.00%	\$2,615
Middle School			Middle School		
Journalism	6.50%	\$3,946	Journalism	6.50%	\$4,250
Math Olympiad	2.50%	\$1,518	Math Olympiad	2.50%	\$1,635
Math Counts	1.00%	\$607	Math Counts	1.00%	\$654
Knowledge Bowl	3.50%	\$2,125	Knowledge Bowl	3.50%	\$2,288
ASB Governor	2.50%	\$1,518	ASB Governor	2.50%	\$1,635
Geography Bee	0.50%	\$304	Geography Bee	0.50%	\$327
Spelling Bee	0.50%	\$304	Spelling Bee	0.50%	\$327
Activity/Academic Model (per coach)	1.00%	\$607	Activity/Academic Model (per coach)	1.00%	\$654
Debate	3.50%	\$2,125	Debate	3.50%	\$2,288
FBLA	4.00%	\$2,428	FBLA	4.00%	\$2,615
History Day	4.00%	\$2,428	History Day	4.00%	\$2,615
STEM Girls Club (per coach)	4.00%	\$2,428	STEM Girls Club (per coach)	4.00%	\$2,615
Mentor Club	4.00%	\$2,428	Mentor Club	4.00%	\$2,615
Rainbow Club Advisor	4.00%	\$2,428	Rainbow Club Advisor	4.00%	\$2,615
Elementary School			Elementary School		
Math Olympiad	2.50%	\$1,518	Math Olympiad	2.50%	\$1,635
Science Olympiad	2.50%	\$1,518	Science Olympiad	2.50%	\$1,635
Science Fair	1.00%	\$607	Science Fair	1.00%	\$654
Citizenship Advisor	1%	\$607	Citizenship Advisor	1%	\$654
5th Gr Band Assis (If > 35 st)	15%	\$9,106	5th Gr Band Assis (if > 35 st)	15%	\$9,807

APPENDIX E

HOCKINSON SCHOOL DISTRICT #98

**CERTIFICATED EMPLOYEE
GRIEVANCE REVIEW REQUEST FORM**

TO: _____
SUPERVISOR NAME TITLE

GRIEVANT(S) NAME POSITION (TITLE)

SCHOOL OR BUILDING _____

Consistent with the procedure for adjusting grievances, I have taken the following actions:

A. Informal Meeting _____
Supervisor Name Date Held

B. Step 1 - _____
Supervisor Name Date Delivered

C. Step 2 - (a) Date Delivered to Superintendent _____
(b) Date met with Superintendent _____

D. Step 3 - Association Demand for Arbitration _____
Date

STATEMENT OF GRIEVANCE: Cite specific contract provision(s) violated, misinterpreted, misapplied or, cite specific policy, rule, regulation, procedure, or administrative directive complained of:

ADJUSTMENT SOUGHT:

Signature

Date