



Kevin Bogatin  
Superintendent

621 Linwood Avenue SW Tumwater, WA 98512-6847  
(360) 709-7000 [www.tumwater.k12.wa.us](http://www.tumwater.k12.wa.us)

Capital Projects:  
(360) 709-7005  
Financial Services:  
(360) 709-7010  
Human Resources:  
(360) 709-7020  
Payroll/Benefits:  
(360) 709-7029  
Student Learning:  
(360) 709-7030  
Special Services:  
(360) 709-7040

**School Director's Agenda  
Special Meeting & Work Session**  
Thursday, September 14, 2023  
Start Time: 5:30pm  
Location: District Office and YouTube  
621 Linwood Ave. SW Tumwater, WA 98512

**Please Note: Public Comment is only available to those who have signed up in advance by filling out the [Public Comment Form](#) by 12 PM on the day of the meeting. Please see our website for more information.**

- 5:30pm Call Special Meeting to Order** (*President Killough*)
- Recognition/Flag Salute
- 5:31pm Public Comment Reminder** (*President Killough*)
- 5:32pm Agenda Discussion/Approval** (*President Killough/Superintendent Bogatin*)
- 5:33pm Consent Agenda**
- Personnel Report
  - 23-24 TEA Salary Schedule
  - 23-24 TAP Salary Schedule
  - 23-24 PSE Salary Schedule
  - 23-24 Co-Curricular Salary Schedules
- 5:35pm Public Comment**-*In the interest of maintaining the integrity of the published agenda, individual speakers are asked to limit their comments to not more than 3 minutes. A maximum of 30 minutes will be reserved on the agenda for all public comment.*
- Speakers-Agenda and Non-Agenda Items (*Becky Parsons*)
- 6:05pm Action Items**
- Recommended Approval of the 2023-2025 Tumwater Education Association (TEA) Collective Bargaining Agreement (*Wendy Bromley*)
  - Recommended Approval of the 2023-2025 Tumwater Association of Paraprofessionals (TAP) Collective Bargaining Agreement (*Wendy Bromley*)
  - Recommended Approval of the 2023-2026 Public School Employees (PSE) Collective Bargaining Agreement (*Wendy Bromley*)
- 6:15pm Adjourn Special Meeting**
- Work Session – Levy Presentation (*Cory Plager, DA Davidson*)

**NEXT BOARD MEETING: Regular Board Meeting on September 28, 2023.**  
The Board may also schedule additional special or emergency meetings consistent with RCW 28A.343.380.

BOARD OF DIRECTORS  
JILL ADAMS MELISSA BEARD DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

*“Continuous Student Learning in a Caring, Engaging Environment”*

## **CONSENT AGENDA**

- Personnel Report: Questions can be directed to Wendy Bromley.
- 23-24 TEA Salary Schedule: Questions can be directed to Wendy Bromley.
- 23-24 TAP Salary Schedule: Questions can be directed to Wendy Bromley.
- 23-24 PSE Salary Schedule: Questions can be directed to Wendy Bromley.
- 23-24 Co-Curricular Salary Schedule: Questions can be directed to Wendy Bromley.



# Tumwater School District

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Kevin Bogatin  
 Superintendent

September 14, 2023

TO: School Board  
 FROM: Human Resources  
 SUBJECT: Personnel Report

*Preliminary*

New Hires	Position	Location	Status	Group
Brent Tony Evans	Paraprofessional	THE	One Year Only for the 2023-2024 School Year	TAP
Brittany LaPalm	Assistant Principal	PGS	Effective date TBD in September	ADMIN
Brittney Zepp	Paraprofessional	PGS	Continuing Position, 2023-2024 School Year	TAP
Cynthia Quinn	Bus Driver Trainee	Transportation	Effective August 18, 2023	PSE
Dan Wilder	Assistant Football Coach	BMS	Effective August 18, 2023	N/A
Daniel Hinkle	Assistant Football Coach	THS	Effective August 31, 2023	N/A
David Renschler	Paraprofessional	BMS	One Year Only for the 2023-2024 School Year	TAP
Deana Rueda	Office Professional 5	THS	Continuing Position, for 2023-2024 School Year	TOPA
Denise Tiedeman	Paraprofessional	THS	One Year Only for the 2023-2024 School Year	TAP
Eric Eckstein	Paraprofessional	BLE	One Year Only for the 2023-2024 School Year	TAP
Heavenly Parrish	Food Services Substitute	FS	Continuing position, effective September 6, 2023	PSE
Hunter Kirsch	Sub Custodian	B&G	Continuing position, effective September 1, 2023	PSE
Jamie Fernald	Paraprofessional	PGS	One Year Only for the 2023-2024 School Year	TAP
John Watson	Sub Custodian	B&G	Continuing position, effective September 1, 2023	PSE
Joseph Tutch	Teacher	THE	1.0 FTE (Continuing 2023-2024)	TEA
Joshua Sproul	Paraprofessional	TMS	One Year Only for the 2023-2024 School Year	TAP
Justin Wimberly	Assistant Football Coach	THS	Effective August 31, 2023	N/A
Kasinda Starmer	Teacher	BMS	1.0 FTE (Continuing 2023-2024)	TEA
Katie Frazier	Teacher	BLE	1.0 FTE (Continuing 2023-2024)	TEA
Kelly Anderson	Paraprofessional	MTS	Continuing position, 2023-2024 School Year	TAP
Kevin Kriss	Paraprofessional	THE	One Year Only for the 2023-2024 School Year	TAP
Laura Allison	School Nurse	SS	0.2 FTE (Continuing 2023-2024)	TEA
Lindsey Wittenberg	Paraprofessional	SL/THS	Continuing Position, 2023-2024 School Year	TAP
Michael Ziesemer	Assistant Cross Country Coach	THS	Effective August 28, 2023	N/A
Naomi Randall	Registered Behavior Technician	SS	One Year Only for the 2023-2024 School Year	NON-REP
Patricia Edenstrom	Assistant Cook	MTS	Continuing position, effective September 1, 2023	PSE
Patrick Johnson	Teacher	BMS	1.0 FTE (Continuing 2023-2024)	TEA
Ryan Robertson	Teacher	EOE	1.0 FTE (Continuing 2023-2024)	TEA
Shaun Ridley	Assistant Football Coach	BMS	Effective August 22, 2023	N/A
Stephen Barker	Bus Driver Trainee	PSE	Effective August 29, 2023	PSE
Susan McGovern	Paraprofessional	MTS	One Year Only for the 2023-2024 School Year	TAP
Anthony Rodriguez	Teacher	THS	0.4 FTE (One year only 2023-2024)	TEA
Kelly Flowers	Paraprofessional	THS FRESH	Continuing position, 2023-2024 School Year	TAP
Stephanie Odenbrett	Paraprofessional	PGS	Continuing position, 2023-2024 School Year	TAP
Lindsay Retherford	Teacher	BMS	Continuing Position, 2023-2024 School Year	TEA

**BOARD OF DIRECTORS**

MELISSA BEARD CASEY TAYLOR SCOTT KILLOUGH DARBY KAIKKONEN JILL ADAMS

"Continuous Student Learning in a Caring, Engaging Environment"

<b>Adjusted:</b>				
Chelsi Yarger-Weedon	Paraprofessional	BLE	From 4.5 hours per day to 5.25 hours per day	TAP
Eileen Rodriguez	Paraprofessional	THE	From 6.0 hours per day (THS) to 6.5 hours per day (THE)	TAP
Heidi Center-Howden	Principal	MTS	From Assistant Principal at PGS to Principal at MTS, effective August 15, 2023	ADMIN
Jodi Schaefer	Teacher	BMS	From Elementary Ed. Supervisor to 1.0 FTE Teacher effective 9/5/23	TEA
Stephen Walker	Paraprofessional	BMS	From 6.5 hours per day One Year Only (MTS) to 6.0 hours per day Continuing (BMS)	TAP
Wendi Weiks	Paraprofessional/Teacher	THS	From 6.0 hours per day Paraprofessional to 5.0 hours per day Paraprofessional and 0.3 FTE Teacher, effective 2023-2024 school year	TAP/TEA
Sherri Florek	Teacher	THE	From 0.5 FTE One Year Only to 0.5 FTE Continuing, effective 2023-2024 school year	TEA
Matthew Ishler	Admin/Principal	NMSC/CHS	From NMSC 1.0 to NMSC 1.0 plus 0.2 super FTE Cascadia Principal as of 8/21/23	ADMIN
Dylan Mackenzie	Paraprofessional	BLE	From PGS to BLE, effective September 5, 2023	TAP
Kelly Anderson	Paraprofessional	MTS	From 3.0 hours per day to 3.5 hours per day, effective September 5, 2023	TAP
<b>Leaves:</b>				
Kristin Jones	Paraprofessional	PGS	Leave of Absence, beginning September 5, 2023, returning October 5, 2023	TAP
Savannah Owen	Paraprofessional	LINCS	Leave of Absence, beginning September 5, 2023, returning December 9, 2023	TAP
<b>Resignation:</b>				
Shaun Ridley	Assistant Football Coach	BMS	Effective September 1, 2023	N/A
Denise Whitesel Mallek	Teacher	BMS	Effective end of 22/23 school year	TEA
Teresa Johnson	Teacher	BMS	Effective September 8, 2023	TEA
Patricia McClary	Cook	THE	Effective September 5, 2023	PSE
Billie Williamson	Bus Driver	Transportation	Effective September 2, 2023	PSE
<b>Co-Curricular:</b>				
Matt George	Head Cross Country Coach	THS	Effective August 21, 2023	N/A
Joshua Sproul	Assistant Cross Country Coach	THS	Effective August 21, 2023	N/A
Jackie Zvirzdys-Wood	Head Boys Soccer Coach	BHHS	Effective July 31, 2023	N/A
Ian Connell	Assistant Girls Soccer Coach	THS	Effective August 22, 2023	N/A
Paul Snow	Assistant Football Coach	THS	Effective August 7, 2023	N/A
Dave Potwin	Head Girls Golf Coach	BHHS	Resigning, effective August 28, 2023	N/A
Nicholas Mailhot	Head Baseball Coach	BHHS	Effective August 31, 2023	N/A
Stephanie Odenbrett	Assistant Cheer Coach	THS	Effective September 6, 2023	N/A

TUMWATER, WA 98512

SCHEDULE 01

**2023-2024 CERTIFICATED SALARY SCHEDULE - w/5.7%**

**180 DAYS**

	01	02	03	04	05	06	07	08	09
						*			
YRS	BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	MA+90 or PHD
0	58,850	60,438	62,085	63,736	69,032	72,441	70,554	75,850	79,264
1	59,641	61,251	62,920	64,643	69,995	73,388	71,339	76,690	80,080
2	60,396	62,023	63,708	65,565	70,899	74,328	72,128	77,464	80,892
3	61,173	62,815	64,519	66,435	71,760	75,270	72,876	78,199	81,711
4	61,936	63,650	65,365	67,346	72,703	76,238	73,661	79,018	82,557
5	62,724	64,447	66,178	68,268	73,606	77,213	74,458	79,798	83,406
6	63,533	65,219	67,009	69,204	74,515	78,143	75,276	80,589	84,212
7	64,957	66,667	68,481	70,796	76,186	79,912	76,808	82,195	85,924
8	67,039	68,843	70,700	73,207	78,669	82,534	79,217	84,682	88,542
9	<b>67,039</b>	71,098	73,046	75,643	81,234	85,228	81,651	87,245	91,239
10	<b>67,039</b>	<b>71,098</b>	75,419	78,204	83,870	87,997	84,215	89,882	94,007
11	<b>67,039</b>	<b>71,098</b>	<b>75,419</b>	80,840	86,630	90,840	86,851	92,641	96,850
12	<b>67,039</b>	<b>71,098</b>	<b>75,419</b>	83,394	89,462	93,799	89,591	95,474	99,811
13	<b>67,039</b>	<b>71,098</b>	<b>75,419</b>	<b>83,394</b>	92,367	96,832	92,428	98,376	102,842
14	<b>67,039</b>	<b>71,098</b>	<b>75,419</b>	<b>83,394</b>	95,284	99,978	95,348	101,485	105,990
15	<b>67,039</b>	<b>71,098</b>	<b>75,419</b>	<b>83,394</b>	97,763	102,579	97,826	104,124	106,058
16	<b>67,039</b>	<b>71,098</b>	<b>75,419</b>	<b>83,394</b>	99,717	104,628	99,782	106,058	106,058

For credits earned after the BA, but before the MA: Any credits in excess of 45 may be counted after the MA degree.

\* Credits must have been earned prior to January 1, 1992 to be placed in this column.

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## APPENDIX A - SALARY SCHEDULE

### TUMWATER PARAPROFESSIONALS

For the 2023-2024 school year, the TAP salary schedule shall be as follows:

Step	Paraprofessional	Para w/\$1.00 pay differential for 1:1, PreK and self-contained
Step 1 (year 1)	\$23.25 per hour	\$24.25 per hour
Step 2 (year 2)	\$23.84 per hour	\$24.84 per hour
Step 3 (years 3 and 4)	\$25.63 per hour	\$26.63 per hour
Step 4 (years 5-9)	\$26.57per hour	\$27.57per hour
Step 5 (years 10-14)	\$27.55per hour	\$28.55per hour
Step 6 (years 15-19)	\$28.05 per hour	\$29.05 per hour
Step 7 (years 20+)	\$28.56 per hour	\$29.56 per hour

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#### ADDITIONAL STACKABLE COMPENSATION:

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1. Fundamental Course of Study: upon verified completion of the Fundamental Course of Study, Paraprofessionals will receive an additional \$.25 per hour\*
  2. General Paraprofessional Certificate: upon verified completion of the General Paraprofessional Certificate, Paraprofessionals will receive an additional \$1.00 per hour\*
  3. Paraprofessional Advanced Certificate: upon verified completion of the Paraprofessional Advanced Certificate, Paraprofessionals will receive an additional \$1.00 per hour\*
  4. Additional Paraprofessional Certificates: upon verified completion of additional Paraprofessional Certificates, Paraprofessionals will receive an additional \$.25 per hour\*

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\*Documentation for additional stackable compensation must be submitted to the Department of Human Resources by October 1 or February 1, or May 1 to apply to the next pay period.

**2023-2024 PSE SALARY SCHEDULE**

**4.7% INCREASE**

	Sub 94	PERC 96	Step 1 Journey	Step 2 2 Yr	Step 3 3 Yr	Step 4 5-9 yr	Step 5 10+ yr
Warehouse - Utility Supp. Servs. Asst.	23.58	25.66	27.75	28.33	29.48	30.93	32.36
Assistant Cook	16.94	18.44	19.93	20.22	20.50	21.90	23.30
Cook	20.38	22.18	23.98	24.96	25.94	26.93	27.90
Custodian	21.50	23.40	25.30	25.52	25.72	26.74	27.75
Custodian w/evening shift differential			25.82	26.04	26.25	27.26	28.27
Custodian Lead-Secondary-HS/NM(10% after adding 1.94 to the base)	21.50	23.40	29.96	30.20	30.43	31.55	32.65
Custodian Lead-Secondary-MS(10% after adding 1.52 to the base)	21.50	23.40	29.50	29.74	29.97	31.09	32.19
Custodian Lead-Primary(10% after adding 0.71 to the base)	21.50	23.40	28.61	28.85	29.08	30.20	31.30
Custodian HS Swing Crew Chief(includes the 0.38 differential)	21.50	23.40	25.68	25.90	26.10	27.12	28.13
Coordinator of Custodial/District Services (20%)			30.35	30.62	30.87	32.09	33.29
Skilled Grounds	24.03	26.15	28.27	28.71	29.16	30.78	32.40
Lead Skilled Grounds (10%)			31.10	31.58	32.07	33.86	35.65
Coordinator of Skilled Grounds (20%)			33.92	34.45	34.99	36.94	38.89
Skilled Mechanic ASE Certification \$0.50/hour per certification	27.03	29.41	31.80	32.82	33.86	36.03	38.23
Lead Skilled Mechanic (10%)			34.98	36.11	37.25	39.63	42.05
Skilled Maintenance	27.03	29.41	31.80	32.82	33.86	36.03	38.23
Skilled Maintenance w/journey level=+\$1.75(Electrical/HVAC/Carpentry/Refrigeration			33.55	34.57	35.61	37.78	39.98
Coordinator of Maintenance (20%)			38.16	39.39	40.63	43.23	45.87
Bus Driver	22.25	24.21	26.18	27.10	28.01	28.93	29.84
Bus Driver Differential: \$1.75/hr differential for drivers who work/volunteer for double runs			24.08	25.00	25.91	26.83	27.75
Van Driver	20.47	22.27	21.99				
Bus Driver Trainee			28.79	29.81	30.81	31.82	32.82
Driver Trainer (while performing Driver Trainer Duties) (10%)			27.75	28.33	29.48	30.93	32.36
Support Services Tech	23.58	25.66	33.29	34.00	35.38	37.11	38.84
Support Services Coordinator of Building & Grounds (20%)			33.29	34.00	35.38	37.11	38.84
Support Services Coordinator of Food Services (20%)			37.52	38.73	39.95	42.51	45.11
Skilled Maintenance Resource Conserv. Specialist (18%) of Skilled Maintenance			28.57	29.18	29.80	31.00	32.25
Transportation Dispatcher	24.29	26.43	30.30	30.99	31.69	33.11	34.52
Transportation Tech (Router)	25.76	28.03					

TUMWATER SCHOOL DISTRICT #33			
APPENDIX B-1 -- CO-CURRICULAR BARGAINED TEA STIPENDS			2023-2024
		<b>2023-2024 BASE:</b>	<b>\$47,740</b>
<u>ACTIVITY</u>		<u>PERCENTAGE</u>	<u>STIPEND</u>
H.S. Annual		11	5,251
H.S. Band Director		12	5,729
H.S. Choral Director		12	5,729
H.S. Debate		12	5,729
H.S. DECA		6	2,864
H.S. Drama		15	7,161
H.S. FBLA		6	2,864
H.S. Literary Magazine Editor (THS)		4	1,910
H.S. Competitive Marching Band/Marching Band		15	7,161
H.S. Newspaper		12	5,729
H.S. Renaissance Coordinator		11	5,251
H.S. Orchestra		5	2,387
H.S. Pep Band		5	2,387
H.S. Tutor		7	3,342
H.S. TV/Video Productions (BHHS)		8	3,819
H.S. Technology Students of America		6	2,864
H.S. Health Occupations Student Organization		6	2,864
H.S. Family, Career and Community of America		6	2,864
H.S. WA St Family, Career & Community Leaders of America		6	2,864
H.S. Future Farmers of America		6	2,864
H.S. WA Career & Technical Sports Medicine Assn.		6	2,864
M.S. Activities Coordinator Assistant		9	4,297
M.S. Annual/Yearbook		4	1,910
M.S. Technology Students of America		4	1,910
M.S. Band Director		7	3,342
M.S. Choral Director		7	3,342
M.S. Drama		4	1,910
M.S. Ensemble		2	955
M.S. Orchestra Director		5	2,387
Traffic Safety		6	2,864
<b>EXPERIENCE STEPS:</b>	<b>DETAILS</b>	<b>PERCENTAGE</b>	<b>EXPERIENCE INCREMENT</b>
1	0-3 YRS	Base Only	
2	4-6 YRS	0.50%	239
3	7-9 YRS	1.00%	477
4	10+ YRS	1.50%	716
<b>ACTIVITY/POSITION</b>	<b>DETAILS</b>	<b>PERCENTAGE</b>	<b>STIPEND</b>
	0-2 YRS	30	14,322



<b>Activities Director</b>	3-4 YRS	32	15,277
	5+ YRS	36	17,186
<b>Athletic Director</b>	0-2 YRS	34	16,232
	3-4 YRS	36	17,186
	5+ YRS	40	19,096
<b>CISPUS Coordinator</b>		6	2,864
<b>CISPUS Teacher - Outdoor Ed</b>		1.6	764
<b>Class Advisor</b>	Freshman/Sophomore	4	1,910
	Junior	5.3	2,530
	Senior	7.1	3,390
<b>Counselors/Psychologists/Ed Specialist</b>		9	4,297
<b>Department Heads</b> 1. Program Leader or Program Manager (employees may receive both stipends if they hold both positions). 2. High Schools are directed to continue to process department chair expectations.	1 – 4 Staff	5	2,387
	5 - 8 Staff	5.5	2,626
	9+ Staff	6	2,864
<b>Department of Health License Maintenance</b>			750
<b>Elementary Stipends</b>	Six stipends per site	1.4	668
<b>Elementary Site Support Stipend</b>		9	4,297
<b>Head Teacher, Cascadia H.S. or TWEC</b>		35	16,709
<b>Health Services Coordinator</b>	1 – 4 Staff	10	4,774
	5 – 8 Staff	11	5,251
	9+ Staff	12	5,729
<b>Mentor Coordinator - District</b>		12	5,729
<b>Special Education Mentor Teacher</b>			500
<b>Mentor Teacher</b>			950
<b>Mentee Teacher</b>			240
<b>Music Coordinator - District</b>		12	5,729
<b>Secondary Chemical Storage</b>			2,000
<b>Summer School Coordinator - Secondary</b>		14	6,684
<b>Summer School Coordinator – Elementary</b>		12	5,729
<b>K-12 TSD Summer School Teachers</b>	Per diem or \$45/hr whichever is greater		
<b>ACTIVITY/POSITION</b>	<b>DETAILS</b>	<b>PAYMENT DESCRIPTION</b>	
<b>Additional Days/Time:</b> 1. Compensation is paid via stipend and additional time must be completed by the end of the current school year. Time worked must be documented and submitted on the Additional Days Documentation Form. 2. Additional Days are pro-rated for contracts less than 1.0 FTE.	Counselor	10 DAYS	
	Special Education Teacher	10 DAYS	
	Education Specialist	10 DAYS	
	Enrichment Instructor	15 DAYS	
	Health Services Coordinator	20 DAYS	
	Media Specialist, Elementary	5 DAYS	
	Media Specialist, Middle School	5 DAYS	
	Media Specialist, High School	10 DAYS	
	Occupational Therapist	10 DAYS	
	Physical Therapist	10 DAYS	
	Psychologist	10 DAYS	
	School Nurse	10 DAYS	
	Social Worker	10 DAYS	
	Speech Language Pathologist	10 DAYS	
Vocational Ed/Marketing	10 DAYS		
<b>College in the Classroom</b>	Per Section Per Semester	\$200	
<b>Elementary Music Specialist</b>	For concert preparations or performances outside of the contracted school day.	\$800	

<b>CAAT (Curriculum Alignment and Assessment Team(s))</b>	Equal representation from each site.	Curriculum rate per hour for time worked outside the contracted day.	
<b>SLCC (Student Learning Coordination Council) Representation</b>	One HS, One MS, Two Elem, per CAAT Team and One TEA Representative.	Curriculum rate per hour for time worked outside the contracted day.	
<b>Secondary Prep</b>	Per Semester for each subject preparation beyond three (3).	\$525	
<b>Teacher in Industry</b>	Per day, 5 days max	\$100	

**TUMWATER SCHOOL DISTRICT #33  
CO-CURRICULAR ACTIVITY STIPENDS**

**2023-2024**

**BASE: \$40,479**

<u>ACTIVITY (EXPERIENCE-BASED)</u>	<u>DETAILS</u>	<u>PERCENTAGE</u>	<u>STIPEND</u>
Audio Visual (8 positions)		2.5	1,012
Debate Assistant		8	3,238
Drill Team/Dance		16	6,477
H.S. Homework Center		6.3	2,550
H.S. Knowledge Bowl		8	3,238
H.S. Interact Club - BHHS		8	3,238
H.S. Literary Magazine Prod. Coord.		4	1,619
H.S. Mentor Coordinator - THS		8	3,238
H.S. Testing Coordinator			814
H.S. SKY Club		6	2,429
Link Crew - BHHS		8	3,238
M.S. Activities Supervisor	BMS: paid via stipend TMS: paid via timeslip @ \$15/hour	13	5,262
M.S. Homework Center		6	2,429
M.S. Sysop (Tech)		8	3,238
Rifle Team		8	3,238
School Patrol		2.5	1,012
Ticket Supervisor	H.S. Fall football only	5.1	2,064
Video Production Coordinator		12.7	5,141
Video Production Assistant (65%)		8.255	3,342
H.S. Drama, Asst. Director (Musical)		4	1,619

<u>EXPERIENCE STEPS:</u>	<u>DETAILS</u>	<u>PERCENTAGE</u>	<u>EXPERIENCE INCREMENT</u>
1	0-3 YRS	Base Only	
2	4-6 YRS	0.50%	202
3	7-9 YRS	1.00%	405
4	10+ YRS	1.50%	607

<u>ACTIVITY</u>	<u>DETAILS</u>	<u>PERCENTAGE</u>	<u>STIPEND</u>
4-P'S Coordinator	Only one per high school.	7.3	2,955
School Psychologist Intern	1,000/month for 10 months		10,000
Club Stipends	1-3 YRS	1.33	538
	4-6 YRS	1.67	676
	7+ YRS	2	810
Site Team	Maintenance/Grounds/Custodial		2,000
	Food Service		1,000
	Paraprofessional (per site, TAP bargained)		1,000
	Transportation		3,000
	TOPA (per site, TOPA bargained)		1,000
Volunteer Coordinator	Only one per school.		1,055
Webmaster	High School	2.55	1,032
	Middle School	1.87	757
	Elementary	1.56	631
High School Marching Band	H.S. Assistant Band - Percussion	6	2,429
	H.S. Assistant Band - Color Guard	5.5	2,226
	H.S. Assistant Marching Band	5.5	2,226
Co-Curricular Hourly Rate	\$15/hour; for Miscellaneous Activities		

**TUMWATER SCHOOL DISTRICT #33  
CO-CURRICULAR ATHLETIC STIPENDS**

**2022-2023**

**BASE: \$40,479**

<u>ACTIVITY</u>	<u>POINTS</u>	<u>PERCENT OF BASE</u>	<u>PERCENT OF HEAD COACH STIPEND</u>	<u>STIPEND</u>
Head Football	68	21.3		8,622
Assistant Football			65	5,604
Head Basketball	59	18.4		7,448
Assistant Basketball			65	4,841
Head Wrestling	51	15.9		6,436
Assistant Wrestling			65	4,184
Head Track	52	16.3		6,598
Assistant Track			65	4,289
Head Baseball	53	16.6		6,720
Assistant Baseball			65	4,368
Head Soccer	46	14.4		5,829
Assistant Soccer			65	3,789
Head Volleyball	47	14.7		5,950
Assistant Volleyball			65	3,868
Head Fastpitch	53	16.6		6,720
Assistant Fastpitch			65	4,368
Head Golf	35	10.9		4,412
Assistant Golf			65	2,868
Head Cross Country	35	10.9		4,412
Assistant Cross Country			65	2,868
Head Tennis	38	11.9		4,817
Assistant Tennis			65	3,131
Bowling	29	9.1		3,684
Head Cheerleader	62	19.4		7,853
Assistant Cheerleader			65	5,104
Head Swimming	36	11.3		4,574
Assistant Swimming			65	2,973

<u>EXPERIENCE STEPS:</u>	<u>DETAILS</u>	<u>PERCENTAGE</u>	<u>EXPERIENCE INCREMENT</u>
1	0-3 YRS	Base Only	
2	4-6 YRS	0.50%	202
3	7-9 YRS	1.00%	405
4	10+ YRS	1.50%	607

- a. All coaches from within district may transfer experience in same sport.
- b. All coaches outside district will start at base.
- c. Present coaches shall have appropriate experience included.

<u>ACTIVITY</u>	<u>POINTS</u>	<u>PERCENT OF BASE</u>	<u>PERCENT OF HEAD COACH STIPEND</u>	<u>STIPEND</u>
Athletic Trainer		10.9		4,412
H.S. Intramural Coordinator		8.1		3,279
H.S. Intramural Gymnastics				1,200
H.S. Intramural Assistant Gymnastics				1,000
M.S. Intramural Coordinator				2,100
M.S. Intramural Supervisor				1,500
M.S. Basketball	32	10.0		4,048
M.S. Asst. Basketball			65	2,631
M.S. Wrestling	30	9.4		3,805
M.S. Assistant Wrestling			65	2,473
M.S. Gymnastics	25	7.8		3,157
M.S. Assistant Gymnastics			65	2,052
M.S. Track	29	9.1		3,684
M.S. Assistant Track			65	2,394
M.S. Football	37	11.6		4,696
M.S. Assistant Football			65	3,052
M.S. Volleyball	31	10.0		4,048
M.S. Assistant Volleyball			65	2,631
M.S. Soccer	28	9.4		3,805
M.S. Assistant Soccer			65	2,473

NOTE: The points divided by 3.2 = percentage

<u>EXPERIENCE STEPS:</u>	<u>DETAILS</u>	<u>PERCENTAGE</u>	<u>EXPERIENCE INCREMENT</u>
1	0-3 YRS	Base Only	
2	4-6 YRS	0.50%	202
3	7-9 YRS	1.00%	405
4	10+ YRS	1.50%	607

- All coaches from within district may transfer experience in same sport.
- All coaches outside district will start at base.
- Present coaches shall have appropriate experience included.

## **ACTION ITEMS**

- Recommended Approval of the 2023-2025 Tumwater Education Association (TEA) Collective Bargaining Agreement: Questions can be directed to Wendy Bromley.
- Recommended Approval of 2023-2025 Tumwater Association of Paraprofessionals (TAP) Collective Bargaining Agreement: Questions can be directed to Wendy Bromley.
- Recommended Approval of the 2023-2026 Public School Employees (PSE) Collective Bargaining Agreement: Questions can be directed to Wendy Bromley.



# Tumwater School District

## TEA CBA UPDATES 2023-2025

<p>ART1 E 1.</p>	<p>Site Team/Leadership Funding</p>	<p>In recognition of both parties' joint commitment to site-based decision making, funding will be provided for site teams at the following levels. Sites may determine the number of site team members and the actual amount of compensation provided each member. Sites wishing to supplement site team funds from the building budget, or wishing to use time-sheets instead of stipends as the manner of payment to site team members, may do so. Unused funds will rollover to the Article 2 committee at the end of each school year; provided that the total funds accumulated in the Article 2 fund shall not exceed \$40,000 in any given year</p> <p>Elementary schools (6) \$7500 Middle Schools \$7500 Tumwater High School \$9500 A.G. West Black Hills High School \$9500 Cascadia High School \$5000</p>
<p>ART 3 B 5</p>	<p>Payment for Substitutes</p>	<p>The daily rate of pay for substitute teachers shall be equal to the rate set by the EdJobsNW Substitute Cooperative not to be less than \$200_per full day. After twenty consecutive days in any assignment or thirty non-consecutive days, long-term substitutes shall be paid at the BA+1 on the salary schedule.</p>
<p>ART 6 K</p>	<p>College in the Classroom and Advanced Placement</p>	<p>Employees teaching College in the Classroom classes or Advanced Placement classes shall receive a stipend of two hundred dollars per section per semester.</p>
<p>ART 6 L</p>	<p>Middle and Secondary Placement</p>	<p>Any employee at the middle school and secondary level (6-12) will not be required to accept more than three (3) subject preparations. Those employees who accept an additional subject preparation at the request of an administrator shall be compensated at the rate six hundred and twenty-five (\$625) per semester for each subject preparation beyond three (3). Advisory/homeroom or any other similar class will not be considered a prep as long as teachers are provided instructional materials in advance, do not have to assign individual grades, and are not required to conduct progress monitoring outside the time period specified for advisory. Advisory materials shall be provided no later than the end of the prior school day.</p>

ART 20 C	Personal Property Insurance	The District shall provide insurance coverage for loss of or damage to personal property of school employees while such employees are engaged in the maintenance of order and discipline and the protection of school personnel and students, and the property thereof, when that is deemed necessary by such employee. The damage or loss must have occurred on school property. The limit of liability shall be \$1,0005 per employee for each claim. In order to be eligible for this insurance coverage, the employee must register the item. Personal cell phones, purses, wallets and similar items required for daily use do not need to be registered. All other items must be registered including personal laptops and tablets.
ART 21 E 2.	Elementary Planning	On Academic Collaboration Time (ACT) days, planning time will be provided to all employees and shall be scheduled within the student day in blocks of not less than twenty-five (25) minutes per day. 200 minutes of planning time for the week, per Article 21 Section E.1 shall remain. The majority of ACT time will be allocated to Professional Learning Community (PLC) time.
ART 21 E 1.	Covering Another Class	The practice of using classroom teachers and specialists as substitutes shall be discouraged. When an employee is requested or required to cover a class during their planning period or takes an additional full class during the time that they are already teaching a class, they shall be reimbursed at their per diem rate of pay prorated to reflect the actual amount of time thus spent. If two/three teachers split a full classroom they will each receive half/third the amount of time thus spent. Authorization for class covering shall be made by the building principal. Principals will collaborate with staff within each building to develop a plan for class coverage, to include a visible rotating schedule for coverage. Employees wishing to volunteer to provide class coverage shall notify the building administrator or designee at the beginning of the contract day.
ART 21 E 5.	Covering Another Class	When a teacher has a paraeducator assigned to the classroom, the paraeducator will not be reassigned to provide substitute coverage except in unusual and specific circumstances. The District will make every effort not to pull special education paraeducators.
ART 23 A.	Employee Basic Salary Schedule	<p>For the 2023/ 2024 school year, base salaries will be increased by IPD plus 2.0%</p> <p>For the 2024/ 2025 school year, base salaries will be increased by IPD plus 1.5%</p> <p>Steps 15 and 16 MA +90 at statutory maximum. The employee base salary schedule appears in Appendix A-1.1 &amp; A-2.1.</p> <p>The "BA-0" through "MA+90/Ph. D-0" row on Appendix A will remain on the salary schedule contained in Appendix A,</p>



		however, will not be used for purposes of salary placement. Employees new to the District, or who were previously hired and are currently at the "0" step, will be moved to the "1" step on Appendix A.
ART 26 H 2	Longevity Leave	Employees, at their option, may cash out unused Longevity Leave at the per diem rate of 1 day at the curriculum rate. Such requests shall be made in writing to the Superintendent or Superintendent's designee by the last work-day of each school year. Such payment shall be made in the July paycheck.
ART 26 P 3	Shared or Donated Leave	The Superintendent or their designee will determine an employee's eligibility for shared leave. Once determined eligible, the Superintendent or their designee will solicit donations of leave from all District employees.
ART 29 A 6	Involuntary/Reassignment	The District agrees that absent a finding of fact by the Superintendent that the educational best interest of the students cannot be adequately served thereby, the District shall select involuntary transfers according to least continuous time spent working in the District current building or worksite (exclusive of approved leave) within a building to be involuntarily transferred. If years of service within the building District are the same between two employees, standing on the seniority list shall be used in the absence of the above finding by the Superintendent. If District seniority is determined legally impermissible then State seniority shall be used.
ART 31 B	Student Discipline	In instances where a special education student disrupts a regular or special education classroom in such a manner that the educational process is significantly impaired, the student shall be removed in accordance with the District Policy and Procedures Guide. Disciplinary responses to student misconduct will be considered on a case-by-case basis, consistent with an individual student's IEP or behavioral plan, as applicable.
ART 31 D	Discipline of Special Education Students	In instances where a special education student disrupts a regular or special education classroom in such a manner that the educational process is significantly impaired, the student shall be removed in accordance with the District Policy and Procedures Guide. Disciplinary responses to student misconduct will be considered on a case-by-case basis, consistent with an individual student's IEP or behavioral plan, as applicable.
ART 35 C 1.	District and Building Directed Supplemental Days	There are five and one-half optional days in this category.  Two and one half (2.5) days prior to the start of the school year for professional development known as "Tumwater U." The District will provide the scheduled dates for Tumwater U by the end of June. For the 2023-2024 school year, the fifth optional day will be utilized for Vector/Safe Schools trainings which the employee may fulfill any time before September 30, 2023. The

		employee may timesheet the time spent performing the training, up to 7.5 hours.
ART 37 D 5	Multi-Aged, Combined, and Split Classes	In the cases of multi-aged classes, combined classes, and split classes, the district will use the lower-class size level to assign impact time. A reasonable effort will be made to avoid split classes. Prior to assigning a split class, the District will solicit volunteers to fill the position.
ART 37 D 8	Elementary Class Size Levels	Every effort will be made to not exceed these levels. Prior to staffing any classroom over impact, the building principal(s) will provide each affected educator with a description of the efforts made to avoid exceeding the bargained levels.
ART 37 D 10	Split Classes	... All elementary school grade level teachers electing or required to teach a split class shall receive compensation equal to overload of two (2) students.
ART 37 E	Secondary Class-Size and Total Daily Load Trigger Level	Cascadia High School: Class sizes at Cascadia shall not exceed the traditional 1:15 ratio.
ART 38 A 1	Speech and Language Pathologists	<p><del>The SLP team will determine sites, program coverage, and sharing of work responsibilities with SLPAs, subject to the approval of the Special Services Director/designee. Caseload reviews may be requested on a semester basis. In the event of inequitable caseload sizes among therapists, the SLPs shall work together to make adjustments as necessary.</del></p> <p>When the number of IEP students exceeds forty-eight (48) relief will be provided at the rate of \$900 per semester (prorated to reflect the actual time of the overload) for each SLP per FTE. Such payment will be made in a lump sum at the first pay period following the end of the semester.</p> <p>Factors used in determining caseloads include but are not limited to:</p> <ol style="list-style-type: none"> <li>a. the number of sites assigned</li> <li>b. students' qualifying disabilities</li> <li>c. direct therapy time determined by the IEP</li> <li>d. availability and use of Paraprofessionals</li> <li>e. the number of assessments and IEPs</li> <li>f. assignment to the pre-school assessment team</li> <li>g.</li> </ol> <p>The SLP team will determine sites, program coverage, and sharing of work responsibilities with SLPAs, subject to the approval of the Special Services Director/designee.</p> <p>Caseload reviews may be requested on a semester basis. In the event of inequitable caseload sizes among therapists, the SLPs shall work together to make adjustments as necessary.</p>

ART 38 A 2	Occupational Therapists and Physical Therapists	Same as Speech Therapists
ART 38 A 3	Pre-School Program	<p>Planning time for the Tumwater Pre-school program shall be scheduled Friday of each week. Up to once per month, if activities such as Child Find must be scheduled on a Friday, the District may schedule planning time at other times during the week, provided that each employee will have a minimum of 200 minutes per week for planning time. Each school's administration will ensure that preschool teachers receive their lunches and breaks. If a preschool teacher is not receiving this time, then the preschool teacher may address the issue with the Executive Director of Human Resources.</p> <p>Total class size shall not exceed fourteen (14) students per session, including up to three (3) peer models.</p> <p>Each Pre-School teacher shall receive six (6) hours of Paraprofessional time when students are in attendance. When a preschool class exceeds ten (10) students, then an additional six (6) hours of Paraprofessional time when students are present will be added.</p>
ART 38 A 4	Resource Room Teachers	The maximum caseload per site for each Special Education instructor shall be twenty-six (26) students per full-time certificated teacher. When the number of students with IEPs on the teacher's caseload exceeds twenty-six (26), relief shall be provided at the rate of \$22.00 per student per day based on the monthly count. Such payment will be made in a lump sum at the first pay period following the end of the semester.
ART 38 I	Paraprofessional Support Options in Self-Contained Classrooms	Special Education teachers in a self-contained program receives a minimum of six (6) hours of paraprofessional support (per Article 38). The paraprofessional(s) will be scheduled in such a manner to provide a full six (6) hours of support. When a self-contained classroom exceeds ten (10) students, then an additional six (6) hours of Paraprofessional time will be added to the classroom. A good faith effort will be made to maintain consistency and continuity of paraprofessional staffing in self-contained programs.



# Tumwater School District

## TAP CBA UPDATES 2023-2025

ART I Sect 1.1	Temporary Status Employees	Temp TAP or 1 year only is offered position the following year, employee will be continuing regardless of assignment
ART I Sect 5	Job Descriptions	District has right to determine job description. TAP will have input rights prior to finalizing
ART II Sect 1	Rights of Association	District will provide Association all unit members names, date of hire, cell, home, work number, work and home email, home and mailing address, job title, rate of pay, and work site location per new RCW.
ART II Sect 3	Union Access to New Employees	Updated language from House Bill to actual RCW
ART II Sect 4	Use of Facilities	Association has access to District buildings for conducting Association business, provided it does not conflict with regular school operations
ART III Sect 4 A	Vacancies and New Positions	"Upon request, the District will indicate to those interviewed why they were not selected for the position."
ART III Sect 4 D	Vacancies and New Positions	"The employee may have their association representative present at the meeting (involuntary transfer meeting). The District shall notify the Association 48 hours prior to the involuntary transfer meeting."
ART III Sect 4 E	Vacancies and New Positions	"Employees will have access to information needed and relevant to work with a student, including 504s, health information and IEPs. Employees will be paid for the time spent reviewing information, up to one hour."
ART III Sect 6 C	Probation Period	Temp or 1 year only employees who return to same or similar position the following year will not have a 60 day evaluation.
ART III Sect 7 F	Hours of Work and Overtime	1. "When a Paraprofessional substitutes as an Emergency Certificated Teacher, they shall be paid at the long-term sub rate at the half day (3.75 hours) or whole day (7.5 hours) rate.

ART III Sect 7 J	Hours of Work and Overtime	"Employees assigned to provide instruction to students with special needs shall have access to IEP and/or 504 plan where applicable."
ART III Sect 9 A	Employee Protection	"The limit of liability provided under this policy for employees' personal property is \$1000 per employee for each claim. In order to be eligible for this insurance coverage, the employee must register the item. Personal cell phones, purses, wallets and similar items required for daily use do not need to be registered. All other items must be registered including personal laptops and tablets."
ART III Sect 9 B	Employee Protection	"Only employees designated and appropriately trained may dispense or administer medication...If Health Room Paraprofessional or other designated employees are designated to dispense medication, they will be provided instruction/training from the appropriate personnel prior to administering medication."
ART III Sect 9 C	Employee Protection	Renumbered
ART III Sect 11	Holidays and Vacations	Juneteenth if it falls within the work year
ART III Sect 17	Community Outreach	"When an employee's supervisor requests that the employee work at a school or District event outside of the employee's workday, the employee will be compensated at their regular hourly rate. This will apply to community events described as "volunteer" opportunities. This provision does not apply when an employee chooses to volunteer at an event but their supervisor has not requested nor signed the work."
ART IV Sect 2	Bereavement Leave	Applies to hospice as well as death now
ART IV Sect 9	Longevity Leave	<ul style="list-style-type: none"> <li>• Each employee who has worked for five (5) years in the District shall receive one additional (1) non-accumulative and non-transferable leave day per year.</li> <li>• Each employee who has worked for ten (10) years in the District shall receive two (2) additional non-accumulative and non-transferable leave days per year.</li> <li>• Each employee who has worked for fifteen (15) years in the District shall receive three (3) non-accumulative and non-transferable leave days per year.</li> </ul>

		<ul style="list-style-type: none"> <li>Each employee who has worked for twenty (20) years in the District shall receive four (4) additional non-accumulative and non-transferable leave days per year.</li> </ul>
ART IV Sect 12	Return from Leaves of Absence	“Employees returning from leaves of absence shall be assigned back to the same or similar position. A similar position will have comparable tasks and requirements.”
ART IV Sect 13	Substitutes	Employees shall report their absence in the District designated program. When substitutes are not available, a supervisor may work with the paraprofessional to identify if there is a mutually agreeable alternative; however, the lack of substitutes shall not impede an employee's ability and right to access applicable paid leave.
ART VI Sect 1	Salaries and Benefits	<ul style="list-style-type: none"> <li>2023-2024: IPD + 2%</li> <li>2024-2025: IPD + 2%</li> <li>Pay differential for an employee assigned as a 1:1, self-contained or working in preschool program: \$1 additional an hour</li> <li>Each cell of the salary schedule increase by \$.50, applied after IPD and prior to increase of 2%</li> </ul>
APPENDIX A	Stackable Compensation	<ul style="list-style-type: none"> <li>FCS: additional \$.25 per hour</li> <li>General Paraprofessional Certification: additional \$1.00 per hour</li> <li>Advanced Paraprofessional Certification: \$1.00 per hour</li> <li>Additional Paraprofessional Certifications: \$.25 per hour</li> <li>October 1, February 1, May 1 due date to be on next pay period</li> </ul>
ART VIII Sect 6	Site Team	Each site will be provided funds to have one TAP employee attend a minimum of nine (9) site team meetings throughout the school year. TAP employees attending site team meetings will be compensated at fifty dollars (\$50) an hour. The employee will fill out a monthly time slip or sign a classified roster in order to receive payment for attending a site meeting. If administration cancels the meeting, it will be rescheduled in a timely manner or the employee will be offered site team work in lieu of the meeting outside of the employee's regularly scheduled work hours. Each TAP member will be offered at least twenty hours of

		<p>site meetings or related work, resulting in payment up to one thousand dollars (\$1,000) for the school year.</p> <p>Term limits for paraprofessional site team members shall be limited to two (2) years when there are other interested site team participants.</p>
ART X Sect 2	Site Based Planning Dollars	<p>Each site receives money for site-based planning activities. Use of funds are mutually agreed upon by paraprofessionals, TAP building rep, and supervisor. No TAP rep in the building, then executive board steps in.</p>
ART X Sect 3	Professional Growth Day	<p>Each employee is given 2 optional professional growth days per year, to be used in 1 hour increments during employee's work day, and decided upon by para and supervisor.</p>
ART X Sect 4	Tumwater U	<p>There will be 4 hours of dedicated para training during Tumwater U</p>



# Tumwater School District

## PSE CBA UPDATES 2023-2026

Sect 1.4	Job Descriptions	<p>The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications:</p> <ul style="list-style-type: none"> <li>○ Bus Driver</li> <li>○ Dispatcher</li> <li>○ Transportation Router</li> <li>○ Food Service</li> <li>○ Support Services Technician</li> <li>○ Mechanic</li> <li>○ Custodial – Warehouse</li> <li>○ Skilled Grounds</li> <li>○ Skilled Maintenance</li> <li>○ <u>Coordinator</u></li> </ul> <p><del>Should a Dispatcher decide to become a Driver prior to September 1, 2022, they shall be afforded all seniority rights under the Bus Driver classification.</del></p> <p>Those excluded are the Supervisors of Building and Grounds, Food Service, and Transportation.</p>
Sect 3.5	Personnel File	<p>Employees or former employees shall, upon request, have the right to inspect all contents of their complete official personnel file kept within the District Central Administrative Office. All performance-related documents shall be submitted to the employee prior to insertion in the official personnel file and the employee shall have the right to attach his/her own written comments. Upon request, a copy, at District expense, of any documents contained therein shall be afforded the employee. Employees shall have the right to request on a case-by-case basis the removal of material contained in the official personnel file. No secret, duplicate, alternate or other personnel file shall be kept in the District; however, the Union recognizes that working files properly exist. Any documentation in a working file may be reviewed by the employee involved after scheduling a meeting for that purpose. Any documentation noted in any working file directly relating to disciplinary action against an employee shall be called to the attention of the employee within fifteen (15) working days after its notation/inclusion and the employee shall have the right to attach his/her own written comments.</p>



		Material contained in a working file shall, at the request of the employee or the Union, be removed and discarded from the working file after one (1) calendar year. <u>and</u> Any materials not discarded after one (1) calendar year will be considered expired and therefore will not be used for disciplinary or corrective action purposes.
Sect 4.3	Information for Union	The names, <u>date of hire, home or mailing addresses, cellular, home, and work telephone numbers, work assignments, worksite or duty station</u> and salary information of employees in the respective classifications will be provided <u>quarterly to</u> annually on approximately October 1 to the Union President. Updates shall be provided quarterly upon request of the Union President.
Sect 4.8	Union Access	<u>Consistent with Chapter 41.56 RCW, Tthe</u> District will provide the Union access to new employees within thirty (30) days of hire to the bargaining unit. The District will provide a maximum of thirty (30) minutes paid time to the new employee only, to attend a presentation about their exclusive bargaining representative. The access may occur at the employee's worksite during the employee's regular workday, or at a location mutually agreed upon by the employer and the bargaining representative. No employee will be mandated to attend the meetings or presentations. The dues deduction form and authorization shall remain in effect from year to year, unless withdrawn in writing to the Union by the employee. Upon receiving an authorization, the employer will start deductions for the new members for the next available payroll period, according to the usual administrative cycle. The Union will refund any amount of dues that are paid to it in error.
Sect 4.9	Paid Release Time	Union Representative/s (or their designee) shall be entitled to paid release time for meetings and grievances scheduled by the District during working hours.
Sect 4.10	Bargaining During Business Hours	All employees shall be in a paid status for issues of mutual interest ie: bargaining, grievances, investigatory meetings, and the like, should said issue/meeting take place during normal District business hours.
Sect 6.4 and 6.5	Removal of 6.4 and 6.5 under Management Relations since it duplicates 4.9 and 4.10	<del>Section 6.4:</del> <del>Union Representative/s (or their designee) shall be entitled to paid release time for meetings and grievances scheduled by the District during working hours.</del> <del>Section 6.5:</del> <del>All employees shall be in a paid status for issues of mutual interest (i.e.: bargaining, grievances, investigatory meetings, etc.) and the like, should said issue/meeting take place during normal District business hours.</del>

7.16	Route Incentive	<p>The Supervisor of Transportation may determine that drivers are needed to drive double-runs during a given month. If the Supervisor of Transportation determines that double-runs are required and solicits volunteers, then bus drivers who volunteer to drive double-runs shall receive an additional \$1.75 an hour throughout the month in which they have volunteered. Drivers who volunteer to drive may not refuse to drive a double-run throughout the month in which they are receiving this additional payment. If a driver who has volunteered refuses to drive a double-run, then the driver will be removed from the list of drivers who are receiving the additional pay.</p>
Sect 7.A.2	Driving Time	<p>The driving time for assignments is determined by the Transportation Supervisor or designee and shall be adequate to perform the duties required for safe operation of District vehicles. Any driver with one (1) hour or less between any Preschool, Elementary or Secondary run will remain on the clock <u>during conference week(s) only all half-day school days.</u> Extra time may be allowed for unusual or emergency situations beyond the driver's control, but not to exceed the additional time actually required. Pay for such extra time will be authorized by the Transportation Supervisor or designee.</p>
Sect 7.A.7		<p>For each school year, regularly scheduled routes shall be established by the Transportation Supervisor and posted to the District website at least three (3) days prior to bidding. In addition to regular routes, two (2) reserve contracts of five (5) hours and thirty six (36) minutes shall be created. Routes shall be selected by drivers in accordance with seniority prior to the beginning of the school year based on estimated inclusive times of the routes. The District will ensure that the times on the regular routes selected in accordance with the foregoing will not be changed, except as provided for in this section. No bumping or changes in drivers from one route to another shall be made during September. An opportunity to rebid by seniority for realigned routes shall be made available on the first working day in <del>October</del>, <u>November</u>.</p> <p>For the purpose of <del>October</del> <u>November</u> realignment only, realignment means a change in the daily average driving time of fifteen (15) minutes or more. For example, seventy-five (75) minutes (fifteen (15) minutes per day) is the weekly target for realignment purposes: take the Driver's added time, divide it by five (5), and if this equals more than fifteen (15), their route will be realigned. For those working four (4) days a week (sixty (60) minutes being the target), take the Driver's added time, divide it by four (4), and if this equals more than fifteen (15) <u>minutes or more</u>, their route will be realigned.</p>

		<p><u>During the school year after realignments, Drivers may rebid a route up to two (2) times a year without restraints. If bidding for a third (3<sup>rd</sup>) route, the route time change must be thirty (30) minutes or more.</u></p> <p><del>During the remainder of the school year, all new or open routes, and realigned routes with a change in the weekly average driving time of one (1) hour or more, shall be posted for bid for at least five (5) workdays. Such route shall be posted at the time it occurs. All open routes will be posted by Thursday prior to the following unpaid bid meeting for bid by seniority among those drivers whose weekly average driving time would be changed by fifteen (15) or more minutes if awarded said route. Route postings will be filled in prior to the an-unpaid Thursday bid meeting after posting of at least five (5) workdays. The District agrees to pilot that drivers may bid by proxy through June 2022. The initial route vacancy and all subsequent vacancies will be filled at the same meeting. Drivers must be present to bid unless on District business or approved leave in which case they may bid written/telephone/ZOOM proxy with submitted intent to bid sheet. Any route changes shall take place within five (5) working days the following work day after following the awarding of the bid, provided, however, that a driver shall be awarded only one (1) bid per set of related vacancies.</del></p>
Sect 7.A.12	Eliminate entire section for Partial Road Closures	<p><u>Eliminate:</u></p> <p><u>Section 7.A.12.1. Partial Road Closures:</u></p> <p>A. <u>Drivers whose assigned routes are not affected by road closures will drive their route or any parts thereof.</u></p> <p>B. <u>Drivers whose routes are totally affected will be assigned, in order of seniority, to traffic control and/or other work. Length of assignment times will be based on seniority beginning with the longest assignment time.</u></p> <p>C. <u>In cases of absence of a driver whose route is running and whose hours exceed the hours for other work assignments, said route(s) will be filled by seniority among drivers whose hours would be improved by said route.</u></p> <p><u>Section 7.A.12.2. Total Road Closures:</u>  <u>In cases of total road closures and no regular route(s) are allowed to run, assignments for traffic control and/or other work will be assigned in order of seniority beginning with the longest assignment.</u></p> <p><u>Section 7.A.12.3. Substitutions:</u>  <u>EXCEPTION: See Section 7.A.13.1 above.</u></p>

		<p><u>Section 7.A.12.4. Timeline for Notification:</u></p> <p>A. <u>The District will attempt to notify all drivers involved in partial and/or total road closures immediately upon notification or as soon thereafter as possible.</u></p> <p>B. <u>By November 1, the Transportation Department will post those routes that will be affected by partial or total closures. Additionally, a posting will be made by seniority of the traffic control and/or other work assignments. It will be the employee's responsibility to confirm their assignment with the Transportation Office.</u></p> <p><u>(Note: Be advised that due to unforeseen emergencies, the foregoing scheduling can be subject to change to meet the needs of the District. If the emergency clears, the outlined road closure process will be reinstated.)</u></p> <p>C. <u>Accepting traffic control and/or other work is not required. (Refusing work may void unemployment compensation rights.) An opportunity to accept these assignments will be available only on in-service day at the beginning of each school year or at the time of employment should that occur after the beginning of school. Once a driver has accepted, the District will consider the acceptance as binding for the remainder of that school year.</u></p> <p><u>Section 7.A.12.5. Number of Assignments (Non-Driving):</u></p> <p>A. <u>Assignments will be made to traffic control first.</u></p> <p>B. <u>It is understood that there will be other work offered when traffic control is not offered.</u></p> <p>C. <u>The District cannot guarantee work for every driver during partial and/or total road closures.</u></p>
Sect 7.A.14	Timeline for Notification	<p><u>Section 7.A.14.1. Paid Driver Training Program. Incorporated from LOA</u></p> <p>The program will offer training compensation and fee payment for individuals choosing to become school bus drivers for the District.</p> <p><u>Section 7.A.14.2. Driver Service Agreement. Incorporated from LOA</u></p> <p>In exchange for paid training, employees will commit to 720 hours of employment/service to TSD as a CDL driver. Employees who terminate employment prior to fulfilling 720 hours of employment/service to the District will be responsible for pro-rated reimbursement to the District for previously paid fees in regard to obtaining their CDL.</p> <p><u>Section 7.A.14.3. Van Hours; Trainees. LOA update to 225hours</u></p>

		After attaining OSPI authorized driver status and prior to completing their CDL, a trainee may drive a van at the appropriate van rate with a limit of 225 hours.
Sect 7.A.14	Support Routes	Annually, the District will identify and hold the shortest three permanent routes and these routes will be assigned to reserve drivers. Such routes will be given a minimum of four (4) contract hours per day, beginning at 5:30 <del>6:00am</del> <del>for morning routes and 11:30 a.m. for afternoon routes</del> in case of a need to reassign routes, the drivers of these routes will be the first to forfeit their daily route and be reassigned. This process is to increase the consistency and workplace productivity for the non-driver Transportation employees who are asked to drive due to a lack of drivers or other emergency situations.
Sect 9.1.3	Notification of absence	<p>Employees, upon finding it necessary to be absent from their assigned duties by reason of illness or injury, shall notify their immediate supervisor at the earliest possible moment <u>of the need to utilize leave.</u>, <del>stating the reason, therefore.</del> For planned surgeries or anticipated disablements which will necessitate illness or injury leave, the affected employee shall notify his/her immediate supervisor in a reasonable time before the leave of the anticipated dates which the leave will require.</p> <p>Notice of pending return to work must be given as early as possible to prevent unnecessary duplication of costs and services and upon return to duty, <del>the employee shall be required to sign an absence report stating the reasons of illness or injury.</del> For a continuous period of more than five (5) days, the District may require certification by an attending physician. Physical disablement caused by maternity, childbirth and recovery there from, shall be considered a form of illness for the purposes of this leave.</p>
Sect 9.6.2	Unpaid Leaves	<p>Unpaid leaves of absence may be requested by classified employees for personal reasons including personal or family illness, childcare purposes, and professional training related to their current position. Unpaid leave will not be granted to allow for time off for other employment opportunities.</p> <p><u>Employees may apply for and be granted, at their supervisor's discretion, up to three (3) days of unpaid leave.</u> <del>Unpaid leave for up to three (3) consecutive days may be approved for</del> personal reasons not included above. This leave will not be granted during the first and last five (5) workdays of the school year, the week prior to the start of school, or week following the end of school, unless the supervisor approves. New employees who have vacation scheduled prior to hire shall be allowed to access additional unpaid leave days during their first year of employment.</p>

Sect 9.7	Personal Leave	<p>Leave will be granted for up to two (2) days per work year at full salary, in situations which require absence during work hours. This leave will not be granted the first and last five (5) workdays of the school year, unless the supervisor approves. The use of these days shall be mutually scheduled between the immediate administrative supervisor and the employee.</p> <p>A "day" shall consist of the regularly scheduled daily hours of the employee taking the leave that are in effect at the time said leave is taken. Such leave shall be cumulative to seven (7) days and shall be non-transferable. However, not more than two (2) days may be taken consecutively and no more than two (2) employees may be absent from any one (1) work site on any day, under such leave, unless the supervisor approves.</p> <p>Employees, at their option, will be able to cash out accumulated non-scheduled <u>personal</u> leave at the employee's regular rate of pay for up to two (2) leave days annually. Such requests shall be made to the Superintendent or designee, by the last scheduled workday of each year, payable in July for school year employees and in September for year-round employees.</p>
Sect 11.4	*New section Report of Accident	<p><u>Employees involved in any accident in a District vehicle or equipment, including minor accidents and non-collision injuries, must be immediately report the accident to their supervisor. Such a report must be made from the accident scene via phone or radio. All accidents will be documented and investigated by appropriate District staff.</u></p>
Sect 12.1.3	SEBB Eligibility of Driver Trainees	<p><u>Employees hired as driver trainees shall become eligible for SEBB benefits on their first day of training as long as they are anticipated to meet the state healthcare authority eligibility requirements. z</u></p>
Sect 12.2	Elimination of Section 12.2	<p><del>Section 12.2.</del>  <del>To gain maximum utilization of the District insurance contribution generated by Section 12.1 herein, the District agrees to create a single pool, effective September 10, covering all members of the bargaining unit, effective with the September payroll and recalculated in October, February and once again in April of each year. The District will determine whether the maximum amount committed by the District will be expended by payment of the premium for plans in which employees have enrolled.</del>  <del>Section 12.2.1.</del>  <del>Due to the pooling aspect of this insurance agreement, replacement employees and new employees (hired after the start of the year) shall receive insurance benefits as follows: Employees will be eligible for a maximum of the State provided amount per FTE as described in Sections 12.1 and</del></p>

		<p><del>12.2 above (based on 1,440 hours as 1.0 FTE) per month, effective the 1st of the month following the month that the employee completes the minimum amount of days to qualify for benefits. All qualified employees will be included in the first pooling process after the date of hire.</del></p> <p><del>Section 12.2.2: Premiums which have not been paid after maximum committed has been expended shall be paid by payroll deduction by each employee so affected. Effective 10/1/07 all payroll deductions for medical benefits will automatically be deducted on a pre-tax basis unless a written request has been made to the District Office.</del></p>
Sect 14.8	Grievance process	<p>Grievance claims shall be processed as rapidly as possible, and the time limits provided shall be strictly observed.</p> <p><b><u>Step One:</u></b> As it is most desirable for an employee and an immediate supervisor to resolve problems through free and informal communication, the employee and supervisor shall attempt to do so within twenty (20) District working days from the occurrence of the grievance. <u>The employee, representative and immediate supervisor will must meet within the twenty (20) days and attempt to resolve the issue. The supervisor will provide a written response after the meeting within five (5) District working days.</u> However, should such informal processes fail to satisfy the claimant, the grievant, then a grievance shall be processed through the succeeding steps.</p> <p><b><u>Step Two:</u></b> If, after Step One, the employee feels such would be justified, a formal written grievance may be filed with <u>the Executive Director of Human Resources</u> the immediate supervisor. A hearing, to be conducted within fifteen (15) District working days after receipt of the grievance, will be scheduled by the employee and the <u>Executive Director of Human Resources Supervisor</u>. Either one or both parties may request assistance from the other staff members or representatives in resolution of the grievance. Within fifteen (15) District working days after the Step Two hearing, the <u>Supervisor Executive Director of Human Resources</u> shall provide the grievant and the <u>Superintendent Supervisor</u> with a written answer to the grievance.</p> <p><b><u>Step Three:</u></b> If the grievance is not resolved at Step Two, the employee may appeal the grievance to the Superintendent or official designee within fifteen (15) District working days after receipt of the Step Two answer. Said appeal must be in writing. The Superintendent or designee will hold a grievance meeting within fifteen (15) District working days of receipt of the</p>

		<p>Step Two appeal notice. At this meeting, each party shall have the right to include such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the Superintendent or designee will provide, within fifteen (15) District working days, the written decision to the grievant, and the grievant's immediate supervisor, <u>and the Executive Director of Human Resources.</u></p> <p><b>Step Four:</b>  If no settlement has been reached within the days referred to in the preceding subsection, the employee may demand arbitration of the grievance. Any such demand must be made within fifteen (15) District working days of the grievant's receipt of the Superintendent or designee's decision. Any grievance arising out of, or relating to, the interpretation or application of this Agreement shall be submitted to <u>an arbitrator. The parties will mutually agree to select an arbitrator. If the parties do not mutually agree to an arbitrator then the parties may solicit arbitrator selection through the Public Employment Relations Commission ("PERC") or the American Arbitration Association (AAA), for arbitration, unless the parties mutually agree to the contrary.</u> The parties further agree to accept the arbitrator's award as final and binding upon them. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement.</p>
Sect 15.3.2	Longevity	<p>All future Longevity stipends shall be paid in November of each year. The District agrees to follow longevity statute (RCW 28A.400.300) and award longevity based on Tumwater School District experience.</p> <p><u>Longevity defined:</u></p> <p style="padding-left: 40px;"> <u>11-14 years: \$250</u>  <u>15-19 years: \$200-\$500</u>  <u>20-24 years: \$400 \$1,500</u>  <u>25-29 years: \$800 \$2,000</u>  <u>30+ years: \$1,200 \$3,000</u> </p>
Sect 15.6	Period of CBA and wage increase	<p>For the period of September 1, <del>2023</del> through August 31, <del>2024</del>, the 2021-2022 steps <u>each cell of the salary schedule located in Schedule A shall be increased by the implicit price deflator plus one percent.</u></p> <p><u>For the period of September 1, 2024 through August 31, 2025, each cell of the salary schedule located in Schedule A shall be increased by the implicit price deflator plus one percent.</u></p> <p><u>For the period of September 1, 2025 through August 31, 2026, each cell of the salary schedule located in Schedule A shall be increased by the implicit price deflator plus one percent.</u>  <del>compressed from a 20 year step to a 10 year step Schedule A: this is reflected on 2023 Schedule A in the contract. 5.5% (IPD)</del></p>



		shall be added to the entire 2021-2022 Schedule A for September 1, 2022 through August 31, 2023.
Sect 15.7	Removal of section	When a permanent employee bids on and receives a permanent position in a different classification, Journey Step (Schedule A) or the employee's current rate of pay, whichever is greater, will apply.
Sect 15.10	Class/License Reimbursement	The cost of District approved classes permits and/or and-or licenses (excluding driver's licenses) for employees will be paid by the District.
Sect 15.12	Tool Stipend	The District will provide up to one thousand, five hundred dollars ( <del>\$1,500</del> 1,000) per year to mechanics for the purpose of purchasing tools. Such tools will be provided by mutually agreed upon District approved vendors.
Sect 15.14	Certifications/Licenses	<u>Employees who have the following certifications/licenses will receive a fifty (0.50) cent wage differential. The differential will be applied per certification which applies to their contracted position.</u> <ul style="list-style-type: none"> <li>- <u>ServSafe Certification;</u></li> <li>- <u>Boiler License;</u></li> <li>- <u>WSDA Pesticide License with a certification in Ornamental Weed;</u></li> <li>- <u>Certified Playground Safety Inspector Certification;</u></li> <li>- <u>School Bus Certification (S1-S7 as reflected in Appendix D); and</u></li> <li>- <u>Automobile and Light Truck Certification (A1-A9 as reflected in Appendix D).</u></li> </ul>
Sect 15.9	Safety Workwear	<u>Employees must utilize appropriate safety workwear, including safety footwear, when performing their role. The District will provide up to two three hundred dollars (\$2 \$300) each year in a stipend to mechanics, warehouse, skilled grounds and skilled maintenance employees, for the purpose of purchasing safety foot work workwear. Cost to be reimbursed through the Transportation and Buildings and Grounds Departments. Custodians and Food Service employees will be provided up to a one hundred dollars (\$100) stipend annually for safety footwear wear. Such safety footwear wear will be provided by a District designated vendor.</u>
Schedule A		<u>Primary custodial lead- 5%, Secondary custodial lead- 10% Coordinator positions to 20%, add RCM position to Schedule A</u>

Whereas the parties discussed van storage while the collective bargaining agreement was open;  
and

The parties orally agreed that vans would be stored at Tumwater School District (TSD)  
Transportation;

Now therefore, the parties agree that the following language in the 2023-2026 collective  
bargaining agreement will be modified as follows:

**Section 7.A.8.8.2. Van Storage.**

For safety, service and mileage compliance, all vans will be stored at TSD Transportation  
~~other than one (01) van at each comprehensive high school. All vans, even those stored  
at schools,~~ must be checked out for use by submitting the appropriate trip or other  
request. When requested, van use/trip requests shall be provided to the Chapter President  
(or designee).

This agreement will sunset August 31, 2026, at which time the parties will determine whether to  
incorporate it into the collective bargaining agreement.