

**Contract Agreement
Mead School District #354
and Mead Principals' Association
July 1, 2024 through June 30, 2025**

PREAMBLE

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

ARTICLE 1 - RECOGNITION

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

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

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

Section 1.1. Labor Management

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

ARTICLE 2 – WORK YEAR & HOLIDAYS

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

With the exception of Principal Assistants, the contract year will consist of 222 work days, 25 vacation days and the 13 identified holidays for a total of 260 days. The District will provide the following paid holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day.

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

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

ARTICLE 3 – LEAVES

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

Section 3.1. Discretionary Leaves

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

Section 3.2. Sick Leave

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

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

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

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

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

Section 3.3. Annual Leave

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

260 Day Employees

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

213 Day Employees

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

Section 3.4. Maternity Leave

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

Section 3.5. Emergency Leave

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

Section 3.6. Parenting Leave

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

Section 3.7. Family Medical Leave

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

Section 3.8. Military Leave

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

Section 3.9. Jury Duty/Subpoena Leave

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

Section 3.10. Shared Leave

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

ARTICLE 4 – VACATION

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

During the 180 day school year the use of more than two consecutive vacation days must be approved by the Superintendent.

Any time vacation is used advanced notification of the use of vacation days shall be made to the employee's immediate supervisor. For Principals, the Superintendent and the Superintendent's Executive Assistant must also be notified of the use of vacation days. Use of vacation shall be reported on the employee's electronic timecard.

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

ARTICLE 5 - BENEFITS

Section 5.1. Insurance

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

Section 5.2. Personal Property Loss

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

Section 5.3. VEBA Pre-Tax HRA

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

Section 5.4. Professional Dues

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

ARTICLE 6 - FLEXIBLE WORKSITE

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

ARTICLE 7 - PRINCIPAL ASSISTANTS

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

ARTICLE 8 - TRANSPORTATION REIMBURSEMENT

The District will pay mileage at the IRS allowance rate.

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

ARTICLE 9 - SALARY SCHEDULE

Section 9.1. Determination

The salary schedule (base contract & professional responsibility stipend) for the 2024-2025 contract year is attached (Appendix A).

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

Section 9.2. Daily Rate of Pay - Definition

Daily rate of pay is calculated by dividing the annual base salary plus professional responsibility stipend by the stipulated work days (213 for Principal Assistants, 222 days for all other employees).

Section 9.3. Salary Schedule Placement

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

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

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

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

ARTICLE 10 – ASSOCIATION FEE

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

ARTICLE 11 – OPEN POSITIONS

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

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

ARTICLE 12 – EVALUATION

The Superintendent or designee shall evaluate each principal annually. By October 1st of each year the evaluation process and due date shall be presented to principals. Supervising principals shall evaluate assistant principals and principal assistants in a similar manner. Completed evaluation documents shall be placed in the personnel files, with the opportunity for written responses to be attached to the document.

ARTICLE 13 – REDUCTION IN FORCE, LAYOFF AND RECALL

Section 13.1. Reduction in Force

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

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

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

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

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

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

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

Section 13.2. Recall

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

Recall shall be determined as follows:

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

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

ARTICLE 14 - COMPLIANCE

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

ARTICLE 15 – DURATION

This Agreement shall be in effect from July 1, 2024, to June 30, 2025, for employees included herein. Any state funded increase for insurance benefits during the duration of this Agreement will be implemented. Any state funded allocation for salary increases (IPD) as provided by the legislature will be passed through to the bargaining unit for the term of this contract.

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

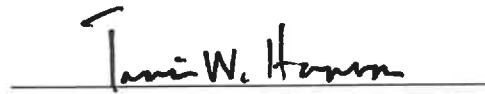
Adopted this 10th day of June, 2024.

Mead Principals' Association

Mead School District



Rick Pelkie, President



Travis Hanson, Superintendent

Appendix A
Salary Schedule 2024-2025

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Prof Resp Stipend
High School		139,099	144,663	150,450	156,469	161,163	165,997	170,977	
		16,692	17,360	18,054	18,776	19,340	19,920	20,517	12%
	Total	155,791	162,023	168,504	175,245	180,503	185,917	191,494	
Middle School		130,754	135,984	141,424	147,080	151,494	156,038	160,719	
		13,075	13,598	14,142	14,708	15,149	15,604	16,072	10%
	Total	143,829	149,582	155,566	161,788	166,643	171,642	176,791	
Elementary		127,971	133,089	138,413	143,949	148,268	152,715	157,297	
		12,797	13,309	13,841	14,395	14,827	15,272	15,730	10%
	Total	140,768	146,398	152,254	158,344	163,095	167,987	173,027	
Alt. Schools		127,971	133,089	138,413	143,949	148,268	152,715	157,297	
		12,797	13,309	13,841	14,395	14,827	15,272	15,730	10%
	Total	140,768	146,398	152,254	158,344	163,095	167,987	173,027	
High Asst		126,580	131,645	136,909	142,385	146,656	151,056	155,587	
		14,557	15,139	15,745	16,374	16,865	17,371	17,893	11.5%
	Total	141,137	146,784	152,654	158,759	163,521	168,427	173,480	
Middle Asst		118,235	122,965	127,882	132,998	136,988	141,098	145,331	
		11,824	12,297	12,788	13,300	13,699	14,110	14,533	10%
	Total	130,059	135,262	140,670	146,298	150,687	155,208	159,864	
Elem Asst		115,453	120,069	124,873	129,867	133,764	137,776	141,908	
		11,545	12,007	12,487	12,987	13,376	13,778	14,191	10%
	Total	126,998	132,076	137,360	142,854	147,140	151,554	156,099	
Principal Asst		109,889	114,284	118,856	123,611				
		10,989	11,428	11,886	12,361				10%
	Total	120,878	125,712	130,742	135,972				

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