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MEMORANDUM OF AGREEMENT

BY AND BETWEEN

RICHLAND SCHOOL DISTRICT #400

AND

ASSOCIATION OF
RICHLAND ADMINISTRATORS

July 1, 2025 – June 30, 2028

29 **Memorandum of Agreement by and Between**
30 **The Board of Directors of Richland School District #400**
31 **And the Association of Richland Administrators**
32

33 RECOGNITION: The Richland School Board recognizes the Association of Richland
34 Administrators as the exclusive bargaining representative for in-building full time and part-time
35 administrative positions of the Richland School District, including the following:
36

37	Group I	High School Principal
38	Group II	Middle School Principal and PCOA/REHS, TRHL Principal
39	Group III	Elementary Principal
40	Group IV	H.S. Assistant Principal, H.S. Athletic Director
41	Group V	Middle School, TRHL, PCOA/REHS Assistant Principal
42	Group VI	Elementary Assistant Principals

43
44
45 The terms “principal” or “administrator” when used hereinafter in the Agreement shall refer to all
46 administrators represented by the Association.
47

48 **ARTICLE I - LEAVES**
49

50 **Section 1.1. Bereavement Leave**
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52 Up to five (5) days of bereavement leave with pay will be granted for each occurrence of death of
53 immediate family. Immediate family is defined as: parent, brother, sister, husband, wife, sons,
54 daughters, grandparents and immediate in-laws. Up to two (2) days will be granted for
55 bereavement for a person of close personal ties. In cases where emergency factors of long distance
56 are involved, the principal may be granted up to two (2) additional days leave.
57

58 **Section 1.2. Sick Leave**
59

60 Each full-time administrator under contract for one year shall be entitled to receive up to twelve
61 (12) days paid leave for illness, injury or emergency purposes. Administrators hired after July 1
62 will be given a prorated number of days. Leave eligibility granted under this section shall be
63 credited to each employee at the beginning of the school year or at such other time as the employee
64 enters into an employment contract. Deduction from this allocation of leave days shall be made
65 for each absence occasioned by legitimate claims of the following kinds: personal illness, family
66 illness, injury, maternity, paternity or disability. The district may grant emergency leave, which
67 shall be deducted from accumulated sick leave for extraordinary circumstances, which cause the
68 employee to be away from work. Emergencies must be of such nature that planning is not possible
69 or that planning could not relieve the necessity for the employee’s absence.
70

71 Section 1.2.1. Conversion of Sick Leave: Administrators may elect to convert sick leave
72 to monetary compensation as provided by statute. Sick leave for buy out purpose shall be
73 earned, used and converted to monetary compensation on a last in, first out (LIFO) basis.
74 A maximum of 180 days is eligible for conversion at retirement or death.
75

76 Section 1.2.2. Eligibility: An eligible administrator is one who has accumulated in excess
77 of sixty (60) days of unused sick leave as of the last pay period if the prior year, at a rate

78 of not more than (12) days per year. (Written notice of the intent to convert unused sick
79 leave must be provided to the district during the month of January.) The number of sick
80 leave days which an eligible principal may convert shall be determined by taking the
81 number of days accumulated during the previous calendar year at a per diem rate consistent
82 with the principal's contract (a maximum of twelve (12) days per year) and subtracting the
83 number of sick leave days used by the administrators during the previous calendar year.

84
85 **Section 1.2.3. Conversion to Compensation.** The number calculated above, if possible,
86 shall be the number of sick leave days, which may be converted. Monetary compensation
87 at the rate of twenty-five percent (25%) of the administrator's current per diem rate of
88 compensation shall be paid to the administrator for each day converted; partial days will
89 be compensated on a pro-rated basis.

90
91 Sick leave days converted to compensation, pursuant to the above, shall be deducted from
92 the administrator's accumulated sick leave. Compensation received pursuant to this policy
93 shall not be included for the purpose of computing a retirement allowance under any public
94 retirement system in this state.

95
96 Payment shall be included in the February payroll. Required federal withholding and social
97 security deductions will be made at this time.

98
99 **Section 1.3. VEBA III (Post Retirement Medical Plan)**

100 The Association shall notify the District of its intention to participate annually.

101
102
103 **Section 1.4. Workers' Compensation**

104
105 An administrator who sustains a personal injury illness covered by Workers' Compensation may
106 determine to use such Workers' Compensation payments to buy back sick leave days. The number
107 of sick leave days to be recovered shall be calculated by dividing the principal's per diem into total
108 Workers' Compensation payments.

109
110 **Section 1.5. Personal Leave**

111
112 Each administrator shall receive five (5) personal leave days per contract year to be used for
113 personal business, household, or family matters that require absence during school hours.
114 Notification to the administrator's supervisor for personal leave shall be made at least one (1) day
115 before taking such leave, except in the case of emergencies. These days can be accumulated over
116 multiple contracts up to eight (8) days total. Up to five (5) days per year may be cashed out at the
117 administrator's per diem pay.

118
119 **Section 1.6. Maternity & Paternity Leave**

120
121 Maternity & Paternity leaves will continue to be administered as defined by the policies of the
122 district and the State Human Rights Commission.

123
124 **Section 1.7. Child Rearing Leave (Parenting Leave)**

Administrators who gave birth to a child may require up to the remaining semester and an additional two (2) semesters' leave-of-absence for child-rearing leave without pay with the restriction that they must return at the beginning of the semester.

Section 1.8. Extended Leave of Absence

Section 1.8.1. Education: An administrator may be granted a leave of absence without pay for up to two (2) years to further his/her educational background at an accredited college or university. Such program must be a minimum half-time program. An administrator may make application for such leave following three (3) years of employment. Applications must be submitted to the superintendent for his approval by Jan 15 of each year.

Section 1.8.2. Family Illness: A leave of absence without pay for up to two (2) years may be granted for the purpose of caring for a sick member of the administrator's immediate family. Additional leave may be granted at the discretion of the superintendent and the board.

Section 1.8.3. Personal Illness: An administrator who is unable to perform his/her duties because of personal illness or disability may, upon request, be granted leave of absence without pay for the duration of each illness or disability up to one (1) year. The district shall have the option of requiring a physician's statement or other acceptable documentation testifying to the employee's illness and recovery.

Section 1.8.4. Accumulated Sick Leave: Accumulated sick leave is retained while on leave of absence for health conditions. No increment is allowed for the year when an administrator is on leave of absence for health conditions.

Section 1.8.5. Other: A leave of absence for up two (2) years may be granted to administrators who submit applications to the superintendent by January 15th of the contract year. No more than two administrators may be granted leave, upon superintendent and board approval, under this provision at any one time. A principal or assistant principal may make applications for such leave following three (3) consecutive years of administrative employment with the Richland School District.

Section 1.9 Military Leave

Time off with pay or paid leave of absences will be granted for administrators involved in military activities consistent with Federal statute. If an administrator's military obligation exceeds these times, an unpaid leave of absence will be approved.

ARTICLE II – BENEFITS

Section 2.1. Insurance Benefits

The District shall provide qualified employees with insurance benefits that align with the rules and regulations set by the SEBB (School Employee Benefits Board).

174 Benefits shall include managed care and preferred provider medical plans; with preventative care,
 175 mental health care, prescription drugs; dental plans, vision, life and accidental death and
 176 dismemberment insurance, long-term disability insurance, and FSA and DCAP plans. The district
 177 shall pay the employer contribution portion of the premium and the employees will be responsible
 178 for their portion of the premium based on their plan selections and according to the rates
 179 established by SEBB.

180

181 **Section 2.4. Professional Organization Dues**

182

183 The District shall pay the annual membership dues for each administrator’s **Association of Washington**
 184 **School Principals (AWSP)** membership.

185

186 If an administrator would like to choose to be a member of a different professional organization, they are
 187 provided up to \$1,000 from the district.

188

189 **Section 2.5. Personal Property Loss**

190

191 In the event an administrator suffers damage, loss or destruction of personal property used for
 192 administrative purposes, the District will reimburse the administrator for the deductible amount of
 193 the employee’s personal insurance, provided a claim has been filed with and determined payable
 194 by the administrator’s respective insurance company. An affidavit shall be required to be signed
 195 by the administrator’s stating the date, place and nature of the damage, loss or destruction of such
 196 property.

197

198 **ARTICLE III – PROFESSIONAL DEVELOPMENT AND TRAVEL**

199

200 **Section 3.1 Mileage Reimbursement**

201

202 Principals and Athletic Directors who travel on district business will receive mileage
 203 reimbursement. The District will pay mileage at the IRS allowance or school district rate and will
 204 adjust the rate on September 1 of each year.

205

206 **ARTICLE IV – Contract Days**

207

208 **Section 4.1 Administrators Contracted Work Year**

209

210

	HS Lead	MS Lead PCOA/REHS/ TRHL Lead	HS AP/AD	ES Lead/AP MS AP PCOA/REHS AP TRHL AP
Work Days	215*	214*	210*	205**
Holidays	13	13	13	13
Vacation Days	20	20	20	20
On Call	12*	13*	17*	22*
Total Contract	260	260	260	260

211

212 A workday shall consist of eight (8) hours.
213 (*) Ten (10) of these workdays can be converted to **on-call** days beyond the workdays defined in
214 Section 4.2(A) below.
215 (**) Five (5) of these workdays can be converted to on-call for days beyond the workdays defined
216 in Section 4.2(A) below.
217 On Call Days (*) Four (4) of these on call days are restricted to July.
218

219 **Section 4.2 Workdays**

- 220 A. Workdays are to be scheduled with the approval of the immediate supervisor. Generally,
221 those days will include the 180 days of school, any district or State professional days, 15
222 workdays before school starts, and 10 workdays after the last day of school. The workdays
223 will be declared by each administrator and approved by his/her supervisor. Exceptions to
224 originally declared workdays can be made (with approval of the supervisor).
225 B. “Other” days are not scheduled workdays; however, an administrator may be called to
226 respond to a building situation as needed by the District and/or their supervisor. “Other”
227 activities do not count towards the number of “workdays” defined above.

228 229 **Section 4.3 Holidays**

- 230
231 The following thirteen (13) holidays shall be given to each ARA member
232 ● New Year’s Day and the day before or after (unless the holiday falls on a Saturday or
233 Sunday. It would be the Friday before and the Monday after)
234 ● Martin Luther King Day
235 ● Presidents Day
236 ● Memorial Day
237 ● Juneteenth Day
238 ● Independence Day (Fourth of July)
239 ● Labor Day
240 ● Veterans’ Day
241 ● Thanksgiving and the day after
242 ● Christmas Day and the day before or after (unless the holiday fall on a Saturday or
243 Sunday. It would be the Friday before and the Monday after)

244 **Section 4.4 Vacation Days**

- 245 Section 4.4.1: All ARA members will be granted 20 vacation days annually.
246 Section 4.4.2: Members must use a minimum of five (5) vacation days per year.
247 Section 4.4.3: Members are entitled to carryover up to 15 (fifteen) days per year unused
248 vacation, up to a maximum of 30 days, on the anniversary of their contract (July 1).
249 Section 4.4.4: Vacation days should be taken on non-school days unless prior approval is
250 obtained from the Superintendent or designee.
251 Section 4.4.5: Up to eight (8) days of unused vacation may be cashed out annually.

252 Section 4.4.6: Claims to cash out vacation days must be received by the District no later
253 than June 30 of each year.

254

255 **Section 4.5 Vacation Payment Separation of Employment**

256

257 Upon separation of employment for reasons other than retirement, employees are eligible to
258 receive compensation equal to the unused balance of vacation leave, up to a maximum of 30
259 days/240 hours, at the current per diem rate at the time of severance.

260

261 Upon separation of employment for retirement, employees are eligible to receive compensation
262 for accumulated vacation days at the current per diem rate at the time of severance in an amount
263 not to exceed thirty (30) days. (Benefits to retirement as per Washington State Law)

264

265 Claims to cash out vacation days must be received by the District no later than June 30.

266

267 **ARTICLE V – SALARY SCHEDULE**

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269 **Section 5.1 Salary Placement Schedule**

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271 Salary Schedule is attached to this agreement.

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273 **Section 5.2 Doctorate Degree**

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275 An administrator holding a doctorate degree for which district professional development funds
276 were not used to attain, will be paid an additional \$1500.00 on a supplemental contract.

277

278 **Section 5.3 Per Diem Pay**

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280 Per Diem pay will be calculated by adding the administrator’s base pay and dividing by the number
281 of days worked.

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282 **Section 5.4 Salary Improvement**

283 State funded salary improvement dollars will be “passed through” to all administrators.
284 Incremental movement for experience will be granted according to the attached salary schedule.

285 **Section 5.5 Longevity Incentive**

286 A stipend of 5% of the Administrator’s annual salary shall be added beginning on July 1 of the
287 29th year of experience and will require a plan by the Administrator to mentor a less-experienced
288 Administrator. The longevity incentive will continue until termination of employment.

300 **ARTICLE VI – ADDITIONAL COMPENSATION**

301
302 **Section 6.1 Additional Compensation**

303 Additional compensation shall be granted to administrators in accordance with the following.

304
305
306 6.1.1: District-wide program responsibilities beyond the scope of the regular assignment
307 may be compensated at a rate not to exceed of \$2500.00 per year per additional
308 responsibility assigned. Eligibility and amount for such additional compensation shall be
309 determined by the supervisor / superintendent.

310
311 Section 6.1.2: Special short-term project responsibilities outside regular work year and/or
312 beyond the regular assignment shall be paid at the per diem rate of the administrator.
313 Eligibility for such additional compensation shall be determined by the superintendent.

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315 **ARTICLE VII - ADMINISTRATIVE ITEMS**

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317 **Section 7.1 Administrative Evaluation**

318
319 Administrators will be annually evaluated by procedures and policies which are in accordance with
320 State Law and mutually agreed upon by the ARA and the Richland School District.

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323 **Section 7.2 Non-Renewal**

324
325 In the event it becomes necessary to non-renew or discharge an administrator, the provisions of
326 RCW 28A.405.300 will apply.

327
328 **Section 7.3 Transfer to subordinate position**

329
330 In the event it becomes necessary to transfer an administrator to a subordinate certificated position,
331 the provisions of RCW 28A.405.230 will apply.

332
333 **Section 7.4 Reduction in force**

334
335 In the event of a double levy failure that triggers layoffs, the District will meet with ARA
336 representatives to discuss the process before layoffs are implemented.

337
338 In the event it is necessary to reduce the number of certificated school administrators because of
339 declining enrollments or other economic reasons, the affected administrator shall be entitled to a
340 teaching position based on qualifications and state service as outlined in RCW 28A.67.073.

341
342 **Section 7.5 Individual Contracts**

343
344 All administrators hired in the Richland School District will be subject to the terms, conditions
345 and limitations of the agreement between the ARA and the Richland School District.

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348 **Section 7.6 Employee Discipline, Complaints, & Due Process**

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Section 7.6.1 (Investigative Interviews): In the event an employee is directed to participate in a formal investigatory interview, written notice of one (1) workday will be provided to the employee prior to such a meeting. This written notice will include notice of allegation(s) and/or topic(s) being investigated and that employees have the right to have a representative of their choosing present.

Section 7.6.2 (Corrective Action): The District has the right to discipline employees for justifiable cause. Prior to the decision to issue corrective action, the District will provide written findings to the employee, and a representative of their choosing if so requested, for review and discussion of potential disciplinary action. No disciplinary action will be executed until at least one (1) workday after findings are provided to the employee.

Section 7.6.3 (Complaints against employees): Complaints against employees will be processed using procedures outlined in District policy.

Section 7.6.4 (Timelines): The District will make every effort to notify employees in writing of a complaint or allegation within two (2) business days of becoming aware of the issue. The investigative phase of any complaint or allegation will be conducted as quickly as possible. The District will notify the employee of any delays of the investigatory process (e.g., limited availability of investigators, interview scheduling, etc.).

Section 7.6.5 (Appeals): Appeals of corrective action, complaint resolutions, timeline conflicts, and other issues specific to due process and employee relations will be addressed using the process defined in Section 7.8 below. The Superintendent is the final appeal for actions executed under this section.

Section 7.7 Contract Duration

This agreement runs from July 1, 2025 through June 30, 2028.

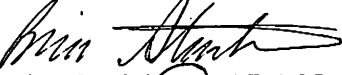
Section 7.8 Meetings with and Appeals to the Superintendent or Designee

ARA representatives shall meet with the Superintendent or Designee regularly to discuss practices and problems or other matters of mutual concern. All meetings will have an agenda. The dates, times, and places of such meetings shall be mutually established; provided, however, that the Superintendent or ARA may call for a meeting at any time to discuss matters of significant importance or emergency matters. Three mutually agreed upon items for discussions are: 1) Determination of stipend amounts and criteria, 2) Trigger points for administrative staffing decisions, and 3) appeals of employee actions defined in Section 7.6 above.

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Marc Nelson, ARA Negotiator



Brian Stadelman, ARA Negotiator



Nicole Anderson, ARA Negotiator



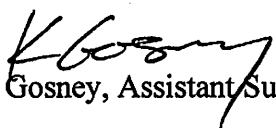
Paul Chartrand, ARA Negotiator



Tyler Reeser, ARA Negotiator



Dr. Shelley Redinger, Superintendent



Ken Gosney, Assistant Superintendent of HR

ARA Salary Schedule

2025-2026

ARA Salary Schedule 2025-2026 - 1.5% increase				
Group	# of Days	Title	Years 1-2	Years 3+
			0.921	1.00000
1	215	HS Principal	\$ 176,523	\$ 191,664
2	214	MS, REHS, PCOA, TRHL Principal	\$ 161,477	\$ 175,328
3	205	ES Principal	\$ 153,613	\$ 166,789
4	210	HS Asst. Principal/Athletic Director	\$ 152,199	\$ 165,254
5	205	MS, PCOA, TRHL Asst. Principal	\$ 147,367	\$ 160,008
6	205	ES Asst. Principal	\$ 141,750	\$ 153,909

2026-2027

ARA Salary Schedule 2026-2027 - 2% increase				
Group	# of Days	Title	Years 1-2	Years 3+
			0.921	1.00000
1	215	HS Principal	\$ 180,053	\$ 195,497
2	214	MS, REHS, PCOA, TRHL Principal	\$ 164,707	\$ 178,835
3	205	ES Principal	\$ 156,685	\$ 170,125
4	210	HS Asst. Principal/Athletic Director	\$ 155,243	\$ 168,559
5	205	MS, PCOA, TRHL Asst. Principal	\$ 150,315	\$ 163,208
6	205	ES Asst. Principal	\$ 144,585	\$ 156,987

2027-2028

ARA Salary Schedule 2027-2028 - 2% increase				
Group	# of Days	Title	Years 1-2	Years 3+
			0.921	1.00000
1	215	HS Principal	\$ 183,654	\$ 199,407
2	214	MS, REHS, PCOA, TRHL Principal	\$ 168,001	\$ 182,412
3	205	ES Principal	\$ 159,819	\$ 173,528
4	210	HS Asst. Principal/Athletic Director	\$ 158,348	\$ 171,930
5	205	MS, PCOA, TRHL Asst. Principal	\$ 153,321	\$ 166,472
6	205	ES Asst. Principal	\$ 147,477	\$ 160,127

1. 2025-2026: Increase base salary on Salary Schedule by 1.5%
2. 2026-2027: Increase base salary on Salary Schedule by 2%, or the state-funded inflationary adjustment to the CIS allocation ("IPD"), whichever is higher.
3. 2027-2028: Increase base salary on Salary Schedule by 2%, or the state-funded inflationary adjustment to the CIS allocation ("IPD"), whichever is higher.