

REARDAN-EDWALL SCHOOL DISTRICT  
&  
REARDAN-EDWALL EDUCATION  
ASSOCIATION (REEA)



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Collective Bargaining Agreement

September 1<sup>st</sup> 2024-August 31<sup>st</sup> 2027

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## **PREAMBLE**

This document is the Agreement between the Reardan-Edwall Education Association (Association) and the Reardan-Edwall School District (Board) specifying wages, hours, and terms and conditions of employment that have been bargained and agreed to in accordance with RCW 41.59, the Educational Employment Relations Act.

## **ARTICLE I – ADMINISTRATION**

### **Section 1 - Recognition**

- A. The Board hereby recognizes the Association as the exclusive bargaining representative for all certificated employees employed by the Board whether under contract or on leave excluding: the chief administrative officers of the Board, such as, the Superintendent of the District, business manager, and principals and other personnel with responsibilities for evaluating certified staff.
- B. The term "teacher" or "employee" when used hereinafter in the Agreement shall refer to all certificated employees represented by the Association.
- C. The term "Long-term substitute" means a certificated teacher or who works more than 20 continuous substitute days for the same teacher. Long-term substitute teachers shall be covered by the salary portion of this Agreement, as well as any sick leave provision required by law. No other sections of this Agreement shall apply. Beginning on the twenty-first (21st) day of continuous service, and retroactive to the first day of service, the substitute will be paid in accordance with their placement on the certificated salary schedule. If a substitute is hired as a long-term substitute and it is known in advance the assignment will be more than 20 days, they shall be paid in accordance with their placement on the salary schedule from the start of the assignment. Breaks in service of the same teacher will restart the number of continuous days and place the employee on the regular pay rate for substitutes. Approved days off or earned sick leave will not reset compensation or be considered a break in service for active long-term substitutes. Long-term substitutes hired for leave replacements exceeding 90 contract days, will qualify for a prorated per diem allocation.
- D. Unless the context in which they are used clearly requires otherwise, words used in this contract denoting gender shall include both the masculine and feminine; and words denoting number shall include both the singular and plural.
- E. When opening a position to internal certificated candidates only, long-term substitutes and non-continuing certificated employees will not be treated as internal. These employees may apply for employment opportunities offered to external candidates. The Superintendent may approve the appointment of a non-continuing teacher into a continuing position if there are no qualified internal applicants.

## **Section 2 - Status of the Agreement**

- A. This Agreement shall supersede any rules, regulations, policies, resolutions, or practices of the District, which shall be contrary to or inconsistent with its terms.
- B. When an individual contract between the District and an individual employee is issued, the individual contract shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from current individual salaries or employee benefits in effect prior to the effective date of this Agreement.

The effective date of this Agreement and any successor Agreement shall be the day after the termination date of the previous Collective Bargaining Agreement and all benefits included in the new Agreement, including wage or salary increases, shall accrue beginning with such effective date and shall also accrue beginning with the effective date of any individual employee contracts affected thereby.

## **Section 3 – Meeting Times**

Meetings will be held between Administration and the Association at either party's request as soon as is practical.

## **Section 4 - Conformity to Law**

This Agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement or any application of this Agreement to any teacher or groups of teachers covered hereby shall be found contrary to law by a tribunal of competent jurisdiction, such provision or application shall have effect only to the extent permitted by law, and all other provisions or application of the Agreement shall continue in full force and effect.

## **Section 5- Distribution of Agreement**

Following ratification of this Agreement, the Association shall prepare this Agreement. All new employees to the District shall be provided an electronic copy of the Agreement by the District upon issuance of their personal service contract and such Agreement shall be available for inspection by applicants for positions.

## **ARTICLE II – BUSINESS**

### **Section 1 - Employee Rights**

- A. Pursuant to the Washington Education Employment Relations Act, RCW 41.59, hereinafter referred to as the Act, the Board hereby agrees that every employee as herein defined shall have the right freely to organize, join or not join, and support the Association for the purpose of engaging in collective bargaining and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under code of law of the State of Washington, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by the Act or other Laws of Washington or the Constitutions of Washington and the United States; that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association or collective negotiations with the Board, of his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained within this Agreement shall be construed to deny or restrict to any employee rights he/she may have under the Revised Code of Washington, Chapter 28A., laws, or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. There shall be no discrimination, interference, restraint, coercion, or harassment, including sexual harassment, by the District or the Association of any District or Association employee, member of the Board of Directors, or its representatives.
- D. The personal and private lives of employees are not a matter of concern of the District or Association unless the employee's work performance is adversely affected.
- E. The provisions of this Agreement shall be applied without regard to domicile, race, creed, religion, color, national origin, age, gender, marital status, sexual orientation, honorably-discharged veteran or active military status, political activity or lack thereof, or the presence of any disability except as required in accordance with this Agreement or as otherwise provided by law.
- F. Membership in the Association shall not be denied to any employee because of domicile, race, creed, religion, color, national origin, age, gender, marital status, sexual orientation, honorably-discharged veteran or active military status, political activity or lack thereof, or the presence of any disability except as required in accordance with this Agreement or as otherwise provided by law.

## **Section 2 - Management Rights**

- A. The Board acting in behalf of the electorate of the School District retains and reserves all powers, rights, authority, duties, and responsibilities conferred upon it by the regulations of the State Board of Education, the laws, and the Constitution of the State of Washington and the United States.
- B. The Association recognizes that the Board is legally responsible for the operation of the School District and that the Board has the authority to discharge all of its responsibilities subject to the laws above mentioned and to the provisions herein.
- C. All matters not in conflict with, or not specifically or expressly covered or treated by the language of this Agreement will be administered by the District as it may determine.
- D. Nothing in this section shall be grievable under the Grievance Procedure herein.

## **Section 3 - Association Rights**

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

The Association and its representatives shall have the exclusive right to:

- A. Use District buildings for meetings and to transact Association business, when such use does not interfere with the primary purpose (education use) of the building.
- B. Use District facilities and equipment at reasonable times when such equipment is not otherwise in use.
- C. Post notices of activities and matters of Association concerns on bulletin boards to be provided in each faculty lounge of each building in the District.
- D. The Association may use the intra-district mail and e-mail service and teacher mailboxes for Association business outside of contracted work hours. All materials emanating from the Association for the bulletin board or for the mail/email service must be labeled as official Association materials and must bear the name(s) of the originating officers. The Association acknowledges that email communication does not include a right of privacy.
- E. Utilize all available information concerning the financial resources of the District and other information that will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees and their students, together with information which may be necessary for the Association to process any grievance or complaint, as long as the release of such information does not violate privacy requirements. Information shall be made available to the President of the Association and/or the negotiation spokesperson within reasonable timelines.

#### **Section 4 - Dues and Deductions**

- A. On or before August 25 of each school year, the Association shall give written notice to the Board of (a) the dollar amount of dues and assessments of the Association including the National Education Association and the Washington Education Association, which dues and assessments are to be deducted in the coming year under all payroll deductions. The total for these deductions shall not be subject to change during the school year.
- B. The deductions authorized above shall be made in twelve (12) equal amounts from each paycheck beginning with the pay period in September through the pay period in August of each year. Employees who commence employment after September or terminate employment before June shall have their deductions prorated at one tenth (1/10) of the total annual amount for each month the employee is employed. The Board agrees promptly to remit directly to the Washington Education Association all monies so deducted, accompanied by a list of employees from whom the deductions have been made. A duplicate list shall be promptly provided to the Association as receipt for said transaction. On or before the monthly pay period, the Board shall notify the Association of any changes in said list due to employees entering or leaving the employ of the District.
- C. Membership Deductions. Within ten (10) days of their commencement of employment, employees may sign and deliver to the District the WEA Membership form which shall authorize deduction of membership dues and assessments of the Association (including the National Education Association and the Washington Education Association) and other allowable deductions determined by the employee. Such authorization shall continue in effect unless a request of revocation is submitted in writing to the Washington Education Association, as stated on the membership form. Each month during the school year, the Association agrees to provide the Business Office with the names of those employees who have joined the Association and paid its dues and assessments by means other than through payroll deduction.
- D. No member of the bargaining unit shall be required to join the Association.
- E. The Association agrees to defend, indemnify, and hold the District harmless against any and all claims, suits, orders or judgments brought or issues against the District as the result of any action taken or not taken by the District pursuant to the proper implementation of the provisions of this Section.
- F. Any abuse of a teacher or insult of a teacher on the school premises will be reported to law enforcement upon request of the abused/insulted teacher.

#### **Section 5 - Due Process**

- A. No employee shall be disciplined (including warnings, reprimands, suspensions, reductions in rank or professional advantage, discharges, nonrenewals, terminations or other actions that would adversely affect the employee) without just or sufficient cause. The specific grounds forming the basis for disciplinary action will be made available to the employee in writing at the time the discipline is issued.

- B. An employee shall be entitled to have present a representative of the Association during any disciplinary action. When a request for such representation is made, the meeting shall be delayed until a representative is available, but not beyond five business days.
- C. The District agrees to follow a policy of progressive discipline, which includes as appropriate: verbal warning, reprimand, suspension, with discharge as a final and last resort, except in cases where an alleged violation of law occurs. Any disciplinary action taken against an employee shall be appropriate to the behavior which precipitates said action.
- D. Any complaint made against an employee or person for whom the employee is administratively responsible, by any parent, student or other person, will be called to the attention of the employee within ten (10) days. Any complaint not called to the attention of the employee may not be used as a basis for any disciplinary action against the employee.

#### **Section 6 – Staff Protection**

- A. The Board agrees to hold employees harmless and defend them from any financial loss, including reasonable attorney's fees, arising out of any claim, demand, suit, criminal prosecution or judgment by reason of any act or failure to act by such employee within or without the school building, provided such employee, at the time of the act or omission complained of, was acting within the scope of his/her employment or under the direction of the Board. The District will determine whether circumstances justify hiring an attorney to defend an employee under this section.
- B. Whenever an employee is absent from employment and unable to perform his/her duties as a result of personal injury sustained in the course of his/her employment, he/she will be subject to protection provided by workmen's compensation law.
- C. The District will pay for damaged or destroyed personal property of employees of the District if such damage or destruction occurs while employees are engaged in the maintenance of order and discipline, or the protection of school personnel, students and the property thereof, when that is deemed necessary by such employees. The maximum amount payable under this provision for any one occurrence for each employee is \$500 in excess of a \$25 minimum deductible.
- D. Any case of assault or harassment upon an employee while acting within the scope of his/her employment shall promptly be reported to the employee's supervisor. The District will counsel with the employee on those legal rights and alternative courses of action available to the employee. In those situations where it is mutually determined to be appropriate, the District will provide legal counsel to advise and/or pursue legal remedies to protect the staff from further assault.
- E. Certificated staff shall be informed prior to being assigned a student who is known, or whose family is known, to present a risk of being a safety problem to students or staff. Information shall be specific as to known behavior patterns and suggested strategies for dealing with situations that could be reasonably anticipated. This provision is operative unless the sharing of such information is in violation of confidentiality rights.

- F. The District will fully comply with the Federal Fair Labor Standards Act and RCW 40.10.005 to provide employees who are nursing mothers with reasonable accommodations including breaks, privacy, and facilities to express milk.

### **Section 7 - Strikes**

The Association and its members, as individuals or as a group, will not initiate, cause, permit, participate in or join in any strike, work stoppage, slowdown, picketing or any restriction of work. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established by the Association or by any other labor organization when called upon to cross such picket line in the line of duty. Disciplinary action, including discharge, may be taken by the District against any employee or employees engaged in the violation of this Article. Such disciplinary action may be taken at the option of the District and shall not preclude or restrict recourse to any other remedies including an action for damages, which may be available to the District.

### **Section 8 – Variances**

A variance is a temporary exception to current policy, procedure, or contractual agreement requested by a school site. Variances do not set precedent or establish past practice.

#### **Variance Procedure:**

- A. A school building site should notify the REEA president and Superintendent with a written copy of the variance requested.
- B. The REEA President and Superintendent will submit the variance to the Variance Committee. The Variance Committee will consider the variance within one month of receiving the request. In some cases, representatives from the site may be requested to meet with the Variance Committee. The role of the Variance Committee is to discuss the variance in terms of student learning, impact on other individuals and organizations within the District, School Board policy, contracts with unions and associations, and state law and other regulations. Recommendations may be made to the site or to affected organizations by the Variance Committee.
- C. The variance must be voted on, by secret ballot, by REEA members at the site. A 75% majority vote is required before it can be submitted to the REEA Executive Board.
- D. The REEA Executive Board will vote on all variances affecting the REEA and the District.
- E. The REEA will submit the variance to the Reardan-Edwall School Board for approval.
- F. The duration of a variance is one school year.

#### **Renewal of a Variance:**

To renew a variance, a site needs to submit data showing how the variance has improved student learning. It is necessary to repeat steps C and D as listed. If the renewal is accepted, the duration will again be one school year.

#### **Members of Variance Committee:**

The Variance Committee will consist of one school board member, one administrator, one REEA member, and one building site representative.

## **ARTICLE III – PERSONNEL**

### **Section 1 - Hiring Practices**

The Board shall in all instances employ teachers who are properly credentialed in accordance with applicable state laws, Washington Administrative Code, and by such other requirements as specified by the Office of the State Superintendent of Public Instruction. All employees shall be placed on the annual salary schedule in accordance with the criteria for salary schedule placement as contained in the Collective Bargaining Agreement.

### **Section 2 - Staff Reduction**

- A. Not later than May 15 of each year, the Board of Directors shall determine whether the financial resources of the District will be adequate to permit the District to maintain its educational program and services substantially at the same level for the next school year. If the Board determines that the financial resources are not reasonably sufficient for the following school year, the Board shall adopt a modified educational program and identify those certificated employees, if any, whose contract will not be renewed.
- B. In adopting a reduced educational program which will require reduction, modification or elimination of positions involving certificated employees, the certificated employees required to implement the modified or reduced educational programs or services shall be selected as hereinafter provided.
  - 1. In an effort to eliminate unnecessary non-renewals or involuntary terminations, every reasonable effort shall be made to ascertain the number of certificated positions which will be open as a result of
    - (a) voluntary or mandatory retirements
    - (b) normal resignations
    - (c) other transfers
    - (d) leaves of absence.
  - 2. Certificated employees retained shall possess such valid Washington State certificates as may be required for the position being filled.
  - 3. Certified employees will be retained for available positions on a basis of contracted years of work experience in education within the State of Washington and on the basis of staffing needs of the reduced educational program. Less than full time contracted employment shall be counted as a corresponding fraction of a year. The experience factor shall be calculated through the end of the first semester of the year prior to the year in which the staff reduction will be implemented.
  - 4. The reduction shall be implemented in such a way as to ensure that the most senior qualified employees shall be retained for any given position. An employee shall be deemed qualified for an assignment if he/she:

- (a) is properly certified by the State of Washington for the assignment, and has worked the assignment for a minimum of one (1) year within the last ten (10) years or,"
- (b) has worked the assignment for a minimum of one (1) year in the last ten (10) years and will obtain the proper certification for the position being filled within one year.
- (c) submits a letter to the Superintendent within ten (10) days of announcement of the reduced educational program indicating a desire to fill the assignment in question and, if applicable, the intention to obtain the required certification. In such case the employee and his/her building principal shall work together to determine appropriate and available classes for the employee to take. For employees who are certified after August 31, 1987, certification in the particular area in question must be obtained before the employee can assume the new position.

C. Employment Leave Pool:

- 1. All educational employees who are not retained in accordance with these procedures shall be non- renewed and placed in an employment leave pool for possible reemployment during the next school year. Employment pool persons will be reemployed as provided under 3 below.
- 2. It shall be the responsibility of each person placed in the employment leave pool to notify the Director of Personnel in writing between January 1 and January 31 if said person wishes to remain in the employment leave pool up to October 1 of the subsequent school year. If such notification is not received or if a person is not reemployed by October 1, the name of said person shall be dropped from the employment leave pool.
- 3. After all internal transfers are completed, when a vacancy occurs in grades K through 6, the District shall offer the position to the person in the employment leave pool with the most seniority who served the District in any one of those grades during the previous school year. Likewise, when a vacancy occurs in grades 7 through 12, the District shall offer the position to the person in the employment leave pool with the most seniority in the subject area needed who served the District in any one of those grades during the previous school year. Such persons will have ten (10) calendar days from the receipt of the written offer to accept the position. If an individual fails to accept an offered position for which the former employee is qualified by education or experience, such individual will be dropped from the employment leave pool.
- 4. The District will use persons from the employment leave pool as substitutes in their respective areas on a priority basis, provided that each member of the pool seeking such employment registers with the District Personnel Office.
- 5. Insurance eligibility and benefits may be continued where permitted by insurance company agreements at the employee's own expense.

### **Section 3 - Personnel Files**

- A. Employees or former employees shall, upon request and under the supervision of a district administrator or designee, inspect all contents of their complete personnel file kept within the District, as well as employment references leaving the District unless the employee has opted for a closed placement file or for a confidential reference. Upon request, a copy, at District's expense, of any documents contained therein shall be afforded the employee. Copies of any document used to establish cause for any adverse change in contract status shall be included in the District personnel file. Working files shall be kept only in the office of the employee's immediate supervisor and shall be available for review by employees. Principal's working files are not part of an employee's personnel file.
- B. The individual has a right to have a witness of his/her own choosing at the examination of his/her personnel file.
- C. Each employee's personnel file shall contain the following minimum items of information: all employee evaluation reports, copies of annual contracts, teaching certificate, and a transcript of academic records.
- D. Any derogatory material not shown to an employee within ten (10) days after receipt of composition shall not be allowed as evidence in any grievance or in any disciplinary action against such employee.
- E. No evaluation, correspondence, or other material making derogatory reference to an employee or former employee's competence, character, or manner shall be kept or placed in the personnel file without the employee's knowledge and opportunity to attach his/her own comments.
- F. Upon request by the employee, the Superintendent or his/her official designee shall sign to verify contents.
- G. Information relating to employee misconduct or alleged misconduct shall be destroyed or maintained as follows:
  - 1. All such information determined to be false and all such information in situations where the employee has been fully exonerated of wrongdoing shall be promptly destroyed.
  - 2. All such information having no reasonable bearing on the employee's job performance or on the efficient and effective management of the District shall be promptly destroyed.
  - 3. Written warnings and written reprimands may be removed from an employee's personnel file, upon the request of the employee to the principal, provided said employee has no related disciplinary actions in their file. If such request is denied by

the principal, the written reasons for the denial will be provided to the employee. If the employee disagrees with the reasons provided, they may appeal to the Superintendent. The same procedures will apply. The employee may appeal the Superintendent's decision to the School Board. The employee may not request more than one time per contract year per warning or reprimand.

4. Notwithstanding subsections 1, 2, and 3, the District may retain information relating to employee misconduct or alleged misconduct if:
  - (a) The employee requests that the information be retained; or
  - (b) The information is related to pending legal action or if legal action may be reasonably expected to result; or
  - (c) Otherwise legally required to retain.

#### **Section 4 - Assignment and Vacancies**

- A. To assure that pupils are taught by qualified employees, employees shall not be assigned, except in accordance with the regulations of the State, to subject areas, grades, and/or other classes outside their teaching certificates and/or other major or minor of study, or qualifications in specialty areas. Employees shall be notified in writing no later than August 10 of any major changes in their teaching or job assignment, unless such changes are necessitated by substantive changes in student numbers or other unforeseen conditions. A major change shall be defined as a change of grade level or a change of two or more preparations. If such a late, involuntary reassignment becomes necessary, the employee involved will be granted extra compensation according to the following schedule:
  1. Six (6) days extra pay at 1/180th of his/her regular pay for reassignment to a combination elementary (K-6) classroom;
  2. Five (5) days extra pay at 1/180th of his/her regular pay for reassignment to a subject area in which he/she has not taught within the past three years.
- B. In the determination of assignments and transfers, the convenience and work of the employee shall be considered to the extent that these considerations do not conflict with the educational program. As to teachers who desire a transfer or reassignment, the following procedure shall be used:
  1. The teacher shall complete a request form by May 30 which shall be kept on file by the District.
  2. Employment of any new employee for a specific position shall not be made until all those employees who have a pending request for transfer or reassignment have been found by the Superintendent to be unqualified for the position.
  3. At least thirty (30) days prior to the beginning of the school year, the Superintendent or his designee shall notify in writing each employee whose request for transfer or

reassignment was not granted and the reasons for not granting the request.

4. No static K-6 classroom teacher shall be reassigned to a new grade level more than two (2) consecutive years unless the teacher requests the reassignment or agrees to the move. A static teaching position is a position hired with the intention of continued service at the same grade level.
  5. If, at the request of the office or administration, a teacher is asked to move classrooms a payment of \$400 will be paid to said teacher.
- C. To assure that employees are given every consideration in filling any vacancies or newly created positions which occur at any time within the District, the following procedure shall be used:
1. The district shall email job postings to district email addresses and post openings internally for 2 days before posting externally to fill the position, unless the REEA President agrees to publish internal and external simultaneously because no current certificated employee meets the job qualifications. Employees shall be notified via district email of vacancies both during the school year and during vacations.
  2. Said notice of vacancy or new position shall clearly set forth the qualifications for the position and the procedures for applying.
  3. All vacancies or new positions for which a current employee has requested to be considered shall be filled on the basis of the following qualifications for the position:
    - a. If there is one qualified applicant for a position, that applicant will be given the position.
    - b. If more than one qualified applicant applies, the person most senior in the District will be given the position.
    - c. If the applicants have equal seniority in the District, the position will be given to the person with the most seniority in the state.
    - d. If the applicants have equal seniority in the state and District, the position will be given to the person placed on the higher educational lane on the salary schedule.
  4. The District shall make all possible effort to fill vacancies and new positions with their present employees before out-of-district hiring can occur.
  5. If, at the request of the office or administration, a teacher covers for another teacher during prep, the teacher will receive payment at their per diem rate, paid in hourly increments.
- D. Job Share - A job sharing assignment is the sharing of one full-time regular position between two persons, where one of those persons works at least three tenths (.3) full-time.

Employees interested in job share assignments will apply by March 1 for such a position to ensure the earliest possible response from the School District. The letter of application will constitute an agreement if accepted and should address the following criteria:

1. Teacher compatibility - including personality traits, educational philosophy, and experience.
2. Stipulate the division of teaching tasks and agree upon the equitable division of time appropriate to accomplish all job requirements. Both employee shall participate in the actual process of grading students' work and meeting with parents.
3. Manage time to accomplish the following duties;
  - a. parent conferences as requested by parents,
  - b. grading students' work, including quarterly and final grades,
  - c. attending faculty meetings,
  - d. classroom parties and field trips,
  - e. staff development,
  - f. in-service,
  - g. open house events,
  - h. opening and closing of school, and
  - i. standard scheduled parent/teacher conferences.
4. Establish consistency in the standards of discipline,
5. Plan for effective communication between job sharing teachers and with other staff and administrators.

The superintendent may recommend to the Board of Directors those positions and employees where job sharing will benefit the educational program of students. The superintendent may recommend to the Board of Directors termination of job sharing arrangements which ceased to operate in the best interest of the educational needs of the students.

No Teacher in the District shall be involuntarily transferred in order to create a job share assignment.

Sick and personal leave will be prorated according to the fraction of the position for which the person is employed. All other benefits will be prorated to the nearest reasonable fraction thereof. Both job sharing employees are expected to attend parent conferences.

Once an employee has accepted a job sharing position, the District shall be under no obligation to convert the employee to a full-time contract. However, consistent with educational objectives, contract seniority rules and state law, all reasonable opportunity will be afforded a job sharing employee to return to full-time employment. Should one person employed in a job share position leave the job sharing assignment or accept a full-time position at the District's option, the remaining job sharing partner may assume a full-time position at the District's option.

Employees will be notified by July 1 of the decision of the superintendent and the Board of Directors regarding a job sharing application.

It is extremely important that all parties work together to resolve any issues as they arise during the year to maintain the quality of the instructional program. Each year, before the May 1 job share request date, the building principal/supervisor will meet with members of job share teams to review the success of the job share.

If a job share dissolves because one of the employees moves to a full-time position, resigns, goes on leave, etc., the district will meet with the remaining employee to review the employment options (go to full-time, seek new job share partner, transfer to another position, etc.) If no agreement can be reached between the employee and the district, the district reserves the right to transfer or reassign the employee.

Job sharing is intended to be available to current employees. However, it may be impossible for specialists or others with limited or no peers in the District to find another with whom to job share. In these cases, the District will consider exceptions which allow a job share with a new employee.

Note: For purposes of assignment and transfer, each job share will be considered one unit as the senior employee's seniority will be used. For purposes of R.I.F., each employee in a job share will be considered individually.

### **Section 5 - Summer School**

If the district decides to provide summer school, it will not be governed by the REEA collective bargaining agreement.

### **Section 6 - Tutoring**

All positions in the tutoring program shall be opened to employees in the bargaining unit before they are opened to persons outside the unit. The positions shall be posted and awarded to the most senior qualified applicants.

### **Section 7 - Orientation of Employees**

- A. At the annual meeting of all employees prior to the opening of school for students, the President of the Association or his/her designee shall have a maximum of sixty (60) minutes to address the employees.
- B. The names of all employees, their building, grade and subject assignments shall be provided to the Association by September 15.

## **ARTICLE IV – OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

### **Section 1 – Salary Payment**

Payments shall be issued on the last normal business day of the month. All compensation owed to an employee who is leaving the District shall, upon request, be paid within sixty (60) days after the final day of employment unless other severance agreements exist.

## **Section 2 – Insurance and Fringe Benefits**

The District and REEA agree to participate in the state health benefit plan known as SEBB.

### **A. Insurance Benefits**

The District shall pay the full portion of the employer contribution for employee health insurance for all employees who work and qualify for insurance benefits, as required by the state. For purposes of benefits provided under the state system, school year shall mean September 1 through August 31.

1. Benefits provided by through the state system may include, but are not limited to:
  - a) Basic Life and Accidental Death and Dismemberment Insurance (AD&D)
  - b) Basic Long-term Disability
  - c) Vision
  - d) Dental, including orthodontia
  - e) Medical Plan
2. Employees may select optional benefits at their own expense, such as Flexible Spending Plans available through the state system.
3. Any employee terminating employment shall be entitled to receive the District insurance contribution for the remainder of the calendar month in which the contribution is effective. In cases where separation occurs after completion of the employee's full contract obligation (i.e. the end of the school year), benefit coverage will continue through August 31.
4. The Health Care Authority (HCA) retiree carveout payments are part of the employer premium contribution for SEBB benefits.

### **B. Voluntary Employees' Beneficiary Association (VEBA):**

The District and Association agree to offer participation in a medical reserve trust program referred to as a Voluntary Employees' Beneficiary Association (VEBA) for the purposes of supporting employees' health care. The District agrees to match employee donations to VEBA up to the amount of \$30/month.

1. The REEA bargaining unit will vote annually by June 15th to approve the VEBA plan for each succeeding school year. The vote will be considered valid if the VEBA plan passes by more than 50% of the REEA members participating in the vote.
2. The REEA also agrees that the VEBA plan will follow the most recently REEA-approved Memorandum of Understanding (MOU) for VEBA.

### **C. The District and REEA agree to participate in state mandated insurance programs and taxations, with the District paying the employer portion and the employee paying the employee portion. Example: Paid Family and Medical Leave Program.**

### **Section 3 – Employee Work Year**

The work year calendar for school employees shall be determined annually by the District Calendar Committee. The District Calendar Committee will be formed by the Superintendent or designee. At least two positions on the committee will be offered to certificated employees (1 elementary and 1 secondary).

- A. One hundred and eighty three (183) day contract.
- B. Winter break shall include two (2) weeks
- C. With consideration being given for State mandated testing and Spring break schedules from surrounding school districts, our spring break shall be one full week starting the last week of March, the first full week of April, or a combination of both.
- D. The day before Thanksgiving shall be included in Thanksgiving break.
- E. The last day of school shall be an early release for employees.
- F. Grades are due five (5) working days after the end of the quarter.
- G. There shall be a half-day early release for students the last two (2) days of the student year.
- H. There shall be no more than two (2) evening parent-teacher conferences scheduled per school year (Fall and Spring).
- I. The first two make up days will be based on snow days remaining in the school year;
- J. The last four (4) makeup days will be scheduled at the end of the school year, with the remainder being made up during spring vacation.
- K. With the exception of the last day of school, all half-days on the calendar are half-days for students. Certificated staff will work a full day.

There shall be no deviation from or change in the school calendar except by mutual agreement of the Board and the Association, except in the case of inclement weather or other emergencies. The starting and ending time of the school day cannot be changed unless mutually agreed upon by the District and the Association.

### **Section 4 – Teaching Hours**

- A. The workday shall include thirty (30) minutes before school and fifteen (15) minutes after school. The workday shall include a thirty (30) minute duty-free lunch period. In order to be available for contact by students, employees shall be generally available at their work stations twenty (20) minutes before the students' first instructional period, unless on duty or staff meetings preclude. Employees may leave their building at student dismissal time for dental, medical, or vision appointments. Employees leaving the building prior to the normal end of the workday must obtain prior administrative approval.
- B. In regard to delayed opening and/or dismissal days, the workday of employees shall begin thirty (30) minutes before the scheduled student starting time on each day and will end fifteen (15) minutes after the scheduled student dismissal time on each day. This provision does not apply to late arrival/early dismissal for the purpose of inservice activities.
- C. All employees in classroom instruction shall have at least 250 minutes of preparation time per week in grades Kindergarten through 12, exclusive of the duty-free lunch period. This

preparation time shall be in blocks of at least forty-five (45) continuous minutes. Employees shall not be assigned to other duties during the preparation time without the consent of the employee. First instructional period for grades Kindergarten through-12th grade shall begin at 8:00 AM.

- D. When requested by the District to perform teaching duties beyond the regular workday employees will be compensated with the curriculum pay rate defined as the employee's per diem hourly rate, up to \$35 per hour.
- E. Employees are expected to aid building administrators in the supervision of students during the work day and at assigned school events.
- F. In the event school has a late start due to weather conditions or other emergency closure circumstance, employees will be expected to arrive at school as close to the thirty (30) minutes before the start time as is safe. In the event school has any early student dismissal due to weather conditions or other emergency closure circumstance, employees will be expected to remain on-site until the supervisory and safety concerns of students have been met. In such situations, there shall be no reduction of the employee's pay or deduction of leave benefits.
- G. If the District calendar provides for late start Mondays the first and third Monday (school day) of each month will be district directed meeting content. The second and fourth Mondays (school day) will be in small group PLCs focused on one or more of the four Solution Tree Questions: What do we want our students to know? How will we know if they know? What will we do if they do know? What will we do if they do not know? For months that have five Mondays on school days, the fifth Monday will be district directed content.

## **Section 5 - Work Load**

- A. In grades 7-12 involving special facilities (laboratory and shop classes) and state legal requirements (CTE courses), classes shall have no more students than facilities allow. The safety of the students will be paramount at all times.
- B. No teacher shall have more than 180 students per day under the seven-period day schedule and under a six-period day the maximum students per day will be 160 excluding music, physical education, and keyboarding/information processing.
- C. The District shall make every effort to meet the following optimum standards per grade level throughout the District:

|                     |              |
|---------------------|--------------|
| K - 4               | Maximum - 25 |
| 5 - 12              | Maximum - 28 |
| Combination Classes |              |
| K - 6               | Maximum - 20 |

Consideration should be given concerning placement of special education and Title I students.

- D. If the optimum standards are exceeded in self-contained elementary classrooms (K-5), the employee will receive an amount equal to two (2) dollars (\$90) per semester, per student up to a maximum of three hundred sixty dollars (\$360) per year, per student.

Employees shall be paid from the first day of the overload. Employees shall submit written documentation to the payroll office prior to being paid.

The District may make downward adjustments of any class size at any time. This class load maximum shall not apply to counselors, music teachers, physical education teachers, and librarians.

- E. The District recognizes that there are no current guidelines for student class/program size but will work at keeping enrollment at reasonable and workable levels. The following procedures will be used to assist special education certificated staff members in keeping enrollment at reasonable and workable levels:

1. Before the school year starts, district administration will meet with special education certificated staff members to determine if adequate staff, both classified and certificated, are in place to meet the level of service needed for students with IEPs.
2. The Director of Learning or alternate will continue to monitor the adequacy of staff throughout the school year.
3. Special Education certificated staff members will contact their building principal and the Director of Learning to express concerns with caseloads, class size, schedule, or paperwork, and offer potential solutions if practical.
4. The building principal, special education certificated staff members and Director of Learning will meet when concerns are brought forward and find solutions. The agreed upon solutions will be placed into action as soon as practical.

Possible Solutions may include:

- Developing a new schedule.
- Providing more special education certificated and/or classified staff to handle caseload.
- Providing additional per diem time for the special education certificated staff member.
- Providing additional release time for the special education certificated staff member.

- F. College in the Classroom (CIC) and Dual Credit

A teacher that is teaching College in the Classroom will be compensated at the rate of \$75/student enrolled in an approved CIC class, up to a maximum of \$1,500

perclass, for classes funded in-part or fully funded through the partnering college or university. All other approved College in the Classroom/Dual Credit classes will be compensated at the rate of \$25 per enrolled student, up to a maximum of \$500/completed class. The District reserves the right to annually approve college credit courses offered and to set the minimum number of students for that course.

G. Teacher of Record - Options Program

In the case that the Options Program does not have a teacher who is certified in a certain academic subject, a Teacher of Record (TOR) can be implemented into the position. This position is optional. No teacher will be required to be a Teacher of Record unless they have a class size of less than 15 students during any one class period.

A teacher of Record is defined as a teacher who holds a valid Washington teaching certificate and who is endorsed in the subject area and grade of the course they are responsible for advising.

The Options Program Teacher of Record (TOR) will review and sign the Written Student Learning Plan (WSLP), review monthly progress and assign a final grade. All of these duties can be performed remotely with the exception of the Director of Learning requesting a teacher's presence during a staff or parent meeting at which time a Teacher of Record may use per diem time.

Teachers of Record will be paid \$100 for each student they advise in excess of 15 students per period with a cap of \$500 per period. This provision applies to teachers who have a primary assignment outside of the ALE Options Program.

H. In administratively directed situations, teachers will also instruct and guide para professionals and aides on delivery of curriculum, programs, tasks and/or activities

I. Alternative Learning Experience (Options Program)

1. Consultants (Teachers) will receive a supplemental contract of 10 extra work days. The consultants will use this time to develop ALE programming, process ALE paperwork, manage ALE systems and programs, and manage portfolios and communications, or other tasks approved by the Options Principal. Consultants will document what they worked on during their supplemental contract time in increments of 1 hour or more. Documented time will be submitted to Payroll, through the Options Program Principal.
2. The Lead Consultant (Teacher) will receive a supplemental contract for 5 extra days, in addition to those approved for all consultants. The Lead Consultant will use these days to develop ALE programming, process ALE paperwork, manage ALE systems and programs, and manage portfolios and

communications, or other tasks approved by the Options Principal. The Lead Consultant will document what was worked on during their supplemental contract time in increments of 1 hour or more. Documented time will be submitted to Payroll, through the Options Program Principal.

3. A 1.0 FTE consultant will have a student portfolio of 80 students.
4. Each class a consultant teaches is equivalent to .04 FTE.
5. Consultants may have a combination of students in their consulting caseload and classes to teach, totalling 1.0 FTE. For example, if a consultant teaches (2) 2-day-per-week classes and (4) workshops that would equate to 0.32 FTE. This consultant would then have 0.68 FTE for consulting, resulting in a caseload of 54 students.
6. Consultants may be required to take on additional caseload, resulting in additional compensation:
  - a. 1 to 8 additional students equals .1 FTE or a 10% increase in base pay.
  - b. 9 to 16 additional students equals .2 FTE or a 20% increase in base pay.
  - c. 17 to 24 additional students equals .3 FTE or a 30% increase in base pay.

### **Section 6 - Per Diem Days**

Thirty-two (32) paid optional hours (four days) are available at the beginning of the school year with the thirty-two (32) hours being teacher directed with principal approval for curriculum development, text selection, planning, IEP's, or other professional work or activities which include the opening and closing of school. The employee opting for per diem shall apply in writing to the building principal for approval in advance. No less than a one (1) hour block of time shall be accepted as per diem. Payment will be made in four (4) hour blocks. The employee's hourly rate of per diem shall be computed as follows: employees total teaching contract divided by State funded days (base contract plus State funded Professional Learning Days) divided by eight (8) hours.

These days, if unused during the fiscal year, may not be carried over to the following year. These per diem days may be used from August 1 until July 31 of the following year. One additional optional half a day per diem beyond that granted above shall be available for use for an open house, when an open house requires a certificated employee to work more than a full day. This half day, if not used for open house, shall be lost. Staff and administration shall plan and schedule an open house that gives all teachers an opportunity to communicate curriculum and classroom expectations to parents.

### **Section 7 - Supplemental Contract**

There shall be a supplemental employee contract issued, which shall not exceed one year and shall be in accordance with statutory provisions for music director (10 days), counselor extended contract (10 days), FCCLA advisor (15 days), STEM advisor (10 days), and FFA advisor (40 days). These positions may only be held by employees of the District who hold a Washington State professional education certificate or a limited certificate under authority of WAC 180-79-230 (1) (iv). Other extracurricular and special assignment positions may exist within the District, but these are not covered under the language in the rest of this section because they may be filled by nonmembers of the certificated bargaining unit. The District shall advise employees in writing not later than June 1

if the individual supplemental employee contract is not renewed for the next year. The District shall state the reason(s) in writing to the employee. In the event the activity is discontinued, the supplemental contract for that particular activity is considered terminated.

Employees who receive notice of probable cause for dismissal of the supplemental employee contract during the term of the contract shall have the right of appeal through the grievance procedure.

The District will convene a subcommittee during the 2024-25 school year to review the current supplemental contract positions and propose a listing of those positions that require a teaching certificate to be included as an addendum listing in the CBA. The committee will identify existing certificated supplemental positions that should be listed. The committee will not address numbers of supplemental contract days or compensation rates. The District reserves the right to not fill any supplemental position and notes that those positions not requiring a certificate are governed by a separate bargaining agreement. New positions will not be added as a result of the committee meeting.

### **Section 8 – Certificated Transportation Reimbursement**

Employees are required to use district vehicles as a primary option when available. When acting in accordance with assigned duties and with pre-approval, transportation reimbursement for the use of a personal car by employees shall follow district policy and procedures which are based on WA State reimbursement rules. Details are found at <http://www.ofm.wa.gov/resources/travel.asp>.

### **Section 9 – Non-Professional Duties**

- A. Teachers shall not be required to perform nonprofessional duties, including food distribution, supervision of cafeterias, bus unloading, and custodial functions, except in emergency situations. Supervising students to and through the cafeteria service line shall not be deemed to be supervision of cafeterias.
- B. Employees will assume bus loading supervision.
- C. Teachers shall not be required to drive students to activities which take place away from the school building.
- D. Employees shall be compensated with equal time for monitoring detention during the contracted school day.

### **Section 10 – Contract Adjustments**

Educational and degree documentation for the purpose of employee contract adjustment must be received in the business office of the District no later than October 1 in order to effect a change in contract for the current school year.

## **Section 11 – Mentor Teacher Program**

In order to implement the mentor teacher-beginning teacher assistance program, the District and Association agree to the following provisions:

- A. The District will participate in the Best Program through the ESD whenever possible with the intent to provide each beginning teacher with a mentor for the purpose of:
  - 1. Assisting to create familiarity with textbooks, student learning objectives, instructional materials, orientation to school building practices, etc.;
  - 2. Helping the teacher(s) develop collegial relationships to other staff members;
  - 3. Providing opportunities to discuss experiences in classroom management, seeking new ideas and alternative strategies for instructional presentations and to receive feedback and encouragement.
- B. The District’s mentor teacher program will be totally voluntary. The District will keep the application process for the program voluntary for mentors and mentees.
- C. Teachers desiring to become mentors shall apply in writing to the Superintendent, with a copy to the Association. Selections shall be based upon teacher eligibility to participate in the BEST program, sponsored by the ESD.

## **Section 12 – Classroom Supplies**

The District will approve a supply budget for every certificated employee. Supply purchases will be subject to supervisor review and approval. These supply budgets will be spent by the end of May on supplies needed for the current school year. Unspent supply budget is forfeited.

The District will commit a one-time \$10,000 budget to solve printing concerns in the school district. The District will organize a “Printing Solutions Committee”, which will meet during the 2024-25 school year to develop proposed solutions for printing challenges and to reduce the cost of printing for individual classroom teachers. The Printing Solutions Committee will be comprised of administrative and certificated staff, with at least half of the committee members being certificated staff.

## **Section 13 - Technology in the Classroom**

Teacher input and suggestions will be considered in major technology software/hardware changes that directly impact teacher duties; examples include copiers and word processing software.

## **Section 14 – Employee Incentives**

The District approves the following incentives for certificated staff. These incentives are available to all certificated staff up to \$2,000 per employee and a maximum annual incentive pay totalling \$40,000 for all certificated incentives cumulatively. The detailed description of incentive

requirements and process for documenting satisfactory completion of task/roles will be published by the District by September 30, 2024.

- PLC Leadership Role (\$1,500 per year)
- Mentor Teacher Stipend (\$1,000 per year)
- \$100 incentive for the completion of Trauma Informed Training (per course) @ <https://criresilient.org/training/> or other approved provider as determined by supervisor.
- District will also reimburse the cost for Course 1, 2, and 3 “On Demand” if participant completes the course(s).
- Certificated staff may be paid up to 10 additional hours of Per Diem hours for community service leadership (Lions, WE CARE, etc.) – timesheets need to be submitted to supervisor monthly.
- RECAP Family Night Out Participation - timesheets need to be submitted to supervisor monthly.
- \$100 incentive for presenting upon request to the School Board.
- \$100 incentive for completion of approved Artificial Intelligence course(s).
- \$100 incentive for completion of approved SEL course(s).
- \$100 incentive for completion of approved PBIS course(s).
- \$500 incentive (in addition to normal club pay) for operating an approved after school or lunch club through the process defined in the activities contract.
- Additional Per Diem hours for participating in Semester Showcase Event and/or Science Fair.
- \$1,000 for successful completion of bus driver certification.

All approved courses/training will be taken outside of the contracted work day unless pre approved by the superintendent. Any travel costs for incentive-related courses/training will be at the employee’s expense unless pre approved by the superintendent.

## **ARTICLE V – LEAVES**

### **Section 1 - Sick Leave**

- A. At the beginning of each school year each employee shall be credited with an advanced sick leave allowance of twelve (12) days with full pay to be used for absence caused by illness, injury, disability, poor health, maternity, paternity, medical appointment, dental appointment or emergency.. Each employee's portion of unused sick leave allowance shall accumulate from year to year. The District may require proof of illness, in the form of a physician's affidavit, for the use of sick leave of five (5) consecutive days or longer.
- B. Absence due to employee injury incurred in the course of employment may be compensated for in the following manner: For absences due to job related injuries which qualify for Industrial Accident and Workmen's Compensation coverage, a prorated portion of sick leave may be used, which when added to any of the above compensation shall equal, but not exceed, the employee's normal salary.
- C. Sick leave may be used for up to three (3) days to receive a child for foster care or adoption, or for activities related to the foregoing.

- D. An employee who is unable to perform, even with reasonable accommodation, one or more essential job functions, as defined in the American Disabilities Act, because of a serious health condition, as defined in Article V, Section 4, will upon request, be granted leave of absence without pay at the exhaustion of sick leave. Leaves for these conditions will be reviewed and if approved renewed annually. Application for leave and application for renewal of a leave of absence for such conditions shall be made in writing to the Superintendent. An employee who has been granted leave may return to service during the period of the leave after giving ten (10) days written notice to the Superintendent and with written permission of his/her personal physician.
- E. Upon return from leave the employee shall be placed in the position last held or in a similar position in the District

### **Section 2 - Shared Leave**

The District shall provide employees with access to a shared leave program in accordance with District Policy 5406.

### **Section 3 – Sick Leave Buy-Back**

- A. Commencing in January of 1981, each eligible, current employee of the School District may elect to convert excess sick leave to monetary compensation. Eligible employees, excess sick leave, and the conversion of excess sick leave to monetary compensation shall be determined as follows:
  - 1. Eligible Employees:

In order to be eligible to convert excess sick leave days to monetary compensation, an employee shall have accumulated in excess of sixty (60) full days of unused sick leave at a rate of accumulation no greater than one full day per month as of the end of the previous calendar year and shall provide written notice to his/her employer during the month of January of his/her intent to convert excess sick leave days to monetary compensation.
  - 2. Excess Sick Leave:

The number of sick leave days which an eligible employee may convert shall be determined by taking the number of sick leave days in excess of sixty (60) full days that were accumulated by the employee during the previous calendar year at a rate of accumulation of no greater than one full day per month and subtracting there from the number of sick leave days used by the employee during the previous calendar year. The remainder, if positive, shall constitute the number of sick leave days which may be converted to monetary compensation.

3. Rate of Conversion:

Sick leave days that are eligible for conversion shall be converted to monetary compensation at the rate of twenty-five percent (25%) of an employee's current, full-time daily rate of compensation for each full day of eligible sick leave. Partial days of eligible sick leave shall be converted on a pro rata basis. All sick leave days converted pursuant to this section shall be deducted from an employee's accumulated sick leave balance. Compensation received pursuant to this section shall not be included for the purpose of computing a retirement allowance under any public retirement system in this state.

- B. At the time of separation from school district employment due to death or retirement, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one day's current monetary compensation of the employee for each four (4) full day's accrued leave for illness or injury. Moneys received under this section shall not be included for the purposes of computing a retirement allowance under any public retirement system in this state. In addition, an employee is also considered eligible who is separating from employment and is at least fifty-five (55) years of age and has at least ten (10) years of service under the teacher's retirement system Plan 3 (TRS3), or under the school employee's retirement system Plan 3 (SERS3), or the employee who separates from employment and who is at least fifty-five (55 Years) of age and has at least fifteen (15) years of service under the teacher's retirement system Plan 2 (TRS2), or under the school employee's retirement system (SERS2).
- C. Furthermore, employees, by a majority vote of the Association, shall each year choose whether employees who have a minimum balance of 180 days of sick leave as of August 31<sup>st</sup> of the prior year, or employees who are retiring, or who are separating from employment as cited in Section 3, paragraph B will be allowed to place their sick leave buyback into a VEBA III plan for the payment of post- retirement medical expenses.

**Section 4 – Lunch Hour**

Staff members are allowed to leave the grounds during their lunch, after notifying the office.

**Section 5 - Family and Medical Leave Act**

The District agrees to comply with the terms of the Family and Medical Leave Act and will provide access to the law to employees as requested.

- A. For the purposes of this section, each 12-month period shall begin on September 1 and end on August 31 of the following year.
- B. Employees are required to substitute any unused personal leave for extended maternity, paternity, or parental leave. After use of all unused personal leave, employees may, at their

option, substitute up to three days of unused sick leave for extended maternity, paternity, or parental leave. At the option of the employee, unused accrued sick leave may be substituted for all or part of any medical or disability leave, including maternity leave, or leave for an employee to care for the employee's seriously ill child, including an adopted, foster, or "de facto" child.

### **Section 6 - Bereavement Leave**

Up to five (5) days per year shall be granted with pay for each bereavement of a relative including spouse, child, parent, parent-in-law, sister, brother, brother-in-law, sister-in-law, uncle or aunt, grandparent and up to two (2) days total per year for other relatives or friends. Such leave is noncumulative.

### **Section 7 - Court Appearance Leave**

1. Jury duty: Employees who are called to serve on a jury will receive paid court appearance leave for time served on a jury or time of actively participating in the jury selection process. When jury duty is less than a half day employees will report to work for the remainder of the day or take personal leave.
2. Subpoenas: Employees who are subpoenaed to testify in court will receive paid court appearance leave for the time spent testifying in court.

If an employee is the plaintiff or defendant in a court case, the employee does not qualify for court appearance leave and must use either personal leave or leave without pay in such circumstance. Evidence of jury duty will be submitted to supervisor for approval and submission to Payroll.

### **Section 8 – Sabbatical Leave**

- A. Sabbatical leave may be granted for one (1) year to those employees who have served the District a minimum of five (5) years. An employee who has had a sabbatical leave can become eligible for another sabbatical leave after serving an additional five (5) years in the District.
- B. To be entitled to sabbatical leave an employee must be eligible following the leave for at least three (3) years of service before reaching compulsory retirement age.
- C. An employee on sabbatical leave shall receive all employee benefits he/she would have received if he/she would have remained on active duty. Salary will be paid at the rate of fifty percent (50%) of what the employee would receive on active duty in regular incremental steps.
- D. An employee receiving salary while on sabbatical leave shall not engage in teaching or other remunerative occupation during such period without prior approval. This does not prevent an employee from furthering his/her education on a teaching scholarship or fellowship.

- E. Employees granted sabbatical leaves shall agree to return to regular service in the District upon the expiration of their leave for a period of at least two (2) years. If an employee does not return to regular service with the District at the expiration of the leave, all salary paid during the leave shall become due and payable to the District through a surety bond which the applicant shall post in the amount of his/her scheduled sabbatical salary with the School District.
- F. If an employee should die or become permanently disabled while on sabbatical leave, no repayment of salary paid while on leave shall be required.
- G. Any employee desiring sabbatical leave must submit a written application form to the Superintendent prior to March 1 of the school year prior to the year for which the sabbatical leave is desired. The form shall specify the reasons for which leave is requested and give specific plans and endeavors. The application form will be turned over to the Sabbatical Committee for review.
- H. The Sabbatical Committee is made up of one (1) administrator, two (2) certificated staff members and two (2) school board members. No more than one (1) certificated employee shall be granted sabbatical leave during any school year and a two (2) semester request shall be in the same school year.
- I. An employee returning from sabbatical leave shall be given the same consideration for returning to the position of his/her last assignment as if he/she had been on active duty. It shall be assumed that the employee wishes to return to the position of his/her last assignment. If reassignment is necessary, a conference with the Superintendent shall be held to find an assignment that is mutually agreeable.

### **Section 9 - Military Leave**

Employees shall be granted military leave of absence when required by law. While on leave, the employee shall retain all benefits as though employment had been continuous in the District. Upon return from leave, the employee shall be placed in the position last held or a similar position in the District.

### **Section 10 - Professional Leave**

Leaves of absence without deduction of pay and with reimbursement of certain expenses may be granted to attend professional meetings or visit other schools upon written request to the Superintendent. It is the policy of the District to encourage teachers' visitation of other school systems when possible. When necessary, the District shall provide substitute certificated teachers to perform the duties of employees who have been granted leave to attend professional meetings or visit other school systems. An additional two (2) days of Professional Leave will be granted to any teacher enrolled in The National Board Certification Program. These additional days are for (1) one year only and once used, are NOT available for multiple attempts for certification beyond the first year.

### **Section 11 - Association Leave**

Up to twenty (20) days of leave shall be available each school year to the Association for matters stemming from or related to the local bargaining relationship, including conferences and negotiations with the employer, contract administration and maintenance, investigation of grievances, preparation for and participation in grievance arbitration hearing, representation of the REEA at the WEA Representative Assembly and attendance at workshops or other activities concerning labor relations and/or legislation related to wages, hours, terms, and conditions of employment of educational employees. The Association will reimburse the District for each day of employee absence at the substitute teacher rate of pay.

### **Section 12 – Personal Leave**

- A. Each employee shall receive three (3) days of paid personal leave.
- B. Employees with over five years' experience, based upon the state salary schedule, are eligible for one additional paid personal day at District expense.
- C. Personal leave utilized to extend regularly scheduled school vacation periods is not recommended, is contingent upon two days forewarning notice and is limited to the first four requests in the school district per each day that falls immediately before or after a vacation period.
- D. No employee may have more than six (6) paid days of personal leave in their account at any given time.
- E. If an employee does not use the full complement of personal leave by the end of the school year they have the following options for their remaining personal leave days:
  - 1. They may carry over up to two (2) days of personal leave to the following year.
  - 2. They may cash out up to two (2) days out at the substitute rate of pay.
  - 3. Any combination of option 1 & 2.

### **Section 13 - Other Leaves**

- A. Leaves of absence up to one (1) year without pay may, at the discretion of the Board, be granted employees for the purpose of study, travel, recuperation, teaching in another school district, working in a professionally related field, parenting leave, or Association related business. Any such leave without pay must have prior approval by the Superintendent except in the case of an emergency.
- B. If an approved leave includes the end of the school year, the employee will notify the District in writing by March 1, or at the beginning of the absence period if the absence period starts after March 1, of his/her intention with regard to returning the following school year to regular employment.

### **Section 14 – Substitute Teacher Recommendation**

Any certificated employee may recommend his/her substitute.

## **ARTICLE VI – INSTRUCTION**

### **Section 1 - Academic Freedom**

- A. Academic freedom shall be guaranteed to employees and no special limitations shall be placed upon study, investigation, presenting and interpreting facts and ideas concerning man, human society, the physical and biological world and other branches of learning, subject to accepted standards of professional responsibility and general adherence to District-adopted or State-mandated curriculum and alignment to State Standards. If a staff member deviates from the District adopted curriculum, they must receive prior written permission by their principal. Denial by the principal will include a written explanation.
- B. These responsibilities include a commitment to democratic tradition, a concern for the welfare, growth and development of children, and an insistence upon objective scholarship.
- C. No mechanical or electronic device shall be installed in any classroom, or brought in on a temporary basis, by means of which a person shall be able to listen or record the procedures in any class without prior permission of the employee.
- D. Teachers are responsible to determine grades and other student evaluations. Academic grading will have a direct correlation to the evaluation of learning standards. Administrators may change grades with cause pending communication with the teacher responsible for assigning the original grade.

### **Section 2 - Staff Development**

- A. The District feels a responsibility to help certificated employees develop their professional skills. The District, with cooperation from the Association, shall develop in-service activities which promote the individual and collective growth of the professional staff. The Board and Association agree that the Board may schedule one or more curriculum days if there is a mutual agreement or the need for such days.
- B. The District reserves the right to schedule extended faculty meetings when circumstances warrant such as emergencies, dissemination of critical information, etc.
- C. National Board Certification - Teachers who earn National Board Certification shall receive a one-time stipend of \$2,500 upon completion of the certification. Stipend to be paid as soon as administratively practical. All related registration, course work, testing and the like will be conducted at employee's personal expense and on employee's personal time. This stipend is not to be confused with the National Board bonus, funded by the State of Washington.
- D. Teachers will receive a stipend amount for completion of training as follows:
  - Community Resilience Initiative Course 1 (online) or equiv. as deemed by supervisor - \$100
  - Community Resilience Initiative Course 2 (online) or equiv. as deemed by supervisor - \$100
  - Community Resilience Initiative Course 3 (online) or equiv. as deemed by supervisor - \$100

The District agrees to pay registration costs associated with these courses. Per Diem and /or regular school hours cannot be used to engage in these trainings. Teachers may request reimbursement for each course or equivalent one time and may request reimbursement for one course per year.

### **Section 3 - Discipline**

- A. Each employee and each school administrator shall possess the authority to impose discipline upon a student for misconduct which violates rules of the School District and may impose emergency removal from a class, subject, or activity upon a student. An employee's authority shall be restricted to removal of a student, subject to District policy. The Principal(s) and Superintendent shall have the authority to discipline, suspend, or expel a student for longer than one day.
- B. Each employee may recommend suspension or expulsion for misconduct in accordance with established building and/or district procedures.
- C. Discipline may be imposed upon any student for violation of the rules of the School District subject to the following conditions and limitations:
  - No form of discipline shall be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements.
- D. Employees requested by administration to be present at student discipline meetings scheduled outside of the work day will be compensated at the teacher's per diem rate.
- E. The Board shall support the employee when the employee administers discipline for misconduct of students, when such discipline is reasonable and administered within District policy.

### **Section 4 – Evaluation of Certificated Staff**

#### **A. General**

Employees shall be evaluated during each school year in accordance with the procedures and criteria set forth in this Article. Any employee, whose work is judged unsatisfactory, based upon the evaluation criteria, shall be placed in a probationary status, no later than February 1, and shall be given until May 1 to demonstrate improvement in areas in which the employee is deficient.

#### **B. Evaluation of Classroom Teachers**

Teacher Evaluation Purpose - The parties agree that the following evaluation system for all classroom teachers in the bargaining unit is to be implemented in a manner consistent with good faith and mutual respect, and, as defined in WAC 392-191A-050:

1. To acknowledge the critical importance of teacher quality in impacting student growth and support professional learning as the underpinning of the new evaluation system.
2. To identify, in consultation with classroom teachers, particular areas in which the professional performance is distinguished, proficient, basic or unsatisfactory, and particular areas in which the classroom teacher needs to improve his/her performance.
3. To assist classroom teachers who have identified areas needing improvement, in making those improvements.

#### C. Qualifications of Evaluators

The term "Evaluator" shall mean the building principal, assistant principal or designee of the classroom teaching being evaluated. The evaluator shall be made known to the classroom teacher fifteen working days of the beginning of the school year, or within fifteen (15) working days of the first day of employment. In the event the teacher being evaluated does not work under the direct supervision of a building principal, assistant principal, or designee, a certificated administrator as designated by the Superintendent shall serve as evaluator. A classroom teacher who is assigned to two (2) or more schools shall be assigned a primary evaluator. If a teacher is transferred to another position, not under the supervisor's jurisdiction, the final evaluation shall be made by the supervisor at the time of transfer or by the new supervisor. RCW 28A.405.120

#### D. Definitions

- a The term "Artifacts" shall mean anything in physical or virtual form that provides data. Artifacts could include notes from observed practice and products or results of a classroom teacher's work that demonstrates knowledge and skills of the educator with respect to the four-level rating system. Artifacts should not be created specifically for the evaluation system.
- b The term "Classroom Teacher" means certificated staff with an assigned group of students for whom they provide academically focused instruction and/or grades. The term "classroom teachers" does not include: counselors, librarians, instructional coaches, education specialists, Educational Staff Associates (e.g. Speech Language Pathologists, OT, PT, nurses, or school psychologists), and other bargaining unit members who do not meet this definition. Employees who do not meet the definition of classroom teacher will be evaluated using the evaluation requirements, as per state law, and as written in Article IV, Section 3 of this agreement.
- c The term "Component" shall mean the sub-section of each criterion.
- d The term "Evaluation" shall mean the ongoing process of identifying, gathering and using information to improve professional performance, and assess total job effectiveness.
- e The term "Evaluation Criteria" shall mean the minimum eight (8) evaluation criteria for classroom teachers to be scored as specified in WAC 392-191-006.

- f The term "Evaluation Report" shall mean that document which becomes a part of the teacher's personnel file.
- g The term "Evidence" shall mean any artifact, observed practice or results of the classroom teacher's work that demonstrates the teacher's ability and skills in relation to the instructional framework rubric. Evidence is not intended to be a portfolio collection of evidence but rather a sampling of data used to demonstrate the classroom teacher's level of performance. It should be gathered from the normal course of employment.
- h The term "Instructional Framework" shall mean the adopted instructional framework pursuant to RCW 28A.405.100. The parties have agreed to the Danielson Model as the basis of the evaluation process.
- i The term "Not Satisfactory" shall mean: Provisional Teachers and Non-Provisional Teachers with five (5) years or less teaching experience in the State of Washington:
  - i Receiving a summative score of one (1) is not considered satisfactory performance.
  - ii Non-provisional teachers with more than five (5) years teaching experience in the State of Washington receiving a summative score of Unsatisfactory one (1) is not considered satisfactory performance.
  - iii Receiving a summative score of Basic two (2), for two years in a row or two years within a consecutive three-year period, is not considered satisfactory performance.
- j The term "Observation" shall mean the gathering of evidence made through classroom or worksite visits for the purpose of viewing instruction and examining evidence over time based on the district adopted teacher evaluation model.
  - i "Formal Observation" shall mean a documented observation that is pre-scheduled.
  - ii An "Informal Observation" shall mean a documented observation that is not required to be pre-scheduled.
- k The term "Rubrics" shall mean the descriptions of practice used to capture evidence and data and classify teaching and student growth using the evaluation criteria and the four-level rating system.
- l The term "Scoring Band" shall mean the State adopted range of scores used to determine the final comprehensive evaluation summative score for a certificated classroom teacher.
  - Level 1 Unsatisfactory = 8 - 14
  - Level 2 Basic = 15 - 21
  - Level 3 Proficient = 22 - 28
  - Level 4 Distinguished = 29-32

Component scores within a criterion will be averaged and rounded to reach a final criterion score. When a final criterion score includes a fractional number (for example 2.33), all scores with fractions below .50 will be rounded down and all fractions .50 or above will be rounded up, for example, a score of 2.33 would receive a final criterion score of 2 and a score of 2.50 would receive a final criterion score of 3.

- m The term "Student Growth" shall mean the change in student achievement in subject matter knowledge, understandings, and/or skill between two points in time, in context of meeting standards/course requirements.
- n The term "Student Growth Data" shall mean data that is relevant to the teacher and subject matter. Student growth data must be a factor in the evaluation process and be based on multiple measures. Assessments used to demonstrate student growth shall be appropriate, relevant and initiated by the classroom teacher. Evaluation of student progress may include formative and summative measures. Evaluation of student progress may include formative measures, summative measures, school-wide and district-wide assessments.
- o The term "Summative Performance Ratings" shall mean the four performance levels applied using the four-level rating system: Level 1 = Unsatisfactory, Level 2 = Basic, Level 3 = Proficient and Level 4 = Distinguished.

#### E. Provisional Teachers

Definition: The term "Provisional Teacher" shall mean any teacher in a teaching or other nonsupervisory certificated position. Provisional teachers shall be subject to nonrenewal of employment contract as provided in RCW 28A.405.220 during the first three years of employment, unless: (a) the teacher has previously completed at least two (2) consecutive years of certificated employment in another school district in the State of Washington, in which case the teacher shall be subject to nonrenewal of employment contract pursuant to RCW 28A.405.220 during the first year of employment; or (b) the teacher has received an evaluation rating below level two (2) on the four-level rating system established under RCW 28A.405.100 during the third (3rd) year of employment, in which case the teacher shall remain subject to the nonrenewal of the employment contract until the teacher receives a level two (2) rating. This shall include any teacher who is re-employed with the District after a break in service.

Evaluation Option: Provisional Teachers shall be evaluated on a comprehensive evaluation in accordance with provisions listed in Section 2.E.

Comprehensive Evaluation Option: Ninety (90) day Observation: Provisional teachers shall be observed for thirty (30) minutes in the first ninety (90) calendar days.

Additional Observations: In the third year of provisional status, teachers shall be observed for a minimum of ninety (90) minutes during the evaluation year.

## F. Evaluation Process

### 1. Notification

Within the first fifteen (15) days of each school year, or within fifteen (15) working days of the first day of employment, the classroom teacher will be notified whether the teacher will be evaluated using the comprehensive or focused evaluation system. When appropriate, evaluators may use group meetings for this purpose.

### 2. Teacher Self-Assessment

All teachers will complete either a self-assessment on all eight (8) criteria and the components therein or use the results of their prior year's comprehensive evaluation in lieu of a self-assessment, prior to setting professional goals. No teacher shall be required to share the self-assessment form with his/her evaluator.

### 3. Artifacts and Evidence

- a. The evaluator and teacher will collect and share artifacts and evidence necessary to complete the evaluation.
- b. The teacher may provide additional artifacts and evidence to aid in the assessment of the teacher's professional performance against the instructional framework rubric, especially for those criteria not observed in the classroom. The evidence provided by the teacher shall be incorporated at the time of the post observation conference and be used to determine the final evaluation score.
- c. Artifacts should not be created specifically for the evaluation process but should be "a natural harvest" of products generated in the course of the teacher's practice.
- d. Emphasis should be placed on the collection of a small number of high quality artifacts demonstrating teacher performance, rather than quantity of artifacts submitted.

### 4. Documentation

The District shall adhere to the following:

- a. A copy of the final evaluation and teacher's written comments, if applicable, shall be placed in the teacher's personnel file and removed after five years.
- b. Classroom teachers shall have access to their data collection account in subsequent years as long as they remain employed in the District. Upon separation of employment from the District this account shall be closed and no longer maintained by the District.
- c. Evaluators shall notify the teacher of any additional evidence submitted to data collection account within three (3) days.
- d. Teachers shall not be required to share their self-assessment information utilized within the data collection system.
- e. Teachers shall not be required to use the data collection system; an acceptable alternative will be made available.
- f. Any and all data entered into the data collection system shall be considered

confidential, and not be subject to public disclosure.

#### G. Comprehensive Evaluation Option

A comprehensive evaluation will be required for all teachers who are provisional teachers or who have received a level 1 or level 2 rating in the previous year. All continuing classroom teachers will be required to complete a comprehensive evaluation once every six (6) years.

##### 1. Professional Goals - Comprehensive Evaluation

Teachers on a comprehensive evaluation will develop professional goals and timelines, will monitor their progress, and make adaptations as needed. The plan will be guided by the teacher's self-assessment or the prior year's comprehensive evaluation and must include one of the three (3) student growth goals (3.1, 6.1, and 8.1) and one (1) instructional goal. The evaluator and teacher shall mutually agree on the professional growth and development plan and goals for the year. Student Growth Goals will be developed by October 31<sup>st</sup> of each year and if a teacher is on the Comprehensive evaluation, they will be allowed to use Spring Test Data available no later than May 1<sup>st</sup>.

##### 2. Pre-Observation Conference - Formal Observation

A pre-observation conference shall be held prior to a formal observation or series of formal observations. The teacher and evaluator will mutually agree when to conference. The purpose of the pre-observation conference is to discuss the teacher's goals, establish a date for the formal observation(s), and to discuss such matters as the professional activities to be observed, their content, objectives, strategies, and possible observable evidence to meet the scoring criteria.

##### 3. Formal Observations

- a. At least one formal observation shall be conducted within the first ninety (90) calendar days for provisional teachers. Non-provisional teachers shall be formally observed within the first ninety (90) workdays of the school year. The first formal observation for both provisional and no provisional teachers shall be prearranged. The total annual observation time cannot be less than sixty (60) minutes.
- b. If mutually agreed upon, the second thirty (30) minutes of required observation time may be broken into smaller time increments. Only one pre-observation conference will be required for that series of observations.
- c. As defined in RCW 28A.405.220, teachers in the third year of provisional status must be observed for an additional thirty (30) minutes, for a total observation time of no less than ninety (90) minutes.
- d. Observations will not take place on half, early release, or late start days, the day before winter or spring break, on the day following an absence of the teacher, and on days of an assembly or a modified schedule, unless mutually agreed upon to by the teacher and the evaluator.
- e. Within five (5) working days after completion of the formal observation or series of informal observations the evaluator shall provide the teacher with a

written summary and feedback of the observation(s). Documentation shall be made using the instructional framework.

- f. The teacher may provide additional evidence to aid in the assessment of the teacher's professional performance against the instructional framework rubric, especially for those criteria not observed in the classroom. The evidence provided by the teacher shall be incorporated on the observation document prior to or during the post observation conference and be used to determine the final evaluation score.
- g. The final formal observation shall occur prior to May 1st.

#### 4. Post-Observation Conference - Formal Observation

The purpose of the post-observation conference is to review the evaluator's and teacher's evidence related to the criteria during the observation and to discuss the teacher's performance. A post- observation conference shall be held within five (5) days following a formal observation or series of observations. If the teacher and evaluator have mutually agreed to break the remaining thirty (30) minutes of observation into shorter time increments, only one post-observation conference will be required for that series of observations. If there is an area of concern, the evaluator will identify specific concerns for the applicable criteria and provide specific observable solutions to remedy the concern in writing. The teacher has the opportunity to attach written comments to the observation notes.

#### 5. Informal Observations

- a. Informal observations do not have to be in the classroom. Department or collegial meetings may be used for Informal observations.
- b. If the evidence is to be used in the evaluation process, the teacher will be notified in writing.
- c. The evaluator is encouraged to engage in coaching, walkthroughs, and support of professional growth of teachers, which shall not be used as the basis for teacher evaluations.

#### 6. Electronic Monitoring

All observations shall be conducted openly. Mechanical or electronic devices shall not be used to listen to or record the procedures of any class, unless it is initiated and submitted by the teacher or mutually agreed to by the evaluator and the teacher. Such recordings shall be used for evaluation purposed only and will not be shared without the teacher's written consent. Recordings of observations shall not be used in disciplinary matters.

#### 7. Final Summative Evaluation Conference

- a. Prior to May 15<sup>th</sup>, the evaluator and teacher shall meet to discuss the teacher's final summative score. The final summative score, including the student

growth score, must be determined by an analysis of evidence. This analysis will take a holistic assessment of the teacher's performance over the course of the year.

- b. The classroom teacher has the right to provide additional evidence for each criterion to be scored. Evidence must be submitted to the evaluator by May 1st unless the evaluator and teacher mutually agree to a later date.
- c. If the evaluator judges the teacher to be below Proficient the evaluator must articulate multiple points of evidence that deemed the final summative score less than Proficient.
- d. When a final summative score is below Proficient, and the teacher believes certain teacher evidence was not considered and/or the criteria were not objectively scored the teacher and evaluator shall mutually agree on one of the following:
  - 1. An additional formal observation by June 1<sup>st</sup>.
  - 2. An alternative evaluator scoring the evidence. The alternative evaluator will be mutually agreed upon by the Association and the District.
  - 3. Assignment of a new evaluator for the ensuing school year.
  - 4. An additional observation by a different evaluator.
- e. Nothing prohibits an evaluator from evaluating any or all teachers as Distinguished based on the evidence within a school year.
- f. All evidence, measures and observations used in developing the final summative evaluation score must be a product of the school year in which the evaluation is conducted.
- g. Upon completion of an evaluation by the principal or other evaluator, the employee shall be provided with a copy of the summative evaluation report within five (5) days,
- h. The teacher will sign two (2) copies of the Final Summative Evaluation Report. The signature of the teacher does not, however, necessarily imply that the teacher agrees with its contents. The teacher shall have the right to attach any comments to the evaluation report. This may be done at the time the employee receives a copy of the report and prior to the report being forwarded to the District Personnel Office; or the comments may be forwarded to the Personnel Office within seven (7) school days following the evaluation conference.

## 8. Comprehensive Evaluation Summative Score

A classroom teacher shall receive a summative performance rating for each of the eight (8) state evaluation criteria. Each teacher's criterion scores are established using at least 50% of the components from each criterion and 100% of the student growth components as per RCW 28A.405. 100, WAC 392-191A-080 and WAC 392-191A-090. The Summative Criteria Score is the sum of the eight criterion scores and is rated based on the summative scoring band, as follows:

Level 1- Unsatisfactory = 8 - 14

Level 2 - Basic = 15 - 21

Level 3 – Proficient = 22 - 28  
Level 4 – Distinguished = 29- 32

9. Student Growth Impact Rating

Embedded in the instructional framework are five (5) components designated as student growth components. These components are embedded in criteria as SG 3.1, SG 3.2, SG 6.1, SG 6.2, and SG 8.1. Evaluators add up the raw score on these components and the teacher is given a score of low, average, or high based on the scores below. Upon completion of the overall summative scoring process, the evaluator will combine only the student growth rubric scores to assess the classroom teacher's student growth impact rating.

The following scoring band will be used to determine the student growth impact rating.

|      |         |       |
|------|---------|-------|
| 5-12 | 13-17   | 18-20 |
| Low  | Average | High  |

Impact of Low Student Growth Score:

A student growth score of "1" in any of the student growth rubrics (SG3.1, SG3.2, SG6.1, SG6.2. and SG8.1) will result in an overall low student growth impact rating. A classroom teacher with a preliminary rating of distinguished and with a low student growth rating will not receive an overall rating of higher than Proficient. Classroom teachers with a low student growth rating will engage, with their evaluator, in a student growth inquiry.

10. Student Growth Inquiry

Within two months of the certificated classroom teacher receiving the low student growth score or at the beginning of the following school year, whichever is later, the evaluator will initiate the following steps:

- a. The evaluator will examine additional student growth data in conjunction with the other student growth evidence previously provided. If the examination still results in a low student growth score, the evaluator will examine extenuating circumstances, which may include one or more of the following: goal setting process, content and expectations, student attendance, and/or extent to which standards, curricula, and assessments are aligned.
- b. If after the above two examinations, the classroom teacher still has a low student growth rating, the evaluator will create and implement a professional development plan to address student growth areas, a copy of which will be given to the teacher.
- c. This plan may include monthly conferences focused on improving student growth to include one or more of the following topics: student growth goal revision, refinement and progress, and/or best practices related to student growth data collection and interpretation.

## H. Focused Evaluation Process

If a non-provisional teacher has scored at Proficient or higher the previous year, they may choose to be evaluated using the Focused Evaluation. The teacher may remain on the Focused Evaluation for five (5) years before returning to the Comprehensive Evaluation. The teacher may select from any of the eight (8) state criteria for each year they are assessed using the Focused Evaluation. If the teacher selects criterion 3, 6, or 8, the student growth rubrics within those criterion shall be scored. If criterion 1, 2, 4, 5, or 7 is chosen, the teacher must complete the student growth components in criterion 3 or 6 as per WAC 392-191A-120. The teacher will develop a plan based on a self-assessment of the selected criteria, develop written professional goals and timelines, monitor progress and make adaptations as needed. The evaluator and teacher shall mutually agree on the teacher's professional goal(s) for the year. A group of teachers may focus on the same evaluation criterion and share professional growth activities. This collaboration should be initiated by the teacher(s) and no individual shall be required to work on a shared goal.

The teacher or the evaluator can initiate a move from the Focused to the Comprehensive Evaluation. A decision to move a teacher from a Focused to a Comprehensive Evaluation must occur prior to February 1st. A change to comprehensive evaluation must be preceded by at least one (1) meeting to discuss the need to change, an opportunity for response and the decision.

### 1. Observations and Conferences

Observations and conferences for the focused evaluation shall follow the process set forth in Section 2.F.2-4.F.5 (with the exception of Section 2.F.3.c. - provisional employees).

### 2. Final Summative Score - Focused Evaluation

- a. The score received for the selected criterion is the score assigned as the final summative score (Distinguished = 4, Proficient = 3, Basic = 2, Unsatisfactory = 1).
- b. If the teacher is focusing on criterion one (1), two (2), five (5), six (6), and eight (8) a minimum of 50% of the components must be scored in the selected criteria. In addition, the two (2) components from the teacher's selected student growth goal will be included in the final summative score for the focused evaluation. For criterion eight (8), only the one student growth goal will be scored.
- c. If the teacher is focusing on criterion three (3), four (4), and seven (7) 100% of the components must be scored in the selected criteria. In addition, the two (2) components from the teacher's selected student growth goal will be included in the final summative score for the focused evaluation.
- d. Components scores within a criterion, and the included student growth scores, will be averaged and rounded to reach a final criterion score. When a final criterion score includes a fractional number (for example 2.33), all

scores with fractions below .50 will be rounded down and all fractions .50 or above will be rounded up. For example, a Score of 2.33 would receive a final criterion score of 2 and a score of 2.50 would receive a final criterion score of 3.

#### I. Support for Basic and Unsatisfactory Performance

Prior to the start of school, the Association will be notified if a continuing contract teacher with five (5) or more years of teaching, is judged below Proficient (-3). When a teacher's summative score falls below Proficient, at least one of following conditions and provisions shall be granted, by mutual agreement between the teacher and the evaluator, to support the teacher's professional development:

1. The teacher shall be granted up to five (5) days of district funded release time to observe colleagues' instruction.
2. The teacher shall be granted an additional/alternative certificated employee evaluator.  
c. A mentor will be assigned.
3. The teacher may choose to participate in a voluntary structured support plan.
4. Additional supports may include, but are not limited to: peer coaching, reading material, and District or ESD staff development courses. The District will provide and pay for any required in- service training and any required mentor (RCW 28A.405.140).
5. Support activities requiring attendance at off-site in-service courses shall be compensated at the employee's per diem rate of pay for any time that occurs outside the normal work day/year.
6. In such cases that a teacher with more than five (5) years of experience receives a summative evaluation score below Proficient, the teacher must be formally observed before October 15th of the following year. If the 1st Formal Observation in that following year results in ongoing and specific performance concerns, a structured support plan will be mutually developed by the evaluator and teacher within five (5) days following the 1st First Post-Observation Conference and will be completed prior to completion of the comprehensive evaluation.

#### J. Probation

Purpose: The purpose of the probationary period is to give the teacher an opportunity to demonstrate improvement(s) in his/her areas of deficiency. The establishment of a probationary period does not adversely affect the contract status of a teacher within the meaning of RCW 28A.405.200.

1. Not Satisfactory: Continuing contract teachers with four (4) or more years of teaching experience in the State of Washington receiving a summative score of one (1) are considered not satisfactory.
2. Continuing contract teachers with five (5) or more years of teaching experience in the state of Washington receiving a summative score of two (2) for two years in a row or two (2) years within a consecutive three-year period are considered not satisfactory. Teachers may only be placed on probation from the Comprehensive Evaluation

Process.

3. Notice: At any time after October 15th, a teacher whose work is not judged satisfactory based on district evaluation criteria shall be placed on probation and notified in writing of the specific areas of deficiency and provided with a written reasonable program for improvement no later than January 20th of the academic year. The notice to the teacher shall be signed by the Superintendent/Designee.
4. Probationary Period: A probationary period of sixty (60) school days shall be established. Days may be added if deemed necessary to complete a program for improvement and evaluate the probationer's performance as long as the probationary period is concluded before May 1st of the same school year.
5. Regular Meetings and Assistance: During the probationary period the evaluator shall meet with the teacher twice monthly to supervise and make written evaluations of the progress made by the teacher.
6. The principal or supervisor may authorize one additional certificated administrator to evaluate and assist the teacher in improving his or her areas of deficiency. Should the evaluator or supervisor not authorize an additional evaluator, the probationer may request that an additional certificated evaluator become part of the probationary process. This request must be implemented by including an additional experienced evaluator assigned by the ESD in which the school district is located and selected from a list of evaluation specialists compiled by the ESD, if available.
7. A teacher on probation may authorize an Association representative to accompany him/her at all conferences required in this section.
8. Transfers: The teacher may not be transferred from the supervision of the original evaluator during the period of probation. Improvement of performance or probable cause for nonrenewal must occur and be documented by the original evaluator before any consideration of a request for transfer or reassignment as contemplated by either the individual or the school district may occur.
9. Removal from Probationary Status: The teacher must be removed from probation if he/she has demonstrated improvement that results in a new comprehensive summative evaluation performance rating of Level 2 or above for a continuing contract teacher with five or fewer years of experience or of Level 3 or above for a continuing contract teacher with more than five years of experience. If the evaluator is satisfied that the teacher should be removed from probation, the teacher shall be notified in writing no later than May 15.
10. Failure to improve: If the probationary teacher has not demonstrated satisfactory improvement in the area(s) of deficiency, the teacher shall be notified in writing on or before May 15th of the lack of improvement along with specific documentation. Lack of necessary improvement constitutes grounds for finding probable cause for non-renewal pursuant to RCW 28A.405. or RCW 28A.405.300
11. Immediately following the completion of a probationary period that does not produce the required comprehensive summative evaluation performance ratings specified under Section 2.E. above, the teacher may be removed from his or her assignment and placed into an alternative assignment for the remainder of the school year. This reassignment may not displace another teacher nor may it adversely affect the probationary teacher's compensation or benefits for the remainder of the teacher's contract year. If such reassignment is not possible, the district may, at its option, place the teacher on paid leave for the balance of the contract term.

12. Procedural Errors: if a procedural error occurs in the implementation of a program for improvement, the error does not invalidate the probationer's plan for improvement or evaluation activities unless the error materially affects the effectiveness of the plan or the ability to evaluate the probationer's performance.
13. Provisional Teachers: Provisional Teachers whose performance is deemed unsatisfactory shall be placed on probation in accordance with this agreement. If non-renewed due to performance, a provisional teacher shall have access to the grievance process only up through Step III.

#### K. General Requirements

1. Work Site Limit: All observations for the purpose of evaluation must be conducted with the knowledge of the teacher at the teacher's normal work site.
2. Signatures: The written observation report(s) and the written evaluation report(s) must be signed and dated by the observer and the evaluator respectively. Such reports are also to be signed and dated by the teacher, provided that the teacher's signature shall indicate only that he/she has received a copy of the observation and/or evaluation report, not that he/she necessarily agrees with its content.
3. Copy and Response: A copy of each observation shall be given to the observed teacher within five (5) working days of the observation. A copy of the evaluation shall be given to the teacher by June 1. Within seven (7) days, the teacher may submit written comments concerning the report which shall be attached to the report in the teacher's file.
4. Principals' Yearly Evaluation Files: The principal's yearly evaluation files shall be purged at the end of each school year or no later than June 30 except for teachers with a summative score of 1 or 2.
5. Surprise Bar: Any item on the Evaluation Form that is marked with an "Unsatisfactory" must have been preceded with a written statement and/or formal conference with the teacher in order to provide notice of the problem, specific suggestions for improvement, and reasonable time and opportunity for improvement.

#### L. Use of Evaluation Results

Evaluation results shall be private and confidential and shall be used:

1. To Document Satisfactory Performance: To document the satisfactory performance by a teacher of his/her assigned duties;
2. To identify Areas for Professional Growth: To identify area(s) for professional growth according to the criteria included on the evaluation instrument;
3. To Document Unsatisfactory Performance: To document performance by a teacher judged unsatisfactory, based on the adopted evaluation criteria.

M. Non-Classroom Employees

Non-classroom employees shall not be part of the process of evaluation of Article IV, Section 5.

**Section 5 - Evaluation of Non-Classroom Employees**

Non-classroom employees are certificated staff who does not provide academically focused instruction and/or grades. Non-classroom employees include: counselors, social workers, Behavior Intervention Specialists, librarians, instructional coaches, education specialists, Education Staff Associates (e.g. Speech Language Pathologists, OT, PT, nurses or school psychologists) and other bargaining unit members who do not meet the definition of classroom teacher.

A. Responsibility for Evaluation:

Within each school, the principal or his/her administrative/supervisory designee shall be responsible for the evaluation of employees assigned to that school. An employee assigned to two (2) or more schools shall be evaluated by a primary evaluator. The employee shall be notified in advance of the name of the evaluator(s). The administrative organization plan of the District shall be used to determine lines of responsibility for evaluation for any employee who is not regularly assigned to any school. Any principal or other supervisor may designate other administrative/supervisory staff members to assist in the observation and evaluation process.

Evaluation Criteria: All employees shall be evaluated in accordance with the appropriate criteria set forth in the evaluation forms attached to this Agreement.

B. Required Evaluation

1. All employees newly employed by the District shall be evaluated within the first ninety (90) calendar days of commencement of their employment.
2. All employees, including new employees, shall be evaluated annually, such evaluations to be completed not later than June 1 of the year in which the evaluation takes place.
3. If an employee is transferred to another position, not under the supervisor's jurisdiction, an evaluation shall be made by the supervisor at the time of transfer or by the new supervisor.
4. If the supervisor contemplates recommending that an employee be placed on probation, an evaluation shall be made on or before January 15.
5. Additional Evaluations: In addition to the required evaluations, principals and other supervisors and their administrative/supervisory designees may make evaluations at any time during the school year, such evaluations may cover individual observations

for such periods of time as may be identified in the evaluation report. Any additional evaluations shall be for the purpose of improving employee performance except as provided in Section 3. Probation, herein.

6. No formal written program for improvement shall be developed or required of an employee prior to the completion of the employee's evaluation or beyond May 1, of the school year.
7. Minimum Observation Criteria: During each school year, each employee shall be observed for the purpose of evaluation at least twice in the performance of his/her assigned duties. Total observation time for each employee for each school year shall not be less than sixty (60) minutes. Upon completion of any observation by the building principal or other evaluator, the employee shall, within five (5) working days, be provided feedback of the observation. A minimum of one (1) observation for a total observation time of thirty (30) continuous minutes shall be required in connection with the evaluation of employees.
8. Upon completion of an evaluation by the principal or other evaluator, the employee shall be provided with a copy of the evaluation report within five (5) days.
9. The employee shall sign the District's copy of the evaluation report to indicate that he/she has received a copy of the report. The signature of the employee does not, however, necessarily imply that the employee agrees with the contents of the evaluation report.
10. The employee shall have the right to attach any comments to the evaluation report. This may be done at the time the employee receives a copy and prior to the report being forwarded to the District Personnel Office; or they may be forwarded to the Personnel Office within seven (7) school days following the evaluation conference.
11. Following the completion of each required evaluation report, a meeting shall be held between the evaluator and the employee to discuss the report.
12. In the event that any evaluation report indicates that the employee has performance deficiencies in one (1) or more of the overall areas defined in the evaluation criteria, the principal or other supervisor and the employee shall attempt to develop a mutually agreeable written plan designed to improve the employee's effectiveness in the deficient areas. In connection with the development of such plan, consideration should be given to utilizing the services of available resource persons. If the supervisor and employee are unable to agree upon a mutually acceptable plan, the supervisor will prepare and deliver such plan to the employee.

#### C. Short Form Evaluation

After an employee has had four years of satisfactory evaluations, upon mutual consent of the employee and the supervising administrator, the employee may be evaluated using the short form process (see form, Appendix F-1). The short form evaluation will be based on informal

observations throughout the year totaling at least 60 minutes. At least once every four years, the employee will be evaluated using the long form process.

### **Section 6 - Probation of Non-Classroom Employees**

- A. Supervisor Report: In the event that the evaluator determines on the basis of the evaluation criteria that the performance of an employee is unsatisfactory, the supervisor shall report the same in writing to the Superintendent on or before January 20. The report shall include the following:
1. The evaluation report prepared pursuant to the provisions of Article VI, Section 2.C.5 herein;
  2. A recommended specific program designed to assist the employee in improving his/her performance;
  3. Any written comments by the employee.
    - a) Establishment of Probationary Period: If the Superintendent concurs with the evaluator's judgment that the performance of the employee is unsatisfactory, the Superintendent may place the employee in a probationary status. This probationary status may begin at any time after October 15" but no later than February 1". A probationary period of sixty school days (60) shall be established. The employee shall be given until May 1st to demonstrate improvement in the areas in which the employee is deficient. The employee shall be given written notice of the action of the Superintendent, which notice shall contain the following information:
      - b) Specific areas of performance deficiencies;
      - c) A suggested specific program for improvement;
      - d) A statement indicating the duration of the probationary period and that the purpose of the probationary period is to give the employee the opportunity to demonstrate improvements in his/her areas of deficiency;
      - e) A statement indicating areas of assistance to be provided by the supervisory staff.
- B. Evaluation During the Probationary Period:
1. At or about the time of the delivery of a probationary letter, the evaluator shall hold a conference with the-probationary employee to discuss performance deficiencies and the remedial measures to be taken.
  2. During the probationary period, the evaluator shall meet with the probationary employee at least twice monthly to supervise and make a written evaluation of the progress made by the employee. The provisions of Article IV, Section 2.F.1 and Article IV, Section 2.F.2 herein shall apply to the documentation of evaluation reports during the probationary period.
  3. The probationary employee shall be removed from probation at any time if he/she has demonstrated improvement to the satisfaction of the evaluator in those areas

specifically detailed in his/her notice of probation. In this event, a statement will be attached to the probationary letter indicating the employee has successfully met the conditions of probation.

4. Beginning with the probationary period, an employee may have an Association representative present during conferences held pursuant to Article IV, Section 3.C.2 herein.
5. The District shall reimburse employees for tuition costs for courses required by their administrator as a result of their evaluation. The employee shall, upon completion of the course, provide the District a copy of the transcript from the college where the course was taken.

C. Supervisor's Post-Probation Report:

Unless the probationary employee has previously been removed from probation, the principal or other supervisor shall submit a written report to the Superintendent at the end of the probationary period, which report shall identify whether the performance of the probationary employee has improved, and which shall set forth one (1) of the following recommendations for further action:

1. That the employee has demonstrated sufficient improvement to justify the removal of the probationary status; or
2. That the employee has demonstrated sufficient improvement to justify the removal of the probationary status if accompanied by a letter identifying areas where further improvement is required; or
3. That the employee has not demonstrated sufficient improvement and action should be taken to not renew the employment contract of the employee.

D. Action by the Superintendent:

Following a review of all reports submitted pursuant to Article IV, Section 4.D above, the Superintendent shall determine which of the alternative courses of action is proper and shall take appropriate action to implement such determination. In the event that the Superintendent determines that the employee has not demonstrated sufficient improvement, the Superintendent shall make a determination of probable cause for the nonrenewal of the employee's contract and shall provide written notice thereof to the employee on or before May 15, pursuant to applicable statutes.

**Section 7 - Provisional Non-Classroom Employees**

Pursuant to RCW 28A.405.220, employees are on provisional status for their first three years of employment with the District. However, employees with at least three years of teaching experience in another Washington State school district shall be on provisional status only for their first full year with the District. These employees will be evaluated according to the process outlined above for

non-probationary-employees. Provisional employees whose performance is deemed unsatisfactory shall be placed on probation in accordance with this Article. If non-renewed, a provisional employee shall have access to the grievance process only up through step three.

### **Section 8 – Employees Facilities**

- A. Each building shall have the following facilities and equipment for the exclusive use of teachers in that building.
  - 1. Adequate space in each classroom to safely store instructional materials and supplies.
  - 2. A work area containing adequate equipment and supplies to aid in the preparation of instructional materials.
  - 3. A serviceable desk and chair and filing cabinet of adequate size in each classroom.
  - 4. A communication system between classrooms and the main offices.
  - 5. Well-lighted and clean restrooms separate for each sex and separate from student restrooms.
  - 6. Lockable secure closet or cupboard in each work station.
- B. In order to permit freedom of access both during and after regular school hours, all teachers will be given keys to their classroom, faculty lounge, work area, and outside door to their assigned building.

### **Section 9 – Work Environment**

In order to have a working environment conducive to teaching and learning the District shall try to observe the following:

- A. Room temperature maintained between 68 and 72 degrees during the workday.
- B. Lighting with full spectrum light bulbs.
- C. Hot water available at all times during the working day.
- D. Indoor air quality beyond minimum standards under normal daily conditions. The District will attempt to remediate indoor air quality issues based on the recommendation of an independent testing association.
- E. Air particle count done upon the request of the classroom teacher under normal daily conditions.
- F. Video surveillance is used on campus, in common areas, and the busses.

### **Section 10 – Classroom Visitation**

The Reardan-Edwall School District believes that it is in the best interest of students, teachers and parents to promote citizen visitations of the schools. To provide patrons of the District the opportunity to visit classrooms with the least interruption to the teaching process, the following guidelines are set forth:

- A. All visitors to a school and/or classroom shall obtain the approval of the principal, and if the visit is to be classroom, the time will be arranged after the principal has conferred and received approval of the teacher(s).
- B. The teacher shall be afforded the opportunity to confer with the classroom visitor before and/or after the visitation.

- C. Visitors to the schools shall not disrupt the normal learning climate or interfere with the teaching/learning process.
- D. Media must abide by above guidelines.

## **ARTICLE VII – GRIEVANCE PROCEDURE**

### **A. Definitions**

- 1. A "grievant" shall mean an employee or group of employees or the Association filing a grievance.
- 2. A "grievance" shall mean a claim by a grievant that a dispute or disagreement regarding the terms of this Agreement has occurred.
- 3. A "party in interest" is the person(s) making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
- 4. "Days" shall mean employee employment days, except as otherwise indicated. If the stipulated time limits are not met, the grievant shall have the right to appeal the grievance to the next level of procedure.

### **B. Right to Representation**

- 1. The Board shall recognize grievance representatives upon their identification by the Association. If the grievant so requests, at least one Association representative shall be present for any meetings, hearings, appeals or other proceeding relating to a grievance which has been formally presented.
- 2. If, in the judgment of the Association, a grievance affects a group of employees or the Association, the Association may initiate and submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level II. The Association may process such a grievance through all levels of the procedure, even though there is no individual aggrieved person who wishes to do so. Class grievances involving more than one supervisor and grievances involving the administrator above the building level may be filed by the Association at Step II.
- 3. In matters dealing with alleged violations of Association rights, the grievance shall be initiated at Step II.
- 4. The Association on its own may continue and submit to arbitration any grievances filed and later dropped by a grievant, provided that the grievance involves the application or interpretation of the contract.

### **C. Individual Rights**

- 1. Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter via administrative channels and to have the problem adjusted without the intervention of the Association.
- 2. A person filing a grievance has the option to represent themselves throughout the grievance process, or if they choose, they can have a representative from the Association, chosen by the filer of the grievance.

#### D. Procedure

STEP I. The parties in interest acknowledge that the employee will have an informal discussion with his/her immediately involved supervisor to resolve problems through free and informal communications if possible.

STEP II. Within twenty (20) working days following knowledge of the act or condition which is basis of the complaint, the grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within four (4) working days after receipt of the grievance. The grievant and/or the Association and the supervisor shall be present for the meeting. The supervisor shall provide the aggrieved party and the Association with a written answer to the grievance within four (4) working days after the meeting. Such answer shall include the reasons upon which the decision was based.

STEP III. If the grievant is not satisfied with the disposition of his/her grievance at STEP II, or if no decision has been rendered within four (4) working days after presentation of the grievance, then the grievance may be referred to the Superintendent or his/her official designee. The Superintendent shall arrange for a hearing with the grievant and/or the Association, to take place within four (4) working days of the receipt of the appeal. The parties in interest shall have the right to include in the representation such witnesses and counselors as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have four (4) working days to provide the written decision, together with the reasons for the decision to the Association.

STEP IV. In the event that the decision of the Superintendent is not acceptable to the grievant, the grievant may appeal to the Board of Directors by filing a written notice of appeal with the secretary of the School Board on or before the fourth working day following the date upon which the complainant received the Superintendent's response. The Board of Directors shall schedule a hearing on the alleged grievance to commence on or before the 20<sup>th</sup> working day following the filing of the written notice of appeal. At the hearing, both parties shall be allowed to present such witnesses and testimony as the Board deems relevant and material. The Board of Directors shall render a written decision on or before the fourth (4th) working day following the termination of the hearing and shall provide a copy to all parties involved.

#### STEP V. Grievance Mediation

- A. A grievance may be referred to mediation if the Association is not satisfied with the disposition of the grievance at step IV of the grievance procedure or if no written decision has been received from the Board of Directors within four (4) working days.
- B. The Association must notify the District in writing within four (4) working days of the conclusion of step IV of the Association's desire to refer the grievance to mediation. The District shall respond to the Association whether or not the District agrees to the mediation of the grievance within four (4) working days of receipt of the written notification.
- C. The District and the Association must mutually agree to submit a grievance to mediation. If the parties agree to submit a grievance to mediation, then the timelines

and procedures contained within the grievance procedure of the Collective Bargaining Agreement which provide for the submission of a grievance to binding arbitration shall be held in abeyance until such time as written notification of appeal is provided by the Association to the District in accordance with Section 12. The date on which written notification of appeal is filed by the Association with the District shall serve as the date from which the timelines and procedures contained within the Collective Bargaining Agreement which provide for the submission of a grievance to binding arbitration shall be enforced.

- D. Within 30 calendar days upon agreement of the District and the Association to mediate a grievance, both parties will appoint a mediator from a panel of interviewed neutrals formally trained in mediation of grievances. Mediation conferences will take place at a mutually convenient time and location.
- E. The rules and procedures pertaining to mediation as listed below shall be followed:
  - 1. The grievant shall have the right to be present at the mediation conference.
  - 2. There shall be one (1) person from each party designated as spokesperson for that party at the mediation conference, and others will be encouraged to participate as necessary.
  - 3. The mediator will have the authority to meet separately with either party, but will not have the authority to compel the resolution of a grievance.
  - 4. The presentation of facts and considerations shall not be limited to those presented at lower levels of the grievance procedure. Proceedings before the mediator shall be informal in nature. There shall be no formal evidence rules. No transcript or record of the mediation conference shall be made. The mediator shall attempt to assure that all necessary facts and considerations are revealed to him/her and be actively involved with the parties.
  - 5. Written material presented to the mediator shall be returned to the party presenting that material at the termination of the mediation conference, except that the mediator may retain one copy of the written grievance to be used solely for the purposes of statistical analysis.
  - 6. The mediator shall provide the parties with an immediate oral advisory decision with respect to any grievance involving the interpretation or application of the Collective Bargaining Agreement, together with the reasons for his/her decision unless both parties agree that no decision shall be provided. The authority of the mediator is limited to an advisory decision interpreting and applying the provisions of the Collective Bargaining Agreement.
  - 7. The fees and expenses of the mediator and the Administrative office shall be shared equally by the parties.

#### STEP VI. Binding Arbitration

- A. If no settlement is reached at mediation, the grievance may be appealed to arbitration by the Association. Written notice of such appeal must be made by the Association to the Superintendent four (4) working days following the termination of the mediation conference. The mediator shall conduct no more than three (3) mediations per day.
- B. If a grievance which has been mediated is appealed to arbitration, no person serving as mediator between these parties may serve as arbitrator, nor may the mediator be

placed on any panel from which an arbitrator is to be selected by the parties. In the arbitration proceedings, there shall be no reference to the fact that a mediation conference was or was not held. Nothing said or done by the mediator may be referenced or introduced into evidence at the arbitration hearing and nothing said or done by either party for the first time in the mediation conference may be used against the other party in arbitration.

- C. Within four (4) working days after such written notice of submission to arbitration, the Superintendent and the Association will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve.
- D. Neither party shall be permitted to assert in the arbitration proceedings any evidence which was not submitted to the other party before the completion of STEP IV at meetings.
- E. The arbitrator selected will confer with the representatives of the Superintendent and the Association and hold hearings promptly and will issue a decision not later than ten (10) working days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs are submitted. The arbitrator's decision will be in writing and will set forth findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power of authority to make any decision which requires commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties.
- F. The costs for the services of the arbitrator, including per diem expenses, travel and subsistence expenses, and the cost of a hearing room will be borne by the party whose contention is not sustained, as determined by the arbitrator.
- G. Additional Grievance Provisions
  - 1. Exceptions to Time Limits

When a grievance is submitted on or after June 1, the time limits shall consist of all week days, so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
  - 2. No Reprisals

No reprisals of any kind will be taken by the Board or the school administration against any employee because of participation in this grievance procedure.
  - 3. Cooperation of Board and Administration

The Board and the administration will cooperate with the Association in its investigation of any grievance and will furnish the Association such information as is requested for the processing of any grievance.
  - 4. Released Time

Should the investigation or processing of any grievance require that an employee or an Association representative be released from regular assignment, he/she shall be released without loss of pay or benefits.
  - 5. Personnel Files

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

## ARTICLE VIII- DURATION OF AGREEMENT AND SIGNATURES

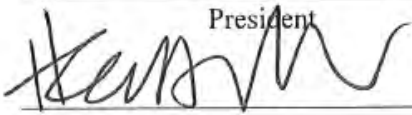
This Agreement shall be effective as of September 1, 2024, and shall continue in effect until August 31, 2027. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

This agreement may be reopened under the following conditions:

1. Changes in relevant laws
2. Mutually agreed upon by both parties

### EDUCATION ASSOCIATION

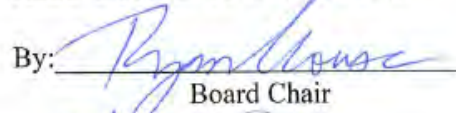
By \_\_\_\_\_  
President



Jackie Whitfield

\_\_\_\_\_  
\_\_\_\_\_

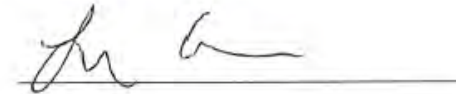
### RESD BOARD OF DIRECTORS

By:   
Board Chair









\_\_\_\_\_

**APPENDIX A – GRIEVANCE REPORT FORM**

**REARDAN-EDWALL SCHOOL DISTRICT #9**

Grievance # \_\_\_\_\_  
Grievance Report  
Submit to Principal  
in duplicate

Distribution of Forms

1. Superintendent
2. Principal
3. Association
4. Teacher

| Building | Assignment | Name of Grievant | Date Filed |
|----------|------------|------------------|------------|
|----------|------------|------------------|------------|

**STEP I**

Informal discussion with immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

**STEP II**

A. Date cause of grievance occurred \_\_\_\_\_

B. State of grievance \_\_\_\_\_

Relief Sought \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(If additional space is needed on BI & II of step, attach an additional sheet.) (Continued on next page)

C. Disposition by Principal \_\_\_\_\_

---

Signature of Principal

Date

D. Position of grievant and/or Association

---

Signature

Date

**STEP III**

A. Date received by Superintendent or Designee

---

B. Disposition of Superintendent or Designee

---

Signature of Superintendent

Date

C. Position of Grievant and/or Association

---

Signature

Date

**STEP IV**

A. Date received by Board of Education or Designee

---

B. Disposition by Board

---

Signature of Board

Date

C. Position of Grievant and/or Association

---

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **MEDIATION STEP V**

A. Date Submitted to Mediation \_\_\_\_\_

Signature \_\_\_\_\_

B. Disposition of Mediation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Name of Mediator \_\_\_\_\_

### **STEP VI**

A. Date Submitted to Arbitration \_\_\_\_\_

B. Disposition and award of Arbitration \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Name of Arbitrator \_\_\_\_\_

D. Date of Award \_\_\_\_\_

## APPENDIX B – ENVIRONMENTAL ANALYSIS

This form is to be used by instructional staff and supervisors to identify and discuss those environmental factors which are of concern. A brief explanation of the concern should be provided. The appropriate supervisor and staff member submitting this form will meet within two weeks to discuss the area(s) of concern. This will be filed with teacher evaluation(s).

Factors:

- |                                                            |                                                            |
|------------------------------------------------------------|------------------------------------------------------------|
| 1. Stated objectives for unit (building, department, etc.) | 7. Assignment expectations                                 |
| 2. Content and organization of curriculum                  | 8. Availability and suitability of materials and equipment |
| 3. Provision for staff development                         | 9. Physical facilities                                     |
| 4. Support from supervisors                                | 10. Provision for planning time                            |
| 5. Staffing ratio                                          | 11. Special Services and programs                          |
| 6. Provisions for authentic participation                  | 12. Staff Morale                                           |
|                                                            | 13. Community support                                      |
|                                                            | 14. Other                                                  |

Factor Number \_\_\_\_\_

Explanation:

Conference Notes:

Action(s) to be taken:

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

Conference Date & Time \_\_\_\_\_

Follow-up Date & Time \_\_\_\_\_

Staff Member \_\_\_\_\_

Staff Member \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor \_\_\_\_\_

## APPENDIX C - SALARY SCHEDULES

### REARDAN-EDWALL SCHOOL DISTRICT

#### 2024-25 CERTIFICATED INSTRUCTIONAL SALARY SCHEDULE - **Final**

Negotiated Certificated Salary Schedule

0.04

183 work days

| YRS OF SERVICE    | BA+ 0         | BA+15         | BA+30         | BA+45         | BA+90         | BA+135/<br>MA+0 | MA+45         | MA+90          |
|-------------------|---------------|---------------|---------------|---------------|---------------|-----------------|---------------|----------------|
| <b>0</b>          | <b>51,544</b> | <b>52,833</b> | <b>54,154</b> | <b>55,508</b> | <b>57,728</b> | <b>59,171</b>   | <b>62,840</b> | <b>65,687</b>  |
| 4                 | 1,127         | 1,155         | 1,184         | 1,213         | 1,262         | 1,293           | 1,374         | 1,436          |
| <b>Total</b>      | <b>52,671</b> | <b>53,988</b> | <b>55,338</b> | <b>56,721</b> | <b>58,990</b> | <b>60,465</b>   | <b>64,213</b> | <b>67,122</b>  |
| <b>1</b>          | <b>52,797</b> | <b>54,027</b> | <b>55,237</b> | <b>56,640</b> | <b>59,154</b> | <b>60,633</b>   | <b>64,379</b> | <b>67,343</b>  |
| 4                 | 1,154         | 1,181         | 1,207         | 1,238         | 1,293         | 1,325           | 1,407         | 1,472          |
| <b>Total</b>      | <b>53,951</b> | <b>55,208</b> | <b>56,444</b> | <b>57,878</b> | <b>60,447</b> | <b>61,958</b>   | <b>65,787</b> | <b>68,815</b>  |
| <b>2</b>          | <b>54,080</b> | <b>55,248</b> | <b>56,342</b> | <b>57,796</b> | <b>60,615</b> | <b>62,130</b>   | <b>65,957</b> | <b>69,042</b>  |
| 4                 | 1,182         | 1,208         | 1,232         | 1,263         | 1,325         | 1,358           | 1,442         | 1,509          |
| <b>Total</b>      | <b>55,262</b> | <b>56,456</b> | <b>57,573</b> | <b>59,059</b> | <b>61,940</b> | <b>63,488</b>   | <b>67,398</b> | <b>70,551</b>  |
| <b>3</b>          | <b>55,394</b> | <b>56,497</b> | <b>57,469</b> | <b>58,975</b> | <b>62,112</b> | <b>63,665</b>   | <b>67,573</b> | <b>70,783</b>  |
| 4                 | 1,211         | 1,235         | 1,256         | 1,289         | 1,358         | 1,392           | 1,477         | 1,547          |
| <b>Total</b>      | <b>56,605</b> | <b>57,732</b> | <b>58,725</b> | <b>60,264</b> | <b>63,470</b> | <b>65,057</b>   | <b>69,050</b> | <b>72,331</b>  |
| <b>4</b>          | <b>56,740</b> | <b>57,774</b> | <b>58,618</b> | <b>60,178</b> | <b>63,646</b> | <b>65,238</b>   | <b>69,228</b> | <b>72,569</b>  |
| 4                 | 1,240         | 1,263         | 1,281         | 1,315         | 1,391         | 1,426           | 1,513         | 1,586          |
| <b>Total</b>      | <b>57,980</b> | <b>59,036</b> | <b>59,899</b> | <b>61,493</b> | <b>65,038</b> | <b>66,664</b>   | <b>70,741</b> | <b>74,155</b>  |
| <b>5</b>          | <b>58,119</b> | <b>59,079</b> | <b>59,790</b> | <b>61,405</b> | <b>65,218</b> | <b>66,849</b>   | <b>70,924</b> | <b>74,399</b>  |
| 4                 | 1,270         | 1,291         | 1,307         | 1,342         | 1,426         | 1,461           | 1,550         | 1,626          |
| <b>Total</b>      | <b>59,389</b> | <b>60,371</b> | <b>61,097</b> | <b>62,747</b> | <b>66,644</b> | <b>68,310</b>   | <b>72,475</b> | <b>76,025</b>  |
| <b>6</b>          | <b>59,531</b> | <b>60,414</b> | <b>60,986</b> | <b>62,658</b> | <b>66,829</b> | <b>68,500</b>   | <b>72,662</b> | <b>76,276</b>  |
| 4                 | 1,301         | 1,321         | 1,333         | 1,370         | 1,461         | 1,497           | 1,588         | 1,667          |
| <b>Total</b>      | <b>60,832</b> | <b>61,735</b> | <b>62,319</b> | <b>64,028</b> | <b>68,290</b> | <b>69,997</b>   | <b>74,250</b> | <b>77,943</b>  |
| <b>7</b>          | <b>60,978</b> | <b>61,780</b> | <b>62,206</b> | <b>63,936</b> | <b>68,480</b> | <b>70,192</b>   | <b>74,442</b> | <b>78,200</b>  |
| 4                 | 1,333         | 1,350         | 1,360         | 1,398         | 1,497         | 1,534           | 1,627         | 1,709          |
| <b>Total</b>      | <b>62,311</b> | <b>63,130</b> | <b>63,565</b> | <b>65,334</b> | <b>69,977</b> | <b>71,726</b>   | <b>76,069</b> | <b>79,909</b>  |
| <b>8</b>          | <b>62,460</b> | <b>63,176</b> | <b>63,450</b> | <b>65,240</b> | <b>70,171</b> | <b>71,926</b>   | <b>76,266</b> | <b>80,172</b>  |
| 4                 | 1,365         | 1,381         | 1,387         | 1,426         | 1,534         | 1,572           | 1,667         | 1,752          |
| <b>Total</b>      | <b>63,825</b> | <b>64,557</b> | <b>64,837</b> | <b>66,666</b> | <b>71,705</b> | <b>73,498</b>   | <b>77,933</b> | <b>81,924</b>  |
| <b>9</b>          |               | <b>64,604</b> | <b>64,719</b> | <b>66,571</b> | <b>71,905</b> | <b>73,702</b>   | <b>78,135</b> | <b>82,194</b>  |
| 4                 | -             | 1,412         | 1,415         | 1,455         | 1,572         | 1,611           | 1,708         | 1,797          |
| <b>Total</b>      | -             | <b>66,016</b> | <b>66,134</b> | <b>68,026</b> | <b>73,476</b> | <b>75,313</b>   | <b>79,842</b> | <b>83,991</b>  |
| <b>10</b>         |               |               | <b>66,013</b> | <b>67,929</b> | <b>73,681</b> | <b>75,523</b>   | <b>80,049</b> | <b>84,267</b>  |
| 4                 | -             | -             | 1,443         | 1,485         | 1,611         | 1,651           | 1,750         | 1,842          |
| <b>Total</b>      | -             | -             | <b>67,456</b> | <b>69,414</b> | <b>75,291</b> | <b>77,174</b>   | <b>81,799</b> | <b>86,109</b>  |
| <b>11</b>         |               |               |               | <b>69,315</b> | <b>75,501</b> | <b>77,388</b>   | <b>82,010</b> | <b>86,393</b>  |
| 4                 | -             | -             | -             | 1,515         | 1,650         | 1,692           | 1,793         | 1,888          |
| <b>Total</b>      | -             | -             | -             | <b>70,830</b> | <b>77,151</b> | <b>79,080</b>   | <b>83,803</b> | <b>88,281</b>  |
| <b>12</b>         |               |               |               | <b>70,729</b> | <b>77,366</b> | <b>79,300</b>   | <b>84,019</b> | <b>88,572</b>  |
| 4                 | -             | -             | -             | 1,546         | 1,691         | 1,733           | 1,836         | 1,936          |
| <b>Total</b>      | -             | -             | -             | <b>72,275</b> | <b>79,057</b> | <b>81,033</b>   | <b>85,856</b> | <b>90,508</b>  |
| <b>13</b>         |               |               |               |               | <b>79,276</b> | <b>81,258</b>   | <b>86,078</b> | <b>90,806</b>  |
| 4                 | -             | -             | -             | -             | 1,733         | 1,776           | 1,881         | 1,985          |
| <b>Total</b>      | -             | -             | -             | -             | <b>81,009</b> | <b>83,035</b>   | <b>87,959</b> | <b>92,791</b>  |
| <b>14</b>         |               |               |               |               | <b>81,235</b> | <b>83,265</b>   | <b>88,187</b> | <b>93,096</b>  |
| 4                 | -             | -             | -             | -             | 1,776         | 1,820           | 1,928         | 2,035          |
| <b>Total</b>      | -             | -             | -             | -             | <b>83,010</b> | <b>85,086</b>   | <b>90,114</b> | <b>95,131</b>  |
| <b>15</b>         |               |               |               |               | <b>83,241</b> | <b>85,322</b>   | <b>90,347</b> | <b>95,445</b>  |
| 4                 | -             | -             | -             | -             | 1,819         | 1,865           | 1,975         | 2,086          |
| <b>Total</b>      | -             | -             | -             | -             | <b>85,061</b> | <b>87,187</b>   | <b>92,322</b> | <b>97,531</b>  |
| <b>16 or more</b> |               |               |               |               | <b>85,297</b> | <b>87,430</b>   | <b>92,561</b> | <b>97,852</b>  |
| Longevity         |               |               |               |               | 500           | 500             | 500           | 500            |
| 4                 | -             | -             | -             | -             | 1,864         | 1,911           | 2,023         | 2,139          |
| <b>Total</b>      | -             | -             | -             | -             | <b>87,662</b> | <b>89,841</b>   | <b>95,084</b> | <b>100,491</b> |

Salary Schedule for the 2024-25 School Year.  
This schedule reflects 4 per diem days for each teacher. This schedule is based upon negotiated rates and the salary comp process.

4 - Each certificated staff member is eligible to claim up to 4 per-diem days.

8/19/2024

**Note:** For subsequent years covered by this contract, the salary schedule will be adjusted for Implicit Price Deflator (IPD) adjustments funded by the State of Washington for teacher salaries.

**REARDAN-EDWALL SCHOOL DISTRICT**

**2025-26 CERTIFICATED INSTRUCTIONAL SALARY SCHEDULE - Estimate**

Reflects increase due to estimated IPD of 3.9%

0.039

183 work days

| YRS OF SERVICE    | BA+0          | BA+15         | BA+30         | BA+45         | BA+90         | BA+135/<br>MA+0 | MA+45         | MA+90          |
|-------------------|---------------|---------------|---------------|---------------|---------------|-----------------|---------------|----------------|
| <b>0</b>          | <b>53,555</b> | <b>54,894</b> | <b>56,266</b> | <b>57,673</b> | <b>59,979</b> | <b>61,479</b>   | <b>65,291</b> | <b>68,248</b>  |
| 4                 | 1,171         | 1,200         | 1,230         | 1,261         | 1,311         | 1,344           | 1,427         | 1,492          |
| <b>Total</b>      | <b>54,725</b> | <b>56,093</b> | <b>57,496</b> | <b>58,933</b> | <b>61,290</b> | <b>62,823</b>   | <b>66,718</b> | <b>69,740</b>  |
| <b>1</b>          | <b>54,856</b> | <b>56,134</b> | <b>57,391</b> | <b>58,849</b> | <b>61,461</b> | <b>62,997</b>   | <b>66,890</b> | <b>69,970</b>  |
| 4                 | 1,199         | 1,227         | 1,254         | 1,286         | 1,343         | 1,377           | 1,462         | 1,529          |
| <b>Total</b>      | <b>56,055</b> | <b>57,361</b> | <b>58,646</b> | <b>60,135</b> | <b>62,804</b> | <b>64,374</b>   | <b>68,352</b> | <b>71,499</b>  |
| <b>2</b>          | <b>56,189</b> | <b>57,403</b> | <b>58,539</b> | <b>60,050</b> | <b>62,979</b> | <b>64,553</b>   | <b>68,529</b> | <b>71,735</b>  |
| 4                 | 1,228         | 1,255         | 1,280         | 1,313         | 1,377         | 1,411           | 1,498         | 1,568          |
| <b>Total</b>      | <b>57,417</b> | <b>58,657</b> | <b>59,819</b> | <b>61,362</b> | <b>64,356</b> | <b>65,964</b>   | <b>70,027</b> | <b>73,303</b>  |
| <b>3</b>          | <b>57,554</b> | <b>58,700</b> | <b>59,710</b> | <b>61,275</b> | <b>64,535</b> | <b>66,148</b>   | <b>70,208</b> | <b>73,544</b>  |
| 4                 | 1,258         | 1,283         | 1,305         | 1,339         | 1,411         | 1,446           | 1,535         | 1,608          |
| <b>Total</b>      | <b>58,812</b> | <b>59,983</b> | <b>61,015</b> | <b>62,614</b> | <b>65,945</b> | <b>67,594</b>   | <b>71,743</b> | <b>75,151</b>  |
| <b>4</b>          | <b>58,953</b> | <b>60,027</b> | <b>60,904</b> | <b>62,525</b> | <b>66,129</b> | <b>67,782</b>   | <b>71,928</b> | <b>75,399</b>  |
| 4                 | 1,289         | 1,312         | 1,331         | 1,367         | 1,445         | 1,482           | 1,572         | 1,648          |
| <b>Total</b>      | <b>60,242</b> | <b>61,339</b> | <b>62,235</b> | <b>63,891</b> | <b>67,574</b> | <b>69,263</b>   | <b>73,500</b> | <b>77,047</b>  |
| <b>5</b>          | <b>60,386</b> | <b>61,383</b> | <b>62,122</b> | <b>63,800</b> | <b>67,762</b> | <b>69,456</b>   | <b>73,690</b> | <b>77,301</b>  |
| 4                 | 1,320         | 1,342         | 1,358         | 1,395         | 1,481         | 1,518           | 1,611         | 1,690          |
| <b>Total</b>      | <b>61,705</b> | <b>62,725</b> | <b>63,480</b> | <b>65,195</b> | <b>69,243</b> | <b>70,974</b>   | <b>75,301</b> | <b>78,990</b>  |
| <b>6</b>          | <b>61,853</b> | <b>62,771</b> | <b>63,365</b> | <b>65,102</b> | <b>69,436</b> | <b>71,172</b>   | <b>75,496</b> | <b>79,250</b>  |
| 4                 | 1,352         | 1,372         | 1,385         | 1,423         | 1,518         | 1,556           | 1,650         | 1,732          |
| <b>Total</b>      | <b>63,205</b> | <b>64,143</b> | <b>64,750</b> | <b>66,525</b> | <b>70,953</b> | <b>72,727</b>   | <b>77,146</b> | <b>80,983</b>  |
| <b>7</b>          | <b>63,356</b> | <b>64,189</b> | <b>64,632</b> | <b>66,430</b> | <b>71,151</b> | <b>72,930</b>   | <b>77,345</b> | <b>81,249</b>  |
| 4                 | 1,385         | 1,403         | 1,413         | 1,452         | 1,555         | 1,594           | 1,691         | 1,776          |
| <b>Total</b>      | <b>64,741</b> | <b>65,592</b> | <b>66,045</b> | <b>67,882</b> | <b>72,706</b> | <b>74,524</b>   | <b>79,036</b> | <b>83,025</b>  |
| <b>8</b>          | <b>64,896</b> | <b>65,640</b> | <b>65,924</b> | <b>67,785</b> | <b>72,908</b> | <b>74,731</b>   | <b>79,240</b> | <b>83,299</b>  |
| 4                 | 1,418         | 1,435         | 1,441         | 1,482         | 1,594         | 1,633           | 1,732         | 1,821          |
| <b>Total</b>      | <b>66,314</b> | <b>67,075</b> | <b>67,365</b> | <b>69,266</b> | <b>74,502</b> | <b>76,364</b>   | <b>80,972</b> | <b>85,119</b>  |
| <b>9</b>          |               | <b>67,123</b> | <b>67,243</b> | <b>69,168</b> | <b>74,709</b> | <b>76,577</b>   | <b>81,182</b> | <b>85,400</b>  |
| 4                 | -             | 1,467         | 1,470         | 1,512         | 1,633         | 1,674           | 1,774         | 1,867          |
| <b>Total</b>      | <b>-</b>      | <b>68,590</b> | <b>68,713</b> | <b>70,680</b> | <b>76,342</b> | <b>78,251</b>   | <b>82,956</b> | <b>87,266</b>  |
| <b>10</b>         |               |               | <b>68,588</b> | <b>70,579</b> | <b>76,554</b> | <b>78,468</b>   | <b>83,171</b> | <b>87,554</b>  |
| 4                 | -             | -             | 1,499         | 1,543         | 1,673         | 1,715           | 1,818         | 1,914          |
| <b>Total</b>      | <b>-</b>      | <b>-</b>      | <b>70,087</b> | <b>72,121</b> | <b>78,228</b> | <b>80,183</b>   | <b>84,989</b> | <b>89,468</b>  |
| <b>11</b>         |               |               |               | <b>72,018</b> | <b>78,445</b> | <b>80,406</b>   | <b>85,208</b> | <b>89,762</b>  |
| 4                 | -             | -             | -             | 1,574         | 1,715         | 1,758           | 1,862         | 1,962          |
| <b>Total</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>73,593</b> | <b>80,160</b> | <b>82,164</b>   | <b>87,071</b> | <b>91,724</b>  |
| <b>12</b>         |               |               |               | <b>73,488</b> | <b>80,383</b> | <b>82,392</b>   | <b>87,296</b> | <b>92,026</b>  |
| 4                 | -             | -             | -             | 1,606         | 1,757         | 1,801           | 1,908         | 2,012          |
| <b>Total</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>75,094</b> | <b>82,140</b> | <b>84,193</b>   | <b>89,204</b> | <b>94,038</b>  |
| <b>13</b>         |               |               |               |               | <b>82,368</b> | <b>84,427</b>   | <b>89,435</b> | <b>94,347</b>  |
| 4                 | -             | -             | -             | -             | 1,800         | 1,845           | 1,955         | 2,062          |
| <b>Total</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>84,169</b> | <b>86,273</b>   | <b>91,390</b> | <b>96,410</b>  |
| <b>14</b>         |               |               |               |               | <b>84,403</b> | <b>86,513</b>   | <b>91,626</b> | <b>96,727</b>  |
| 4                 | -             | -             | -             | -             | 1,845         | 1,891           | 2,003         | 2,114          |
| <b>Total</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>86,248</b> | <b>88,404</b>   | <b>93,629</b> | <b>98,841</b>  |
| <b>15</b>         |               |               |               |               | <b>86,488</b> | <b>88,650</b>   | <b>93,871</b> | <b>99,167</b>  |
| 4                 | -             | -             | -             | -             | 1,890         | 1,938           | 2,052         | 2,168          |
| <b>Total</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>88,378</b> | <b>90,587</b>   | <b>95,923</b> | <b>101,335</b> |
| <b>16 or more</b> |               |               |               |               | <b>88,624</b> | <b>90,839</b>   | <b>96,171</b> | <b>101,668</b> |
| <b>Longevity</b>  |               |               |               |               | 500           | 500             | 500           | 500            |
| 4                 | -             | -             | -             | -             | 1,937         | 1,986           | 2,102         | 2,222          |
| <b>Total</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>91,061</b> | <b>93,325</b>   | <b>98,773</b> | <b>104,390</b> |

Estimated Salary Schedule for the 2025-26 School Year. This schedule is calculated to show IPD pass through, (estimated at 3.9% for fiscal 2025-26). IPD could come in higher or lower which would make wages higher or lower. This schedule reflects 4 per diem days for each teacher.

4 - Each certificated staff member is eligible to claim up to 4 per-diem days.

8/19/2024

**Note:** For subsequent years covered by this contract, the salary schedule will be adjusted for Implicit Price Deflator (IPD) adjustments funded by the State of Washington for teacher salaries.

# REARDAN-EDWALL SCHOOL DISTRICT

## 2026-27 CERTIFICATED INSTRUCTIONAL SALARY SCHEDULE - Estimate

Reflects increase due to estimated IPD of 2.1%.

0.021

183 work days

| YRS OF SERVICE | BA + 0 | BA+15  | BA+30  | BA+45  | BA+90  | BA+135/<br>MA+0 | MA+45   | MA+90   |
|----------------|--------|--------|--------|--------|--------|-----------------|---------|---------|
| 0              | 54,679 | 56,046 | 57,447 | 58,884 | 61,239 | 62,770          | 66,662  | 69,681  |
| 4              | 1,195  | 1,225  | 1,256  | 1,287  | 1,339  | 1,372           | 1,457   | 1,523   |
| Total          | 55,875 | 57,271 | 58,703 | 60,171 | 62,578 | 64,142          | 68,119  | 71,205  |
| 1              | 56,008 | 57,313 | 58,596 | 60,085 | 62,752 | 64,320          | 68,295  | 71,439  |
| 4              | 1,224  | 1,253  | 1,281  | 1,313  | 1,372  | 1,406           | 1,493   | 1,562   |
| Total          | 57,232 | 58,566 | 59,877 | 61,398 | 64,123 | 65,726          | 69,788  | 73,001  |
| 2              | 57,369 | 58,608 | 59,768 | 61,311 | 64,302 | 65,909          | 69,968  | 73,241  |
| 4              | 1,254  | 1,281  | 1,306  | 1,340  | 1,405  | 1,441           | 1,529   | 1,601   |
| Total          | 58,623 | 59,889 | 61,075 | 62,651 | 65,707 | 67,350          | 71,498  | 74,842  |
| 3              | 58,763 | 59,933 | 60,964 | 62,561 | 65,890 | 67,537          | 71,682  | 75,088  |
| 4              | 1,284  | 1,310  | 1,333  | 1,367  | 1,440  | 1,476           | 1,567   | 1,641   |
| Total          | 60,048 | 61,243 | 62,296 | 63,929 | 67,330 | 69,013          | 73,249  | 76,730  |
| 4              | 60,191 | 61,287 | 62,183 | 63,838 | 67,517 | 69,205          | 73,439  | 76,982  |
| 4              | 1,316  | 1,340  | 1,359  | 1,395  | 1,476  | 1,513           | 1,605   | 1,683   |
| Total          | 61,507 | 62,627 | 63,542 | 65,233 | 68,993 | 70,718          | 75,044  | 78,665  |
| 5              | 61,654 | 62,672 | 63,427 | 65,140 | 69,185 | 70,915          | 75,238  | 78,924  |
| 4              | 1,348  | 1,370  | 1,386  | 1,424  | 1,512  | 1,550           | 1,645   | 1,725   |
| Total          | 63,001 | 64,042 | 64,813 | 66,564 | 70,697 | 72,465          | 76,882  | 80,649  |
| 6              | 63,152 | 64,089 | 64,695 | 66,469 | 70,894 | 72,666          | 77,081  | 80,915  |
| 4              | 1,380  | 1,401  | 1,414  | 1,453  | 1,550  | 1,588           | 1,685   | 1,769   |
| Total          | 64,532 | 65,490 | 66,109 | 67,922 | 72,443 | 74,255          | 78,766  | 82,683  |
| 7              | 64,686 | 65,537 | 65,989 | 67,825 | 72,645 | 74,461          | 78,970  | 82,956  |
| 4              | 1,414  | 1,433  | 1,442  | 1,483  | 1,588  | 1,628           | 1,726   | 1,813   |
| Total          | 66,100 | 66,970 | 67,431 | 69,307 | 74,233 | 76,089          | 80,696  | 84,769  |
| 8              | 66,258 | 67,018 | 67,309 | 69,208 | 74,439 | 76,300          | 80,904  | 85,048  |
| 4              | 1,448  | 1,465  | 1,471  | 1,513  | 1,627  | 1,668           | 1,768   | 1,859   |
| Total          | 67,707 | 68,483 | 68,780 | 70,721 | 76,066 | 77,968          | 82,673  | 86,907  |
| 9              |        | 68,533 | 68,655 | 70,620 | 76,278 | 78,185          | 82,887  | 87,193  |
| 4              | -      | 1,498  | 1,501  | 1,544  | 1,667  | 1,709           | 1,812   | 1,906   |
| Total          | -      | 70,031 | 70,156 | 72,164 | 77,945 | 79,894          | 84,698  | 89,099  |
| 10             |        |        | 70,028 | 72,061 | 78,162 | 80,116          | 84,917  | 89,392  |
| 4              | -      | -      | 1,531  | 1,575  | 1,708  | 1,751           | 1,856   | 1,954   |
| Total          | -      | -      | 71,559 | 73,636 | 79,870 | 81,867          | 86,773  | 91,346  |
| 11             |        |        |        | 73,531 | 80,093 | 82,095          | 86,998  | 91,647  |
| 4              | -      | -      | -      | 1,607  | 1,751  | 1,794           | 1,902   | 2,003   |
| Total          | -      | -      | -      | 75,138 | 81,843 | 83,889          | 88,899  | 93,650  |
| 12             |        |        |        | 75,031 | 82,071 | 84,123          | 89,129  | 93,959  |
| 4              | -      | -      | -      | 1,640  | 1,794  | 1,839           | 1,948   | 2,054   |
| Total          | -      | -      | -      | 76,671 | 83,865 | 85,961          | 91,077  | 96,013  |
| 13             |        |        |        |        | 84,098 | 86,200          | 91,313  | 96,329  |
| 4              | -      | -      | -      | -      | 1,838  | 1,884           | 1,996   | 2,106   |
| Total          | -      | -      | -      | -      | 85,936 | 88,085          | 93,309  | 98,434  |
| 14             |        |        |        |        | 86,175 | 88,330          | 93,550  | 98,758  |
| 4              | -      | -      | -      | -      | 1,884  | 1,931           | 2,045   | 2,159   |
| Total          | -      | -      | -      | -      | 88,059 | 90,260          | 95,595  | 100,917 |
| 15             |        |        |        |        | 88,304 | 90,511          | 95,842  | 101,249 |
| 4              | -      | -      | -      | -      | 1,930  | 1,978           | 2,095   | 2,213   |
| Total          | -      | -      | -      | -      | 90,234 | 92,490          | 97,937  | 103,463 |
| 16 or more     |        |        |        |        | 90,485 | 92,747          | 98,190  | 103,803 |
| 4              | -      | -      | -      | -      | 500    | 500             | 500     | 500     |
| Total          | -      | -      | -      | -      | 1,978  | 2,027           | 2,146   | 2,269   |
| Total          | -      | -      | -      | -      | 92,963 | 95,274          | 100,836 | 106,572 |

Estimated Salary Schedule for the 2026-27 School Year. This schedule is calculated to show IPD pass through, (estimated at 2% for fiscal 2026-27). IPD could come in higher or lower which would make wages higher or lower. This schedule reflects 4 per diem days for each teacher.

4 - Each certificated staff member is eligible to claim up to 4 per-diem days.

8/19/2024