



## 2020-2023 AGREEMENT CAMAS ASSOCIATION OF PRINCIPALS

The Camas Association of Principals and the Camas School District Board jointly agree to the following:

1. Salaries for each year of this agreement will be increased annually by the Consumer Price Index (CPI), which is currently 2.5% for 2020-21. Effective in year three of this agreement, CAP members will receive an additional 1%, contingent upon levy passage. CAP members possessing a doctoral degree will be paid an annual stipend of \$1,000.

If an Associate Principal or Dean is promoted to a principal position with a lower salary than that earned at the time of the promotion, the CAP member will not suffer any loss of pay, but will remain at the same salary until the Principal pay scale matches the current salary. Any Associate Principal advancing to the position of Principal will suffer no loss in pay and will be placed on the Principal salary schedule step that most closely reflects a 3% increase. Current Deans of Students at Liberty and Skyridge will be placed on the 'zero' level of the Associate Principal schedule due to them performing the same duties as the Associate Principals.

2. The District shall pay the full portion of the employer contribution as adopted in the School Employees Health Care Coalition agreement for all employees who meet the eligibility requirements outlined below. For purposes of benefits provided under the SEBB, school year shall mean September 1 through August 31, and shall also be referred to as the eligibility year.

The District will implement the School Employees Health Care Coalition agreement when establishing the employee rates which will be paid to the Health Care Authority (HCA) through payroll deduction for the month in which the employee receives benefits.

The District will provide benefits to employees through SEBB, to include but not be limited to:

- Basic Life and accidental death and dismemberment insurance (AD&D)
- Basic Long-term Disability
- Vision
- Dental including orthodontia
- Medical Plan

Employees are eligible to participate in the Medical Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP) offered by the employer. Employees will also have the option of enrolling in a Health Savings Account (HSA) when a qualifying High Deductible Health Plan (HDHP) is selected for their medical insurance. In addition, employees will be able to utilize payroll deduction for any supplemental insurance that they choose to enroll in through SEBB (e.g. increased Life, AD&D, Long-term disability, etc.).

Any employee who has worked 630 hours in the previous year and is returning to a similar position(s) with anticipated work hours of 630 or more determined by the District, will be eligible for benefits.

3. At the request of the CAP member, in accordance with pertinent laws and policies, the district will withhold and transfer a portion of the agreed-upon salary to a tax-sheltered annuity program selected by the principal/ associate principal from among those recognized by the district.
4. The district will pay for dues to the professional organization of the CAP member's choice. Additionally, the district will purchase an annual institutional membership to ASCD for all district administration.
5. The district will provide the cost of each Cap member's attendance at a professional parliament in-service or institute program every two years. The cost shall not be charged to any individual building budget and shall not exceed \$2000 per principal/associate principal.
6. The district will fund each individual professional development plan to a maximum of \$1,600 per year. Funds may accumulate for the life of this agreement. When the district offers training and/or leadership activities, the district will apply for clock hour approval. Unexpended Professional Development funds from the previous contract may be accessed during the 2020-21 contract year, but will expire June 30, 2021.
7. Out-of-district travel approved by the superintendent and/or board will be reimbursed in accordance with established policy.
8. CAP members will be entitled to the following types of leave:

Vacation leave: 22 days per year

*Vacation is primarily to be taken during the month of July. Exceptions will be allowed by the Superintendent/designee only for significant family events or education reasons. Additionally, principals will not be required to work during winter or spring break.*

Personal leave: 3 days per year

Personal leave may be taken on student attendance days, accumulative to a maximum of five (5) days. The CAP member will *not be asked to give a reason for the use of this leave. In an effort to ensure a smooth opening and closing of the school year, personal leave would not normally be granted during the first five (5) days of a school year and the last five (5) days of a school year. Whenever possible, all personal leave requests will be made to the superintendent/designee at least five (5) working days in advance of the intended absence.*

Holiday leave: 11 per year

*Paid holidays include July 4, Labor Day, Veteran's Day, Thanksgiving and the day after, Christmas and the day after, New Years, MLK, President's Day, and Memorial Day.*

Sick leave:	12 days per year
Bereavement:	Up to 4 days per occurrence
Emergency leave:	Up to 3 days
Parental leave:	Up to 3 days
Adoption leave:	Up to 8 days

(Please see Board Policy and Procedures 5400, 5401, 5403 for details about leaves. )

To maintain the number of days of student-administrator contact and encourage attendance at work, a cash-out system for personal and vacation leave day(s) not used shall be established. Any personal or vacation leave day(s) not used may, at the principal's option, be cashed out, up to a total of 10 days. This cash-out will be paid in July. If the principal opts for personal or vacation leave cash-out, a request must be sent to payroll by the last day of June each year. Absent a notification for cash out, unused leave will automatically roll over to the next year up to the maximum of 30 days.

Up to seven (7) unpaid flex days per contract year may be arranged. If an administrator is required or directed to work on a non-work day to facilitate the implementation of district /building initiatives and/or effectively manage the building due to unforeseen events, they may take the corresponding time off on another date with the superintendent/designee's prior approval. Examples of such work could include: TPEP/evaluations, state test coordinating, professional development, scheduling, data review, required supervision of building/district events. Days taken off in exchange for this work must be scheduled on non-student days. Flex days may be used up to 31 days beyond the contract year. Unused flex days will not carry forward beyond July 31 of each year, and should be expended prior to vacation days being utilized.

9. A pool of funds based on two days per CAP member will be available for substitutes annually. The fund will be calculated using the current CEA substitute rate (\$130/day for 2017-18). Unused substitute pool funds will not carry forward. The District and CAP will meet annually to develop a mutually agreed allocation model between elementary and secondary schools by November 1 of each year. The district may use a suitable administrative intern to provide the coverage. Administrators can discuss special circumstances with the superintendent to vary from this schedule. The superintendent will decide exceptions on a case by case basis.
10. The performance of each CAP member shall be evaluated annually as required by law and the administrator shall be fully and factually informed of the results of the evaluation.
11. In the event the board adopts a reduced education program which requires a reduction in force that affects CAP members, such affected employee will be notified no later than June 1 of each year. Such affected employees will be eligible for any vacant teaching positions that they qualify for by holding the appropriate teaching credentials and meeting NCLB requirements.

12. The CAP member shall be covered by the errors and omissions policy of the Camas School District general insurance policy.
13. A member of the bargaining unit may apply to the superintendent for district directed or approved extra duty days in the Camas School District every three years. An employee may apply three times during his/her last five years of employment for up to ten extra days per year. The decision of the superintendent (or designee) regarding the funding of the activity is final.

The following are suggestions for activities:

- a. Researching and planning a new program
  - b. Serving as a consultant for staff training
  - c. Curriculum development
  - d. Recruiting and scouting prospective employees
  - e. Developing and teaching a class for Camas teachers
  - f. Coordinating a textbook adoption
  - g. Any other approved project
14. The duration of this agreement shall be upon ratification and board approval through June 30, 2023.

Camas School District #117

Camas Association of Principals

By: *Original Signature on File*  
Jeff Snell, Secretary to the Board

By: *Original Signature on File*  
Clint Williams, President

Date: August 14, 2020

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