

**Camas School District #117**

**And**

**CAMAS ASSOCIATION OF PRINCIPALS**

**July 1, 2023 through June 30, 2026**

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

### **SALARIES**

1. Salaries for this agreement will reflect a 5.7% increase for 2023-24, a 5.4% increase for 2024-25, and a salary reopener for 2025-26. Adjustments will be made to the Salary Schedule (Appendix A) creating a new lane for Choice School Principals and Deans of Students without administrative credentials. CAP members possessing a doctoral degree will be paid an annual stipend of \$1,000.
2. 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.
3. If a CAP member moves to a subordinate position (i.e.: from principal to assistant principal) and the assignment is not made due to unacceptable performance or made at the CAP Member's written request, the CAP member will retain their salary for one year.

### **HEALTH BENEFITS**

1. 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.
2. 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.
3. 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
4. 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.).

5. 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.

### **LAWS AND POLICIES**

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.

### **DUES**

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.

### **TRAVEL**

1. 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.
2. Out-of-district travel approved by the superintendent and/or board will be reimbursed in accordance with established policy.

### **INDIVIDUAL PROFESSIONAL DEVELOPMENT**

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. Any funds left on April 1 in the last year of the contract cycle will be pooled to be used for professional development, including group attendance at trainings. These funds must be expended by June 30 of that year.

### **LEAVES**

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

CAP members will be entitled to the following types of leave:

1. 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.

2. 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.
3. Holiday leave: 12 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, and Juneteenth.
4. Sick leave: 12 days per year
5. Bereavement: Up to 4 days per occurrence  
Immediate family is defined to include grandparents, parents, siblings, spouse, registered domestic partners, aunts, uncles, nieces, and nephews. Family is also defined to include guardians, those under guardianship, foster family members, step-family members, and in-laws.
6. Emergency leave: Up to 3 days
7. Parental leave: Up to 3 days
8. Adoption leave: Up to 8 days
9. 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.
10. Up to eight (8) 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.

### **CAP MEMBER SUBSTITUTES**

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 (\$175 for 2023-24, \$180 for 2024-25). 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.

### **EVALUATION**

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.

### **REDUCTIONS IN FORCE**

1. In the event the district anticipates reducing the number of CAP members, the district will review the plan with the executive board of Camas Associate of Principals before the matter is scheduled for action by the Board and provide the association with an opportunity to discuss alternatives and impacts on programs and employees.
2. In the event the board adopts a reduced education program which requires a reduction in force that affects CAP members, such affected employees will be notified no later than May 15 of each year.
3. Such affected employees will be eligible to apply for any vacant teaching positions that they qualify for by holding the appropriate teaching credentials. Years of administrative experience will be credited as years of teaching experience when the CAP member is placed in a teaching position.
4. Any CAP member voluntarily moving to a teaching position in the district will also have years of administrative experience credited as years of teaching experience when the administrator is placed in a teaching position.

### **INSURANCE**

The CAP member shall be covered by the errors and omissions policy of the Camas School District general insurance policy.

### **EXTRA DUTY DAYS**

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

**CELL PHONE STIPEND**

Each CAP member will receive a cell phone stipend of \$100 per month to compensate for the use of their cell phone to complete the responsibilities of their job.

**COMPLAINTS**

In the event that a complaint is received against an administrator, the district and the union agree to follow board policy 5270.

1. Critical to the success of the entire system, CAP member should be kept fully informed in order to address complaints in their entirety. Therefore, anonymous complaints should be discouraged. In the rare event there are compelling reasons (e.g., safety precautions) to allow the anonymous filing of a complaint, the full nature of the complaint shall be disclosed to the CAP member. Furthermore, it is agreed that anonymous complaints will not provide the basis for adverse action taken against any CAP member.
2. If any complaint pertaining to the CAP member has been referred to Human Resources and/or District Administration, the CAP member will be notified in a timely manner and communicated with throughout the process and with regard to the resolution of the matter.
3. Lastly, if a complaint is made about a CAP member and/or School Building or Program, the CAP member will be notified regardless of whether a formal investigation has been initiated. At the conclusion of any investigation, the CAP member will be promptly notified as to the results.

**DURATION**

The duration of this agreement shall be upon ratification and board approval through June 30, 2026.

Camas School District #117

Camas Association of Principals

By: **Original Signature on File**

By: **Original Signature on File**

Dr. John Anzalone, Secretary to the Board

Clint Williams, President

Date: September 21, 2023

Date: September 21, 2023

## APPENDIX A: Salary Schedule

### Principals 23-24 Salary Schedule

22-23\* 1.057

Position	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
Comprehensive High School Principal	\$171,226	\$173,366	\$175,533	\$177,727	\$179,949	\$182,197
Middle School/Choice HS School Principal	\$167,394	\$169,487	\$171,605	\$173,749	\$175,922	\$178,120
Elementary Principal	\$163,027	\$165,065	\$167,128	\$169,215	\$171,330	\$173,473
High School Associate	\$160,460	\$162,465	\$164,494	\$166,553	\$168,634	\$170,741
Middle School Associate	\$155,846	\$157,760	\$159,693	\$161,650	\$163,634	\$165,641
Elementary Associate	\$151,258	\$153,115	\$154,990	\$156,891	\$158,812	\$160,760
Dean of Students w/ Credentials	\$141,073	\$142,837	\$144,624	\$146,430	\$148,260	\$150,115
DOS w/o Credentials	\$133,465	\$135,134	\$136,825	\$138,534	\$140,265	\$142,020