

**Master Agreement**

**Between**

**Quincy School District**

**And**

**Quincy Education Association**

**2018-2021**

1	<b><u>Table of Contents</u></b>	<b><u>Page</u></b>
2		
3	<b>PREAMBLE</b>	11
4		
5	<b>ARTICLE I. ADMINISTRATION</b>	11
6	Section A: Definition of Terms	11
7	1. Board	11
8	2. District	11
9	3. Association	11
10	4. Parties	11
11	5. Agreement	11
12	6. Employee	11
13	7. Day	11
14	8. Superintendent	11
15	9. President	11
16	10. Individual contract	11
17	11. Supplemental contract	11
18	12. Extended contract	11
19	13. RCW	11
20	14. WAC	12
21	15. SPI	12
22	16. BEA	12
23	17. AR	12
24	18. PERC	12
25	19. LEAP	12
26	Section B: Recognition	12
27	1. Bargaining Unit Makeup	12
28	2. Long-Term Substitutes	12
29	3. Exclusivity	12
30	Section C. Status of the Agreement	13
31	Section D. Individual, Extended, and Supplemental Contracts	13
32	Section E. Conformity to Law	13
33	Section F. Distribution of Agreement	13
34	Section G. Joint Meetings of Labor and Management	13
35	Section H. Changes in Terms and Conditions of Employment	13
36		
37	<b>Article II. Business</b>	14
38	Section A: Dues, Deductions, and Representation Fees	14
39	1. Voluntary Membership	14
40	2. Deductions	14
41	Section B: Hold Harmless	14
42	Section C: Other Deductions	14
43	Section D: Management Rights	14
44	Section E: Association Rights	15
45	1. Information	15
46	2. Released Time for Meetings	15

47	3. Use of School Buildings	15
48	4. Use of School Equipment	15
49	5. Bulletin Boards	15
50	6. Mail Facilities and Mail Boxes	15
51	7. Board Policy Revision	15
52	8. Administrative Hiring Teams	15
53		
54	<b>Article III. Employee Rights</b>	16
55	Section A: Just Cause	16
56	1. Discipline	16
57	2. Written Grounds	16
58	3. Association Representation	16
59	4. Privacy and Confidentiality	16
60	Section B: Complaint Procedure	16
61	1. Procedural Requirement	16
62	2. Use of Findings	17
63	3. Representation	17
64	Section C: Organizing Rights	17
65	Section D: Non-Discrimination	17
66	Section E: Personnel File	17
67	1. Access and Copies	17
68	2. File Inspection	18
69	3. Minimum Contents	18
70	4. Material Bar	18
71	5. File Inventories	18
72	6. Removal of Materials	18
73	Section F: Employee Protection	18
74	1. Liability	18
75	2. Personal Property	18
76	3. Threats	19
77	4. Self-Protection	19
78	5. Absence Due to Attack or Accidents on the Job	19
79	6. Property Replacement	19
80	7. Dangerous Students	19
81	8. Locker Searches	19
82	9. Training	20
83	10. New Students	20
84	11. Air and Water Quality	20
85	Section G: Assignment and Transfer	20
86	1. Definitions	20
87	2. Notice to Continuing Employees	21
88	3. Posting	21
89	4. Application for Transfer	21
90	5. Priority	21
91	6. Hiring Team	21
92	7. Involuntary Reassignments or Transfers	21

93	8. Change of Assignment Assistance	22
94	9. Moving Assistance	22
95	Section H: Privacy	22
96	1. Personal Lives	22
97	2. Information	23
98	3. Faculty Meetings	23
99	Section I: Harassment	23
100	1. Definitions	23
101	2. Procedure	23
102	3. Reporting	23
103		
104	<b>ARTICLE IVA. EVALUATION AND PROBATION</b>	24
105	<b>(Certificated Classroom Teachers)</b>	
106	Section 4.A.: Employee Evaluation – Purpose	24
107	Section 4.B.: Qualifications of Evaluators	24
108	Section 4.C.: Definitions	24
109	1. Artifacts	24
110	2. Evidence	24
111	3. Classroom Teacher	24
112	4. Component	25
113	5. Instructional Framework	25
114	6. Evaluation	25
115	7. Evaluation Criteria	25
116	8. Evaluation Report	25
117	9. Not Satisfactory	25
118	10. Observation	25
119	11. Informal Observation	26
120	12. Rubrics	26
121	13. Scoring Band	26
122	14. Student Growth	26
123	15. Student Growth Data	26
124	16. Summative Performance Ratings	26
125	Section 4.D.: Evaluation Process	26
126	1. Notification	26
127	2. Teacher Self-Assessment	26
128	Section 4.E.: Comprehensive Evaluation Option	27
129	1. Professional Goals – Comprehensive Evaluation	27
130	2. Pre-Observation Conference – Formal Observation	27
131	3. Formal Observations Association needs clarification	27
132	4. Post-Observation Conference – Formal Observation	28
133	5. Informal Observations	28
134	6. Final Summative Evaluation Conference-Comp. Eval.	28
135	7. Comprehensive Evaluation Summative Score	29
136	8. Student Growth Impact Rating	29
137	9. Impact of Low Student Growth Score	30
138	10. Student Growth Inquiry	30

139	Section 4.F.: Focused Evaluation Process	30
140	1. Observation	31
141	2. Final Summative Evaluation Conference-Focused Evaluation	32
142	Section 4.G.: Provisional Employees	32
143	1. Definition	32
144	2. Evaluation Option	32
145	3. Ninety (90) Day Observation	33
146	4. Additional Observations	33
147	Section 4.H.: Probation	33
148	1. Notice	33
149	2. Not Satisfactory	33
150	3. No Transfers	33
151	4. Probationary Period	33
152	5. Purpose	33
153	6. Regular Meetings and Assistance	34
154	7. Removal	34
155	8. Failure to Improve	34
156	9. Procedural Errors	34
157	10. Not Applicable to Provisional Employees	35
158		
159	<b>ARTICLE IV. EVALUATION AND PROBATION</b>	35
160	<b>(For Certificated Support Employees)</b>	
161	Section A: Authority	35
162	Section B: Definitions	35
163	1. Observation	35
164	2. Observation Report	35
165	3. Evaluation	35
166	4. Evaluation Report	35
167	5. Evaluation Process	35
168	6. Evaluation Criteria	35
169	7. Evaluator	35
170	8. Observer	36
171	9. Support Employee	36
172	Section C: Purpose	36
173	1. To Identify	36
174	2. To Assist	36
175	3. Remediation	36
176	Section D: Qualifications of Evaluators	36
177	Section E: Initiating the Evaluation Process	36
178	Section F: Provisional Employees	36
179	1. Definition	36
180	2. Frequency of Evaluation	36
181	3. Observations	37
182	Section G: Short Form Eligible Employees	37
183	1. Definition	37
184	2. Frequency of Evaluation	37

185	3. Observations	37
186	4. Negative Evaluation Bar	37
187	Section H: Regular Employees	37
188	1. Definition	37
189	2. Frequency of Evaluation	37
190	3. Observations	37
191	Section I: Review	37
192	Section J: General Requirements	38
193	1. Eavesdropping Bar	38
194	2. Work Site Limit	38
195	3. Signatures	38
196	4. Copy and Response	38
197	5. Observations	38
198	6. Surprise Bar	38
199	7. Restricted Use	38
200	Section K: Pre-Planned Observation Form and Conference	39
201	Section L: Conferences	39
202	1. Observations	39
203	2. Evaluations	39
204	3. Time and Place	39
205	Section M: Use of Evaluation Results	39
206	1. To Acknowledge Excellence	39
207	2. To Document Satisfactory Performance	39
208	3. To Identify Areas Needing Improvement	39
209	4. To Document Unsatisfactory Performance	40
210	Section N: Probation	40
211	1. Notice	40
212	2. Purpose	40
213	3. Regular Meetings and Assistance	40
214	4. Removal	40
215	5. Failure to Improve	40
216	6. Adverse Effects	40
217	7. Provisional Employees	40
218	Section O: Professional Growth Plan (PGP)	41
219	1. Definition	41
220	2. Purpose	41
221	3. Plan	41
222	4. Funding	42
223	5. Professional Growth Plan Results	42
224	6. Records and Materials	42
225	7. Administrative Support	42
226		
227	<b>ARTICLE V. STAFF REDUCTION AND RECALL</b>	42
228	Section A: Definitions	42
229	1. Layoff	42
230	2. Seniority	43

231	Section B: Board Determination of Program	43
232	Section C: Criteria for Modified Educational Plan	43
233	1. Legal Requirements	43
234	2. Categorical Financing	43
235	3. Maintenance of Pupil-Teacher Ratios	43
236	4. Reduction in Expenditures	43
237	5. Transfer of Employees	44
238	Section D: Selection of Employees	44
239	1. Attrition	44
240	2. Certification/Endorsement	44
241	3. Administrative Personnel	44
242	4. Seniority	44
243	5. Seniority Tie Breakers	44
244	6. Re-Employment Pool	45
245	7. First Right of Refusal	45
246	Section E: Recall	45
247	Section F: Insurance	46
248	Section G: Affirmative Action	46
249	Section H: Application to Law	46
250		
251	<b>ARTICLE VI. INSTRUCTION</b>	46
252	Section A: Academic Freedom	46
253	Section B: Preparation Time	47
254	1. Elementary	47
255	2. Secondary	47
256	3. Use	47
257	4. Loss of Plan Time	47
258	Section C: Class Size	47
259	1. Class Size	47
260	2. Procedure	48
261	3. Exceptions and Limitations	48
262	Section D: Student Discipline	48
263	1. Expectation of Students	48
264	2. Fair Enforcement	48
265	3. District Support	48
266	4. Reasonable Judgment Requirement	48
267	5. All Employees-Trained in Board Policy/District Expectations	48
268	6. Student Re-admittance	49
269	7. District Commitment	49
270	Section E: Student Grades	49
271	1. Student Grading Changes	49
272	2. Computer Records	49
273	3. Grade Reports	49
274	4. Building Grading Standards	49
275	Section F: District Learning Improvement Teams	49
276	I. Building Learning Improvement Teams	49

277	1. Learning Improvement Team	49
278	2. Membership/Facilitators	49
279	3. Stipend	50
280	4. Decision Making	50
281	5. Training	50
282	6. Building Surveys	50
283	7. Buildings Budgets	51
284	II. District Leadership Team	51
285	1. Responsibility	51
286	2. Members	52
287	3. Stipend	52
288	Section G: Non-Teaching Duties	52
289	1. Non-professional Duties	52
290	2. Collecting Money	52
291	Section H: Adequate Materials	53
292	Section I: National Board Certification	53
293	1. Release Time	53
294	2. Equipment Access	53
295	3. Clock Hours	53
296	4. District Facilitation	53
297	5. National Board Retake Candidates	53
298	Section J: Tuition Reimbursement	54
299	Section K: Professional Development Opportunities	54
300	Section L: New Teacher Support Team	55
301	1. Stipends	55
302	2. Action Plans	55
303	Section M: Development of the Master Schedule	55
304		
305	<b>ARTICLE VII. LEAVES</b>	56
306	Section A: Sick leave	56
307	1. Accumulation	56
308	2. Use	56
309	3. Paternity	57
310	4. Sick Leave Exhaustion	57
311	5. Sick Leave Sharing	57
312	Section B: Conversion of Accumulated Sick Leave	58
313	1. Annual	58
314	2. Retirement	59
315	Section C: Bereavement Leave	60
316	Section D: Personal Leave	60
317	Section E: Association Leave	60
318	1. General Membership	60
319	2. President	60
320	Section F: Court Appearance Leave	61
321	1. Jury Duty	61
322	2. Subpoenas	61



323	3. Payment	61
324	Section G: Military Leave	61
325	Section H: Attendance at Meetings and Conferences	61
326	Section I: Long Term Leave	61
327	Section J: Leave Verification	62
328	Section K: Family and Medical Leave	62
329	1. Family and Medical Leave Act (FMLA)	62
330	2. Sick Leave	62
331	3. Health Benefits	62
332	Section L: Washington Paid Family Leave	63
333	<b>ARTICLE VIII. FISCAL MATTERS</b>	63
334	Section A: Salary	63
335	1. Schedule	63
336	2. Initial Placement	63
337	3. Increments	63
338	4. Payments	63
339	5. Compliance	63
340	6. University Credits/Clock Hours	64
341	7. Part-Time Employee	64
342	8. Errors in Computation	64
343	9. District Forms	64
344	10. Retirement Notification	64
345	Section B: Work Day	64
346	1. Length	64
347	2. 30/30 Rule	64
348	3. Meetings	64
349	Section C: School Closures and Delayed Openings	65
350	Section D: Certificated Transportation and Expenses Reimbursement	65
351	Section E: Employee Work Year	65
352	1. Quincy Salary Schedule	65
353	2. School Year Length	66
354	3. Supplemental Work Days	66
355	4. Parent Conferences	66
356	5. Recording Student Grades	67
357	6. Per Diem Payment	67
358	Section F: Insurance	67
359	1. Availability	67
360	2. Benefits	67
361	3. Premiums	67
362	4. VEBA III	67
363	Section G: Release from Contract	68
364	1. Notice	68
365	2. Prior to June 1	68
366	3. After June 1	68
367	4. Emergencies	68
368	Section H: Extracurricular Employment	68

369	1. Stipend	68
370	2. Contract and Job Description	68
371	3. Removal of Contract Offer	68
372	4. Not a Condition of Employment	68
373	Section I: School Calendar	69
374	Section J: Loyalty Incentive Stipend	69
375	Section K: WA Kids	69
376	1. Data Entry	69
377	2. Conferences	69
378	Section L: Stipends for MTSS Team	69
379	<b>ARTICLE IX. GRIEVANCE PROCEDURE</b>	70
380	Section A: Purpose	70
381	Section B: Definitions	70
382	1. Grievance	70
383	2. Grievant	70
384	Section C: Time Limits	70
385	Section D: Right to Representation	70
386	Section E: Individual Rights	71
387	Section F: Procedures	71
388	Section G: Miscellaneous Conditions	72
389	1. Contract Expiration	72
390	2. No Reprisals	72
391	3. Cooperation of the Parties	73
392	4. Released Time	73
393	5. Files	73
394	6. Form	73
395	7. Association Grievances	73
396	8. Summer Time Lines	73
397	9. Exclusions	73
398		
399	<b>ARTICLE X. DURATION</b>	74
400	Appendix A. Part I: Salary Schedule	75
401	Appendix A.1. Part II: Value of 5 LID Supplemental Days	76
402	Appendix A.1. Part III: Value of 7 Cert Per Diem Supplemental Days	77
403	Appendix B. Part I: Supplemental Salary Schedule	78
404	Appendix B. Part II: Continued	79
405	Appendix C. Formal Grievance Form	80
406	Appendix D. Pre-planned Observation Form	81
407	Appendix E. Support Employee Observation Report Form	82
408	Appendix F. Support Employee Final Evaluation (Short Form)	83
409	Appendix G. Support Personnel Evaluation Criteria	84
410	Appendix H. Support Employee Final Evaluation (Long Form)	85
411	Appendix I. Evaluation Option Form	87
412	Appendix J. Just Cause/ The Seven Tests	88
413	Appendix K. Computer Use Policy	89
414	Appendix L. Harassment: Right to Representation Form	90

415	Appendix M. Decision Making Matrix	91
416	Appendix N. Seniority List Sample Grid	92
417	Appendix O. Quincy School District Collaboration	93
418		
419		

420  
421  
422  
423  
424  
425  
426  
427  
428  
429  
430  
431  
432  
433  
434  
435  
436  
437  
438  
439  
440  
441  
442  
443  
444  
445  
446  
447  
448  
449  
450  
451  
452  
453  
454  
455  
456  
457  
458  
459  
460  
461  
462  
463  
464  
465

**PREAMBLE**

This agreement is by and between the Quincy School District and the Quincy Education Association. It has been negotiated pursuant to RCW 41.59.

**ARTICLE I. ADMINISTRATION**

**Section A. Definition of Terms**

1. The term “**Board**” shall mean the Board of Directors of Quincy School District No. 144-101 as the governing body of the district.
2. The term “**District**” shall mean Quincy School District No. 144-101, Quincy, Grant County, Washington.
3. The term “**Association**” shall mean Quincy Education Association which is an affiliate of the Washington Education Association (WEA) and the National Education Association (NEA).
4. The term “**Parties**” shall mean the district and the Association.
5. The term “**Agreement**” shall mean this Collective Bargaining Agreement.
6. The term “**Employee**” shall mean those persons for whom the Association is recognized as the duly authorized bargaining agent.
7. The term “**day**” shall mean any day the District business office is open for business with the public.
8. The term “**Superintendent**” shall mean the chief administrative officer of the District or his/her designee.
9. The term “**President**” shall mean the President of the Association or his/her designee.
10. The term “**individual contract**” shall mean the individual contract issued to and signed by each employee pursuant to RCW 28A.405.210.
11. The term “**supplemental contract**” shall mean the contract issued and signed in accordance with RCW 28A.405.240.
12. The term “**extended contract**” shall mean that individual, supplemental contract that is issued to an employee for days beyond the employee’s basic school year of one-hundred-eighty (180) days. Such contracts are non-continuing one (1) year only.
13. The term “**RCW**” shall mean Revised Code of Washington.

- 466 14. The term “**WAC**” shall mean Washington Administrative Code.  
 467  
 468 15. The term “**SPI**” shall mean the Washington State Superintendent of Public  
 469 Instruction or his/her office.  
 470  
 471 16. The term “**BEA**” shall mean Basic Education Act.  
 472  
 473 17. The term “**AR**” shall mean Association Representative(s).  
 474  
 475 18. The term “**PERC**” shall mean the Washington State Public Employee Relations  
 476 Commission.  
 477  
 478 19. The term “**LEAP**” shall mean the Salary Allocation Model of the State of  
 479 Washington (Legislative Evaluation Accountability Program).  
 480

481 **Section B. Recognition**

- 482 1. **Bargaining Unit Makeup:** The district recognizes the Association as the  
 483 exclusive bargaining agent for all certificated employees of the District excluding  
 484 the Superintendent, Assistant Superintendents, Principals, and Assistant  
 485 Principals.  
 486  
 487 2. **Long-Term Substitutes:** Long-term substitutes are included in the bargaining  
 488 unit if: the substitute teacher who holds a valid teaching certificate and has  
 489 worked thirty (30) or more seven-and three-quarters (7 <sup>3</sup>/<sub>4</sub>) hour days for the  
 490 District as a substitute teacher during the current or immediately preceding school  
 491 year, and who continues to be available for employment, or any substitute teacher  
 492 who holds a valid teaching certificate and who serves for twenty (20) or more  
 493 consecutive full days in the same assignment.  
 494

495 Article I. Administration

496 Article II. Business

497 Article III. Employee Rights, not including Section G

498 Article VI. Instruction

499 Article IX. Grievance Procedure

500 Appendix A. Salary

501 Appendix B. Supplemental Salary (only if applicable to substitute assignment)

502 Appendix C. Grievance F

503 Appendix O. Just Cause Guidelines  
 504

505 Substitutes who hold an emergency or conditional certificate shall not be eligible  
 506 under this provision.  
 507

- 508 3. **Exclusivity:** The District shall not recognize nor shall it bargain with any other  
 509 Employee organization seeking or claiming to represent employees unless such  
 510 organization has been certified by PERC as the exclusive bargaining agent for  
 511 Employees.

512 **Section C. Status of the Agreement**

513 This shall be the sole Agreement between the Parties regarding wages, hours, and terms  
514 and conditions of employment. It shall supersede any rules, regulations, policies,  
515 resolutions, or practices of the District which shall be contrary to or inconsistent with its  
516 terms.

517  
518 Unless otherwise provided in this Agreement, nothing shall be interpreted to reduce or  
519 otherwise diminish from current individual salaries and/or economic benefits of the  
520 District in effect prior to the effective dates of this agreement.

521  
522 **Section D. Individual, Extended, and Supplemental Contracts**

523 When individual, extended, or supplemental contracts between the District and an  
524 individual employee are offered and accepted, such contracts shall be subject to and  
525 consistent with the terms of this Agreement. If an individual, extended, or supplemental  
526 contract contains any language inconsistent with this Agreement, this Agreement shall be  
527 controlling.

528  
529 **Section E. Conformity to Law**

530 This Agreement shall be governed and construed according to the Constitution and Laws  
531 of the State of Washington. If any provision of this Agreement, or any application of the  
532 Agreement to any employee or groups of employees shall be found contrary to law by a  
533 court or administrative agency of competent jurisdiction, such provision or application  
534 shall have effect only to the extent permitted by law, and all other provisions or  
535 applications of the Agreement shall continue in full force and effect.

536  
537 If any provision of this Agreement is held to be contrary to law, the Parties shall  
538 commence negotiations on said provision as soon thereafter as is reasonably possible.

539  
540 **Section F. Distribution of Agreement**

541 Following ratification of this Agreement, the Association shall prepare a draft for mutual  
542 editing. After agreement has been reached on the edit of the Agreement, the District  
543 shall print two (2) copies for signing. One (1) copy shall be retained by the District and  
544 other copy by the Association. The District will make an electronic copy of the  
545 agreement available to all members via the District website.

546  
547 **Section G. Joint Meetings of Labor and Management**

548 Representatives of the Parties shall meet no less often than three (3) times during the  
549 regular school year in order to monitor the administration of the Agreement and to pursue  
550 mutual problem identification and mutual problem solving. Such meetings shall not be  
551 grievance resolution conferences nor shall they be collective bargaining sessions  
552 regarding this or successor Agreements.

553  
554 **Section H. Changes in Terms and Conditions of Employment**

555 No changes affecting Employee wages, hours, and terms and conditions of employment  
556 shall be adopted and/or implemented by the District unless such are mutually agreed to  
557 by the Parties.

558 **ARTICLE II. BUSINESS**

559  
560 **Section A. Dues, Deductions, and Representation Fees**

- 561
- 562 **1. Voluntary Membership:** Any employee represented by this agreement may  
563 become a member of the Association. Each member shall file with the payroll  
564 office a notice of voluntary membership and authorization for dues deductions.  
565 Such authorization, once filed, shall be a continuous authorization for the District  
566 to deduct Association dues including NEA and WEA dues in accordance with the  
567 unified dues structure of the Association. Dues deductions for less than a full year  
568 shall be prorated. A notice of authorization may be revoked by following the  
569 process on the membership form.
- 570
- 571 **2. Deductions:** All of the dues or fees shall be deducted from the employee’s  
572 paycheck in twelve monthly installments beginning with the first month of  
573 employment. Employees working less than a full year shall have dues or fees  
574 deducted only for the months of actual employment. The monthly deduction shall  
575 be in an amount equal to 1/12 of the total annual dues. The amount of the annual  
576 dues shall be submitted to the District by the Association in writing on or before  
577 August 31 of each school year. A list of the employees who are subject to dues  
578 deductions shall be supplied to the Association by the District prior to October 30  
579 of each year and each month thereafter during the school year.

580  
581 **Section B. Hold Harmless**

582 The Association agrees to defend at its expense and hold the District harmless against any  
583 legal action brought against the District as a result of these dues provisions.

584  
585 **Section C. Other Deductions**

586 Upon receipt of written authorization, the District shall deduct from the salary of  
587 employees, premiums for those insurance and annuity programs which have been  
588 approved by the Association and the District for such deductions. The sums which are  
589 deducted as premiums for approved insurance and annuity programs shall be forwarded  
590 in accordance with the written authorization.

591  
592 All new annuity programs must have a minimum of five (5) participants as per board  
593 policy for the district to administer. The Board and QEA will agree to identify by August  
594 10<sup>th</sup> insurance companies to be made available for the following year.

595  
596 **Section D. Management Rights**

- 597 1. All rights, powers, prerogatives, duties, and authority which the Board now has or  
598 had prior to the signing of this Agreement are retained by the Board except for  
599 those which are specifically abridged or modified by the Agreement or law. Such  
600 abridgment or modification shall be to the extent specifically set forth in this  
601 Agreement and such abridgments or modifications are to be strictly construed.
- 602

603 2. Use of School Equipment: All equipment, including small/ attractive items such  
604 as computers, printers, projectors, video cassette recorders, tools, PDA's,  
605 cameras, etc. are the sole property of the Quincy School District regardless of the  
606 funding source.  
607

608 **Section E. Association Rights**

- 609 1. **Information:** The Board shall, upon request and upon reasonable notice, provide  
610 the Association with public documents and/or data which will assist it in  
611 developing intelligent, accurate, informed, and constructive programs on behalf of  
612 employees and their students. All such documents and records shall be provided  
613 in a timely manner, consistent with the District equipment and personnel. Upon  
614 request, the Board shall furnish the Association all public information necessary  
615 for its functioning as exclusive bargaining representative.  
616
- 617 2. **Released Time for Meetings:** Whenever the presence of any AR or any  
618 employee is required during working hours in local grievance proceedings, or  
619 joint District/Association business, he/she shall suffer no loss in pay.  
620
- 621 3. **Use of School Buildings:** Upon approval of the building principal, the  
622 Association and the representatives shall have the right of access to school  
623 building for organizational purposes before or after normal working hours  
624 providing there is no interference with any school program.  
625
- 626 4. **Use of School Equipment:** Upon notification of the building principal, the  
627 Association shall have the right to use school equipment at reasonable times,  
628 when such equipment is not otherwise in use. The Association shall pay for the  
629 reasonable cost of all materials and supplies incidental to such use.  
630
- 631 5. **Bulletin Boards:** The association shall have, in each school building, the  
632 exclusive use of a bulletin board in each faculty lounge.  
633
- 634 6. **Mail Facilities and Mail Boxes:** The Association shall have the right to use  
635 the intra-District mail facilities and school mailboxes and will follow the  
636 computer guidelines described in Appendix K and acknowledges that email  
637 communication does not include a right of privacy.
- 638 7. **Board Policy Revision:** The Superintendent shall notify the Association of  
639 any revisions of personnel policy that are proposed or under consideration before  
640 adoption of any such policy. The Board reserves the right to formulate and  
641 adopt policy in emergency situations without complying with the above  
642 provision.
- 643 8. **Administrative Hiring Teams:** The District will notify QEA leadership at the  
644 time of posting any building principal position. The QEA will provide a  
645 member to the interview committee when an interview committee is used.

646  
647



648 **ARTICLE III. EMPLOYEE RIGHTS**

649  
650 **Section A. Just Cause**

- 651 1. **Discipline:** No employee shall be disciplined or suspended without just cause.  
652 (Refer to Appendix J )  
653
- 654 2. **Written Grounds:** The specific grounds forming the basis for disciplinary  
655 actions shall be made available to the employee in writing at the time discipline  
656 action is taken.  
657
- 658 3. **Association Representation:** Employees shall be entitled to the presence of an  
659 AR at any hearing, meeting, or conference involving the employee regarding  
660 disciplinary actions or the investigation thereof at which the employee is present.  
661 When a request for such AR is made, no action shall be taken with respect to the  
662 employee until such AR is present, provided the process is not delayed more than  
663 one (1) day, after which time the District may act without the presence of an AR.  
664
- 665 4. **Privacy and Confidentiality:** Any disciplinary actions taken by any agent of the  
666 District shall be made in private and in confidence and not in the presence of  
667 students, parents, other Employees, or at public gatherings. This rule shall apply  
668 unless such remarks have a valid professional purpose in the non-private setting.  
669

670 **Section B. Complaint Procedure**

- 671 1. **Procedural Requirement:** Any complaint regarding an employee made to any  
672 member of the administration which does or may influence evaluation of the  
673 employee or which may lead to a disciplinary action shall, within ten (10) days of  
674 receipt of the complaint by an administrator, be processed according to this  
675 procedure.  
676

677 **Step 1. PRINCIPAL:** The employee’s principal shall meet with the employee to  
678 apprise the employee of the full nature of the complaint. They shall attempt to  
679 resolve the matter informally.  
680

681 **Step 2. PRINCIPAL AND COMPLAINANT:** In the event a complaint is  
682 unresolved at Step 1, the employee may request a conference with the  
683 complainant and the principal to attempt to resolve the complaint. If the  
684 complaint is unresolved as a result of such conference or if no mutually  
685 acceptable conference can be agreed on, the employee may appeal the complaint  
686 to Step 3.  
687

688 Any complaint unresolved at Step 2 shall be submitted in writing by the  
689 complainant to the Employee and/or the principal (or supervisor) with copies to  
690 all other persons involved, including the superintendent.  
691

692 **Step 3. SUPERINTENDENT:** At the request of the Employee or principal, any  
693 complaint unresolved at Step 2 shall be reviewed by the Superintendent.

694 The Superintendent shall attempt to meet with the principal, the complainant, and  
695 the Employee jointly and shall attempt to reach a satisfactory solution to all  
696 persons involved. In the event such a solution is found, it shall be reduced to  
697 writing and signed by the participants to the conference.  
698

699 2. **Use of Findings:** Upon completion of the required steps of the Complaint  
700 Procedure, the findings may be used in the employee's evaluation process. No  
701 complaint against an employee may be used in a disciplinary action or evaluation  
702 against that employee unless the complaint was discussed with the employee in a  
703 timely fashion pursuant to this section.  
704

705 3. **Representation:** The employee shall have the right to representation by an AR at  
706 any meetings or conferences regarding the complaint beyond Step 1 of the  
707 procedure.  
708

### 709 **Section C. Organizing Rights**

710 Employees shall have the right freely to organize, join, and support the Association for  
711 the purpose of engaging in collective bargaining or refrain from any of such activities.  
712 The Parties shall not directly or indirectly discourage or deprive or coerce any employee  
713 in the enjoyment of any rights conferred by RCW 41.59 or other laws of Washington or  
714 the United States.  
715

### 716 **Section D. Non-Discrimination**

717 The Parties shall not discriminate against any employee with respect to hours, wages, or  
718 any terms or conditions of employment by reason of his/her membership or non-  
719 membership in the Association, his/her participation in any activities or non-participation  
720 in the Association or collective negotiations with the Board, or his/her institution or  
721 refusal to institute any grievance, complaint, or proceeding under this Agreement or  
722 otherwise with respect to any terms or conditions of employment.  
723

724 The provisions of this Agreement shall be applied without regard to domicile, race, creed,  
725 religion, color, national origin, age, sex, marital status, honorably-discharged, veteran or  
726 military status, political activity or lack thereof, or the presence of any sensory, mental or  
727 physical disability except as required in accordance with this Agreement or as otherwise  
728 provided by law.  
729

730 Membership in the Association shall not be denied to any employee because of domicile,  
731 race, creed, religion, color, national origin, age, sex, marital status, or the presence of any  
732 sensory, mental or physical handicap.  
733

### 734 **Section E. Personnel File**

735 1. **Access and Copies:** Employees and former employees shall, upon request, have  
736 the right to inspect all contents of their personnel files. Upon request, a copy of  
737 any document contained therein shall be given to the employee. No secret,  
738 duplicate, alternate, or other personnel file shall be kept.  
739

- 740 2. **File Inspections:** Reviews of personnel files shall be made in the presence of a  
741 district administrator. The employee may be accompanied by an AR.  
742
- 743 3. **Minimum Contents:** Each employee's personnel file shall contain the following  
744 minimum items of information: all evaluation reports, copies of annual contracts,  
745 teaching certificate, and a transcript of academic records.  
746
- 747 4. **Material Bar:** Any derogatory material not shown to an employee within ten  
748 (10) days after receipt or composition shall not be allowed as evidence in any  
749 grievance or in any disciplinary action against such employee nor may it be  
750 placed in his/her file.  
751
- 752 No evaluation, correspondence, or other material making derogatory reference to  
753 an employee's competence, character, or manner shall be kept or placed in the  
754 personnel file without the employee's knowledge.  
755
- 756 5. **File Inventories:** Upon request by the employee and after examination of his/her  
757 file by the Superintendent, the Superintendent shall sign a file inventory to verify  
758 contents.  
759
- 760 6. **Removal of Materials:** After seven years the District may remove and destroy  
761 employee's evaluation reports. After three years, upon request of the employee,  
762 the District shall remove and destroy any adverse materials (excluding  
763 evaluation reports) upon which no subsequent action has been taken as allowed  
764 by law. (note: RCW 28A.400.301(8))

765 **Section F. Employee Protection**

- 766 1. **Liability:** The district shall provide Liability Insurance Coverage for all  
767 employees.  
768
- 769 The District agrees to hold employees harmless and defend them for legal liability  
770 arising from any act or failure to act during the course of their employment,  
771 provided such employees at the time of the complaint were acting within the  
772 scope of their employment and/or under the direction of the District's policy. The  
773 District's responsibility shall be limited to the coverage afforded for employees  
774 by the District's Liability Insurance Policy, which shall comply with state law.  
775 This coverage will not apply if the employee's loss is a result of negligence on  
776 their part.  
777
- 778 2. **Personal Property:** The District shall include the personal property of  
779 employees in the District's insurance program according to RCW 28A.400.370  
780 that covers damage to personal property used by the employee and judged  
781 necessary for fulfillment of the employee's teaching position. To be eligible for  
782 coverage and reimbursement, the employee must have registered and valued the  
783 property with the proper building principal. Reimbursement shall be subject to  
784 settlement with the District's insurance carrier.  
785

- 786 The loss of money or loss and/or damage to automobiles and other vehicles are  
787 not covered under this agreement.  
788
- 789 3. **Threats:** Any employee who is threatened with physical harm by any person or  
790 group while carrying out assigned duties shall immediately notify his/her  
791 principal, or in his/her absence or inaccessibility any District administrator, and if  
792 necessary, the appropriate law enforcement authority. Immediate steps shall be  
793 taken by the principal or other administrator in cooperation with the employee to  
794 provide for the employee's safety and assist in contacting law enforcement  
795 authorities, if appropriate. Steps may include notifying law enforcement and/or  
796 other earnest efforts. Precautionary measures for the employee's safety shall be  
797 reported to the employee by the administrator at the earliest possible time.  
798
- 799 4. **Self-Protection:** Employees may use reasonable measures with a student, patron,  
800 or other person as is necessary to protect him/herself, his/her students or his/her  
801 colleagues from attack, physical or verbal abuse or injury, or to prevent damage to  
802 District or personal property.  
803
- 804 5. **Absence Due to Attack or Accidents on the Job:** Whenever an employee is  
805 absent from employment as a result of an accident on the job or a physical attack  
806 sustained in the course of employment, the employee shall be paid full salary for  
807 the period of absence for up to six (6) months, less the amount of an L & I  
808 compensation awarded prior to the time any personal sick leave is charged against  
809 the employee. No part of such absence shall be charged to annual or accumulated  
810 sick leave.  
811
- 812 6. **Property Replacement:** The District shall reimburse employees for replacement  
813 of clothing or other personal property damaged, destroyed, or stolen during the  
814 course of an attack or assault on the employee while the employee is engaged in  
815 the duties of his/her employment. Verification of replacement is required.  
816 Reimbursement shall be for the amount of homeowner's deductible, not to exceed  
817 \$250.  
818
- 819 7. **Dangerous Students:** In the event a student is assigned to an employee's class  
820 who evidences symptoms or behaviors that could present a health or safety  
821 problem to the employee or other students, the assigning principal shall, within  
822 three (3) student days of registration, inform each employee who has the need to  
823 know concerning any student's history of exceptional misconduct or identified  
824 behavior problems. The District shall provide this information based upon any  
825 written records that the District maintains or which it receives from a law  
826 enforcement agency or previous school district. Information shared shall adhere to  
827 state law and federal law.  
828
- 829 8. **Locker Searches:** Searches of student lockers for weapons, illegal drugs alcohol,  
830 and other illegal materials shall be conducted by principals on an unscheduled

831 basis without prior notification to students. Employees shall not be required to  
832 participate in locker searches.

833  
834 9. **Training:** The District shall provide in-service training seminars for all  
835 employees concerning applicable federal, state and local laws, and District rules  
836 and regulation pertaining to student rights, employee rights, and the processing of  
837 student disciplinary matters. Training shall occur during the first quarter of each  
838 school year.

839  
840 10. **New Students:** Employees will be notified one day in advance of placement of  
841 new students in their class when allowed by law. The one day advance notice is  
842 to provide the teacher time to become informed of the student's academic and  
843 behavior history, as well as any information regarding special education, 504's, or  
844 parent concerns.

845  
846 11. **Air and Water Quality:** When an employee believes that he/she has been exposed  
847 or sickened by an air and/or water quality issue, they will report the issue or concern  
848 to their supervisor as soon as the issue becomes known. Upon hearing the concern,  
849 either verbally or in writing, the administrator will follow these steps:

- 850
- 851 a. Inform the employee by email of the receipt of the information, and notify  
852 them to whom the concern has been forwarded for action. This email will be  
853 copied to the Assistant Superintendent and Association President.
  - 854 b. Within five (5) business days, the person responsible to address the concern  
855 will report to the Principal and Asst. Superintendent what actions have or will  
856 be taken to identify, verify, and resolve the concern. This includes work done  
857 by District personnel or scheduling of outside agencies/companies to address  
858 the issue. The principal or Asst. Superintendent will forward this information  
859 back to the employee and Association.
  - 860
  - 861 c. Based on the findings of District or outside agencies/companies, the District  
862 will correct any verified deficiency as soon as possible. If it is not possible to  
863 do repairs or mitigation within 90 days, the employee's health issues will be  
864 dealt with as soon as possible.
  - 865
  - 866 d. All occurrences of air and/or water quality issues will be reported to the  
867 District Safety Committee for review at their next meeting.
  - 868
  - 869 e. Any employee who feels their concerns have not been addressed should bring  
870 the issue forward through the Association President at a Labor/Management  
871 meeting.

872  
873 **Section G. Assignment and Transfer**

- 874 1. **Definitions:**
- 875 a. The term "**position**" shall mean the specific grade level, content area, and  
876 program a teacher is assigned for the current year.

- 877           b. The term “**program**” shall mean the funding source: i.e. Basic Education,  
878           Enrichment, Special Education, Transitional Bilingual, Title I Regular, Title I  
879           Migrant, LAP and similar financially differentiated programs.
- 880           c. The term “**transfer**” shall mean a change from an employee’s current position  
881           and building to the same or a different position in a different building.
- 882           d. The term “**vacancy**” shall mean any position opening within the bargaining  
883           unit once all building reassignments have been made, including new positions.
- 884           e. The term “**reassignment**” shall mean a change from an employee’s current  
885           position to a different position in the same building.
- 886
- 887           2. **Notice to Continuing Employees:** All employees shall be given written notice of  
888           any changes in their assignments for the coming year not later than June 15 of each  
889           year. Subsequent changes may be made by mutual agreement or for emergency  
890           purposes only.
- 891
- 892           3. **Posting:** The principal will notify building staff before reassignments are made  
893           within a building so that all who are qualified and interested will have the  
894           opportunity to apply for available positions.
- 895           a. Any vacancy not being filled from within the current building staff will be  
896           posted for a minimum of five (5) days. Interested staff shall send a letter of  
897           intent to the principal. During vacation periods, the District shall notify any  
898           employee, including those on approved leave, of all postings by phone, personal  
899           email, or mail, provided the Employee made a request in writing to receive such  
900           postings.
- 901
- 902           4. **Application for Transfer:** Employees requesting a transfer to a vacancy shall  
903           complete and file a request for transfer with the Superintendent within the posted  
904           time-line.
- 905
- 906           5. **Priority:** The District shall hire the best qualified applicant for each position. All  
907           qualifications for any posting shall be set out in the posting. Current district  
908           employees, including those on approved leave, who apply and are qualified for any  
909           posted position, will be guaranteed an interview. A current employee will be  
910           guaranteed no more than one interview opportunity for openings in any given  
911           building in any six (6) month period. Principals may grant interviews to in-district  
912           candidates as often as they wish for multiple openings in their buildings.
- 913
- 914           6. **Hiring Team:** A hiring team consisting of at least the building administrator, two  
915           certified staff members selected by QEA, and a central office representative (when  
916           available) will conduct the hiring interviews and make a recommendation to the  
917           administration in the hiring decision.
- 918
- 919           7. **Involuntary Reassignments or Transfers:** Involuntary reassignments or  
920           transfers shall be made only when necessary to accommodate fluctuations in  
921           enrollment, program scheduling difficulties, the inability to find a qualified  
922           applicant or for the purpose of moving an employee from a position in which they

923 are not successful to one in which they have an improved opportunity for success.  
924 In such cases, the District is given the authority to act in the best interest of the  
925 District and the employee in regards to the assignment.

- 926
- 927 a. If an employee is reassigned or transferred against his/her wishes, he/she  
928 shall give written notice to his/her immediate supervisor and the  
929 superintendent within ten (10) business days of being notified of the  
930 transfer.
  - 931 b. A written justification of the necessity of the reassignment or transfer to  
932 both the employee being transferred and the superintendent with ten (10)  
933 business days of employee reporting his/her unwillingness to be  
934 transferred.
  - 935 c. Should the employee question the validity of the justification, he/she may  
936 appeal to the superintendent within ten (10) business days of receiving the  
937 written justification.
  - 938 d. Any employee who has been involuntarily reassigned or transferred will  
939 be offered the opportunity to apply and interview the following year to  
940 return to his/her original position if such a vacancy occurs.

941

942 8. **Change of Assignment Assistance:** Employees who are involuntarily reassigned  
943 or transferred shall be provided training at District expense in reasonable  
944 amounts, if they are transferred to an unlike position. They shall also be given  
945 assistance by the District in moving professional materials and belongings to their  
946 new assignment location.

947

948 9. **Moving Assistance:** Employees who move from one work station to another shall  
949 not be required to move their books, supplies or equipment.

- 950 a. In recognition of the work involved in suitably packing and unpacking  
951 classroom materials, members who are moved from one work station to  
952 another at the request of the district or building administrator will receive  
953 a stipend equal to two (2) day of per diem pay (one day to pack; one day  
954 to unpack). Employees required to move rooms with equipment, such as  
955 labs, workshops, etc. may receive additional days at per diem pay with  
956 administrator approval. Moving activities will occur outside the  
957 instructional day to avoid interference with instructional activities.
- 958 b. Teachers who choose to move rooms for personal preference must have  
959 administrative approval. This type of move is not eligible for assistance  
960 under this provision.

961

962 **Section H. Privacy**

963 1. **Personal Lives:** The private and personal behaviors and beliefs of Employees  
964 shall not be used by the District as the basis for adverse action against such  
965 Employee(s) provided that such behaviors and beliefs do not interfere with the  
966 performance of the Employee's duties, or are not contrary to the Code of  
967 Professional Conduct (WAC 180-87).

968

- 969 2. **Information:** The District shall not provide personal information concerning  
970 employees, including names, addresses, phone numbers, etc. to any person not  
971 required by law, or to any commercial or charitable organization without specific  
972 Employee approval or Association agreement.  
973
- 974 3. **Faculty Meetings:** Representatives of commercial concerns, such as insurance  
975 companies, financial counselors, fund raisers, etc. shall not be permitted to attend  
976 and address faculty meetings.  
977

978 **Section I. Harassment**

- 979 1. **Definitions:** For purposes of this Agreement the terms “**harass**” and  
980 “**harassment**” shall mean words, gestures (including offensive touching), and/or  
981 actions which threaten or demean the individual and serve no legitimate  
982 professional purpose.  
983
- 984 2. **Procedure:** When an employee believes that he/she has been harassed (including  
985 sexual harassment) by supervisors, parents, or employees, and approaches any  
986 district official with this concern, these steps will be followed:  
987
- 988 a. The employee must be given a “Right to Representation Form” (Appendix L)  
989 and allowed the time to consider whether or not to seek the assistance of the  
990 QEA for the process. The employee will sign the district copy which will stay  
991 on file with the administrator receiving the concern. The employee will  
992 receive a copy. Should the employee request QEA assistance, the  
993 administrator will help arrange the presence of a QEA representative as soon  
994 as possible; thereafter a QEA representative will be present for any and all  
995 meetings regarding the case. Should the employee waive the right to QEA  
996 assistance, a copy of all but the employee’s signature will be forwarded within  
997 one (1) working day to the president of QEA. At any time, the employee who  
998 initially rejects QEA assistance may request such support.  
999
- 1000 b. When an employee believes that he/she has been harassed, he/she must file a  
1001 written complaint within twenty (20) days of the offense with the district  
1002 office. (Appendix Q) Upon receipt of such complaint, the District shall be  
1003 responsible to conduct a fair and objective investigation of the alleged  
1004 harassment, which will include an interview with the person filing the  
1005 complaint.  
1006
- 1007 c. Should evidence of harassment be found, the District will take appropriate  
1008 action.
- 1009 3. **Reporting:** Within twenty (20) business days of the original notification to the  
1010 District, the District will give the employee and the Association a written report of  
1011 the progress of the investigation and findings to date. The employee may request  
1012 a written update on the progress of the case monthly until the investigation is  
1013 closed. At that time, a final investigative report will be sent to both the employee  
1014 and the Association listing the findings and recommendations.



1015 **ARTICLE IVA. EVALUATION AND PROBATION**  
1016 **(Certificated Classroom Teachers)**

1017  
1018 **Section 4.A. Employee Evaluation – Purpose**  
1019

1020 The parties agree that the following evaluation system for all employees in the  
1021 bargaining unit is to be implemented in a manner consistent with good faith and mutual  
1022 respect, and, as defined in WAC 392-191A-050:

- 1023 1. To acknowledge the critical importance of teacher quality in impacting  
1024 student growth and support professional learning as the underpinning of the  
1025 new evaluation system.
- 1026 2. To identify, in consultation with classroom teachers, particular areas in which  
1027 the professional performance is distinguished, proficient, basic or  
1028 unsatisfactory, and particular areas in which the classroom teacher, needs to  
1029 improve his/her performance.
- 1030 3. To assist classroom teachers who have identified areas needing improvement,  
1031 in making those improvements.  
1032

1033 **Section 4.B. Qualifications of Evaluators**  
1034

1035 The term “**Evaluator**” shall mean the building principal of the employee being evaluated,  
1036 provided that assistant principals may serve under the direction of the building principal  
1037 as evaluator. In the event the employee being evaluated does not work under the direct  
1038 supervision of a building principal, a certificated administrator as designated by the  
1039 Superintendent shall serve as evaluator. Such administrator shall be made known to the  
1040 employee as his/her evaluator within ten (10) working days of the beginning of the school  
1041 year.  
1042

1043 Principals and administrators who have evaluation responsibilities will engage in  
1044 professional development designed to implement the evaluation system and maximize  
1045 inner-rater agreement. RCW 28A.405.120. The District will communicate to the  
1046 Association, the specifics of evaluator training and which administrators have  
1047 participated in such training.  
1048

1049 **Section 4.C. Definitions**  
1050

- 1051 1. The term “**Artifacts**” shall mean anything in physical or virtual form that  
1052 provides data. Artifacts could include notes from observed practice and  
1053 products or results of a classroom teacher’s work that demonstrates knowledge  
1054 and skills of the educator with respect to the four-level rating system.  
1055
- 1056 2. The term “**Evidence**” shall mean any artifact used as part of the evaluation.  
1057
- 1058 3. The term “**Classroom Teacher**” shall mean certificated staff with an assigned  
1059 group of students for whom they provide academically focused instruction  
1060 and/or grades. The term “**Classroom Teacher**” does not include Educational

- 1061 Staff Associates (e.g. Speech Language Pathologists, OT, PT, Nurses,  
1062 Psychologists), Counselors, and other bargaining unit members who do not  
1063 meet this definition. Those bargaining unit members who do not meet this  
1064 definition will remain under the previous evaluation system in the current  
1065 agreement.  
1066
- 1067 4. The term “**Component**” shall mean the sub-section of each criterion.  
1068
- 1069 5. The term “**Instructional Framework**” means one of the approved  
1070 instructional frameworks adopted by the superintendent of public instruction to  
1071 support the four-level rating system pursuant to RCW 28A.405.100. The  
1072 Quincy School District board of directors has adopted the Marzano Teacher  
1073 Evaluation Model. The parties will incorporate the Marzano Teacher  
1074 Evaluation Model Rubrics by State Criteria with Scales and Possible Evidence  
1075 as the basis of the evaluation process.  
1076
- 1077 6. The term “**Evaluation**” shall mean the ongoing process of identifying,  
1078 gathering and using information to improve professional performance, and  
1079 assess total job effectiveness.  
1080
- 1081 7. The term “**Evaluation Criteria**” shall mean the minimum eight (8) evaluation  
1082 criteria for classroom teachers specified in WAC 392-191-006.  
1083
- 1084 8. The term “**Evaluation Report**” shall mean that document which becomes a  
1085 part of the employee’s personnel file.  
1086
- 1087 9. The term “**Not Satisfactory**” shall mean:  
1088 (1) **Provisional Teachers and Teachers with five (5) years or less**  
1089 **teaching experience in the State of Washington:**  
1090  Receiving a summative score of one (1) is not  
1091 considered satisfactory performance.  
1092 (2) **Continuing Contract Teachers with more than five (5) years**  
1093 **teaching experience in the State of Washington:**  
1094  Receiving a summative score of Unsatisfactory  
1095 one (1) is not considered satisfactory performance.  
1096  Receiving a summative score of Basic two (2), for  
1097 two years in a row or two years within a consecutive three-year  
1098 period, is not considered satisfactory performance.  
1099
- 1100 10. The term “**Observation**” shall mean the gathering of evidence made through  
1101 classroom or worksite visits, or other visits, work samples or conversations that  
1102 allow for the gathering of evidence of the performance of assigned duties for  
1103 the purpose of viewing instruction and examining evidence over time based on  
1104 the district adopted teacher evaluation model.  
1105

- 1106 11. The term “**Informal Observation**” shall mean a documented observation that  
 1107 is not required to be pre-scheduled.  
 1108
- 1109 12. The term “**Rubrics**” shall mean the descriptions of practice used to capture  
 1110 evidence and data, and classify teaching and student growth using the  
 1111 evaluation criteria and the four-level rating system.  
 1112
- 1113 13. The term “**Scoring Band**” shall mean the State adopted range of scores used  
 1114 to determine the final comprehensive evaluation summative score for a  
 1115 certificated classroom teacher.
- |      |         |                |   |       |
|------|---------|----------------|---|-------|
| 1116 | Level 1 | Unsatisfactory | = | 8-14  |
| 1117 | Level 2 | Basic          | = | 15-21 |
| 1118 | Level 3 | Proficient     | = | 22-28 |
| 1119 | Level 4 | Distinguished  | = | 29-32 |
- 1120
- 1121 14. The term “**Student Growth**” shall mean the growth in subject-matter  
 1122 knowledge, understandings, and/or skill between two points in time, in context  
 1123 of meeting standards/course requirements. The TPEP committee will continue  
 1124 to study the language: “all”, “nearly all”, “most” and “some”.  
 1125
- 1126 15. The term “**Student Growth Data**” shall mean data that is relevant to the  
 1127 teacher and subject matter. Student growth data must be a factor in the  
 1128 evaluation process and be based on multiple measures that can include  
 1129 classroom-based, school-based, district-based, and state-based tools. Student  
 1130 growth data may include the teacher’s performance as a member of a grade-  
 1131 level, subject matter, or other instructional team within a school. Student  
 1132 growth data may also include the teacher’s performance as a member of the  
 1133 overall instructional team of a school.  
 1134
- 1135 16. The term “**Summative Performance Ratings**” shall mean the four  
 1136 performance levels applied using the four-level rating system: Level 1 =  
 1137 Unsatisfactory, Level 2 = Basic, Level 3 = Proficient, and Level 4 =  
 1138 Distinguished.  
 1139

1140 **Section 4.D. Evaluation Process**

- 1141
- 1142 1. **Notification:** Within the first ten (10) days of each school year, or, in the case  
 1143 of new employees hired after the beginning of the school year, within ten (10)  
 1144 days of hire, the teacher will be notified whether the teacher will be evaluated  
 1145 using a comprehensive or focused evaluation form. Where appropriate,  
 1146 evaluators may use group meetings for this purpose.  
 1147
- 1148 2. **Teacher Self-Assessment:** All teachers will complete either a self-assessment  
 1149 on all eight (8) criteria and the components therein or use the results of their  
 1150 prior year’s comprehensive evaluation in lieu of a self-assessment, prior to  
 1151 setting professional goals.

1152  
1153  
1154  
1155  
1156  
1157  
1158  
1159  
1160  
1161  
1162  
1163  
1164  
1165  
1166  
1167  
1168  
1169  
1170  
1171  
1172  
1173  
1174  
1175  
1176  
1177  
1178  
1179  
1180  
1181  
1182  
1183  
1184  
1185  
1186  
1187  
1188  
1189  
1190  
1191  
1192  
1193  
1194  
1195  
1196  
1197

**Section 4.E. Comprehensive Evaluation Option:**

A comprehensive evaluation will be required for all teachers who are provisional employees 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**

A teacher on a comprehensive evaluation will develop professional goals and timelines, will monitor his or her progress, and will make adaptations as needed. The plan will be guided by the self-assessment or the prior year’s comprehensive evaluation and must include one (1) student growth goal and one (1) instructional goal from Domain 1. A third goal may be selected by the teacher. The evaluator and employee shall mutually agree on the employee’s professional growth and development plan and goals for the year.

2. **Pre-Observation Conference – Formal Observation**

A pre-observation conference shall be held prior to a formal observation or series of observations. A pre-observation conference form will be made available to the employee at least one (1) week prior to the pending observation. The purpose of the pre-observation conference is to discuss the employee’s goals, 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 Association needs clarification**

- a. The first of at least two (2) pre-arranged formal observations for each employee shall be conducted within the first ninety (90) calendar days for provisional employees or by February 1<sup>st</sup> for non-provisional employees on comprehensive evaluation. The total of annual observation time cannot be less than sixty (60) minutes. No formal observation sequence shall take place unless two (2) weeks have passed since the previous observation. Unless mutually agreed, observations shall not take place the day before Thanksgiving break, or during mid-term/finals and conference weeks.
- b. Employees in the third year of provisional status must be observed for an additional thirty (30) minutes, for a total observation time for the school year of no less than ninety (90) minutes.
- c. If mutually agreed upon, the second thirty (30) minutes of required observation may be broken into smaller time increments of no less than ten (10) minutes. Only one pre-observation conference will be required for that series of observations. No walk-throughs or learning walks will occur for one (1) week prior to grade posting/report card time.

1198  
1199  
1200  
1201  
1202  
1203  
1204  
1205  
1206  
1207  
1208  
1209  
1210  
1211  
1212  
1213  
1214  
1215  
1216  
1217  
1218  
1219  
1220  
1221  
1222  
1223  
1224  
1225  
1226  
1227  
1228  
1229  
1230  
1231  
1232  
1233  
1234  
1235  
1236  
1237  
1238  
1239  
1240  
1241  
1242  
1243

- d. The evaluator will provide a written summary and provide a copy to the employee within three (3) days following the completion of said summary.
- e. 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 may be incorporated using i-observation by uploading or through conversation prior to the post- observation conference and be used to determine the final evaluation score.
- f. The final formal observation shall occur prior to May 1<sup>st</sup>.

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-conference form will be made available prior to the post-observation conference.

A post-observation conference shall be held within three (3) days of 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. An informal observation is a documented observation that is not required to be pre-scheduled. Additional informal observations may be necessary to collect additional evidence.
- b. Informal observations do not have to be in the classroom. Department or collegial meetings may be used for informal observations.
- c. If the evidence is to be used in the evaluation process, the teacher will be notified in writing.

6. **Final Summative Evaluation Conference – Comprehensive Evaluation**

- a. Prior to June 1<sup>st</sup> the evaluator and teacher shall meet to discuss the teacher’s final summative score.

- 1244 b. Any student growth evidence must be submitted to the evaluator prior  
 1245 to the final evaluation. Any other evidence must be submitted to the  
 1246 evaluator by May 1<sup>st</sup>, unless the evaluator and teacher mutually agree  
 1247 to a later date.  
 1248  
 1249 c. All evidence, measures and observations used in developing the final  
 1250 summative evaluation score must be a product of the school year in  
 1251 which the evaluation is conducted.  
 1252  
 1253 d. The teacher will sign two (2) copies of the Final Summative Evaluation  
 1254 Report. The signature of the teacher does not, however, necessarily  
 1255 imply that the employee agrees with its contents. The teacher may  
 1256 attach any written comments to observations and to the final annual  
 1257 evaluation report as well.  
 1258

1259 7. **Comprehensive Evaluation Summative Score**

1260 A classroom teacher shall receive a summative performance rating for each of  
 1261 the eight (8) state evaluation criteria. Each criterion shall be rated  
 1262 collaboratively based on the components in that criterion using a  
 1263 preponderance of the evidence. This analysis will be based on a holistic  
 1264 assessment of the teacher’s performance. If there is a dispute between the  
 1265 evaluator and the employee regarding the rating, the employee shall have an  
 1266 opportunity to submit additional evidence. The final decision is the  
 1267 responsibility of the evaluator.  
 1268

1269 The Summative Criteria Score is the sum of the eight (8) criterion scores and  
 1270 is rated based on the summative scoring band, as follows:

1271	Unsatisfactory	=	8-14
1272	Basic	=	15-21
1273	Proficient	=	22-28
1274	Distinguished	=	29-32

1275  
 1276 8. **Student Growth Impact Rating**

1277 Embedded in the instructional framework are five (5) components designated  
 1278 as student growth components. These components are embedded in criteria as  
 1279 SG 3.1, SG 3.2, SG 6.1, SG 6.2, and SG 8.1. Evaluators add up the raw score  
 1280 on these components and the employee is given a score of low, average, or  
 1281 high based on the scores below.  
 1282

1283 Upon completion of the overall summative scoring process, the evaluator will  
 1284 combine only the student growth rubric scores to assess the classroom  
 1285 teacher’s student growth impact rating. The following scoring band will be  
 1286 used to determine the student growth impact rating.  
 1287

5 - 12	13 - 17	18 - 20
--------	---------	---------

Low	Average	High
-----	---------	------

1288  
1289  
1290  
1291  
1292  
1293  
1294  
1295  
1296  
1297  
1298  
1299  
1300  
1301  
1302  
1303  
1304  
1305  
1306  
1307  
1308  
1309  
1310  
1311  
1312  
1313  
1314  
1315  
1316  
1317  
1318  
1319  
1320  
1321  
1322  
1323  
1324  
1325  
1326  
1327  
1328  
1329  
1330  
1331

9. **Impact of Low Student Growth Score**

A student growth score of “1” in any of the student growth rubrics (SG 3.1, SG 3.2, SG 6.1, SG 6.2, SG 8.1) 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**

If a teacher receives a low student growth score they must engage in at least one of four activities:

- 1) Triangulate student growth measures with other evidence and additional levels of student growth based on classroom, school, district and state-based tools;
- 2) Examine extenuating circumstances possibly including: goal setting, process/expectations, student attendance, and curriculum/assessment alignment; and/or
- 3) Schedule monthly conferences with the teacher to discuss/revise goals, progress toward meeting goals, and best practices; and/or
- 4) Create and implement a professional development plan to address student growth areas.

**Section 4.F. 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 focused evaluation is used when a teacher is not evaluated using the comprehensive evaluation process, and will include evaluation of one of the eight (8) state criteria and the associated student growth measure(s).
- In years when a comprehensive summative evaluation is not required, classroom teachers who received a comprehensive summative evaluation performance rating of Level 3 or above in the previous school year are required to complete a focused evaluation.
- One of the eight (8) criteria for certificated classroom teachers must be assessed in every year that a comprehensive evaluation is not required. The area of focus shall be mutually determined by the end of October.

- 1332 • The focused evaluation will include the student growth rubrics of the selected  
1333 criterion. If criterion 3, 6 or 8 is selected, evaluators will use those student growth  
1334 rubrics. If criterion 1,2,4,5 or 7 is selected, evaluators will use criterion 3 or 6  
1335 student growth rubrics.  
1336
- 1337 • A focused evaluation has one scoring step. The Final Summative Score is the same  
1338 as the final score for the criterion that was selected for focus. Criterion scores result  
1339 from a locally-determined process that includes both framework rubric scores and  
1340 applicable student growth rubric scores. The focused evaluation does not have a  
1341 separate student growth impact rating.  
1342
- 1343 • A summative score is determined using the most recent comprehensive summative  
1344 evaluation score. This score becomes the focused summative evaluation score for  
1345 any of the subsequent years following the comprehensive summative evaluation in  
1346 which the certificated teacher is placed on a focused evaluation. Should a teacher  
1347 provide evidence of exemplary practice on the chosen focus criterion, a Level 4  
1348 (Distinguished) may be awarded by the evaluator.  
1349
- 1350 • A group of teachers may focus on the same evaluation criteria and share  
1351 professional growth activities.  
1352

1353 The teacher or the evaluator can initiate a move from the Focused to the Comprehensive  
1354 Evaluation. A decision to move a teacher from a Focused to a Comprehensive  
1355 Evaluation must occur prior to December 15. A change to Comprehensive Evaluation  
1356 must be preceded by at least one (1) meeting to discuss the need to change, an  
1357 opportunity for response and the decision.  
1358

1359 **1. Observation**

1360 The first of at least two (2) pre-arranged formal observations for each  
1361 employee shall be conducted within the first ninety (90) calendar days for  
1362 provisional employees or by February 1<sup>st</sup> for non-provisional employees on  
1363 comprehensive evaluation. The total of annual observation time cannot be less  
1364 than sixty (60) minutes. No formal observation sequence shall take place  
1365 unless two (2) weeks have passed since the previous observation. Unless  
1366 mutually agreed, observations shall not take place the day before Thanksgiving  
1367 break, or during mid-term/finals and conference weeks.  
1368

- 1369 a. One of the required observations will be a formal observation, including a  
1370 pre-and post-conference. Focused observations can be done in department  
1371 or collegial meetings.
- 1372 b. The second required observation may be an informal observation as  
1373 outlined in Comprehensive Evaluation Process listed above in Section  
1374 4.E.#3.
- 1375 c. A group of teachers may focus on the same evaluation criterion and share  
1376 professional growth activities. The teacher(s) should initiate this  
1377 collaboration and no individual shall be required to work on a shared goal.



1378 d. As appropriate, the evaluation of the certificated teacher may include the  
1379 observation of duties that occur outside of the classroom setting.

1380

1381

1382

2. **Final Summative Evaluation Conference – Focused Evaluation**

1383

a. Prior to June 1<sup>st</sup> the evaluator and teacher shall meet to discuss the  
1384 teacher’s final summative score.

1385

1386

b. Any student growth evidence must be submitted to the evaluator prior to  
1387 the final evaluation.

1388

1389

c. Any other evidence must be submitted to the evaluator by May 1<sup>st</sup>, unless  
1390 the evaluator and teacher mutually agree to a later date.

1391

1392

d. All evidence, measures and observations used in developing the final  
1393 summative evaluation score must be a product of the school year in which  
1394 the evaluation is conducted.

1395

1396

e. The teacher will sign two (2) copies of the Final Summative Evaluation  
1397 Report. The signature of the teacher does not, however, necessarily imply  
1398 that the employee agrees with its contents. The teacher may attach any  
1399 written comments to observations and to the final annual evaluation report  
1400 as well.

1401

1402

**Section 4.G. Provisional Employees**

1403

1. **Definition:** The term “*Provisional Employee*” shall mean any employee in  
1404 a teaching or other non-supervisory certificated position. Provisional  
1405 employees shall be subject to non-renewal of employment contract as  
1406 provided in RCW 28A.405.220 during the first three (3) years of  
1407 employment, unless: a) the employee has previously completed at least two  
1408 (2) consecutive years of certificated employment in another school district  
1409 in the state of Washington, in which case the employee shall be subject to  
1410 non-renewal of employment contract pursuant to RCW 28A.405.220 during  
1411 the first year of employment; or b) the employee has received an evaluation  
1412 rating below Level 2 on the four-level rating system established under RCW  
1413 28A.405.100 during the third (3<sup>rd</sup>) year of employment, in which case the  
1414 employee shall remain subject to the non-renewal of the employment  
1415 contract until the employee receives a Level 2 rating. This shall include any  
1416 employee who is re-employed with the District after a break in service.

1417

1418

2. **Evaluation Option:** Provisional Employees shall be evaluated on a  
1419 comprehensive evaluation in accordance with provisions listed in Section  
1420 4.E. Comprehensive Evaluation Option.

1419

1420

- 1421 3. **Ninety (90) Day Observation:** Provisional Employees shall be observed  
1422 for thirty (30) minutes in the first ninety (90) calendar days.  
1423
- 1424 4. **Additional Observations:** In the third year of provisional status, employees  
1425 shall be observed for a minimum of ninety (90) minutes during the  
1426 evaluation year.

1427 **Section 4.H. Probation**

- 1428 1. **Notice:** At any time after October 15, an employee whose work is not  
1429 judged satisfactory based on district evaluation criteria shall be placed on  
1430 probation and notified in writing of the specific areas of deficiency and  
1431 provided with a written reasonable program for improvement no later than  
1432 January 20 of the academic year. The notice to the employee shall be signed  
1433 by the Superintendent/Designee.  
1434
- 1435 2. **Not Satisfactory:** Continuing contract teachers with four (4) or more years  
1436 of teaching experience in the state of Washington receiving a summative  
1437 score of one (1) are considered not satisfactory. Continuing contract  
1438 teachers with five (5) or more years of teaching experience in the state of  
1439 Washington receiving a summative score of two (2) for two years in a row  
1440 or two (2) years within a consecutive three-year period are considered not  
1441 satisfactory.  
1442  
1443 Teachers may only be placed on probation from the Comprehensive  
1444 Evaluation Process.  
1445
- 1446 3. **No Transfers:** During the period of probation, the employee may not be  
1447 transferred from the supervision of the original evaluator. Improvement of  
1448 performance or probable cause for non-renewal must occur and be  
1449 documented by the original evaluator before any consideration of a request  
1450 for transfer or reassignment as contemplated by either the individual or the  
1451 school district.  
1452
- 1453 4. **Probationary Period:** A probationary period of sixty (60) school days  
1454 shall be established. Days may be added if deemed necessary to complete a  
1455 program for improvement and evaluate the probationer's performance as  
1456 long as the probationary period is concluded before May 1 of the same  
1457 school year.  
1458
- 1459 5. **Purpose:** The purpose of the probationary period is to give the employee an  
1460 opportunity to demonstrate improvement(s) in his/her areas of deficiency.  
1461 The establishment of a probationary period does not adversely affect the  
1462 contract status of an employee within the meaning of RCW 28A.405.200.  
1463

- 1464  
1465  
1466  
1467  
1468  
1469  
1470  
1471  
1472  
1473  
1474  
1475  
1476  
1477  
1478  
1479  
1480  
1481  
1482  
1483  
1484  
1485  
1486  
1487  
1488  
1489  
1490  
1491  
1492  
1493  
1494  
1495  
1496  
1497  
1498  
1499  
1500  
1501  
1502  
1503  
1504  
1505  
1506
6. **Regular Meetings and Assistance:** During the probationary period the evaluator shall meet with the employee twice monthly to supervise and make written evaluations of the progress made by the employee. The evaluator may authorize one additional certificated employee to evaluate the probationer and to aid the employee in improving his or her areas of deficiency. Should the evaluator 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.  
An employee on probation may authorize an Association representative to accompany him /her at all conferences required in this section.
  7. **Removal:** The employee 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 employee with five (5) or fewer years of experience, or of Level 3 or above for a continuing contract employee with more than five (5) years of experience.  
  
If the evaluator is satisfied that the employee should be removed from probation, the employee shall be notified in writing no later than May 15.
  8. **Failure to Improve:** If the probationary employee has not demonstrated satisfactory improvement in the area(s) of deficiency, the employee shall be notified in writing on or before May 15 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.405.210 or RCW 118A.405.300.  
  
Immediately following the completion of a probationary period that does not produce the required comprehensive summative evaluation performance ratings specified under Section 4.E. above, the employee 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 employee nor may it adversely affect the probationary employee's compensation or benefits for the remainder of the employee's contract year. If such reassignment is not possible, the district may, at its option, place the employee on paid leave for the balance of the contract term.
  9. **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

1507 affects the effectiveness of the plan or the ability to evaluate the  
1508 probationer's performance.

1509  
1510 10. **Not Applicable to Provisional Employees:** The probation requirements  
1511 contained in this Section 4.H. do not apply to provisional employees.

1512  
1513  
1514 **ARTICLE IV. EVALUATION AND PROBATION**  
1515 ***(For Certificated Support Employees)***  
1516

1517 **Section A. Authority**

1518 All employee evaluations shall be conducted in accordance with RCW 28A.405.100.  
1519 RCW 28a.405.150, WAC 392.191, and this Agreement.

1520  
1521 **Section B. Definitions**

- 1522 1. The term "**Observation**" shall mean the actual viewing of the employee working  
1523 during the course of his/her work or at a school event when working in an official  
1524 capacity.
- 1525  
1526 2. The term "**Observation Report**" shall mean a written summary of the  
1527 observation, the form for which is attached to and made a part of this Agreement  
1528 as Appendix E. Such Observation Report(s) along with supplemental written  
1529 information shall form a basis for the "Evaluation Report."
- 1530  
1531 3. The term "**Evaluation**" shall mean a summary of the results of observations of  
1532 the employee's work during the evaluation process.
- 1533  
1534 4. The term "**Evaluation Report**" shall mean that document which becomes a part  
1535 of the employee's personnel file. The Support Employee Final Evaluation Report  
1536 (Long Form) is attached to and made a part of this Agreement as Appendix H.  
1537 The Support Employee Final Evaluation Report (Short Form) is attached to and  
1538 made a part of this Agreement as Appendix F .
- 1539  
1540 5. The term "**Evaluation Process**" shall mean that process which begins with the  
1541 distribution of evaluation criteria by evaluators of each employee at the beginning  
1542 of each school year. The process ends with the placement of the Evaluation  
1543 Report and any attachments into the employee's personnel file.
- 1544  
1545 6. The term "**Evaluation Criteria**" shall mean that list of criteria set forth and made  
1546 a part of this Agreement for Support Employees as Appendix G.
- 1547  
1548 7. The term "**Evaluator**" shall mean the building principal of the employee being  
1549 evaluated, or the principal's designee. In the event the employee being evaluated  
1550 does not work under the direct supervision of a building principal, the  
1551 Superintendent shall designate the evaluator.
- 1552

- 1553 8. The term “**Observer**” shall mean that administrative employee(s) of the District  
1554 charged with the responsibility to observe employees during that portion of the  
1555 evaluation process.  
1556
- 1557 9. The term “**Support Employee**” shall mean that sub-group of employees who are  
1558 not classroom teachers including but not necessarily limited to Librarians,  
1559 Counselors, Psychologists, Nurses, Speech Therapists, Occupational Therapists,  
1560 and Physical Therapists.  
1561

### 1562 **Section C. Purpose**

- 1563 1. **To Identify:** To identify, in consultation with employees, specific areas in which  
1564 the professional performance of each employee is satisfactory and specific areas  
1565 in which each employee needs to improve his/her performance.  
1566
- 1567 2. **To Assist:** To assist employees who have identified areas needing improvement  
1568 in making those improvements.  
1569
- 1570 3. **Remediation:** To identify employees whose professional performance is  
1571 unsatisfactory and for whom remediation is needed.  
1572

### 1573 **Section D. Qualifications of Evaluators**

1574 All evaluators shall be trained in the evaluation system and process presented in this  
1575 Agreement.  
1576

### 1577 **Section E. Initiating the Evaluation Process**

1578 In the first ten (10) days of each school year, each evaluator shall meet with each  
1579 employee to review and discuss the evaluation process, options, criteria, and forms.  
1580 Where appropriate, evaluators may use group meetings for this purpose. At this meeting  
1581 each employee shall be informed of his/her observer, evaluator, evaluation options,  
1582 probable procedure for observations and evaluations, and given a copy of the Evaluation  
1583 Option Form, a copy of which is attached to and made a part of this Agreement as  
1584 Appendix I. Within five (5) days following this meeting, each employee shall complete  
1585 the Evaluation Option Form and return it to his/her evaluator.  
1586

### 1587 **Section F. Provisional Employees**

- 1588 1. **Definition:** The term “**Provisional Employee**” shall mean any employee who is  
1589 in his/her first two (2) years of teaching experience new to the State of  
1590 Washington regardless of experience or if employed with previous experience in  
1591 state in his/her first year of employment with the District. This shall include any  
1592 employee who returns to employment with the District.  
1593
- 1594 2. **Frequency of Evaluation:** Provisional employees shall be evaluated no less  
1595 often than two (2) times during each of their first two (2) years of employment.  
1596 The first such evaluation must be completed within the first ninety (90) calendar  
1597 days of work. The second shall be completed by June 1.  
1598

- 1599 3. **Observations:** Provisional employees shall be observed for the purpose of  
1600 evaluation no less than two (2) times for each evaluation. At least one (1)  
1601 observation shall be no less than thirty (30) minutes in length. Additional  
1602 observations of any length may also be included.  
1603

1604 **Section G. Short Form Eligible Employees**

- 1605 1. **Definition:** The term “**short form eligible Employee**” shall mean any employee  
1606 who has been employed by the District for four (4) consecutive years with  
1607 satisfactory evaluations, provided that any employee or the District may opt out of  
1608 the short form status for one (1) full year.  
1609
- 1610 2. **Frequency of Evaluation:** As per statute, after a staff member has four (4) years  
1611 of satisfactory evaluations in the district, the administrator may use a short form  
1612 of evaluation. Short form eligible employees shall be observed for the purpose of  
1613 evaluation at least one (1) time per year. The evaluation shall be completed by  
1614 June 1.  
1615
- 1616 3. **Observations:** Short form eligible employees shall be observed by May 1, for  
1617 the purpose of evaluation at least one (1) time for a period of no less than thirty  
1618 (30) minutes.  
1619
- 1620 4. **Negative Evaluation Bar:** The short form evaluation may not be used as a basis  
1621 for determining that an employee’s work is unsatisfactory, nor as probable cause  
1622 for the non-renewal of an employee’s contract under RCW 28A.405.220. The  
1623 short form evaluation may be used only in those cases where the evaluator reports  
1624 “satisfactory”. If any observation during the year shows less than satisfactory  
1625 ratings, the evaluation process shall automatically revert to the long form process  
1626 and be used to conclude the final evaluation.  
1627

1628 **Section H. Regular Employees**

- 1629 1. **Definition:** The term “**regular employee**” shall be those employees who are not  
1630 on probation and are not provisional, and who do not qualify for short form  
1631 evaluation.  
1632
- 1633 2. **Frequency of Evaluation:** Regular employees shall be evaluated at least one (1)  
1634 time each year, which evaluation shall be completed June 1.  
1635
- 1636 3. **Observations:** Regular employees shall be observed for purpose of evaluation no  
1637 less than two (2) times for each evaluation. At least one (1) observation shall be  
1638 no less than thirty (30) minutes in length. Additional observations of any length  
1639 may also be included.  
1640

1641 **Section I. Review**

1642 In the event any employee receives an evaluation that he/she considers to be negative,  
1643 that employee may request and shall be granted a meeting with the evaluator’s central  
1644 office supervisor. At the meeting the central office administrator shall determine if there

1645 is reasonable basis for the employee to be granted a new evaluation. Acceptable grounds  
1646 for such a finding are possible bias, incomplete or inaccurate observations, professional  
1647 or personal conflict between the evaluator and the employee, inconsistency between the  
1648 observation reports and the evaluation conclusions, or other such causes as the  
1649 administrator may conclude. In the event the central office administrator makes such a  
1650 finding, the employee shall be granted a new evaluation to be conducted by a District  
1651 administrator other than the employee’s original evaluator. Such person shall otherwise  
1652 fill the requirements for an evaluator set out above and shall be appointed by the  
1653 Superintendent.

1654

1655 **Section J. General Requirements**

- 1656 1. **Eavesdropping Bar:** The use of secret electronic observations, including  
1657 speaker systems, is prohibited.  
1658
- 1659 2. **Work Site Limit:** All observations for the purpose of evaluation must be  
1660 conducted with the knowledge of the employee at the employee’s work site or  
1661 extended work site.  
1662
- 1663 3. **Signatures:** The written observation reports(s) and the written evaluation  
1664 report(s) must be signed and dated by the observer and the evaluator respectively.  
1665 Such reports are also to be signed and dated by the employee provided that the  
1666 employee’s signature shall indicate only that he/she has received a copy of the  
1667 observation and/or evaluation, not that he/she necessarily agrees with its content.  
1668
- 1669 4. **Copy and Response:** A copy of each observation shall be given to the observed  
1670 employee within three (3) days of the observation. A copy of each evaluation  
1671 shall be given to the employee at the time of the evaluation conference, which  
1672 shall be held before the last day of the school year. Employees may submit  
1673 written comments concerning the report which shall be attached to the report in  
1674 the employee’s file.  
1675
- 1676 5. **Observations:** Evaluators shall have personally conducted at least one (1) of the  
1677 observations upon which each evaluation is based. At least one (1) observation  
1678 shall be of no less than thirty consecutive minutes.  
1679
- 1680 6. **Surprise Bar:** Any item of the Evaluation Form that is marked with an  
1681 “Unsatisfactory” must have been preceded with a written statement and/or formal  
1682 conference with the employee in order to provide notice of the problem, specific  
1683 suggestions for improvement and reasonable time and opportunity for  
1684 improvement.  
1685
- 1686 7. **Restricted Use:** Use of the evaluation process to harass or intimidate an  
1687 employee is strictly prohibited. Neither may the evaluation process be used for  
1688 disciplining an employee.  
1689

1690 **Section K. Pre-Planned Observation Form and Conference**

1691 In at least one (1) of the observations, the Pre-planned Observation Form, which is  
1692 attached to and made a part of this Agreement as Appendix D, shall be filled out by the  
1693 employee and given to his/her observer. The purpose of the form shall be to advise the  
1694 observer of the objectives, methods, materials, and any special considerations that the  
1695 employee believes may be a factor in the class, physical setting, or lesson to be observed.  
1696 The observer shall distribute such forms to employees between one (1) and two (2) weeks  
1697 prior to the pending observation. Upon request of the employee, the observer shall meet  
1698 with the employee prior to the observation in order to discuss any additional information  
1699 relevant to the observation.

1700

1701 **Section L. Conferences**

- 1702 1. **Observations:** Observers shall meet with employees in order to deliver copies of  
1703 the Observation Reports. The report shall be discussed in detail by the observer.  
1704 Employees shall have the opportunity to provide additional information to aid the  
1705 observer/evaluator in completing the report, question the report and make  
1706 suggestions for revision, suggestions for the next observation, or any related  
1707 matter.  
1708
- 1709 2. **Evaluations:** Evaluators shall meet with employees for the purpose of delivering  
1710 a draft Evaluation Report. The report shall be discussed in detail by the  
1711 Evaluator. Employees shall have the opportunity to provide the evaluator with  
1712 additional information, to question the report and to suggest revisions. For each  
1713 draft revision agreed to, the evaluator shall again meet with the employee.  
1714
- 1715 3. **Time and Place:** Conferences shall be held within the time lines set out in this  
1716 Agreement at times and places mutually determined by the evaluator and the  
1717 employee.  
1718

1719

1719 **Section M. Use of Evaluation Results**

1720 The District shall endeavor to keep evaluation results private and confidential to the  
1721 extent allowed by law and in consideration of appropriate use of the evaluation materials  
1722 which may include, but are not limited to, sharing them with District administrative staff,  
1723 the Board and use in grievance and arbitration hearings.

1724

1725 Evaluation results shall be used

- 1726 1. **To Acknowledge Excellence:** To acknowledge, recognize, and encourage  
1727 excellence in professional performance.  
1728
- 1729 2. **To Document Satisfactory Performance:** To document the satisfactory  
1730 performance by an employee of his/her assigned duties.  
1731
- 1732 3. **To Identify Areas Needing Improvement:** To identify discrete area(s)  
1733 according to the criteria included on the evaluation instrument, in which the  
1734 employee may need improvement.  
1735



- 1736 4. **To Document Unsatisfactory Performance:** To document performance by an  
1737 employee judged unsatisfactory, based on the adopted evaluation criteria.  
1738

1739 **Section N. Probation**

- 1740 1. **Notice:** In the event that an employee's work is judged to be unsatisfactory,  
1741 based upon the evaluation criteria and procedure, the employee shall be notified  
1742 in writing of the specified area(s) of deficiency along with a suggested, specific,  
1743 and reasonable program of improvement, on or before February 1 of the academic  
1744 year. This written notice shall advise the employee of the establishment of a  
1745 probationary period beginning on February 1, and ending no later than May 1.  
1746 The notice to the employee shall be signed by the Superintendent.  
1747

- 1748 2. **Purpose:** The purpose of the probationary period is to give the employee an  
1749 opportunity to demonstrate improvement(s) in his/her area(s) of deficiency.  
1750

- 1751 3. **Regular Meetings and Assistance:** During the probationary period, the  
1752 evaluator shall meet with the employee periodically to supervise and make written  
1753 evaluations of the progress made by the employee. In addition, the evaluator may  
1754 authorize one (1) additional non-bargaining unit District administrator to evaluate  
1755 the probationer and to aid the employee in improving his/her areas(s) of  
1756 deficiency.  
1757

1758 An employee on probation may authorize an Association Representative to  
1759 accompany him/her at all conferences required in this paragraph. The purpose of  
1760 such additional employee would be to serve as a witness, to assist in  
1761 communications and to offer support and counsel to the employee.  
1762

- 1763 4. **Removal:** The employee may be removed from probation at any time he/she has  
1764 demonstrated improvement to the satisfaction of the evaluator. If the evaluator is  
1765 satisfied that the employee should be removed from probation, the employee shall  
1766 be notified in writing no later than May 1. Removal from probation shall not be  
1767 unreasonably withheld.  
1768

- 1769 5. **Failure to Improve:** If the probationary employee has not demonstrated  
1770 satisfactory improvement in the area(s) of deficiency, the employee shall be  
1771 notified in writing on or before May 1 of the lack of improvement along with  
1772 specific documentation. Lack of necessary improvement may constitute grounds  
1773 for non-renewal pursuant to RCW 28A.405.210 or RCW 28A.405.220.  
1774

- 1775 6. **Adverse Effects:** Probation shall not be deemed to adversely affect the  
1776 contracted status of an employee within the meaning of RCW 28A.405.210 or  
1777 RCW 28A.405.220.  
1778

- 1779 7. **Provisional Employees:** The provisions of this (Probation) section do not apply  
1780 to provisional employees.  
1781

1782 **Section O. Professional Growth Plan (PGP)**

- 1783 1. **Definition:** As used in this Agreement, the term “**Professional Growth Plan**  
1784 **(PGP)**” shall mean a voluntary plan by an employee designed to improve the  
1785 employee’s professional performance according to the criteria set forth below.  
1786 Employees choosing the PGP option must have completed four (4) years of  
1787 satisfactory teaching.
- 1788 2. **Purpose:** The purpose of the PGP is to assist employees in self-guided  
1789 professional development toward self-selected professional development goals in  
1790 order to encourage enhancements and improvements in teaching skills,  
1791 techniques, and abilities. Professional growth is the desired outcome of the PGP.  
1792 Collaborative interaction is encouraged. PGP’s are intended to provide  
1793 employees with support for the risk-taking inherent in trying new ideas.  
1794
- 1795 3. **Plan:** Each employee shall be encouraged to develop on his/her own a PGP  
1796 according to the following guidelines. Employees intending to develop a PGP  
1797 shall note such intention on the Evaluation Option Form (Appendix M).
- 1798 a. Such plan shall be developed, maintained, and executed with administrative  
1799 assistance as requested by the employee, subject to the availability of  
1800 administrative assistance.
- 1801 b. Such plans may utilize:
- 1802 i. a peer review system to contribute to professional self-  
1803 evaluation knowledge
  - 1804 ii. input by students and/or parents
  - 1805 iii. personal and/or professional goals
  - 1806 iv. building goals
  - 1807 v. self-assessment/evaluation
  - 1808 vi. personal academic records
  - 1809 vii. school district evaluations
  - 1810 viii. school district administrator or supervisor assistance.
  - 1811 ix. other such sources consistent with sound pedagogical and research  
1812 principles as employees may choose to utilize
- 1813 c. Such plans may result in:
- 1814 i. additional schooling
  - 1815 ii. independent research
  - 1816 iii. independent or group reading
  - 1817 iv. peer observing/coaching
  - 1818 v. peer taping
  - 1819 vi. professional leave
  - 1820 vii. purchase of substitute time
  - 1821 viii. specialist assistance
  - 1822 ix. workshops or in-service
  - 1823 x. departmental or grade level group or individual activities
  - 1824 xi. cross curricular programs or any other means consistent with sound  
1825 pedagogical and research principles deemed appropriate by that employee  
1826 to achieve his/her PGP goals.
- 1827 d. Such plans may include teaching assessment methods including:

- 1828 i. Instructional Theory into Practice (ITIP)
- 1829 ii. Florida Performance Measurement System (FPMS)
- 1830 iii. University of Washington Teaching Assessment System (UWTAS)
- 1831 iv. Teacher Effectiveness and Student Achievement (TESA)
- 1832 v. Five Keys to Growth (FKG)
- 1833 vi. or any other assessment consistent with sound pedagogical and research
- 1834 principles deemed appropriate by that employee to achieve his/her PGP
- 1835 goals.

1836

- 1837 4. **Funding:** In the event the employee or a group of employees wish to seek
- 1838 District funding for his/her/their PGP, then he/she/they must first:
- 1839 a. have his/her/their principal sign off on his/her/their PGP. Such signing off
- 1840 shall mean only that the principal has read and had an opportunity to offer
- 1841 comment upon the employee's PGGP.
- 1842
- 1843 b. have his/her/their building Learning Improvement Team recommend the plan
- 1844 for funding to the District Learning Improvement Team (DLIT).
- 1845
- 1846 c. make application to the District Learning Improvement Team. Said
- 1847 committee shall authorize allocation of in-service funds for approved PGP's
- 1848 up to three-hundred dollars (\$300) per employee. The DLIT shall have the
- 1849 option to promulgate such additional requirements for form and content of
- 1850 funding application as it determines consistent with sound pedagogy and
- 1851 research principles and reasonable accountability standards.
- 1852
- 1853 5. **Professional Growth Plan Results:** If an employee elects to share the processes
- 1854 and/or results of his/her PGP with his/her peers, faculty, administrator, or no one,
- 1855 that is the sole option of the employee, unless as a part of funding application
- 1856 he/she/they included a provision for publication to colleagues or District.
- 1857
- 1858 6. **Records and Materials:** In addition to the plan itself, materials, records, and/or
- 1859 portfolios developed as a result of an employee's participation in a PGP, unless
- 1860 funded by the District, shall be the sole property of the employee and shall not be
- 1861 retained in the employee's personnel file or used by the District in any way in its
- 1862 evaluation of the employee, except to note that the employee has voluntarily
- 1863 entered a professional growth plan.
- 1864
- 1865 7. **Administrative Support:** Providing support for employees engaged in the
- 1866 development of or execution of PGP's shall be an expectation for supervisors.
- 1867
- 1868

1869

1870

## ARTICLE V. STAFF REDUCTION AND RECALL

1871

### Section A. Definitions

1872

1873

- 1. The term "**layoff**" shall mean action by the Board reducing the number of employees due to economic reasons, or the financial inability of the District to

1874 continue its educational programs substantially at the same level for the next year.  
1875 It does not refer to decisions to discharge, non-renew, or adversely affect an  
1876 employee for cause.

1877  
1878 2. The term “**seniority**” shall mean the employee’s length of service within  
1879 Washington State, combined with up to three (3) years from other states.

1880  
1881 **Section B. Board Determination of Program**

1882 Prior to May 15 of each year, or June 15<sup>th</sup> in any year the legislature has not passed the  
1883 omnibus appropriations act, the Board shall determine whether the financial resources of  
1884 the District shall be adequate to permit the District to maintain its educational programs  
1885 and services substantially at the same level for the next school year. In the event the  
1886 Board determines that financial resources shall not be sufficient to maintain the  
1887 educational program at the same level, the Board shall notify the Association in writing  
1888 of such determination as soon as possible thereafter, and the Superintendent shall compile  
1889 a detailed report outlining the District’s financial condition to be presented to  
1890 representatives of all bargaining units. The Superintendent and union representatives of  
1891 all bargaining units will then meet to reach a consensus regarding the items to be  
1892 recommended for elimination or reduction. If any item to be reduced or eliminated is in  
1893 conflict with contractual language of any bargaining unit’s contract, implementation may  
1894 not occur without a consenting vote of the membership of that bargaining unit. In the  
1895 event a consensus cannot be reached on a recommendation for elimination or reduction of  
1896 specific expenditures, a majority vote of those convened to create the recommendation  
1897 will decide. The final decision rests with the Board of Directors.

1898  
1899 Should the recommendation include a reduction in certified staff, the Board shall adopt a  
1900 modified education program (MEP) and identify those employees who shall be retained  
1901 to implement such an MEP, and those employees, if any, whose contracts shall not be  
1902 renewed for the next school year.

1903  
1904 **Section C. Criteria for Modified Educational Plan**

- 1905 1. **Legal Requirements:** The needs of the students, requirements for graduation,  
1906 requirements for accreditation, and minimum program requirements under state  
1907 laws and regulations will be honored.
- 1908  
1909 2. **Categorical Financing:** Where revenues are categorical and depend upon actual  
1910 expenditure rather than budgeted amounts, the Board shall make every effort to  
1911 maintain such programs to the limit of the categorical support, (e.g. vocational  
1912 education, federally supported programs).
- 1913  
1914 3. **Maintenance of Pupil-Teacher Ratios:** Pupil-teacher ratios will be maintained  
1915 at contractual levels. The severance of employees will be minimized to the extent  
1916 possible.
- 1917  
1918 4. **Reduction in Expenditures:** Expenditures may be reduced where reasonable and  
1919 not categorically funded in capital outlay, supplies and materials, contractual

1920 services, and travel in an effort to retain as much of the basic educational program  
1921 as possible within the resources available.

1922  
1923 5. **Transfer of Employees:** The District may transfer employees within the  
1924 educational specialties for which they have proper certification according to the  
1925 requirements of law.

1926  
1927 **Section D. Selection of Employees**

1928 In adopting a MEP which will require reduction, modification or elimination of positions  
1929 involving employees, the employees required to implement the MEP shall be selected as  
1930 provided below.

1931 1. **Attrition:** In an effort to eliminate unnecessary non-renewals or involuntary  
1932 terminations, every reasonable effort will be made to determine the number of  
1933 certified positions which will be open as a result of (a) voluntary or mandatory  
1934 retirements; (b) normal resignations; (c) other transfers: and (d) leaves of absence.

1935  
1936 2. **Certification/Endorsement:** Employees retained to implement the MEP shall  
1937 possess a valid Washington State certificate. An employee, to be eligible for  
1938 retention by transfer, shall be qualified for the position being considered by virtue  
1939 of education (college major or minor), teaching experience, or endorsement  
1940 (WAC 180-85).

1941  
1942 3. **Administrative Personnel:** In the implementation of the MEP, certified  
1943 administrative personnel who are placed back into the bargaining unit shall be  
1944 granted seniority which they earned as a non-administrative certified employee.

1945  
1946 4. **Seniority:** If it is necessary to give notice of non-renewal to employees because  
1947 of the reduced or modified educational program of an MEP, the District shall  
1948 prepare and distribute to all employees prior to implementation thereof, a list  
1949 ranking each employee from the greatest to the least seniority. The list shall also  
1950 include the employee's certification (i.e. K-12 endorsements only).

1951  
1952 a. Layoffs shall be by seniority. When more than one person qualifies for a  
1953 particular position under this criterion, the employee with the greatest  
1954 seniority within the District shall be retained.

1955  
1956 b. The seniority list by experience shall be furnished to the Association by  
1957 January 1 of each school year. (Sample grid – Appendix N)

1958  
1959 5. **Seniority Tie Breakers:** If two (2) or more employees are found to have equal  
1960 seniority in 4 above, the employee possessing the greatest number of hours  
1961 beyond his/her BA degree shall be retained.

1962  
1963 a. If two (2) or more employees still have equal seniority, an employee  
1964 possessing a Master's Degree shall be retained over an employee who does  
1965 not.

1966  
1967  
1968  
1969  
1970  
1971  
1972  
1973  
1974  
1975  
1976  
1977  
1978  
1979  
1980  
1981  
1982  
1983  
1984  
1985  
1986  
1987  
1988  
1989  
1990  
1991  
1992  
1993  
1994  
1995  
1996  
1997  
1998  
1999  
2000  
2001  
2002  
2003  
2004  
2005  
2006  
2007  
2008  
2009  
2010  
2011

b. If two (2) or more employees still have equal seniority, the selection shall be made by "lot".

6. **Re-employment Pool:** Any employee receiving a notice of non-renewal of contract pursuant to these provisions shall be placed in a re-employment pool (hereafter "pool") and shall be considered for re-employment according to the criteria set forth herein, together with other personnel in the pool. The personnel file of any person so placed shall reflect that status, and all references to non-renewal of such an employee's contract shall be removed from his/her personnel file. Pool employees shall be granted credit for any education acquired during that year.

The opportunity for re-employment from the pool shall continue for two (2) years following the school year during which notice of non-renewal was received, provided that such employee may withdraw from the pool by:

- a. Waiving his/her recall rights in writing
- b. Resigning
- c. Failing to accept recall to the position that he/she held immediately prior to his/her layoff or to a position for which he/she is qualified
- d. Accepting employment under a regular certificated employee contract in any other school district during that year
- e. Failing to report to work in a position that he/she has accepted within ten (10) calendar days after receipt of the notice of recall unless such employee is sick or injured. Failure to return to work within ten (10) calendar days will be considered the resignation of said teacher. In the event the district employing an employee on a temporary basis will not release said employee within the contractual time-line established herein, the affected employee shall notify the District of his/her intent to return the following school year, remain in the pool, and shall continue to be eligible for employment as specified in this Article.

7. **First Right of Refusal:** Members of the pool shall have the first right to refusal for long term (twenty (20) days or more) substitute positions for which they are qualified before any other person is offered such a position. Members of the pool shall be given first priority for substitute positions for which they are qualified.

### **Section E. Recall**

The District shall adopt a recall procedure which, when implemented, will insure that employees shall be recalled by greatest seniority, provided such employees can meet the criteria set forth in this article.

When a vacancy occurs for which any employee is qualified, notification from the District to such an employee shall be made by certified mail or personal contact by the

2012 Superintendent. Such employee shall have ten (10) employment days from the receipt of  
2013 the letter or from the date of personal contact to accept the position.

2014  
2015 Each employee in the employment pool shall keep the District advised of his/her current  
2016 address in order to retain eligibility for re-employment.

2017  
2018 **Section F. Insurance**

2019 Employees within the pool may pay their total medical insurance premiums to the  
2020 District and, in turn, the District shall forward the money to the appropriate medical  
2021 payment center so that the employees and/or their dependents shall be included within the  
2022 group medical insurance to the extent permitted by the insurance carrier.

2023  
2024 **Section G. Affirmative Action**

2025 In areas of possible legal conflict with the District Affirmative Action Program, the  
2026 affirmative action program shall take precedent over any other Agreement entered into by  
2027 the Parties.

2028  
2029 **Section H. Application to Law**

2030 No provisions of this policy shall be construed as an abrogation of the rights and  
2031 responsibilities of any employee, pursuant to RCW 28A.505.210 or RCW 28A 405.220.  
2032 nor shall any provisions of this policy be construed as an abrogation of any of the  
2033 District's rights and responsibilities under the cited statutes.

2034  
2035

2036 **ARTICLE VI. INSTRUCTION**

2037  
2038 **Section A. Academic Freedom**

2039 Education may be fostered and promoted in an atmosphere in which academic freedom  
2040 for employees is encouraged and promoted with due consideration to the rights of the  
2041 students and community. Employees are entitled to academic freedom subject to  
2042 accepted standards of professional responsibility within the framework of District  
2043 policies and administrative procedures and the laws and rules of the State of Washington.  
2044 These responsibilities include a commitment to democratic tradition, a concern for the  
2045 rights, welfare, growth, and development of children, objective scholarship and  
2046 recognition of the maturity level of students.

2047  
2048 The District encourages employees to provide for the free and orderly flow and  
2049 examination of ideas so that students may gain the skills to gather and arrange facts,  
2050 discriminate between fact and opinion, discuss differing viewpoints, analyze problems  
2051 and draw their own tentative conclusions.

2052  
2053 The District shall offer courses of study which shall afford learning experiences  
2054 appropriate to the level of student understanding. The instructional program shall respect  
2055 the right of students to face issues, to have free access to information, to study under  
2056 employees in situations free from prejudice and to form, hold, and express their own  
2057 opinions without personal prejudice or discrimination.

2058 Employees shall guide discussions and procedures with thoroughness and objectivity to  
2059 acquaint students with the need to recognize opposing viewpoints, the importance of fact,  
2060 the value of judgment in determining the appropriateness of the issue to the curriculum  
2061 and the maturity of the students. When in doubt regarding appropriateness, the matter  
2062 should be referred to the principal.  
2063

2064 **Section B. Preparation Time**

- 2065 1. **Elementary:** All elementary (K-6) employees shall have scheduled no less than  
2066 two hundred ten (210) minutes per week for planning purposes in minimum  
2067 twenty-five (25) minute blocks.  
2068
- 2069 2. **Secondary:** All secondary (7-12) employees shall have scheduled no less than  
2070 one (1) class period per contract day for planning purposes.  
2071
- 2072 3. **Use:** The use of plan time shall be for professional purposes. Employees are  
2073 expected to use good professional judgment in determining the use of such time.  
2074 Supervisor intervention with such judgments shall be made in the event that plan  
2075 time is not being used for legitimate professional purposes.  
2076
- 2077 4. **Loss of Plan Time:** In the event that an Employee loses his/her plan time due to  
2078 District requested tasks, such as covering another's class, such Employee shall  
2079 be paid a stipend equal to that Employee's per diem rate of pay (annual salary/  
2080 180/7.25=hourly per diem rate). This provision is not intended to prevent  
2081 individual voluntary arrangements for covering classes and is not intended to  
2082 apply to loss of plan time due to assemblies, or other routine schedule  
2083 disruptions.  
2084

2085 **Section C. Class Size**

2086 The District shall attempt to maintain class sizes at an optimum level for learning.

- 2087 1. **Class Size:** Maximum class size targets shall be as follows:
- |      |  |    |
|------|--|----|
| 2088 | K – 1st Grade                            | 22 |
| 2089 | 2nd – 3rd Grade                          | 25 |
| 2090 | 4th – 6th Grade                          | 29 |
| 2091 | 7th and 8 <sup>th</sup> Grade            | 31 |
| 2092 | 9 <sup>th</sup> – 12 <sup>th</sup> Grade | 31 |
| 2093 | Life Skills                              | 12 |
| 2094 | Resource Room                            | 28 |
- 2095
- 2096 a. Class size will be determined by the number of FTE students shown on the  
2097 official class roster.  
2098
- 2099 b. Enrollment in classes requiring individual student stations for learning  
2100 such as computer lab, a science lab class, art class, or a vocational shop  
2101 will not exceed the number of student work stations available.
- 2102 c. Additional students beyond the limit may be assigned upon mutual  
2103 agreement of the instructor, building principal, district office



2104 representative and a QEA representative who will consider the  
2105 effectiveness of instruction, safety, supervision, and capacity of the facility  
2106 in making the decision.

2107 2. **Procedure:** In the event a class size target is exceeded, the following procedure  
2108 shall be initiated by the Employee:

2109 a. The employee and/or the Association will notify the principal of an  
2110 overload, and the principal shall schedule a meeting with the teacher. If no  
2111 solution is reached within ten (10) working days to lower the class size,  
2112 the employee shall be paid the following overload amount retroactive to  
2113 the first day of the overload:

2114 Elementary: \$13.00 per student per day

2115 Elementary Music, PE and Enrichment: \$2.50 per student per period

2116 Secondary: \$3.20 per student per period

2117 3. **Exceptions and Limitations:** Exception in class size limits are made for physical  
2118 education in grades 5-12 which have a limit of 35 students and band/choir in  
2119 grades 5-12 which shall have a limit of forty (40) students. Should the class size  
2120 exceed the limit of 40 students the principal will meet with the teacher. If no  
2121 solution is reached within ten (10) working days to lower the class size, the  
2122 employee shall be paid the above overload amount (#2,a) retroactive to the first  
2123 day of the overload.  
2124

#### 2125 **Section D. Student Discipline**

2126 1. **Expectation of Students:** In the maintenance of a sound learning environment,  
2127 the District shall expect acceptable behavior on the part of all students who attend  
2128 schools in the District.  
2129

2130 2. **Fair Enforcement:** Discipline shall be enforced fairly and consistently  
2131 regardless of race, creed, sex, or status. Such discipline shall be consistent with  
2132 applicable federal and state laws.  
2133

2134 3. **District Support:** The Board and Superintendent shall support and uphold  
2135 employees in their efforts to maintain discipline in the District. The authority of  
2136 employees to use prudent disciplinary measures for the safety and well-being of  
2137 students and employees is supported by the Board.  
2138

2139 4. **Reasonable Judgment Requirement:** In the exercise of authority by an  
2140 employee to control and maintain order and discipline, the employee may use  
2141 reasonable and professional judgment with federal and state laws or regulations.  
2142 The District shall support employees in actions concerning student discipline in  
2143 support of District policy, provided and then only if the employee is acting within  
2144 the limits of that policy.  
2145

2146 5. All new and current employees shall be trained in Board Policy and District  
2147 expectations regarding intervention in student conduct issues. After the first

2148 training only new employees shall be trained each year. Current staff members  
2149 shall receive a review of policy, procedures and expectations every two (2) years.

2150  
2151 6. **Student Re-admittance:** At the option of employees and/or the Principal, after a  
2152 student suspension or expulsion, and before re-admittance to class, the Principal  
2153 or his designee in consultation with the employee shall specify the future behavior  
2154 expectations of the student and may place a written record of these future  
2155 behavior expectations in the student's personnel file.

2156  
2157 7. **District Commitment:** The administration and the school board will protect the  
2158 staff and other students to the maximum extent allowable under State law.

2159  
2160

### **Section E. Student Grades**

2161 1. **Student Grading Changes:** Grades awarded by employees shall not be changed  
2162 without consent of the Board after hearing input of the employee issuing the  
2163 grade.

2164  
2165 2. **Computer Records:** Employees may use computer records for student grades as  
2166 long as the computer records conform with State laws and District guidelines.

2167  
2168 3. **Grade Reports:** Teachers shall be responsible for the evaluation of each pupil's  
2169 educational growth and development and for making periodic reports to parents or  
2170 guardian and to the designated school administrator. Parents will be notified at the  
2171 beginning of the school year that, due to unforeseen circumstances, grades posted  
2172 electronically on any day other than the end of quarterly grading periods may be  
2173 incomplete and not reflective of a student's final grade.

2174  
2175 4. **Building Grading Standards:** Whenever a change to grading practices is  
2176 considered at the building or District level, teachers will be provided the  
2177 opportunity to give input regarding the changes being considered.

2178  
2179

### **Section F. District Learning Improvement Teams**

#### **I. BUILDING LEARNING IMPROVEMENT TEAMS**

2180  
2181

2182 1. **Learning Improvement Team (LIT):** shall be established and maintained  
2183 at each school building in the district. The charge of each team is to develop a  
2184 plan for its school by specifying the activities, necessary human and material  
2185 resources and budget that will improve student learning in the school. Annually,  
2186 the LIT will survey teachers regarding their needs and preferences for professional  
2187 learning. The LIT will review and report results to the District Leadership Team.

2188  
2189

2190 2. **Membership/Facilitators:** Each building will have the following numbers of  
2191 people on their LIT in addition to the building principal.

2192  
2193

QHS	5 certified staff + 1 classified staff + 2 parents/community members + 1 student
-----	---

2194

2195	QMS	5 certified staff + 1 classified staff + 2 parents/community
2196		members + 1 student
2197	Ancient Lakes	4 certified staff + 1 classified staff + 2 parents/community
2198		members
2199	Monument	4 certified staff + 1 classified staff + 2 parents/community
2200		members
2201	Pioneer	4 certified staff + 1 classified staff + 2 parents/community
2202		members
2203	Mt. View	4 certified staff + 1 classified staff + 2 parents/community
2204		members
2205	George	3 certified staff + 1 classified staff + 2 parents/community
2206		members

2208 LIT members will serve staggered two-year terms, and will be elected in a manner  
 2209 chosen by the building staff.

2210 The building principal and certified staff LIT member chosen each June by the LIT will  
 2211 serve as co-facilitators.

2212  
 2213 3. **Stipend:** Each certified and classified LIT team member will receive an annual  
 2214 stipend of \$400, except that each certified-facilitator will receive an annual  
 2215 stipend of \$500. In addition, each member shall have one-half (1/2) day at  
 2216 curriculum rate for a training to be determined by the District LIT Team, to  
 2217 include, but not to be limited to building budgets, decision making, team building,  
 2218 responsibilities and planning. The training shall take place prior to the start of the  
 2219 school year and shall be mandatory for elected certificated members of building  
 2220 teams.

2221  
 2222 4. **Decision Making:** Learning Improvement Team (LIT) decisions to be arrived at  
 2223 through consensus of group. If no consensus is reached, the matter will be  
 2224 referred to the entire faculty for a vote.

2225  
 2226 In the event there is a question of authority, refer to the Decision Making.  
 2227 Matrix (Appendix M)

2228  
 2229 5. **Training:** The district will provide for staff development for all certified  
 2230 employees of the district in August 2002 during contract hours on a non-student  
 2231 contact day. In each succeeding year the district will provide training for all  
 2232 incoming District and Building LIT team members, as per above.

2233  
 2234 6. **Building Surveys:** Both the District and Association have an interest in  
 2235 promoting a positive school climate in each building. School climate has consists  
 2236 of several aspects, including but not limited to principal leadership, teacher  
 2237 leadership, instructional practices, discipline policies, supportive community and  
 2238 parents, as well as student and staff morale.

2239  
 2240 a. Annually, the District LIT and administration will work  
 2241 collaboratively to develop and implement a Building Climate Survey.

2242  
2243  
2244  
2245  
2246  
2247  
2248  
2249  
2250  
2251  
2252  
2253  
2254  
2255  
2256  
2257  
2258  
2259  
2260  
2261  
2262  
2263  
2264  
2265  
2266  
2267  
2268  
2269  
2270  
2271  
2272  
2273  
2274  
2275  
2276  
2277  
2278  
2279  
2280  
2281  
2282  
2283  
2284  
2285  
2286

b. The survey will be given to building administrators and certificated staff before March 1.

c. Building staff will be given a specified time to complete the survey. The Association and the District will provide the survey, collect it in a manner that allows the participants to remain anonymous, tabulate the results and deliver them to the building LIT and the Superintendent. The Association and District will issue a joint statement when the survey is ready to be distributed.

d. Building LIT teams will consider the data from the surveys and prepare a written report to be given to the School Board in May of each year. The report shall include three celebrations and three areas of concern. A final copy of the report shall be given to the Association President prior to going to the Board.

7. **Building Budgets:** Building budgets shall be shared with BLIT quarterly.

**II. DISTRICT LEADERSHIP TEAM**

1. **Responsibility:** With a clear focus on improvement of academic achievement for all students, the parties shall establish a District Leadership Team which shall provide leadership and support for district improvement planning and assist in development of action steps necessary to reach goals that are responsive to the district’s strategic plan.

The District Leadership Team will review the Professional Learning Survey reports from the buildings and use the input to develop a list of themes that will guide professional learning.

Respond to questions and concerns from building Learning Improvement Teams regarding district matters and communicate district information to the individual sites.

Provide guidance in the development and implementation of effective, district-wide systems for curriculum, instruction and assessment to improve student learning.

Develop guidelines for district and building efforts to secure grants to support improvement efforts.

Participate in development of priorities to help guide the allocation of fiscal resources.

2287 Assist in evaluating the effectiveness of collaboration time and provide  
2288 recommendations regarding the collaboration schedule. (District Collaboration  
2289 Guidelines are found in Appendix O.)  
2290

2291 Engage in training as needed to support effective teamwork.  
2292 Help establish a district plan for effective professional development.  
2293

2294 **2. Members:**

- 2295 a. Superintendent and/or Director of Student Achievement.
- 2296 b. Special Programs Director.
- 2297 c. One administrator from each building.
- 2298 d. One school board member to be selected by the school board.
- 2299 e. One certificated teacher selected by each building LIT. In the interest of  
2300 efficient communication, this teacher should either be an elected member of  
2301 the building LIT or regularly attend building LIT meetings to serve as an  
2302 efficient liaison between the two.
- 2303 f. Four parents. Potential members to be recommended by building LIT teams  
2304 and selected by the District Leadership Team striving for a judicious  
2305 representation of the current enrollment. Should a non-English speaker  
2306 become a team member, the district will make arrangements for an interpreter  
2307 who is not already a District Leadership Team member. The involvement of  
2308 parent representatives in team activities will be focused on those activities  
2309 where their participation will be most helpful to the team and most meaningful  
2310 and useful to the parents.
- 2311 g. QEA President or QEA Board Representative
- 2312 h. Three instructional classified employees. Potential members to be  
2313 recommended by building LIT teams and selected by the District Leadership  
2314 Team striving for a balance of grade levels and programs represented.
- 2315 i. The district will provide a secretary to the committee to type and distribute  
2316 minutes of each meeting and manage other paperwork for the committee.  
2317

2318 **3. Stipend:** QEA members who serve on the District Leadership Team will receive  
2319 up to a \$1,000 stipend per year based on the percentage of meetings attended.  
2320

2321 **Section G. Non-Teaching Duties**

2322 The Parties acknowledge that an employee's primary responsibility is to teach and that  
2323 his/her energies should, to the greatest extent possible, be utilized to this end.

2324 Employees shall not be required to routinely perform non-professional duties.  
2325

- 2326 **1. Non-professional Duties:** Non-professional duties shall include food serving,  
2327 milk distribution and supervision of cafeterias, sidewalks, bus loading or  
2328 unloading, playgrounds and custodial functions. Supervision of students during  
2329 transitions to or from specialists or buses is not part of the non-professional duties  
2330 included in this subsection.
- 2331 **2. Collecting money:** employees shall not be required to collect money from student  
2332 for any purpose whatsoever except for the first ten (10) days of the school year

2333 when staff in elementary buildings will assist students with establishing a lunch  
2334 money routine as long as teachers are not required to make change.

2335

2336 **Section H. Adequate Materials**

2337 Any curriculum materials required by the district to be used in the classroom must  
2338 be purchased by the district and are not the responsibility of the employee to  
2339 create or copy.

2340

2341 All “double-dose” remediation classes shall have appropriate, research-based,  
2342 intervention materials available to be used.

2343

2344 **Section I. National Board Certification**

2345 The District and Association are in support of the National Board certification process  
2346 subject to continuation of the National program.

2347

2348 1. **Release Time:** Three (3) total days of release time per candidate up to a  
2349 maximum of 36 district-wide (allocation determined by QEA) shall be provided  
2350 to work on the requirements for certification. Days will be scheduled upon request  
2351 of the teacher to their building administrator.

2352

2353 2. **Equipment Access:** The District will provide one (1) set of equipment per  
2354 building with candidates which will include a digital video camera, professional  
2355 grade tripod, PZM microphone, and 25 foot extension cord. The equipment will  
2356 be available to all teachers with NB candidates having priority for usage.  
2357 Candidates can also make copies on District equipment.

2358

2359 3. **Clock Hours:** Clock hours will be provided by the district at no charge to the  
2360 candidate up to a maximum of sixty (60) hours. Active participation in the District  
2361 facilitation group is mandatory in order to receive clock hours.

2362

2363 4. **District Facilitation:**

2364 The District will provide the facilitator(s) for the District Facilitation group(s) and  
2365 will pay stipends to the facilitator(s) in the following amounts per candidate:

2366

\$75 for Foundations

2367

\$100 for Component 1

2368

\$175 for Component 2

2369

\$175 for Component 3

2370

\$175 for Component 4

2371

2372

2373 The total amount of facilitation fees will be \$6000. The facilitation fee will be  
2374 paid upon completion of each Component.

2375

2376 5. **Retake Candidates:** Candidates in the process of retaking portions of the  
2377 National Board Certification will receive one (1) release day for the assessment.

2378

2379 **Section J. Tuition Reimbursement**

2380 Tuition reimbursement may be used for credits, clock hours and workshop registrations  
2381 and/or fees. Tuition reimbursement may also be used to reimburse the employee for  
2382 substitutes, meals, mileage and/or hotel costs, with appropriate receipts and according to  
2383 District Policy and Procedure. The district will provide support for tuition reimbursement  
2384 as follows:

- 2385 1. Tuition reimbursement shall be based on actual cost to a maximum of one  
2386 thousand dollars (\$1000) per FTE per contract year. A contract year is September  
2387 1 through August 31. Proof of payment must be received by the District Office  
2388 prior to September 30 of the following school year. The reimbursement pool shall  
2389 be funded to a maximum of \$60,000 per year. Part time employees are eligible for  
2390 tuition reimbursement pro-rated to their FTE. After May 15 of the current school  
2391 year, if there are still funds remaining in this pool, employees previously  
2392 approved for reimbursement may re-apply for an addition amount of \$1000. Any  
2393 funds unused by August 31 will be added to the tuition pool for the following  
2394 year.
- 2395 2. Requests for reimbursement shall be submitted on the district reimbursement form  
2396 accompanied by a transcript or certificate of clock hour completion and proof of  
2397 payment for the classes. Tuition reimbursement will be for those courses  
2398 recognized and funded by (WAC 392-121) and National Board Certification.
- 2399 3. Teachers may be reimbursed at the above rate for self-initiated district-approved  
2400 staff development activities that align with District goals, including National  
2401 Board Certification and Pro-teach Certification.
- 2402 4. Tuition reimbursement is not available to substitutes staff or for coaching/extra-  
2403 curricular workshops

2404 **Section K. Professional Development Opportunities**

- 2405 1. Provisional teachers will be required to miss no more than ten (10) student  
2406 days of school for in-service training assigned by the their building principal.  
2407
- 2408 2. All other teachers within the District will be required to miss no more than  
2409 eight (8) student days of school for in-service trainings assigned by their  
2410 building principal.  
2411
- 2412 3. These trainings are intended to provide staff with training in curriculum and  
2413 instructional strategies that have or will be adopted and widely used  
2414 throughout the District.  
2415
- 2416 4. Should it become necessary to require a teacher to miss more days than  
2417 allowed in paragraphs 1 or 2 above, the District will provide 1 hour of time at  
2418 per diem for teachers to prepare sub plans for each additional student day  
2419 missed.  
2420
- 2421 5. Teachers may request additional professional leave to attend trainings relevant  
2422 to their teaching assignment and consistent with District curriculum and or

2423 instructional best practices. Such requests should be submitted for approval to  
2424 the building principal as far in advance as possible, but are not eligible for  
2425 additional prep time.

2426  
2427 6. Any employee asked to instruct a District sponsored in-service class or  
2428 workshop will receive their per diem rate for the amount of hours of the in-  
2429 service and an equal amount of hours for preparation. If the employee teaches  
2430 the same class again in the future, they will receive per diem pay for the  
2431 length of the class and an amount of hours equal to half the length of the class  
2432 for preparation.

2433  
2434 Teachers asked to present instructional strategies or skills at meetings will  
2435 mutually agree with their administrator on the need and amount of prep  
2436 time.

2437

#### 2438 **Section L. New Teacher Support Team**

2439 The district shall provide assistance for all new certificated employee's and ESA hire's in  
2440 Quincy School District.

2441

##### 2442 1. **Stipends:**

2443 a. The Mentor Teacher shall receive a stipend of seven hundred fifty dollars  
2444 (\$750) for working with teachers new to the profession, or five hundred  
2445 dollars (\$500) for working with teachers new to the district on June 30 of each  
2446 year they have a mentee. The stipend is for meetings, conferences, reports,  
2447 follow-ups and commitment of time, as required by the District.

2448 b. The First Year Teacher (Mentee) shall receive a three hundred dollar (\$300)  
2449 stipend on June 30 of the conclusion of their first year in Quincy School  
2450 District. The stipend is for meetings, conferences, reports, follow-ups and  
2451 commitment of time, as required by the school district.

2452

##### 2453 2. **Action Plans:**

2454 Each Mentor/Mentee team will participate in the activities and protocols as  
2455 specified in the program.

2456

#### 2457 **Section M. Development of the Master Schedule**

2458

2459 **Secondary:** By May 1 building administration shall hold a meeting of all certificated  
2460 employees to explain the process for developing the master schedule. The process will  
2461 include the opportunity for teachers to provide input to the Principal. Teacher's personal  
2462 preferences will be considered to the extent they correspond to program and student  
2463 scheduling needs. The building administrator will inform the staff by June 1 of the  
2464 substantial completion and pending course schedule. The staff will provide input to  
2465 counselors regarding the proper placement of students for the upcoming year.

2466

2467 **Elementary:** Prior to the end of the school year building administration will hold a  
2468 meeting of all faculty to seek input for developing the master schedule. The building



2469 administrator will build the master schedule based on the needs of the students. Schedules  
2470 for the start of the school year will be available to staff before the end of the previous  
2471 student year, except for changes during the summer due to student enrollment or  
2472 employee changes.

2473

2474

## ARTICLE VII. LEAVES

2475

### Section A. Sick Leave

2477

2478

2479

2480

2481

2482

2483

2484

1. **Accumulation:** At the beginning of each school year and upon each employee being available for work, each full-time employee shall be credited with twelve (12) days of sick leave with full pay. Each employee's portion of unused sick leave shall accumulate from year to year up to a maximum of one-hundred-eighty (180) days or as permitted by law. Less than full-time employees shall receive prorated sick leave.

2485

2486

2487

2488

2489

2. **Use:**
  - a. **Personal Illness, Injury, or Disability:** The District shall grant Personal Illness, Injury, or Disability (hereinafter, "sick") leave to an employee when the employee is unable to perform duties because of personal illness, injury, or disability.

2490

2491

2492

2493

2494

2495

2496

2497

2498

2499

- b. **Maternity:** The District shall grant sick leave for pregnancy, childbirth and related temporary disability to employees, to the extent the employee's physician certifies the employee's temporary disability.

Employees requesting maternity leave shall notify the District as early as possible prior to the beginning of the leave and shall indicate the expected date of return at the time the leave is requested. Employees shall advise the District of the exact date of return as soon as that date is known to the employee.

2500

2501

2502

2503

2504

2505

2506

2507

- c. **Family Illness:** The District shall grant sick leave to employees in the event of illness within the immediate family of the employee. For purposes of this provision, the term "**immediate family**" shall mean spouse, parent, child, grandchild, grandparent, sibling, niece, nephew, aunt or uncle, or those of the employee's spouse, marriage partners of the employee's children, parents, siblings, grandchildren or grandparents, any person living in the same household as the employee, or any dependent of the employee.

2508

2509

2510

2511

2512

2513

- d. **Adoption:** In the event of adoption, use of sick leave may include time for court legal procedures, home study and evaluation, required home visitations by the adoption agent not possible to schedule outside of the regular working hours, and such additional activity as is required to make the immediate inclusion of the adopted child into the employee's household.

- 2514 e. **Emergency:** The District shall grant sick leave to employees in the event the  
 2515 employee has an emergency, defined as, a problem that has been suddenly  
 2516 precipitated or is unplanned; or where pre-planning could not relieve the  
 2517 necessity for the employee’s absence.  
 2518
- 2519 f. **Health Department Exclusion From Work:** Employees who are excluded  
 2520 from work due to health department regulations regarding epidemics may use  
 2521 accrued sick leave for absences.  
 2522
- 2523 3. **Paternity:** In the event of a birth of a child of the employee’s spouse, Sick Leave  
 2524 shall be allowed to a maximum of three (3) days, or as is otherwise provided in  
 2525 “c” above, whichever is greater.  
 2526
- 2527 4. **Sick Leave Exhaustion:** An employee who is unable to perform the duties  
 2528 because of personal illness or other disability shall, upon request, be granted  
 2529 Leave of Absence without pay at the exhaustion of Sick Leave. Leaves for these  
 2530 conditions must be renewed annually and are at the discretion of the Board at the  
 2531 conclusion of the initial grant of the Leave of Absence. Application for Leave of  
 2532 Absence or renewal of such Leave of Absence shall be made in writing to the  
 2533 Superintendent.  
 2534
- 2535 An employee who has been granted emergency leave not in excess of sixty (60)  
 2536 calendar days, may return to service during the period of the leave after giving ten  
 2537 (10) days written notice to the Superintendent and with written permission of  
 2538 his/her personal physician. Upon return, the employee shall be given conditions  
 2539 of employment equal to his/her former position.  
 2540
- 2541 5. **Sick Leave Sharing:**  
 2542
- 2543 1. Consistent with the provisions and requirements of state and federal  
 2544 statutes and this contract, employees may share accumulated annual leave or sick  
 2545 leave with another employee who:
- 2546 a. Suffers from, or has a household member or relative who suffers from an  
 2547 extraordinary or severe illness, injury or impairment, or physical or mental  
 2548 condition; is a victim of domestic violence, sexual assault, or stalking;  
 2549 needs time for parental leave; is sick or temporarily disabled because of a  
 2550 pregnancy; or has been called to service in the uniformed services.
- 2551 b. Has a condition or circumstance which is of an extraordinary or severe  
 2552 nature and which has caused, or is likely to cause, the employee to:
- 2553 i. Apply for leave without pay, or;  
 2554 ii. Terminate employment:  
 2555 1) Has depleted or will shortly deplete all applicable leave  
 2556 reserves. A staff member who is sick or temporarily  
 2557 disabled because of pregnancy or using parental leave does  
 2558 not have to deplete all annual and sick leave reserves; he or

- 2559 she can maintain up to forty (40) hours of sick leave in  
 2560 reserve.
- 2561 2) Has abided by District rules regarding use of leave.  
 2562 3) The staff member has diligently pursued and been found to  
 2563 be ineligible to receive industrial insurance benefits.
- 2564 2. A staff member who does not accrue annual leave but who has an accrued sick  
 2565 leave balance of more than twenty-two (22) days may request that the  
 2566 Superintendent transfer a specified amount of sick leave to another staff member  
 2567 authorized to receive such leave, as described above.
- 2568 3. A staff member may request to transfer no more than six (6) days of sick leave  
 2569 during any twelve (12) month period and may not request a transfer that would  
 2570 result in an accrued sick leave balance of fewer than twenty-two (22) days.
- 2571 4. A staff member who receives personal leave may request that the superintendent  
 2572 transfer a specified amount of personal leave to another person authorized to  
 2573 receive shared leave. A staff member may request to transfer no more than the  
 2574 accumulated amount of personal leave available.
- 2575 5. In the event the employee receiving donated leave does not use all leave donated,  
 2576 the unused donated leave in such employee's leave account shall be returned to  
 2577 donors, prorated, within sixty (60) days after the recipient's use of accumulated  
 2578 leave ceases.
- 2579 6. Contributions of sick leave shall be on a voluntary basis. The names of donors,  
 2580 non-donors and recipients shall be kept confidential.
- 2581 7. This provision shall be in conformity with rules and regulations as prescribed by  
 2582 RCW 41.04.650, 41.04.655, and 41.04.665.
- 2583 8. Status of Leave Employees: Any employee using shared sick leave shall receive  
 2584 the same treatment in respect to salary, wages and employee benefit as if they  
 2585 were using their own accrued sick leave.

2586  
 2587  
 2588  
 2589  
 2590  
 2591  
 2592  
 2593  
 2594  
 2595  
 2596  
 2597  
 2598  
 2599

**Section B. Conversion of Accumulated Sick Leave**

1. **Annual:** Each January, after the effective date of this Agreement, each eligible employee of the District may elect to convert excess sick leave to monetary compensation.
- a. In order to be eligible to convert excess sick leave days to monetary compensation, an employee:
- b. Shall have accumulated in excess of sixty (60) full days of unused sick leave at a rate of accumulation no greater than one (1) full day per month as of the end of the previous calendar year, and
- c. Shall provide written notice to his/her employee during the month of January of his/her intent to convert excess sick leave days to monetary compensation.

- 2600  
2601  
2602  
2603  
2604  
2605  
2606  
2607  
2608  
2609  
2610  
2611  
2612  
2613  
2614  
2615  
2616  
2617  
2618  
2619  
2620  
2621  
2622  
2623  
2624  
2625  
2626  
2627  
2628  
2629  
2630  
2631  
2632  
2633  
2634  
2635  
2636  
2637  
2638  
2639  
2640  
2641  
2642  
2643  
2644  
2645
- d. 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. The remainder, if any, shall constitute the number of sick leave days, which may be converted to monetary compensation.
  - e. Sick leave days that are eligible for conversion shall be converted to monetary compensation at the rate of twenty-five (25%) percent of the 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.
  - f. All sick leave days converted pursuant to this section shall be deducted from an employee's accumulated sick leave balance.
  - g. Compensation received pursuant to the above shall not be included for the purpose of computing a retirement allowance under the Washington State Teacher's Retirement System.
2. **Retirement:** Each employee who subsequently terminates employment due to either retirement or death may personally, or through his/her estate in the event of death, elect to convert all eligible, accumulated, unused sick leave days to monetary compensation.
- a. For the purpose of calculation of conversion of excess sick leave days, retirement shall be defined as when an employee is eligible to receive benefits under the Washington State Teacher's Retirement System.
  - b. All unused sick leave days that have been accumulated by an eligible employee at a rate of accumulation no greater than one (1) full day per month of employment, less sick leave days previously converted, and those credited as service rendered for retirement purposes, may be converted, and those credited as service rendered for retirement purposes, may be converted to monetary compensation upon the employee's termination of employment due to retirement or death.
  - c. Sick leave days that are eligible for conversion shall be converted to monetary compensation at the rate of twenty-five (25%) percent of an employee's full-time daily rate of compensation at the time of termination of employment for each full day of eligible sick leave, to a maximum of one-hundred-eighty (180) days. Partial days of eligible sick leave shall be converted on a prorated basis.
  - d. All sick leave days converted pursuant to this section shall be deducted from an employee's accumulated sick leave balance.

2646 **Section C. Bereavement Leave**

2647 The District shall grant employees up to five (5) days with pay per occurrence for death  
2648 in the immediate family of the employee, as defined below. Additional bereavement may  
2649 be granted by the Superintendent from an Employee's sick leave.

2650 The term "**immediate family**" shall mean spouse, parent, child, sibling, grandchild,  
2651 grandparent, niece, nephew, aunt, uncle, or those of the employee's spouse, marriage  
2652 partners of the employee's children, parents, siblings, grandchildren or grandparents, any  
2653 person living in the same household as the employee or any person who is a dependent of  
2654 the employee.

2655

2656 **Section D. Personal Leave**

2657 Each Employee shall be entitled to three (3) paid personal leave day(s) per year. Any  
2658 unused days shall either roll to the next school year or be cashed out as per this provision.  
2659 At no time will an employee's accrued but unused personal leave balance equal more  
2660 than six (6) days. An employee may use up to five (5) days at any one time.

2661

2662 Personal Leave is neither Sick Leave nor Bereavement Leave.

2663

2664 The employee shall give notification to the Principal at least two (2) days in advance,  
2665 except in cases of emergencies. Not more than ten (10) percent (rounded to the nearest  
2666 whole number) of employees in any one (1) building or teaching unit shall be authorized  
2667 such leave at the same time without approval of the Superintendent. Employee's right to  
2668 use the day and/or days immediately preceding any holiday period or the first workday  
2669 immediately following any holiday period shall require notifying the principal of the  
2670 specific reason for the request.

2671

2672 If no personal leave is taken through the contract year, the employee may elect to be paid  
2673 the going District Certified Substitute rate. No more than three (3) days may be cashed  
2674 out in any one year. The District will cash-out the amount of days over three (3) by June  
2675 30 or days will automatically roll to the next school year. Pay will be reflected in the July  
2676 paycheck.

2677

2678 **Section E. Association Leave**

2679 1. **General Membership:** Up to ten (10) days of paid leave shall be available each  
2680 school year to conduct association business.

2681

2682 Those eligible for such leave are to be selected by the Association and are not to  
2683 exceed three (3) in number at one time without District approval.

2684

2685 The Association shall reimburse the District for full costs of substitutes when  
2686 substitutes are used to cover the assignments of those on such leave.

2687

2688 2. **The President:** The Association president will be granted .5 release time for  
2689 association business, providing QEA receives adequate funding. QEA will notify  
2690 the district by August 15 of their intention. Should QEA not exercise the .5  
2691 release time option for the president, the president can access twenty-five (25)

2692 days of release time as needed for association business to be reimbursed monthly  
2693 by QEA at per diem.

2694

2695 **Section F. Court Appearance Leave**

- 2696 1. **Jury Duty:** Employees who are called to serve on a jury.  
2697  
2698 2. **Subpoenas:** Employees who are subpoenaed to testify in court  
2699  
2700 3. **Payment:** Any compensation received by a staff member for jury duty  
2701 performed on a contract day is to be reimbursed to the district. Any expense  
2702 reimbursement received by a staff member for jury duty performed on a contract  
2703 day shall be retained by the staff member. The district may grant a maximum of  
2704 two (2) days leave (witness fees to be reimbursed to the district) to staff  
2705 subpoenaed as witnesses in court or other legal proceedings.  
2706

2707

2707 **Section G. Military Leave**

2708 Employees shall be granted Military Leaves of Absences when required by law. While  
2709 on leave, such employee shall retain all benefits as though employment had been  
2710 continuous in the District. Upon return from leave, the employee shall be placed in the  
2711 position last held or a similar position in the District.  
2712

2713

2713 **Section H. Attendance at Meetings and Conferences**

2714 Upon written request to the Superintendent and with his/her principal's recommendation,  
2715 the District may grant leave of absence without deduction of pay and with reimbursement  
2716 of certain expenses to attend professional meetings or visits to other schools. When  
2717 necessary, the District shall provide substitute teachers to perform the duties of  
2718 employees who have been granted leave to attend non-association professional meetings.  
2719

2720

2720 **Section I. Long Term Leave**

2721 The District may grant any employee an unpaid long term leave of absence for up to one  
2722 (1) year for study, child rearing, travel, medical or other mutually agreed to reason(s).  
2723 Employees granted such a leave shall be permitted to stay in the District insurance  
2724 programs at their own expense (carriers permitting), shall not gain or lose seniority or  
2725 other benefits, but shall not be granted advancement credit on the salary schedule for the  
2726 period of the leave. Upon return from such leave, the employee shall be entitled to the  
2727 same position substantially equivalent to the position held prior to the leave. Once  
2728 granted, such leave may be renewed annually upon request of the employee, with the  
2729 agreement of the District.  
2730

2731

2731 Employees who take "exchange teacher" positions shall return from such exchange to the  
2732 next higher step on the Salary Schedule, provided that the exchange experience met  
2733 LEAP criteria.  
2734

2735

2735 Any employee on long term leave shall notify the Superintendent prior to March 15, of  
2736 their intention to return or not to return. Non-notification shall indicate non-intention to  
2737 return.

2738 **Section J. Leave Verification**

2739 Use of leave days by Employees is solely for the purposes set out. Nothing contained in  
2740 this (Leave) article shall be construed to prevent the District from seeking appropriate  
2741 verification of leave use for the purpose of reasonable fiscal control and in reaction to  
2742 suspected abuse, provided that no Employee shall be harassed for routine absences. In  
2743 the event an Employee creates a pattern of absence that would lead a reasonable person to  
2744 believe that abuse is suspected or is a likelihood, the administration may require  
2745 verification of absences to take place, along with appropriate disciplinary follow-through  
2746 in the event abuse is revealed.

2747

2748 **Section K. Family and Medical Leave**

2749 Family and Disability Leave: Family and disability leave (including maternity and  
2750 paternity leave) shall be granted in accordance with Federal and State statutes and Board  
2751 Policy No. 5404.

2752

- 2753 1. **Family Medical Leave Act (FMLA):** In addition to any other leave  
2754 provided for elsewhere in this Agreement, FMLA Leave will be provided  
2755 as follows:
- 2756 a. **Eligibility:** Employees will be eligible for FMLA after twelve  
2757 (12) months of employment, having worked a minimum of 675.00  
2758 hours (.50 FTE) in the last twelve (12) month period.
  - 2759 b. **Usage:** Employees shall be provided twelve (12) weeks of unpaid  
2760 leave during any twelve (12) month period for any of the following  
2761 reasons:
    - 2762 (1) To care for the employee’s child after birth, or placement  
2763 for adoption or foster care;
    - 2764 (2) For a serious health condition of the employee, household  
2765 member or relative.
    - 2766 (3) An employee who is the spouse, son or daughter, parent or  
2767 next of kin of a service member who is recovering from a  
2768 serious illness or injury sustained while on active duty is  
2769 entitled to twenty-six (26) weeks of unpaid leave in a 12  
2770 month period to care for the service member.
- 2771
- 2772 2. **Sick Leave:** A staff member may use accumulated, paid sick leave for the  
2773 period of actual disability. For childbirth, this period will extend from the  
2774 date of birth for a period not more than 60 days, unless an actual period of  
2775 disability begins prior to the date of birth or continues beyond 60 days and  
2776 is verified in writing by the employee’s physician. Sick leave and FMLA  
2777 shall be used consecutively, not concurrently.
- 2778
- 2779 3. **Health Benefits:** Employees on FMLA Leave will have access to their  
2780 current health care benefits. The District will extend the employee’s  
2781 health benefit during this period of unpaid leave. While in an unpaid  
2782 status, employees are responsible for remitting any out-of-pocket portion  
2783 of the monthly premium to the District.

2784 Employees who are eligible for and in need of accessing FMLA should contact the  
2785 Human Resources Office for additional information.

2786  
2787 **Section L. Washington Paid Family Leave**

2788  
2789 Employees are eligible for WPFL starting in January of 2020. The cost of the  
2790 premiums is paid according to the RCW. Procedures for application shall be  
2791 established by WAC. The District shall maintain their portion of medical benefits  
2792 when an employee is on leave. The employee shall continue to pay the same out-of  
2793 pocket as prior to leave.

2794  
2795 Employees may elect to use this leave after using sick leave and before accessing the  
2796 provisions of the Family and Medical Leave Act (FMLA).

2797  
2798

2799 **ARTICLE VIII. FISCAL MATTERS**

2800  
2801

**Section A. Salary**

2802 1. **Schedule:** Salaries shall be set out in the schedule, which is attached to and made  
2803 a part of this Agreement as Appendix A.

2804  
2805

2. **Initial Placement:**

2806 a. **Certificate:** All employees must possess a valid Washington State teaching  
2807 certificate and endorsement(s).

2808  
2809

b. **Experience Credits:** Full credit shall be granted for all previous public  
2810 school teaching experience within the State of Washington. The district will  
2811 abide by experience provision in WAC 392-121-280. It is the sole  
2812 responsibility of the Employee to provide verification of experience.

2813  
2814

3. **Increments:** Increment steps for experience shall be granted on September 1 of  
2815 each school year. Advanced education credits earned and recorded on transcripts,  
2816 prior to September 30 of any school year shall be included in computing the  
2817 annual salary for that school year. Employees shall submit official transcripts to  
2818 the District Office to receive increment credit and advancement. No adjustments  
2819 to salary for transcript purposes will be made after the November payroll.

2820  
2821

4. **Payments:** The regular monthly pay date beginning at the end of September each  
2822 year during the school term shall be on the last day of the calendar month. If that  
2823 day falls on a Saturday or Sunday, the pay date shall be the Friday prior to the last  
2824 day of the month.

2825  
2826

5. **Compliance:** The maximum allowable and funded by the State shall  
2827 automatically be applied to the salary schedule. As early in the school year as is  
2828 practicable, the District shall share compliance information with the Association.



- 2829 Salaries shall be adjusted at that time (upward or downward) to assure that the  
 2830 maximum legally allowable is paid in salary.  
 2831  
 2832 6. **University Credits/Clock Hours:** Only credits or clock hours accepted for  
 2833 endorsement, certification or district initiative will be accepted for salaries.  
 2834 7. **Part-Time Employee:** WAC 392-121-280 will determine how much experience  
 2835 employees shall be granted for part-time or part-year work experience.  
 2836  
 2837 8. **Errors in Computation:** Errors in computation related to salary; and/or fringe  
 2838 benefits shall be brought to the attention of the employee or employer as soon as  
 2839 discovered. In the event the District has made an over or under payment, the  
 2840 District and the employee shall work out a mutually agreeable plan for pay back.  
 2841  
 2842 9. **District Forms:**  
 2843 The District will make available absence forms to all buildings.  
 2844  
 2845 In the event of a fiscal error that results in a paycheck shortage, the District will  
 2846 rectify it as soon as possible.  
 2847  
 2848 10. **Retirement Notification:** The District will provide an incentive of four-hundred  
 2849 dollars (\$400.00) to certified employees who notify the district by February 1 of  
 2850 their plans to retire at the end of the school year.  
 2851

2852 **Section B. Work Day**

- 2853 1. **Length:** The District shall assign appropriate starting and dismissal times,  
 2854 providing the total employee workday; shall be seven (7) hours and forty-five (45)  
 2855 minutes, including a continuous thirty (30) minute duty-free lunch period.  
 2856  
 2857 2. **30/30 Rule:** Employees are required to be at their respective schools for the  
 2858 benefit of pupils and patrons for a minimum of sixty (60) minutes outside the  
 2859 student day. The building LIT and principal will recommend to the  
 2860 Superintendent annually for approval a schedule defining the minutes prior to and  
 2861 after school. Beginning of school shall be defined as when formal instruction of  
 2862 students begins. Ending of school shall be defined as when formal instruction of  
 2863 students has ended for the day.  
 2864  
 2865 3. **Meetings:** Each building principal shall schedule no more four (4) hours of  
 2866 meetings per month per teacher. These meetings include: Typical staff meetings  
 2867 dealing with administrative issues, grade level meetings, content area meetings,  
 2868 and department meetings. This time does not include scheduled collaboration  
 2869 time or stipend-compensated meetings.  
 2870  
 2871 If an emergency (an unexpected and dangerous situation requiring immediate  
 2872 action) or other need for immediate communication arises, a special staff meeting  
 2873 of limited duration and purpose may be called by the building administration.

2874 The limitations in this section do not apply to IEP meetings or other similar  
2875 meetings required by state or federal law.

2876

2877 **Section C. School Closures and Delayed Openings**

2878 In the event the District closes school due to inclement weather or other unusual  
2879 circumstances, the Superintendent shall notify radio and television stations in the area by  
2880 6:30 AM. When schools are closed to students (including delayed openings and early  
2881 closures) due to such conditions, such closure shall apply equally to Employees. When  
2882 schools are closed early for such reasons, employees may leave the building as soon as  
2883 buses leave campus or the equivalent time teachers have at the end of a regular day,  
2884 whichever is sooner. When possible, Principal's may excuse employees prior to buses  
2885 leaving at the Principal's discretion, considering first those employees at most risk.  
2886 Employees shall suffer no loss of pay, benefits, or contractual or statutory advantages as a  
2887 result of such closures.

2888

2889 **Section D. Certificated Transportation and Expenses Reimbursement**

2890 Prior approval is necessary to receive transportation reimbursement for the use of a  
2891 personal car. The District will provide reimbursement as per the following procedure.

2892 1. When more than one employee travels to the same location, only one car or  
2893 reimbursement will be allowed unless prior approved by the principal.

2894

2895 2. Mileage will be reimbursed at the current IRS rate.

2896

2897 3. Advance Travel for mileage and/or hotel and/or meal expenses may be done  
2898 prior to the sanctioned event, providing the request is made five (5) days in  
2899 advance of the travel date. Final forms must be submitted to the district office  
2900 within five (5) days of returning from the trip.

2901

2902 Meals shall be reimbursed at the OSPI per county rate effective October 1 of  
2903 each school year. Refer to the following link:

2904 [www.ofm.wa.gov/resources/travel.asp](http://www.ofm.wa.gov/resources/travel.asp).

2905

2906 Documentation of travel related expenses (including meal expenses beyond  
2907 established 'per diem' amounts for such) shall be as required under Board  
2908 Policy 6213 and its related Administrative Procedures and shall comply with  
2909 both state and federal audit requirements.

2910

2911 **Section E. Employee Work Year**

2912 1. **Quincy Salary Schedule:** The District shall use the bargained salary schedule  
2913 and WAC 392-121-280 in determining the salary placement of employees.

2914

2915 Included in the base salary schedule is pay for additional responsibilities or  
2916 activities beyond the base contract and normal workday. This may include, but is  
2917 not limited to, in-service training, individual planning and preparation for  
2918 instruction, classroom preparation, reports, grading, conferences, student  
2919 assessment, professional development and end-of-the-year check-out activities.

2920 Also included in the base salary are the responsibilities for record keeping duties.  
 2921 A non-student day will be scheduled on either the first or last school day of a  
 2922 week at the end of the first semester. The records day at the end of the second  
 2923 semester will follow the last day of school. Records will not be required until  
 2924 8:00 a.m. the day following each records day. This work may or may not be done  
 2925 on the school premises and may or may not be done on the scheduled day.  
 2926

2927 2. **School Year Length:** The length of the employee contract shall be one-hundred-  
 2928 eighty (180) days. (180 student days) plus the number of learning improvement  
 2929 days as provided by the state. Per Diem shall be computed on 1/180<sup>th</sup> or as defined  
 2930 by the Quincy Salary Schedule.  
 2931

2932 3. **Supplemental Work Days:**

2933 A. The district shall provide seven (7) additional days of work for per diem  
 2934 pay. Two and a half (2 ½) unscheduled days will be provided for room  
 2935 preparation before the school year starts. Two and a half (2 ½) days (before  
 2936 school, fall and spring conferences and open house) are required and will  
 2937 appear on the calendar. Absence forms must be filled out if these days are  
 2938 missed and the appropriate leave assigned to these absences. The Safety Day  
 2939 and the Family and Parent Engagement Day (must be more than attending  
 2940 events, must be engaged with parents and learning) shall be provided and may  
 2941 be taken in increments of less than one day. The Safety Day will be used to  
 2942 provide time for employees to complete required annual Safe Schools  
 2943 training.  
 2944

2945	Room Preparation	2 & 1/2 days
2946	District Day before school opens in the fall:	1 day
2947	Fall parent conferences (2 hours evening):	1/2 day
2948	Spring parent conferences (2 hours evening):	1/2 day
2949	Open House (2 hours evening):	1/2 day
2950	Safety Day	1 day
2951	Family and Parent Engagement Day	1 day

2952  
 2953 B. **Professional Development Days:** Five (5) additional per diem  
 2954 days in 2019-2020 and six (6) in 2020-2021 will be provided by the district  
 2955 to be used as LID days for district, building or other collaborative  
 2956 professional development activities that support the district improvement  
 2957 plan until such time as the state funds at least a 182 day work year. The  
 2958 focus and plan for use of these days will be determined first by the DLT,  
 2959 next by Building LIT and then by individual staff member teams (with  
 2960 approval from the DLT). Absence forms for district- or building-level  
 2961 activities must be filled out if these days are missed and the appropriate  
 2962 leave assigned to these absences.  
 2963

2964 4. **Parent Conferences:** Adequate time shall be made available by each employee  
 2965 for necessary and customary conferences with parents of students who are under

2966 the employee's supervision. Scheduling of conferences shall be the decision of  
2967 the building principal after consultation with a building staff.

2968 Fall Conferences 2 Evenings 1/2 day per diem & Friday early release

2969 Spring Conferences 2 Evening 1/2 day per diem & Friday early release

2970

2971 5. **Recording Student Grades:** A total of four (4) collaboration Mondays will be set  
2972 aside in the district collaboration schedule for recording student grades and  
2973 preparing for student led conferences in fall and spring

2974

2975 6. **Per Diem Payment:** The days referred to in E.3.A & B will be paid in twelve  
2976 (12) equal installments over the contract year on a supplemental contract  
2977 calculated as a factor multiplied by the employee's step on the Quincy Salary  
2978 Schedule.

2979

## 2980 **Section F. Insurance**

2981

2982 The District shall provide qualified employees with insurance benefits that align with the  
2983 rules and regulations set by the SEBB (School Employee Benefits Board).

2984

### 1. Availability:

2985 a. Qualified employees who work or will work a minimum of 630 hours  
2986 during the year.

2987 b. Open enrollment begins on October 1 and through November 15 per  
2988 SEBB

2989 c. Employees are responsible for enrolling online or with forms provided by  
2990 SEBB.

2991

### 2. Benefits

2992 a. Qualified Employees will be provided SEBB benefits that include  
2993 medical, dental, vision, basic life/accidental insurance and long-term  
2994 disability insurance. The Health Care Authority carve-out is absorbed into  
2995 these benefits.

2996 b. Employees may select a carrier approved by SEBB

2997

2998

### 3. Premiums

2999 a. The district shall pay their portion of the employee premium as  
3000 established by SEBB.

3001 b. Employees will be responsible for their portion of the premium.

3002 c. Any additional premium surcharges will be paid by the employee.

3003

3004

3005

4. **VEBA III:** In the January pay packet, the District will notify all employees  
who qualify for inclusion in a VEBA plan. The District will also notify the

3006 Association. Notification will include a list of employees who qualify and an  
3007 agreement-to-participate form, with a one- week deadline for submitting the  
3008 form to the District Office. If all who are eligible agree to participate, then the  
3009 District Office will enroll the qualified employees in VEBA III and make  
3010 arrangements as necessary for the transfer of sick leave to VEBA III accounts. In  
3011 the event that all qualified do not submit their forms to the District Office by the  
3012 deadline, or that there is not unanimous agreement to participate, the Association  
3013 President will be notified within two (2) days. The Association will prompt  
3014 employees to return their paperwork and/or arrange a meeting to gain consensus  
3015 among the group of eligible employees. When consensus has been achieved, the  
3016 Association will notify the district to proceed with enrollment.  
3017

### 3018 **Section G. Release From Contract**

3019 An employee shall be released from the obligations of his/her individual contract on  
3020 request under the following conditions:

- 3021 1. **Notice:** A letter of resignation must be submitted to the Superintendent's office.
- 3022 2. **Prior to June 1:** If the letter of resignation is submitted prior to June 1, the  
3023 employee shall be released from his/her contract as of the end of the school year  
3024 without further qualification.
- 3025 3. **After June 1:** If the letter of resignation is submitted June 1, or after, a release  
3026 from contract shall be granted, provided that a satisfactory replacement can be  
3027 obtained.
- 3028 4. **Emergencies:** A release from contract may be granted in cases of illness or other  
3029 personal matters which make it impossible for the employee to continue  
3030 employment in the District.  
3031

### 3032 **Section H. Extracurricular Employment**

3033 The following provisions shall only apply to those extracurricular supplemental  
3034 employment contracts contained herein as Appendix B.

- 3035 1. **Stipend:** Employees who are offered extracurricular employment shall be paid  
3036 stipends as set out in the Extracurricular Stipend Schedule.  
3037
- 3038 2. **Contract and Job Description:** The District shall issue an extracurricular  
3039 Supplemental Contract for each such job offered and accepted, and shall attach a  
3040 detailed Job Description with each such Supplemental Contract.  
3041
- 3042 3. **Removal of Contract Offer:** In the event the District determines not to re-offer  
3043 an extracurricular supplemental contract to an Employee, it shall advise the  
3044 employee in writing, with reasons, prior to the last contract day of the school year.  
3045
- 3046 4. **Not a Condition of Employment:** Neither a determination by the District to  
3047 offer, or not to offer an extracurricular supplemental contract employment to an  
3048 Employee, nor an agreement by an Employee to accept, or not accept an  
3049 extracurricular supplemental contract employment shall be made a condition of  
3050 continuous or future employment with the District.  
3051

3052 **Section I. School Calendar**

3053 The Board shall establish the school calendar annually after considering input from the  
3054 Association (and others), which calendar shall conform to the following principles:

- 3055 1. The employee work year shall begin no earlier than the Monday before Labor  
3056 Day.
- 3057
- 3058 2. Winter break shall include as a minimum December 23 through January 1.  
3059
- 3060 3. Spring break shall be the first full week of April (when compatible with other  
3061 North Central Washington Schools).
- 3062
- 3063 4. There shall be early release for employees on the days before Thanksgiving  
3064 holiday and winter break if the last day of school is Dec. 21 or later. If the day  
3065 before winter break is a full day, the day before Memorial Day weekend will be  
3066 an early release.

3067  
3068 **Section J. Loyalty Incentive Stipend**

3069 Certificated staff who have completed 9 years or more of certificated service to Quincy  
3070 School District effective August 31<sup>st</sup> of the previous school year will receive the  
3071 following:

3072		
3073	10-19 years	\$400
3074	20-24 years	\$500
3075	25-29 years	\$600
3076	30+ years	\$700

3077  
3078 The Service Incentive Stipend shall be paid in the June check each year.  
3079

3080 **Section K. WA Kids**

3081 1. **Data Entry**

3082 Kindergarten teachers shall receive five (5) hours pay at the current curriculum  
3083 rate to input data required by the state WA Kids program.

3084 2. **Conferences**

3085 WA kindergarten teachers shall be paid one (1) hour of per diem pay for each  
3086 FTE student on their class roster. The per diem pay will include: preparing  
3087 materials and hand-outs for parents and students; conferencing with parents and  
3088 students; confirming bus routes; reminding parents of missing registration  
3089 documentation such as birth certificates, vaccine/medical paperwork; and free and  
3090 reduced lunch paperwork.

3091 **Section L. Stipends for MTSS Team**

- 3092
- 3093 a. Members of the MTSS Team will be paid one thousand dollars (\$1000.00)  
3094 as per Appendix B.

- 3095            b.     There will be a maximum of district paid MTSS Team members at each
- 3096            building as follows, exclusive of the building counselor, who if asked to
- 3097            attend, shall also be paid an equivalent stipend to the other team members:
- 3098            George                            two (2)
- 3099            Ancient Lakes                three (3)
- 3100            Mt. View                        three (3)
- 3101            Pioneer                         three (3)
- 3102            Monument                     three (3)
- 3103            QMS                              three (3)
- 3104            QHS                              three (3)
- 3105
- 3106            c.     Membership will be voluntary and makeup of each team will be decided at
- 3107            each site.
- 3108

**ARTICLE IX. GRIEVANCE PROCEDURE**

**Section A. Purpose**

The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances at the lowest possible level.

**Section B. Definitions**

- 3116            1. The term “**Grievance**” shall mean claim based upon an event or conditions which
- 3117            affect the conditions or circumstances under which an individual works, allegedly
- 3118            caused by misinterpretation or inequitable application of the terms of this
- 3119            Agreement.
- 3120
- 3121            2. The term “**Grievant**” shall mean an employee or group of employees, or the
- 3122            Association having a grievance.
- 3123

**Section C. Time Limits**

If the grievant fails to file or appeal according to the timelines set out below, the grievance may not be pursued further and shall be resolved according to the last formal response. In the event the District or its agents fail to meet a timeline, the grievant may proceed to the next step of the procedure. The time limits shall be strictly observed, but may be extended by mutual agreement of the Participants.

The adjustment of grievances shall be accomplished as rapidly as possible. To that end, the timeline shall be considered a maximum and every effort shall be made to expedite the process.

**Section D. Rights to Representation**

A grievant shall have the right to be accompanied by an AR at all steps of the grievance procedure. In the event a grievant elects to file and proceed without an AR, he/she may do so through the first two (2) steps of the procedure only, provided that the Association is present at every meeting or conference above the informal step, in order to protect its contact rights, and further provided that copies of the grievance, appeals, and responses

3140 are given to the President in a timely fashion. No grievance may be processed with a  
3141 grievant having representation other than him/her self or the Association.  
3142

3143 **Section E. Individual Rights**

3144 Nothing contained in the Agreement shall be construed as limiting the right of any  
3145 employee having a non-contractual complaint to discuss the matter through  
3146 administrative channels and to have the problem adjusted without the intervention of the  
3147 Association, as long as such disposition is not inconsistent with the terms of this  
3148 Agreement.  
3149

3150 **Section F. Procedures**

3151 **STEP 1**

3152 A grievant shall first take up his/her grievance with her/her principal in an informal  
3153 conference. Every effort shall be made to adjust the grievance in an informal manner.  
3154

3155 **STEP 2**

3156 If the employee is dissatisfied with the outcome of the informal conference(s), he/she  
3157 may file a formal grievance with his/her principal within thirty (30) days of the  
3158 occurrence (or within thirty (30) days of the time the employee was aware of the  
3159 occurrence) that was the basis of the grievance. The principal shall schedule a formal  
3160 conference with the grievant and the AR, by mutual agreement. Every effort should  
3161 be made at the conference to develop an understanding of the facts and the issues in  
3162 order to create a climate which may lead to a solution. The formal conference shall  
3163 occur within ten (10) days of the formal grievance. If agreement is reached on a  
3164 settlement, it shall be reduced to writing and signed by the participants. Otherwise  
3165 the principal shall render his/her decision within five (5) days of his/her formal  
3166 conference with the grievant. Copies of the decision shall be sent to the participants,  
3167 the President, and the Superintendent.  
3168

3169 **STEP 3**

3170 In the event that the grievant is not satisfied with the disposition of his/her grievance  
3171 at Step 2, or in the event that no decision is reached within ten (10) days after the  
3172 presentation of the grievance, the grievant may within ten (10) days appeal in writing  
3173 to the Superintendent.

3174 The Superintendent shall by mutual agreement schedule a conference with the  
3175 grievant and the AR and shall confer with the grievant and the AR in an effort to  
3176 reach a satisfactory solution within ten (10) days of the receipt of the grievance. If  
3177 agreement is reached on a settlement, it shall be reduced to writing and signed by the  
3178 participants. Otherwise the Superintendent shall render his/her decision within five  
3179 (5) days of his/her conference with the grievant.  
3180

3181 **STEP 4**

3182 If the grievance has not been adjusted to the satisfaction of the grievant within twenty  
3183 (20) school days after the grievance was first taken up with the Superintendent or  
3184 his/her designated representative under Step 3, then the grievant may request a



3185 meeting with the Board of Education for the purpose of adjustment of the grievance  
3186 by submitting a written request.

3187  
3188 The Board of Education shall, within fifteen (15) school days after receipt of the  
3189 written request, confer with the grievant and render a decision to be submitted to the  
3190 grievant in writing.

3191  
3192 **STEP 5: BINDING ARBITRATION**

- 3193 1. If the grievant is not satisfied with the disposition of his/her grievance at Step 4,  
3194 or if no decision has been rendered within ten (10) days after he/she has first met  
3195 with the Board, he/she may, within five (5) days after a decision by the Board; or  
3196 twenty (20) days after he/she has first met with the Board, whichever is sooner,  
3197 request in writing that the Association submit his/her Grievance to Arbitration.  
3198 The Association may submit the Grievance to binding arbitration by filing the  
3199 appropriate papers with the American Arbitration Association (AAA) or Federal  
3200 Mediation and Conciliation Services (FMCS) or the Public Employment  
3201 Relations Commission (PERC) along with a copy to the Superintendent. If any  
3202 question arises as to arbitrability, such question shall first be ruled upon by the  
3203 Arbitrator.  
3204  
3205 2. The Parties shall be bound by the rules and procedures of the American  
3206 Arbitration Association or Federal Mediation and Conciliation Services or the  
3207 Public Employment Relations Commission.  
3208 3. The Arbitrator selected shall confer with the representatives of the Superintendent  
3209 and the Association and hold hearings promptly. The Arbitrator's decision shall  
3210 be in writing and shall set forth his findings of fact, reasoning, and conclusions on  
3211 the issues submitted. The Arbitrator shall be without power or authority to make  
3212 any decision which requires the commission of an act prohibited by law or which  
3213 violates the terms of this Agreement. The decision of the Arbitrator shall be  
3214 submitted to the District and the Association and shall be final and binding upon  
3215 the Parties.  
3216  
3217 4. The costs for the services of the Arbitrator, including per diem expenses, if any,  
3218 and his/her travel and subsistence expenses and the cost of any hearing room,  
3219 shall be borne equally by the District and the Association. All other costs shall be  
3220 borne by the party incurring them.

3221  
3222 **Section G. Miscellaneous Conditions**

- 3223 1. **Contract Expiration:** Notwithstanding the expiration of this Agreement, any  
3224 claim or grievance arising there under may be processed through the grievance  
3225 procedure until resolution.  
3226  
3227 2. **No Reprisals:** No reprisal of any kind shall be taken by the District or its agents  
3228 against any employee because of his/her participation in this grievance procedure.  
3229

- 3230  
3231  
3232  
3233  
3234  
3235  
3236  
3237  
3238  
3239  
3240  
3241  
3242  
3243  
3244  
3245  
3246  
3247  
3248  
3249  
3250  
3251  
3252  
3253  
3254  
3255  
3256  
3257  
3258  
3259  
3260  
3261  
3262  
3263  
3264  
3265  
3266  
3267  
3268  
3269  
3270  
3271  
3272  
3273  
3274
3. **Cooperation of the Parties:** The Parties shall cooperate in their investigation of any grievance, and shall furnish such information as is requested for the processing of any grievance.  
For the purposes of assisting an employee or the Association in the prosecution or defense of any contractual, administrative, or legal proceeding, including, but not limited to grievances, the District shall permit an employee and/or an AR access to and the right to inspect and acquire copies of his/her personnel files and any other files or records of the District which pertain to the affected employee or any issue in the proceeding in question.
  4. **Released Time:** Should the investigation or processing of any grievance require that an employee(s) or and AR(s) be released from his/her regular assignment; upon request of the Association, he/she shall be released without loss of pay or benefits.
  5. **Files:** All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
  6. **Form:** The form for filing grievances is attached to and made a part of this Agreement as Appendix C.
  7. **Association Grievances:** If a grievance affects a group of employees or the Association, the Association may initiate and submit such grievance to the Superintendent directly, and the processing of such grievance shall commence at Step 3. Grievances involving more than one (1) supervisor, and grievances involving the administrator above the building level, may be filed by the Association on Step 3.
  8. **Summer Time Lines:** When a Grievance is submitted on or after June 1, the time line 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.
  9. **Exclusions:** Excluded from the Grievance Procedure shall be the non-renewal of provisional employees and all other matters for which law mandates another method of review. In the event of the non-renewal of a provisional employee, the District shall provide the employee the right to Association representation at the “request for reconsideration” meeting with the superintendent that is specified in RCW 28A.405-220.

**ARTICLE X. DURATION**

3275  
3276  
3277  
3278  
3279  
3280  
3281  
3282  
3283  
3284  
3285  
3286  
3287  
3288  
3289  
3290  
3291  
3292  
3293  
3294  
3295  
3296  
3297  
3298  
3299  
3300  
3301  
3302  
3303  
3304  
3305  
3306  
3307  
3308  
3309  
3310

This Agreement shall be effective as of the date of ratification of the successor agreement and continue in effect through August 31, 2021. Its terms and conditions shall continue in effect until a successor Agreement is negotiated. Any additional allocation from the State for certificated staff salaries shall be added to the Quincy Salary Schedule. Retroactive pay, where applicable, shall be paid on the first (1st) regular pay day following execution of this Agreement. Notwithstanding the dates above, any day(s) worked in August that would otherwise be a part of the new school year shall be covered by the Agreement during the new school year.

Open for negotiation in 2020 shall be the effects, if any, on contract language due to reconfiguration; evaluation of the PD survey process and any legislative impact.

Salary increase for 2020-2021 shall be IPD and one (1) additional state funded day shall be calendared for professional development.

This Agreement shall be opened for the purpose of negotiating a successor contract no later than April 1, 2021.

The Association and the Board shall simultaneously exchange proposals at the first bargaining session, for any changes or for any successor.

**FOR THE BOARD:**

**FOR THE ASSOCIATION:**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Negotiations Chair

3311  
3312  
3313

APPENDIX A. PART I

Years of Service	Quincy Base Salary 2019-2020								MA+90 OR Ph.D.
	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>BA+45</u>	<u>BA+90</u>	<u>BA+135</u>	<u>MA</u>	<u>MA+45</u>	
0	47,130	48,403	49,722	51,044	55,285	58,016	56,505	60,746	63,481
1	47,764	49,055	50,390	51,770	56,056	58,773	57,133	61,418	64,134
2	48,368	49,672	51,021	52,508	56,781	59,526	57,765	62,038	64,784
3	48,992	50,307	51,671	53,205	57,470	60,282	58,365	62,627	65,440
4	49,602	50,976	52,348	53,935	58,225	61,057	58,993	63,283	66,117
5	50,233	51,613	52,999	54,674	58,949	61,837	59,632	63,908	66,796
6	50,882	52,232	53,665	55,423	59,677	62,581	60,286	64,541	67,443
7	52,022	53,392	54,844	56,698	61,015	63,999	61,513	65,828	68,813
8	53,690	55,134	56,621	58,629	63,004	66,098	63,442	67,818	70,911
9		56,940	58,500	60,580	65,057	68,256	65,391	69,872	73,071
10			60,401	62,631	67,168	70,474	67,445	71,983	75,287
11				64,743	69,379	72,751	69,556	74,193	77,564
12				66,787	71,648	75,121	71,751	76,462	79,936
13					73,973	77,549	74,022	78,787	82,362
14					76,309	80,069	76,361	81,276	84,883
15					78,295	82,152	78,345	83,389	87,090
16 or more					79,860	83,794	79,912	85,056	88,831

3314  
3315  
3316  
3317  
3318  
3319  
3320  
3321  
3322  
3323  
3324  
3325  
3326  
3327  
3328  
3329  
3330

3331

APPENDIX A-1. PART II

Value of 5 LID Supplemental Days

BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	MA+90 OR Ph.D.
1,309	1,345	1,381	1,418	1,536	1,612	1,570	1,687	1,763
1,327	1,363	1,400	1,438	1,557	1,633	1,587	1,706	1,781
1,344	1,380	1,417	1,459	1,577	1,654	1,605	1,723	1,800
1,361	1,397	1,435	1,478	1,596	1,674	1,621	1,740	1,818
1,378	1,416	1,454	1,498	1,617	1,696	1,639	1,758	1,837
1,395	1,434	1,472	1,519	1,637	1,718	1,656	1,775	1,855
1,413	1,451	1,491	1,540	1,658	1,738	1,675	1,793	1,873
1,445	1,483	1,523	1,575	1,695	1,778	1,709	1,829	1,911
1,491	1,532	1,573	1,629	1,750	1,836	1,762	1,884	1,970
	1,582	1,625	1,683	1,807	1,896	1,816	1,941	2,030
		1,678	1,740	1,866	1,958	1,873	2,000	2,091
			1,798	1,927	2,021	1,932	2,061	2,155
			1,855	1,990	2,087	1,993	2,124	2,220
				2,055	2,154	2,056	2,189	2,288
				2,120	2,224	2,121	2,258	2,358
				2,175	2,282	2,176	2,316	2,419
				2,218	2,328	2,220	2,363	2,468

3332

3333

3334  
3335

**APPENDIX A-1. PART III**

**Value of 7 Cert Per Diem Supplemental  
Days**

BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	MA+90 OR Ph.D.
1,833	1,882	1,934	1,985	2,150	2,256	2,197	2,362	2,469
1,857	1,908	1,960	2,013	2,180	2,286	2,222	2,388	2,494
1,881	1,932	1,984	2,042	2,208	2,315	2,246	2,413	2,519
1,905	1,956	2,009	2,069	2,235	2,344	2,270	2,435	2,545
1,929	1,982	2,036	2,097	2,264	2,374	2,294	2,461	2,571
1,954	2,007	2,061	2,126	2,292	2,405	2,319	2,485	2,598
1,979	2,031	2,087	2,155	2,321	2,434	2,344	2,510	2,623
2,023	2,076	2,133	2,205	2,373	2,489	2,392	2,560	2,676
2,088	2,144	2,202	2,280	2,450	2,570	2,467	2,637	2,758
	2,214	2,275	2,356	2,530	2,654	2,543	2,717	2,842
		2,349	2,436	2,612	2,741	2,623	2,799	2,928
			2,518	2,698	2,829	2,705	2,885	3,016
			2,597	2,786	2,921	2,790	2,974	3,109
				2,877	3,016	2,879	3,064	3,203
				2,968	3,114	2,970	3,161	3,301
				3,045	3,195	3,047	3,243	3,387
				3,106	3,259	3,108	3,308	3,455

3336  
3337

## APPENDIX B. PART I

3338  
3339  
3340  
3341  
3342  
3343  
3344  
3345  
3346  
3347  
3348  
3349  
3350  
3351  
3352  
3353  
3354  
3355  
3356  
3357  
3358  
3359  
3360  
3361  
3362  
3363  
3364  
3365  
3366  
3367  
3368  
3369  
3370  
3371  
3372  
3373  
3374  
3375  
3376  
3377  
3378  
3379  
3380  
3381  
3382  
3383  
3384  
3385

### QUINCY SCHOOL DISTRICT SUPPLEMENTAL SALARY SCHEDULE

Activity: *Factors for the following activities will be paid based on the current year's base salary.*

District Learning Improvement Team: One certificated staff member from George, Mtn. View, Pioneer, Monument, Ancient Lakes, QMS, QHS, QIA	\$1,000/ year
MTSS Teams	\$1000/member
Teacher Leaders/Department Chairs, Grade Level Leads (To be identified/selected by the administrator)	.025
CTE Director	.2048
High School Chorus Director	.1154
High School Instrumental Director	.1331
QHS –Advisory Lead	.067 or 1 class period
New Teacher Site Coordinator	.046 & 2 hrs. per/mnth @curriculum rate
QHS Senior Presentation	.033
Athletic Director –QMS School	One (1) class period
QMS Music Director	.0944
Monument, Mt. View, George, Ancient Lakes, Pioneer Vocal Music Director 3 performances/year	.028
Monument, Mt. View, George, Ancient Lakes, Pioneer Instrumental Music 2 performances/year	.028
4 <sup>th</sup> Grade Field Trip teacher chaperones	.018
Chairman, Spaghetti Feed	.018
Chairman, 4 <sup>th</sup> Grade Field Trip Planning	.018
CTSO Advisors	.050
High School Guidance Counselor	
QMS Guidance Counselor	Reg Sched + 20/182
Mt. View/George, Monument, Pioneer, Ancient Lakes Guidance Counselor	Reg Sched + 10/182
District Psychologist	Reg Sched + 20/182
District Nurse	Reg Sched + 05/182
CTE Agriculture/FFA_(High School only)	Reg Sched + 40/182
CTE FACSE/FCCLA (High School only)	Reg Sched + 20/182
High School Librarian	Reg Sched + 10/182
WEB Crew	.050
Link Crew	.050
Speech Lead	.033

**Appendix B. PART II**

3386  
3387  
3388  
3389  
3390  
3391  
3392  
3393  
3394  
3395  
3396  
3397  
3398  
3399  
3400  
3401  
3402  
3403  
3404  
3405  
3406  
3407  
3408  
3409  
3410  
3411  
3412  
3413  
3414  
3415  
3416  
3417  
3418  
3419  
3420  
3421  
3422  
3423  
3424  
3425  
3426  
3427  
3428  
3429  
3430  
3431

**Advanced Placement, Zero, or Extended Teaching Hours:**

All advanced placement, zero, or extended teaching hours will be paid at the hourly rate of the average per diem for the district as of October 15. Instructors will be reimbursed for each hour of student instruction with an additional one (1) hour of preparation time being paid per ten (10) hours of instruction. All courses for credit must meet the same standards of student contract hours as regular scheduled credit courses during the student day.

All advanced placement courses offered must have principal’s approval.

**Professional Activities:**

The hourly rate of pay for professional activities done by certified staff beyond the regular classroom duties and the contract day (i.e. committees and curriculum development) will be paid at the average per diem rate of the district’s certified staff for the contract year in which the work is completed. The rate will be determined by averaging the hourly per diem rates of those employed on October 15 of each school year.

Work for compensation in this category must be pre-approved by the district office.

**Special Education:**

Special education teacher’s, SLP’s, OT’s and PT’s will be paid a stipend as follows based on student case management numbers.

1-3 IEP students	0.375	per diem days per quarter
4-6	0.75	per diem days per quarter
7-9	1.125	per diem days per quarter
10-15	1.50	per diem days per quarter
16-20	2.25	per diem days per quarter
21-25	3.00	per diem days per quarter
26-30	3.75	per diem days per quarter
31-35	4.50	per diem days per quarter
36-40	5.25	per diem days per quarter

To qualify for this stipend the IEP must be completed and turned in to the District Support Service office on time and meet District standards and/or be ready for submission for safety net.

The number of IEP’s paid for will be based on the number verified by the Special Services Director on the 20<sup>th</sup> day of each quarter.

**WA-AIM:** Employees required to administer and ensure completion of WA-AIM projects will be reimbursed at a rate of \$200 student.



3432  
3433  
3434  
3435  
3436  
3437  
3438  
3439  
3440  
3441  
3442  
3443  
3444  
3445  
3446  
3447  
3448  
3449  
3450  
3451  
3452  
3453  
3454  
3455  
3456  
3457  
3458  
3459  
3460  
3461  
3462  
3463  
3464  
3465  
3466  
3467  
3468  
3469  
3470  
3471  
3472  
3473  
3474  
3475

**APPENDIX C.  
QUINCY SCHOOL DISTRICT/QUINCY EDUCATION ASSOCIATION  
FORMAL GRIEVANCE FORM**

Name of  
Grievant: \_\_\_\_\_  
Assignment: \_\_\_\_\_ Building: \_\_\_\_\_  
Date: \_\_\_\_\_

Specific contract article  
violated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief description of  
grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date violation of grievance: \_\_\_\_\_  
Date Grievant became aware of violation: \_\_\_\_\_

Remedy  
sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Grievant: \_\_\_\_\_

Send the original signed grievance to the person with whom the grievance is filed. Send on (1) copy each to the Superintendent and President. Keep one (1) copy.

**APPENDIX D.**  
**PRE-PLANNED OBSERVATION FORM**

3476  
3477  
3478  
3479  
3480  
3481  
3482  
3483  
3484  
3485  
3486  
3487  
3488  
3489  
3490  
3491  
3492  
3493  
3494  
3495  
3496  
3497  
3498  
3499  
3500  
3501  
3502  
3503  
3504  
3505  
3506  
3507  
3508  
3509  
3510  
3511  
3512  
3513  
3514  
3515  
3516  
3517

Employee's Name: \_\_\_\_\_

Observer's Name: \_\_\_\_\_

Date of Observation: \_\_\_\_\_ Time/Period: \_\_\_\_\_

What will the learning objectives be?

What will the learner do to provide evidence he/she has met the objective(s)?

What factors may have an adverse effect on the lesson?

Special techniques or other factors that should be brought to the observer's attention:

Note: This form must be delivered to the employee no less than three (3) working days prior to the planned observation. The employee must complete and return this form to the observer no less than one (1) day prior to the observation or t the pre-planned observation conference.

3518  
3519  
3520  
3521  
3522  
3523  
3524  
3525  
3526  
3527  
3528  
3529  
3530  
3531  
3532  
3533  
3534  
3535  
3536  
3537  
3538  
3539  
3540  
3541  
3542  
3543  
3544  
3545  
3546  
3547  
3548  
3549  
3550  
3551  
3552  
3553  
3554  
3555  
3556  
3557  
3558  
3559  
3560  
3561

**APPENDIX E.  
SUPPORT EMPLOYEE OBSERVATION REPORT**

Employee's Name: \_\_\_\_\_

Observer's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Class/Activity Observed: \_\_\_\_\_ Group \_\_\_\_\_

Time of Observation from \_\_\_\_\_ to \_\_\_\_\_

1. Knowledge and Scholarship in Specialized Field:                   S         U

2. Specialized Skills:   S         U

3. Management of Special & Technical Environment:                     S         U

4. The Support Person as a Professional:                                     S         U

5. Involvement in Assisting Pupils, Parents & Educational Personnel:     S         U

Date of Post-Observation Conference: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Observer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This completed form is to be delivered within three (3) days of the conference, which is to be held within five (5) days of the observation. Additional pages may be attached.

**APPENDIX F.**  
**SUPPORT EMPLOYEE FINAL EVALUATION (SHORT FORM)**

3562  
3563  
3564  
3565  
3566  
3567  
3568  
3569  
3570  
3571  
3572  
3573  
3574  
3575  
3576  
3577  
3578  
3579  
3580  
3581  
3582  
3583  
3584  
3585  
3586  
3587  
3588  
3589  
3590  
3591  
3592  
3593  
3594  
3595  
3596  
3597  
3598  
3599  
3600  
3601  
3602  
3603  
3604  
3605  
3606

Employee's Name: \_\_\_\_\_

Building: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Dates of Observation: \_\_\_\_\_ Dates of Evaluation: \_\_\_\_\_

S = Satisfactory (meets District criteria)  
U = Unsatisfactory (does not meet District criteria)

Note: Any "U" rating requires the use of the long form.

- |  |   |   |
|--|---|---|
| 1. Knowledge & Scholarship in Specialized Field:                     | S | U |
| 2. Specialized Skills:   | S | U |
| 3. Management of Special & Technical Environment:                    | S | U |
| 4. The Support Person as a Professional:                             | S | U |
| 5. Involvement in Assisting Pupils, Parents & Educational Personnel: | S | U |

COMMENTS:

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certificated Employee's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Employee's signature indicates only that he/she has read and has received a copy of this evaluation, not necessarily that he/she agrees with the content. Employee comments may be attached.

**APPENDIX G.**  
**SUPPORT PERSONNEL EVALUATION CRITERIA**

3607  
3608  
3609  
3610  
3611  
3612  
3613  
3614  
3615  
3616  
3617  
3618  
3619  
3620  
3621  
3622  
3623  
3624  
3625  
3626  
3627  
3628  
3629  
3630  
3631  
3632  
3633  
3634

1. **Knowledge and Scholarship in Special Field:** Each support employee shall demonstrate a depth and breadth of knowledge of theory and content in the special field. He/she shall demonstrate an understanding of and knowledge about common school education and the educational milieu grades K-12, and shall demonstrate the ability to integrate the area of specialty into the total school milieu.
2. **Specialized Skills:** Each support employee shall demonstrate in his/her performance a competent level of skill and knowledge in designing and conducting specialized programs of prevention, instruction, remediation and evaluation.
3. **Management of Special and Technical Environment:** Each support employee shall demonstrate an acceptable level of performance in managing and organizing the special materials, equipment and environment essential to the specialized program.
4. **The Support Employee as a Professional:** Each support employee shall demonstrate awareness of his/her limitations and strengths and shall demonstrate continued professional growth.
5. **Involvement in Assisting Pupils, Parents and Educational Personnel:** Each support employee shall demonstrate an acceptable level of performance in offering specialized assistance in identifying those needing specialized programs.

3635  
3636  
3637  
3638  
3639  
3640  
3641  
3642  
3643  
3644  
3645  
3646  
3647  
3648  
3649  
3650  
3651  
3652  
3653  
3654  
3655  
3656  
3657  
3658  
3659  
3660  
3661  
3662  
3663  
3664  
3665  
3666  
3667  
3668  
3669  
3670  
3671  
3672  
3673  
3674  
3675  
3676  
3677  
3678  
3679  
3680

**APPENDIX H.**  
**SUPPORT EMPLOYEE FINAL EVALUTION (LONG FORM)**

Employee's Name: \_\_\_\_\_

Building: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Dates of Observation: \_\_\_\_\_ Dates of Evaluation: \_\_\_\_\_

S = Satisfactory (meets District criteria)  
R = Requires Improvement  
U = Unsatisfactory (does not meet District criteria)

**1. Knowledge and scholarship in Special Field:** S R U

- Demonstrates a depth and breadth of knowledge of theory and content in the special field.
- Demonstrates an understanding of and knowledge about common school education and the educational milieu, grades K-12.
- Demonstrates the ability to integrate the area of specialty into the total school milieu.

**2. Specialized Skills:** S R U

- Demonstrates a competent level of skill and knowledge in designing and conducting specialized programs of prevention, instruction, remediation, and evaluation.

**3. Management of Special and Technical Environment:** S R U

- Demonstrates an acceptable level of performance in managing and organizing the special materials, equipment and environment essential to the specialized program.

**4. The Support Employee as a Professional:** S R U

- Demonstrates awareness of his/her limitations and strengths and shall demonstrate continued professional growth

3681 5. **Involvement in Assisting Pupils, Parents** S R U  
3682 **and Educational Personnel:**

- 3683  
3684  Demonstrates an acceptable level of performance in offering specialized  
3685 assistance in identifying those needing specialized programs  
3686

3687  
3688 **OVERALL RATING** S R U  
3689

3690 COMMENTS:  
3691

3692  
3693  
3694  
3695  
3696  
3697  
3698  
3699  
3700  
3701  
3702  
3703  
3704  
3705  
3706  
3707  
3708  
3709  
3710  
3711  
3712  
3713  
3714  
3715  
3716  
3717

3718 Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
3719

3720 Certificated Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
3721

3722 Note: Employee's signature indicates only that he/she has read and has received a copy  
3723 of this evaluation, not necessarily that he/she agrees with the content. Employee  
3724 comments may be attached.

**APPENDIX I.  
EVALUATION OPTION FORM**

3725  
3726  
3727  
3728  
3729  
3730  
3731  
3732  
3733  
3734  
3735  
3736  
3737  
3738  
3739  
3740  
3741  
3742  
3743  
3744  
3745  
3746  
3747  
3748  
3749  
3750  
3751  
3752  
3753  
3754  
3755  
3756  
3757  
3758  
3759  
3760  
3761  
3762  
3763  
3764  
3765  
3766  
3767

Directions: This form must be filled out, signed and distributed to each employee by that employee's evaluator no later than the first ten (10) working days of the school year. It must be accompanied by a copy of the applicable evaluation criteria. The form must be filled out by the employee and returned to that employee 's evaluator no later than five (5) working days following its receipt by the employee.

Employee's Name: \_\_\_\_\_  
Employee's Building/Grade Level: \_\_\_\_\_

This employee is eligible for the following (checked) evaluation options:

- |                          |             |                          |               |
|--------------------------|-------------|--------------------------|---------------|
| <input type="checkbox"/> | Provisional | <input type="checkbox"/> | Comprehensive |
| <input type="checkbox"/> | Regular     | <input type="checkbox"/> | Focused       |
| <input type="checkbox"/> | Short Form  |                          |               |
| <input type="checkbox"/> | Long Form   |                          |               |

This employee's observer will be: \_\_\_\_\_

This employee's evaluator will be: \_\_\_\_\_

This form was completed and delivered to this employee: \_\_\_\_\_  
(Date)

Evaluator's Signature: \_\_\_\_\_

.....  
I elect the following option:

- |                          |             |                          |               |
|--------------------------|-------------|--------------------------|---------------|
| <input type="checkbox"/> | Provisional | <input type="checkbox"/> | Comprehensive |
| <input type="checkbox"/> | Regular     | <input type="checkbox"/> | Focused       |
| <input type="checkbox"/> | Short Form  |                          |               |
| <input type="checkbox"/> | Long Form   |                          |               |

Signature of Employee: \_\_\_\_\_

.....  
I elect the following option:

- |                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | Professional Growth Plan |
|--------------------------|--------------------------|

Signature of Employee: \_\_\_\_\_



3768 **APPENDIX J. JUST CAUSE/THE SEVEN TESTS**

3769  
3770  
3771  
3772  
3773  
3774  
3775  
3776  
3777  
3778  
3779  
3780  
3781  
3782  
3783  
3784  
3785  
3786  
3787  
3788  
3789  
3790  
3791  
3792  
3793  
3794  
3795  
3796  
3797  
3798  
3799  
3800  
3801  
3802  
3803

The basic elements of just cause which different arbitrators have emphasized have been reduced by Arbitrator Carroll R. Daugherty to the seven tests. These tests, in the form of questions, represent the most specifically articulated analysis of the just cause standard as well as an extremely practical approach.

A “no” answer to one or more of the questions may mean that just cause either was not satisfied or at least was seriously weakened in that some arbitrary, capricious, or discriminatory element was present.

1. **NOTICE:** Did the employer give to the employee forewarning or foreknowledge of the possible consequences of the employee’s disciplinary conduct?
2. **REASONABLE RULES AND WORK ORDERS:** Was the employer’s rule or managerial order reasonably related to (a) the orderly, efficient, and safe operation of the employer’s business, and (b) the performance that the employer might properly expect of the employee?
3. **INVESTIGATION:** Did the employer, before administering the discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
4. **FAIR INVESTIGATION:** Was the employer’s investigation conducted fairly and objectively?
5. **PROOF:** At the investigation, did the company “judge” obtain substantial evidence or proof that the employee was guilty as charged?
6. **EQUAL TREATMENT:** Has the employer applied its rules, orders and penalties even-handedly and without discrimination to all employees?
7. **PENALTY:** Was the degree of discipline administered by the employer in a particular case reasonably related to (a) the seriousness of the employee’s proven offense, and (b) the record of the employee in his/her service with the employer?

**APPENDIX K.  
COMPUTER USE POLICY**

3804  
3805  
3806  
3807  
3808  
3809  
3810  
3811  
3812  
3813  
3814  
3815  
3816  
3817  
3818  
3819  
3820  
3821  
3822  
3823  
3824  
3825  
3826  
3827  
3828  
3829  
3830  
3831  
3832  
3833  
3834  
3835  
3836  
3837  
3838  
3839  
3840  
3841  
3842  
3843  
3844  
3845

I will maintain the confidentiality of my user ID and password. I will not use another person's ID and password to gain entry into the computer system or voice message system.

I will not create, seek observe, or use obscene, abusive, or offensive language and/or other graphics. I will not use electronic email to harass or intimidate other employees.

I will respect other users and their rights.

I will abide by all copyright laws and licensing agreements. I will not knowingly violate the Family Educational Rights and Privacy Act when generating an email.

I will not use the system for solicitation, advertisement, political, or commercial purposes.

The Quincy School District retains the right to review any material stored on the network, and after following just cause procedures as described in Appendix O, may remove individual staff documents which are deemed to be unlawful, obscene, abusive, or otherwise objectionable.

I will not intentionally damage computer hardware and peripherals. I will not intentionally remove, alter, copy, or add unauthorized files and/or software. I will not intentionally add, remove or alter any district computer hardware. I will not knowingly add any personal computer equipment to district computers that has not been authorized.

I will not knowingly circumvent the network securities or internet filter to get to a website or internet resource.

I will not intentionally attempt to access areas or activities for which I am not authorized. If loopholes in computer security systems or knowledge of a special password are encountered, I will not use them to damage computer systems, obtain extra resources, take resources from another user, gain access to systems, or use system for which proper authorization has not been given, as per RCW 9A.52.110, 9A.52.130, and 9A.48.100. Also, I will report loopholes to school authorities.

The district networked computer system shall only be accessed for professional and educational use, and not inappropriate personal use.

Violation of the above policy may result in discipline up to termination or prosecution according to the RCW's.

3846 **Appendix L. Harassment: Right to Representation Form**  
3847 **Quincy Education Association can provide you with legal, emotional and financial support as**  
3848 **needed to help you deal with all aspects of a harassment situation.**

3849 \*\*\*\*\*

3850 **Article III. Section I. Harassment**

3851 For purposes of this Agreement, the terms “harass” and “harassment” shall mean words, gestures  
3852 (including offensive touching), that inconvenience or are punitive, and/or actions which threaten or  
3853 demean the individual and serve no legitimate professional purpose.

3854  
3855 When an employee believes that he/she has been harassed (including sexual harassment) by  
3856 supervisors, parents, or employees, and approaches any district official with this concern, these  
3857 steps will be followed:

- 3858 1. The employee must be given a “Right to Representation Form” and allowed the time to  
3859 consider whether on not to seek the assistance of the QEA for the process. The employee  
3860 will sign the district copy which will stay on file with the administrator receiving the  
3861 concern. The employee will receive a copy. Should the employee request QEA  
3862 assistance, the administrator will help arrange the presence of a QEA representative as  
3863 soon as possible; thereafter a QEA representative will be present for any and all meetings  
3864 regarding the case. Should the employee waive the right to QEA assistance, a copy of all  
3865 but the employee’s signature will be forwarded within one (1) working day to the president  
3866 of QEA. At any time, the employee who initially rejects QEA assistance, my request such  
3867 support.  
3868
- 3869 1. When an employee believes that he/she has been harassed, he/she must file a written  
3870 complaint within twenty (20) days of the offense with the district office. Upon receipt of  
3871 such complaint, the District shall be responsible to conduct a fair and objective  
3872 investigation of the alleged harassment which will include an interview with the person  
3873 filing the complaint.  
3874
- 3875 2. Should evidence of harassment be found, the District will take appropriate action.  
3876
- 3877 3. Within twenty (20) business days of the original notification to the District, the District will  
3878 give the employee and the Association a written report of the progress of the investigation  
3879 and findings to date. The employee may request a written update on the progress of the  
3880 case monthly until the investigation is closed. At that time, a final investigative report will  
3881 be sent to both the employee and the Association listing the findings and recommendations.  
3882 \*\*\*\*\*

3883 I believe that I have been harassed as defined by the Quincy School District 2000/02 contract and am  
3884 making a complaint to \_\_\_\_\_ (Administrator’s signature) on this day of  
3885 \_\_\_\_\_ in the year of \_\_\_\_\_.

3886 \_\_\_\_\_ I request representation from the Quincy Education Association.  
3887 \_\_\_\_\_ I do not request representation from the Quincy Education Association.  
3888

3889 \_\_\_\_\_ Employee Signature  
3890 1 copy to employee, 1 copy remains with administrator, one copy w/o employee signature  
3891 forwarded to QEA president within one (1) working day.

3892  
3893  
3894

**APPENDIX M**  
**LEARNING IMPROVEMENT TEAM**  
**Decision Making Matrix**

CATEGORY	ADMIN TEAM	ASB	COUNSELOR, ADMIN TEAM	DEPT. CHAIRS	DEPARTMENTS, GRADE LEVEL/SPECIALIST TEAMS	FACULTY	BLG. LIT	DISTRICT LIT
Activity Calendar	Approval	Decision						
ASB Budget	Approval	Decision					Recom.	
ASB Activities	Approval	Decision					Recom.	
Attendance/Tardy Policy	Decision					Recom.	Recom.	
Building Discipline Policy	Decision						Recom.	
Building Maintenance	Decision	Recom.				Recom.	Recom.	
Discipline Implementation	Decision							
Foreign Exchange Program	Decision		Decision					
Improvement Plan, Goals, SLID	Decision	Recom.				Recom.	Decision	Decision
Instructional Emphasis	Recom.				Recom.	Recom.	Decision	Decision
Master Schedule	Decision		Recom.		Recom.			
Registration			Decision			Recom.		
Student Teachers	Decision				Decision			
Building Budget	Decision						Recom.	
Department/Individual Bdgt	Recom.			Decision	Decision			
Bldg Grants (Non-specified)	Decision						Recom.	Decision
Bldg Tech Budget					Recom.	Recom.	Decision	
Bldg Tech Planning					Recom.	Recom.	Decision	
Building Use	Decision					Recom.	Recom.	
Community Relations	Decision	Recom.				Recom.	Recom.	
Curr. Changes/Development	Decision		Recom.		Recom.	Recom.	Recom.	Decision
School-wide Events	Decision	Recom.				Recom.	Recom.	
Staff Assignments	Decision				Recom.	Recom.		
Staff Development	Recom.					Recom.	Decision	Decision
Staff Hiring	Decision			Recom.		Recom.		
Admin. Match						Decision	Decision	

3895 Decision = Group responsible for the final decision/course of action  
 3896 Recom = Group recommendations for the final decision/course of action  
 3897 Approval = Group sign-off on final decision/course of action  
 3898 NOTE: ECLS = Recommendations/Input with decision by administrator

3899  
3900  
3901

**APPENDIX N:  
SENIORITY LIST SAMPLE GRID**

<b>Washington</b>	<b>Out-of-State Experience (Limit: 3 years)</b>	<b>TOTAL Experience</b>	<b>In-District Experience</b>	<b>Credits Beyond BA</b>	<b>MA Degree Yes/No</b>

3902  
3903  
3904  
3905  
3906  
3907  
3908  
3909  
3910  
3911  
3912  
3913  
3914  
3915  
3916  
3917  
3918  
3919  
3920  
3921  
3922  
3923  
3924  
3925  
3926  
3927  
3928  
3929  
3930

3931 **APPENDIX O.** (DLT Approval: October 17, 2011; Revision Approval: May 19, 2014)

3932

3933

### Quincy School District Collaboration

3934

*Attempts at school/district improvement cannot be individual and fragmented but rather must be embedded in collaborative practices that address the day-to-day needs of students* (Louis & Marks, 1996).

3935

3936

3937

#### **Collaboration Goal:**

3938

All staff working together in teams of two or more for the purpose of improving instructional practice and increasing student achievement.

3939

3940

3941

#### **Collaboration Focus: Student Achievement**

3942

• **What do we want students to know?** *What knowledge, skills and dispositions must all students*

3943

*acquire as a result of this grade level, this course, and this unit we are about to teach?*

3944

• **How will we know if they have learned it?** *How can we check for understanding on an ongoing*

3945

*basis in our individual classrooms?*

3946

• **What will we do if they have not learned it?** *What steps can we put in place to provide students*

3947

*who struggle with additional time and support for learning in a way that is timely,*

3948

*directive, and systematic.*

3949

• **What will we do if they have learned it?** *How can we differentiate instruction so that the needs*

3950

*of all students are being met?*

3951

3952

#### **Participant Expectations:**

3953

• All staff will attend and actively participate in planned team activities each week

3954

• Participants will support team decisions

3955

• Staff will take responsibility for team/building instructional practices and outcomes

3956

3957

#### **Collaboration Guidelines:**

3958

• Schedule/focus is developed in advance by site leadership teams and/or department/teacher

3959

leaders and agendas distributed prior to collaboration to all participants as well as building

3960

principals and central office administrators

3961

• Schedules are developed to provide a continuity of focus/activities in a timely/sequential manner

3962

• Focus is on quality implementation of fewer initiatives rather than frequent, new initiatives.

3963

• Agendas/plans are part of a coherent school improvement plan and are structured with clearly

3964

mapped goals and objectives

3965

• Time is spent focused on strengthening instructional practice and meeting school-wide/district-

3966

wide achievement goals.

3967

• Collaboration activities may include time to implement training in teams of two or more.

3968

• Decisions are made by consensus

3969

• There are clearly defined goals, outcomes and/or product expectations

3970

• There are clearly defined roles and responsibilities

3971

• There are clearly defined team norms

3972

• All staff members are organized into high-performing collaborative teams

3973

• Common agenda frameworks are established for all collaborative teams; collaborative teams may

3974

be made up of teachers, paraeducators and/or support staff.

3975

• There is an identification and ongoing use of common student-level data across all collaborative

3976

teams and within specific content teams

- 3977 **Examples of Specific Activities that Focus on Student Achievement:**  
 3978 • Frequent examination of student data and instructional/intervention planning based on the data  
 3979 • Routine use of data to understand how student achievement is impacted by changes to  
 3980 instructional practice  
 3981 • Sharing of successful instructional/intervention strategies  
 3982 • Frequent review of student work  
 3983 • Identification and implementation of common instructional practices related to school/district  
 3984 goals  
 3985 • Student learning needs discussed and shared, reviewed, and feedback provided on instructional  
 3986 practices that address these needs

3987  
 3988 **COLLABORATION LEADERSHIP**

3989 **Key Elements of an Effective Team Meeting**

- 3990 • A very “tight” agenda is followed that includes standardized, district-wide elements  
 3991 • Agenda is distributed to participants sufficiently in advance (generally by Thursday before a Monday  
 3992 collaboration meeting with a copy to the principal)  
 3993 • Participant roles are defined and assigned (facilitator, recorder, time keeper, participant)  
 3994 • Participants review agenda and come prepared  
 3995 • Meeting/Group Norms are established and followed – sample provided if needed  
 3996 • At meeting, the agenda/focus for the next meeting is collaboratively developed  
 3997 • Minutes/meeting summary are prepared and distributed (include specific work products and when  
 3998 possible make available to all staff in building)  
 3999

4000 **Collaboration Meeting Focus and Activities**

- 4001 • Student data is examined frequently and used to guide instructional/intervention plans  
 4002 • Student data is used routinely to understand how student achievement is impacted by changes to  
 4003 instructional practice  
 4004 • Participants share and develop successful instructional/intervention strategies  
 4005 • Student work is reviewed frequently by teams  
 4006 • Common instructional practices are identified and developed to help reach school and district goals  
 4007 • Student learning needs are shared, discussed and reviewed to provide feedback on instructional  
 4008 practices intended to address those needs  
 4009

4010 **Effective Leadership to Assure Implementation of Defined Collaboration Activities with Fidelity**

- 4011 • **Superintendent:** ○ Provides clearly communicated expectations and guidelines  
 4012 ○ Assures that framework for district-wide collaboration calendar/schedule is set annually with input  
 4013 from District Leadership Team  
 4014 ○ Establishes regular feedback and reporting system for principals to share results as well as  
 4015 challenges  
 4016 ○ Trains, coaches and supports principals, where needed, in how to implement effective collaboration  
 4017 practices with their building teams  
 4018  
 4019 • **Principals:** ○ Provide clearly communicated expectations and guidelines to all team members  
 4020 ○ Actively engage with team leaders and others in selecting and shaping the focus for collaboration  
 4021 meetings  
 4022 ○ Train, coach and support team leaders and participants, where needed, in how to lead and participate  
 4023 in team meetings

- 4024 ○ Establish regular feedback and reporting system for team leaders to share results and address
- 4025 challenges
- 4026 ○ Regularly circulate and observe, monitor or participate with collaborative teams during the full
- 4027 collaboration time
- 4028 ○ Keep superintendent and other district administrators informed in advance weekly regarding
- 4029 planned collaboration activities
- 4030 ○ Model effective collaboration meeting practices when leading staff/team meetings
- 4031
- 4032 • **Team Leaders:** ○ Refine and disseminate team meeting agendas prior to meetings
- 4033 ○ Assure that “Key Elements” listed above are evident in team meetings
- 4034 ○ Establish regular feedback and reporting/communication system for team members
- 4035 ○ Assure that meeting minutes and other meeting artifacts are regularly and promptly forwarded to the
- 4036 principal
- 4037
- 4038
- 4039
- 4040
- 4041
- 4042
- 4043
- 4044
- 4045
- 4046
- 4047
- 4048
- 4049
- 4050
- 4051
- 4052
- 4053
- 4054
- 4055
- 4056
- 4057
- 4058
- 4059
- 4060
- 4061
- 4062
- 4063
- 4064
- 4065
- 4066
- 4067