Consultation Agreement Marysville School Administrator Association
And
Marysville School District No. 25 July 1, 2024–June 30, 2026

Following consultation between the District Superintendent and representatives of the Administrators Association (MAA), the following agreement regarding terms and conditions of employment has been developed and approved by the association and the district Board of Directors.

A. SALARIES:

1. **Salary Schedule:** All positions included in the Marysville School Administrators Association shall be compensated according to the adopted administrative salary schedule. In all consultations, actions, and meetings regarding compensation, all parties pledge themselves to a collaborative process.
    a. The salary schedule shall be increased by the state-funded salary increase (IPD) in both years: 3.7% in 2024-2025 and by 1.9% (estimated IPD) for 2025-2026.
    b. MAA members will continue to have their work year consist of 253 days for the length of the contract.
    c. If a two-year contract is desired, the MAA contract will work in alignment with the MEA's negotiated terms regarding any compensation adjustments.

2. **Salary Placement:** The individual will be placed on the specific administrator salary schedule approved by the Superintendent. Administrators' salaries will increase according to the salary schedule, and experience for years of service as a principal will be identified when salary placement is made.

3. **Doctorate:** The district values higher education attainment levels; a special stipend of four thousand dollars ($4000) shall be paid yearly upon attainment of a Doctorate Degree in Education.

4. **Miscellaneous Expenses**: Fifty dollars ($50) per month shall be added to the compensation of members of the Association for miscellaneous expenses such as payment for materials, snacks, or supplies for staff or other meetings or for other miscellaneous expenses. No other reimbursements for such expenses shall be requested without documentation of expenditures beyond $600 in a contract year and only with prior approval of the superintendent.

5. **Salary Adjustments:** Prior to making any salary adjustments, the District shall consult with the Association. If the parties are unable to agree upon the amount or mechanics for any particular increase, the issue will be resolved through a collaborative bargaining process.

6. **Per Diem Rate:** The per diem rate shall be calculated by dividing the administrator's base salary by the actual number of working days for that administrator's position. Hourly rate shall be determined by dividing the per diem rate by eight (8) hours.

7. **Administrative Stipends:** As determined by the Superintendent, stipends shall be paid for extra work in negotiations, special projects, and attending Labor/Management meetings. The bargaining MAA representative's stipend is currently four thousand ($4000) dollars.

8. **Workdays:** Workdays 253: Administrators will have an annual contract based on 253 days per school year.

   In the event that the Superintendent requires an Administrator to work on a holiday(s) not included as normal workdays in the Agreement, the Administrator shall be paid on a per diem basis for the required holiday.

   Any MAA members applying and hired to a posted summer school position agree to work during the summer and will be paid a stipend based on program needs. MAA members will not use vacation or non-paid days while working summer school.

   The seven (7) non-contract days must be taken during non-student/non-staff, as approved by the Executive Directors of Elementary/Secondary.

B. <u>VACATION:</u>

1. **Annual Vacation:** Administrators shall earn twenty-eight (28) vacation days annually. The superintendent or designee must approve any vacation days requested by an Administrator within student days.

2. **Unused Vacation:** Any unused portion of vacation days may be accumulated from year to year. The maximum number of accumulated days shall be thirty (30).

3. **Unused Vacation Days at Termination of Employment:** Upon termination of employment with the district, the Administrator of his/her estate shall be paid for the accumulation of vacation days to a maximum of thirty (30) days at the per diem rate current annual salary.

4. **Use of Vacation Encouraged:** Administrators are encouraged to utilize all of their vacation. However, Administrators may choose to be paid for six (6) days annually at the per diem rate, provided that these vacation days are not used.

C. INSURANCE BENEFITS:

Beginning January 1, 2020, the District shall remit insurance premium payments toward premiums of School Employees Benefits Board medical and non-medical plans for all employees deemed eligible to the Health Care Authority.

D. PROFESSIONAL DEVELOPMENT:

1. Annual Allocation:

A total of one thousand dollars ($1000) shall be allocated to each Administrator to be reimbursed annually for college courses or workshops related to job performance and improvement (this includes travel-related expenses). Appropriate documentation of expenses is required.

Unused professional development funds will automatically carry over to the following school year, with a maximum of two thousand dollars ($2,000).

2. Right Response Training

For administrators who participate in Right Response Training (16 hours for initial training and 8 hours for renewal), time sheets may be submitted at a per diem rate of pay. If the training takes place during the workday, any of the training hours during the workday will not be compensated.

E. USE OF PRIVATE VEHICLE

Mileage: The use of private vehicles for authorized travel for the purpose of transacting School District business shall be reimbursed at the maximum I.R.S. rate.

F. PROFESSIONAL DUES

Dues Allocation: The District shall pay one hundred percent (100%) of the professional organization's annual dues. An Administrator may opt to use the money allocated for professional dues to subscribe to special educational journals or publications. The Administrator must notify the payroll department by September 10th of each contract year as to the option selected. Up to fifty dollars ($50) per year per Administrator of non-building budgets shall be paid toward dues in a second professional organization.

G. LEAVES:

1. **Sick Leave**: Each administrator shall be allotted one (1) day of sick leave per month of employment, up to twelve (12) days per year, including one (1) day of emergency leave. Unused sick leave may be accumulated as allowed by law and District Policy.

2. **Cash Out**: The following provisions govern an attendance incentive program whereby Administrators may receive compensation for sick leave following current state guidelines:

   a. In January of the year following any year in which a minimum of sixty (60) days of sick leave is accrued, and each January thereafter, an Administrator may receive remuneration for unused sick leave accumulated in the previous year at a rate equal to one (1) day at per diem rate of pay for each four (4) days of accrued sick leave in excess of sixty (60) days as per District Policy.

   b. The sick leave for which compensation has been paid shall be deducted from the Administrator's accrued sick leave at a rate of four (4) days for each day compensation paid.

   c. An Administrator, or the Administrator's estate at the time of retirement or death from District employment, shall receive remuneration at a rate equal to one day current compensation for each four (4) days of accrued sick leave to a maximum of one hundred eight (180) days.

3. **Personal Leave:** Each Administrator shall receive three (3) days of non-accumulative personal leave subject to the approval of the Superintendent or designee, with the ability to accumulate up to four (4) days.

4. **Emergency Leave:** Emergency leave taken is charged against the employee's sick leave balance. Emergency leave shall be defined as personal business of a serious nature. The problem must have suddenly precipitated and/or of such nature that preplanning could not relieve the necessity for the employee's absence. The problem cannot be in lieu of, connected with, or an extension of any other leave provision except for situations beyond the employee's control.

5. **Military Leave:** In accordance with the RCW 38.40.060, any employee who is a member of any organized reserve or armed forces of the United States shall be granted military leave of absence with pay for a period of not exceeding twenty-one (21) days during each year beginning October 1st and ending the following September 30th. This paid leave shall be in addition to any other paid leave the employee might otherwise be entitled to. The leave shall be granted so that the employee may report for required military duty, training, or drills, including those in the National Guard under Title 10 U.S.C., Title 32 U.S.C., or state active status. Leave in excess of twenty-one (21) days for the purposes stated above shall be granted without pay for the additional duration of their duty. The District may require copies of active duty orders. Military Family Leave is authorized in accordance with the Military Family Leave Act (RCW 49.77).

6. **Bereavement Leave:** The employee shall be allowed up to five (5) days leave with pay, non-accumulative, for the death of any person that, in the employee's judgment, necessitates a leave of absence for bereavement purposes. Should travel distances related to leave taken so demand, an additional one (1) day may be allowed for that purpose. The District recognizes the need for additional bereavement leave on occasion. An employee may request one (1) additional non-accumulative bereavement day per year through the Human Resources office.

7. **Judicial Leave:** In the event an employee is summoned to serve as a juror, is named as a codefendant with the District, or is subpoenaed to appear in court on matters related to

Marysville School District school business, the employee shall notify the District as soon as possible. Such employees shall receive a normal day's pay for each day of required presence in court. Employees will be expected to report to work immediately following release from responsibility for appearance under this paragraph on a daily basis unless the employee will be unable to perform a minimum of two (2) hours of work
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H. PRINCIPAL EVALUATION

The supervisor (s) will evaluate the current membership in the Association of Washington School Principals (AWSP) model.

I. NEW PRINCIPAL MENTORSHIP

1. For every new principal to the district, that principal (not to include APs) would receive a mentor mutually appointed by the supervisor and an MAA representative.

2. For each new principal being mentored, the mentor principal will receive a $500 stipend. Mentors are required to meet once a quarter outside of school and be available throughout the school year.

Signed: _____ **Date:** 6/26/24
Kelly Sheward, Marysville Admin. Assoc.

Signed: _____ **Date:** 6/20/24
Richard Zimmerman, Marysville Admin. Assoc.

Signed: _____ **Date:** 6/20/24
Dr. Robbins, Marysville Superintendent