

Contract between the  
**CRESTON EDUCATION ASSOCIATION**  
and the  
**CRESTON SCHOOL DISTRICT NO. 073**  
September 1, 2023 – August 31, 2025





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## **PREAMBLE**

This agreement is entered into this first day of September 2021 by and between the Creston Education Association, hereinafter called the "Association", and the Creston School District No. 073, the County of Lincoln, Washington, hereinafter called the "Board". The signatories shall be the sole parties to this agreement.

## **ARTICLE I - Administration**

### **Section A - Recognition**

1. The District recognizes the Association as the sole and exclusive representative for all employees included in the bargaining unit as delineated in part "2" hereof.
2. All regular full-time and part-time (one half or more) certificated teachers. Employees not subject to the terms and conditions of this agreement include substitute and per diem teachers and all teacher/supervisors.

### **Section B - Savings Clause**

1. If any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement shall not be affected thereby, and upon the request of either the Board or the Association the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such a provision.

## **ARTICLE II - Management**

### **Section A - Management Rights**

1. The Association recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all the operation and activities of the District to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provision of this Agreement.
2. All matters not specifically and expressly covered or treated by the language of this agreement may be administered for its duration by the Board in accordance with such policy or procedure as from time to time may be determined.

### **Section B - Non-Discrimination**

1. The Association and the District affirm their adherence to the principles of free choice and agree that they shall not discriminate against any employee covered by this Agreement because of age, race, religion, sex, national origin, the presence of any mental or physical handicap or by reason of an individual's membership or non-membership status in the Association. All references to employees in this Agreement designate both sexes and when the male gender is used, it shall be construed to include both male and female employees.

### **Section C - Work Stoppage**

1. The District and the Association agree that the public interest requires efficient and uninterrupted performance of the educational process and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. Specifically, the Association shall not cause or condone any work stoppage, including any strike, slowdown, or refusal to perform any customarily assigned duties, sick leave absence which is not bona fide or other interference with District functions by employees under this Agreement and should same occur, the Association agrees to take appropriate steps to end such interference.
2. Upon notification in writing by the District that any of its members are engaged in a work stoppage the Association shall immediately, in writing, order such members to immediately cease engaging in such work stoppage and provide the District with a copy of such order. In addition, if requested by the District, a responsible official of the Association shall publicly order such employee to cease engaging in such a work stoppage.

3. There will be no lockout of employees in the unit by the District as a consequence of any dispute arising during the period of this Agreement.
  
4. During such time as an article of the contract is being re-negotiated due to its being invalidated by operation of law (as defined in Article VIII - Savings Clause) there will be no work stoppage.



## **ARTICLE III - Business**

### **Section A - Payroll Deduction**

1. The District agrees to deduct from the salaries of its regular teachers as requested by the teacher:
  - A. Regular Association dues withheld in regular monthly installments
  - B. Premiums for Board approved insurance programs
  - C. Tax sheltered annuity premiums
  - D. VEBA Deductions

### **Section B - Association Security**

1. Employees have the right to join the Association but membership in the Association shall not be required as a condition of employment. The District will advise all newly employed personnel at the time of their employment that the Association is their exclusive bargaining representative.

### **Section C - Distribution of Agreement**

1. Representatives of the Board and the Association will approve a camera-ready copy of this agreement. Upon approval of the two representatives, the agreement will be duplicated at school, at Board expense, for a maximum of 30 copies. Upon request one copy will be furnished to each contracted teacher, four copies to the Association, and seven copies to the Board of Directors. This agreement will be posted on the district website available to all members at all times.

### **Section D – Association Rights**

1. Representatives of the Association shall be permitted to transact official business on school property provided it does not interrupt normal school operations, assigned duties, or the educational process.
2. The Association may use school equipment including, but not limited to, computers, copiers, and audio/visual equipment to conduct Association business provided it does not interrupt normal school operations, assigned duties, or the educational process. Additionally, expendable supplies used in connection with such equipment use will be furnished or paid for by the association.
3. The Association may use employee mailboxes and email to distribute Association communications so long as such communications are clearly labeled as Association

materials, contain the name of the authorizing Association officer, and are not defaming to any individual or group.

4. The Association may post notices and other communications of Association concern on a bulletin board in the staff room.
5. The District shall make available to the Association a roster of bargaining unit members by September 15 and inform the Association within two (2) business days of hire, in writing, of any additions with hire date, or deletions of covered employees.
6. The Association shall be able to meet with new employees within thirty (30) days after their hire date for a minimum of sixty (60) minutes during work hours.

## **ARTICLE IV - Hours – Compensation**

### **Section A – Length of School Year**

1. The length of the school year shall be 180 days. Additionally, 2 district directed work days will be scheduled the two days before the start of school and 1 district directed day will be added to the district calendar on a mutually agreed upon date. If the state imposes LID topical restrictions the district will use a one of the days to meet that obligation. Attendance for those training days are mandatory for receiving compensation, not subject to leaves.
2. For purposes of defining per diem rate, the employee's base pay shall be divided by 180.
3. State funding for supplemental contract days will replace district funding, if allowed under state statute.

### **Section B - Work Schedule (see Appendix A-Work Days)**

1. The working day for all certificated employees will be seven hours and thirty minutes consecutively including a duty-free thirty (30) minute lunch break. The teacher work day starts at least fifteen (15) minutes before student class time and teachers must be on campus until the end of the student day. Additional time to fulfill the 7.5 hours shall be flexible. The definition of the work day will be modified to meet any increases in length of day due to state or federal mandate.

To accommodate staff meetings the work shift on Wednesdays will state at 7:30 (if no meeting is scheduled by noon on Monday, teachers can flex that day as well).

- Each staff member will be limited to three (3) meetings a month with additional meetings as needed, if agreed up by the staff.
2. Teachers shall adhere to the daily schedule and should make no commitments which will preclude their being present in their assigned responsibilities. Teachers shall submit requests to the Superintendent/Principal or delegated representative prior to the anticipated teacher absence and/or late arrival or early leaving.
  3. Teachers shall not leave the school campus during class or preparation periods without the consent of their or designee.

4. Days other than those described above will be at regular building hours or in special cases, time may be set at the discretion of the administration, not to exceed the hours of the regular work day.
5. The district will collaborate with the CEA for the purpose of creating the school calendar. Calendar options presented to staff for input to the Creston School Board for consideration when selecting an annual school calendar.

### **Section C - Compensation**

1. The compensation schedule for teachers is attached to this agreement as Appendix B, Creston Teacher's Salary Schedule, and Appendix C, Extracurricular, are by this reference incorporated herein. The Board reserves the right to exceed the salary schedule for teachers (new hires or current teachers).
2. If a teacher completes the necessary credits for advancement to a higher educational level on the compensation schedule, an adjustment in placement on the schedule, to be effective in the subsequent school year, will be made only if the teacher notifies the Superintendent in writing prior to September 1 and provides the verification of having successfully completed the additional District approved course work no later than September 25.

All credits for the salary schedule currently recognized by The District shall continue to be recognized by the District. In addition, the District shall accept all credits that meet State Board of Education approval standards for college, clock hour and in-service credit. Ten (10) clock hours of in-service shall be recognized as equivalent to one quarter college credit on the salary schedule.

3. In the event of a situation beyond the control of the Board which requires the closing of the schools, the school year may be extended to compensate for the number of days lost in such school or schools, at the discretion of the District, with no additional pay in excess of the teachers' yearly contracted salary.
4. Mileage-Mileage payment for the use of a private car on authorized district business, when a district car is not available, will be at the rate established for Washington State employees, to be adjusted accordingly throughout the term of the contract.

5. Insurance-The District agrees to contribute up to the state maximum, if fully funded, toward the purchase of health/dental insurance. The District hereby agrees to contribute one-hundred percent (100%) of the Health Care Authority (HCA) retiree subsidy.
6. In case a teacher or coach wants to attend a workshop or clinic he may petition the Board (after securing the permission of the Superintendent/Principal) to attend and to be reimbursed at least on a percentage basis for expenses.
7. Tuition Reimbursement
  - a. The Board shall provide full tuition reimbursement to teachers who take additional approved course work (clock hours or credits) in areas of their present or future teaching assignment when requested by the board, administration, or teacher and mutually agreed upon.
  - b. There will be personal professional development funds of up to \$1,000 per year for each teacher. These funds may be expended in any manner that provides opportunity for a teacher to advance as a teacher, including conferences, courses, individual growth plan activities and supplies/materials that promote teacher growth. These funds and any pooled funds shall be designated for use solely by each teacher.
  - c. Unused \$1,000 personal professional development funds will be pooled and teachers who have exceeded their \$1,000 personal professional development fund will have additional compensation evenly applied of up to \$1250 per employee. Any requests for compensation for personal professional development funds must be made by the last business day in July.
8. A teacher may receive extra compensation for covering another teacher's class during their planning period. The teacher will be compensated for each class covered at \$35 when coverage is ten (10) minutes or more.
9. If distance learning and full time in person learning are required at the same time, the district will consult with the teachers impacted and provide additional prep time or additional pay.

### **Section D – Extended Contracts**

1. The special education teacher shall be granted 32 per diem hours.
2. The network administrator may be granted additional hours at per diem rate by the superintendent based on district need and network administrator's recommendation.
3. The FFA advisor may be granted additional hours at per diem rate to be paid for direct supervision of students involved in organized District, State or National FFA activities occurring outside of the normal school day. Attendance at all activities must be pre-approved by the superintendent in order for compensation to be granted.

### **Section E – Salary Schedule Placement**

Bargaining unit members will be placed on the salary schedule in accordance with WAC 392-264 and the reporting standards of S-275 in place as of August 2018, except may be otherwise described in this section.

1. Clock hours will continue to be counted as college credit for placement purposes, with ten (10) clock hours equaling one (1) quarter credit hour.
2. All prior certificated experience will be counted towards placement on the District salary schedule. Other non-certificated experience will be considered on a case by case basis.
3. For the purpose of computing a year of experience, a full year will be deemed to be 1,440 or more hours within a twelve (12) month period.
4. ESA staff will receive credit for all prior related public and private sector service on the District salary schedule.

### **Section F - Salary Payment**

1. Warrants shall be issued the last district business day of each month, except early payment may be authorized at Board discretion.
2. A teacher leaving the District either through retirement or termination may request the District to pay the remaining compensation due him as soon as legally permissible.
3. Salary
  - a. Teachers' basic salary schedule - Appendix B

4. Supplementary salary - Appendix C

### **Section G - Announcement of Openings**

1. The District will post notices of vacant or newly created positions as soon as they are known. Existing employees, provided the employees possess the necessary qualifications (a major, minor or two (2) years' experience in the teaching area), will be able to apply for voluntary transfer to any such position. Requests for voluntary transfer must be received no later than one (1) week from the date of posting and the District agrees to consider any such requests prior to hiring any new personnel. During the summer vacation, the notice will be mailed to the employees' last known addresses.
2. When co-opting with other school districts for any activities, academic or extracurricular, the certificated staff shall be given a written notice stating a clear definition of responsibilities before the agreement is finalized.

### **Section H - Student Discipline**

1. The Administration and the teachers will work together in their effort to maintain discipline in the District. The Administration shall give timely responses to all teachers' requests regarding discipline problems. In the exercise of authority by a teacher to control and maintain order and discipline, the teacher shall use reasonable and professional judgment concerning matters not provided for by specific district policy or regulations and not inconsistent with Federal and State laws or regulations.

### **Section I - Reduction in Force (R.I.F.) Policy**

1. General  
The Board of Directors has the duty and responsibility to determine the educational program and services for the Creston School District No. 073, based upon the educational goals and the district's financial resources available for the following year. If the Board determines that the certificated staff of the district should be reduced for the following school year by reason of financial necessity or declining enrollment, the Board will institute the plan below.

After the Board's decision has been made, the Administration shall determine the number of employees and positions required for retention.

2. Employment Pool

- a. All certificated employees who are not recommended for retention shall be terminated from employment and placed in an employment pool for possible re-employment for a period of up to two (2) years. Employment pool personnel will be given the first opportunity to fill open positions within their qualifications under the guidelines set forth below. Members of the employment pool will also have first priority for substitute positions for which they are qualified.
- b. Certification and qualifications
  - (1) Certificated employees teaching at the elementary level will automatically qualify to teach any grade K-6 as long as they hold valid certification from the State of Washington.
  - (2) In order for a certificated employee to be qualified for an open position, the certificated employee must have:
    - (a) A major or minor in the area(s) of the position(s) opened, or
    - (b) At least one successful year of teaching experience in the area of the position open. (Successful teaching experience shall be defined as the absence of probationary status.)
- c. Where, as a result of assignment, there are two employees with identical State seniority, certification, and qualifications as defined herein, the criteria for determining which employee shall receive the assignment shall be by the following priorities:
  - (1) Highest degree held
  - (2) Quarter hours of credit
  - (3) Seniority within the Creston School District
  - (4) By casting of lots
- d. It shall be the responsibility of each employee placed in the employment pool to notify the Superintendent of his/her current mailing address.
- e. When a vacancy occurs for which any person in the employment pool is qualified, notification from the School District to such individual will be made by certified mail or personal contact by the Superintendent or his/her designee. Such individual will have ten (10) calendar days from the receipt of the letter or from the date of personal contact to accept the position.



- f. If an employee in the employment pool fails to accept a position for which he/she is eligible, pursuant to the criteria herein before set forth, such individual shall be dropped from the employment pool.
3. Notice of non-renewal will be made by May 15th in accordance with the State law.
4. In the event that a teacher is assigned outside his or her major area as a result of the R.I.F., the annual evaluation of the teacher so affected shall bear the notation, during the first year, that the assignment upon which he is being evaluated is an emergency assignment outside his major area.
5. Any teacher whose contract was non-renewed because of the R.I.F. shall retain all benefits to which the teacher was entitled at the time of his/her layoff.

Employees who are not renewed shall have the right to pay 100% of the insurance premium as part of the group medical plan, subject to the approval of the carrier.

## ARTICLE V – Evaluation and Probation

*Article V – Evaluation and Probation will go into effect for the 2023-2025 school year.*

### **Section A - Employee Evaluation – Purpose**

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

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

### **Section B - Qualifications of Evaluators**

The term “**Evaluator**” shall mean the building principal of the employee being evaluated. Principals and administrators who have evaluation responsibilities will engage in professional development designed to implement the evaluation system and maximize rater agreement. RCW 28A.405.120.

### **Section C – Definitions**

1. The term “**Artifacts**” shall mean anything in physical or virtual form that provides data. Artifacts could include notes from observed practice and products or results of a classroom teacher’s work that demonstrates knowledge and skills of the educator with respect to the four-level rating system.
2. The term “**Evidence**” shall mean any artifact used as part of the evaluation.
3. The term “**Classroom Teacher**” shall mean certificated staff with an assigned group of students for whom they provide academically focused instruction and/or grades.
4. The term “**Component**” shall mean the sub-section of each criterion.
5. The term “**Instructional Framework**” means the Marzano Teacher Evaluation Model adopted by the superintendent of public instruction to support the four-level rating system pursuant to RCW 28A.405.100. The parties will incorporate the Marzano Teacher Evaluation Model Rubrics by State Criteria with Scales and Possible Evidence as the basis of the evaluation process.
6. The term “**Evaluation**” shall mean the ongoing process of identifying, gathering and using information to improve professional performance, and assess total job effectiveness.

7. The term “**Evaluation Criteria**” shall mean the minimum eight (8) evaluation criteria for classroom teachers specified in WAC 392-191-006.
8. The term “**Evaluation Report**” shall mean that document which becomes a part of the employee’s personnel file.
9. The term “**Not Satisfactory**” shall mean:
  - (a) **Provisional Teachers and Teachers with five (5) years or less teaching experience** in the State of Washington:
    - Receiving a summative score of one (1) is not considered satisfactory performance.
  - (b) **Continuing Contract Teachers** with more than five (5) years teaching experience in the State of Washington.
    - Receiving a summative score of Unsatisfactory (one (1)) is not considered satisfactory performance.
    - Receiving a summative score of Basic two (2), for two years in a row or two years within a consecutive three-year period, is not considered satisfactory performance.
10. The term “**Observation**” shall mean the gathering of evidence made through classroom or worksite visits for the purpose of viewing instruction and examining evidence over time based on the district adopted teacher evaluation model.
11. The term “**Informal Observation**” shall mean a documented observation that is not required to be pre-scheduled.
12. The term “**Rubrics**” shall mean the descriptions of practice used to capture evidence and data and classify teaching and student growth using the evaluation criteria and the four-level rating system.
13. The term “**Scoring Band**” shall mean the State adopted range of scores used to determine the final comprehensive evaluation summative score for a certificated classroom teacher.
 

Level 1	Unsatisfactory =	8 – 14
Level 2	Basic =	15 – 21
Level 3	Proficient =	22 – 28
Level 4	Distinguished =	29 – 32
14. The term “**Student Growth**” shall mean the growth in subject-matter knowledge, understandings, and/or skill between two points in time, in context of meeting standards/course requirements.

15. The term “**Student Growth Data**” shall mean data that is relevant to the teacher and subject matter. Student growth data must be a factor in the evaluation process and be based on multiple measures and processes embedded in TPEP rubrics that can include classroom-based, school-based, district-based, and state-based tools. Student growth data may include the teacher's performance as a member of a grade-level, subject matter, or other instructional team within a school. Student growth data may also include the teacher's performance as a member of the overall instructional team of a school.
16. The term “**Summative Performance Ratings**” shall mean the four performance levels applied using the four-level rating system: Level 1 = Unsatisfactory, Level 2 = Basic, Level 3 = Proficient, and Level 4 = Distinguished.

#### **Section D - Evaluation Process**

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

#### **Section 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**  
Teachers 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 the two (2) student growth goals (3.1 and 6.1) and one (1) instructional goal. 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. The teacher and evaluator will mutually agree when to conference. The purpose of the pre-observation conference is to discuss the employee’s goals, establish a date for the formal observation(s), and to discuss such matters as the professional activities to be observed, their content, objectives, strategies, and possible observable evidence to meet the scoring criteria.

3. **Formal Observations**

- a. 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 annual observation time cannot be less than sixty (60) minutes.
- 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. Only one pre-observation conference will be required for that series of observations.
- 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 shall be incorporated on the negotiated form 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-observation conference shall be held following a formal observation or series of observations. If the teacher and evaluator have mutually agreed to break the remaining thirty (30) minutes of observation into shorter time increments, only one post-observation conference will be required for that series of observations.

If there is an area of concern, the evaluator will identify specific concerns for the applicable criteria and provide specific observable solutions to remedy the concern in writing. The teacher has the opportunity to attach written comments to the observation notes.

5. **Informal Observations**

- a. 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**

- a. Prior to June 1<sup>st</sup> the evaluator and teacher shall meet to discuss the teacher’s final summative score.
- b. Any student growth evidence must be submitted to the evaluator prior to the final evaluation. Any other evidence must be submitted to the evaluator by May 1<sup>st</sup>, unless the evaluator and teacher mutually agree to a later date.
- c. All evidence, measures and observations used in developing the final summative evaluation score must be a product of the school year in which the evaluation is conducted.
- d. The teacher will sign two (2) copies of the Final Summative Evaluation Report. The signature of the teacher does not, however, necessarily imply that the employee agrees with its contents. The teacher may attach any written comments to observations and to the final annual evaluation report as well.

7. **Comprehensive Evaluation Summative Score**

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

Unsatisfactory	=	8 – 14
Basic	=	15 – 21
Proficient	=	22 – 28
Distinguished	=	29 – 32

8. **Student Growth Impact Rating**

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

Upon completion of the overall summative scoring process, the evaluator will combine only the student growth rubric scores to assess the classroom teacher’s student growth impact rating.

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

5 – 12	13 – 17	18 – 20
Low	Average	High

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

A student growth score of “1” in any of the student growth rubrics (SG3.1, SG3.2, SG6.1, SG6.2, SG8.1) will result in an overall low student growth impact rating.

A classroom teacher with a preliminary rating of distinguished and with a low student growth rating will not receive an overall rating of higher than Proficient.

Classroom teachers with a low student growth rating will engage, with their evaluator, in a student growth inquiry.

10. **Student Growth Inquiry**

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

The evaluator will examine additional student growth data in conjunction with the other student growth evidence previously provided.

If the examination still results in a low student growth score, the evaluator will examine extenuating circumstances, which may include one or more of the following: goal setting process, content and expectations, student attendance, and/or extent to which standards, curricula, and assessments are aligned.

If after the above two examinations, the classroom teacher still has a low student growth rating, the evaluator will create and implement a professional development plan to address student growth areas, a copy of which will be given to the teacher. This plan may include monthly conferences focused on improving student growth to include one or more of the following topics: student growth goal revision, refinement and progress, and/or best practices related to student growth data collection and interpretation.

**Section 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.

Teachers on a focused evaluation may select from any of the eight (8) state criteria unless:

- A. The teacher received less than a proficient rating on criteria 1, 2, or 5 on the previous year’s evaluation, or
- B. The teacher has not yet been evaluated on the comprehensive form.

If a teacher fits the description in A or B above, the focused evaluation will be on a selected criterion from Domain 1 to be approved by the teacher's evaluator. The criterion may have been identified in the self-assessment or a previous comprehensive evaluation as benefiting from additional attention.

Teachers on a focused evaluation will develop a written professional goals and timelines, and will monitor his or her progress, and make adaptations as needed. The plan will be guided by the self-assessment or the prior year's comprehensive evaluation. must include a total of three (3) goals, two (2) of which must focus on the criterion that is being evaluated. The third goal must be a student growth goal focusing on SG.3.1 or SG.6.1. If criterion 3 or 6 is selected for evaluation, the student growth goal from the selected criterion must be used. The evaluator and employee shall mutually agree on the employee's professional goals for the year

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

1. **Observation**

Classroom teachers will be observed for the purposes of focused evaluation at least twice each school year in the performance of their assigned duties.

The total observation time for the school year will be no less than sixty (60) minutes for classroom teachers on the focused evaluation option.

One of the required observations will be a formal observation, including a pre and post conference as outlined in the Comprehensive Evaluation Process listed above in section 4.E. number 3.

The second required observation may be an informal observation as outlined in the Comprehensive Evaluation Process listed above in section 4.E., number 5.

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

The score received for the most recent comprehensive evaluation is the default focused summative evaluation score. If the focused evaluation score exceeds the most recent summative comprehensive score, that evaluation score is selected for the annual evaluation score.

If the teacher is focusing on criterion one (1), two (2), five (5), or eight (8), a minimum of four (4) components must be scored in the criteria that have been selected for evaluation. The two (2) components for student growth will be included in the final summative score for the focused evaluation. A minimum of six (6) components will be scored in a focus evaluation year for criterion one (1), two (2), five (5), or eight (8).

If criterion six (6) is selected for the focused evaluation, all three (3) components must be scored plus the two (2) components for student growth will be included in the final



summative score for the focused evaluation. A minimum of five (5) components will be scored in the focus evaluation year for criterion six (6).

If criterion three (3), four (4), or seven (7) is selected for the focused evaluation, all of the components must be scored plus the two (2) components for student growth will be included in the final summative score for the focused evaluation. A minimum of four (4) components will be scored in the focused evaluation year for criterion three (3), four (4), or seven (7)

The following scoring band will be used to determine the overall summative score for the focused evaluation:

	<u>Unsatisfactory</u>	<u>Basic</u>	<u>Proficient</u>	<u>Distinguished</u>
6 components	6 – 8	9 – 14	15 – 20	21 – 24
5 components	5 – 7	8 – 12	13 – 17	18 – 20
4 components	4 – 5	6 – 9	10 – 13	14 – 16

A group of teachers may focus on the same evaluation criterion and share professional growth activities. The teacher(s) should initiate this collaboration and no individual shall be required to work on a shared goal.

**Section G - Provisional Employees**

1. **Definition:** The term "Provisional Employee" shall mean any employee in a teaching or other nonsupervisory certificated position. Provisional employees shall be subject to nonrenewal of employment contract as provided in RCW 28A.405.220 during the first three years of employment, unless: (a) the employee has previously completed at least two (2) consecutive years of certificated employment in another school district in the state of Washington, in which case the employee shall be subject to nonrenewal of employment contract pursuant to RCW 28A.405.220 during the first year of employment; or (b) the employee has received an evaluation rating below level two (2) on the four-level rating system established under RCW 28A.405.100 during the third (3<sup>rd</sup>) year of employment, in which case the employee shall remain subject to the nonrenewal of the employment contract until the employee receives a level two (2) rating. This shall include any employee who is re-employed with the District after a break in service.
2. **Evaluation Option:** Provisional Employees shall be evaluated on a comprehensive evaluation in accordance with provisions listed in section 5.E. Comprehensive Evaluation Option.
3. **Ninety (90) day Observation:** Provisional employees shall be observed for thirty (30) minutes in the first ninety (90) calendar days.

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

## **Section H - Probation**

1. **Notice:** At any time after October 15<sup>th</sup>, an employee whose work is not judged satisfactory based on district evaluation criteria shall be placed on probation and notified in writing of the specific areas of deficiency and provided with a written reasonable program for improvement no later than January 20<sup>th</sup> of the academic year. The notice to the employee shall be signed by the Superintendent/Designee.
2. **Not Satisfactory:** Continuing contract teachers with four (4) or more years of teaching experience in the state of Washington receiving a summative score of one (1) are considered not satisfactory.

Continuing contract teachers with five (5) or more years of teaching experience in the state of Washington receiving a summative score of two (2) for two years in a row or two (2) years within a consecutive three-year period are considered not satisfactory.

Teachers may only be placed on probation from the Comprehensive Evaluation Process.

3. **Probationary Period:** A probationary period of sixty (60) school days shall be established. Days may be added if deemed necessary to complete a program for improvement and evaluate the probationer's performance as long as the probationary period is concluded before May 1<sup>st</sup> of the same school year.
4. **Purpose:** The purpose of the probationary period is to give the employee an opportunity to demonstrate improvement(s) in his/her areas of deficiency. The establishment of a probationary period does not adversely affect the contract status of an employee within the meaning of RCW 28A.405.200.
5. **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 employee 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.

6. **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 or fewer years of

experience or of Level 3 or above for a continuing contract employee with more than five 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.

7. **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 15th of the lack of improvement along with specific documentation. Lack of necessary improvement constitutes grounds for finding probably cause for non-renewal pursuant to RCW 28A.405.210 or RCW 18A.405.300.

Immediately following the completion of a probationary period that does not produce the required comprehensive summative evaluation performance ratings specified under section 5.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.

8. **Procedural Errors:** If a procedural error occurs in the implementation of a program for improvement, the error does not invalidate the probationer's plan for improvement or evaluation activities unless the error materially affects the effectiveness of the plan or the ability to evaluate the probationer's performance.
9. **Not Applicable to Provisional Employees:** The probation requirements contained in this Section 5.H do not apply to provisional employees.

### **Section I - Use of Evaluation Results**

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

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

## **ARTICLE VI - Personnel Files**

### **Section A - Confidentiality**

The official files on teachers are confidential and as such shall be available for inspection only to the supervisory and confidential employees of the district. Teachers shall have the opportunity to review all materials such as evaluations originating from the district administrators before they are made a permanent part of the personnel file.

### **Section B – Right to Review**

Teachers shall have the right to review, by prior appointment, all materials in their personnel file. Teachers shall, at the time of review of materials as provided in Section A, hereof, be allowed to attach, for inclusion in the file, written comment.

### **Section C - Contents**

Each certificated teacher's personnel file shall contain the following minimum items of information: all teacher evaluation reports, copies of annual contracts, transcripts of academic records.

### **Section D – Additional Materials**

Upon request the Superintendent or his/her official designee shall sign a receipt verifying his/her acceptance of additional materials.

## **ARTICLE VII – Personnel Leaves**

### **(ref. District Policy #5320)**

#### **Section A - Compensated Leaves**

1. Every teacher holding a regular full-time position shall, on a prorated basis according to the number of months employed, accrue twelve (12) working days sick/emergency leave for each school year. Unused sick/emergency leave shall accumulate.
  
2. Every teacher holding a regular part-time position shall accrue sick leave with pay in proportions to the relationship his/her basic work week has to forty (40) hours. No such employee shall earn sick leave credit during a calendar month in which he/she is absent without pay more than 15% of the regularly scheduled working hours for the position.
  
3. At the end of any leave shorter than 20 days in duration, sabbatical leave, or sick leave which does not exhaust the staff member's accumulated sick leave, the affected staff member is entitled to return to the position held when the leave commenced or to an appropriate comparable position.
  
4. Sick leave may be used for absences caused by illness or injury of an employee and medical, dental or ocular appointments. When an employee will be absent from work due to illness or injury, he/she will give notice to the Superintendent or their designee no later than 7:00 a.m. on the first day of the illness if at all possible. Non-emergency absences for appointments must be authorized at least 24 hours in advance by the appropriate supervisor.
  
5. Sick leave privileges may also be used by certificated staff members for a member of their immediate family living at home, or up to three sick leave days for a member of their immediate family not living at home, when that family member is ill. Immediate family is defined as parents, siblings, spouse, child, grandparents, grandchildren, and the equivalent in-laws.
  
6. In any instance involving use of a fraction of a day's sick leave, the minimum charge to the employee's sick leave account shall be one-half hour.
  
7. If sick leave benefits are exhausted, the staff member may apply for leave sharing under district policy #5328 or the school board may grant leave without pay for the balance of the year upon the recommendation of the Superintendent/Principal.

8. Unused sick leave may be accumulated on a year-to-year basis up to a maximum of the number of contract days in a contract period, not to exceed 180 days.
9. A sick leave buy-back program consistent with statutory authorization will be implemented. Within the limits of the law, on or about January 1 of each school year, the employee may cash in up to twelve (12) days per year for any unused sick leave above an accumulation of sixty (60) days at a ratio of one day's pay for four (4) accumulated sick leave days. In addition, as authorized by law, the employee may cash in up to a total of 180 days accumulation of unused leave at retirement or death at a rate of one day's pay for four days of accumulated sick leave.
10. The Superintendent shall be responsible for control of abuse of sick leave privilege.
11. The teacher may be required to furnish satisfactory evidence of illness for absences for more than five consecutive days, and/or proof of medical, dental or ocular appointments to the Superintendent.

#### **Section B - Emergency Leave/Bereavement Leave**

1. Each employee shall be granted up to 5 days of bereavement leave per occurrence for a death in the immediate family. Immediate family is defined as parents, siblings, spouse, child, grandparents, grandchildren, and the equivalent in-laws. Additional days can be granted at the superintendent's discretion and will be deducted from sick leave.
2. Each Employee shall be granted up to 3 days of bereavement leave per occurrence for other relatives, professional colleagues, or close friends and will be deducted from sick leave. Additional days can be granted at the superintendent's discretion and will be deducted from sick leave.
3. The District retains the right to require the employee to supply proof of death and/or relationship of descendant as well as justification of time required for bereavement related activities.
4. Bereavement leave is non-accumulative.

#### **Section C - Personal/Emergency Leave**

Four (4) days per year are granted for those times when leave is desired for personal commitments, to accumulate for a maximum of seven (7) days. If at all possible, the district requests 24 hours'

notice except in the case of an emergency when that would be impractical. All days used under this provision will result in no loss of pay or sick leave accumulation and can be taken in 30 minute or greater segments. The District will buy back up to three (3) unused personal leave days per school year at the teacher substitute rate of pay.

An emergency for the purpose of this leave is a suddenly precipitated situation of such a nature that pre-planning is not possible or where pre-planning could not relieve the necessity for the employee's absence. The situation cannot be one of minor importance or of mere personal convenience, but must be of a serious emergency nature.

Personal leave is to be used for any reason other than Association business. It is not meant to replace or supplement sick leave. Any unused leave is cancelled upon termination of employment. Personal leave without pay can be applied for.

#### **Section D - Other Leaves**

##### 1. Military Leave

- a. Annual Active Duty Training (Reserve or National Guard): An employee serving as a member of the National Guard or any Reserve component of the Armed Forces of the United States is entitled to leave without pay for active duty required in fulfillment of military obligations, upon application thereof, for a period not exceeding fifteen (15) calendar days in any one calendar year; except that he must have been serving in public employment within the state for a period of six (6) months preceding his application to receive regular pay for the period of leave.
  
- b. Extended Active Duty: All present employees who have been called or volunteer (because of imminent compulsory duty) for active duty in the Armed Services of the United States, irrespective of a state or national emergency being declared, will accrue experience credits equal to what they would have had with continuous employment in the District to a maximum of two (2) years, providing they return to the school district at the beginning of the next school year after release from military duty. Additional time may be granted at the discretion of the Board of Directors. Special consideration may be given to employees that choose to enlist during time of national emergency.

A guarantee of re-employment after military leave is contingent upon notification to the Personnel Office at least four (4) months before the commencement of the next school year of the intent to return.



A probationary teacher cannot apply military experience to attain permanent status. However, the requirements of three (3) continuous years of teaching service to attain permanent status will be waived.

All accumulated sick leave and other employee benefits will revert to the employee when he returns to the school district. However, no employee benefits will accrue during absence from the school district.

2. Parental/Maternity Leave (Ref: School District Policy #5321 - #5322): A staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period of disability shall extend from the date of birth for a period of not more than sixty days, unless an actual period of disability, which begins prior to the date of birth or continues beyond 60 days, is otherwise verified in writing by the employee's physician.

If the employee's accumulated sick leave is exhausted during the period of maternity disability, the district shall grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During the unpaid portion of such leave of absence, the staff member may pay the premiums for any district insurance plans to keep coverage in effect for the employee and her family. (Ref: School District Policy #5327)

Notice Required. A pregnant staff member is requested to notify her immediate supervisor and the superintendent by the beginning of the fifth month of pregnancy. At the time of such notice the staff member shall submit a written request to her immediate supervisor and the superintendent for one or more of the following:

- a. Maternity leave for the period of her actual disability due to pregnancy or childbirth;
- b. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or
- c. Termination of employment by resignation.

The notice to the district shall include the approximate beginning and ending dates for the leave.

Employment Conditions. A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.

The staff member shall return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the superintendent of the specific date when she shall return to work. Unless the superintendent approves an earlier date of return, the employee shall give at least 14 days advance notice of the actual date of return.

The staff member shall return to her duties following an extended leave of absence on the date approved by the superintendent. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

Assignment upon Return. An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth shall return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave.

Upon return from an extended maternity leave, a staff member shall be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort shall be made to place the staff member in her original position or in a comparable position.

Right to Apply for Other Leave. Nothing in this policy shall preclude a staff member's right to apply for any other applicable leave as provided by board policy. Benefits to include sick leave and medical shall not accrue to teachers on parental leave, however, employees returning from such leave to regular full-time

employment shall have all previously accrued but unused benefits reinstated at the time of return.

3. Adoption Leave (Ref: School District Policy #5323)

Adoptive leave shall be granted upon the same terms to employees who become adoptive parents or stepparents, at the time of birth or initial placement for adoption of a child under the age of six, as is available only when the child lives in the employee's household at the time of birth or initial placement.

Employee requests for leave of absence due to birth or initial placement for adoption of a child shall be submitted in writing to the superintendent not less than 30 days prior to the beginning date of the leave. The notice shall include the approximate beginning and ending dates for the leave requested.

4. Spousal Leave for Birth or Adoption of a Child

The school district shall grant leave upon the same terms to male employees as is available to female employees upon the birth or adoption of the employee's child.

5. Jury Duty

The District shall pay the employee his/her regular pay and in turn the employee shall reimburse the District for the amount received for his/her jury duty with the exception of mileage.

6. Association Leave

The district shall grant up to 3 days for Association officers to attend to Association business. This leave may include, but is not limited to, UniServ, WEA or NEA activities, consultations, workshops or attendance at the Representative Assembly. The Association will reimburse the district for actual substitute costs incurred by the district to cover the leave days.

7. Washington State Paid Family and Medical Leave (PFML)

Commencing January 1, 2020, employees shall be eligible to receive Paid Family and Medical Leave (PFML) under the Washington State Family and Medical Leave and Insurance Act. To be eligible for this leave, employees must have worked a minimum of 820 hours within the past calendar year. Such leave shall be used consecutively with the employees' other leave entitlements unless the employee elects otherwise. Commencing January 1, 2019, the District shall pay the full amount of the payroll premium to fund this leave. The District shall use the state insurance as the carrier for PFML to ensure ongoing

compliance with the law. When such leave is used for pregnancy/maternity disability, the District shall maintain health insurance benefits during period of approved PFML leave.

8. Leave Sharing

The District shall establish and administer a leave sharing plan in which employees who qualify under the provisions of RCW 41.04.665 may receive donated leave from other employees.

Such a program is intended to extend leave benefits to a staff member who otherwise would have asked to take leave without pay or terminate his/her employment with the District.

An employee may contribute vacation, annual and/or sick leave provided that the contributing employee retains state mandated minimum of sick leave after the transfer. Administration of this leave will be in accordance with District policy. Leave shall be calculated on an hour(s) donated/hour(s) received basis.

The employee qualifies for shared leave if, among other criteria, the employee “suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental condition” which prevents the employees and/or family. Shared leave shall be extended to employees who are sick or temporarily disabled due to pregnancy disability or for the purpose of parental leave to bond with a newborn, adoptive, or foster child.

Any remaining donated hours shall be returned to the donor(s) on a pro-rated basis at the conclusion of the existing condition. If the existing condition continues beyond the time specified by the licensed medical professional for which the leave was collected, additional verification by medical profession must be provided to the District.

Donations of sick leave will not reduce the ability of the employee to cash out sick leave during the year donated. When calculating eligibility to cash out excess sick leave, donation of sick leave to another employee will be counted toward the 60-day minimum balance required after cash out (WAC 392-126-104).

**Section E – Federal and State Compliance**

When contract language does not mirror Creston School District Board Policy, state and/or federal law, employees will be entitled to the language which provides the most benefit.

## **ARTICLE VIII - Grievance Procedure**

### **Section A - Definition**

For the purpose of this Agreement, a grievance is defined as a difference of opinion regarding the meaning or interpretation of this Agreement.

### **Section B**

Every effort shall be made to settle grievances at the lowest possible level of the grievance procedure. There shall be no strike, work stoppage, slowdown, picketing or any other restriction of work as a result of or during the pendency of a grievance.

### **Section C – Grievance Steps**

Grievances will be processed in the following manner and within the stated time limits.

Step 1. An aggrieved teacher shall promptly attempt to resolve the grievance informally between the teacher and his/her appropriate supervisor.

Step 2. An aggrieved teacher may file a grievance in writing to the Superintendent/Principal within fifteen (15) school days after the facts upon which the grievance is based first occur, or first become known to the teacher. If not submitted within the time frame, the grievance will be deemed waived. The written grievance shall give a clear and concise statement of the alleged grievance including the facts upon which the grievance is based, the issues involved, and the relief sought. The Superintendent/Principal or his/her designee shall thoroughly review the grievance, arrange for necessary discussions and give the written answer to the teacher with a copy to the C.E.A., if so desired by the teacher, no later than ten (10) school days after the receipt of the written grievance.

Step 3. Grievances not settled in Step 2 of the grievance procedure may be appealed to arbitration provided:

- a. Written notice of a request for arbitration is made to the Superintendent within ten (10) days of receipt of his/her answer in Step 2.
- b. The issue must involve the interpretation, application or meaning of a specific provision(s) of the Agreement.

Step 4. When a timely request has been made for arbitration the parties or their designated representatives shall attempt to select an impartial arbitrator. Failing to do so, they

shall, within ten (10) school days of the appeal, jointly request the Public Employee Relations Board to submit a list of five (5) arbitrators.

Step 5. As soon as the list has been received, the parties or their designated representatives shall determine by lot the order of elimination and thereafter each shall, in that order, alternately strike a name from the list and the fifth and remaining name shall act as the arbitrator.

Step 6. The arbitrator shall schedule a hearing on the grievance and, after hearing such evidence as the parties desire to present, shall render a decision. The arbitrator shall have no power to advise on salary adjustments, except as to the improper application thereof not to add to, subtract from, modify or amend any terms of this Agreement. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law. A decision of the arbitrator shall, within the scope of his authority, be binding upon the parties.

#### **Section D**

Each party shall bear all costs of producing their own witnesses, preparation of exhibits and other materials to include the production of a record or transcript of the proceedings unless such record or transcript is desired by both parties. The fee and expenses of the arbitrator and the cost of the hearing room shall be borne equally by both parties.

## **ARTICLE IX - Compliance Between Individual Contract and Master Agreement**

Any individual contract between the Board and an individual teacher heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

**Section A**

This Agreement shall be effective as of September 1, 2019~~23~~, shall be binding upon the Board, the Association and their members and shall remain in full force and effect through August 31, 2025.

Health insurance benefits will also be increased to the State maximum, if fully funded, per F.T.E.

**Section B**

This Agreement shall constitute the full and complete commitment between both parties and may be altered, changed, added to, deleted from or modified only as set forth in this Agreement. All terms and conditions of employment not covered by this Agreement shall continue to be subject to the Board's direction and control.

**Section C**

This Agreement shall automatically be renewed from year to year and shall be binding for additional periods of one year unless either the Board or the Association gives written notice between April 15 and May 15 next prior to the aforesaid expiration date of this Agreement of its desire to modify the Agreement for a successive term or to terminate the Agreement.

**Section D**

This Agreement may also be opened for amendment by the mutual consent of the Board and Association.



**EXECUTION/SIGNATURES**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023 at Creston, Washington by the undersigned officers by the authority of and on behalf of the Creston School District No. 073 Board of Directors and the Creston Education Association.

FOR THE ASSOCIATION

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

FOR THE DISTRICT

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Superintendent

## **APPENDIX A – Length of Work Year**

Work Days

Length of Contract

180 Teaching Days

**APPENDIX B – Salary Schedule**  
**For school year 2023-2024**

**2023-2024**

Years of Service	BA	BA+15	BA+30	BA+45	BA+90	MA	MA+45	MA+90 OR Ph.D.
0	47,598	47,857	48,772	49,803	53,810	54,955	59,369	62,041
1	48,542	49,115	50,146	51,292	54,840	56,100	60,450	62,740
2	49,574	50,374	51,520	52,779	55,870	57,244	61,596	63,427
3	50,604	51,635	52,893	54,267	56,901	58,388	62,740	63,998
4	51,635	52,893	54,267	55,755	57,931	59,534	63,885	65,717
5	52,779	54,153	55,641	57,244	58,962	60,678	65,029	67,433
6	53,810	55,412	57,015	58,618	60,221	61,824	66,175	69,150
7	54,840	56,672	58,160	60,221	62,511	63,770	68,236	71,327
8	55,870	57,931	59,305	61,824	64,571	65,717	70,295	73,502
9		59,191	60,450	63,427	66,632	67,663	72,357	75,678
10			61,481	65,029	68,693	69,609	74,417	77,853
11				66,632	70,755	71,670	76,479	80,027
12				68,465	72,816	73,731	78,539	82,203
13					74,875	75,791	80,600	84,378
14					76,936	77,853	82,661	86,553
15					79,226	79,913	84,722	88,729
16 or more					81,859	81,974	87,127	91,134

\*\*\*Contract for the 2023-24 school year is 180 days with 3.7% plus any additional state funded days paid at per diem

0.037

**2024-25**

<b>Years of Service</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>BA+45</b>	<b>BA+90</b>	<b>MA</b>	<b>MA+45</b>	<b>MA+90 OR Ph.D.</b>
0	49,454	49,723	50,674	51,745	55,909	57,098	61,684	64,461
1	50,435	51,030	52,102	53,292	56,979	58,288	62,808	65,187
2	51,507	52,339	53,529	54,837	58,049	59,477	63,998	65,901
3	52,578	53,649	54,956	56,383	59,120	60,665	65,187	66,494
4	53,649	54,956	56,383	57,929	60,190	61,856	66,377	68,280
5	54,837	56,265	57,811	59,477	61,262	63,044	67,565	70,063
6	55,909	57,573	59,239	60,904	62,570	64,235	68,756	71,847
7	56,979	58,882	60,428	62,570	64,949	66,257	70,897	74,109
8	58,049	60,190	61,618	64,235	67,089	68,280	73,037	76,369
9		61,499	62,808	65,901	69,231	70,302	75,179	78,629
10			63,879	67,565	71,372	72,324	77,319	80,889
11				69,231	73,514	74,465	79,462	83,148
12				71,135	75,656	76,607	81,602	85,409
13					77,795	78,747	83,743	87,669
14					79,937	80,889	85,885	89,929
15					82,316	83,030	88,026	92,189
16 or more					85,052	85,171	90,525	94,688

\*\*\*Contract for the 2024-25 school year is 180 days with predicted 3.9% (SUBJECT TO CHANGE) plus any additional state funded days paid at per diem 0.039

**APPENDIX C – Co-Curricular Salary Schedule**

<b>Base Pay \$36,521</b>						
<b>Group</b>	<b>0-1</b>	<b>2-3</b>	<b>4-5</b>	<b>6-7</b>	<b>8-9</b>	<b>10+</b>
<b>1</b>	10%	11%	12%	13%	14%	15%
<b>2</b>	8%	9%	10%	11%	12%	13%
<b>3</b>	6%	7%	8%	9%	10%	11%
<b>4</b>	4.5%	5.25%	6%	6.75%	7.5%	8.25%
<b>5</b>	3.5%	4%	4.5%	5%	5.5%	6%
<b>6</b>	2.5%	3%	3.5%	4%	4.5%	5%

Group 1

Group 2      Year Book (Without Class)  
                   Lost Lake

Group 4

Group 5      Assistant Lost Lake Director  
                   HS Yearbook (With Class)  
                   Knowledge Bowl Advisor  
                   HS FBLA

Group 6

GSA  
 Junior High Advisors  
 HS ASB

**Fixed Stipend**

Elementary Music Director            \$250  
 Native American Day                    \$250

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