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**LETTER OF AGREEMENT**

4 THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING  
5 AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF COLUMBIA/BURBANK  
6 SCHOOL DISTRICT. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII,  
7 SECTION 18.4 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.  
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10 1. That ARTICLE X, Section 10.1 be amended to read:

11  
12 **Section 10.1.** The District shall contribute the State allocated insurance amount per month starting  
13 September 1 each year, for each full-time equivalent employee in the bargaining unit and a  
14 prorated amount of the same for all regular, part-time employees, to a pool of funds to be used for  
15 the purchase of insurance benefits. Each eligible employee shall be entitled to select insurance  
16 options from the approved list of options. Those employees projected to be working four (4) hours  
17 or more (720 hours) shall be eligible to receive a District contribution for their selected benefits  
18 that is a prorated percentage of a full-time equivalent employee's contribution. The percentage of  
19 full-time equivalence will be determined by projecting the expected work year for an employee and  
20 finding the percentage that the projection is of a full-time (1,440 hour) position. The District will  
21 provide a supplemental insurance pool fund. This fund shall be \$12,000 for the 2008-2009 school  
22 year.  
23

24 After each employee has made his/her selection of benefits under the program provided herein,  
25 remaining funds in the pool, if any exist, shall be available for distribution to cover employees  
26 requested coverages. The amounts of pooled funds will be distributed by equal shares beginning  
27 with the smallest amount requested and thereafter repeating this function until all pooled funds are  
28 exhausted.  
29

30 The enrollment period shall be for thirty (30) days and shall be completed by October 1. Once  
31 enrollment is completed, no insurance options may be added or deleted during the contract year  
32 except for reasons associated with family status changes. Employee(s) filling new positions and  
33 hired after October 1 may elect insurance coverage from the plans available during the first thirty  
34 (30) days of employment. In the event the employee does not utilize his/her full amount available  
35 after making his/her selection, the balance shall be placed in the pool for future use as determined  
36 by the District and Association.  
37

38 Coverage for new employees shall begin after the first full calendar month of employment and  
39 shall continue for each month thereafter.  
40

41 If an employee hired during the school year should be a replacement for an employee terminating,  
42 then the new employee may elect insurance options to be paid for by the pool, but only up to the  
43 amount of a pool contribution that does not exceed the pool contributions made to the terminating  
44 employee for whom he/she is a replacement. Notwithstanding, new employees may pay for any of  
45 the insurance options not covered by a pool contribution by taking a payroll deduction to cover the  
46 cost.  
47  
48

1 Any employee terminating employment shall be entitled to continue receiving the District  
2 insurance contribution for the remainder of the calendar month in which the termination is  
3 effective.  
4

5 All plans shall be determined mutually by the District and the Association.  
6  
7

82. That ARTICLE XI, Section 11.7.1 be amended to read:  
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10 **Section 11.7.1.** Paraeducators, who are taking the teacher’s place will be paid five (\$5.00) dollars  
11 an hour above their current hourly rate, provided this has been approved by the Superintendent or  
12 his designee.  
13

153. That ARTICLE XI, Section 11.8.6 be amended to read:  
16

17 **Section 11.8.6.** Extra trips shall be assigned on a seniority basis to regular drivers who have not  
18 exceeded the 40-hour per week limit. Hours spent as a driver trainer or as the dispatcher are included  
19 in the 40-hour maximum. If the supervisor approves, drivers will be allowed to vacate regular runs  
20 on the day of the extra trips to stay below the 40-hour limit. To vacate a regular run on any other day  
21 will require the approval of the Superintendent or his designee. The district shall have the option to  
22 charter the following: All extra-curricular non-sports trips over seventy-five (75) miles, athletic  
23 trips to Goldendale and Cle Elum, all non-league games and state playoffs or tournaments over  
24 seventy-five (75) miles, all athletic trips over seventy-five (75) miles except when those trips are  
25 scheduled for Saturday or non-school in-service days. The district will give up the option to  
26 charter middle school sports trips.  
27  
28

294. That SCHEDULE A be amended to read as attached.  
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33 This Letter of Agreement shall become effective September 1, 2008, shall remain in effect until  
34 August 31, 2009, and shall be attached to the current Collective Bargaining Agreement.  
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36

37 PUBLIC SCHOOL EMPLOYEES  
38 OF WASHINGTON  
39

COLUMBIA / BURBANK  
SCHOOL DISTRICT

40 COLUMBIA / BURBANK CHAPTER  
41  
42

43 BY: \_\_\_\_\_  
44  
45

BY: \_\_\_\_\_

46 DATE: \_\_\_\_\_  
47

DATE: \_\_\_\_\_



SCHEDULE A  
COLUMBIA / BURBANK SCHOOL DISTRICT  
SEPTEMBER 1, 2008 - AUGUST 31, 2009

| LEVEL                  | O       | I       | II      | III     | IV      |
|------------------------|---------|---------|---------|---------|---------|
| Year Completed         | 0       | 1       | 2       | 4       | 6+      |
| Trainer/Dispatcher     | \$15.65 | \$16.28 | \$16.64 | \$17.28 | \$17.64 |
| Transportation         | 14.07   | 14.75   | 15.09   | 15.72   | 16.11   |
| Courier                | 12.16   | 13.08   | 13.62   | 14.13   | 14.49   |
| Paraprofessional       | 11.14   | 11.76   | 12.66   | 13.40   | 13.75   |
| SLPA                   | 13.46   | 14.16   | 14.90   | 15.68   | 16.50   |
| Library Technician     | 11.66   | 12.31   | 13.20   | 13.93   | 14.28   |
| Home Visitor/Security  | 14.06   | 14.70   | 15.46   | 16.31   | 16.68   |
| Office Manager         | 12.85   | 13.35   | 14.25   | 15.18   | 15.55   |
| Custodian I & Grounds  | 14.06   | 14.77   | 16.06   | 16.98   | 17.36   |
| Custodian II           | 11.34   | 12.15   | 12.87   | 13.61   | 13.97   |
| Food Service Lead      | 13.19   | 14.04   | 14.72   | 15.38   | 15.75   |
| Head Cook. Asst. Food  | 11.25   | 11.82   | 12.51   | 13.23   | 13.59   |
| Computer Meal Operator | 10.60   | 11.35   | 12.01   | 12.72   | 13.05   |

22 Substitutes will be paid at the "0" step.

24 (SLPA Salaries for 09-10 & 10-11 only)

|                |         |         |         |         |         |
|----------------|---------|---------|---------|---------|---------|
| SLPA – (09-10) | \$15.27 | \$16.08 | \$16.92 | \$17.81 | \$18.75 |
| SLPA – (10-11) | \$17.10 | \$18.00 | \$18.95 | \$19.95 | \$21.00 |

28 INSERVICE AND EDUCATIONAL STEPS

- 30 A. 15 Credits or 150 clock hours approved by District/or pass the Title I test - 1% of salary step.
- 31 B. 30 Credits or 300 clock hours approved by District - 1½% of salary step.
- 32 C. 60 Credits or 600 clock hours approved by District - 3% of salary step.
- 33 D. 90 Credits or 900 clock hours approved by District - 6% of salary step.

35 Employees will be required to submit all transcripts to the Superintendent.

37 **Medication Dispensing:** The District will pay an extra ten (\$0.10) cents an hour for those whose job description includes substantial responsibilities in this area. The Principal of each building is responsible for designating this individual in each building. Those members of the PSE who are designated for training but do not have substantial responsibility will be paid for training above the employees contracted yearly hours. This rate of pay for training will be ten (\$0.10) cents an hour above the employee's regular pay.

44 PUBLIC SCHOOL EMPLOYEE  
45 OF WASHINGTON

COLUMBIA/BURBANK  
SCHOOL DISTRICT

47 COLUMBIA/BURBANK CHAPTER

49 BY: \_\_\_\_\_

BY: \_\_\_\_\_

52 DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

