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**LETTER OF AGREEMENT**

5 THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING  
6 AGREEMENT(S) BETWEEN PUBLIC SCHOOL EMPLOYEES OF COLUMBIA/BURBANK  
7 SCHOOL DISTRICT. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII,  
8 SECTION 18.4 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.  
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11 1. That ARTICLE VIII, Section 8.1 be amended to read:  
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13 **VACATIONS**  
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15 **Section 8.1.** Full-time, twelve (12) month employees are entitled to ten (10) days of vacation each year.  
16 Twelve (12) month employees working less than twelve (12) months in a contract year and/or working  
17 less than full-time during the contract year shall receive a prorated number of vacation days and hours.  
18 Full-time for purposes of vacation shall mean a regular eight (8) hour shift. Such vacation shall be taken  
19 at a time(s) approved by the Superintendent or his designee. With the Superintendent's approval one (1)  
20 week of vacation may be carried over to the next year. All twelve (12) month employees shall receive  
21 one (1) additional day or prorated day of paid vacation for each year worked after five (5) years of  
22 service with the District, beginning with the 6th year, to a maximum of twenty (20) days or twenty (20)  
23 prorated days.  
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26 2. That ARTICLE X, Section 10.1. be amended to read:  
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28 **INSURANCE**  
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30 **Section 10.1.** The District shall contribute the State allocated insurance amount per month starting  
31 September 1 each year, for each full-time equivalent employee in the bargaining unit and a prorated  
32 amount of the same for all regular, part-time employees, to a pool of funds to be used for the purchase  
33 of insurance benefits. Each eligible employee shall be entitled to select insurance options from the  
34 approved list of options. Those employees projected to be working four (4) hours or more (720 hours)  
35 shall be eligible to receive a District contribution for their selected benefits that is a prorated  
36 percentage of a full-time equivalent employee's contribution. The percentage of full-time equivalence  
37 will be determined by projecting the expected work year for an employee and finding the percentage  
38 that the projection is of a full-time (1,440 hour) position. The District will provide a supplemental  
39 insurance pool fund. This fund shall be \$9,800 for the 2006-2007, 2007-2008, and 2008-2009 school  
40 years.  
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42 After each employee has made his/her selection of benefits under the program provided herein,  
43 remaining funds in the pool, if any exist, shall be available for distribution to cover employees  
44 requested coverages. The amounts of pooled funds will be distributed by equal shares beginning with  
45 the smallest amount requested and thereafter repeating this function until all pooled funds are  
46 exhausted.  
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1The enrollment period shall be for thirty (30) days and shall be completed by October 1. Once  
2enrollment is completed, no insurance options may be added or deleted during the contract year except  
3for reasons associated with family status changes. Employee(s) filling new positions and hired after  
4October 1 may elect insurance coverage from the plans available during the first thirty (30) days of  
5employment. In the event the employee does not utilize his/her full amount available after making his/  
6her selection, the balance shall be placed in the pool for future use as determined by the District and  
7Association.

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9Coverage for new employees shall begin after the first full calendar month of employment and shall  
10continue for each month thereafter.

11

12If an employee hired during the school year should be a replacement for an employee terminating, then  
13the new employee may elect insurance options to be paid for by the pool, but only up to the amount of  
14a pool contribution that does not exceed the pool contributions made to the terminating employee for  
15whom he/she is a replacement. Notwithstanding, new employees may pay for any of the insurance  
16options not covered by a pool contribution by taking a payroll deduction to cover the cost.

17

18Any employee terminating employment shall be entitled to continue receiving the District insurance  
19contribution for the remainder of the calendar month in which the termination is effective.

20

21All plans shall be determined mutually by the District and the Association.

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24**3.** That ARTICLE XI, Section 118.6 be amended to read:

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26**Section 11.8.6.** Extra trips shall be assigned on a seniority basis to regular drivers who have not  
27exceeded the 40-hour per week limit. Hours spent as a driver trainer or as the dispatcher are included in  
28the 40-hour maximum. If the supervisor approves, drivers will be allowed to vacate regular runs on the  
29day of the extra trips to stay below the 40-hour limit. To vacate a regular run on any other day will  
30require the approval of the Superintendent or his designee. Provided however, for the 2006-2007 school  
31year, charter buses may be used for trips that are seventy-five (75) miles and over from the District.

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34**4.** That ARTICLE XI, Section 11.8.9 be amended to read:

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36**Section 11.8.9.** Events that require out of town and overnight stays shall be preliminarily posted with  
37the transportation department ten (10) school days prior to scheduled departure, allowing drivers to  
38review scheduling and assure driver availability. For the 2006-2007 school year, these trips may be  
39chartered if they are seventy-five (75) miles or more from the District.

40

41A driver or drivers assigned these events shall be compensated for all hours driving. Drivers shall be  
42provided their own motel room and the current per diem rate for meals according to board policy. Any  
43driver required to transport students and chaperones to different locations during these events shall  
44receive drivers wage while waiting for return transport to original location of departure. Drivers shall  
45also be given eight (8) hours of drivers wage compensation per day when no driving is scheduled.

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That ARTICLE XVIII, Section 18.1 be amended to read:

**Section 18.1.** The term of this Agreement shall be from September 1, 2006 to August 31, 2009.

*Note: The contract has been extended two (2) years to end on August 31, 2009.*

That SCHEDULE A be amended to read as attached.

This Letter of Agreement shall become effective September 1, 2006 shall remain in effect until August 31, 2007, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON  
COLUMBIA / BURBANK CHAPTER

COLUMBIA / BURBANK  
SCHOOL DISTRICT

BY:           /s/ Sharon L. Waters          

BY:           /s/ Ben Small          

DATE:           September 21, 2006          

DATE:           September 21, 2006          



SCHEDULE A  
COLUMBIA / BURBANK SCHOOL DISTRICT  
SEPTEMBER 1, 2006 - AUGUST 31, 2007

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LEVEL	O	I	II	III	IV
<u>Year Completed</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>4</u>	<u>6+</u>
Trainer/Dispatcher	\$14.37	\$14.95	\$15.28	\$15.87	\$16.20
Transportation	12.92	13.55	13.85	14.44	14.79
Courier	11.17	12.01	12.51	12.97	13.31
Paraprofessional	10.23	10.80	11.63	12.31	12.63
Library Technician	10.73	11.30	12.13	12.81	13.13
Home Visitor/Security	12.91	13.50	14.20	14.98	15.32
Office Manager	11.80	12.26	13.09	13.94	14.28
Custodian I & Grounds	12.91	13.57	14.75	15.59	15.94
Custodian II	10.41	11.16	11.82	12.50	12.83
Food Service Lead	12.11	12.90	13.52	14.12	14.47
Head Cook. Asst. Food	10.34	10.85	11.49	12.15	12.48
Computer Meal Operator	9.73	10.42	11.03	11.68	11.98

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

23 INSERVICE AND EDUCATIONAL STEPS  
24

- 25 A. 15 Credits or 150 clock hours approved by District/or pass the Title I test - 1% of salary step.
  - 26 B. 30 Credits or 300 clock hours approved by District - 1½% of salary step.
  - 27 C. 60 Credits or 600 clock hours approved by District - 3% of salary step.
  - 28 D. 90 Credits or 900 clock hours approved by District - 6% of salary step.
- 29

30 Employees will be required to submit all transcripts to the Superintendent.  
31

32 **Medication Dispensing:** The District will pay an extra ten (\$0.10) cents an hour for those whose job  
33 description includes substantial responsibilities in this area. The Principal of each building is responsible  
34 for designating this individual in each building. Those members of the PSE who are designated for  
35 training but do not have substantial responsibility will be paid for training above the employees contracted  
36 yearly hours. This rate of pay for training will be ten (\$0.10) cents an hour above the employee's regular  
37 pay.  
38

39 PUBLIC SCHOOL EMPLOYEE  
40 OF WASHINGTON  
41

COLUMBIA / BURBANK  
SCHOOL DISTRICT

42 COLUMBIA / BURBANK CHAPTER  
43

44 BY:           /s/ Sharon L Waters          

BY:           /s/ Ben Small          

47 DATE:           September 21, 2006          

DATE:           September 21, 2006          

