



Washoe County School District

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Board of Trustees: Beth Smith, President * Adam Mayberry, Vice President * Joe Rodriguez, Clerk
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January 26th, 2024

TO: All Certified Staff and Principals

FR: Katie Louise Weir, Director of Professional Growth Systems and Anthony Spotts, Interim Director of Labor Relations (in partnership with Calen Evans and Summer Kay from WEA)

RE: Additional Guidance Regarding WEA 2023-2025 Contract

This additional guidance was the outcome of several collaborative discussions with District Leadership and WEA Leadership. All items are in conjunction with the approved language in the WEA CBA ratified by the Board of Trustees on October 24th, 2023.

Salary Advancement (Article 24 and Appendix A)

Overview

Credits reflected on an employee's paycard as of 7/01/23 will be recognized for purposes of placement on the new Salary Schedule.

- Pursuant to the Negotiated Agreement, going forward, undergraduate credits must have been earned after 7/01/23 to count in the new BA+ category.
- WCSD in-service credits uploaded automatically onto the paycard as of 7/1/223 will be recognized regardless of when they were earned. For example, if a certified employee at master's plus (column TG) had 4 in-service credits on their paycard on 7/01/2023, then they would have 12 in-service or graduate-level courses to take to reach the TH column.
- External credits not previously documented on a paycard and earned before 7/01/23 will not be recognized for purposes of placement on the new Salary Schedule.

Additional Guidance

Masters Equivalency (Article 24) is sunsetting with the new salary structure, and therefore the District will not accept any additional MEQ applicants.

Credit-bearing higher education coursework, either Bachelor's or Master's Level, that align with the scope of the work for the certified employee, will count toward salary advancement.

There is a process in place for capturing undergraduate coursework for individuals working through the Master's equivalency row on the pay scale (Article 24.3).

For new employees who have not been on contract with WCSD in the past three years (per Article 22.5.1), degrees and credits earned beyond the degree will be reviewed, captured, and counted on the new salary schedule.

There are now two tracks for salary advancement on the WCSD certified pay scale: one for those holding a Master's degree and one for those holding a Bachelor's degree.

As an employee earns enough credits to advance through the new salary advancement structure, starting with column TE, employees will need to take the applicable additional credits based on their highest degree conferred and ensure that those additional credits beyond their highest degree correlate to the Bachelors salary advancement route or the Masters salary advancement route.

- For those holding a Master's degree: credits for salary advancement count if they are (1) earned after the Master's degree conferred date and (2) are either graduate credits, in-service credits, or pre-approved undergraduate credits*
 - *For those moving from TG to TH (on the master's path) the credits must be earned after 7/1/2023 unless reflected on the paycard.
- For those holding a Bachelor's degree: credits for salary advancement count if they are (1) earned after the Bachelor's degree conferred date and (2) are either undergraduate credits, graduate credits, or in-service credits
 - *For those moving from the TD to the TE through TH (on the bachelor's degree path) the credits must be earned after 7/1/2023
- Those moving from Bachelor's degree to Master's degree path by obtaining a Master's degree will then follow the Master's salary advancement path.

Extra Days for Deans

Dean contract implementation (Article 24.7) – To account for the additional 9 days, please refer to the guidance memo distributed to all WEA members on October 25, 2023, and shared with principals through the Leader to Leader newsletter on November 1, 2023 [available at this link](#). The extra days will be reflected on Deans' paystubs in February and on Employee Online on February 23, 2024. Each dean is required to collaborate with their site administrator to confirm the additional 9 days they will be working during the school year.

Protected Prep Time

Prep schedule (Article 19.3 and Article 19.6) – Prep time is not to be scheduled before or after school or during recess. Prep time is defined as "self-directed preparation of lessons and correction of papers, planning instruction, contacting and conferencing with parents and administration, and District-mandated online training courses" (Article 19.1). The 120 weekly minutes for elementary prep time and 150 weekly minutes for elementary special education teachers' prep time must take place between the start of the day and the release bell, aligning with the school's student contact time. For instance, if a teacher's student contact hours are from 9:00 AM to 3:00 PM, prep time should be provided within these hours to fulfill the weekly prep time allotment. On early release Wednesdays, time contributing to the weekly protected prep time minutes must also occur between the first and last bell; time spent in a PLC or common planning time after students leave on early release Wednesdays does not count toward the weekly protected prep time minutes. The following activities are exempt from compensation for missed prep time: parent teacher

conferences, field trips, inclement weather events requiring missed school days or delayed starts, IEP meetings, holidays, PD days. Elementary principals will be strategic in their planning of prep periods from year to year (ex: a teacher with Monday preps in year 1 will not have Monday preps in year 2 due to missing preps from holidays and professional learning days).

Individualized Education Plan Meeting Stipend Pay

IEP Stipend Pay (Article 18.8) will be retroactively paid to employees from July 1, 2023 for IEP meetings extending beyond contract time including eligibility meetings (504 meetings are not included). Please refer to the principal guidance memo from November 21, 2023, following the School Leader Operations Call on November 16, 2023 [available at this link](#). EdPlan can verify members' attendance through the uploaded signature pages for IEP participation, and the LEA will confirm the meeting's time, submitting the necessary paperwork for IEP Stipend Pay. Information related to how to conduct an IEP meeting, please click on the link to the [Special Education Manual](#) and review Section 7.9 - Conducting an IEP Meeting. If you have additional questions, please contact your Special Education Administrator. All other concerns regarding IEP Stipend pay should be directed to Labor Relations initially, and Labor Relations will involve other departments as necessary. All certified staff are eligible to receive compensation for IEPs occurring 30 minutes or more beyond contract time.