

Employment Agreement
Between

Oak Harbor Public Schools

and

**Oak Harbor Building
Administrators' Association**

2021 - 2024



PREAMBLE and DURATION


This Agreement is entered into the 28th day of June 2021 by and between the OAK HARBOR BUILDING ADMINISTRATORS' ASSOCIATION and the OAK HARBOR SCHOOL DISTRICT.

This Agreement shall be effective as of the 1st day of July, 2021, and shall continue in effect, unless otherwise stipulated herein, until the 30th day of June, 2024.

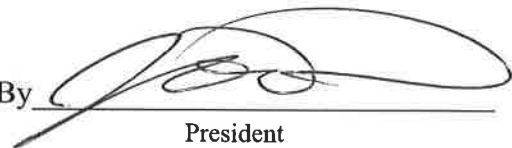
This Agreement may not be reopened for negotiations at any time during its term.


Oak Harbor Building Administrators' Association

By  _____
Co-President

By  _____
Co-President

Oak Harbor Public Schools Board of Directors

By  _____
President

By  _____
Superintendent

ARTICLE 1: Recognition and Coverage of Agreement

- 1.1 Terms** - Oak Harbor Public Schools Board of Directors, hereinafter referred to as “the Board,” recognizes the Oak Harbor Building Administrators' Association, hereinafter referred to as “the Association,” as the exclusive representative of all principals, assistant principals, certificated directors, and such other administrative positions that qualify for coverage.
- 1.2 Negotiation Procedure** - The Association will indicate its intent to negotiate a successor agreement, in writing, to the Superintendent no later than the spring preceding the expiration of the existing contract. After presenting the proposal to the Superintendent/designee, the Association will have the right to meet, confer, and negotiate. If an agreement cannot be reached at that level, the Association may submit a written request for a meeting with the Board.

ARTICLE 2: Membership on Management Team

- 2.1 Management Team** - Members of the Association agree to be active and cooperating members of the district’s management team together with the Board, the Superintendent, and the central office administrative staff. As part of the management team, Association members will serve as leaders in the overall management of the school district. In the event of a teacher strike, Association members will continue to work.
- 2.2 District-Level Responsibilities** - The Association acknowledges that district-level responsibilities or assignments are expected as part of their members’ professional duties. These may include leading or serving on district-level committees, grant writing, support for district-wide initiatives, participating in district professional development, supporting or leading district projects or other duties as assigned.
- 2.3 Salaried Employee Status** - The Association recognizes that administrators are salaried employees exempt under the Fair Labor Standards Act (FLSA) and do not have regularly set, predetermined work hours. Administrators are expected to report to work during the established public hours of the site(s) to which they are assigned, consistent with all district expectations and directives. Administrators are also expected to work before and after established public hours of the assigned site(s), including evenings for events and activities, as necessary to accomplish job duties and responsibilities.

ARTICLE 3: Salary and Benefits

3.1 Salaries

- 3.1.1 Salary Placement** - Initial placement of a new administrator will be at Step 1. Exceptions may be made at the discretion of the Superintendent to account for previous administrative experience or other qualifying factors. Administrators who are promoted will be placed at a salary position which, at a minimum, will not reduce their gross annual salary.

- 3.1.2 **Advancement** - Advancement to the next experience step will occur annually, unless the annual evaluation of the administrator's performance is unsatisfactory.
- 3.1.3 **Annual Adjustment** - The District will adjust the Association's members' compensation annually to include any state-funded cost-of-living adjustments (based on IPD). Published IPD is included in the salary schedules in Appendix A. If actual IPD is above or below that amount, the schedule will be adjusted accordingly.
- 3.1.4 **Minimum Rate** - The minimum daily rate for Association positions, except for elementary assistant principal, will be set at an amount not less than five-percent (5%) above the daily rate of an employee at the top of the OHEA salary schedule. The elementary assistant principal daily rate at Step 1 will be equal to the calculated daily rate of an employee at the top of the OHEA salary schedule.
- 3.1.5 **Salary Study** - The District and the Association will negotiate compensation for the term of the agreement based on a review of nearby districts' compensation packages for comparable positions.
- 3.1.6 **Retirement Notice** - Administrators who notify the District of their intent to retire by January 1 of their retirement year, and qualify for benefits according to Washington State Retirement requirements, shall receive a supplemental contract of \$2,000.
- 3.2 **Number of Work Days** - The number of annual work days for administrators in the Association are as follows:
- | | |
|--|----------|
| High School Principal | 215 days |
| Middle/Intermediate School Principal | 215 days |
| Elementary Principal | 210 days |
| High School Assistant Principal | 210 days |
| Secondary Athletic Director | 215 days |
| Middle/Intermediate School Assistant Principal | 210 days |
| District Director | 215 days |
| Assistant Director | 210 days |
| Elementary Assistant Principal | 190 days |
- 3.2.1 **Optional Days** - In addition to the scheduled work days above, each Association member may work up to five (5) optional days annually on any non-calendared days, including holidays and weekends. Compensation for optional days worked will be paid at the Association member's per diem rate.
- 3.3 **Administrative Staff Reductions** - In the event the need for an administrative staff reduction is determined by the Board, the Association will be included in the decision-making process regarding the reduction effect on individual administrative assignments. Administrative reduction will be determined by the Board based upon the needs of the District and seniority-based years of service as an administrator in the State of Washington.

3.4 Professional Improvement - The District will budget \$4,000 for each administrator in a professional growth fund. The purpose of this fund is to support the administrator's professional growth and improvement, and may be used to cover costs related to professional development activities such as workshops, graduate courses, coaching/mentoring services, professional conferences, professional books and materials, technology and other equipment, and professional association memberships (see Appendix B). In addition, up to \$200 per year from this fund may be used to pay membership dues for approved service clubs or civic organizations. Any unused balance in the professional growth fund may be used for building or department-related expenses at the discretion of the administrator.

3.5 Benefits

3.5.1 Health Benefits - Beginning January 1, 2020, health benefits for members of the Association will be provided through the School Employees Benefit Board (SEBB). These benefits are bargained with the state and not with the District. Any changes made at the state level to add or change benefits provided will be automatically applied. The most current information on SEBB offerings may be obtained through SEBB's website or from the District office.

3.5.1 Personal Property Loss - Uninsured (district or employee) personal property loss, while the employee is in the performance of assigned duties, may be reimbursed to a maximum of \$250.00.

3.5.2 Annual Adjustments - Association member benefits will be adjusted by an amount corresponding to any such adjustments made for OHEA, whether through negotiations or legislative action.

3.5.3 Changes in Law - This Agreement is construed consistently with state laws relating to school district employee benefits. For purposes of complying with RCW 28A.400.275, the parties agree that this Section 3.5 will have a term of one (1) year, but shall renew annually during the term of this Agreement unless any of the above provisions shall become void as a result of state action, in which case either party may request to meet to bargain over any impacts of such change to employees.

ARTICLE 4: Leaves

4.1 Sick Leave - A member under contract for the school year will receive twelve (12) days of sick leave. Sick leave is accumulated from year to year. Sick leave may be with full pay for the purposes of illness, injury, and emergencies which are suddenly precipitated problems which are of such a nature that pre-planning was not possible or could not have relieved the necessity for the member's absence.

- 4.2 Bereavement Leave** – Administrators will use discretion in accessing bereavement leave. Bereavement leave cannot be accumulated and will not be taken from sick leave. Up to five (5) days of bereavement leave per year is provided for the members to attend to arrangements for and/or attend services of the following individuals: spouse, father, mother, parent, son, daughter, sister, brother, relative who is a member of the household, or other immediate family including, but not limited to son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, aunts, uncles, and cousins or a close personal friend.
- 4.2 Public Service Leave** - Leave with pay will be granted for jury duty, and non-employee related court subpoenas. Military training duty to maintain reserve status, not to exceed twenty-one (21) days per year may be granted.
- 4.3 Annual Leave** - Up to three (3) days annual leave, with pay, may be granted to each administrator each year. Administrators may accrue up to two annual leave days not to exceed a total of five (5) annual leave days in any one year. Notice of intent to use this leave must be submitted to the immediate supervisor prior to intended use. It is the individual's administrator's responsibility to enter annual leave days into the District's online leave management system.
- 4.3.1 Annual Leave Cash-Out** - Unused annual leave days may be cashed out at the end of the school year at the per diem rate not to exceed a cash out of two days in any one year. The additional compensation will be paid no later than the July paycheck.
- 4.4 Leaves of Absence** - Nothing in this agreement will be construed to prevent the Board or its designee from granting extended or temporary leaves based on the merits of the administrator's request.
- 4.5 Administrative Coverage During Leaves/Absences** - Administrators will provide a system of administrative coverage in the building during their absence. Prior to each leave/absence, the administrator will email a specific coverage plan, including the name and contact information for the individual providing administrative coverage, to their staff and supervisor(s).

ARTICLE 5: Conformity to Law - Savings Clause

- 5.1** If any provision of this agreement or any application of this agreement to any member of the Association is found to be contrary to law, then such provision or application will be deemed invalid except to the extent permitted by law; but all other provisions or applications will continue in full force and effect. Existing policies, rules, regulations, procedures, or practices not in conflict with these agreements will remain in full force.

No change, revision, alteration, or modification of this agreement, in whole or in part, will be valid unless the same is ratified by both the Board and the Association and endorsed in writing thereon.

Appendix A

**CERTIFIED ADMINISTRATIVE SALARY SCHEDULE
2021-22**

Position	Steps		
	1	2	3
High School Principal (215)	162,496	168,183	174,069
Middle/Intermediate School Principal (215)	151,264	156,558	162,038
Elementary School Principal (210)	145,900	151,007	156,292
High School Associate Principal (210)	142,280	147,260	152,414
Middle/Intermediate School Assistant Principal (210)	134,720	139,435	144,315
Secondary Athletic Director (215)	145,668	150,766	156,043
Director (215)	151,264	156,558	162,038
Assistant Director (210)	134,720	139,435	144,315
Elementary Assistant Principal (190)	113,072	117,030	121,126

2021-22 SALARY INCLUDING FIVE (5) OPTIONAL DAYS

Position	Steps		
	1	2	3
High School Principal (220)	166,276	172,096	178,119
Middle/Intermediate School Principal (220)	154,779	160,196	165,803
Elementary School Principal (215)	149,373	154,601	160,012
High School Associate Principal (215)	145,666	150,764	156,041
Middle/Intermediate School Assistant Principal (215)	137,928	142,755	147,751
Secondary Athletic Director (220)	149,053	154,270	159,669
Director (220)	154,779	160,196	165,803
Assistant Director (215)	137,928	142,755	147,751
Elementary Assistant Principal (195)	116,046	120,108	124,312

Note: Step increases are 3.5% per step. Estimated 2.0% IPD for 2021-22 is included.

**CERTIFIED ADMINISTRATIVE SALARY SCHEDULE
2022-23**

Position	Steps		
	1	2	3
High School Principal (215)	172,262	178,291	184,531
Middle/Intermediate School Principal (215)	160,351	165,963	171,772
Elementary School Principal (210)	154,750	160,166	165,772
High School Associate Principal (210)	150,910	156,192	161,659
Middle/Intermediate School Assistant Principal (210)	142,893	147,894	153,070
Secondary Athletic Director (215)	154,419	159,824	165,418
Director (215)	160,351	165,963	171,772
Assistant Director (210)	142,893	147,894	153,070
Elementary Assistant Principal (190)	120,224	124,432	128,787

2022-23 SALARY INCLUDING FIVE (5) OPTIONAL DAYS

Position	Steps		
	1	2	3
High School Principal (220)	176,178	182,344	188,726
Middle/Intermediate School Principal (220)	163,998	169,738	175,679
Elementary School Principal (215)	158,351	163,893	169,629
High School Associate Principal (215)	154,422	159,827	165,421
Middle/Intermediate School Assistant Principal (215)	146,219	151,337	156,634
Secondary Athletic Director (220)	157,931	163,459	169,180
Director (220)	163,998	169,738	175,679
Assistant Director (215)	146,219	151,337	156,634
Elementary Assistant Principal (195)	123,306	127,622	132,089

Note: Step increases are 3.5% per step. Estimated 1.6% IPD for 2022-23 is included.

**CERTIFIED ADMINISTRATIVE SALARY SCHEDULE
 2023-24**

Position	Steps		
	1	2	3
High School Principal (215)	180,935	187,268	193,822
Middle/Intermediate School Principal (215)	168,426	174,321	180,422
Elementary School Principal (210)	162,626	168,318	174,209
High School Associate Principal (210)	158,591	164,142	169,887
Middle/Intermediate School Assistant Principal (210)	150,167	155,423	160,863
Secondary Athletic Director (215)	162,195	167,872	173,748
Director (215)	168,426	174,321	180,422
Assistant Director (210)	150,167	155,423	160,863
Elementary Assistant Principal (190)	126,635	131,067	135,654

2023-24 SALARY INCLUDING FIVE (5) OPTIONAL DAYS

Position	Steps		
	1	2	3
High School Principal (220)	185,048	191,525	198,228
Middle/Intermediate School Principal (220)	172,252	178,281	184,521
Elementary School Principal (215)	166,411	172,235	178,263
High School Associate Principal (215)	162,278	167,958	173,837
Middle/Intermediate School Assistant Principal (215)	153,659	159,037	164,603
Secondary Athletic Director (220)	165,882	171,688	177,697
Director (220)	172,252	178,281	184,521
Assistant Director (215)	153,659	159,037	164,603
Elementary Assistant Principal (195)	129,881	134,427	139,132

Note: Step increases are 3.5% per step. Estimated 1.7% IPD for 2023-24 is included.

Appendix B

Professional Association Membership List

National

American Association of School Administrators (AASA)
National Association of Secondary School Principals (NASSP)
National Association of Junior High Principals (NAJHP)
National Association of Middle School Principals (NAMSP)
National Association of Elementary School Principals (NAESP)
Council of Exceptional Children

State

Association of Supervision and Curriculum Development (ASCD)
Washington Association of School Administrators (WASA)
Association of Washington School Principals (AWSP)
Washington Association Secondary School Principals (WASSP)
Washington Association Elementary School Principals (WAESP)
Washington Association Junior High and Middle School Principals (WJHMSPA)
Washington Administrators of Special Education (WASE)
Washington Administrators of Vocational Education (WAVE)