

***Memorandum of Understanding Between
The Burlington-Edison School District
And the Burlington-Edison Principals' Association
Effective for the Period Beginning July 1, 2024, and
Ending June 30, 2026***

This memorandum of understanding is intended to be an addendum to the terms, conditions and provisions in the Certificated Administrator Contract for the Burlington-Edison School District. These provisions have been determined through mutual agreement between the Board of Directors and the building administrators as included in the membership of the Burlington-Edison Principals' Association. The details of this memorandum have been developed through mutual discussion and agreement covering July 1, 2024, through June 30, 2026.

CONTRACT DAYS

Certificated Administrators shall be considered to be employed individually as stated herein for a period of 256 days with holidays and vacation days as stipulated and shall be compensated in accordance with the Administrative Salary Schedule attached as Appendix A. Accrued leave days shall be calculated based on an eight-hour day.

Work Days and Vacation Days (256 days less 14 holidays) *

<u>Position Title</u>	<u>Number of Work Days</u>	<u>Number of Vacation Days</u>
HS Principal	212	30
HS Asst. Principal	205	37
K-8 Principal	205	37
K-8 Asst. Principal	199	43
K-6 Principal	205	37

*Per Diem rates will be calculated as follows:

$$\frac{\text{Current Annual Salary} + \text{Longevity Pay (if applicable)}}{\text{Number of Work Days}}$$

ANNUAL SALARY

Effective July 1, 2024, Administrator shall receive an increase to base salary equal to the state funded salary adjustment, the Implicit Price Deflator (IPD) plus 1.0%.

Effective July 1, 2025, Administrator shall receive an increase to base salary equal to state funded salary adjustment, the Implicit Price Deflator (IPD) plus 1.5%.

By no later than October 15, 2024, the District shall conduct a six-district survey of 2024-2025 salaries for all of the principal positions covered under the MOU between the B-ESD and the B-E Principals' Association. The six districts surveyed shall include: Anacortes, Ferndale, Lynden, Mount Vernon, Sedro-Woolley and Stanwood.

Effective November 1, 2024, if current Certificated Administrators' salaries are less than the average, they shall be adjusted to equal the average of 2024-2025 salaries for the above-described six districts and applied ratably over the remaining eight months; payroll (November 2024 through June 2025).

VACATION DAYS

Scheduling of vacation days should be pre-approved by the Superintendent and/or designee. Unused vacation days may be carried forward from one contract year to another. In the event of termination of the Administrator's contract, regardless of cause, the District shall pay the Administrator for accumulated unused vacation days, up to a maximum of thirty (30) days, at per diem rate (as per above calculation method), provided that the payment for these accumulated vacation days does not constitute excess compensation under state laws and/or the Washington State Retirement System.

Unused vacation days shall be annually reimbursed, upon request, at the per diem rate, for each day of unused vacation. The annual maximum number of vacation days for which an administrator may be reimbursed shall not exceed seven (7) days.

The Monday through Thursday during the week of spring break (four days) shall be non-work days for administrators without deduction of vacation leave.

The employee shall be entitled to observe the following holidays in accordance with the District calendar: Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Day, Presidents' Day, Friday of Spring Break, and Memorial Day, and Juneteenth.

WORKLOAD

All administrators are expected to share the responsibility for district level curricular, hiring, employee relations, task forces, committees, TPEP, etc. beyond the scope of their individual assignment.

Up to five (5) days of compensation may be provided for administrators determined to be subject to a "workload overload." Examples could include supervisory workloads when school enrollment exceeds 25% of what it was built for and participating on district committees/teams.

The following duties are understood to be approved for compensation:

- District level curriculum adoption (2 days)
- Participating as a member of the District's B-EEA bargaining team (3 days)
- Participating as a member of the District's PSE bargaining team (1 day)
- Participating in Strategic Planning (1 day)

Other duties may qualify for "workload overload" compensation as approved by the Superintendent or her designee.

HIGH SCHOOL OVERSIGHT FACTOR

High School administrators shall receive an annual stipend of \$1,000 for the oversight of co-curricular activities that meet the mission of the school district.

STEP INCREASE (LONGEVITY)

In addition to the annual salary, the Administrator shall receive an annual stipend of up to \$3,500 in recognition for his/her years of service as a public employee in a comparable position as follows:

At least five (5) full years of service but less than eight (8) full years:	\$1,500
At least eight (8) full years of service but less than eleven (11) full years:	\$2,000
At least eleven (11) full years of service but less than fifteen (15):	\$2,500
At least fifteen (15) full years of service:	\$3,500

ADDITIONAL CERTIFICATION STIPEND

Administrators having a Doctorate Degree from an accredited institution will receive a \$500 stipend in addition to their base salary.

BENEFITS

The District shall provide basic and optional benefits through the School Employees Benefits Board (SEBB) under the rules and regulations adopted by the SEBB. VEBA health coverage will be an option of coverage offered to the principals.

TECHNOLOGY

1. Cell Phone/Communication Stipend – The District will pay a monthly cell phone/communication stipend equal to \$100 (\$1,200 per year).
2. The district will provide each administrator with the appropriate technological tools to perform the job. Upgrades and replacement will be provided. These costs will be budgeted at the central office as opposed to the building level.

IN-DISTRICT TRAVEL STIPEND

Each respective building administrator will receive a travel allowance based on an average and anticipated in district mileage as outlined below:

- Allen – \$225
- Bay View – \$280
- Edison – \$500

OUT OF DISTRICT TRAVEL MILEAGE AND EXPENSES

Each administrator may submit claims for meals and lodging for out of district travel at actual cost, as per District Policy. Mileage will be reimbursed based on the Federal Mileage Reimbursement rates.

ILLNESS AND OTHER LEAVES OF ABSENCE

In accordance with established District practices, as well as applicable laws and the rules/regulations set forth by the Board of Directors, the Employee shall be provided the types of leaves outlined in the contract agreement, such as, but not limited to:

- (a) Sick Leave – twelve (12) days accrued annually
- (b) Emergency Leave – two (2) days annually, not subject to carryover
- (a) Maternity Leave – up to sixty (60) days for normal childbirth or up to ninety (90) days for births with subsequent complications, to be deducted from accrued sick leave
- (b) Family Leave – Administrator may use accrued sick leave to care for an individual(s) residing in their home, a family member or an extended family member.
- (c) Jury Duty or Subpoena Leave – administrator shall be granted leave and pay less jury duty pay; if subpoenaed to appear on matters related to employment, the employee shall be granted leave and pay less any payment beyond expenses for the hearing
- (d) Personal Leave – two days, not subject to carryover; if both days are not used Administrator may be paid in the June warrant at one day per diem.
- (e) Military Leave – granted in accordance with state and federal laws
- (f) Bereavement Leave – five (5) days

SICK LEAVE BUY BACK PROGRAM

The Employee shall be allowed to participate in the District's Sick Leave Buy Back Program as authorized by law. Sick Leave Buy Back will be at the per diem rate as set forth in this agreement.

PROFESSIONAL DEVELOPMENT AND DUES

Administrators are expected to maintain professional skills and knowledge through attendance at local, state and national conferences, seminars and meetings. Costs of registrations, travel, lodging and maintenance to such out-of-district activities will be paid by the district on approval by the Superintendent.

- Each administrator shall be provided a professional growth and development fund of \$2,000 annually; funds will be carried over from prior year not to exceed \$6,000;
- Funds shall be used for professional improvement;
- Administrator shall be notified prior to deduction of funds from their professional development balance;
- These funds are in addition to current building and program budgets for professional development as well as the professional development items listed below.

The district will pay for membership in (1) Washington Association of School Principals and (2) Washington Association of School Curriculum Development.

The District will support registration costs and travel expenses for all Certificated Administrators to attend the AWSP/WASA Summer Conference, provided that the Superintendent or designee approves the conference in advance. Building administrators must be under contract for the following school year to attend the AWSP/WASA Summer Conference.

EVALUATION

The building administrators will use the AWSP Leadership Framework as the evaluation tool.

INCLEMENT WEATHER

When school is closed for students for these purposes, administrators may opt to work from home or utilize appropriate forms of paid leave.


NOTICE

Should a position(s) be eliminated or reduced as a result of a district-wide reconfiguration/consolidation, affected administrator(s) shall be notified no later than April 15, when possible.

DURATION AND CONDITIONS

This agreement represents the entirety of the agreement between the Employee and the District. It supersedes and replaces all prior agreements between the parties. Any revision and/or addendum must be written, approved by the Board of Directors, and be attached.

This agreement is in full force and effective from July 1, 2024, through June 30, 2026.



Dr. Chris Pearson, Superintendent
Date 9/12/24



Amy Staudenraus, Principal
Date 9/12/24



Lea Wallace, Assistant Principal
Date 9/12/24



Amy Gray, Assistant Principal
Date 9/12/24

Appendix A

Position	Base Salary Effective 7/1/2024	Base Salary Effective 7/1/2025
High School Principal	\$ 202,408	
High School Assistant Principal	\$ 178,925	
K-8 Principal	\$ 183,902	
K-8 Assistant Principal	\$ 169,375	
K-6 Principal	\$ 183,902	