

**Mukilteo School District
Building Administrator Agreement
2023 - 2024**

This Agreement applies to the following building administrators: *Elementary, Middle and High School Principals; ACES Principal; Elementary, Middle and High School Assistant Principals; Sno-Isle Director and Sno-Isle Assistant Director.*

Salary Schedule

All administrators covered by this Agreement will be paid for the 2023 – 2024 school year in accordance with Schedule A, attached and incorporated by reference herein. All administrative experience shall be applicable in determining placement on Schedule A. Per diem rates are calculated in the following manner: Base + Professional Development Stipend + mileage divided by annual contracted workdays. The calculation of the high school principal per diem will be based on 215 days.

Enrichment Days

Seven (7) enrichment days beyond the contracted workdays will be allocated to each building administrator and paid at per diem for the time-period of July 1 – June 30. It shall be paid out in the July pay warrant.

Professional Development Stipend

A professional development stipend of \$2000 will be allocated to each building administrator for the time period of July 1 – June 30 and shall be paid out in the July pay warrant.

Benefits

Health, dental and other insurance benefits for each school year of this Agreement will be consistent with benefits offered by SEBB and the Mukilteo Central Office Administrator Agreement except as modified herein.

Leaves

Leave provisions are consistent with the Central Office Administrator Agreement.

Membership Dues

The District will pay membership dues for an administrator to one state administrative organization of their choice. Should an organization have an adopted affiliate dues structure that includes local, state and national dues, the District will pay the umbrella membership dues.

Work Calendar

Administrators shall submit an annual calendar accounting for all contracted workdays. The calendar may be amended during the year due to unanticipated workload demands.

High School Principal	-	260 days.*
High School Assistant Principal	-	215 days.
ACES Principal	-	215 days.
Middle School Principal	-	215 days.
Middle School Assistant Principal	-	210 days.
Elementary Principal	-	212 days.
Elementary Assistant Principal	-	210 days.
Director of Sno-Isle	-	260 days.*

Assistant Director Sno-Isle

- 260 days.*

*For the 2023 -24 contract year, a full year will be 255 days (260 days less 5 unpaid furlough says, 4 days in July and 1 day in December). A work calendar must be submitted to the Payroll Office indicating a minimum of 219 workdays and 13 holidays, and 23 vacation days. Full year employees may accumulate ten (10) vacation days annually up to a maximum of thirty (30) days. These days may be cashed out upon retirement or resignation from the District at the employee's current per diem rate based on 1/215. In a given year any days beyond 260 shall be treated as non-workdays.

Flexible Time

Administrators shall have available up to five (5) "administrative on-call days" annually. During these days, administrators are expected to be "on-call" in case of emergency and available to come on-site/in-person. Individual administrators are responsible for assuring that utilization of administrative on-call days does not disrupt operations in their area of responsibility. Administrative on-call days are to be used in increments of not less than one-half days. The administrator shall provide the immediate supervisor prior notification of administrative on-call day usage. Each administrator shall provide accurate records of usage. On-call days are not considered as paid time off (PTO) and may not be cashed out or rolled over. This is a benefit unique to Mukilteo to allow administrators flexibility to take a day as such without drawing down on vacation or sick PTO.

Mileage Plan

The District will reimburse building administrators for in-district mileage for attendance at meetings, events, etc. based on a flat monthly fee as follows:

Principals (HS/MS/ACES/ES): \$30.00 per month for a total of \$360 per year (July 1 – June 30).

Director of Sno-Isle: \$30.00 per month for a total of \$360 per year (July 1 – June 30).

H.S. Assistant Principals: \$20.00 per month for a total of \$240 per year (July 1 – June 30).

Assistant Director of Sno-Isle: \$20.00 per month for a total of \$240 per year (July 1 – June 30).

M.S Assistant Principals: \$15.00 per month for a total of \$180 per year (July 1 – June 30).

Elem. Assistant Principals: \$15.00 per month for a total of \$180 per year (July 1 – June 30).

Out of District mileage for attendance at conferences, meetings, etc. will be reimbursed per current practice.

Special Projects

Special projects shall be available to members upon approval of the immediate supervisor and the Superintendent. Compensation shall be by supplemental contract. The compensation amount will vary dependent upon the scope of the project and the anticipated time involved.

Such a special project shall be completed during one (1) contract year. A special project must be developed between the member and the immediate supervisor and approved by the Superintendent. The contract amount shall be paid in a lump sum at the completion of the project.

Career Increment

An administrator shall be eligible for a career increment in the amount of three (3%) percent of their base salary during their last year of employment with the District, provided that by January 15 of the current year, they have submitted a letter of termination for the purpose of retirement to be effective June 30 of the current year. To qualify for this career increment, an administrator must be at least in their 10th year of employment with the District. This career increment shall be payable in their June check of the current year. In accordance with RCW28A.400.220(2), compensation paid in accordance with this provision shall not be included for the purposes of computing a retirement allowance in this state.

Duration

The duration of this agreement shall be from July 1, 2023, through June 30, 2024.

Dated this 17th day of July 2023.

MUKILTEO SCHOOL DISTRICT NO. 6

By Judith M. Schwab
President Judy Schwab
JMS

[Signature]
Chris Hawk
John Galbraith

ATTEST:

Alison Brynson
Alison Brynson, Board Secretary

Schedule A

Position	Step 1 0 - 7 years	Step 2 8+ years	Days
Principal - Elementary	178,220	188,593	212
Principal – Middle School	184,161	194,879	215
Principal – High School	198,022	209,548	260
Principal - ACES	184,161	194,879	215
Director of Sno-Isle Skills Center	184,012	194,721	260
Assistant Director of Sno-Isle Skills Center	172,971	183,038	260
Assistant Principal – High School	180,201	190,689	215
Assistant Principal – Middle School	168,319	178,115	210
Assistant Principal - Elementary	162,577	172,038	210
Doctoral Stipend	5,350		
Elementary Principal Stipend (550+ FTE)	700		