

**Mukilteo School District
Central Office Administrator Agreement
2023 -2024**

This Agreement applies to the following central office administrators: *Assistant Directors, Directors, Executive Directors, Chief Technology Officer, Assistant Superintendent, and Deputy Superintendent.*

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.

Benefits

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

Leaves

Except for sabbatical leave, leave provisions applicable to MEA certificated staff shall apply to administrators.

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 Year

For the 2023-24 contract year, a full year will be 255 days (260 days less 5 unpaid furlough days scheduled by the District in July and December), and the annual salaries listed in the salary schedule will be reduced accordingly. Each administrator shall calendar a minimum of 219 workdays, 13 holidays, and 23 vacation days. Each administrator 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 of 1/224. Accumulated days shall be deemed used in the order in which they are earned. Any days beyond 260 each year 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.

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 paid 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

GM

Charles Hawk

John DeRago

ATTEST:

Alison Brynson
Alison Brynson, Board Secretary

Schedule A

	Step 1 0 - 7 years	Step 2 8+ years	Days
Assistant Director III	177,557	187,891	260
Director III	202,624	214,416	260
Director II	192,179	203,364	260
Director I	167,113	176,839	260
Executive Director	210,979	223,258	260
Chief Technology Officer	214,416		260
Director of Technology	194,523		260
Assistant Superintendent	238,732		260
Deputy Superintendent	265,257		260
Doctoral Stipend	5,350		