

# **ASSOCIATION OF BREMERTON ADMINISTRATORS**

2021-2023

## **RECOGNITION AND COVERAGE OF THE AGREEMENT**

The Bremerton School District 100-C Board of Directors recognizes the Association of Bremerton Administrators (ABA) as the exclusive representative of all principals, assistant principals, and other certificated program managers not otherwise exempted.

## **TERM OF AGREEMENT**

This Agreement shall be in effect from July 1, 2021 to June 30th, 2023.

## **CONFORMITY TO LAW**

The parties agree that this Agreement shall be binding on both parties except that if any provision is, or shall be contrary to law, then such provision shall not be applicable, performed or enforced, except to the extent permitted by law.

The District and Association will not unlawfully discriminate with respect to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The District will act in lawful compliance with federal and state laws and regulations regarding non-discrimination of employees.

## **MEMBERSHIP ON THE MANAGEMENT TEAM**

Members of this bargaining unit, together with the Superintendent and his/her Assistant Superintendent(s) and Directors, are recognized as active and full members of the management team. As such, members shall assume a leadership position in the management of the School District. If an employee strike should occur, the management team will continue to report to their duty stations and fulfill their responsibilities as directed by the Superintendent.

## **ADMINISTRATIVE STAFFING DETERMINATION**

To the extent possible, by May 15<sup>th</sup>, the District will determine the total number of administrative staff leaving the District for reasons of retirement, family transfer, normal resignations, leaves, discharge or non-renewal, etc. These vacancies will be considered in determining the number of available administrative positions for the following year.

## **LEAVES**

1. Each administrator will be granted one (1) day of sick leave per month. Unused sick leave may be accumulated on a year-to-year basis up to a total of the number of days in the contract period, not to exceed one year.

An administrator who retires may cash-out, or have paid into a qualified medical expense reimbursement plan, up to 180 accrued sick leave days, as established by State law.

2. Leave with pay not to exceed five (5) days will be granted for absences due to death or serious health condition of a spouse, parent, child, sibling, parent-in-law, sibling-in-law, uncle, aunt, niece, nephew, grandparent, grandchild and/or person who was a permanent member of the household at the time of their death. This leave is not accumulative. In the event an employee has exhausted these five (5) days, and a second family member were to die in the same school year, the employee may use up to five (5) days sick leave for the second death. "Serious health condition" shall be interpreted in a manner consistent with the federal Family and Medical Leave Act.

3. The District will provide leave sharing as established by District Policy.

4. Upon request two (2) days of personal leave may be granted. At the end of each contract year, administrators may roll over unused personal leave days to the following year and accumulate a maximum of five (5).

Additional leave may be granted when the Superintendent determines that an unusual/critical circumstance beyond the control of the administrator has arisen that requires attention of the administrator during what would otherwise be working hours. Prior approval is required for granting this leave.

## **SALARY PROVISIONS**

During the course of this agreement, salaries specified in Appendix A shall be increased by 4% for the 2021-22 school year and by 4% for the 2022-23 school year.

Contract payment will be divided into twelve (12) installments, with first payment the last day of July and final payment the last working day of June each year.

Administrators will be paid a stipend of up to \$3,600 for projects designated by the Superintendent (for example: BEA and BPEA negotiations, 504 Coordinator).

An additional \$2,500 per year shall be paid in recognition of attaining a doctoral degree.

## **SALARY SCHEDULE PLACEMENT**

When an Assistant Principal is promoted to the position of Principal, two years of experience as an assistant principal shall be equal to one year of experience as a principal, provided that less than half-year assignments will not be included.

## **CONTRACT DAYS**

The work year shall be twelve months from July 1 through June 30 annually. The contract length for administrators is 260 days inclusive of work days, non-work days, holidays, personal days and vacations, as described below:

Position	Work Days*	Non-Work Days	Holidays	Vacation
High School Principal, Middle School Principal, Alternative School Principal, Supervisor, Professional Technical Education	220	8	12	20
Elementary School Principal, Elementary School Assistant Principal, Middle School Assistant Principal, High School Assistant Principal	215	13	12	20

\*includes 5 on-call days

## **WORK CALENDAR**

Work days (excluding on-call days), holidays, and non-work/vacation days will be indicated on a yearly Work Calendar, which will be distributed by Personnel prior to July 1 of each year. Changes in the yearly Work Calendar (but not the number of work days) will be approved by the superintendent or designee.

Administrators who wish to perform work on non-work days will document those work days on an *ABA Vacation Accrual Request Form* and submit it to the superintendent or designee for approval.

With prior written approval from the superintendent or designee, work performed on a non-work day may be taken as leave during the work calendar. ABA members should plan vacations and "non-work day earned" leave (not including personal leave) when students are not in session.

Two additional days' work may be paid at the administrator's per diem rate of pay.

Up to three (3) special project days, at per diem, with prior approval of the superintendent or his/her designee, are available per contract year.

Principals who are not supported by an assistant principal will have access to four (4) days of release time during the school year for the purpose of performing work on staff evaluations. The principals' vacancy will be covered by their head teacher. The cost of the substitute teacher will be covered by the school district.

## **VACATION DAYS**

Administrators will accrue twenty (20) vacation days annually. Vacation shall be prorated for less than full-time or partial-year administrators. Vacation may be accumulated to a maximum of thirty (30) days.

Administrators may cash out up to ten (10) days of vacation per year if a minimum balance of 20

days is maintained. If a vacation balance is fewer than 20 days, administrators may elect to receive remuneration for unused vacation days with prior approval from the superintendent or designee. To receive payment for unused vacation days, the administrator shall submit to the superintendent or designee a request for vacation cash out. The request will include the special event, project, seminar, etc., in which you will be engaged during this time.

Unused vacation days (up to a maximum of thirty days) may be cashed out at the time of retirement or resignation. To accrue unused vacation days, the administrator shall submit to the superintendent or designee an *ABA Vacation Accrual Request Form*, indicating the special event, project, seminar, etc., in which you were engaged during this time.

Remuneration or cash out for accrued vacation shall be calculated at the administrator's per diem rate based on actual work days, i.e., 1/220 or 1/215.

## **BENEFITS**

The District will offer insurance benefits through the School Employees Benefits Board (SEBB) under the rules and regulations adopted by the Washington State Health Care Authority and SEBB.

## **LIABILITY INSURANCE**

The District will provide liability insurance covering ABA members pursuant to state law.

## **PROFESSIONAL DEVELOPMENT**

The Association recognizes the importance of student achievement as a measure of the success of our community schools. To honor this, administrative professional development monies will be focused on increasing student achievement.

1. The District will provide payment of membership dues to one state and one national professional organization.
2. ABA members will receive \$1,600 for attendance at conferences, workshops, or the purchase of equipment/technology. (This would cover both in-state and out-of-state activities, for registration, travel, food, and lodging, etc. The purchased equipment/technology remains the property of the District.) A maximum of \$5,000 in unused funds will be carried over for the next year per individual member.
3. Building administrators and central office administrators may participate in Professional, Civic and Service Organizations, as provided by District policy. Expenses and fees paid will be limited to the actual costs for membership and required participation, when participation is approved in advance by the Superintendent.
4. In addition, a pool of \$3,000 per year will be allocated to cover cost of substitutes for attendance at conferences.
5. In the event of a double levy failure the District and the Association will meet and confer regarding this portion of Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representative.

BREMERTON SCHOOL DISTRICT 100-C

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Alyson Rotter  
President, Board of Directors

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Date

\_\_\_\_\_  
Aaron Leavell, Ed.D.  
Superintendent and  
Secretary to the Board of Directors

\_\_\_\_\_  
Date

ASSOCIATION OF BREMERTON ADMINISTRATORS

\_\_\_\_\_  
Karen Rommen  
Co-President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark Mayfield  
Co-President

\_\_\_\_\_  
Date