

Administrative Negotiated Agreement 2017-2019

I. Employment

A. Annual Workdays for Administration

The number of work days will be outlined for each administrator on an annual work calendar. The official school calendar (185 days) will be indicated as core days and the remaining days (example 212 = 185 + 27 days) will be individually scheduled jointly between the administrator and his/her immediate supervisor. Core days for central office administrators and the activities director may vary due to necessary job duties outside of the school year. The core days for the central office administrators will be set jointly between the administrator and the superintendent. The core days for the activities director will be set jointly between the activities director and the high school principal, with final approval by the superintendent. Nine paid holidays will be included in the work calendar. These days are:

- | | |
|---------------------|-------------------|
| 1) Independence Day | 6) Christmas Day |
| 2) Labor Day | 7) New Year's Day |
| 3) Veteran's Day | 8) Good Friday |
| 4) Thanksgiving Day | 9) Memorial Day |
| 5) Christmas Eve | |

B. General Work Responsibilities

The superintendent will assign and review general work responsibilities with each administrator. When changes are contemplated in an administrator's general work responsibilities, there will be formal consultation by the superintendent with affected administrators prior to making a final decision. Compensation will be given for **new** additional duties assigned. The exception to this would include reassignment of duties.

II. Benefits

A. Health Insurance

Administrators will be eligible for group health insurance with 80% of the premium paid by the District.

B. Dues

The District will pay the dues for administrators to join the local, state and national administrative associations relevant to their major area of responsibility. The administrator and superintendent will jointly decide which associations are included.

C. Life Insurance

Term Life insurance of \$50,000 for all administrators will be paid by the school district. Administrators can purchase additional coverage as allowed by IRS regulations.

D. Long Term Disability Insurance

All administrators will receive the disability insurance provided by the district.

E. Leaves

Leave forms should be completed by all administrators prior to, or immediately following, a leave of absence. All administrative leave forms should be forwarded to the superintendent for approval.

- 1) Sick Leave – Administrators will receive a total of 15 days of sick leave per year, accumulative to 120 days.
- 2) Doctor Appointment Leave – Administrators may use a maximum of two days sick leave from the annual allowance for doctor and dental appointments that are for their treatment or diagnosis.
- 3) Emergency Leave – A maximum of five days sick leave from the total 15 day annual allowance may be used for accidents, illness or death involving the administrator's or spouse's immediate family. Immediate family is defined as spouse, children, mother, father, sister, brother, grandparents, grandchildren, and the spouses of brothers, sisters, and children. Of these five allowable days, one may be used for a person outside of the definition of immediate family. After an administrator has used his/her personal leave, additional emergency leave may be granted by submitting written request to the superintendent.
- 4) Personal Leave – Administrators may take three days personal leave per year, accumulative to eight days, including the current year's allocation. If personal leave is not used, it may be added to the accumulated sick leave at the end of the contract year, or paid out at the current hourly rate for substitute teachers.
- 5) Sunset Clause- Language and policy changes to personal leave agreed to for the 2017-2019 Administrative Negotiated Agreement will sunset on June 30, 2019. The personal leave language and policy will then revert back to the original contract language in the 2015-2017 Administrative Negotiated Agreement unless the negotiating teams agree with personal leave as changed above.

III. Travel

A. In – District

Travel incurred in-district due to job responsibilities may be vouchered and will be reimbursed according to school board policy.

B. National Conventions and Workshops

A schedule for administrative personnel will be established and funded by the District that will allow administrators to attend a national workshop or convention at least once every two years. The superintendent will be involved in the planning. The final approval shall be the responsibility of the superintendent. Flexibility within the once every two year time schedule could be used, with superintendent approval, for the purpose of optimum professional development opportunities. Attached as Appendix A, is the potential current schedule.

IV. Salary

A. Out-of-District Administrative Experience

The superintendent, with consultation of the personnel director, may allow newly hired administrators a maximum of ten (10) years credit for out-of-district administrative experience. Outside experience qualifying for placement on the administrative schedule may be considered partial if it is limited in scope. All partial experience will be computed on full-time equivalent basis.

B. Salary Schedule

The formula for salary determination based on length of work year, length of service, level of education, and a position factor is included as Appendix B.

Ratification

In witness thereof, signatures of duly authorized representatives of the administrators' organization and the school board indicate that this agreement has been ratified by the Dickinson Public School Administrators' Organization and the Dickinson Public School Board.

Dated at Dickinson, North Dakota, this 26th day of May 2017.

Dickinson Public Schools Administrator's Organization

By: _____ Chief Negotiator

By: _____ President

Dickinson Public School Board

By: _____ Chief Negotiator

By: _____ President

Appendix A

July 1, 2017

Administrative Travel Schedule

A schedule for administrative personnel will be established and funded by the district that will allow administrators to attend a national workshop or convention at least once every two years. The superintendent will be involved in the planning. The final approval shall be the responsibility of the superintendent.

2017-2018 Henry Mack
 Tammy Praus
 Sherry Libis
 Ron Dockter
 Marcus Lewtwon
 Melanie Kathrein
 Dot Martinson
 Sara Streeter

2018-2019 Guy Fridley
 Susan Cook
 Shawn Leiss
 Cassie Francis
 Jay Hepperle

Dickinson Public Schools – Administrative Salary Schedule 2017-2018

Base - \$58,946	Position Factors		Time
Time	DHS Principal	89%	227
	Asst. Superintendent	90%	227
183 = 0% Base	Dir. of Student Services	79%	227
202 = 15% Base	Director of Instructor	75%	227
212 = 22.5% Base	DMS Principal	70%	217
217 = 26.25% Base	Elementary Principal	60%	212
227 = 33.75% Base	Berg Elementary Principal	50%	212
	DHS Asst. Principal	52.5%	217
Service	DMS Asst. Principal	47.5%	212
	Activities Director	55%	217
0 Yr = \$0			
1 Yr = \$1336	Flat Rate (remains)	\$4,200	
2 Yr = \$2671			
3 Yr = \$4006			
4 Yr = \$4629			
5 Yr = \$5253			
6 Yr = \$5876			
7 Yr = \$6498	Education Semester Hours		
8 Yr = \$7123			
9 Yr = \$7743	MS + \$801		
10 Yr = \$8370	MS + 15 = \$2136		
11 Yr = \$8990	MS + 25 = \$3472		
12 Yr = \$9615	MS = 35 = \$4808		
13 Yr = \$10240	Specialist = \$6142		
14 Yr = \$10863	ED. D = \$8813		
15 Yr = \$11485			

After attrition, the
DHS Principal will be
at 80% and the Dir.
Of Student Services
at 75%

Career Increment
5% of base every 2 years after reaching 15 year service
step: 17th yr., 19th yr., 21st yr., 23rd, etc.

Formula: Base salary + ((Base salary X (Responsibility + Time)) + Service + Education + Flat Rate

Appendix B

July 1, 2018

Dickinson Public Schools – Administrative Salary Schedule 2018-2019			
Base - \$59,976	Position Factors		Time
Time	DHS Principal	89%	227
	Asst. Superintendent	83%	227
183 = 0% Base	Dir. of Student Services	79%	227
202 = 15% Base	Director of Instructor	80%	227
212 = 22.5% Base	DMS Principal	70%	217
217 = 26.25% Base	Elementary Principal	60%	212
227 = 33.75% Base	Berg Elementary Principal	50%	212
	DHS Asst. Principal	55%	217
Service	DMS Asst. Principal	50%	212
	Activities Director	60%	217
0 Yr = \$0			
1 Yr = \$1389	Flat Rate (remains)	\$4,200	
2 Yr = \$2778			
3 Yr = \$4166			
4 Yr = \$4814			
5 Yr = \$5463			
6 Yr = \$6111			
7 Yr = \$6758	Education Semester Hours		

8 Yr = \$7408		
9 Yr = \$8053	MS = \$833	
10 Yr = \$8705	MS + 15 = \$2221	
11 Yr = \$9350	MS + 25 = \$3611	
12 Yr = \$10000	MS = 35 = \$5000	
13 Yr = \$10650	Specialist = \$6388	
14 Yr = \$11298	ED. D = \$9166	
15 Yr = \$11944		

Career Increment
 5% of base every 2 years after reaching 15 year service
 step: 17th yr., 19th yr., 21st yr., 23rd, etc.

Formula: Base salary + ((Base salary X (Responsibility +Time)) + Service + Education + Flat Rate