

MASTER AGREEMENT  
BETWEEN  
THE JAMESTOWN SCHOOL BOARD  
AND  
THE JAMESTOWN ADMINISTRATORS



July 1, 2019 - June 30, 2021

Jamestown, North Dakota

**Master Agreement**

**MASTER AGREEMENT PROVISIONS**

**July 1, 2019 – June 30, 2021**

Adopted

September 16<sup>th</sup>, 2019

Jamestown School Board

Jamestown Administrators

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Jennifer Schmidt

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Luke Anderson

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Roger Haut

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Mark Stilwell

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Robert Toso

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Adam Gehlhar

**ADMINISTRATIVE NEGOTIATED AGREEMENT**

## **Master Agreement**

### **I. Definition of Administrator**

For the purposes of administrator negotiations, an administrator is defined as an individual who serves as a building principal, assistant principal, career and technology center director, activities director, or technology director.

### **II. Annual Work Days for Administrators**

The number of work days will be outlined for each administrator on an annual work calendar. The official school calendar will be indicated as core days and extended contract will be jointly scheduled between the administrator and the superintendent and attached to the administrator's contract.

### **III. Administrator Salaries**

#### **A. Salary Schedule - (See Attachment A)**

#### **B. Out-of-District Administrative Experience**

A maximum of five (5) years credit for out-of-district administrative experience may be allowed newly hired administrators.

### **IV. General Work Responsibilities**

The superintendent will assign and review general work responsibilities, including portfolio assignments, with each administrator. When changes are contemplated in an administrator's general work responsibilities, there will be consultation by the superintendent with affected administrators prior to making final decision. Compensation may be given for assigned additional duties.

### **V. Leaves**

#### **A. Sick leave**

1. Fifteen (15) per the first two (2) years will be granted to each administrator signing his/her first contract in the Jamestown Public Schools. Each succeeding year, ten (10) days will be granted per year, accumulating to a possible 135 days.

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2. If a member of this group is absent for more than four (4) consecutive days, a doctor's certificate will be required.
3. The School Board may request a medical examination if excessive absences occur.
4. Sick leave may be used for medical reasons involving any family member or relative.

### B. Sick Leave Bank

The Jamestown Public School District will maintain a Sick Leave Bank for participating employees. The purpose of the Sick Leave Bank is to cover unexpected catastrophic illness or injury to participants in the Sick Leave Bank, their spouses, and children.

1. Catastrophic Illness or Injury - "Catastrophic" means extreme or life threatening. This term does not include conditions associated with a normal pregnancy.
2. Participation
  - a. Sick Leave Bank shall be available to employees only upon their initial qualifying employment.
  - b. A new employee will have thirty (30) days from the time of signing their initial contract to accept or reject membership in the sick leave bank.
  - c. The sick leave bank will provide coverage for all eligible employees (those also eligible for coverage in the District health insurance plan) of the Jamestown School District, James Valley Career and Technology Center (JVCTC) who choose to participate in the district plan.
  - d. Each participating employee shall invest 2 days in the bank. Whenever the balance falls below 180 days, each member shall be assessed one (1) additional day, not to exceed (2) sick leave days in any single contract period.
  - e. Unused sick leave bank days will accumulate to the next school term.
  - f. Any participant of the sick leave bank may withdraw from the bank at the end of a school year by giving written notice to the sick leave bank committee.
  - g. Sick days invested in the bank will not be returned upon leaving the bank.
  - h. Once a participant withdraws from the bank, the participant is no longer eligible to rejoin the bank.
3. Application

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- a. Any participant having used all of his or hers accumulated sick and personal leave days would be eligible to apply.
  - b. Application must be in writing by completing the sick leave bank application form and shall be given to the sick leave bank committee for consideration. Applications must be accompanied by a medical doctor's certificate verifying the severity, nature and projected duration of the illness. If the illness or injury qualifies for employee disability coverage, the individual must apply for disability coverage. The Business Manager shall verify that an application for disability has been filed.
  - c. The application must request a specific number of days, up to forty (40) per application. A participant may apply two (2) times in any single contract period and may be granted no more than 80 days of sick leave from the Sick Leave Bank for that particular illness/injury.
  - d. No participant shall be eligible to withdraw more than a lifetime total of one hundred eighty (180) days. Participants may not draw sick leave days from the bank once they receive employer-related disability benefits.
4. Committee
- a. The make-up of the sick leave bank committee will be: two teachers appointed by the Association, one administrator appointed by the Superintendent, and one member of the Board of Education appointed by the President. The business manager will also serve on the committee, as an ex officio member with no voting rights. Members will serve a three-year term and all terms will begin on July 1.
  - b. The committee will meet within five (5) working days upon receipt of a request and a decision will be made at that time. They will review applications, give written notice of acceptance or rejection, determine the number of days granted to the applicant, provide reasonable assurance the bank is not abused, and prepare quarterly reports for the Superintendent. Decisions of the Committee will be made by majority vote and all decisions are final. The Sick Leave Bank records

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and accounting will be maintained by the District's Business Manager.

### C. **Funeral Leave**

1. In the event of the death of any family member/partner or relative, you may use up to five (5) days to attend the funeral without salary reduction to make final arrangements.
2. In the event of the death of a non-family member, up to one (1) day per year funeral leave will be granted. With the Superintendent's approval, additional leave may be allowed to attend the funeral of a non-family member with salary reduction.

D. **Personal Leave** – Administrators working less than 240 days receive 4 days of personal leave, accumulative to 6 days. Personal days are to be taken within the administrator's core days. Leave taken outside core days, within the extended contract, will be considered flex days and must be traded for another day within the extended contract unless approved by the superintendent. Personal leave days that if not carried over to the following year would be lost, shall be compensated at \$200.00 per day.

### E. **Vacation**

1. Administrators working a 260 day contract are entitled to earn 20 days of vacation per contract period which may be used upon approval of the Superintendent of Schools. A 240 day contract will earn 10 days of vacation.
2. Vacation is non-accumulative, it is on a "use it or lose it basis". Vacation days earned during the current year must be taken before the end of the first semester of the following school year.
3. **Holidays** – For Administrators working less than 240 days, paid holidays are Labor Day, Veteran's Day, Good Friday and Memorial Day. 240 day and 260 day contracts will receive above referenced holidays and New Year's Day, July 4<sup>th</sup>, Thanksgiving day, and Christmas Day. If the Holiday falls on a Saturday the Friday before the holiday shall be granted as a holiday. If the holiday falls on a Sunday, the following Monday shall be granted as a holiday.
4. **Professional Dues and National Conference**
  1. Principals and Directors shall have dues paid to one professional organization of their

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choice. This includes state and national dues.

2. Principals and Directors shall be entitled to attend national conference with approval of the Superintendent. Administrators may “trade” with another administrator with the approval of the Superintendent.

### **VI. Insurance**

- A. All members of this group shall be entitled to the same insurance as is included in the negotiated agreement with the teachers of Jamestown Public Schools, including, but not limited to, health insurance, income protection, and life insurance.
- B. The District will pay 100% of income protection insurance for administrators.

### **VII. Compensation for Higher Education**

Upon receipt of Doctorate Degree and verification by Superintendent, a 7% increase will be given to employee’s base salary. Upon receipt of Education Specialist Degree, a 4% increase will be given to employee’s base salary. Verification must be submitted by September 1.

### **VIII. Grievance Procedure**

Refer to Policy DGA

**Appendix A**

<b>JPS Administrative Salary Schedule 2019/2020</b>						
<b>Administrative Position</b>	<b>Base Salary (100%)</b>	<b>97% Base</b>	<b>94% Base</b>	<b>91% Base</b>	<b>88% Base</b>	<b>Contract Days</b>
Elementary Principal	\$ 104,621	\$ 101,482	\$ 98,344	\$ 95,205	\$ 92,066	204
Middle School Principal	\$ 113,509	\$ 110,104	\$ 106,699	\$ 103,293	\$ 99,888	240
Middle School Assistant Principal	\$ 105,077	\$ 101,925	\$ 98,773	\$ 95,620	\$ 92,468	209
High School Principal	\$ 124,941	\$ 121,192	\$ 117,444	\$ 113,696	\$ 109,948	260
High School Asst Principal	\$ 107,250	\$ 104,032	\$ 100,815	\$ 97,597	\$ 94,380	224
CTE Asst Director	\$ 107,250	\$ 104,032	\$ 100,815	\$ 97,597	\$ 94,380	224
Activities Director	\$ 101,816	\$ 98,762	\$ 95,707	\$ 92,653	\$ 89,599	214
Technology Director	\$ 98,365	\$ 95,414	\$ 92,463	\$ 89,512	\$ 86,561	260

<b>JPS Administrative Salary Schedule 2020-2021</b>						
<b>Administrative Position</b>	<b>Base Salary (100%)</b>	<b>97% Base</b>	<b>94% Base</b>	<b>91% Base</b>	<b>88% Base</b>	<b>Contract Days</b>
Elementary Principal	\$ 109,852	\$ 106,556	\$ 103,261	\$ 99,965	\$ 96,670	204
Middle School Principal	\$ 119,185	\$ 115,609	\$ 112,034	\$ 108,458	\$ 104,883	240
Middle School Assistant Principal	\$ 110,331	\$ 107,021	\$ 103,711	\$ 100,401	\$ 97,091	209
High School Principal	\$ 131,188	\$ 127,252	\$ 123,316	\$ 119,381	\$ 115,445	260
High School Asst Principal	\$ 112,612	\$ 109,234	\$ 105,855	\$ 102,477	\$ 99,099	224
CTE Asst Director	\$ 112,612	\$ 109,234	\$ 105,855	\$ 102,477	\$ 99,099	224
Activities Director	\$ 106,907	\$ 103,700	\$ 100,493	\$ 97,286	\$ 94,078	214
Technology Director	\$ 103,283	\$ 100,184	\$ 97,086	\$ 93,987	\$ 90,889	260