



Shoreline School Board

AGENDA

July 20, 2023

12:00 p.m.

**Via Zoom and Streamed in
Shoreline Center - Board Room**

Zoom Meeting Link:

<https://ssd412-org.zoom.us/j/83626054806?pwd=M0t2MFpOVmJyY0RYNVZCWGU4LzE1QT09>

Webinar ID: 836 2605 4806

Passcode: 164254

Dial-In Phone Numbers: 1-253-215-8782 or 1-669-900-6833

Special Board Meeting

1. Approval of Minutes of the May 23 Regular Board Meeting

[1a-Minutes-May 23 Regular.pdf \(p. 2\)](#)

2. Adoption of Consent Agenda

a. Approval of Personnel - Administrative

[2a-Personnel-Administrative.pdf \(p. 8\)](#)

b. Approval of 2023-2024 Addendum #3 to the Employment Agreement with Superintendent Susana Reyes

[2b-Bkgrd-Supt Amendment #3 2023-24.pdf \(p. 9\)](#)

[2b-Reyes 2023-2024 Contract Addendum 7-20-23-R.pdf \(p. 10\)](#)

c. Approval of 2023-2024 Administrative Personnel Contract with Assistant Superintendent Angela Von Essen

[2c-Bkgrd-Asst Supt 2023-2024 Employment Contract-Von Essen.pdf \(p. 11\)](#)

[2c-Assistant Superintendent Contract 2023-24 \(Von Essen \).pdf \(p. 12\)](#)

3. Adjournment: _____ p.m.

BOARD MEETING MINUTES

May 23, 2023

Call to Order

President Cohen called the Regular Board Meeting of the Shoreline Board of Directors to order in the Shoreline Room of the Administrative Offices at the Shoreline Center at 6:00 p.m. on May 23, 2023. This meeting was also available to the community via Zoom.

Roll Call

Sarah Cohen, President; Emily Williams, Vice-President; Sara Betnel, Member; Meghan Jernigan, Member (*attended remotely*); Rebeca Rivera, Member (*attended remotely*); Lily Fredericks, Shorecrest Student Representative; Luke Smith, Shorecrest Student Representative; and Esme Harkess, Shorewood Student Representative.

Absent: Helen Murphy, Shorewood Student Representative

Land Acknowledgement

President Cohen provided a brief land acknowledgement.

Celebrations, Recognitions, Introductions and Gratitude

None

Agenda Review

None

Comments from the Community

President Cohen announced that moving forward, the Board would limit community comments to 90 minutes per regular meeting. This will allow for the Board to balance hearing voices from the staff and community with conducting the Board's business in a timely manner. As a reminder, there are additional ways of communicating with the Board, e.g. via email to school.board@ssd412.org and submitting written comments prior to board meetings through each online regular meeting agenda. Additionally, in order to hear multiple voices, combining comments will not be part of this procedure.

The following individuals spoke in person:

- 1) Barb Cruz, Echo Lake Library Tech – The Board has approved budgets, raises, etc. over the past few years and needs to take responsibility rather than have the present budget issues fall on the backs of the SESPAs employees, e.g. family advocates, counseling secretaries—those who are working one-on-one with students who most need help.
- 2) Ashley Santos Valeriano, Parent – Wanted to know whose idea it was to fly the LGBTQ flag under the United States flag at our schools; rejects use of pronouns.
- 3) Johanna Phillips, Shorecrest Activity Coordinator and Parent of 3 – Reminded the Board of their earlier commitment to no cuts to ELO; the previous day's email from Superintendent Reyes indicated otherwise.
- 4) Dominic Groves, Shorecrest Parent – Advocated for the Board to take on the topic of high school start times for possible implementation next school year.
- 5) Maris Abelson, Parent – The sooner full funding for ELO can be identified, the sooner families can make decisions for next year.
- 6) Amy McClellan, Parent and Staff Member – Thanked the Board for supporting the LGBTQIA community, using pronouns and flying the Pride flag.

- 7) Nick Novy, Elementary Beginning Band Teacher, Einstein Jazz Band Teacher, and Assistant Shorewood Band Director – Advocated for the importance of all ELO activities; extended invitation to the end-of-year jazz band concert at Einstein on June 14 @ 7:00 p.m.
- 8) Kathryn Pihl, Echo Lake Teacher – Thanked board members and Superintendent Reyes for visiting Echo Lake; encouraged the Board to continue to strive for open communication with SESPAs and SEA leadership in order to hear all voices.
- 9) Layne Mohlman, Shoreline Children’s Center Association President – Shared a March 2023 email to the Board; expressed concern about information shared at study session earlier in the day regarding changes to the extended care program.
- 10) Trinity Alber, Shoreline Children’s Center Staff – Also expressed concern about the proposed extended care hours reviewed at study session; staff received an email late Friday.
- 11) Deborah Boyd, Shoreline Children’s Center Staff – Changes in extended care program hours, etc. outside of the bargaining process constitutes an unfair labor practice.
- 12) Wende Carroll, Shoreline Children’s Center Staff – Families were not notified of proposed changes; therefore were not given an opportunity to weigh in.
- 13) Laura Drinkwine, Briarcrest Extended Care – Read a May 5 follow-up email from Layne Mohlman to the Board regarding the extended care program and the upcoming study session (held earlier on this date); to date, no one has responded.
- 14) Marcy Caruso, Shorecrest Teacher and Kellogg Parent – Expressed appreciation to Jennifer Farmer for taking a difficult position that got even harder as the past year progressed. She has been a voice of reason and has been very much appreciated by staff. Encouraged the Board to continue to try and salvage what we can, particularly among our SESPAs colleagues at the secondary level; please advocate for those students with the highest needs for staying on track to graduation.
- 15) Anne Dame, Einstein Librarian – Thanked Jennifer Farmer for all her hard work; encouraged the Board to consider the current higher than projected ending fund balance when making financial decisions and look out for our students who are the furthest from educational justice by holding on to our SESPAs colleagues who do so much for our students.

The following individual spoke over Zoom:

- 16) Alina Harestad, Shorewood Activity Coordinator – Please consider the will of the people in regard to taking no cuts from ELOs.

Approval of Minutes

The minutes of the April 4 Regular Board Meeting had been submitted to the Board for review and approval.

MOTION NO. 43: Director Williams moved that the Board approve the minutes of the April 4 Regular Board Meeting as submitted. The motion was seconded by Director Betnel and carried unanimously.

Adoption of Consent Agenda

President Cohen announced that the Board had an opportunity to ask questions on the consent agenda and have them answered prior to this meeting. The following consent agenda was presented for adoption:

- a. Acceptance of Gifts, Grants, Donations
 - 1) Cascade K-8 Community School - \$5,900.00 – Cascade K-8 PTSA – Field Trip/Classroom Enhancement Grant, Part 2
 - 2) Shorewood High School - \$47,529.04 – Shorewood Boosters – 2023 Auction Proceeds
 - 3) Summer School - \$28,034.00 – Shoreline Public Schools Foundation – Summer Reading Program, Elementary and Secondary Summer School
- b. Adoption of District Instructional Materials Committee (DIMC) Recommendations

- c. Kellogg Middle School Replacement Project – Authority for Acceptance of Easement for Water
- d. Career and Technical Education Facilities Improvements Project – Shorecrest and Shorewood High Schools – Acceptance of Close Out of the Early Feasibility/Design Phase
- e. Shoreline Center – Boiler Room/Tower Abatement and Demolition Project – Authority and Project Budget for Feasibility/Design Phase
- f. District-Wide Safety and Security Systems Project – Approval of Feasibility and Design – Secure Fencing
- g. District-Wide Safety and Security Systems Project – Approval of Feasibility and Design – Phase 3 Vestibules – Shorecrest and Shorewood
- h. Approval of Extended Field Trips
- i. Approval of Personnel
 - 1) Certificated
 - 2) Classified
 - 3) Administrative
- j. Approval of Vouchers

MOTION NO. 44: Director Betnel moved that the Board adopt the consent agenda, items 7a through 7j, which is attached hereto and becomes a part hereof. The motion was seconded by Director Williams and carried unanimously.

As of May 23, 2023, the Board, by a unanimous vote, approved for payment, those vouchers described as follows: Reconciliation of Warrants Issued Between April 28 and May 5, 2023 – General Fund Warrants #100530-100606, 100622, 222300821-222300824, and 100623-100680, totaling \$488,057.32; Capital Projects Fund Warrants #100681-100682, totaling \$266,535.26; and Student Body Fund Warrants #100607-100621 and 100683-100685, totaling \$18,431.70; for a grand total of \$773,024.28.

Reports and Presentations

Enrollment Update for April and May, Update and Financial Report for March and April, Updated Projected Year-End Fund Balance for General Fund

Presenters:

Jennifer A. Farmer, Assistant Superintendent, Business and Operations

Mark Spangenberg, Director of Finance and Business Services

Superintendent Reyes echoed the praise and appreciation for the work of Jennifer Farmer over the past year; “her leadership has been exemplary and we will miss her.”

Mr. Spangenberg reviewed the year-to-date enrollment through May, as well as revenues, expenditures and updated ending fund balance through April. Of particular note, overload costs (listed on slide 19) will be suspended for the next two years. Ms. Farmer announced that this was part of the negotiated agreement with the Shoreline Education Association; she expressed sincere appreciation for their willingness to come to the table and work with the District on this issue. This is a significant amount that will be put back into the budget for next year. On the other hand, items on slide 24, purchased services expenditures, e.g. risk management, surface water management fees, election fees and other services will see significant increases in the coming year.

Mr. Spangenberg provided an update to the ending fund balance projection, which began the year with a budgeted amount of \$1,040,000, increased to \$3,334,613 in February, and through April, is now predicted to be \$4,261,175. This number changes the projected deficit for the 2023-2024 projected ending fund balance to (\$9,518,157).

Ms. Farmer provided an update on the budget planning for 2023-2024. The previously projected reductions to certificated staff of 20 FTE (including staffing for Reading Match middle school/high school and Zero Period at middle school) did not occur in full. The realized number was less than 1 FTE; the projected savings of over \$2.4 million will need to come from elsewhere.

Ms. Farmer also provided updates since the Reduced Educational Program was presented on April 18:

- Staffing work well underway – K-3 staffing process revision to ensure compliance with K-3 model and contract agreement
- Completed Reduced Educational Program implementation for staff with May 15 contractual obligations
- Other Reduced Educational Program implementations are underway
- Increase to Safety Net application
- “Real” budget (F195) in development; more clarity available after June 1 (F203 revenue projections)
- Inflation, shortages and labor costs having a significant continued impact on planning; reductions to non-employee costs from Spring of 2022 did not materialize
- The July preliminary budget may not show a 2% ending fund balance for 2023-2024

The full report can viewed at: <https://app.eduportal.com/documents/view/868126>

President Cohen gave high praise to the presenters for not just the enormity of their work but also the accuracy of the projections and the continuing process of educating the Board and the community in the intricacies of the budget development process.

The Board engaged in questions and answers on various topics with the presenters, e.g. ELOs, the projected vs. actual reduced certificated FTE, special education purchased services, possible restoration of reduced support positions, surface water management fees, overload and substitute costs, reporting of K-3 staffing, ending fund balance concerns, regionalization factor impacts, to name a few.

On behalf of Shorecrest students and Cathy Auriemma, Apex Coordinator, Student Rep Fredericks shared their most sincere appreciation to Jennifer Farmer for the work she has done this past year. “Jennifer does so much; where would we be without Jennifer?”

The full meeting can be viewed at: <https://vimeo.com/829888223?share=copy>

Board Requested Discussion and Future Topics

As a follow-up to the WSSDA position discussion at the May 9 meeting, specifically around the topic of artificial intelligence (AI), Director Betnel suggested the possibility of having a joint study session with the Edmonds School Board sometime in the future. Further discussions will take place regarding potential facilitators.

Action Items

Adoption of Revision to Policy 2410, Graduation Requirements: Permanently Repeal Community Service Graduation Requirement

Dr. Dan Gallagher, Director of Secondary Academic Programs and CTE

Information on this topic was presented for first reading at the Board’s May 9 regular meeting. The Board is making a decision to permanently repeal or reinstate the 40-hour community service graduation requirement as outlined in Policy 2410. Based on board member comments at the May 9 meeting, at least some members of the Board were interested in repealing the requirement. Therefore, the action presented for this meeting is a revision to Policy 2410 (page 4). A vote to accept the proposed changes is a vote to

rescind community service as a requirement for graduation; a vote not to accept the proposed changes is a vote to reinstate the graduation requirement.

It was the recommendation of the Superintendent that the Board adopt the proposed change to Policy 2410 to permanently repeal the 40-hour community service graduation requirement.

Director Rivera stated that because she saw the importance of having a practice for students to give back to the community, she would be voting against the proposed change.

Director Betnel echoed the appreciation for the value of community service. She asked how the District might continue to support community service as an activity while not holding it as a requirement to receive a diploma. Dr. Gallagher responded that the infrastructure to provide it and promote it is still in place. Marianne Stephens, Shorewood College and Career Counselor, and Mario Orallo, Shorecrest High School and Beyond Counselor, as well as the staff in the Counseling Center, post messages via ParentSquare, Canvas, emails to students. Additionally, student organizations, e.g. National Honor Society have community service requirements. "Other organizations, just in their nature, perform community service."

Historically, the community service requirement was instituted, in part, to support students' applications to four-year colleges. Just under half of our students attend four-year colleges in their first year after high school graduation. From the colleges' perspective, it is not about a specific hour requirement or a quantitative measure, but more about the experiences of the student, the impact it had on them personally, and how they present to the college how they learned from it. Community service is important, but it is not, per se, a requirement or a competitive edge over other types of engagement with the community. For two-year colleges, which is where about 25% of our students land their first year after graduation, it is not part of the college application.

All three student reps in attendance spoke to the number of volunteer opportunities available outside of the community service requirement. Student Rep Fredericks spoke specifically regarding the difficulty involved for special needs students in fulfilling the community service requirement.

MOTION NO. 45: Director Williams moved that the Board adopt the proposed change to Policy 2410 to permanently repeal the 40-hour community service graduation requirement. The motion was seconded by Director Jernigan. The motion carried with four aye votes and one nay vote (Director Rivera).

Reports and Communications – Board Members, Student Reps and Superintendent

Student Rep Fredericks reported on a concern around Shorecrest students not being allowed to take courses next year at Shorewood. This is an issue because there are classes offered at Shorewood that are not offered at Shorecrest. Superintendent Reyes announced that she would look into this issue and report back. Lily also reported that she had been working with Kristin Harrington, Shorecrest Family Advocate, on ensuring the continuance of providing assistance to students with food access issues. Kristin coordinates this program with the LFP Presbyterian Church. Lily is also working on an all-school pantry that could accept donations from anyone in the community. *Hello Dolly* just completed its run and was possibly her favorite musical ever.

Student Rep Smith reported on the two Unity Festivals, one at Kellogg and one at Shorecrest, that were well received and included singing, dancing and lots of fun. The Shorecrest fashion club was hosting its second fashion night this evening and the boys soccer team wrapped up its season.

Student Rep Harkess reported that Shorewood had its WESCO Fest last Friday. The following athletic teams would all be advancing to state tournaments: boys golf, girls golf, girls tennis, boys track and girls track. Boys track made second in districts; girls track made first in districts. The hip hop showcase occurred the previous Sunday and band participated in a parade in Spokane. The Shorewood prom was scheduled for Saturday, May 27. Esme is working with Activity Coordinator Alina Harestad and the counseling department on a similar project as Lily Fredericks in assisting students with food access.

Director Betnel announced that she had been enjoying meetings with staff at schools in listening and building connections. Over the previous weekend, she worked with WSSDA on the position proposals. All of the positions submitted by Shoreline received a “do pass” recommendation. That was not the case for all positions that were submitted. She attended the closing performance of Shorecrest’s *Hello Dolly*. “It was totally fantastic and everyone involved should feel nothing but the utmost pride and joy . . . it was an absolute celebration of life and community.” She also attended Kellogg’s Celebration of Cultures, which was a marvelous event, filled with good food, cultural dress, performances, art, and powerful writings. Director Betnel announced that the LGBTQIA2S+ Potluck and Book Fair was scheduled for June 1 and she was very much looking forward to attending that event.

President Cohen expressed her appreciation to the staff she had been engaging with at the buildings over the last several months.

Superintendent Reyes announced that May had been Asian American Native Hawaiian and Pacific Islander Month and that there would be a celebration at Shoreline Community College on Wednesday, May 24. She attended a portion of the track meet at Shoreline Stadium on May 17, *Hello Dolly* on May 18, and the LFP PTA and Brookside PTA Auctions on Saturday, May 20. Many thanks to the students, staff and community members for all they do.

Executive Session (if needed)

None

Adjournment: 8:26 p.m.

Dr. Sarah Cohen, School Board President

Attest: July 20, 2023

Dr. Susana Reyes, Secretary
Shoreline Board of Directors

All documents referenced in the minutes may be viewed in the Superintendent’s Office during normal business hours.

SHORELINE PUBLIC SCHOOLS
HUMAN RESOURCES
July 20, 2023

2a

ADMINISTRATIVE STAFF
RECOMMENDED FOR ELECTION

LAST	FIRST	EFFECTIVE	ASSIGNMENT	LOCATION	FTE	REASON
Khim	Rosa	8/1/23	High School Asst. Prin.	Shorecrest	1.0	Vacancy
Von Essen	Angela	7/20/23	Asst Superintendent B&O	SLC/Supt	1.0	Vacancy

Shoreline Board of Directors

SPECIAL BOARD MEETING

July 20, 2023

TO: Members, Shoreline Board of Directors

ISSUE: X **ACTION** Approval of the 2023-2024 Addendum #3 to the Employment Agreement with Superintendent Susana Reyes—attached

BACKGROUND INFORMATION:

Addendum #3 to the employment agreement with Superintendent Susana Reyes is attached. The addendum includes changes to contract language in paragraph 7.

FISCAL IMPACT:

- CURRENT REVENUE SOURCE: General Fund Operating Budget

RECOMMENDED DECISION:

Board President Sarah Cohen recommends Board approval of the 2023-2024 Addendum #3 to the Employment Agreement between Shoreline School District and Superintendent Susana Reyes, as presented.

Report prepared by: Dr. Sarah Cohen, Board President

**ADDENDUM #3 TO THE 2023-24 EMPLOYMENT AGREEMENT
BETWEEN DR. SUSANA REYES AND SHORELINE SCHOOL DISTRICT NO. 412**

The Board and Superintendent agree to amend paragraph 7 of the agreement approved May 17, 2021 as follows:

7. The Superintendent shall join with the Board in establishing specific goals, objectives and timelines, against which the performance of the Superintendent shall be measured and evaluated. The Superintendent shall work with the Board to mutually agree and develop these goals, objectives, and timelines, in writing, subsequent to June 1 ~~and prior to August 1~~ of each year and with sufficient time for the Board to finalize a written list of goals, objectives, and timelines by August 31. The Board may make additions, deletions, or modifications and shall, on or before August 31 of each year, adopt a final written list of the goals, objectives, and timelines containing such specificity as it deems is reasonably necessary to measure and evaluate the performance of the Superintendent and to meet the needs of the public. The Board and Superintendent may, by written agreement, amend any goals, objectives, and timelines, in whole or in part, during each contract year.

By signing the foregoing contract, Dr. Susana Reyes and the Board agree to its terms.

Accepted this _____ day of _____

Dr. Susana Reyes, Superintendent

ACCEPTANCE APPROVED:

Dr. Sarah Cohen, Board President

Emily Williams, Board Vice-President

Sara Betnel, Board Member

Dr. Rebeca Rivera, Board Member

Meghan Jernigan, Board Member

Shoreline Board of Directors
SPECIAL BOARD MEETING

July 20, 2023

TO: Members, Shoreline Board of Directors

ISSUE: X **ACTION** Approval of 2023-2024 Administrative Personnel Contract with Assistant Superintendent Angela Von Essen--attached

BACKGROUND INFORMATION:

The recommended administrative personnel contract with Assistant Superintendent Angela Von Essen, effective July 20, 2023, is attached.

The salary for this position is indexed at 108% of the high school principal salary, and it is automatically adjusted when the compensation for the high school principal salary is adjusted. This contract reflects five furlough days and suspension of cell phone stipends in response to the budget crisis.

FISCAL IMPACT:

- CURRENT REVENUE SOURCE: General Fund and Capital Projects Fund Operating Budgets

RECOMMENDED DECISION:

The Superintendent recommends Board approval of the 2022-2023 administrative personnel contract with Assistant Superintendent Angela Von Essen, as presented.

Report prepared by: Dr. Susana Reyes, Superintendent

SHORELINE PUBLIC SCHOOLS
18560 1st Ave. NE
Shoreline, Washington 98155

ASSISTANT SUPERINTENDENT FOR BUSINESS AND OPERATIONS
ADMINISTRATIVE PERSONNEL CONTRACT 2023-24

I.

SHORELINE SCHOOL DISTRICT NO. 412 (referred to as "District") in King County, Washington through its Board of Directors does hereby offer an administrative position, which shall be subject to assignment and reassignment of duties by the District's Superintendent of Schools (referred to as "Superintendent"), to ANGELA VON ESSEN (referred to as "Administrator"). Said employment to be under the terms and conditions stated herein.

II.

This contract shall be subject to all statutes governing the public schools of the State of Washington, to all policies, rules and regulations of the State of Washington, to all policies, rules and regulations of, and agreements with, the District's Board of Directors existing at the effective date of this contract, and, except where inconsistent with the terms expressed hereof, any future policies, rules and regulations of said Board of Directors.

III.

The period of employment shall be from **July 20, 2023 to June 30, 2024**. The period of work shall be the twelve (12) months of said Contract Year, Monday through Friday of each week, and such other times as required in performance of Administrator's duties: EXCEPT (a) earned vacation periods; (b) earned leave for illness, injury, and emergency; (c) holidays recognized by the District's Board of Directors; and (d) other days, if any, approved by the Superintendent under his/her authority to assign staff, as authorized by the Board of Directors. Absence from work at times other than the times heretofore stated shall result in reduction of remuneration at the rate of 1/219th of Administrator's annual salary for each day of absence. Approved attendance at institutes, workshops, and other professional meetings shall be considered part of the Contract Year.

IV.

The salary for Administrator shall be 108% of the salary for the applicable step of the High School Principal position in the Shoreline Principals Association. The steps only include experience within Administrator's current position, whether with Shoreline School District or another public school district. In recognition of the fact that employers may use different titles than Shoreline School District for comparable positions, or comparable titles to Shoreline School District for different positions, the Superintendent shall have final decision-making authority to determine whether the Administrator's previous experience counts toward placement on the salary schedule. Job duties, not titles, will be determinative. In making this determination, the Superintendent will consider evidence presented by Administrator as to the nature of their previous positions. The Administrator will be placed on Step 4. Beginning July 1, 2023, the initial base salary for the

position shall be \$227,479, one-twelfth (1/12) thereof being payable monthly, except that for July 2023, Administrator will receive a prorated month's salary in recognition of the fact that Administrator's employment begins July 20, 2023. The salary shall be automatically increased during the term of this contract to remain 108% of the salary of the High School Principal position, effective with the date of such increases, if any. For the 2023-24 school year, the Administrator will take five (5) consecutive furlough days in recognition of the budget shortfall.

V.

Except as may be inconsistent with the other terms and conditions provided herein, the District shall make available to the Administrator those leave allowances and insurance benefits, on the same cost basis, as the District provides to its certificated principals, including, but not limited to, sick leave, personal leave, family leave, bereavement leave, term life insurance, long-term disability, dental and medical insurance.

Administrator shall accumulate twelve (12) contract days of leave for illness, injury, and emergency for each year of employment with the District, pro-rated for Administrators hired after July 1. Accumulated leave shall continue to accumulate in accordance with law. Administrator shall be entitled to compensation for any unused leave to the extent allowed by law.

Administrator may annually cash-out any unused portion of the current year's allocation (up to a maximum of three {3} days) of personal leave at the rate of 1/219th of their annual salary for each day of personal leave cash-out, effective for all administrators. This provision is not applicable if the District is required to pay additional actuarial cost due to an excess compensation finding by DRS.

VI.

Administrator shall be entitled to twenty-seven (27) contract days vacation each year, pro-rated for administrators hired after July 1. Scheduling of vacation must be approved by the Superintendent. Vacation may be accumulated to a maximum, of fifty-seven (57) days, measured each September 1.

Compensation for unused vacation, at the rate of 1/219th annual pay per day, shall be subject to legal constraints and payable only in the following amounts and in accordance with the following procedures: If Administrator receives notice of termination of employment, Administrator shall be paid for unused vacation in an amount not to exceed thirty (30) days, or such lesser amount as may be necessary so that the District avoids any attendant financial penalty or other legal constraint.

If Administrator submits a written declaration of an intention to terminate to the Board no later than forty-five (45) calendar days prior to the termination date of this contract, Administrator shall have the option of receiving payment on the termination date for unused vacation in an amount not to exceed thirty (30) days, or such lesser amount as may be necessary so that the District avoids any attendant financial penalty or other legal constraint. The District may elect to waive the forty-five (45) day provision in case of extenuating circumstances.

Administrator should make arrangements before his/her termination date to use vacation days which are not compensable under this section.

VII.

Administrator shall notify the District in writing of the intention to resign from employment at least thirty (30) calendar days before doing so and in such event shall cooperate fully in training a replacement.

VIII.

Excluding continuing contract rights (if Administrator is not a certificated employee) and except where contrary or inconsistent with: (1) Administrator's position as a member of management, (2) statutes, regulations, and other laws of the State of Washington and of the United States, and (3) this contract, Administrator shall be entitled to all the rights, privileges, and benefits, and the conditions applicable thereto, as pertain to other administrative employees as specified in the applicable Administrative Meet and Confer Agreement.

IX.

Provided that Administrator shall obtain written authorization for expenditures from the Superintendent, Administrator shall be entitled to reimbursement for out-of-District travel expenses, mileage, lodging, meals, and other similar expenses when administrative duties require such travel. It is important that the District be represented by its administrative staff in appropriate professional organizations. The Administrator shall be provided memberships in professional organizations as approved by the Superintendent.

X.

If the Superintendent requires the administrator to have a cell phone, then the administrator will be reimbursed \$25.00 per month for standard cell phone usage or \$50.00 per month for smart phone with data plan usage for official district business. For the 2023-24 school year, the cell phone reimbursement (\$25 per month reimbursement or \$50 per month) defined in this section shall be suspended.

Date:

Date:

Assistant Superintendent for Business & Operations

Superintendent