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AGREEMENT BETWEEN  
LYNDEN ADMINISTRATOR'S ASSOCIATION AND  
LYNDEN SCHOOL DISTRICT #504

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July 1, 2023 – June 30, 2026

JULY 1, 2023  
LYNDEN SCHOOL DISTRICT

Agreement between the Lynden Administrator’s Association and  
Lynden School District No. 504

**ARTICLE 1: DURATION**

This agreement shall become effective July 1, 2023 and remain in effect until June 30, 2026. This agreement may be reopened for items required by either legislation or regulation or for amendment only by mutual consent of the two parties.

**ARTICLE 2: RECOGNITION**

The Board of Directors of the Lynden School District No. 504 recognizes the Lynden Administrators’ Association as the exclusive representative of the following administrative personnel for the purpose of the negotiation of terms and conditions of employment for the duration of the agreement: Principals and Assistant Principals.

**ARTICLE 3: TERMS AND CONDITIONS**

The work year shall be twelve (12) months beginning July 1 and ending on June 30 annually as required by state law. The individual contract length for each administrative position would be as follows:

POSITION	NUMBER OF WORKDAYS	
	2023-24	2024-25 & BEYOND
High School Principal	222	222
Middle School Principal	220	220
Elementary Principal	215	217
Lynden Academy Principal	215	217
High School Assistant Principal	215	217
Middle School Assistant Principal	215	217

**ARTICLE 4: ECONOMIC PROVISIONS**

**SECTION 1: COMPENSATION**

- A 4-step salary schedule for 2023-2024 is included in appendix 1.
- A 5-step salary scheduled for 2024-2025 and beyond is included in appendix 2 and will take effect July 1, 2024.
- Each year the salary schedule will be updated based on the per-diem rate calculated using the 16+/MA 90 salary on the 2024-2025 certificated salary schedule.
- Three (3) years of Assistant Principal experience = 1-year experience when moving into a principal position.
- Administrative experience from other school districts will be applied in the same manner as administrators who have experience in the Lynden School District.
- The Superintendent may place administrators on the schedule, to the benefit of the administrator, based on unique circumstances.

**SECTION 2: PART YEAR EMPLOYMENT**

If an administrator, new or transferred to his/her position, is hired by the District and agreement is reached between the Superintendent and the administrator to work additional days, the additional days worked beyond the contracted days will be paid at a per diem rate of salary based on the contract for the position. (See Appendix 1).

**SECTION 3: HEALTH AND WELFARE BENEFITS**

The District shall provide School Employees Benefits Board (SEBB) benefits for the duration of an individual’s employment based upon SEBB eligibility.

Members will vote annually for what extra benefits, if any (vision, dental, long term disability, life insurance) will be included in the benefit package for the following school year. The vote results will be provided in writing to payroll by May 30<sup>th</sup> of each year for the following school year. If no communication is made to payroll by May 30<sup>th</sup>, current benefits will continue into the next year.

#### SECTION 4: ADDITIONAL/OPTIONAL DAYS

The Lynden Administrators Association and the Lynden District agree that all administrators may submit up to two (2) additional paid days in the 2023-24 school year beyond the contractually required and calendared days. These days may be worked on non-workdays, including weekends and holidays, or in support of non-building specific work at the request of the district. The rate of pay is per diem for each administrator (prorated by FTE) who completes optional days of work. Administrators must submit for approval from their supervisor prior to conducting additional work for pay.

#### ARTICLE 5: LEAVES

- Administrators will receive 12 sick days in accordance with state allocation and three (3) locally funded personal days each year. Standard carryover will apply to sick days. Administrators can carry over 2 personal days a year for a cumulative total of no more than 5 personal days per year. Administrators can use no more than three personal day consecutively unless otherwise approved by the superintendent. Each year administrator may submit in writing to the payroll department their request to cash out up to 2 days of unused personal leave at their per-diem rate of pay. Sick and Personal days are intended to be used on days previously marked as workdays.
- Absences are to be recorded in the District's time-off Management System and notification of the Superintendent is required whenever a building principal will be absent from the building.
- Each administrator may work remotely for up to 5 of their scheduled workdays. Remote workdays must be used outside of the 184 teacher workdays.

#### ARTICLE 6: PROFESSIONAL DEVELOPMENT

##### SECTION 1: PROFESSIONAL MEETINGS, INSERVICE, AND CONFERENCES

Attendance at local and state association meetings shall be with pay and attendant costs, provided such meetings are for the purpose of professional improvement. These are considered part of the administrator's contracted days.

Attendance at all conferences must have a direct connection to the building and/or District plan and annual goals of the building and/or administrator. Attendance at major conferences must receive prior approval by the Superintendent. During the summer, principals may attend conferences as long as they do not interfere with District obligations.

Each building Administrator will be allowed up to \$ 1000 per year to be used for the costs of college tuition, fees, books, clock hours, and major conferences for the purpose of professional development. These dollars may be carried over for one year to a maximum of \$ 2000.

##### SECTION 2: ANNUAL DUES

The District will pay the annual dues to one professional organization for every administrator covered by this Agreement.

#### ARTICLE 7: EVALUATION

School administrators will use the AWSP Principal Evaluation Tool. The District and school administrators will develop a regular schedule of meetings to collaboratively implement the new principal evaluation system as outlined by the state.

#### ARTICLE 8: WORK LOAD

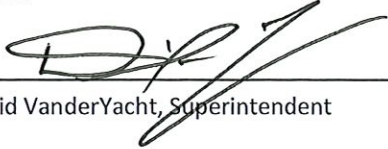
All administrators are expected to share the responsibility for district level curricular, hiring, employee relations, task forces, committees, grant and curricular program oversight, etc. beyond the scope of their individual assignment.

Extra support or financial compensation will be provided to administrators determined to be subject to a workload overload or who participate on district committees and/or teams that require significant commitment and responsibilities beyond the expected shared responsibility for district level participation. Overloads and support solutions will be determined jointly between the Superintendent and school principals.

ARTICLE 9: REDUCTION IN FORCE

In the event the District is considering a recommendation of a reduced educational program due to financial necessity, the District will work collaboratively with the Association to identify any administrative positions that could be subject to reduction/elimination.

For the District:

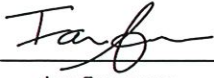


David VanderYacht, Superintendent

10.24.23

Date

For the Association:



Ian Freeman

10/24/23

Date

\_\_\_\_\_ Date

## APPENDIX 1

### Lynden Administrator's Association Salary Schedule 2023-24

[Calculated Based on Projected 16+/MA 90 on 2023-24 Certificated Salary Schedule]

Steps	year		Elem Asst	Elm Prin	MS Ast	MS Prin	HS Ast	HS Prin	Lyn Acad
		Days	205	215	215	220	215	222	215
1	1-2	%	1.01	1.020	1.012	1.030	1.015	1.100	1.025
		Perdiem	\$667.52	\$674.13	\$668.84	\$680.74	\$670.83	\$727.00	\$677.44
		Salary	\$136,842	\$144,938	\$143,802	\$149,763	\$144,228	\$161,395	\$145,649
		Step Change	0.008	0.015	0.008	0.02	0.01	0.022	0.015
2	3-4	%	1.018	1.035	1.020	1.050	1.025	1.122	1.040
		Perdiem	\$672.81	\$684.05	\$674.13	\$693.96	\$677.44	\$741.54	\$687.35
		Salary	\$137,926	\$147,070	\$144,938	\$152,671	\$145,649	\$164,623	\$147,780
		Step Change	0.007	0.01	0.008	0.0175	0.01	0.022	0.015
3	5-6	%	1.025	1.045	1.028	1.068	1.035	1.144	1.055
		Perdiem	\$677.44	\$690.65	\$679.42	\$705.52	\$684.05	\$756.08	\$697.26
		Salary	\$138,874	\$148,491	\$146,075	\$155,215	\$147,070	\$167,851	\$149,912
		Step Change	0.008	0.01	0.008	0.0175	0.01	0.021	0.015
4	7+	%	1.033	1.055	1.036	1.085	1.045	1.165	1.070
		Perdiem	\$682.72	\$697.26	\$684.71	\$717.09	\$690.65	\$769.96	\$707.18
		Salary	\$139,958	\$149,912	\$147,212	\$157,760	\$148,491	\$170,932	\$152,043

This Schedule applies to administrative experience only – Superintendent will have final decision on placement.

## APPENDIX 2

### Lynden Administrator's Association Salary Schedule 2024-25

[Calculated Based on Projected IPD of 3.9% using 16+/MA 90 cell on 2024-25 Certificated Salary Schedule]

Steps	year		Elem Asst	Elm Prin	MS Ast	MS Prin	HS Ast	HS Prin	Lyn Acad
		Days	205	217	217	220	217	222	217
1	1-2	%	1.01	1.04	1.02	1.05	1.03	1.11	1.03
		Perdiem	\$710.24	\$731.34	\$717.28	\$738.37	\$724.31	\$780.57	\$724.31
		Salary	\$145,600	\$158,701	\$155,649	\$162,442	\$157,175	\$173,285	\$157,175
			0.01	0.01	0.01	0.01	0.01	0.01	0.01
2	3-4	%	1.02	1.05	1.03	1.06	1.04	1.12	1.04
		Perdiem	\$717.28	\$738.37	\$724.31	\$745.40	\$731.34	\$787.60	\$731.34
		Salary	\$147,042	\$160,227	\$157,175	\$163,989	\$158,701	\$174,847	\$158,701
			0.012	0.012	0.012	0.012	0.012	0.012	0.012
3	5-6	%	1.032	1.062	1.042	1.072	1.052	1.132	1.052
		Perdiem	\$725.71	\$746.81	\$732.75	\$753.84	\$739.78	\$796.04	\$739.78
		Salary	\$148,771	\$162,058	\$159,006	\$165,845	\$160,532	\$176,720	\$160,532
			0.015	0.015	0.015	0.015	0.015	0.015	0.015
4	7-8	%	1.047	1.077	1.057	1.087	1.067	1.147	1.067
		Perdiem	\$736.26	\$757.36	\$743.29	\$764.39	\$750.33	\$806.58	\$750.33
		Salary	\$150,934	\$164,347	\$161,295	\$168,166	\$162,821	\$179,062	\$162,821
			0.019	0.019	0.019	0.019	0.019	0.019	0.019
5	9+	%	1.066	1.096	1.076	1.106	1.086	1.166	1.086
		Perdiem	\$749.62	\$770.72	\$756.66	\$777.75	\$763.69	\$819.94	\$763.69
		Salary	\$153,673	\$167,246	\$164,194	\$171,105	\$165,720	\$182,028	\$165,720

This Schedule applies to administrative experience only – Superintendent will have final decision on placement.