

# **COLLECTIVE BARGAINING AGREEMENT**

**BELLINGHAM SCHOOL DISTRICT 501  
BELLINGHAM ADMINISTRATORS' ORGANIZATION  
July 1, 2016 – June 30, 2019**



**BELLINGHAM ADMINISTRATORS' ORGANIZATION  
BELLINGHAM SCHOOL DISTRICT  
ADMINISTRATORS' AGREEMENT  
2016-19**

**I. SALARIES AND COMPENSATION**

- A. Employees will be paid the salaries shown on Attachment 1. This schedule reflects that for the 2016-17 school year, compensation was adjusted by the increases shown below:

|                                    |      |
|------------------------------------|------|
| High School Principal:             | 2.0% |
| High School Assistant Principal:   | 2.5% |
| Middle School Principal:           | 2.3% |
| Middle School Assistant Principal: | 2.5% |
| Elementary Principal:              | 2.0% |
| Elementary Assistant Principal:    | 1.0% |

Directors will be paid equivalent to the middle school principal on a per diem basis, with an adjusted salary for additional days. Assistant directors will be paid equivalent to the elementary principal on a per diem basis, and the same number of days. No changes in the number of salary schedule steps.

- B. For the 2017-18 school year, compensation on Attachment 1 will be adjusted by increases shown below:

|                                    |      |
|------------------------------------|------|
| High School Principal:             | 1.5% |
| High School Assistant Principal:   | 2.0% |
| Middle School Principal:           | 2.0% |
| Middle School Assistant Principal: | 2.0% |
| Elementary Principal:              | 2.0% |
| Elementary Assistant Principal:    | 1.0% |

Directors will be paid equivalent to the middle school principal on a per diem basis, with an adjusted salary for additional days. Assistant directors will be paid equivalent to the elementary principal on a per diem basis, and the same number of days. No changes in the number of salary schedule steps.

- C. For each year of this agreement, the state Cost-of-Living Adjustment (COLA) will be applied to the salary schedule on Attachment 1 if one is provided for by the state for certificated administrative staff. In 2016-17, 1.8% represents the COLA increase. This 1.8% is contingent on continued state funding of this amount in the state apportionment formula for certificated administrative staff.
- D. Beginning in 2016-17, a doctoral stipend of \$3,000.00 (three thousand and 00/100 dollars) will be provided annually per full-time administrator. Verification of the

appropriate degree must be on file with the District. Payment for this doctoral stipend shall be made in twelve (12) equal monthly installments throughout the contract year.

- E. The Bellingham School District (District) and the Bellingham Administrators' Organization (BAO) will continue to work collaboratively to provide competitive compensation within the top quartile of the comparable districts, based on a survey of a group of comparable districts, and taking into consideration per diem, total salary, and number of workdays within the top quartile of comparable districts.
- F. Work-related expenses:
  - 1. Mileage reimbursement will be provided to administrators as per administrative policy 6213, Travel Authorization and Expense Reimbursement. Reimbursement will be from accounts other than building budgets.
  - 2. Central account to fund travel expenses for required supervision of extracurricular events: The District will maintain a central account solely for reimbursement of expenses related to Washington Interscholastic Activities Association (WIAA) required travel (mileage, food, and lodging) of administrators necessary to supervise specific extracurricular competitive events. The expenses will be reimbursed only when the administrator is the WIAA specified school site representative at the event. For the life of this contract, the account will annually include \$2,000.00 (two thousand and 00/100 dollars) for each of the three comprehensive high schools, for a total of \$6,000.00 (six thousand and 00/100 dollars) annually. This will be a housekeeping account and will not be reallocated for other purposes.

**II. WORK YEAR/WORKDAYS**

- A. Workdays by position, including days worked off-site, are reflected in the table below.

| <b>Position</b>   | <b>Total Workdays</b> | <b>Optional/Off-Site Days</b> |
|---|-----------------------|-------------------------------|
| High School Principal, Directors  | 222                   | 17                            |
| Options High School Principal, Family Partnership Principal, Middle School Principal, Elementary Principal, High School Assistant Principal, Middle School Assistant Principal, Director of Career and Technical Education (CTE), Assistant Directors | 218                   | 13                            |
| Elementary Assistant Principal  | 215                   | 10                            |

B. Following is a description of the work calendar and optional off-site workdays included in each administrator's contract:

1. Calendar:

- a. The administrator contract start date is July 1; the contract end date is June 30. All workdays must be worked within the contract year.
- b. All administrators are on an annualized calendar. Holidays and vacation days are in accordance with administrative policies 5333 and 5338 respectively. The difference between the total number of Monday-through-Friday business days in an annual work year, the number of holidays in Policy 5333, vacation days granted in Policy 5338 and workdays in the chart in Section II, A above are non-workdays for each position.
- c. Calendars will be developed and distributed on an annual basis reflecting holidays and non-workdays associated with a 215, 218 and 222 workday positions. (Attachments 2, 3, and 4)
- d. The general parameters for the administrators to start are: approximately fifteen (15) workdays before the first scheduled student day. The general parameters for the end date are: approximately seven (7) workdays after the last scheduled student day.
- e. These dates may be adjusted due to school closures or other situations that affect the scheduled school year. All inclement weather/school closure days are on-site or off-site workdays. Administrators unable to work on-site or off-site due to extenuating circumstances may request emergency leave, personal leave, or vacation per administrative policy 5320P. See *Inclement Weather/School Closure* section for more details.
- f. All contracted days are eligible for paid leave.

2. Optional Off-Site Workdays:

Each administrative position has the option of working off-site days. These are contracted workdays and are included in the annual compensation. The parameters for these days are as follows:

- Any student vacation day such as December or March/April break weeks.
- Up to six (6) potential off-site days may be worked on weekends. Otherwise, they are scheduled Monday through Friday.
- They may be worked in half or whole day increments.

- It is expected that the administrator is available by phone and/or computer on an off-site workday.
- Per emergency school closure procedures as described in this agreement.

3. Processes and Procedures:

- a. All off-site days should be tentatively scheduled in June for the subsequent school year on the annual administrative work off-site calendar. (Attachment 6) The calendar for the upcoming year will be reviewed with and submitted to the supervisor on or before July 1. For assistant principals and assistant directors, this will be submitted to their principal or director and forwarded to the site supervisor.
  - b. Changes to the schedule will be tracked by each administrator and e-mailed, except in case of an emergency, in advance to the supervisor.
  - c. This calendar should be reviewed regularly and at a minimum at the half-yearly conference with the supervisor to confirm the schedule, days worked, and any changes.
  - d. Days not worked or taken as appropriate paid leave will be deducted as unpaid leave at the end of the year.
  - e. Exchange days will take place as per district administrative procedure 5320P. Annual contract staff working weekends and holidays should discuss their scheduled and potential exchange days with their supervisor.
- C. Principal or Administrator on Special Assignment: The principal on special assignment (POSA) or administrator on special assignment (AOSA) that is a represented position is generally temporary in nature. Duration and days will be determined by the needs of the District. In advance of assigning a principal or administrator on special assignment, the District will meet and confer with BAO to review the job description and determine the appropriate compensation and work calendar.
- D. Balancing Workload or Overload:
1. All administrators should expect to be responsible for district-level curricula, hiring, employee relations, committees, and task force work, beyond the scope of their individual assignment or building.

2. Extra support will be provided for administrators determined to be subject to a “workload overload.” Overloads and support solutions will be determined jointly between the District and BAO. Possible solutions include, but are not limited to: 1) additional paid workdays; 2) stipends; 3) additional administrative support; 4) release time for building designees; 5) additional secretarial support.
  - *Example:* Extra support will be provided for administrators with supervisory workloads in excess of 475 students and 47 staff (headcount) including certificated and classified staff supervised and evaluated by the administrator.
  - *Example:* Extra support will be provided for the lead administrator of each level interviewing team (elementary, middle, high).
  - *Example:* Extra support will be provided for an administrator participating as a member of the District’s BEA or BASE bargaining teams.
  - *Example:* Extra support will be provided for administrators with unique circumstances, such as opening a new school.
3. Should administrators believe that they are involved in an unforeseen, newly emerging, workload overload situation, they should communicate the situation with their direct supervisor and request assistance in dealing with the situation. Each such request and possible solutions will be discussed jointly by the District and BAO representation.

### **III. INCLEMENT WEATHER/SCHOOL CLOSURE DAYS**

- A. Compensation and leave usage on inclement weather/school closure days will be reflective of the actual work/leave requirements of the day. The combination of work and leave utilized may vary by individual based on the requirements of the situation. Building administrators will have current pre-approved emergency coverage building security plans on file in the principal’s office and with their supervisor.
- B. It is the first expectation that administrators will be on-site on emergency closure days to ensure student safety and building security. If they are unable to be on-site, the designees identified in the pre-approved emergency closure plan must be on-site as designated herein.
- C. The administrator, or approved designee, is required to be on-site until student safety and building security are determined to be stable and secure. They should not remain on-site if it is unsafe to be present. Building administrators must contact the superintendent or designees to verify student safety and building security before departing.

- D. If administrators are not able to get to the site, they are still responsible for ensuring student safety and building security through the use of the building emergency and coverage plans. If administrators are working outside the building for all or part of an emergency closure day, the administrators must be available by phone and inform their supervisor of their location.

#### **IV. BENEFITS**

- A. Effective September 1 of each school year, the District's maximum monthly contribution will be the state's insurance benefit allocation less the FTE retiree carveout plus any additional District contribution. This insurance pool contribution will be calculated at the rate identified in this paragraph for September through August of each school year on a pro rata, FTE basis.
- B. For the duration of this agreement, however, the FTE contribution to the aggregate insurance pool will be based on the gross state support figure including the retiree carveout plus thirty dollars (\$30.00) prorated by FTE per month.
- C. The District will maintain the same health benefit structure as provided in the BEA Collective Bargaining Agreement.
- D. Each BAO member who elects medical benefit coverage must pay a minimum out-of-pocket expense through payroll deduction of no less than 1% of the cost of their monthly medical premium. The amount of the premiums deducted from said employees will be returned to the pool for distribution.
- E. The parties shall abide by state laws relating to school district employee benefits, and this agreement shall be construed consistent with such laws. The provisions related to health insurance may be reopened at the request of either party when and if required by changes in state law.

#### **V. PROFESSIONAL DEVELOPMENT AND DUES**

- A. The District will provide the following resources for administrator professional development activities: \$1,800 (one thousand eight hundred and 00/100 dollars) in 2016-17 and \$2,000 (two thousand and 00/100 dollars) in 2017-18 per full-time administrator included as a line item in building/program budget per year, available for the following professional development activities:
- Professional association memberships
  - Professional publication subscriptions
  - Reimbursement for the cost of pre-approved graduate level college course tuition related to the BAO member's assignment
  - Reimbursement for books and materials required for participation in a professional development workshop, conference, or approved college course

- Registration and travel expenses for professional conferences (per district policy)
- The purchase of items such as technology software and hardware
- Reimbursement for the cost of pre-approved graduate level college courses related to the BAO member's assignment
- Reimbursement for books and materials required for participation in a professional development workshop, conference, or approved college course
- These resources may be carried over for three years for a total of up to \$5,000.00 (five thousand and 00/100 dollars).

B. Any items purchased with professional development funds are the property of the District.

C. Dues:

The District will pay for one pre-approved professional membership per school year, not to exceed \$800.00 (eight hundred and 00/100 dollars).

## **VI. ADDITIONAL/OPTIONAL DAYS**

- A. The Bellingham Administrators' Organization and the Bellingham School District agree to provide three (3) additional paid days at per diem per full-time administrator who completes optional days of work in addition to the contractually-required days. These days may be worked in full or partial days, if needed, for documented work on non-workdays, including weekends and holidays.
- B. Administrators will complete the Additional/Optional Day Approval Form (Attachment 5) and submit to their supervisor for approval.

## **VII. LEAVES**

The following leaves are per administrative policy 5320.

A. Illness, Injury and Emergency Leave

1. Certificated administrators employed full-time will receive twelve (12) days annual leave for illness, injury, and emergency leave. Unused days shall accumulate to the extent allowed by law. Less than full-time (partial year or fractional FTE) employees shall be allowed illness, injury, and emergency leave on a prorated basis.
2. An employee who will be absent due to illness, injury, or emergency must notify the employee's immediate supervisor as soon as practicable, and generally not later than 7:00 a.m. on the day of the absence.



3. Illness or Injury Leave

- a. An employee may use accrued leave (a) for the employee's own illness, injury, disability, or medical care or (b) to care for the employee's spouse; child; stepchild; parent; grandchild; grandparent; sibling; or other close relative by blood, marriage, or adoption with a health condition that requires treatment or supervision.
- b. Family Illness Leave – Employees shall, upon request, be granted a leave of absence with pay for up to three (3) days during a contract year when such absence is occasioned by the illness of immediate family. Immediate family shall include: children; husband; wife; mother or father; stepmother or stepfather; brother; sister; or any member of the immediate household.
- c. A physician's certificate may be required to validate repeated, excessive, extended, or otherwise unusual absences.

4. Emergency Leave

- a. An employee may also use accrued leave for non-medical "emergencies," defined as a sudden and unforeseen problem of major importance (rather than a mere inconvenience) of such a nature that preplanning could not relieve the necessity for the absence.
- b. Requests to qualify an absence for emergency leave must be submitted to the superintendent or designee in writing within five (5) days after return to duty. The request must disclose the reason for the absence in sufficient detail to establish compliance with the above criteria.
- c. Emergency leave may not be used to provide, expand upon, or add to vacations, weekends, or other leaves because of transportation problems that preplanning could reasonably have prevented.

B. Parenting Leave

In addition to, and independent of, any leave for a pregnancy or childbirth associated disability, employees shall be eligible to receive two (2) days paid leave upon the birth of the employee's child. The leave must be approved in advance by the superintendent or designee and must be taken within fifteen (15) working days following the birth of the child.

C. Adoption Leave

Adoption leave shall be granted with pay upon application to the District by either or both parents in order to complete the adoption process, but such leave may not exceed an aggregate of five (5) days for each adoption. The leave may be used for court and legal proceedings, home study and evaluation, and required home visits by the adoption agency.

D. Child Care Leave

An employee may request an unpaid leave of absence, not to exceed one (1) year, to care for the employee's newborn or recently adopted child. Such requests will be reviewed by the Board on a case-by-case basis.

E. Bereavement Leave

1. Bereavement leave will be granted for death in the immediate family. Immediate family shall include spouse; children; parents or siblings by blood, marriage, or adoption; grandparents; grandchildren; or any person living in the employee's immediate household as a member of the family.
2. Leave shall be granted as follows: For death of spouse, child (including adoptive child), or parent, five (5) days shall be allowed. For all others, two (2) days shall be allowed. Three (3) additional leave days may be granted at the discretion of the superintendent where extended travel is involved.
3. An employee may request one (1) additional noncumulative bereavement day per year through the Human Resources office. This one (1) additional day may be used for a friend or family member not listed in this section or for extended bereavement for a family member listed in this section.

F. Jury Duty Leave

Employees selected for jury service will be granted a leave of absence with full pay for as long as such jury duty requires. The employee may keep any fees or payment received for such duty to help offset related expenses.

G. Military Leave

Employees who are members of the Washington National Guard or military reserves shall be granted up to fifteen (15) days paid leave per calendar year for training or active duty. Employees shall also be entitled to all other leaves of absence and reemployment rights required by law for military service.

H. Leave of Absence, Short-Term

The superintendent or designee may grant leaves of absence for up to twenty (20) workdays when, in the judgment of the superintendent or designee, the leave would be (a) in the best interests of the District or (b) in the best interests of the staff member and the leave would not impair district functions. Approval of the superintendent or designee must be obtained prior to any absence under this section.

I. Leave of Absence, Long-Term

Upon the recommendation of the superintendent or designee, the Board may, in its sole discretion, grant unpaid leaves of absence for up to one (1) year.

The following leave policies are also included as part of this collective bargaining agreement:

J. Personal Leave

1. Each full-time administrator shall have available two (2) personal leave days annually, per contract year. These days shall be cumulative from year to year up to a total of three (3) days. Personal leave is available for unavoidable absences, transacting or attending to personal or legal business, family matters, and/or extraordinary circumstances. It is the responsibility of the employee to address the following for any personal leave taken:

- Building coverage – this includes who is responsible for handling student issues, family contacts, emergencies, and unexpected circumstances.
- Contact information provided for how to reach any necessary support personnel (i.e., principal designee, district office supervisor, “buddy administrator”).
- Any written documents that may support the person providing immediate coverage in the employee’s absence.

2. The employee will inform their supervisor in advance of any personal leave and submit a plan for coverage to their immediate supervisor. The plan for coverage includes: principal designee, phone number or other contact, emergency plan, etc.

K. All leaves will be reported in the district approved system. Leaves should in most cases be reported prior to or in close proximity to the date of the leave.


**VIII. EVALUATION**

The District and BAO agree to use the Association of Washington School Principals' leadership framework criteria and forms for annual evaluations.

**IX. DURATION**

- A. This agreement shall be effective from July 1, 2016, through June 30, 2019. Negotiations between the parties on a successor Agreement shall begin at least sixty (60) days prior to the contract expiration date.
- B. The District and BAO agree to work jointly to conduct a compensation survey consistent with Section I.E and a limited reopener to bargain salaries for 2018-19.
- C. This agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing.

  
\_\_\_\_\_  
President  
Bellingham Administrators' Organization

  
\_\_\_\_\_  
Greg Baker, Superintendent  
Bellingham School District #501

8-15-16  
\_\_\_\_\_  
Date

8-15-16  
\_\_\_\_\_  
Date

*MOUs/Attachments:*

- *MOU: VEBA III Sick Leave Cash-Out*
- *MOU: Mentor Program*
- *Attachment 1: Salary Schedule*
- *Attachment 2: Annual Admin Calendar (215 days)*
- *Attachment 3: Annual Admin Calendar (218 days)*
- *Attachment 4: Annual Admin Calendar (222 days)*
- *Attachment 5: Additional/Optional Day(s) Approval Form*
- *Attachment 6: Off-Site Work Day(s) Approval Form*

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN THE BELLINGHAM ADMINISTRATORS ORGANIZATION  
AND BELLINGHAM SCHOOL DISTRICT**

**ASSOCIATION USE OF VEBA III SICK LEAVE CASH-OUT  
HEALTH REIMBURSEMENT PLAN**

The District has adopted the VEBA III Sick Leave Cash-Out Health Reimbursement Plan (the "Plan") pursuant to RCW 28A.400.210 and the District agrees to make contributions to the Plan on behalf of all employees in the bargaining unit who are eligible to participate in the Plan.

Eligibility for contributions at retirement or separation from service is limited to employees who retire or separate from service with sick leave cash-out rights during the term of this agreement, and excess sick leave shall be defined as the sick leave days accruing to the credit of such employee during the term of the VEBA Plan agreement. The parties agree that the Plan shall cover Retirement or Separation from Service Sick Leave Cash-Out Benefits only.

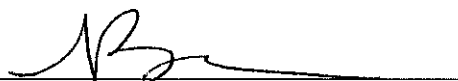
Contributions on behalf of each eligible employee shall be based on the cash-out value of sick leave accrued by such employee available for contribution in accordance with statute and District policy or procedure. All eligible employees will be required to sign and submit to the District a VEBA III Membership Enrollment Form and hold harmless agreement complying with RCW 28A.400.210. If an eligible employee fails to sign and submit such agreement to the District, the District will not make sick leave cash-out contributions to the Plan at any time during the term of this agreement, and any and all excess sick leave which, in the absence of this agreement, would accrue to such employee during the term hereof shall be forfeited together with all cash rights that pertain to such excess sick leave.

The term of this agreement shall be from September 1, 2016 through August 31, 2017.

Dated: 7-19-16

Signed   
President  
Bellingham Administrators Organization

Dated: 8-25-16

Signed   
Greg Baker  
Superintendent, Bellingham School District

**MEMORANDUM OF UNDERSTANDING**


**BETWEEN THE BELLINGHAM ADMINISTRATORS ORGANIZATION  
AND BELLINGHAM SCHOOL DISTRICT**

**Mentor Program**

The mentoring program for new administrators or administrators appointed to a new position will include initial orientation and training, appointment of a mentor, and ongoing professional development on a variety of operational and professional topics. The mentorship program is projected to cover the first two years of the new administrator's work with the district. The Labor/Management group will meet to review mentor principals' assignments and determine the need for a mentor program coordinator. Mentors and mentees can access additional professional development days to support the mentoring program. The need for a mentor coordinator stipend and/or additional support will be discussed and determined through labor/management conference committees on an as-needed basis.

Dated: 7/5/12

Signed: \_\_\_\_\_



President  
BELLINGHAM ADMINISTRATORS ORGANIZATION

Dated: 7/19/2012

Signed: \_\_\_\_\_



President, Board of Directors  
BELLINGHAM SCHOOL DISTRICT #501

## Bellingham Public Schools

### PRINCIPALS AND PROGRAM ADMINISTRATORS

#### BELLINGHAM ADMINISTRATORS' ORGANIZATION (BAO)

**2016-17**

| Position   | Contract Days | Experience Step |           |           |           |           |           |
|--|---------------|-----------------|-----------|-----------|-----------|-----------|-----------|
|  |               | A               | B         | C         | D         | E         | F         |
| <b>Principals</b>                                      |               |                 |           |           |           |           |           |
| HS Principal   | 222           | \$126,918       | \$128,809 | \$130,727 | \$132,674 | \$134,664 | \$136,685 |
| MS Principal   | 218           | \$117,703       | \$119,431 | \$121,189 | \$122,971 | \$124,815 | \$126,687 |
| Elem Principal   | 218           | \$111,951       | \$113,587 | \$115,247 | \$116,931 | \$118,685 | \$120,466 |
| Family Partnership Principal                           | 218           | \$111,951       | \$113,587 | \$115,247 | \$116,931 | \$118,685 | \$120,466 |
| Principal of Innovative Secondary Learning/Options HS* | 218           | \$117,703       | \$119,431 | \$121,189 | \$122,971 | \$124,815 | \$126,687 |
| <b>Assistant Principals</b>                            |               |                 |           |           |           |           |           |
| HS Assistant Principal                                 | 218           | \$111,619       | \$113,245 | \$114,896 | \$116,573 | \$118,322 | \$120,098 |
| MS Assistant Principal                                 | 218           | \$105,752       | \$107,293 | \$108,855 | \$110,445 | \$112,101 | \$113,781 |
| Elem Asst Principal                                    | 215           | \$100,805       | \$102,279 | \$103,774 | \$105,291 | \$106,870 | \$108,474 |
| <b>Assistant Director</b>                              |               |                 |           |           |           |           |           |
| Special Education                                      | 218           | \$111,951       | \$113,587 | \$115,247 | \$116,931 | \$118,685 | \$120,466 |
| <b>Director of CTE</b>                                 |               |                 |           |           |           |           |           |
| Career and Technical Education                         | 218           | \$105,752       | \$107,293 | \$108,855 | \$110,445 | \$112,101 | \$113,781 |
| <b>Directors</b>                                       |               |                 |           |           |           |           |           |
| Teaching & Learning                                    | 222           | \$119,862       | \$121,623 | \$123,412 | \$125,227 | \$127,106 | \$129,012 |
| Special Education                                      |               |                 |           |           |           |           |           |

\* This position has an additional stipend of \$2,000 to compensate for the additional responsibilities of Innovative Learning for secondary schools.

Directors are paid the same per diem rate as the Middle School Principal salary.

Substitute rate: Step A of the administrative position requiring a substitute

BELLINGHAM SCHOOL DISTRICT  
2016-17 215 DAY ANNUAL ADMIN CALENDAR

| <u>July 2016</u>      |      |     |       |     |            | <u>January 2017</u>  |      |     |       |     |            |
|-----------------------|------|-----|-------|-----|------------|----------------------|------|-----|-------|-----|------------|
| Mon                   | Tues | Wed | Thurs | Fri | Total Days | Mon                  | Tues | Wed | Thurs | Fri | Total Days |
|                       |      |     |       | 1   |            |                      |      |     |       |     |            |
| 4                     | 5    | 6   | 7     | 8   |            | 2                    | 3    | 4   | 5     | 6   |            |
| 11                    | 12   | 13  | 14    | 15  |            | 9                    | 10   | 11  | 12    | 13  |            |
| 18                    | 19   | 20  | 21    | 22  |            | 16                   | 17   | 18  | 19    | 20  |            |
| 25                    | 26   | 27  | 28    | 29  |            | 23                   | 24   | 25  | 26    | 27  |            |
|                       |      |     |       |     | 20         | 30                   | 31   |     |       |     | 20         |
| <u>August 2016</u>    |      |     |       |     |            | <u>February 2017</u> |      |     |       |     |            |
| 1                     | 2    | 3   | 4     | 5   |            |                      |      | 1   | 2     | 3   |            |
| 8                     | 9    | 10  | 11    | 12  |            | 6                    | 7    | 8   | 9     | 10  |            |
| 15                    | 16   | 17  | 18    | 19  |            | 13                   | 14   | 15  | 16    | 17  |            |
| 22                    | 23   | 24  | 25    | 26  |            | 20                   | 21   | 22  | 23    | 24  |            |
| 29                    | 30   | 31  |       |     | 23         | 27                   | 28   |     |       |     | 19         |
| <u>September 2016</u> |      |     |       |     |            | <u>March 2017</u>    |      |     |       |     |            |
|                       |      |     | 1     | 2   |            |                      |      | 1   | 2     | 3   |            |
| 5                     | 6    | 7   | 8     | 9   |            | 6                    | 7    | 8   | 9     | 10  |            |
| 12                    | 13   | 14  | 15    | 16  |            | 13                   | 14   | 15  | 16    | 17  |            |
| 19                    | 20   | 21  | 22    | 23  |            | 20                   | 21   | 22  | 23    | 24  |            |
| 26                    | 27   | 28  | 29    | 30  | 21         | 27                   | 28   | 29  | 30    | 31  | 23         |
| <u>October 2016</u>   |      |     |       |     |            | <u>April 2017</u>    |      |     |       |     |            |
|                       |      |     |       |     |            |                      |      |     | 6     | 7   |            |
| 3                     | 4    | 5   | 6     | 7   |            | 3                    | 4    | 5   | 13    | 14  |            |
| 10                    | 11   | 12  | 13    | 14  |            | 10                   | 11   | 12  | 20    | 21  |            |
| 17                    | 18   | 19  | 20    | 21  |            | 17                   | 18   | 19  | 27    | 28  |            |
| 24                    | 25   | 26  | 27    | 28  |            | 24                   | 25   | 26  |       |     | 18         |
| 31                    |      |     |       |     | 21         |                      |      |     |       |     |            |
| <u>November 2016</u>  |      |     |       |     |            | <u>May 2017</u>      |      |     |       |     |            |
|                       | 1    | 2   | 3     | 4   |            | 1                    | 2    | 3   | 4     | 5   |            |
| 7                     | 8    | 9   | 10    | 11  |            | 8                    | 9    | 10  | 11    | 12  |            |
| 14                    | 15   | 16  | 17    | 18  |            | 15                   | 16   | 17  | 18    | 19  |            |
| 21                    | 22   | 23  | 24    | 25  |            | 22                   | 23   | 24  | 25    | 26  |            |
| 28                    | 29   | 30  |       |     | 19         | 29                   | 30   | 31  |       |     | 22         |
| <u>December 2016</u>  |      |     |       |     |            | <u>June 2017</u>     |      |     |       |     |            |
|                       |      |     | 1     | 2   |            |                      |      |     | 1     | 2   |            |
| 5                     | 6    | 7   | 8     | 9   |            | 5                    | 6    | 7   | 8     | 9   |            |
| 12                    | 13   | 14  | 15    | 16  |            | 12                   | 13   | 14  | 15    | 16  |            |
| 19                    | 20   | 21  | 22    | 23  |            | 19                   | 20   | 21  | 22    | 23  |            |
| 26                    | 27   | 28  | 29    | 30  | 12         | 26                   | 27   | 28  | 29    | 30  | 22         |

July 4 Independence Day  
 September 5 Labor Day  
 November 11 Veteran's Day  
 November 24 Thanksgiving  
 November 25 Day after Thanksgiving  
 December 19-21 Non-Work Day  
 December 22 261st day Non-Work  
 December 27-29 Non-Work Day  
 December 23 Christmas Eve (observed)  
 December 26 Christmas Day (observed)  
 December 30 New Years Eve (observed)

January 2 New Years Day (observed)  
 January 16 Martin Luther King Jr. Day  
 February 20 President's Day  
 April 6 Non-Work Day  
 April 7 Friday of Spring Break  
 May 29 Memorial Day



BELLINGHAM SCHOOL DISTRICT  
2016-17 218 DAY ANNUAL ADMIN CALENDAR

| <u>July 2016</u>      |      |     |       |     |            | <u>January 2017</u>  |      |     |       |     |            |
|-----------------------|------|-----|-------|-----|------------|----------------------|------|-----|-------|-----|------------|
| Mon                   | Tues | Wed | Thurs | Fri | Total Days | Mon                  | Tues | Wed | Thurs | Fri | Total Days |
|                       |      |     |       | 1   |            |                      |      |     |       |     |            |
| 4                     | 5    | 6   | 7     | 8   |            | 2                    | 3    | 4   | 5     | 6   |            |
| 11                    | 12   | 13  | 14    | 15  |            | 9                    | 10   | 11  | 12    | 13  |            |
| 18                    | 19   | 20  | 21    | 22  |            | 16                   | 17   | 18  | 19    | 20  |            |
| 25                    | 26   | 27  | 28    | 29  |            | 23                   | 24   | 25  | 26    | 27  |            |
|                       |      |     |       |     | 20         | 30                   | 31   |     |       |     | 20         |
| <u>August 2016</u>    |      |     |       |     |            | <u>February 2017</u> |      |     |       |     |            |
| 1                     | 2    | 3   | 4     | 5   |            |                      |      | 1   | 2     | 3   |            |
| 8                     | 9    | 10  | 11    | 12  |            | 6                    | 7    | 8   | 9     | 10  |            |
| 15                    | 16   | 17  | 18    | 19  |            | 13                   | 14   | 15  | 16    | 17  |            |
| 22                    | 23   | 24  | 25    | 26  |            | 20                   | 21   | 22  | 23    | 24  |            |
| 29                    | 30   | 31  |       |     |            | 27                   | 28   |     |       |     |            |
|                       |      |     |       |     | 23         |                      |      |     |       |     | 19         |
| <u>September 2016</u> |      |     |       |     |            | <u>March 2017</u>    |      |     |       |     |            |
|                       |      |     | 1     | 2   |            |                      |      | 1   | 2     | 3   |            |
| 5                     | 6    | 7   | 8     | 9   |            | 6                    | 7    | 8   | 9     | 10  |            |
| 12                    | 13   | 14  | 15    | 16  |            | 13                   | 14   | 15  | 16    | 17  |            |
| 19                    | 20   | 21  | 22    | 23  |            | 20                   | 21   | 22  | 23    | 24  |            |
| 26                    | 27   | 28  | 29    | 30  | 21         | 27                   | 28   | 29  | 30    | 31  | 23         |
| <u>October 2016</u>   |      |     |       |     |            | <u>April 2017</u>    |      |     |       |     |            |
|                       |      |     |       |     |            | 3                    | 4    | 5   | 6     | 7   |            |
| 10                    | 11   | 12  | 13    | 14  |            | 10                   | 11   | 12  | 13    | 14  |            |
| 17                    | 18   | 19  | 20    | 21  |            | 17                   | 18   | 19  | 20    | 21  |            |
| 24                    | 25   | 26  | 27    | 28  |            | 24                   | 25   | 26  | 27    | 28  |            |
| 31                    |      |     |       |     | 21         |                      |      |     |       |     | 19         |
| <u>November 2016</u>  |      |     |       |     |            | <u>May 2017</u>      |      |     |       |     |            |
|                       | 1    | 2   | 3     | 4   |            | 1                    | 2    | 3   | 4     | 5   |            |
| 7                     | 8    | 9   | 10    | 11  |            | 8                    | 9    | 10  | 11    | 12  |            |
| 14                    | 15   | 16  | 17    | 18  |            | 15                   | 16   | 17  | 18    | 19  |            |
| 21                    | 22   | 23  | 24    | 25  |            | 22                   | 23   | 24  | 25    | 26  |            |
| 28                    | 29   | 30  |       |     |            | 29                   | 30   | 31  |       |     |            |
|                       |      |     |       |     | 19         |                      |      |     |       |     | 22         |
| <u>December 2016</u>  |      |     |       |     |            | <u>June 2017</u>     |      |     |       |     |            |
|                       |      |     | 1     | 2   |            |                      |      |     | 1     | 2   |            |
| 5                     | 6    | 7   | 8     | 9   |            | 5                    | 6    | 7   | 8     | 9   |            |
| 12                    | 13   | 14  | 15    | 16  |            | 12                   | 13   | 14  | 15    | 16  |            |
| 19                    | 20   | 21  | 22    | 23  |            | 19                   | 20   | 21  | 22    | 23  |            |
| 26                    | 27   | 28  | 29    | 30  | 14         | 26                   | 27   | 28  | 29    | 30  | 22         |

July 4 Independence Day  
 September 5 Labor Day  
 November 11 Veteran's Day  
 November 24 Thanksgiving  
 November 25 Day after Thanksgiving  
 December 22 26<sup>th</sup> day Non-Work  
 December 19-21 ,27 Non-Work Day  
 December 23 Christmas Eve (observed)  
 December 26 Christmas Day (observed)  
 December 30 New Years Eve (observed)

January 2 New Years Day (observed)  
 January 16 Martin Luther King Jr. Day  
 February 20 President's Day  
 April 7 Friday of Spring Break  
 May 29 Memorial Day

BELLINGHAM SCHOOL DISTRICT  
2016-17 222 DAY ANNUAL ADMIN CALENDAR

| <u>July 2016</u>      |      |     |       |     |            | <u>January 2017</u>  |      |     |       |     |            |
|-----------------------|------|-----|-------|-----|------------|----------------------|------|-----|-------|-----|------------|
| Mon                   | Tues | Wed | Thurs | Fri | Total Days | Mon                  | Tues | Wed | Thurs | Fri | Total Days |
|                       |      |     |       | 1   |            |                      |      |     |       |     |            |
| 4                     | 5    | 6   | 7     | 8   |            | 2                    | 3    | 4   | 5     | 6   |            |
| 11                    | 12   | 13  | 14    | 15  |            | 9                    | 10   | 11  | 12    | 13  |            |
| 18                    | 19   | 20  | 21    | 22  |            | 16                   | 17   | 18  | 19    | 20  |            |
| 25                    | 26   | 27  | 28    | 29  |            | 23                   | 24   | 25  | 26    | 27  |            |
|                       |      |     |       |     | 21         | 30                   | 31   |     |       |     | 22         |
| <u>August 2016</u>    |      |     |       |     |            | <u>February 2017</u> |      |     |       |     |            |
| 1                     | 2    | 3   | 4     | 5   |            |                      |      | 1   | 2     | 3   |            |
| 8                     | 9    | 10  | 11    | 12  |            | 6                    | 7    | 8   | 9     | 10  |            |
| 15                    | 16   | 17  | 18    | 19  |            | 13                   | 14   | 15  | 16    | 17  |            |
| 22                    | 23   | 24  | 25    | 26  |            | 20                   | 21   | 22  | 23    | 24  |            |
| 29                    | 30   | 31  |       |     | 23         | 27                   | 28   |     |       |     | 20         |
| <u>September 2016</u> |      |     |       |     |            | <u>March 2017</u>    |      |     |       |     |            |
|                       |      |     | 1     | 2   |            |                      |      | 1   | 2     | 3   |            |
| 5                     | 6    | 7   | 8     | 9   |            | 6                    | 7    | 8   | 9     | 10  |            |
| 12                    | 13   | 14  | 15    | 16  |            | 13                   | 14   | 15  | 16    | 17  |            |
| 19                    | 20   | 21  | 22    | 23  |            | 20                   | 21   | 22  | 23    | 24  |            |
| 26                    | 27   | 28  | 29    | 30  | 22         | 27                   | 28   | 29  | 30    | 31  | 23         |
| <u>October 2016</u>   |      |     |       |     |            | <u>April 2017</u>    |      |     |       |     |            |
|                       |      |     |       |     |            |                      |      |     |       |     |            |
| 3                     | 4    | 5   | 6     | 7   |            | 3                    | 4    | 5   | 6     | 7   |            |
| 10                    | 11   | 12  | 13    | 14  |            | 10                   | 11   | 12  | 13    | 14  |            |
| 17                    | 18   | 19  | 20    | 21  |            | 17                   | 18   | 19  | 20    | 21  |            |
| 24                    | 25   | 26  | 27    | 28  |            | 24                   | 25   | 26  | 27    | 28  |            |
| 31                    |      |     |       |     | 21         |                      |      |     |       |     | 20         |
| <u>November 2016</u>  |      |     |       |     |            | <u>May 2017</u>      |      |     |       |     |            |
|                       | 1    | 2   | 3     | 4   |            | 1                    | 2    | 3   | 4     | 5   |            |
| 7                     | 8    | 9   | 10    | 11  |            | 8                    | 9    | 10  | 11    | 12  |            |
| 14                    | 15   | 16  | 17    | 18  |            | 15                   | 16   | 17  | 18    | 19  |            |
| 21                    | 22   | 23  | 24    | 25  |            | 22                   | 23   | 24  | 25    | 26  |            |
| 28                    | 29   | 30  |       |     | 22         | 29                   | 30   | 31  |       |     | 23         |
| <u>December 2016</u>  |      |     |       |     |            | <u>June 2017</u>     |      |     |       |     |            |
|                       |      |     | 1     | 2   |            |                      |      |     | 1     | 2   |            |
| 5                     | 6    | 7   | 8     | 9   |            | 5                    | 6    | 7   | 8     | 9   |            |
| 12                    | 13   | 14  | 15    | 16  |            | 12                   | 13   | 14  | 15    | 16  |            |
| 19                    | 20   | 21  | 22    | 23  |            | 19                   | 20   | 21  | 22    | 23  |            |
| 26                    | 27   | 28  | 29    | 30  | 21         | 26                   | 27   | 28  | 29    | 30  | 22         |

July 4 Independence Day  
 September 5 Labor Day  
 November 11 Veteran's Day  
 November 24 Thanksgiving  
 November 25 Day after Thanksgiving  
 December 22 26<sup>th</sup> day Non-Work  
 December 23 Christmas Eve (observed)  
 December 26 Christmas Day (observed)  
 December 30 New Years Eve (observed)

January 2 New Years Day (observed)  
 January 16 Martin Luther King Jr. Day  
 February 20 President's Day  
 April 7 Friday of Spring Break  
 May 29 Memorial Day

**ADDITIONAL/OPTIONAL DAY(S) APPROVAL FORM  
BAO ADMINISTRATORS**

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Year: \_\_\_\_\_

Record below up to three (3) additional/optional days per full-time administrator for work completed on non-workdays, weekends and holidays.

| <b>Date</b> | <b>Time</b><br>(Indicate in Hours) | <b>Whole Day</b><br>(Check Box) | <b>Half Day</b><br>(Check Box) | <b>Activity/Work</b> |
|-------------|------------------------------------|---------------------------------|--------------------------------|----------------------|
|             |                                    |                                 |                                |                      |
|             |                                    |                                 |                                |                      |
|             |                                    |                                 |                                |                      |
|             |                                    |                                 |                                |                      |
|             |                                    |                                 |                                |                      |
|             |                                    |                                 |                                |                      |
|             |                                    |                                 |                                |                      |
|             |                                    |                                 |                                |                      |
|             |                                    |                                 |                                |                      |

**Total Hours:** \_\_\_\_\_

(Not to exceed 24 per full-time administrator)

**Administrator** \_\_\_\_\_

**Date** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_

*Please submit completed form to the Payroll Department. Payment will be remitted at the end of the following month that additional/optional day(s) are worked.*

