



Highline Public Schools Board Action Report

DATE: 4-5-23

FROM: Dr. Ivan Duran, Superintendent

LEAD STAFF: Dr. Steve Grubb, Chief Talent Officer

For Introduction: 4-19-23 For Action: 5-3-23

I. TITLE Revision to the Administrative Salary Schedule One

Select one: New Item Renewed Item Annual Item Revised Item

II. WHY BOARD ACTION IS NECESSARY

The salary schedule is approved annually by the School Board; changes to the schedule must also be approved by the School Board.

III. BACKGROUND INFORMATION

This revision aligns the Superintendent's Cabinet section of the salary schedule to the rest of the salaries by grouping Cabinet together, rather than listing each title. This will allow titles within Cabinet to be differentiated without requiring individual Board action. This revision is in alignment with all other staff groupings, such as Executive Directors, which also do not list individual titles. This revision does not change the actual salaries listed in the schedule.

IV. RECOMMENDED MOTION

I move that the Highline School Board approve this revision to the Administrative Salary Schedule One.

V. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be N/A. Any fiscal impacts for any group of employees would occur during the regular annual update.

The revenue source for this motion is N/A.

Expenditure: One-time Annual

VI. APPLICABLE POLICY(S)

This action is in compliance with the following:
Salary Compensation Policy 5310 and Procedure 5310

VII. ALTERNATIVES

The alternative is to not make this revision. This is not recommended as it would prevent the Superintendent from changing titles within Cabinet without individual Board action.

VIII. COMMUNITY ENGAGEMENT

Community Engagement Required: Yes No

IX. ATTACHMENTS

Administrative Salary Schedule One (red line) For review

HIGHLINE PUBLIC SCHOOLS #401
15675 Ambaum Boulevard Southwest
Burien, WA 98166

Administrative Salary Schedule 1

Effective: July 1, 2022

Schedule A		Years 1 and 2 BASE ANNUAL (260 days; 8 hrs/day)	Years 3 and 4 BASE ANNUAL (260 days; 8 hrs/day)	Years 5 and 6 BASE ANNUAL (260 days; 8 hrs/day)	Years 7 and 8 BASE ANNUAL (260 days; 8 hrs/day)	Years 9+ BASE ANNUAL (260 days; 8 hrs/day)
A.	Manager/Supervisor/*Administrator	\$113,095	\$ 115,923	\$ 118,821	\$ 121,791	\$ 124,836
B.	Assistant Director	\$139,132	\$ 142,610	\$ 146,175	\$ 149,830	\$ 153,575
C.	Director	\$156,023	\$ 159,923	\$ 163,921	\$ 168,019	\$ 172,220

* Small School Administrator

Schedule B		Salary Range (260 days; 8 hrs/day)		
D.	Executive Directors	\$ 166,354	-	\$ 200,497
E.	Superintendent's Cabinet	\$ 192,044	-	\$ 221,267
E.	Chief Communications Officer	\$ 192,044	-	\$ 221,267
F.	Chief Technology Officer	\$ 192,044	-	\$ 221,267
H.	Chief Talent Officer	\$ 192,044	-	\$ 221,267
I.	Chief Operations Officer	\$ 192,044	-	\$ 221,267
J.	Chief Academic Officer	\$ 192,044	-	\$ 221,267
K.	Chief Financial Officer	\$ 192,044	-	\$ 221,267
L.	Chief Policy and Strategy Officer	\$ 192,044	-	\$ 221,267
M.	Chief Engagement and Partnership Officer	\$ 192,044	-	\$ 221,267

~~Approved by the Board: August 17, 2022~~

Pending approval by the Board

ADMINISTRATIVE SALARY SCHEDULE 1

1. **Salary Placement:** The individual will be placed on the specific salary range and step appropriate for the position. Step increases will be provided according to the approved schedule unless otherwise determined. Upon hire, credit for previous work history will be evaluated for relevance and job related work experience. Appropriate placement on the Administrative Salary Schedule shall be made by the Executive Director of Human Resources or designee.
2. **Insurance Benefits:** The District shall provide to eligible employees all non-optional life, dental, health and disability insurance programs available under the rules and regulations of the Washington School Employee Benefit Board.
3. **Professional Dues:** The district will provide for one membership in a professional organization at both the state level and its national affiliate. Memberships in more than one organization must be approved by the Superintendent or designee.
4. **Education and Professional Development:** The district will reimburse an employee for work related educational coursework, programs, workshops, and/or conferences. Such education must be approved by Human Resources and will be reimbursed up to a not-to-exceed amount of \$1,800.00 annually.
5. **Extra Duty:** Extra stipends of up to 5% of the administrator's annual salary can be provided by the Superintendent for responsibilities assigned which are beyond the regular duties as defined by the job description.
6. **Performance Pay:** An incentive merit amount may be provided as determined by the Superintendent for each employee represented on the Administrators' Salary Schedule B. A pool equivalent to 2% of the base salary will be used in determining the performance pay and will not exceed 5% of an individual's base pay.
7. **Vacation:** Each full-time individual will be provided twenty-five (25) paid contract days of vacation per year. Up to thirty-five days of unused vacation may be carried over to an ensuing year. No more than four weeks of vacation may be taken at one time unless approved by the Superintendent or designee. Vacation days shall be deemed used in the order in which they were earned. In circumstances where an employee's responsibilities limit the annual utilization of vacation as determined by the immediate supervisor, employees represented by Schedule A can elect to receive compensation for up to three (3) days of unused vacation; employees represented by Schedule B can elect to receive compensation for up to five (5) days of unused vacation.
8. **Doctoral Stipend:** \$3,600.00 for Doctoral Degree. Qualification of such stipend is determined by Human Resources. Stipend will be prorated based on annualized FTE.
9. **Travel/Auto Reimbursement:** Employees represented by Schedule B are entitled to a \$3,000 stipend for local travel and auto reimbursement. Stipend will be prorated based on annualized FTE.
10. **Per Diem:** Days not worked, additional days worked (at direction of the Superintendent) and cash-out of unused leaves (at separation) shall be paid at 1/221st of the administrator's annual salary.
11. **Adjustments:** Any adjustment in an individual's salary schedule is to be permitted only to the extent such adjustment does not render the district inconsistent or non-compliant with State compensation laws, appropriation acts, or administrative regulations now in existence and hereafter mended.
12. **Stipend:** Employees represented by Schedule B, Level J are entitled to a \$2,700 stipend for a Tax Shelter Annuity.
13. Administrators, with approval of their direct supervisor and the Superintendent, may undertake consulting work, speaking engagements, writing, lecturing, or other professional activities which do not conflict with their duties as an Administrator and are in accordance with the law. Such activities when done for compensation, shall be considered non-contractual time (vacation, holidays, on non-duty evenings or weekends).

HIGHLINE PUBLIC SCHOOLS #401
15675 Ambaum Boulevard Southwest
Burien, WA 98166

Administrative Salary Schedule 1

Effective: July 1, 2022

Schedule A		Years 1 and 2 BASE ANNUAL (260 days; 8 hrs/day)	Years 3 and 4 BASE ANNUAL (260 days; 8 hrs/day)	Years 5 and 6 BASE ANNUAL (260 days; 8 hrs/day)	Years 7 and 8 BASE ANNUAL (260 days; 8 hrs/day)	Years 9+ BASE ANNUAL (260 days; 8 hrs/day)
A.	Manager/Supervisor/*Administrator	\$113,095	\$ 115,923	\$ 118,821	\$ 121,791	\$ 124,836
B.	Assistant Director	\$139,132	\$ 142,610	\$ 146,175	\$ 149,830	\$ 153,575
C.	Director	\$156,023	\$ 159,923	\$ 163,921	\$ 168,019	\$ 172,220

* Small School Administrator

Schedule B		Salary Range (260 days; 8 hrs/day)		
D.	Executive Directors	\$ 166,354	-	\$ 200,497
E.	Superintendent's Cabinet	\$ 192,044	-	\$ 221,267

Pending approval by the Board

ADMINISTRATIVE SALARY SCHEDULE 1

1. **Salary Placement:** The individual will be placed on the specific salary range and step appropriate for the position. Step increases will be provided according to the approved schedule unless otherwise determined. Upon hire, credit for previous work history will be evaluated for relevance and job related work experience. Appropriate placement on the Administrative Salary Schedule shall be made by the Executive Director of Human Resources or designee.
2. **Insurance Benefits:** The District shall provide to eligible employees all non-optional life, dental, health and disability insurance programs available under the rules and regulations of the Washington School Employee Benefit Board.
3. **Professional Dues:** The district will provide for one membership in a professional organization at both the state level and its national affiliate. Memberships in more than one organization must be approved by the Superintendent or designee.
4. **Education and Professional Development:** The district will reimburse an employee for work related educational coursework, programs, workshops, and/or conferences. Such education must be approved by Human Resources and will be reimbursed up to a not-to-exceed amount of \$1,800.00 annually.
5. **Extra Duty:** Extra stipends of up to 5% of the administrator's annual salary can be provided by the Superintendent for responsibilities assigned which are beyond the regular duties as defined by the job description.
6. **Performance Pay:** An incentive merit amount may be provided as determined by the Superintendent for each employee represented on the Administrators' Salary Schedule B. A pool equivalent to 2% of the base salary will be used in determining the performance pay and will not exceed 5% of an individual's base pay.
7. **Vacation:** Each full-time individual will be provided twenty-five (25) paid contract days of vacation per year. Up to thirty-five days of unused vacation may be carried over to an ensuing year. No more than four weeks of vacation may be taken at one time unless approved by the Superintendent or designee. Vacation days shall be deemed used in the order in which they were earned. In circumstances where an employee's responsibilities limit the annual utilization of vacation as determined by the immediate supervisor, employees represented by Schedule A can elect to receive compensation for up to three (3) days of unused vacation; employees represented by Schedule B can elect to receive compensation for up to five (5) days of unused vacation.
8. **Doctoral Stipend:** \$3,600.00 for Doctoral Degree. Qualification of such stipend is determined by Human Resources. Stipend will be prorated based on annualized FTE.
9. **Travel/Auto Reimbursement:** Employees represented by Schedule B are entitled to a \$3,000 stipend for local travel and auto reimbursement. Stipend will be prorated based on annualized FTE.
10. **Per Diem:** Days not worked, additional days worked (at direction of the Superintendent) and cash-out of unused leaves (at separation) shall be paid at 1/221st of the administrator's annual salary.
11. **Adjustments:** Any adjustment in an individual's salary schedule is to be permitted only to the extent such adjustment does not render the district inconsistent or non-compliant with State compensation laws, appropriation acts, or administrative regulations now in existence and hereafter mended.
12. **Stipend:** Employees represented by Schedule B, Level J are entitled to a \$2,700 stipend for a Tax Shelter Annuity.
13. Administrators, with approval of their direct supervisor and the Superintendent, may undertake consulting work, speaking engagements, writing, lecturing, or other professional activities which do not conflict with their duties as an Administrator and are in accordance with the law. Such activities when done for compensation, shall be considered non-contractual time (vacation, holidays, on non-duty evenings or weekends).