

**PROFESSIONAL NEGOTIATIONS AGREEMENT
MCKENZIE COUNTY PUBLIC SCHOOL DISTRICT NO. 1
and
WATFORD CITY ADMINISTRATORS ASSOCIATION
2026-2028**

PREAMBLE

The School Board of the McKenzie County Public School District No. 1 and the Watford City Administrators Association do hereby agree that the education and well-being of McKenzie County Public School District #1 students is paramount in the operation of the schools and will be promoted by both parties. The parties do hereby participate and agree as follows:

1. Employment and Term.

Administrator contracts will begin on July 1st and will end on June 30th. Workdays consist of all weekdays except for the holidays listed in this agreement from August 1st to May 31st. In June and July, administrators will submit a calendar of planned workdays to the Superintendent prior to the 1st of the month. Principals and Directors will have 20 days to work, while Asst. Principals and Deans will have 10 days to work during these months of contract.

2. Holidays.

Administrators will observe the following paid holidays Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day and Independence Day. Should Veteran's Day, Christmas Day, New Year's Day or Independence Day fall on a Saturday, those holidays shall be observed on the preceding Friday. If a holiday falls on a Saturday, the preceding Friday will be treated as a holiday for pay and leave purposes; if a holiday falls on a Sunday, the following Monday will be treated as a holiday for pay and leave purposes. Independence Day will only be a paid holiday if an administrator is on contract for the day or the day as observed by the previous definition.

3. Compensation Days

Administrators will receive 2 additional PTO days for their participation in Parent-Teacher conferences.

4. Compensation.

Administrators will be paid according to the salary schedule attached to this document. The contract amount will be made payable in 24 equal monthly installments commencing on July 10th each year and continuing thereafter during the term of the employment contract.

5. Off contract compensation

Should an administrator be called into work by the Superintendent after they have exhausted all their workdays, they will be entitled to a minimum of 1 half day at their daily rate. If they work more than 4 hours they will be compensated for 1 full day at their daily rate. This daily rate is calculated by dividing the administrator's yearly salary by the number of contracted work days. Should an administrator be called into work by the Superintendent on a Saturday or Sunday, between their first contract day and their last contract day, they will receive PTO in an hour for hour match for time worked.

**In all cases, this must be approved prior to the work taking place by the Superintendent.*

6. Years of Experience

Determination of years' experience brought onto the salary schedule will be made by the Superintendent in consideration of several factors including difficult to fill positions and the area in which the experience was obtained, in recommendations to the Board for formal approval.

7. Sick Leave.

Administrators shall be entitled to 15 days sick leave annually. Sick leave is cumulative to 120 days.

8. Family Sick Leave.

Administrators shall be granted ten (10) days of non-accumulative family sick leave from the accrued sick leave to care for "Family" which is interpreted to include husband, wife, son, daughter, father, mother, grandmother, grandfather, brothers or sisters, brothers or sisters-in-law, sons or daughters-in-law, fathers or mothers-in-law, uncles, aunts and grandchildren.

9. Unused Sick Leave, End of Employment.

Administrators who have taught or served as administration for a minimum of ten (10) years in the District will be paid twenty-five dollars (\$25) for each unused sick leave day they have accrued if they resign or are non-renewed through the RIF policy. Administrators who are terminated for cause are not eligible for this benefit.

10. Unused Sick Leave, Accrued Over 105

Administrators that have reached a total of 105 days as allocated by Section 7 and are maintaining employment in the school district will be paid twenty-five (25) dollars for each unused sick leave day allocated that school year up to fifteen (15) days maximum as determined in Section 7. The next contract year will award the maximum (15) days to start each contract year with (120) days available for potential utilization

11. Funeral Leave.

Administrators shall be granted four (4) days of non-accumulative funeral leave. This leave is to be used for the purpose of funeral attendance and/or funeral preparation involving the death of an immediate family member. "Family" which is interpreted to include husband, wife, son, daughter, father, mother, grandmother, grandfather, brothers or sisters, brothers or sisters-in-law, sons or daughters-in-law, fathers or mothers-in-law, uncles, aunts and grandchildren. An extension of funeral leave, using unused family sick leave days, due to extenuating circumstances can be approved by the superintendent on a case-by-case basis when funeral leave is exhausted and additional sick leave is required due to travel, legal services, grief, etc.

12. Professional Leadership Leave.

Administrators may accept positions of Professional Leadership within their academic areas and may be granted suitable time to attend meetings to adequately perform their duties as an officer or director. McKenzie County Public School District No. 1 Leadership Leave may be granted to an administrator to attend workshops or classes. Advance written approval from the Superintendent must be received before utilizing Professional Leadership Leave.

13. Paid Time Off (PTO).

Principals and Directors shall receive twenty-four (24) days of PTO annually, of which no more than 9 may be used on student contact days and professional development days. Assistant and Deans shall receive twenty-three (23) days of PTO annually, of which no more than 8 may be used on student contact days and professional development days. PTO shall not be cumulative. PTO requests must be submitted to the Superintendent for approval at least 48 hours in advance. Special written approval from the Superintendent will be needed for any PTO during the first and last 5 days of school, during professional development, or leaves of more than 2 consecutive days. Special written approval requests will take into consideration the availability of a licensed administrator in the school building during a student contact day.

14. Unused Paid Time Off.

Administrators shall be compensated for any unused PTO at a rate of \$225 per day with a maximum of 9 days for Principals and Directors and a maximum of 8 days for Asst. Principals and Deans.

15. Policies of the DISTRICT.

Administrators agree to abide by and administer the policies of the District so long as those policies do not conflict with state or federal law.

16. Evaluation.

Administrators shall be evaluated by the Superintendent according to the job description which has been adopted by the District.

17. Other Benefits:

Group health, dental and vision insurance are available to administrators. Health insurance will follow current policy as determined by the Affordable Health Care Act. The district will maintain the following percentage contributions toward group health insurance premiums: 49% of family plan; 72% of a single plus dependent plan; and over 100% of a single plan.

The District's contribution to TFFR would be under Model 2 - Employer Payment of ALL Assessments.

Vouchered expenses shall be reimbursed at the state rate of mileage, meals, and lodging required for official duties.

The district will pay the dues for administrators to join any local, state or national administrative associations relevant to their major area of responsibility. The Superintendent will decide which associations are included.

Each year, the district may send up to 2 administrators to a national conference. The 2 will be selected by the Superintendent and will rotate each year. Administrators will be eligible to go to a national conference once out of every 5 years worked for the district.

The District will provide a district-issued cell phone to the employee for work-related purposes. The District will cover the cost of the device and its associated service plan. The employee agrees to use the cell phone in accordance with District policies and guidelines.

18. Termination of Employment Contract.

Procedures for nonrenewal, discharge, and resignation will follow the applicable provisions of the North Dakota Century Code and policies of the District.

19. Savings Clause.

If any portion of this contract is determined to be invalid or unenforceable, the remainder of the contracts shall not be affected and shall remain in force.

20. Duration.


This agreement shall become effective July 1, 2026 and remain in effect until June 30, 2028. It may be amended by the agreement of the same parties who entered into it originally. It will be renewed automatically for a period of one year from the expiration date unless one of the parties shall have notified the other at least sixty (60) days before the expiration date that it will not accept renewal.

21. Salary Schedule Placement.

If courses and credits earned are submitted to affect salary schedule placement for an administrator, a transcript of all completed credits must be received by the superintendent on or before August 25th or January 5th of the contract year. Changes to salary schedule placement due to credits submitted before the January 5th deadline will be prorated per the remainder of the contract term.

Dated at Watford City, North Dakota 12/15/25

WATFORD CITY ADMINISTRATORS
ASSOCIATION



MCKENZIE COUNTY SCHOOL DIST.
NO.1 BOARD OF EDUCATION

Heather Weissen