



ADMINISTRATIVE STAFF CONSULTATION AGREEMENT

July 1, 2025 – June 30, 2028

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July 2025 - June 2028

The members of the Administrative Team and the members of the Board of Education have agreed upon the following provisions relating to the employment of the Administrative Staff of the school district for the school years, 2025 - 2028. The Administrative Staff shall be entitled to all compensation and benefits hereinafter described.

Article I - Terms of Agreement (Refer to Appendix B)

1. The initial term of this Administrator's Group Agreement is three (3) years commencing July 1, 2025 and ending June 30, 2028 or until such dates as may be established by the parties.
2. Notice of Non-Extension: The parties agree that a new contract for each individual within the group shall be issued for the term of three (3) years commencing July 1, at the conclusion of the second year of the contract unless the following have occurred:
 - a.) By March 15 of the second year, the administrator has been notified in writing that the district is considering that it may not extend the contract upon grounds that are described by that notice; he/she has had a full and meaningful opportunity to consult and confer with his/her administrator regarding the content of the written notice; and, therefore, she/he has been promptly provided objective measurable goals for improvement.
 - b.) By March 15th of the second year, the board will give written notice of contract non-extension. The administrator completes the third year of the original contract. The administrator may transfer to a vacant teaching position if licensed, competent and has three years of successful teaching experience in Oregon (ORS 342.934).
3. Probationary Period
Administrators new to the district will serve a probationary period, which shall not exceed three years. A probationary period of less than three (3) years may be mutually agreed to by the district and the administrator.

Article II - Compensation/Salary Schedule

1. The compensation for Administrative staff for the period July 1, 2025 to June 30, 2028 is attached to this agreement as Appendix "A." Salary amounts are determined by placement in the appropriate classifications. The compensation increase for the 2025-2026 school year will be 5% above the 2024-2025 salary schedule. The compensation increase for the 2026-2027 school year will be 4% above the 2025-2026 salary schedule. The compensation increase for the 2027-2028 school year will be 4% above the 2026-2027 salary schedule. See Appendix A for total contract days by position. Contract days shall mean the number of work days plus the paid holidays.

- 2.. Paid holidays for each position are Labor Day, Veterans Day, Martin Luther King Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Memorial Day and the Fourth of July (District Directors only).
3. All calendars will include both work days and paid holidays. All calendars will be approved by the Superintendent or designee.
4. An annual longevity stipend will be added to the administrator's base salary following the years of service as indicated on the salary schedule for administrative staff (Appendix 'A'). The stipends will be adjusted annually by the escalator as defined in article II section 1 above.
5. If the board should approve another administrative position not fitting the current schedule, the appropriate working period and salary status shall be established by the board.
6. PERS. Pickup
Eligible employees covered under this agreement shall pay six percent (6%) of his/her gross salary to the Public Employees Retirement System.

Article III - Fringe Benefits

Beginning September, 2025 and throughout the term of the contract, the District shall pay the cost of the employee fringe benefits "unit cost" for insurance premiums as follows:

The District's contribution for the insurance premiums for medical, dental, vision, and orthodontia coverage will be:

For September 1, 2025- August 31, 2026: \$1,910 per month

For September 1, 2026- August 31, 2027: \$1,960 per month

For September 1, 2027- August 31, 2028: \$2,010 per month

The employee is responsible for the cost of the premium that exceeds the District's contribution.

The administrators may select coverage from an available insurance carrier offered by OEBC. Insurance will include medical, dental, vision, and orthodontia care to be selected from individual plans provided by the approved carrier. The premium is to be calculated using the unit rate.

For those employees working less than full-time the District's contribution for insurance premiums shall be pro-rated. Employees working less than half-time are not eligible for health insurance coverage.

Regardless of the plan selected, the District's required monthly contribution shall not exceed that expressed above.

In the event the amount paid by the District for the purchase of health insurance for each eligible employee is less than the actual cost of that insurance, then each affected employee shall pay the difference through payroll deduction.

Subject to the rules and regulations of the insurance carrier, the Oregon Educator Benefits Board (OEBB) and the Internal Revenue Service (state and federal), eligible employees who choose health insurance plans with a total monthly premium cost that is less than the District's contribution, will receive the difference between the actual premium cost and the employee's maximum District contribution as a contribution toward a Health Reimbursement Arrangement (HRA) for which the employee is qualified and eligible unless such contribution would create disadvantageous tax consequences for the District or the employee.

Subject to the rules and regulations of the insurance carrier, OEBB, and the IRS, eligible employees who maintain and provide proof of another medical benefit plan may opt-out of District sponsored health insurance coverage. , Employees who opt-out of health insurance coverage, and who are otherwise eligible for a District contribution toward insurance premiums, shall receive 35% of the current District insurance contribution, as outlined above, as a contribution toward a District sponsored Health Reimbursement Arrangement (HRA) as long as such contribution would not create disadvantageous tax consequences for the District or the employee.

Eligible employees who do not maintain and provide proof annually of another employer sponsored group medical plan will not be permitted to opt-out of the District sponsored group insurance coverage.

Subject to the rules and regulations of the insurance carrier, the Oregon Educator Benefits Board (OEBB) and the Internal Revenue Service (state and federal), eligible employees who choose an IRS defined high deductible health plan (HDHP) with a total monthly premium cost that is less than the District's contribution, will receive the difference between the actual premium cost and the employee's maximum District contribution as a contribution toward a Health Savings Account (HSA) the employee is qualified and eligible unless such contribution would create disadvantageous tax consequences for the District or the employee.

The District will pay an amount not to exceed \$42.50 per month per administrator toward the administrator life insurance programs including: a.) Term b.) Universal c.) Whole Life and d.) Other options.

The District further will pay the premium cost for Term Life for \$50,000 for the employee only.

The employee will pay the premium cost for short term and/or long-term disability Insurance. Participation in this program is optional.

The fringe benefits for the employee and all eligible dependents shall begin with the first day of contracted employment, provided the employee has met waiting time requirements established by the carrier and has completed and signed the necessary form(s).

The benefit program(s) identified herein shall be provided only in accordance with the underwriting rules and regulations as set forth by the carrier(s) in the policy (policies) retained by the policyholder.

In spite of any statements in this Agreement to the contrary, nothing shall change the interpretations, meanings, or intent of the provisions of the insurance contracts between the Board and the insurance carriers.

The District will not be obligated and shall not pay for any medical and/or dental expenses not covered by the insurance carrier(s). Such expenses shall be the sole obligation of the employee(s) incurring them.

Ending Coverage:

- A. If an employee's employment is terminated prior to the end of his/her contract, insurance coverage shall cease as of the last day of the last month the employee is employed, except that disability income insurance is terminated on the last day of employment.
- B. If the employee's employment is terminated at the end of his/her contract or between the end of his/her contract and the beginning of the ensuing school year, the District's payment of premiums shall continue through the month of July, except that disability income insurance shall terminate on June 30.

The District shall act to update any mandated coverage or changes caused by state or federal government, and may, at the District's discretion, make changes to take advantage of any liberalization made available by the insurance carriers because of experience, pooling of risks, investments gains, etc.; however, the level of benefits shall not be decreased.

The District does not guarantee against unilateral changes in benefits initiated solely by the insurance carriers (companies).

The District shall provide the enrollment, bookkeeping, and billing, and any other service necessary to cause payment to be made in a timely manner. Billing and accounting procedures required for the management of the insurance benefit program must be acceptable to the District.

Any employee terminating his/her employment with the District shall, if eligible, have the option of continuing participation in the fringe benefit program in accordance with COBRA law.

The District will provide a Section 125 plan with the District paying administrative costs of the Plan.

Article IV - Retirement

1. Early retirement will be an option for administrators hired by the district prior to December 31, 2013 and who attain the age of fifty-one (51).
2. When an administrator has reached the age of fifty-one (51) with ten (10) years in the district, with at least five (5) years as an administrator, the district will offer the following retirement plan:

The monthly retirement stipend will be based on the last regular contract salary for the administrator divided by the number of months until the age of sixty-five (65). The monthly stipend will not exceed that which is calculated for age fifty-eight (58).

SPOUSE SURVIVAL BENEFIT: In the event of the retired administrator's death, the remaining monthly payments will be paid to the eligible surviving spouse or domestic partner. These payments will be spread over the same number of months of eligibility as if the retiree had not died and will continue until the retired administrator would have reached age sixty-five (65). If there is no surviving spouse or domestic partner, the District's obligation shall be deemed satisfactory.

Article V - Expense Allowance

The expense allowance for 2025 - 2028 provided each administrator for in-district travel, community activities, and other related expenses, will be the maximum sum of \$150.00 for each contracted month for each member of the Administrative Staff. In addition, each administrator will receive a stipend of \$125.00 per contracted month for telecommunications. Each administrator will submit proof of a current telecommunications plan to the district office by July 15th of each year.

Article VI - Tuition Reimbursement:

- a.) Each administrator may be reimbursed for a maximum of four (4) approved semester hours or six (6) approved quarter hours of credit each year. Approved hours are those that are part of an advanced degree program, administrative recommendations for professional advancement or growth, endorsement completion for standard licensure or licensure renewal. Reimbursement claims must be made within three (3) months of the satisfactory completion of a course unless the employee documents she/he has not received a record of completion.
- b.) College credits will be finally acknowledged and reimbursed when the official transcript or grade card is filed with the Superintendent or designee.
- c.) An administrator terminating his/her employment will not be reimbursed for courses taken after the close of the spring quarter of that contractual year.

Article VII - Dues

1. Each Administrative Staff member is encouraged to participate in community service groups. The District will pay service group dues if the member actively participates.
2. The District shall pay the administrator's dues to the state COSA organization and the appropriate administrative professional group within the state association structure. If an individual administrator holds a state office that requires membership in the national organization, the District will pay such dues.

Article VIII - Paid Leaves of Absence

1. Personal Leave - Three (3) days cumulative to five (5) days. Administrators not using their Personal Leave may elect to cash out up to two (2) days at the rate of \$300 per day. Administrators requesting this option must notify the District by June 1st.
2. Sick leave will be granted on the basis of one (1) day per contracted month. The maximum number of accumulated sick leave days shall be unlimited.
3. Family Leave - All administrators shall receive up to five (5) days leave per year with pay in case of the illness or injury to a member of the administrator's family, with the superintendent or designee's approval.

In the event emergency conditions arise, an extension of the leave may be determined by the superintendent or designee upon the individual merits of the situation.

4. Bereavement leave will be allowed up to five (5) days per school year with the superintendent or designee's approval.

Extension of this leave may be determined by the superintendent or designee upon request.

5. Emergency leave may be allowed by the superintendent upon request for absence due to unforeseen emergencies beyond the control of the administrator.

Article IX - Funding

1. The parties recognize that revenue needed to fund the compensation provided by this agreement must be approved by established budget procedures and the board reserves the right to reopen negotiations during the second and third year of this contract, depending on the level of state funding.

All such compensation is therefore contingent upon sources of revenue. The District has no intention of reducing the monetary items in this agreement because of budgetary limitations except as stated in Article IX, Section 1.

Article X - Contract Review

This agreement will be reviewed during the 2027-2028 school year for consideration of extension or alteration.

Administrative Representative Date

Chairman of the Board Date

APPENDIX A Salary Schedule

2025-2026

	Elementary Asst. Principal	Assistant Principal	Elementary Principal	Athletic Director/Asst. Principal	Middle School Principal	High School Principal	District Director
Contract Days	215	215	215	215	221	225	230
Step 1	\$118,641	\$125,902	\$129,422	\$129,422	\$138,161	\$147,560	\$148,631
Step 2	\$119,658	\$126,980	\$130,492	\$130,492	\$139,197	\$148,633	\$149,702
Step 3	\$120,664	\$128,051	\$131,566	\$131,566	\$140,314	\$149,706	\$150,774

Longevity	5 Years	\$ 2,537
	6-10 Years	\$ 4,229
	11+ Years	\$ 5,072

2026-2027

	Elementary Asst. Principal	Assistant Principal	Elementary Principal	Athletic Director/Asst. Principal	Middle School Principal	High School Principal	District Director
Contract Days	215	215	215	215	221	225	230
Step 1	\$123,387	\$130,938	\$134,599	\$134,599	\$143,687	\$153,462	\$154,576
Step 2	\$124,444	\$132,059	\$135,712	\$135,712	\$144,765	\$154,578	\$155,690
Step 3	\$125,491	\$133,173	\$136,829	\$136,829	\$145,927	\$155,694	\$156,805

Longevity	5 Years	\$ 2,638
	6-10 Years	\$ 4,398
	11+ Years	\$ 5,275

2027-2028

	Elementary Asst. Principal	Assistant Principal	Elementary Principal	Athletic Director/Asst. Principal	Middle School Principal	High School Principal	District Director
Contract Days	215	215	215	215	221	225	230
Step 1	\$128,322	\$136,176	\$139,983	\$139,983	\$149,434	\$159,600	\$160,759
Step 2	\$129,422	\$137,341	\$141,140	\$141,140	\$150,556	\$160,761	\$161,918
Step 3	\$130,511	\$138,500	\$142,302	\$142,302	\$151,764	\$161,922	\$163,077

Longevity	5 Years	\$ 2,744
	6-10 Years	\$ 4,574
	11+ Years	\$ 5,486

APPENDIX B

