

## CORBETT SCHOOL DISTRICT #39

### Administrator Contract

It is hereby agreed by and between the Board of Directors of the Corbett School District No. 39 and \_\_\_\_\_, the employee whose signature appears below, that said employee is and shall be employed by the Board of Directors of the Corbett School District in the position of \_\_\_\_\_ (**hereinafter Administrator**) for the contract term beginning July 1, 2023, and ending June 30, 2026 (for contract administrators) or beginning July 1, 2023, and ending June 30, 2024 (for probationary administrators).

It is further agreed:

1. The administrator shall perform assigned duties in the schools of the school district for the period indicated below.
2. As a condition precedent to any obligations of the school district to pay for or accept the services of the administrator, the administrator shall make the required reports and **possess the proper license(s)** and qualifications required by law.
3. For such services, lawfully and properly performed, the school district shall pay to the administrator, at the times specified herein, the amount that may be due, according to this contract, pursuant to the school district's payment plan.
4. This contract is subject to the limitations imposed by the provisions of the local budget law.
5. This contract is binding unless the administrator gives sixty (60) days written notice of termination to the district superintendent. Failure of the administrator to give sixty (60) days written notice of termination to the district superintendent subjects the administrator to possible loss of licensure as set forth under ORS 342.553 (1).
6. **Duties** - Duties shall be assigned by the district superintendent and in part identified by a position description. The administrator shall devote full time, skill, labor and attention to district assignments. The administrator must obtain prior school board approval before accepting any offers of outside employment or consulting work. The administrator shall perform assigned responsibilities in accordance with the laws of the state of Oregon, the Oregon Administrative Rules and written school district policies and school district administrative regulations, procedures and directives. The administrator may be reassigned or transferred at any time. Administrators are expected to work on the matters

identified in the position description as well as on policy, procedure, curriculum, negotiations, budget and other issues as assigned by the superintendent.

7. **Hours** - The administrator shall maintain sufficient on-site hours consistent with the need of the particular building and general operations of the school district. Administrators are required to attend school board, budget committee and other meetings and activities at the direction of the superintendent.
8. **Work Year** - The work year calendar shall adhere to the following schedule:

Number of Months	Begin Date	End Date
10	August 10	June 10
11	August 1	June 30
12	July 1	June 30

The administrator work year includes each student contact day and any additional necessary days within their contract year. If the administrator does not complete their work year with the district, the administrator's final check shall be prorated to account for actual months (or partial months) worked. The administrator shall not be required to work during the Thanksgiving Break, Winter Break and Spring Break established for the certified teaching staff.

9. **Paid Holidays** -
  - Independence Day
  - Labor Day
  - Veterans' Day
  - Thanksgiving Day
  - Friday after Thanksgiving
  - Christmas Day
  - New Year's Day
  - Martin Luther King Jr. Day
  - Presidents' Day
  - Memorial Day
  - Juneteenth

10. **Compensation** - Salary for the 2023-24 school year shall be based on Range and Months of the administrative position using the following charts:

Range	Monthly Salary 2023-24	Monthly Salary 2024-25	Monthly Salary 2025-26
3	\$11,073.25	\$11,516.18	\$11,861.67
2	\$9,669.85	\$10,056.64	\$10,358.34
1	\$9,093.10	\$9,456.82	\$9,740.53

Position	Range	Months
High School Principal	3	12
Student Services Director	3	12
Grade School Principal	3	11
Assistant Principal	3	11
School-based Mental Health Director	3	11
Middle School Principal	2	11
CAPS Principal	2	11
Assessment, Curriculum and Instruction Director	1	10

**11. Vacation Days** - Administrators assigned to a twelve (12) month work year will receive ten (10) vacation days per year to be used during the contract year. Vacation days cannot be accumulated. Unused vacation days are not compensated for by the District.

**12. Insurance** - 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.

The district shall provide an OEBB Moda Plan or Kaiser Plan for medical, vision, and dental insurance equal to the level of coverage set in the current licensed teacher contract; additional costs beyond that maximum will be paid by the administrator. It is understood that this financial limitation will be utilized only for the aforementioned benefits and does not provide for other individual benefit rights. OEBB will provide benefits for district employees.

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

In addition, the District shall provide a term life policy in the amount of \$100,000 and replacement income insurance free to premium cost. The intent of this insurance program is to protect accumulated sick leave beyond the twelve-week qualification period, during which time Paid Leave Oregon payments can be supplemented with accumulated paid sick leave. Administrators will be provided the option of using sick leave until exhausted or freezing sick leave at the end of twelve weeks after which the administrator may apply through the payroll department to the insuring company for replacement income benefits.

**13. Fringe Benefits** - The administrator shall be entitled to participate in the following fringe benefits:

- a. The District shall pay the District's contribution to the Public Employees Retirement System as required by law. The District shall also pay the employee's contribution to the Public Employees Retirement System.
- b. Payment of annual dues in full for COSA and one (1) other professional membership approved by the superintendent.
- c. Reimbursement for travel outside of the tri-county area is subject to advance superintendent approval and reimbursed upon claim at district rate based on current IRS rate per mile, \$35.00 per day for meals. Actual costs exceeding these amounts for meals and full cost of lodging will be reimbursed fully with receipts.
- d. The administrator shall be granted one day of sick leave per month of contract as provided by ORS 332.507. The sick leave will be front loaded for the upcoming 12 months on July 1 of each year. Unused sick leave is not compensated for by the District.
- e. The District does not pay for or recognize claims for compensating time.
- f. The District will provide that minor dependents of the administrative staff may attend Corbett School District without paying tuition.
- g. The administrator shall be granted three (3) personal days per year; these days cannot be accumulated. Unused personal days are not compensated for by the District.
- h. The administrator will receive a stipend of \$200.00 per month for use toward communication service and devices.
- i. The administrator will receive a stipend of \$1,400 per year for use toward technology.

**14. Evaluation** - The superintendent shall use the Corbett Administration Handbook to complete evaluations of administrators yearly commensurate with ORS 342.856.

**15. Layoff** - Layoffs will be conducted according to state law. The school board will retain, consistent with state law, the most capable and productive licensed and qualified employees needed to carry out the approved programs of the district's schools.

**16. Dismissal** - The District may dismiss a probationary administrator in accordance with ORS 342.835 or a contract administrator in accordance with ORS 342.865.

**17. Tuition Reimbursement** - Tuition reimbursement will be limited to those administrators who need course work for licensure for their assignment or for classes related to district curriculum and/or staff development goals. Administrators must obtain prior approval from the superintendent before receiving tuition reimbursement for course work.

**18. Term** - Check the appropriate section below:

a. \_\_\_\_\_ Probationary Administrator:

This contract is effective July 1, 2023 through June 30, 2024. By March 15, 2024, the administrator will be notified of Board action to issue a new contract or non-renew this contract. This contract may be non-renewed for any cause deemed in good faith sufficient by the School Board.

b. \_\_\_\_\_ Contract Administrator:

This contract is effective July 1, 2023 through June 30, 2026. By March 15 of the second year of contract, the administrator will be notified of Board action to issue a new contract or non-renew this contract.

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Superintendent                      Date

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Administrator                      Date