

**MORROW COUNTY SCHOOL DISTRICT  
BUILDING ADMINISTRATOR  
EMPLOYMENT CONTRACT  
July 1, 2023 – June 30, 2026**

**I. WORKING PERIOD**

Building Administrators shall schedule ~~228~~ **226** days per year to include, 2 (16 hours) conference days, attendance at School Board meetings (equivalent to ~~16~~ **24** hours), and six (6) paid holidays (Thanksgiving Day, Christmas Day, New Year's Day, Presidents Day, Memorial Day, and Juneteenth). Days are to be scheduled at five (5) days a week for the school calendar year. Non-student/staff Friday's will be scheduled as four (4) hours in the morning.

Additional time may be required to complete assigned duties and administrators will complete these duties without additional compensation.

Inclement Weather Make Up Time:

The first two (2) inclement weather days will not be made up. ~~The 3<sup>rd</sup> and 4<sup>th</sup> day will utilize the remaining Friday Enrichment Days, which will count as instructional time for students.~~ Every day after that will become a virtual school day utilizing the three (3) hour delay. In all cases of inclement weather, every effort should be made to physically be at the buildings to ensure that the building is prepared for students/staff to return. Once that is secured and for virtual school days, the expectation is that the administrator will complete any/all job requirements remotely.

**II. SALARY**

Salaries are based on a combination of training, experience and assignment classification.

**Training:** Each administrator is required to have the administrative credential appropriate for the position held.

**Experience:** Administrative experience is given full credit for each year. Administrators who are new to MCSD will have their experience evaluated and will be placed on the salary schedule at the discretion of the superintendent.

Assistant principals who promote to principals while employed by MCSD will be placed on the salary schedule where they would get equal pay or greater, plus one step.

**Assignment Classification:** Principals shall be placed in one of two groups, based on job assignment. They are:

**ELEMENTARY**

Windy River  
A.C. Houghton  
Sam Boardman  
Heppner Elementary  
Irrigon Elementary

**SECONDARY**

Irrigon Jr/Sr High  
Heppner Jr/Sr High  
Riverside Jr/Sr High  
Morrow Education Center

Assistant principals shall be placed in one of the two groups - *as referenced above for principals.*

Principal Salary Schedule  
~~2024-2025~~ **2025-2026** 3% COLA

Step	Elementary	Secondary
1	<del>125,126</del> <b>128,880</b>	<del>134,396</del> <b>138,428</b>
2	<del>130,146</del> <b>134,050</b>	<del>139,801</del> <b>143,995</b>
3	<del>135,165</del> <b>139,220</b>	<del>145,207</del> <b>149,563</b>
4	<del>140,275</del> <b>144,483</b>	<del>150,710</del> <b>155,231</b>

Assistant Principal Salary Schedule  
~~2024-2025~~ **2025-2026** 3% COLA

Step	Elementary	Secondary
1	<del>113,849</del> <b>117,264</b>	<del>123,118</del> <b>126,812</b>
2	<del>118,405</del> <b>121,957</b>	<del>128,060</del> <b>131,902</b>
3	<del>122,964</del> <b>126,653</b>	<del>133,003</del> <b>136,993</b>
4	<del>127,605</del> <b>131,433</b>	<del>138,035</del> <b>142,176</b>

Longevity Stipend: Beginning with the 5<sup>th</sup> year of service as an administrator in MCSD, the administrator will receive a 1% longevity stipend based on their current salary. The longevity stipend will be paid to the administrator annually with August payroll.

### III. FRINGE BENEFITS

#### A. Health Insurance

The cap for administrators will be tied to the negotiated cap for teachers in all future years, currently the cap is ~~\$1825~~ **\$1875** for administrators, teachers and classified.

Subject to the rules and regulations of the insurance carrier, OEGB, and the IRS, active 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 towards insurance premiums, may receive 60% of the employee's maximum District insurance contribution toward a District Sponsored Health Reimbursement Arrangement (HRA) VEBA, as long as such contribution would not create disadvantageous tax consequences for the District of the employee.

For staff members who elect an HSA Plan – 100% of the difference between the cost of the insurance and the district cap will be put into a Health Savings Account (HSA).

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 District sponsored group insurance coverage.

#### B. Early Retirement Health Insurance Benefit

When an administrator has completed ten (10) years of continuous service with the Morrow County School District immediately preceding his/her retirement under PERS the employee shall be eligible to receive the hospital/medical/dental/vision insurance coverage or a VEBA

for 10 years or until age 65, whichever comes first. Specifically, at the time of retirement, the district shall pay the premiums (capped at the amount the district is paying at the time of retirement) for the retired principal and the principal's spouse for coverage under the current administrative plan for medical/dental/vision insurance for 10 years or until the principal reaches sixty-five (65) years of age, whichever comes first. If the principal's spouse works for an employer other than MCSD, the principal would be eligible for the district payment of medical/dental/vision premiums upon retirement.

Upon verification of coverage, the district shall pay the insurance premium directly to the insurance company each month.

In the event of the principal's death prior to the 10 years of coverage or age sixty-five (65), the district shall pay monthly premiums (capped at the amount the district is paying at the time of retirement) covering the spouse under the district's hospital/medical/dental/vision insurance if the principal qualified for insurance coverage at the time of retirement. Coverage shall continue until such time as the 10 years coverage has elapsed, or principal would have become sixty-five (65) years of age, whichever comes first.

C. Accidental Death and Dismemberment / Long-Term Disability Insurance

The District will provide long-term disability (LTD) coverage in accordance with the plan currently in effect for district administrators, for the term of this agreement.

D. PERS Pick-Up

The District shall pay the 6% employee contribution on behalf of Building Administrators to the Public Employee Retirement System.

E. Additional Stipends

- a. Cell Phone - \$1200/annually
- b. \$400 per month to go toward one or both of the following: insurance, or an annuity.  
Designation of this choice must be made prior to the closing of OEBC open enrollment.

IV. PAID LEAVES

- A. The district will grant each administrator twelve (12) days of sick leave per year with unlimited accumulation of sick leave.
- B. In accordance with the Oregon Sick Time statute, the district agrees to pay up to forty (40) hours per year of paid sick time. This leave may be used in the case of mental or physical illness, injury or health condition, need for medical diagnosis, treatment of a mental or physical illness, injury or health condition, or need for preventative medical care for self or for care of family members for reasons listed above. Paid sick time may also be used for the death of a family member,

bereavement, or participation in a legal or civil proceeding related to domestic violence, harassment, sexual assault, or stalking. This paid sick time will be front-loaded to the employee at the beginning of each year.

Definition of "Family Member" means spouse ("spouse" means individuals in a marriage including "common law" marriage and same-sex marriage), custodial parent, noncustodial parent, adoptive parent, stepparent or foster parent, biological parent, child of the employee (biological, adopted, foster or step child, a legal ward or child of the employee

standing in loco parentis) or a person with whom the employee is or was in a relationship of “in loco parentis”, grandparent, grandchild, parents-in-law or the parents of the employee’s registered domestic partner.

- C. The district will grant up to four (4) days bereavement leave to each administrator as approved by the Superintendent.
- D. The district will grant each administrator six (6) personal days to be used throughout the year. At the end of each fiscal year the employee will only be eligible to receive payment for 5 unused personal days, all other unused days will be lost.

V. DUES

The district will pay the full cost of two state professional education organizations and one national professional education organization membership for each administrator. (EXAMPLE: COSA, OESPA & NAESP).

VI. TUITION REIMBURSEMENT

- A. Building Administrators may be reimbursed for the full tuition cost, with prior approval from the Superintendent, for a maximum of nine (9) quarter hours of college/university credits per year.
- B. College credits will be reimbursed when the transcript is filed with the application for reimbursement with the Executive Director of Human Resources.
- C. Three years of service in the District following the receipt of tuition reimbursement is required for all recipients. In the event that an employee voluntarily terminates their employment with the District they will be required to reimburse back to the District on a prorated basis any tuition support received within the three-year window.
- D. An administrator terminating his/her employment will not be reimbursed for courses taken after the close of the spring quarter of that contractual year.

VII. EVALUATION

Administrators will be evaluated annually. Evaluation will cover established goals, job descriptions, and expectations of the superintendent and board. Deficiencies which may lead to a recommendation to non-extend a contract administrator will be addressed in a Program of Assistance for Improvement.

VIII. LENGTH OF CONTRACT

This agreement will be for three years in length, beginning July 1, 2023 and will be approved annually thereafter.

This contract was affirmed by the Morrow County School Board on ~~June 10, 2024~~. **June 23, 2025.**

For the Board

For the Administrators

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date