

CENTENNIAL SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT

EMPLOYMENT AGREEMENT

2024-2027

ARTICLE 1: RECOGNITION

The Employment Agreement made and entered into this 1st day of August 2024 by and between the BOARD OF DIRECTORS of the Centennial School District 28J, hereinafter referred to as DISTRICT, and Dr. Tasha Katsuda, hereinafter referred to as ASSISTANT SUPERINTENDENT.

NOW, THEREFORE, the DISTRICT and ASSISTANT SUPERINTENDENT, for the consideration herein specified, agree as follows:

ARTICLE 2: TERM

DISTRICT, in consideration of the promises, herein contained, of ASSISTANT SUPERINTENDENT, hereby employs, and ASSISTANT SUPERINTENDENT accepts employment as ASSISTANT SUPERINTENDENT for term commencing July 1, 2024, and ending June 30, 2027.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the DISTRICT OR THE SUPERINTENDENT to terminate this Agreement at any time subject only to the provisions herein relating to termination. This contract is only for the time specified above and shall not be otherwise extended or renewed by any “automatic” provision.

ARTICLE 3: COMPENSATION

- A. Salary. The DISTRICT shall pay the ASSISTANT SUPERINTENDENT an annual salary of \$181,190 for the 2024-2025 school year, representing an adjustment to the “Metro Mean” and subsequent increase by a cost of living adjustment percentage of 2.42% over the 2023-2024 annual salary. The Metro Mean adjustment is a comparison of the ASSISTANT SUPERINTENDENT salary with Beaverton, David Douglas, Gresham-Barlow, Hillsboro, Lake Oswego, North Clackamas, Oregon City, Parkrose, Reynolds, Tigard-Tualatin, West Linn-Wilsonville school districts’ like position. In the event the average of those eleven school districts’ salary for their like position is greater than the Centennial salary for the position, the Centennial position is adjusted to that average amount prior to the cost of living adjustment.

This annual salary rate shall be paid to the ASSISTANT SUPERINTENDENT in accordance with the schedule of salary payments in effect for other administrative

employees or in such other way as is mutually agreed to by both parties. Such compensation shall be based upon a 235 workday calendar for the ASSISTANT SUPERINTENDENT. Compensation is based on a per diem amount of \$771.02 per day for the 2024-2025 school year and may be reduced if the ASSISTANT SUPERINTENDENT is furloughed due to workday reductions applicable to DISTRICT employees or increased if workdays applicable to DISTRICT employees are restored.

For each additional school year, the DISTRICT shall pay the ASSISTANT SUPERINTENDENT an annual salary not less than the preceding year, together with an adjustment to the "Metro Mean" and then subsequently increased by such percentage increase as provided by the DISTRICT for other DISTRICT ADMINISTRATORS, or a mutually agreed increase, whichever is greater. This salary may only be reduced by mutual agreement of the ASSISTANT SUPERINTENDENT and the BOARD.

Any adjustment in salary made during the life of this contract shall be in the form of an amendment and become part of this contract, but it shall not be deemed that the DISTRICT and the ASSISTANT SUPERINTENDENT have entered into a new contract nor that the termination date of the existing contract has been extended, unless specifically stated.

The DISTRICT will not pay on behalf of the employee's contribution to the Oregon Public Employees Retirement System. The DISTRICT will pay the employer portion of the contribution as required by law.

- B. ASSISTANT SUPERINTENDENT who has earned a doctoral degree shall be compensated an additional \$2,000 stipend (prorated monthly) each year of employment as an administrator. They must apply for this additional salary and eligibility of the doctoral degree is at the discretion of the Superintendent.
- C. ASSISTANT SUPERINTENDENT who demonstrates multilingual proficiency (reading, writing, and speaking) shall be compensated an additional \$2,000 stipend (prorated monthly) each year of employment as an administrator. They must apply for this additional salary and eligibility through the DISTRICT-determined language proficiency process.

ARTICLE 4: LEAVES OF ABSENCE

- A. Emergency leave for bereavement:

The ASSISTANT SUPERINTENDENT may be five (5) days absent with full pay for each occurrence of death of a member of their immediate family. They may be granted up to three (3) extra days at the discretion of the Superintendent.

Immediate family (to include in-law and step relatives) shall be defined as domestic partner/spouse, parents, children, brother or sister, grandparents, grandchildren, or domestic partner/spouse's immediate family as already defined. Other persons shall be

considered as members of the immediate family provided they are living in the home of the employee or are dependent upon the employee for support.

B. Mandatory court appearance:

The ASSISTANT SUPERINTENDENT may be absent with pay if they are subpoenaed as a witness in court, provided they turn in any witness fees that they receive and a copy of the subpoena is sent to the business office. In cases where the employee initiates court action, their absence will be personal leave.

C. Jury duty:

The ASSISTANT SUPERINTENDENT called for jury duty will normally be expected to serve during the period for which they are summoned. The DISTRICT will grant full pay providing the employee turns in the jury fee to the business office.

D. Personal leave:

The ASSISTANT SUPERINTENDENT may be granted absence with full pay to attend to essential business that cannot be accomplished at any other time. Final approval comes from the office of the Superintendent.

ARTICLE 5: SICK LEAVE

A. The ASSISTANT SUPERINTENDENT who is absent because of personal illness shall receive compensation on account of sickness in accordance with the provisions and reservations pertaining to sick leave allowances. For the purposes of this article, an absence due to pregnancy during the ASSISTANT SUPERINTENDENT's term of actual employment shall be considered as personal illness.

B. The ASSISTANT SUPERINTENDENT shall be granted one (1) day of sick leave per contract month.

C. Injury on duty:

If an employee of Centennial School DISTRICT is injured on the job and receives industrial accident benefits under Workers' Compensation Law (ORS 656.001 - ORS 656.824), the DISTRICT shall adjust the sick leave charged to that individual using the formula provided in ORS 656.240. The statute allows the DISTRICT to deduct from sick leave payment an amount equal to benefits received under Workers' Compensation with respect to the same injury that gave rise to the sick leave. However, the deduction of the sick leave shall not exceed an amount determined by taking the employee's regular pay for the period, less benefits received under ORS 656.824, divided by the individual's daily wage.

ARTICLE 6: ADMINISTRATOR'S DUTIES

It is recognized that administrators in Centennial School DISTRICT have, and will continue to have, duties and responsibilities inherent in the job as set forth below:

- A. Oregon State Board of Education Administrative Rules
- B. Compliance with the standards of ethical practice by professionals, as established by the Oregon Teacher Standards and Practices Commission.
- C. Centennial School DISTRICT Job Description, adopted by the Board.
- D. Adopted Board Policies.

ARTICLE 7: PAYROLL DEDUCTIONS

A. Upon appropriate written request from the ASSISTANT SUPERINTENDENT, the DISTRICT shall deduct from their salary and make appropriate remittance for the following approved deductions:

- 1. Centennial Foundation
- 2. United Way
- 3. OnPoint Credit Union
- 4. Premiums for board-approved insurance programs
- 5. United States Savings Bond
- 6. Tax sheltered annuities for DISTRICT-approved plans

ARTICLE 8: DUES

The DISTRICT will pay 100% of COSA dues, including state and national dues for appropriate affiliate organizations only (not to be used for litigation against the DISTRICT).

ARTICLE 9: TUITION REIMBURSEMENT

Reimbursement will be made for up to twelve credit hours at the Portland State University approved graduate rate. The ASSISTANT SUPERINTENDENT may request additional funding to cover tuition at or above the PSU rate with prior approval from the Superintendent.

ARTICLE 10: TRANSPORTATION ALLOWANCE

Special authorized travel shall be reimbursed at the current IRS rate per mile in effect on July 1, outside of the three county metro area.

ARTICLE 11: SUPPLEMENTAL ANNUITY PACKAGE

The ASSISTANT SUPERINTENDENT who has fifteen years DISTRICT service, or more, and is serving as an administrative employee shall qualify for the Supplemental Annuity Package after serving a minimum of five years in the Centennial School DISTRICT as an administrator. The qualified ASSISTANT SUPERINTENDENT shall receive an additional \$2,587 annually.

The ASSISTANT SUPERINTENDENT who has less than fifteen years DISTRICT service, and is serving as an administrative employee, shall partially qualify (67%) for the Supplemental

Annuity Package after serving a minimum of five (5) years in the Centennial School DISTRICT as an administrator. This individual shall receive an additional \$1,733 annually.

All DISTRICT contributions, for this article, will only be paid to a DISTRICT approved Tax Sheltered Annuity (403b), Deferred Compensation Program (457), or a life insurance plan with a cash value option.

The DISTRICT will pay the employer payroll costs for PERS and Social Security. If the ASSISTANT SUPERINTENDENT leaves the DISTRICT prior to their eligible severance date, they forfeit any remaining benefits in the Supplemental Annuity Package.

ARTICLE 12: CONFERENCE ALLOTMENT

The DISTRICT encourages members of the ASSISTANT SUPERINTENDENT to attend local and state conferences and professional workshops/meetings. Therefore, \$1,600 for the ASSISTANT SUPERINTENDENT shall be established to pay expenses for these meetings.

The ASSISTANT SUPERINTENDENT attending local and state meetings need only inform the Superintendent, in writing, prior to leaving. All trips outside of the state require prior approval from the Superintendent.

The ASSISTANT SUPERINTENDENT may attend a national conference during the course of this agreement, subject to the final approval of the Superintendent and available funds.

The ASSISTANT SUPERINTENDENT will complete an executive summary for all major conferences attended. Such a report will be submitted to the Superintendent.

ARTICLE 13: INSURANCE

A. Medical, dental and vision insurance

The DISTRICT shall contribute, at a minimum, the currently negotiated ASSISTANT SUPERINTENDENT “cap” amount to cover the purchase of family medical, dental with orthodontia, and/or family vision insurance.

School Year	Amount Per Member Per Month
2024-2025	\$1527
2025-2026 2026-2027	TBD in accordance with the amount per month in effect for other administrative employees or in such other way as is mutually agreed to by both parties

Unused dollars under the cap may be used to purchase DISTRICT approved optional insurance plans.

HEALTH SAVINGS ACCOUNT

The ASSISTANT SUPERINTENDENT who qualifies for an IRS qualified Health Savings Account by selecting a High Deductible Health Plan and who have no other health coverage (except as permitted by the Internal Revenue Code), are not enrolled in Medicare and are not a dependent of another, may divert unused Medical insurance cap money described in Article 12 into a qualifying Health Savings Account and/or Limited Purpose Health Savings Account (LPFSA), up to one-hundred percent of the unused portion of the current DISTRICT contribution cap, subject to IRS limits.

The ASSISTANT SUPERINTENDENT may also choose to divert salary into their Health Savings Account on a pre-tax basis through a salary reduction agreement. Salary diversion is also subject to calendar year contribution limits imposed by the Internal Revenue Code in effect at the time of deduction. The ASSISTANT SUPERINTENDENT is responsible for making sure that they do not exceed annual IRS limits on the amount of contributions and are also responsible for taxes or penalties due on excess contributions to their Health Savings Account.

The ASSISTANT SUPERINTENDENT may choose a Health Savings Account custodian from a list of DISTRICT- approved vendors.

B. Long-Term Disability Insurance

The DISTRICT will select and pay for Long-Term Disability Insurance plan for the ASSISTANT SUPERINTENDENT for the contract years covered by this agreement. This Insurance benefit will apply only towards a DISTRICT-approved plan and shall provide benefit coverage of 50% of salary/month after a 90-day waiting period.

C. The DISTRICT will pay the \$50,000 Accident Death and Dismemberment Insurance coverage.

D. The DISTRICT will pay for Basic Life Insurance equal to three (3) times the ASSISTANT SUPERINTENDENT's annual earnings to a maximum of \$500,000.

ARTICLE 14: TERMINATION

A. Termination by Mutual Consent: This contract may be terminated at any time by the mutual consent of the parties.

- B. Termination by ASSISTANT SUPERINTENDENT: The ASSISTANT SUPERINTENDENT may resign upon sixty (60) days advance notice in writing.
- C. Termination for Cause: The DISTRICT may terminate this contract for cause. Cause shall consist of any of the grounds upon which a contract ASSISTANT SUPERINTENDENT may be dismissed under ORS 342.865(1). Termination for cause may take place only following a 10-day written predetermination notice, containing specific charges and an opportunity for a hearing before the Board. The ASSISTANT SUPERINTENDENT shall be entitled to appear before the Board to refute, orally and/or in writing, such charges and the ASSISTANT SUPERINTENDENT may be represented by legal counsel at the ASSISTANT SUPERINTENDENT's sole cost and expense. Such meetings shall be conducted in executive sessions as provided by Oregon Law. Following the hearing, the ASSISTANT SUPERINTENDENT shall be provided with a written statement setting forth the decision of the Board.

ARTICLE 15: TAX SHELTERED ANNUITY (TSA)

The DISTRICT shall make a contribution of \$535 per month for 2024-2025 to an approved TSA account for the ASSISTANT SUPERINTENDENT, in lieu of reimbursement for vehicle mileage (\$445) and cellular telephone / email service (\$90). Subsequent contributions for 2025-2026 and 2026-2027 will be made in accordance with the amount per month in effect for other administrative employees or in such other way that is mutually agreed to by both parties.

ARTICLE 16: WORKDAY/NON-WORKDAY FOR WORK YEAR

The work year will be based on 235 workdays (including holidays, Friday after Thanksgiving, and Juneteenth), and those days other than a workday will be scheduled as a non-workday. The exact schedule of workdays and non-work days would be determined between ASSISTANT SUPERINTENDENT and their supervisor, and will be scheduled during the twelve months of the fiscal year, effective July 1, of each year.

If the ASSISTANT SUPERINTENDENT works during scheduled non-work days, they may roll over up to 5 non-work days into the following work year.

Within these workdays, the ASSISTANT SUPERINTENDENT may use five (5) days in which they are available via electronic communication (telephone and email), but need not be present in the DISTRICT. These days will be determined between the ASSISTANT SUPERINTENDENT and their supervisor, however, student contact days will not be available for use unless approved by the Superintendent or their designee.

ARTICLE 17: RETIREMENT

- A. The DISTRICT will provide medical/dental/vision coverage to the ASSISTANT SUPERINTENDENT who is retired under PERS guidelines and in accordance with the rules of the health carrier selected by the ASSISTANT SUPERINTENDENT. Rules of the health carrier are available in the payroll clerk's office. The retiree will be eligible to

participate in medical/dental/vision coverage on the step rate. The DISTRICT will continue to pay up to the dollar cap for medical coverage in place at the time the ASSISTANT SUPERINTENDENT retires until the retiree is eligible for Medicare. This cap is identified in Article 13 Section A.

- B. The retiree will pay the difference between the cap in place as of July 1 of their initial retirement year and current cost of medical plans selected. The retiree, as described in Article 17 Section A, is eligible to receive the next year's cap rate, provided they have completed the preceding contract year. These benefits will be available providing the coverage continues to be available from the DISTRICT's insurance carrier. If the benefits or carrier change, the retiree's benefits will be renegotiated in an attempt to provide equal or better coverage. The cap would be based on the current carrier's rates. If a retiree and domestic partner/spouse both live until they are eligible for Medicare; the member may continue to use a portion of the cap to provide medical/dental/vision coverage for their domestic partner/spouse. If the cap is inadequate to provide full coverage for both parties, the member may choose to reduce coverage for one or both parties (e.g., drop dental) or personally pay the difference.
- C. If the employee becomes eligible for Medicare coverage, but their currently enrolled eligible dependents are not, the eligible dependents may continue medical and dental insurance coverage until they no longer meet eligibility requirements or become eligible for Medicare coverage, whichever occurs first. The eligible individuals must submit an application for enrollment to the payroll office within 31 days of the retiree's eligibility for Medicare.
- D. If a retiree should die prior to age 65; the domestic partner/spouse will continue to be provided (at the DISTRICT's expense) medical coverage in the same retiree group until the domestic partner/spouse is eligible for Medicare.
- Note: current agreement provides death benefit for spousal insurance if a retiree dies before age 65.
- E. The early retiree will receive Basic Life Insurance in the amount \$300,000 until age 65. The benefit from that term life insurance program will be the equivalent of three (3) times the employee's final salary, including DISTRICT purchased TSA's.
- F. For an ASSISTANT SUPERINTENDENT hired after October 15, 2006, and who retire under the provision of PERS prior to age 65, and who have completed 5 years of continuous service and are a current employee in the Centennial School DISTRICT shall be eligible for the medical/dental/vision insurance early retirement program. Exceptions to continuous employment will be allowed for the ASSISTANT SUPERINTENDENT who was on authorized unpaid leave of absence or layoff. However, those periods of absence shall not be counted as time employed. The ASSISTANT SUPERINTENDENT should notify the Superintendent as soon as possible, but not less than 30 days prior to exercising the early retirement option.

- G. The early retirement program will provide medical/dental/vision insurance benefits, not to exceed a total amount equal to the value of monthly insurance contributions of a full-time administrator position for the duration of this agreement, which is \$54,972. The employee will have the option to use these funds to purchase medical/dental/vision insurance until age 65 or Medicare eligible, subject to approval of the carrier. After exhausting the full \$54,972, the ASSISTANT SUPERINTENDENT may choose to continue to participate in the insurance plan by paying any additional premium “out of pocket”. The DISTRICT’s obligation to pay under this agreement shall terminate under any of the following circumstances:
- a) when a total of \$54,972 has been paid;
 - b) upon the employee reaching age 65; or
 - c) upon the employee’s return to active public employment, which would reinstate PERS membership and payments to the retirement fund. If the retiree should die prior to receiving the maximum amount of \$54,072; the domestic partner/spouse may receive the medical/dental/vision insurance benefit until the full amount of \$54,072 is exhausted.
- H. If the retiree becomes eligible for Medicare before their domestic partner/domestic partner/spouse; the domestic partner/domestic partner/spouse may purchase (at their expense) medical/dental/vision insurance in the group, at group rates, until eligible for Medicare.
- I. In the event of termination of the DISTRICT’s obligation to make payments under this agreement due to the employee’s death, the domestic partner/spouse may elect to purchase insurance, subject to carrier approval, at the then current rates by paying the expense “out of pocket”.

ARTICLE 18: DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2024 and shall continue in effect until June 30, 2027. This agreement shall be binding upon the Board and all members of the ASSISTANT SUPERINTENDENT. The agreement may be reopened at such time that the Board declares that a funding crisis exists. This action could be taken at a time when reasonable projections of DISTRICT revenue would force severe reductions in order to balance the budget.

By: _____
ASSISTANT SUPERINTENDENT

By: _____
SUPERINTENDENT

Date: _____

Date: _____

Attested by: _____
Clerk