

**RAINIER SCHOOL DISTRICT
LICENSED ADMINISTRATOR CONTRACT
2021-2024**

It is hereby agreed between the Board of Directors of Rainier School District and

EMPLOYEE: _____ POSITION: _____

1. The administrator shall perform assigned duties in the schools of the district for the period indicated below.
2. As a condition precedent to any obligation of the 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 district shall pay the administrator, at the times specified herein, the amount due, according to this contract, pursuant to the district's payment plan.
4. This contract is subject to the limitations imposed by the provision 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 342.533 (1).

Compensation: Salary for the 2021-2022 school year will be _____. The school board or designee, after consultation with the administrator, will set the salary for subsequent years. Administrators shall receive a longevity bonus equal to 2% of their current salary for every five (5) years of service (5, 10, 15, 20 years, etc.) with the district.

Insurance: The district will make premium contributions towards medical, dental and vision insurance to be capped at the Family premium level. The district will offer an opt-out option for administrators. The district shall pay 55.5% of the Family premium contribution to the employee should they chose to opt out for the 2021-22 benefit year. The opt-out option will be 41.1% of the family premium in the 2022-23 benefit year and 26.6% of the family premium in the 2023-24 benefit year.

The district contribution rate will increase by the actual increase of the premium of the Kaiser 1 Medical Plan, up to a maximum of 5%. If the plan cost increases more than 5% in any of the years of the contract, the difference will be split (up to a maximum of 10%). Any increase in the plan cost above 10% will be paid by the employee. The table below reflects the district contribution rates for the 2021-22 benefit year.

Effective 10/01/2021 – 09/30/2022				
	Basic 55.5% of family	Employee Only	Employee & Spouse/Children	Family
2021-22 (55.5%)	\$1,096	\$877	\$1,496	\$1,974

The district will maintain a Section 125 Flexible Benefit Plan. The district will provide term life insurance in the amount of \$200,000 and long-term disability insurance at no cost to the administrator. The benefit plan is from October 1st through September 30th.

Hours: The administrator shall maintain sufficient on-site hours consistent with the needs of the particular assignment and general operations of the school district. Administrators are required to attend school board, budget committee and other meetings and activities as directed by the superintendent.

Work Year: _____

The work year calendar for each school administrator shall be defined annually by the superintendent. The work year calendar shall identify specific workdays.

If the administrator does not complete his/her work year with the district, the administrator's final check shall be prorated to the account for actual days worked.

Closure: In the event the district cuts days due to financial constraints, all schools and buildings will be closed and no district personnel will work or be compensated.

Paid Leaves:

Sick Leave: Licensed Administrators will be granted eleven and one-half days of sick leave annually with unlimited accumulation.

Personal Leave: The administrator will be allowed three (3) personal leave days annually for personal business matters. Personal leave days will move to five (5) with (1) (unused personal day) rolling over to sick leave at six (6) years of employment.

Emergency Leave: Emergency leave may be obtained, up to five (5) days per incident with pay for emergency of a serious nature that is beyond the employee's control and must be taken care of during school hours.

Bereavement Leave: Up to five (5) days per occurrence of a death in the family. The Superintendent may grant additional days; compensation for these additional days granted must be brought to the Board for approval at the next regularly scheduled Board meeting.

Jury Duty: Paid leave of absence may be authorized for jury duty. Any fees received for serving will be remitted to the District.

The superintendent may approve other paid leaves of absence.

Holidays: The following days are paid holidays: Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Martian Luther King's Day and Memorial Day.

PERS: The District will pay up to 6% of the employee's required PERS contribution.

Cell Phone Allowance: A monthly allowance of \$100.00 will be paid to cover business use of employee's personal cell phone.

Travel Allowance:

- a. Mileage Reimbursement at the current IRS rate (when district vehicle is not available).
- b. When an administrator is requested or given approval to attend a professional meeting, all superintendent approved expenses will be paid according to the following schedule:
 - Actual lodging expense - Up to \$100.00 per day or superintendent approval
 - Actual travel expense when other than by automobile

- Meals:
 - Breakfast for travel beginning before 6:00 a.m. and extends beyond 11:00am
 - Lunch for travel beginning before 11:00 a.m. and extends beyond 2:00 p.m
 - Dinner for travel beginning before 3:00 p.m. and extends beyond 7:00 p.m.
- c. Per diem allowance for meals and incidental expenses incurred while on approved district business will be available at the applicable IRS rate for travel that begins before 6:00 a.m. and extends beyond 7:00 p.m. Per diem will be prorated for partial travel days based on the following general guidelines

Professional Dues: The district will pay the administrator's complete membership dues for COSA or other appropriate administrative dues, which include the state, and national dues for the organization appropriate to the administrative assignment.

Professional Renewal/Tuition: Requests for workshops, seminars, conferences and in-service course shall be made to the superintendent. Working cooperatively, the superintendent and the administrator will develop a plan for professional renewal. The District will pay incurred expenses agreed to by the administrator and the superintendent.

Administrators shall be reimbursed no more than \$650 per credit required to complete licensure for their position. Prior approval from the superintendent is required. Courses taken as directed by the superintendent shall be paid at full cost.

Professional Development: Under the direction of superintendent assignments will be made annually for course work, conference and workshop attendance. Cost of such workshops and conference will be paid at full cost by district as part of the administrators' professional development.

Duties: Duties shall be assigned by the district superintendent. The administrator shall devote full time, skill, labor and attention to district assignments. The administrator shall perform assigned responsibilities in accordance with the laws of the State of Oregon, the Oregon Administrative Rules and written district policies and administrative regulations, procedures and directives. The administrator may be reassigned or transferred at any time. Administrators are expected to work on policy, procedure, negotiations, budget and other issues as described in their job description or as assigned.

Evaluation: The superintendent and board shall determine by whom and when administrators shall be evaluated, which methods of evaluation shall be used and what actions should be taken as a result of the evaluation process. The evaluation process shall emphasize job performance, administrator and teacher accountability, student achievement and innovate effectiveness techniques that deliver quality educational services to students. A written evaluation of an administrator shall be given to the administrator at least every two years since he/she achieves contract status. Probationary administrators shall receive a written evaluation each year. All evaluations shall be completed and received by June 30 of the school year being evaluated.

When an administrator's performance needs improvement (other than disciplinary matters), the superintendent may place the administrator on an improvement plan. The plan will specify the area(s) of deficiency, clearly state goals, the time period within which improvement is required and what assistance the district will provide.

Layoff: Layoffs of administrators will be conducted according to state law. The board will retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools. In the event of possible administrative layoffs, the district will inform the administrative team by March 15.

Dismissal: The board may dismiss the administrator at any time during this contract for any of the reasons specified in ORS 342.865 or pursuant to ORS 342.934(5).

Term: This contract is extended from July 1, 2021 through June 30, 2024. This contract may be non-renewed for any reason deemed in good faith sufficient by the school board.

Rainier School District Superintendent

Administrator

Date

Date