Ashland School District
inspiring learning for life

This CONTRACT made and entered into between JACKSON COUNTY SCHOOL DISTRICT 5, hereinafter called "DISTRICT," and {Administrator Name}, hereinafter referred to as "ADMINISTRATOR," to perform the duties of {insert title}.

WITNESSETH:

WHEREAS, ADMINISTRATOR holds a valid State of Oregon Administrative License or is otherwise fully qualified and certified to perform the duties outlined in ADMINISTRATOR's job description in and for DISTRICT, and as may be from time to time assigned by the Superintendent, under the control and general supervision of the DISTRICT School Board.

NOW, THEREFORE, for and in consideration of the mutual promises and contracts hereinafter contained and for other valuable consideration, DISTRICT hereby employs ADMINISTRATOR and ADMINISTRATOR hereby accepts employment with DISTRICT upon the terms and conditions following:

1. DUTIES:
   ADMINISTRATOR shall well, faithfully, and fully perform the duties of the position assigned according to the law and the rules now or hereafter in effect relating to the performance of such position, including but not limited to such duties as the DISTRICT School Board and Superintendent may lawfully require. Any consultative or other professional activities performed by ADMINISTRATOR will not conflict or interfere with the performance of ADMINISTRATOR's duties to the DISTRICT.

2. TERM:
   The term of this contract shall be for one contract year for ADMINISTRATORS in a probationary period, beginning on July 1, 2026. Following completion of any probationary period, the District will issue and renew administrator contracts as three (3) year contracts. For non-probationary ADMINISTRATORS the term of this contract shall be for three years beginning July 1, 2026 and ending on June 30, 2029.

3. ASSIGNMENT/RE-ASSIGNMENT:
   DISTRICT has the right to assign ADMINISTRATOR and may reassign or transfer ADMINISTRATOR if it is determined it is in the best interests of the District. The transfer shall not result in a reduction in the daily rate of pay. If the re-assignment is at a lower classification, ADMINISTRATOR's daily rate of pay shall be frozen at the current level until the lower daily rate of pay catches up to the higher daily rate of pay. Salary will be adjusted by the number of days specified for the assigned position.

4. VACANCIES:
   DISTRICT recognizes that when vacancies occur, it is desirable to consider the interests, aspirations, and qualifications of its Administrators in filling such vacancies. Therefore, DISTRICT will, in advance of filling a position, communicate to all Administrators when a vacancy occurs and will give first consideration to Administrators when filling vacancies for which they may be qualified and apply.

5. WORK SCHEDULE:
   ADMINISTRATOR is available to work year-round to improve DISTRICT's educational program and to enhance professional growth. ADMINISTRATOR is expected on-site when school is in session. When school is in recess, ADMINISTRATOR may arrange their own work schedule unless otherwise directed by the Superintendent. When school is not in session, it is ADMINISTRATOR's responsibility to ensure communication with the Superintendent.

   ADMINISTRATOR's annual working days for the purposes of applying accrued sick leave and PERS benefits upon retirement is **220 days.** ADMINISTRATOR is expected to work 220 days within a work calendar that runs August through June unless prior arrangements are made with the Superintendent.

ADMINISTRATOR and DISTRICT recognize that situations occur which may require ADMINISTRATOR to work outside of their regular work calendar. When ADMINISTRATOR is required to work more than two days outside their calendar, ADMINISTRATOR will be compensated either through flexed time or stipend. ADMINISTRATOR's preference will be given consideration. Building Administrators will report to school sites on emergency closure days to ensure students are not left unattended.

6. DISCIPLINE AND DISCHARGE:
   To the extent applicable to ADMINISTRATOR, DISTRICT will comply with all procedures contained in the Accountability For Schools For the 21st Century Law, ORS 342.805 through 342.937, as may be amended, regarding discipline or discharge of ADMINISTRATOR.

7. CONTRACT EXTENSIONS/NON-EXTENSIONS:
   The DISTRICT will comply with ORS 342.845(5)(c), which states:
   The district school board may elect not to extend ADMINISTRATOR's contract for any cause the school board, in good faith, considers sufficient. Prior to March 15 of the second year of ADMINISTRATOR's contract, the school board shall take one of the following actions:
   A. Issue a new three-year contract.
   B. Give written notice that the contract will not be extended beyond the end of the current three-year contract.
   C. Extend the existing contract for one year.

   PROBATIONARY ADMINISTRATOR CONTRACT EXTENSIONS/NON-EXTENSIONS:
   In compliance with ORS 342.845(5)(a), ADMINISTRATOR shall serve a probationary period that does not exceed three years. Prior to March 15 of each annual contract, the DISTRICT shall do one of the following:
   D. Issue a new one-year contract or, upon ADMINISTRATOR's successful completion of the probationary period, issue a three-year contract to ADMINISTRATOR.
   E. Give written notice of non-extension.

8. CONSTITUENT FEEDBACK:
   ADMINISTRATOR will participate in an annual constituent survey with the purpose of receiving feedback from site staff. ADMINISTRATOR will use the data from the survey in reflective practice and professional practice goal setting. Survey data will not be used as data for evaluation unless mutually agreed upon between ADMINISTRATOR and the Superintendent.

9. EVALUATION:
   Each year during the term of this contract, ADMINISTRATOR and their supervisor shall confer and establish reasonable performance goals for ADMINISTRATOR. Goals will be based on the core administrator performance standards of professional practice and evaluation procedures as outlined in the evaluation rubric. The Superintendent will evaluate Principals and Directors. Assistant Principals will be evaluated by their building Principal.

   ADMINISTRATOR will maintain satisfactory performance in ADMINISTRATOR's assigned role as evidenced by an annual evaluation based upon those performance standards, to be completed no later than June 30 of each year.

10. COMPENSATION:
    Compensation for ADMINISTRATOR shall be as outlined in Appendix A – Administrative Salary Schedule, which is attached and incorporated into this contract.

    A. BASE RATE
       The base daily rate for Assistant Principals and Assistant Directors (collectively, "AP/AD") shall be equal to the daily rate set forth in Column D, Row 18 of the District's Certified Salary Schedule, as may be amended from time to time.

B. ADMINISTRATOR DAILY RATES

The daily rates for site principals shall be calculated as a percentage increase above the AP/AD base daily rate, as follows:

a. Elementary School Principal: Five percent (5%) above the AP/AD base daily rate.
b. Middle School Principal: Ten percent (10%) above the AP/AD base daily rate.
c. High School Principal: Fifteen percent (15%) above the AP/AD base daily rate.

C. APPLICATION

The percentages identified above shall be applied to the AP/AD base daily rate to determine the applicable principal daily rate. All resulting calculations shall be subject to standard District payroll practices, including rounding conventions, if any.

D. It is understood and agreed that payment of the salaries and benefits stated in Appendix A – Administrative Salary Schedule in this contract and the DISTRICT's obligation is subject to the availability of funds. New Administrators may be placed at a higher entry salary, if in the judgment of the Superintendent, such placement is justified. The base salary for Administrators will be examined periodically for comparability among like districts in the state and the salary gap between Administrators and Ashland Certified staff.

E. Administrators required by the Superintendent to participate in or facilitate a School Board committee will be compensated in the following manner:

Administrators Role	**Number of Annual Meetings**		
	4	**5-9**	**10+**
Participant	$500.00	$750.00	$1000.00
Facilitator	$1000.00	$1500.00	$2000.00

11. ADMINISTRATOR BENEFITS:

In addition to the compensation set forth in Section 9 above, ADMINISTRATOR shall be entitled to the following benefits:

A. DISTRICT will obtain and pay the premiums for a term life insurance policy on ADMINISTRATOR in the amount of $150,000. DISTRICT's obligation to continue paying the premiums terminates with the termination of ADMINISTRATOR's employment.
B. ADMINISTRATOR pays a monthly premium for long-term disability income protection until eligible for disability income protection through PERS.
C. ADMINISTRATOR will pay the same premium percentages for medical, dental and vision insurance as other certified staff. Additionally, ADMINISTRATORS shall receive the same opt out benefit as certified staff.
D. PERS/OPSRP: DISTRICT will pay the employer and employee contributions to the Oregon Public Employees Retirement System (PERS)/Oregon Public Service Retirement Program (OPSRP).
E. Based on ADMINISTRATOR's preference, ADMINISTRATOR will receive a cell phone stipend of $65 per month from DISTRICT or DISTRICT will provide a work cell phone with paid service plan for ADMINISTRATOR.
F. DISTRICT shall pay tuition for classes relevant to ADMINISTRATOR's position; such coursework shall be limited to ten units annually.
G. To encourage professional writing, DISTRICT will pay up to $2,000 annually to ADMINISTRATOR for the following works published within the contract year:
   a. For each professional book published: $800.
   b. For each article published in a refereed professional journal or a chapter in a professional text: $200.

12. HOLIDAYS:

ADMINISTRATOR shall receive the following paid holidays: Labor Day, Veterans Day, Indigenous

People's Day, New Year's Day, MLK Day, President's Day, Memorial Day, & Juneteenth.

13. PAID LEAVE
    A. Sick Leave: ADMINISTRATOR shall be entitled to twelve (12) days of sick leave each contract year. Sick leave not used in a contract year will carry over to the next contract year. Sick leave may be used for the illness, injury, or medical appointment of the Administrator, and for qualifying family illness and care consistent with state and federal law.
    B.
        a. Up to 75 sick leave days accumulated during employment in another Oregon Public School shall, upon verification, be credited to ADMINISTRATOR's sick leave account after 30 days of service to DISTRICT.
        b. Once sick leave is exhausted, in the event ADMINISTRATOR cannot perform their scheduled duties due to extended illness or injury, ADMINISTRATOR may request from the DISTRICT School Board an extended leave of absence for a period of up to one (1) year without pay.
    C. Family Sick Leave: ADMINISTRATOR shall be entitled to four (4) days of family sick leave each contract year (non-accumulative). Family sick leave days described are available first for family illness and care. After family sick leave is exhausted, accrued sick leave under 13.A may be used for qualifying family illness and care.
    D. Personal Leave: ADMINISTRATOR shall be entitled to four (4) personal leave days during each contract year (non-accumulative).
    E. Bereavement Leave: ADMINISTRATOR shall be entitled to three (3) bereavement leave days with pay each contract year; Non-accumulative. Upon request, two (2) additional paid bereavement days may be authorized by the Superintendent. The District shall comply with the Oregon Family Leave Act (OFLA) regarding bereavement leave. The paid bereavement leave in this section shall run concurrently with leave under OFLA.
    F. Additional Leave: The Superintendent at their discretion may authorize additional paid leave under conditions of emergency, hardship, or benefit to DISTRICT.

14. RETIREMENT BENEFITS:
    A. SUPPLEMENTAL RETIREMENT BENEFITS FOR ADMINISTRATORS HIRED PRIOR TO JULY 2007:

    After completing the required years of service *(see appendix A for a complete table of qualified individuals and years of service requirements*) with DISTRICT and upon eligibility to receive PERS benefits, ADMINISTRATOR will be eligible for the following supplemental retirement benefits:

    a. A monthly stipend beginning in the month following retirement of $225 per month for 84 months or until Medicare eligible, whichever first occurs.
    b. An additional monthly stipend based on continuous years of district service, as noted in the table below:

Years of Service	Monthly Stipend
10-14	$50
15-19	$75
20 or more	$100

If ADMINISTRATOR retires from the District after becoming Medicare eligible, DISTRICT will provide a one-time years of continuous service payout as noted in the table below:

Years of Service	One Time Payout Amount
10-14	$4,200
15-19	$6,300
20 or more	*Amount equal to 1 month of the highest annual salary of the last 5 years of employment.*

    c. Upon retirement from the school district, apart or in concert with retirement from the state PERS system, ADMINISTRATOR will be eligible to continue full family coverage on

DISTRICT's medical, vision, and dental insurance plan until Medicare eligibility. The retiree will pay the same percentage of the monthly premium paid by active Administrators plus 5%.

- Insurance coverage shall temporarily cease upon ADMINISTRATOR becoming eligible for group medical coverage through other employment. When ADMINISTRATOR returns to retired status, benefits may be reinstated as per this Agreement.
- Upon the retiree's death, their surviving spouse may continue coverage by paying the full premium until Medicare eligibility.
- ADMINISTRATOR may choose to participate in the 403(b) but is not eligible for DISTRICT contribution unless they also choose to opt-out of the legacy health insurance.

B. RETIREMENT BENEFITS FOR ADMINISTRATORS HIRED AFTER JULY 2007:

a. 403(b): DISTRICT provides a Tax Sheltered Annuity (TSA) Matching Program; 403(b) for ADMINISTRATOR. The intent of this program is to provide financial assistance during retirement to support medical insurance needs.

- ADMINISTRATOR shall contribute a minimum of $50 per month and up to the allowable legal maximum. DISTRICT will contribute to the 403(b) based on the following schedule:

Months of Plan Participation	Monthly District Contribution
1-120	$50
121-240	$60
241-360	$180

- ADMINISTRATOR may adjust their contribution at any time. The 403(b) is portable and will follow ADMINISTRATOR should they leave employment with DISTRICT. The 403(b) is fully vested after six (6) years of participation.

b. Years of Continuous Service Pay-Out: Upon retirement, ADMINISTRATOR will be eligible for a one-time years of service payout according to the following table:

Years of Service	One Time Payout Amount
10-14	$4,200
15-19	$6,300
20 or more	Amount equal to 1 month of the highest annual salary of the last 5 years of employment.

Retirees may elect a direct cash payment or contribution to their 403(b).

15. PROFESSIONAL DUES:

A. DISTRICT will pay ADMINISTRATOR's COSA annual membership dues.

B. ADMINISTRATOR is authorized a budget of $1500 annually for professional dues, publications, conference registrations or other staff development activities as approved by the Superintendent.

16. EXPENSES:

All expenses incurred by ADMINISTRATOR on approved business travel shall be covered through use of DISTRICT P-card or reimbursed upon presentation of paid receipts. This includes travel, room, and meals. ADMINISTRATOR may either pay fuel expenses with DISTRICT P-card, or DISTRICT will reimburse at the rate per mile equal to that allowed by the United States Internal Revenue Service for each mile traveled.

17. LAYOFF AND RECALL:

DISTRICT will determine when layoffs are necessary and which program areas may be affected. Recognized reasons for layoffs are lack of funds to continue educational programs or administrative decisions regarding reducing or eliminating programs.

When DISTRICT considers an administrative layoff, the Superintendent will consult with the Administrative team to discuss alternatives to layoff. If no other options can be adopted and layoff will occur, the following process will be implemented.

A. Layoff: Administrators will be listed by seniority on a layoff list. Seniority will be determined

by the contractual hire date. Lots will be drawn to determine seniority when the contractual hire date of two or more Administrators is within 30 days.
If using seniority creates an Administrative assignment that does not match the person's skill set, experience will be considered in identifying the person to be laid off.

B. Recall: Administrators will remain on a recall list for 27 months after the layoff. If a vacancy occurs within that time for which the laid off Administrator is qualified, that position will be offered to the Administrator.

For purposes of this section, "skill set" means current licensure and endorsements, documented prior administrative assignments, and demonstrated competency in the core duties of the remaining assignment. "Experience" means years in comparable administrative roles and documented performance evidence.

18. INDEMNIFICATION:
DISTRICT agrees that except for intentional, wanton or reckless acts, it shall defend, hold harmless and indemnify ADMINISTRATOR from any and all demands, claims, suits, actions, and legal proceedings brought against them in their individual capacity or in their official capacity as agent and employee of DISTRICT, provided the incident arose while ADMINISTRATOR was acting *in good faith* and within the scope of ADMINISTRATOR's employment.

IN WITNESS WHEREOF, this Agreement has been executed effective as of the date last set forth below.

By: ____ ___________________
Superintendent Date

By: ____ ___________________
Administrator Date

APPENDIX A

Supplemental Retirement Benefits:
Years of service requirement for each admin hired prior to July 2007.

Years of Service	***Administrator(s)***
20	*Steve Retzlaff, Christine McCollom, Rebecca Gyarmathy*
14	*Debbie Schaeffer Pew*

ADMINISTRATOR SALARY SCHEDULE 2026-27:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Principal AHS (Base x 1.15)	$128,749.17	$132,933.52	$137,253.86	$141,714.61	$146,320.33	$151,075.74	$155,985.70	$161,055.24
Principal AMS (Base x 1.1)	$123,151.38	$127,153.80	$131,286.30	$135,553.10	$139,958.58	$144,507.23	$149,203.72	$154,052.84
Principal - Elementary (Base x 1.05)	$117,553.59	$121,374.08	$125,318.74	$129,391.60	$133,596.83	$137,938.72	$142,421.73	$147,050.44
Assistant Principal (Base = Highest Teacher Daily)	$111,955.80	$115,594.36	$119,351.18	$123,230.09	$127,235.07	$131,370.21	$135,639.74	$140,048.04
Athletic Director (Base = Highest Teacher Daily)	$111,955.80	$115,594.36	$119,351.18	$123,230.09	$127,235.07	$131,370.21	$135,639.74	$140,048.04

ADMINISTRATOR LONGEVITY SCHEDULE

For years of service as an administrator in the Ashland School District

Year 9-14	Year 15+
$3,200.00	$5,300.00