

ACTING SUPERINTENDENT CONTRACT
BETWEEN
KAREN GRAY
AND THE
GOVERNING BOARD OF THE
ST. HELENS SCHOOL DISTRICT

THIS AGREEMENT is made and entered into by and between St. Helens School District, hereinafter referred to as the “District” or “Board,” and Dr. Karen Gray, hereinafter referred to as “Acting Superintendent.”

WITNESSETH:

WHEREAS, Acting Superintendent is desirous of serving as the acting chief executive officer of the District and to perform all duties required by that office until the Board takes action to retain an interim or permanent superintendent; and

WHEREAS, the District is desirous of securing an Acting Superintendent of Schools to supervise and direct the educational program of the District under the general supervision of the District's School Board; and

WHEREAS, the District and Acting Superintendent believe that a written Employment Contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the Schools;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the District hereby employs Acting Superintendent as the Acting Superintendent of Schools in and for said District, and Acting Superintendent hereby accepts such employment upon the terms and conditions as set forth below.

SECTION 1. TERM

This Agreement shall be for a period commencing February 1, 2025 and terminating upon the District taking action to retain an interim or permanent superintendent, or June 30, 2025, whichever is earlier. During the term of this Agreement, Acting Superintendent may continue to undertake consultative work, speaking engagements, writing and other professional activities.

SECTION 2. DISCHARGE FOR CAUSE

Discharge for cause shall be for conduct which is in material breach of Acting Superintendent's duties and responsibilities as set forth in the job description for Superintendent and as set forth by the policies of the Board.

SECTION 3. RESIGNATION

Acting Superintendent may resign as Acting Superintendent upon sixty (60) business days' written notice to the School Board Chairperson.

SECTION 4. DUTIES

The Acting Superintendent shall be the chief executive officer of the District. As such, the Acting Superintendent shall have primary responsibility for execution of board policy whereas the Board shall retain primary responsibility for formulating and adopting said policy. Acting Superintendent shall direct and assign the staff of the District, shall organize, reorganize and arrange the administrative and supervisory staff as best serves the District, shall suggest policy regulations, rules and procedures deemed necessary for the well ordering of the District, and in general, perform all duties incident to the office of Acting Superintendent and such other duties as may be specified or delegated by the Board.

Acting Superintendent shall have the responsibility for all personnel matters, including selection, assignment, transfer, and termination of classified personnel and recommendation for non-extension, renewal, non-renewal, and dismissal of licensed personnel subject to Board approval. Acting Superintendent shall have the authority to accept the resignation of any licensed staff member and, on behalf of the Board, to waive the 60-day notice provision set forth in ORS 342.553.

Acting Superintendent shall assure that all District employees are periodically evaluated as provided for by Oregon law and board policy. Acting Superintendent shall establish and maintain a proper community relations program.

The Board, collectively and individually, shall promptly refer all criticisms, complaints and suggestions called to its attention to the Acting Superintendent for study and recommendation. Complaints about the Acting Superintendent will be handled by the Board Chair who will inform Acting Superintendent of the existence of the complaint. The Acting Superintendent shall have the right to attend all Board meetings, and all board and citizen committee meetings, except executive sessions held to discuss the Acting Superintendent's employment status or as otherwise directed by the Board. Acting Superintendent shall serve as an ex-officio member of all Board committees and provide administrative recommendations on each item of business considered by each of these groups.

SECTION 5. ACTING SUPERINTENDENT'S LICENSE

Acting Superintendent shall maintain throughout the life of this Agreement a valid and appropriate license to act as the Superintendent of Schools as required by the State of Oregon. The breach of this requirement will immediately terminate this Agreement without recourse.

SECTION 6. COMPENSATION

The District shall pay Acting Superintendent a monthly salary of \$17,000. Salary will be paid in monthly salary payments.

SECTION 7. BENEFITS

Paid leaves and paid holidays which are provided to other District administrators will similarly be provided to Acting Superintendent.

Acting Superintendent will be provided a \$2,000 per month lodging stipend. This payment is included as part of Acting Superintendent's income and is subject to taxes.

The District shall reimburse the Acting Superintendent for all actual and necessary expenses incurred within the scope and in furtherance of Acting Superintendent's duties as Acting Superintendent, including, but not limited to, personal cell phone expenses, meals, and lodging. Acting Superintendent shall submit expense reimbursement claims for such through the District's Business Office. Reimbursements will be processed through the District's regular procedures and forms.

SECTION 8. MODIFICATION

The parties agree that in order to avoid the problem and confusion of multiple contract documents, or addenda, that any mutually agreed upon modification or amendment of this Employment Contract shall be actually incorporated into this contract document and the entire document reconstructed and reformed to reflect the agreed upon changes. Any such reconstructed, reformed Employment Contract shall be duly executed by the parties, with the understanding that the prior Employment Contract document will now be considered null and void.

SECTION 9. APPLICABLE LAW

This Agreement is to be construed under the laws of the State of Oregon.

IN WITNESS WHEREOF, the District, pursuant to the authority of its Board of Directors, by resolution duly and regularly adopted, has caused two originals of this Agreement to be signed in the name of the District by the Chairperson of the School Board, and Acting Superintendent has hereunto affixed Acting Superintendent's hand and seal as of January 30, 2025.

ST. HELENS SCHOOL DISTRICT:

ACTING SUPERINTENDENT:

By: _____

Chairperson

Date:

Dr. Karen Gray

Date: