

MEMORANDUM OF UNDERSTANDING

between the
Longview School District
and
Longview Classified Public Employee Association
Regarding District Office Secretary Position

The Longview School District No. 122 ("District") and the Longview Classified Public Employees Association ("Association") agree to the following for the term of this agreement (September 1, 2025 – August 31, 2028):

- Whereas the primary functions of the District Office Secretarial Assistant position were primarily related to Student Services support than Employee Services support, the District proposed changing the position and pay category to reflect those duties.
- District and LCPEA agree to a new position, District Office Secretary, that continues to function as the front desk receptionist in the district office and supports various departments in the district office.
- This role will be classified as pay category 3, and will be a 12 month, 8 hour position with work hours that coincide with the hours the district office is open. These hours may shift during the summer or other school breaks if there is a change in district office hours. This position will report to the Executive Director of Student Services as the primary supervisor and evaluator.

FOR THE DISTRICT



Dr. Karen Joy, Executive Director of Employee Services

9/26/25

Date

FOR THE ASSOCIATION



Misty Keith, LCPEA Co-President

9/26/2025

Date



Steve Moon, LCPEA Co-President

9/26/2025

Date