

**SCAPPOOSE SCHOOL DISTRICT
ADMINISTRATOR COMPENSATION PLAN
2026-2028**

This Compensation Plan establishes the salary and benefit provisions the District may use when entering into individual employment contracts with administrators for the 2026-2028 contract period. For purposes of this plan, "Administrator" means an employee assigned to a position listed in Attachment A and covered by this Compensation Plan. A "225-day Administrator" means an Administrator with a 225-day annual contract. A "260-day Administrator" means an Administrator with a 260-day annual contract.

This Compensation Plan establishes salary and benefit provisions only and does not replace any Administrator's individual employment contract. Each Administrator's employment shall also be governed by the Administrator's individual employment contract, applicable District policies, official benefit plan documents, and state and federal law. If this Compensation Plan conflicts with an individual employment contract, District policy, official plan document, OEBB rule, IRS rule, PERS rule, or applicable law, the applicable law, rule, policy, plan document, or individual contract shall control.

I. SALARY

The salary for all Administrators shall be based on contract days, as indicated in Attachment A, during the contract period from July 1 through June 30. The District Board of Directors shall approve each Administrator's annual salary, as specified in the Administrator's individual employment contract.

Administrators shall pay their own Oregon Public Employees Retirement System (PERS) employee contributions.

II. INSURANCE

A. District Insurance Contribution

The District will provide a monthly contribution toward OEBB medical, dental, and vision insurance premiums for eligible Administrators. The District's contribution shall not exceed the maximum monthly contribution provided to classified employees for the same coverage tier.

Coverage Tier	2026-2027	2027-2028
Family	\$1,894	TBD
Employee/Spouse	\$1,520	TBD
Employee/Child	\$1,520	TBD
Employee Only	\$693	TBD

B. Medical Insurance Opt-Out and HRA VEBA

Subject to OEBB rules, carrier requirements, the District's Section 125 plan, HRA VEBA plan requirements, IRS rules, and applicable law, an eligible Administrator may opt out of District-provided medical insurance if the Administrator meets the requirements for a medical insurance opt-out.

If an Administrator opts out of medical insurance, the District will contribute fifty percent (50%) of the remaining unused District insurance contribution, if any, to the Administrator's HRA VEBA account, subject to applicable plan and legal limits.

An Administrator who opts out of medical insurance may still elect dental and/or vision coverage, subject to OEBB and carrier rules. Any District-paid dental and/or vision premiums elected by the Administrator will be deducted from the Administrator's applicable District insurance contribution before calculating any remaining unused funds.

For purposes of this section, the Administrator's applicable District insurance contribution shall be determined by the coverage tier elected or documented through the District's benefit enrollment process, subject to OEBB rules, carrier requirements, the District's Section 125 plan, HRA VEBA plan requirements, IRS rules, and applicable law.

C. Married Couples/Domestic Partners Employed by the District

When married spouses or domestic partners are both employed by the District and are both eligible for District insurance contributions, they may elect to apply both employees' applicable District insurance contributions toward one set of OEGB coverages, subject to OEGB rules, carrier requirements, the District's Section 125 plan, HRA VEBA plan requirements, IRS rules, and applicable law.

After the cost of the elected OEGB coverages is deducted from the combined District insurance contributions, the District will contribute fifty percent (50%) of any remaining unused amount to an HRA VEBA account or accounts, as permitted by applicable plan rules and law.

The District shall not be responsible for any contribution, benefit, premium, tax consequence, or payment that exceeds the amount permitted by OEGB, the IRS, the HRA VEBA plan, carrier requirements, or applicable law.

D. Term Life Insurance

The District will pay premiums for an Administrator's \$50,000 term life insurance policy.

III. TAX-SHELTERED ANNUITY

The District will contribute six hundred fifty dollars (\$650.00) per month to a District-approved tax-sheltered annuity/403(b) plan on behalf of eligible Administrators. For 225-day Administrators, the contribution shall be made for eleven (11) months, August through June. For 260-day Administrators, the contribution shall be made for twelve (12) months, July through June.

Contributions are subject to IRS limits, plan requirements, vendor requirements, and applicable law. The Administrator is responsible for completing all required enrollment and vendor forms. If a contribution cannot be made because of IRS limits, plan restrictions, failure to complete required paperwork, or other legal restrictions, the District shall not be required to provide the contribution as cash or any other substitute benefit unless expressly approved by the Board.

IV. TRAVEL REIMBURSEMENT

District-level Administrators required to travel to multiple school sites within the District will be reimbursed upon request at the most current state-approved mileage rate.

V. DISCRETIONARY LEAVE

Administrators shall receive three (3) discretionary leave days per contract year. Discretionary leave shall be prorated for Administrators working less than 1.0 FTE or less than a full contract year. Discretionary leave shall be taken in increments of at least two hours.

Up to two (2) unused discretionary leave days may be carried over each year, provided that no Administrator may use more than five (5) discretionary leave days in any contract year.

Administrators who wish to carry over unused discretionary leave must notify the District business office by May 15. Unused discretionary leave days that are not carried over shall be paid at one-half (1/2) of the Administrator's daily rate of pay, calculated by dividing the Administrator's annual base contract salary by the Administrator's contract days.

Use of discretionary leave is subject to prior approval and District operational needs. The Superintendent may limit the use of discretionary leave on specific dates or when multiple Administrators request leave on the same date, except in emergencies.

VI. HOLIDAYS

The following holidays shall be paid holidays and shall count toward the 225-day Administrator's contracted days of service: Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, Memorial Day, and Martin Luther King Jr. Day.

The following holidays shall be paid holidays and shall count toward the 260-day Administrator's contracted days of service: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Day after Thanksgiving, the Day before Christmas, Christmas Day, New Year's Day, Presidents' Day, Memorial Day, and Martin Luther King Jr. Day.

Only holidays that fall within the Administrator's active employment period shall be paid holidays.

VII. SICK LEAVE

Sick leave entitlement for 225-day Administrators shall accrue at eleven (11) days each year and may accumulate without limit, as provided by Oregon Revised Statutes. Sick leave entitlement for 260-day Administrators shall accrue at one day per month, or twelve (12) days each year, and may accumulate without limit, as provided by Oregon Revised Statutes.

Sick leave accrued in other Oregon school districts shall be credited as required by Oregon law and District policy.

VIII. VACATION LEAVE

260-day Administrators shall receive twenty (20) vacation days per contract year. Beginning with the contract year following completion of twenty (20) years of District employment, 260-day Administrators shall receive twenty-five (25) vacation days per contract year.

Vacation must be scheduled in a manner consistent with the District's operational needs and is subject to the Superintendent's approval. Vacation shall be prorated for Administrators who begin or end employment during the contract year or who work fewer than a full 260 days under the contract.

A maximum of ten (10) unused vacation days may be carried over beyond December 31 of each year. Vacation days in excess of the carryover limit shall be forfeited unless otherwise approved in writing by the Superintendent before December 31. Payment of unused vacation upon separation, if any, shall be made only as required by District policy, the Administrator's individual contract, or applicable law.

IX. BEREAVEMENT LEAVE

Five (5) days of leave with pay will be authorized by the District in the event of the death of an immediate family member. Two additional days shall be available for out-of-state travel exceeding 100 miles one way.

For the purposes of this section, immediate family is defined as follows:

- Spouse or domestic partner (opposite-sex or same-sex domestic partner);
- Mother or father of the Administrator or spouse/domestic partner;
- Children, grandchildren, or grandparents of the Administrator or spouse/domestic partner;
- Brother or sister of the Administrator or spouse/domestic partner;
- Step relatives or in-laws for any listed above of the Administrator or spouse/domestic partner;
- Aunt or uncle of the Administrator or spouse/domestic partner; and
- Any other individual member of the same household.

X. EMERGENCY CLOSURE

1. In the event of unusual circumstances resulting from inclement weather, natural disaster, fire, or other emergencies, the District may delay opening and/or close some or all school operations.
2. In the event of an emergency closure or delayed opening, Administrators are expected to report to their regular assignments as soon as possible, consistent with safety. If unable to safely report to work as expected, Administrators will not be docked for time lost due to emergency closure or delayed opening.

XI. CONTINUING EDUCATION

Subject to budgeted funds and Superintendent approval, the District will reimburse the Administrator's tuition costs for up to four (4) accredited credit hours per year. The hours may accumulate up to a maximum of twelve (12) hours.

XII. DUES FOR PROFESSIONAL MEMBERSHIPS

The District will pay the annual dues for membership in the Confederation of Oregon School Administrators (COSA) and the applicable COSA Departmental annual dues.

XIII. PERFORMANCE EVALUATION NOTIFICATION

Performance evaluations shall comply with applicable Oregon law and District policy.

XIV. LONGEVITY PAY

Effective July 1, 2026, an Administrator who has reached Step 8 of the applicable salary range and has completed eight (8) years of administrative service with the District shall be eligible for longevity pay

beginning with the Administrator's ninth year of administrative service with the District. Eligibility for longevity pay shall be determined as of July 1 of each contract year.

Longevity pay shall be calculated as a percentage of the Administrator's annual base contract salary, exclusive of other stipends, benefits, reimbursements, District contributions, or other salary enhancements, according to the following schedule:

Administrative Service with the District	Longevity Pay
9-11 years	1%
12-14 years	2%
15-17 years	3%
18-20 years	4%
21 or more years	5%

Longevity pay shall be paid in equal monthly installments over the Administrator's regular contract year. Longevity pay is not added to the Administrator's base salary, does not create an additional salary step, does not compound, and shall not be used to calculate future step movement, cost-of-living adjustments, or other salary schedule increases, except as otherwise required by law.

For purposes of this section, years of service shall mean completed years of service in an administrative position with Scappoose School District. Prior experience used for initial salary placement shall not count toward longevity eligibility unless specifically approved by the Superintendent.

Longevity pay shall be prorated for Administrators who work less than 1.0 FTE or serve less than a full contract year.

**ATTACHMENT A
ADMINISTRATOR SALARY RANGES
2026-2028**

2026-2027 Salary Schedule - Effective July 1, 2026

2026-2027: 4.0% increase over the 2025-2026 salary schedule; Steps 1-8 reflect 3.00% step increments.

Position	Contract Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Director of Human Resources	260	\$137,537	\$141,663	\$145,913	\$150,289	\$154,799	\$159,442	\$164,225	\$169,153
Business Manager	260	\$137,537	\$141,663	\$145,913	\$150,289	\$154,799	\$159,442	\$164,225	\$169,153
Director of Special Education / Student Achievement	260	\$137,537	\$141,663	\$145,913	\$150,289	\$154,799	\$159,442	\$164,225	\$169,153
High School Principal	225	\$144,673	\$149,014	\$153,484	\$158,088	\$162,831	\$167,716	\$172,747	\$177,929
Middle School Principal	225	\$129,960	\$133,858	\$137,875	\$142,011	\$146,271	\$150,660	\$155,179	\$159,834
Elementary Principal	225	\$126,392	\$130,184	\$134,090	\$138,113	\$142,256	\$146,524	\$150,920	\$155,447
High School Vice Principal	225	\$121,541	\$125,187	\$128,942	\$132,811	\$136,795	\$140,899	\$145,126	\$149,479
Elementary Vice Principal	225	\$107,499	\$110,724	\$114,045	\$117,466	\$120,990	\$124,620	\$128,358	\$132,209

2027-2028 Salary Schedule - Effective July 1, 2027

2027-2028: 3.50% increase over the 2026-2027 salary schedule; Steps 1-8 reflect 3.00% step increments.

Position	Contract Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Director of Human Resources	260	\$142,351	\$146,621	\$151,020	\$155,549	\$160,217	\$165,023	\$169,973	\$175,073
Business Manager	260	\$142,351	\$146,621	\$151,020	\$155,549	\$160,217	\$165,023	\$169,973	\$175,073
Director of Special Education / Student Achievement	260	\$142,351	\$146,621	\$151,020	\$155,549	\$160,217	\$165,023	\$169,973	\$175,073
High School Principal	225	\$149,737	\$154,230	\$158,856	\$163,621	\$168,530	\$173,586	\$178,793	\$184,157
Middle School Principal	225	\$134,509	\$138,543	\$142,701	\$146,981	\$151,390	\$155,933	\$160,611	\$165,429
Elementary Principal	225	\$130,816	\$134,741	\$138,783	\$142,947	\$147,235	\$151,652	\$156,202	\$160,887
High School Vice Principal	225	\$125,795	\$129,568	\$133,455	\$137,460	\$141,583	\$145,831	\$150,205	\$154,711
Elementary Vice Principal	225	\$111,261	\$114,599	\$118,037	\$121,577	\$125,225	\$128,982	\$132,850	\$136,836

New Administrators shall generally be placed on Step 1. The Superintendent may recommend initial placement above Step 1 based on prior experience, qualifications, market conditions, or other relevant factors, subject to Board approval through the Administrator's individual employment contract.

Longevity pay applies only as provided in Section XIV.