COMPREHENSIVE EMPLOYMENT AGREEMENT
BETWEEN
THE RSU 63 ADMINISTRATIVE COLLECTIVE BARGAINING UNIT
AND
THE RSU 63 BOARD OF DIRECTORS

EFFECTIVE JULY 1, 2026 - JUNE 30, 2029

APPROVED: FEBRUARY 2, 2026

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ARTICLE I
PREAMBLE

The RSU 63 Board of Directors (the Board) and the RSU Administration Collective Bargaining Unit (the Admin CBU) recognize that providing a high-quality education program for the children who attend the public schools in RSU 63 must have first priority in their consideration together. They agree that:

I. The Board is vested with certain legal authority and responsibility, which it cannot, and does not desire to abrogate.

II. The Board, under law, has the final responsibility of establishing educational policies for the RSU 63 system.

III. The Superintendent and his/her Administrators have the responsibility of carrying out established policies of the Board.

IV. Those members represented by the Admin CBU have the ultimate task of implementing the educational program in the schools.

ARTICLE II
PURPOSE

The general purpose of this Agreement is to establish employment conditions and compensation components between the Admin CBU and the legally elected or appointed community representatives to the Board and its designee, the Superintendent of Schools (Superintendent).

ARTICLE III
RECOGNITION

I. The Board recognizes the Admin CBU as the exclusive bargaining agent as defined under the State of Maine Public Law, Title XXVI, for those members of the Admin CBU in RSU #63, except where their rights are specifically limited by law. Members include:

A. Middle School Principal

B. Elementary School Principal

C. Director of Curriculum & Instruction *(only when a single position and not combined with the Superintendent position or other position)*

D. Director of Special Services

E. Technology Coordinator

F. Assistant Principal (only when employed by the School Board)

II. No position shall be included in or added to this Agreement without a 2/3 majority vote of those members listed above and by a majority vote of the Board.

III. References to persons of one gender shall be construed to refer to either or both genders.

ARTICLE IV
NEGOTIATION PROCEDURE

I. During negotiations, the Board and the Admin CBU shall present relevant data, exchange points of view, and make proposals. The Board will make available to the Admin CBU, for inspection, all pertinent records, data, and information concerning the RSU 63 School District that are a matter of record.

II. Neither party in any negotiation shall control the selection of the negotiating representatives of the other party. The parties agree that their respective representatives shall have necessary power to make proposals, counter proposals, and tentative agreements.

III. This agreement shall not be modified in whole or in part by the parties except in an instrument mutually, agreeable to both parties, in writing and executed by both parties.

ARTICLE V
ZIPPER CLAUSE

I. This contract is complete and covers all subjects of discussion. The parties agree that the relations between them shall be governed by the terms of this contract only. No prior contracts or understandings – oral or written – shall be controlling or in any way affect the relations between the parties.

II. No changes or modification of this Agreement shall be binding on either the Board or the Admin CBU unless reduced to writing and executed by the authorized representative of each party.

ARTICLE VI
EVALUATION OF ADMINISTRATORS

I. The evaluation process for Principals, Assistant Principal, Director of Special Services, and Director of Curriculum and Instruction will continue with Marzano Evaluation Framework. (This document can be found in the RSU's Docs folder labeled "Professional Growth and Evaluation for Administrators, January 2016".) The process includes Leadership Practice, Professional Growth Plan, Student Growth, and peer collaboration. The Administrator will seek input from the Superintendent when setting their goals. If the Administrator's rating score is below 2.0, the Superintendent will meet and set goals for that Administrator with an improvement plan put in place. The Technology Coordinator shall be evaluated by an evaluation tool approved by the Board.

II. The Administrators will meet along with the Superintendent and review the Marazano Framework and make adjustments/updates if any are needed during year one of the contract.

ARTICLE VII
PAY PROCEDURE

I. Annual salaries shall be paid in twenty-six (26) equal installments. Daily rates shall be calculated by dividing one installment by 10 (representing 10 working days).

II. Salary schedules vary depending on the position/classification of the position. Salaries reflect current Administrators covered under this bargaining agreement. Unit administrative personnel hired on or after July 1, 2026 will be initially classified in a Level (see Appendix A) based on education, experience, Superintendent recommendations, and Board approval. Administrators hired on or after July 1, 2026 will not be eligible for performance increases in the first fiscal year of their employment.

III. Effective July 1, 2026, any Administrator who was hired or assumed a new role for the 2025–2026 school year shall be placed at the appropriate level based on years of experience, as outlined in Appendix A.

IV. In addition to section III above, Effective July 1, 2026, each Administrator on the "scale" will receive a $3,500 increase to the annual base salary and an increase based on performance for the 2025-2026 school year as described in Sections V and VI below. "Off scale" Administrators will receive an increase to their 2025-2026 annual base salary as described in Appendix A

V. The performance increase for Administrators on the "scale" will be as follows:

Highly Effective: 3%
Effective: 2.5%
Partially Effective: 1.75%
Not Effective: No performance increase

During the term of this agreement, Administrators "Off scale" are not eligible for a performance bonus.

VI. For the purpose of performance increases, levels of performance are defined as:

A.

i. Highly Effective: A rating of 3.25 or higher on the iObservation evaluation and assessment by the Superintendent as Highly Effective on achievement of goals set for the year.

ii. Effective: A rating of 2.5 and less than 3.25 on the iObservation evaluation and assessment by the Superintendent as Effective or better on achievement of goals set for the year.

iii. Partially Effective: A rating of 2.0 and less than 2.5 on the iObservation evaluation and assessment by the Superintendent as Partially Effective or better on achievement of goals set for the year.

iv. Not Effective: A rating of less than 2.0 on the iObservation evaluation.

B. The level of performance for the Technology Coordinator will be assessed by the Superintendent as Highly Effective, Effective, Partially Effective, or Not Effective based on the applicable evaluation tool and achievement goals.

VII. Effective July 1, 2027, each Administrator on the "scale" will receive a $3,000 increase to the annual base salary and an increase based on performance for the 2026-2027 school year as described in Sections IV and V above. "Off scale" Administrators will receive an increase to their 2026-2027 annual base salary as described in Appendix A.

VIII. Effective July 1, 2028, each Administrator on the "scale" will receive a $ 3,000 increase to the annual base salary and an increase based on performance for the 2027-2028 school year as described in Sections IV and V above. "Off scale" Administrators will receive an increase to their 2027-2028 annual base salary as described in Appendix A.

ARTICLE VIII
ADMINISTRATOR CONTRACTS

I. There will be no automatic annual extension of Administrator's contracts. Per Title 20, Chapter 504, Section 13303, any Administrator whose contract may not to be renewed for the following school or calendar year (12 months), as applicable, shall receive notification by the Superintendent no later than April 1 for a probationary Administrator, or March 1 for a non-probationary Administrator, in the final year of his/her contract that one or two actions will be taken:

A. A one-year probationary contract with a Plan of Improvement will be offered, or

B. No new contract will be offered.

II. Each Administrator's individual contact will have attached a current/updated job description, which has been reviewed and approved by the Superintendent.

III. **Termination of Position**:
The Board and Administrator agree that the right to terminate an Administrator's contract, after due notice of ninety (90) days, is reserved to the Board when

budgetary limitations, or other changes in local conditions warrant the elimination of the administrative position for which the contract is made.

IV. **Termination of Employment Contract**:
An Administrator's contract may be terminated by the Board for cause or by mutual agreement of the parties at any time. An Administrator may terminate his/her contract by submitting a written forty-five (45) days' notice to the Board. The Board may terminate this contract with written notice of discharge for cause. For purposes of discharge, cause shall include, but not be limited to, incompetence, insubordination, physical or mental incapacity, misrepresentation by the Administrator to the Superintendent or the Board, unprofessional conduct seriously impairing the continued usefulness or ability of the Administrator to perform the duties/responsibilities of the position, or any failure to perform any agreement, duty, or obligation under this contract. Notice of discharge for cause shall be given in writing to the Administrator, who shall be entitled to a hearing before the Board. Such hearing before the Board shall be the Administrator's exclusive remedy for termination during the contract term. If the Administrator chooses to be represented by legal counsel at the hearing, the Administrator is responsible for the costs of such representation. The parties acknowledge that "cause" is not required by the Board if it decides not to renew the contract and that throughout the term of the Administrator's contract, the Administrator shall be subject to discharge in accordance with the applicable statutes, if any, of the state of Maine.

ARTICLE IX
LEAVE

I. **Illness and Bereavement Leave**:

A. Seventeen (17) days a year to be used for sickness, family illness, and bereavement (sick leave days) shall be credited to the members effective the first day of the Fiscal Year (FY). Leave taken for the purpose of family illness or bereavement shall qualify as personal illness. Unused sick leave days shall be cumulative to 155 days or 70% of the number of days in the work year.

B. An additional day or days may be granted at the discretion of the Superintendent.

C. The Superintendent may require a physician's written statement certifying the Administrator's inability to work after five (5) days absence.

D. The Business Office shall provide an annual written statement or other appropriate notification to each Administrator at the beginning of each school year indicating the individual's total sick leave credit.

E. Up to five (5) days of Illness and Bereavement leave may be used each year for absences that qualify as Earned Paid Leave (EPL) as defined in Maine law. For non-emergency use of EPL, fourteen calendar days' notice will be required. The notice requirement may be waived by the Superintendent. Non-emergency EPL will not normally be approved for days immediately preceding or following a student vacation or when the Superintendent determines that the leave would result in undue hardship to the District. For emergency EPL, notice shall be given as soon as practical, including a general statement of the need for the leave.

F. Administrators who have:

i. Reached normal retirement age as defined by Maine State Retirement System,

ii. Been employed by RSU 63 for fifteen (15) consecutive years,

iii. Shown evidence in writing to Superintendent no later than March 1st they plan to retire from the education profession at the end of that fiscal year, and

iv. Accumulated at least one hundred (100) unused sick leave days will receive six thousand ($6,000) for thirty (30) of those unused days added to their final year's salary.

This unused accumulated sick leave reimbursement provision is intended to reward extended service to RSU 63 and is not intended as an incentive to retire. Said pay shall be paid either on the last payroll in June or the first payroll in July.

II. **Professional Leave:**
With the approval by the Superintendent, each Administrator will be allowed a maximum of five paid professional leave days annually. Such leave shall be used for professional development, activities for the benefit of students, or as a member of a professionally related organization. The Superintendent, at his/her discretion, may grant the Administrator additional professional leave days.

III. **Court Leave**:
Time required for court appearance shall be granted with pay provided the court appearance is a result of a witness subpoena/call for jury duty. In the event an

Administrator is called for court appearance/jury duty, the Board shall not interrupt the normal salary payment to the Administrator. Such Administrator shall reimburse RSU 63 all amounts received for such court appearance on a scheduled workday, excluding travel allowance.

IV. Family Medical Leave:

Administrators shall be eligible for leave as provided by the Family Medical Leave Act (FMLA). The Administrator shall be required to use his/her accumulated sick leave, illness, bereavement days during any FMLA leave. Extensions to the FMLA may be granted at the discretion of the Board if additional time is needed by the Administrator, but shall be without pay.

V. Maine Paid Family & Medical Leave:

The Board and MBUs will evenly split (i.e., 50/50) any premium due under the Maine Paid Family and Medical Leave Act, 26 M.R.S.A. Sect. 850-F or H. From May 1, 2026 to October 31, 2026, either party may request to reopen the leave provisions of this Agreement to negotiate the implementation of any other aspect of the Maine Paid Family Medical Leave Act. Upon receipt of such request in writing, the other party will meet within ten days or the parties will mutually agree to meet at a later date. Any agreement reached will be subject to ratification and will amend this Agreement if ratified by both parties.

VI. Vacation:

A. This section (Article IX. Section VI) does not apply to members of the bargaining unit whose work year is less than 260 days.

B. Administrators will receive thirty (30) vacation days a year in addition to the following thirteen (13) non-work and/or paid holidays – July 4, Labor Day, Indigenous Peoples' Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Patriots Day, Memorial Day, and Juneteenth.

C. Vacation days shall be requested in writing and scheduled with the approval of the Superintendent. If the Superintendent does not approve vacation days, which result in an Administrator not receiving all the vacation days listed herein, with permission of the Superintendent, up to ten (10) days may be carried into the next contract year.

D. Any unused vacation days at the time of termination (voluntary or involuntary) will be forfeited.

VII. Military Leave:

Leave for active military duty will be governed by the Uniformed Service Employment and Reemployment Act (USERRA).

ARTICLE X
WORKING CONDITIONS

I. Work Year:

The contract year for all Administrators shall be July 1st through June 30th.

II. Vacancies, Promotions, Training:

A. The recruitment and filling of vacant positions shall be the primary responsibility of the appropriate Administrator with approval of the Superintendent and confirmation by the Board. The Superintendent, at his/her discretion, may request the advice and counsel of Administrators.

B. The Board reserves the right to eliminate or expand administrative duties and responsibilities when it is determined that changes in local conditions warrant.

C. The duties of any Administrator, or the responsibilities of any position in this negotiated Agreement, will not be altered or increased without prior discussion with the impacted Administrator. Upon request, the Board agrees to negotiate the impact of any change upon the working conditions of the Administrator.

III. Travel Reimbursement:

Any Administrator required to travel in the performance of his/her duties shall be reimbursed for his/her mileage at the current IRS allowable rate in effect as of July 1 of each fiscal year, provided vouchers are submitted and approved by the Business Manager in accordance with Board policy DKC. Mileage incurred to and from an Administrator's personal residence to a district facility will not be reimbursed. Mileage between district facilities for regularly scheduled meetings of staff, Administrators, or the Board, will not be reimbursed.

ARTICLE XI
GRIEVANCE PROCEDURE

I. Purpose:

A. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems that may involve the application or interpretation of this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

B. Nothing herein shall be construed as limiting the right of any Administrator having a grievance from discussing the matter informally with the Superintendent and having the grievance adjusted without the intervention of the Admin CBU, provided the adjustment is not inconsistent with the terms of the Agreement.

C. A grievance is a claim by an Administrator that this contract has not been followed.

II. **Time Limits:**

A. Since it is important that grievance(s) be processed promptly, the number of days indicated at each level should be considered a maximum. If an informal grievance is not initiated within fifteen (15) days following the time at which the aggrieved person knew, or should have known, of the event or circumstance giving rise to the grievance, the grievance shall be waived.

B. If an informal grievance is not resolved within fifteen (15) days following its initiation, it shall proceed to the Formal Procedure.

C. All grievances are urged to be resolved by June 30th. Any that cannot be resolved by that date through the informal process between the Administrator with the grievance and the Superintendent, and that are subsequently submitted to the Formal Process will be scheduled at the earliest possible date in August following the beginning of the Board's scheduled work year.

III. **Formal Procedure:**

A. If the matter has not been resolved informally between the Administrator and the Superintendent as defined in Section II above, the Administrator can file a formal grievance with the Board by submitting a written request to the Chair of the Board with a copy to the Superintendent.

B. The Board Chair will have ten (10) business days to schedule an Executive Session for the Board at which the Administrator and the Superintendent will be invited to present their positions. The Administrator has a right to representation at this meeting.

C. Whenever possible, the Board should try to obtain a mutually agreeable solution at the conclusion of the Executive Session. If a mutually agreeable solution cannot be reached, the Board will have ten (10) business days to provide a written decision.

D. The decision of the Board on the grievance shall be final.

ARTICLE XII

FRINGE BENEFITS

I. **Insurances:**

A. **Health Insurance**: Administrators shall have the same plan options through the M.E.A. health plan as RSU 63 Teachers. If the Administrator chooses one of the referenced M.E.A. Choice Plus plan options, the Board agrees to contribute:

- Single 95%
- Adult with Child 90%
- Two Adults 75%
- Family 70%

i. Administrators who do not participate in the M.E.A. Health Plan may be reimbursed $3,000 each year of this contract providing they produce proof of insurance elsewhere. This amount will be added to income and taxed in accordance with the law. Payment for reimbursement will occur semi-annually in the paycheck closest to December 1st and June 1st. Reimbursement does not count for retirement purposes. Those taking the $3,000 need to notify the Central Office in writing once and this benefit shall continue yearly unless otherwise noted by the recipient.

ii. The Board shall conduct a selection period from May 1st through May 30th each year, or qualifying event, of the contract during which all eligible employees currently enrolled in the health insurance program shall be given the option to remain with, or change to, one of the M.E.A. Plans provided. The effective date of changes made during the selection period shall be September 1st of the next school year.

B. **Dental Insurance**: During the term of this Agreement, the Board agrees to contribute five hundred twenty-five ($525) dollars yearly toward the cost of dental insurance.

C. **Disability Insurance**: During the term of this Agreement, the Board agrees to contribute six hundred ($600) dollars toward the cost of disability insurance.

D. **Tax Annuity Plan**: An Administrator may elect to defer a portion of his/her compensation into an annuity plan exempt from income tax as permitted by the Internal Revenue Code.

E. **Basic Life Insurance**: During the term of this Agreement, the Board agrees to contribute four hundred fifty ($450) dollars toward the cost of a Basic Whole Life Insurance Plan.

II. Retirement Plan:

For Administrators not eligible for Maine State Retirement, the Board will match a contribution towards an individual retirement plan up to four (4) percent of the Administrator's salary.

III. Cell Phone Reimbursement:

To ensure effective communication and accessibility in the performance of administrative duties, the District shall provide either a VOIP phone number or Mobile app and shall reimburse each Administrator for work-related cell phone expenses. Administrators who maintain a personal cell phone plan and use their personal device for District business shall be eligible to receive reimbursement in the amount of fifty dollars ($50.00) per month.

A. To be eligible for reimbursement, the Administrator must (a) maintain an active personal cell phone plan, (b) provide documentation verifying the plan's active status, and (c) make their personal cell phone number available to the administrative team and other individuals as deemed necessary for the performance of their official duties

B. Reimbursements shall be processed on a monthly basis following submission of the required documentation. The reimbursement is intended solely to offset the business-related portion of the Administrator's personal cell phone expenses and shall not be considered taxable income under applicable IRS guidelines.

IV. Professional Courses:

In accordance with funding, not to exceed $10,000 in the voter-approved RSU 63 budget, Administrators may apply for professionally accredited courses under the following terms:

A. Prior approval has been granted by the Superintendent,

B. The course must enhance the Administrator's performance in his/her position within RSU 63,

C. The course must be initiated and completed within the same approved fiscal year,

D. The course must be completed with a grade of "C" or better, unless the course is a required certification course and is only graded/ranked in that manner. If the Administrator fails "certification," the District will not pay any portion of the course.

E. The rate of reimbursement will be limited to the equivalent of tuition, lab fee, and registration cost of a similar course offered through the University of Maine whether or not the course is provided/taken at that academic institution.

F. Invoices must be turned in to the Business Office, with a copy of the Superintendent's prior approval, no later than June 30th of the fiscal year in which the course was approved.

G. Priority will be given to courses for certification and recertification purposes and for courses relating to the Administrator's current assignment and support of the educational needs of the RSU 63 students as determined by the Superintendent. To ensure an equitable distribution of funds, each Administrator shall be reimbursed for one course per trimester (summer, fall, spring) on a first come, first serve basis using the initial date of submission. If there are funds not committed by June 1st then those eligible Administrators may be reimbursed for additional courses until all funds are allocated.

H. The Administrator will be required to repay tuition and mandatory fees for courses in excess of one per year during participation in the program in the following circumstances:

   i. The Administrator voluntarily resigns before completing the certification program.

   ii. The Administrator resigns after fewer than three additional years of work.

V. **Professional Associations**: With prior approval by the Superintendent, the Board will authorize up to, but not more than, seven hundred fifty ($750) dollars for attendance and related costs associated with business-related meetings and conferences at the local, state, or national level. Administrators will be required to provide vouchers for registration, hotel fees, meals, mileages, dates, and agenda to qualify for reimbursement.

ARTICLE XIII
MANAGEMENT RIGHTS

Except as specifically limited by an express provision of this Agreement, all rights, powers, discretion, authority, and prerogatives of the Board are retained by and shall remain exclusively vested in the Board, which may act through an agent or designee when it so desires.

ARTICLE XIV
DURATION OF AGREEMENT

I. **Duration:**

A. This Agreement shall be effective July 1, 2026 and shall continue in effect until June 30, 2029.

B. This Agreement shall not be extended orally.

C. The Board agrees to recognize the appointed Bargaining Agent for the Admin CBU for the purpose of negotiating a successive Agreement.

II. **Applicable State Law:**

In the event there is a conflict between a provision of this Agreement and any applicable state law, valid rule or regulation adopted thereto, the applicable state law, valid rule, or regulation shall prevail as to that provision. All other provisions of this Agreement, which are not in conflict with any applicable state law, valid rule, or regulation adopted pursuant thereto, shall continue in full force and effect in accordance with their terms. In Witness Whereof of the parties hereto have caused this Agreement to be signed by their respective representatives, attested by their respective witnesses, all on the day and year stated below.

Regional School Unit No. 63
Administrators Collective Bargaining Unit

By ______________________
Its Bargaining Agent

Dated this 2 day of February, 2026

Regional School Unit No. 63
Board of Directors

By ______________________
Superintendent of Schools

By ______________________
Chair, Board of Directors

Dated this 2 day of Feb, 2026

Years of Experience	Special Services Director
0-3	$90,180
4-6	$93,420
7-9	$97,740
10-12	$102,060
13-15	$106,380

Years of Experience	Technology Coordinator
0-3	$73,980
4-6	$77,220
7-9	$81,540
10-12	$85,860
13-15	$90,180

* All RSU 63 Administrators whose pay is above 15 years of experience as of the 2026-2027 school year ("off-scale") shall receive the following increases:

- Year one of the contract (2026-2027)- $3000 above their 2025-2026 salary
- Year two of the contract (2027-2028)- $3000 above their 2026-2027 salary
- Year three of the contract (2028-2029)- $3000 above their 2027-2028 salary

* For all RSU 63 Administrators who are currently on 1-15 years of experience as of the 2026-2027 school year, and for all future new hires, there will be no "off scale" and these Administrators will remain on 15 years, when eligible based on experience.

APPENDIX A – Pay Scales/Hiring Salaries for RSU 63 Administrators

Note: Years of experience for each level are guidelines based on relevant experience as assessed by the Superintendent. The hiring salary will be based on relevant experience, education, Superintendent recommendation, and Board approval.

Years of Experience	Assistant Principal	Elementary Principal	Middle Principal
0-3	$73,980	$84,780	$90,180
4-6	$76,140	$88,020	$93,420
7-9	$79,380	$92,340	$97,740
10-12	$82,620	$96,660	$102,060
13-15	$84,780	$100,980	$106,380

Years of Experience	Director of Curriculum & Instruction
0-3	$84,780
4-6	$88,020
7-9	$92,340
10-12	$96,660
13-15	$100,980