

**Memorandum of Understanding between
Knappa School District No. 4
And**

**Oregon School Employees Association
Knappa Chapter 52**

This Memorandum of Understanding (MOU) is entered into by and between the Knappa School District No. 4 ("District") and the Oregon School Employees Association (OSEA) Knappa Chapter 52 ("Association"). The District and Association are parties to a collective bargaining agreement (CBA) with effective dates of July 1, 2025 - June 30, 2027.

This Memorandum of Understanding (MOU) outlines the substitute wage increase, for a ("Substitute Secretary") while performing duties in the School office at *Knappa School District*.

TERMS OF AGREEMENT

1. For the 2025-27 OSEA Contract per Article 9 Section 9.6, when one of the Hilda Lahti Secretaries are out on leave "without" a substitute they will receive a 10% increase in their hourly wage. If there is substitute coverage, the secretary and substitute secretary will be paid per section 9.6 of the OSEA contract. When the nurse is out, the Head Secretary and Assistant Secretary shall receive a 5% increase for additional duties, if there is a substitute secretary and the nurse is out the substitute will not receive the 5% increase.
2. Any provision of the parties' CBA not expressly modified by this MOU shall remain in full force and effect.
3. Any disputes regarding an alleged violation or the interpretation or application of this agreement shall be resolved pursuant to the grievance procedure in the CBA between the parties.
4. This MOU shall become effective upon signature of the parties and ratification by OSEA members if OSEA requires ratification, and it shall expire on June 30, 2027, unless the parties agree in writing to extend or cancel the agreement.


Andrew Labuza (Dec 5, 2025 13:57:53 PST)

12/05/2025


Cassandra Vangundy (Dec 5, 2025 14:00:40 PST)

12/05/2025


William Fritz (Dec 19, 2025 14:16:47 PST)

12/19/2025












111825 OSEA MOU Substitute Secretary

Final Audit Report

2025-12-19

Created:	2025-12-04
By:	Jennifer Morgan (morganj@knappak12.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAADNzp69DXkiHT9LE5ZW5R33Oi-F2bLrYT

"111825 OSEA MOU Substitute Secretary" History

-  Document created by Jennifer Morgan (morganj@knappak12.org)
2025-12-04 - 8:16:42 PM GMT
-  Document emailed to Andrew Labuza (andrew@osea.org) for signature
2025-12-04 - 8:16:46 PM GMT
-  Email viewed by Andrew Labuza (andrew@osea.org)
2025-12-05 - 9:56:45 PM GMT
-  Document e-signed by Andrew Labuza (andrew@osea.org)
Signature Date: 2025-12-05 - 9:57:53 PM GMT - Time Source: server
-  Document emailed to Cassandra Van Gundy (vangundyc@knappak12.org) for signature
2025-12-05 - 9:57:56 PM GMT
-  Email viewed by Cassandra Van Gundy (vangundyc@knappak12.org)
2025-12-05 - 9:58:28 PM GMT
-  Signer Cassandra Van Gundy (vangundyc@knappak12.org) entered name at signing as Cassandra Vangundy
2025-12-05 - 10:00:38 PM GMT
-  Document e-signed by Cassandra Vangundy (vangundyc@knappak12.org)
Signature Date: 2025-12-05 - 10:00:40 PM GMT - Time Source: server
-  Document emailed to William Fritz (fritzw@knappak12.org) for signature
2025-12-05 - 10:00:42 PM GMT
-  Email viewed by William Fritz (fritzw@knappak12.org)
2025-12-19 - 10:16:28 PM GMT
-  Document e-signed by William Fritz (fritzw@knappak12.org)
Signature Date: 2025-12-19 - 10:16:47 PM GMT - Time Source: server

✔ Agreement completed.

2025-12-19 - 10:16:47 PM GMT



Adobe Acrobat Sign