



Treasurer Employment Agreement

This Employment Agreement ("Agreement") is made and entered into as of the June OCUSD 220 Board of Education meeting, by and between Oregon CUSD 220 ("District") and Pat Donahue ("Treasurer").

1. Term of Employment

The District agrees to employ the Treasurer, and the Treasurer agrees to serve the District, for the school years 2024-2025 and 2025-2026 ("Term").

2. Compensation

The Treasurer will receive an annual compensation of \$5,000, payable in two annual installments over the Term of this Agreement.

3. Core Responsibilities

The Treasurer's core responsibilities shall include, but not be limited to:

- a) Monthly reconciliation of district funds to ensure accuracy and accountability.
- b) Completion of monthly updates in the format agreed upon by Dr. Caposey and Mr. Donahue.
- c) Sharing of the monthly updates with the Board of Education in a timely manner.

4. Reporting

The Treasurer shall report directly to Dr. Caposey or his designated representative regarding the Treasurer's responsibilities and duties.

5. Performance Evaluation

The Treasurer's performance will be evaluated annually by the District, based on the Treasurer's fulfillment of the core responsibilities outlined in this Agreement.

Mission: Educate students to be lifelong learners who are productive, responsible citizens.



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6. Termination

Either party may terminate this Agreement with written notice to take place 90 days after written notice is received.

7. Confidentiality

The Treasurer agrees to maintain the confidentiality of all financial information and records of the District.

8. Signatures

By signing below, the parties acknowledge that they have read, understood, and agreed to the terms and conditions of this Employment Agreement.

Bryan Wills, Board of Education President

Date: _____

PJ Caposey, Superintendent

Date: _____

Pat Donahue, Treasurer

Date: _____

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