

Reynolds Administrative Agreement
July 1, 2024 to June 30, 2027

THIS AGREEMENT is made and entered into on the 1st Day of July 2024, by and between Reynolds School District No. 7, acting through its Superintendent, hereinafter referred to as “District” and the Reynolds Administrative Group, representing all licensed administrators, non-licensed administrators, supervisory staff, administrative professionals and all district office confidential staff as defined in Appendix A, hereinafter referred to as “Administrative Group.”

WHEREAS, certain Administrative Staff and Office Staff employed by the Reynolds School District have been placed together for the purpose of applying common terms of employment and benefits; and

WHEREAS, the District has entered into an agreement with the Administrative Group dated July 1, 2024 and which covers the period from July 1, 2024 through June 30, 2027.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. STATUS OF AGREEMENT

This Agreement shall remain in full force and effect from July 1, 2024 through June 30, 2027, subject to all of the provisions set forth herein, unless modified by mutual consent or agreement in writing by the District and the Administrative Group. Proposed modifications to this Agreement shall be subject to discussion at mutually arranged meetings between the District through its Board representative(s) and the Administrative Group representatives.

No later than December 15th of the school year prior to the year in which this agreement expires, both parties agree to enter into discussion over a successor agreement with the intent to reach mutually satisfactory terms by June 1 of that school year.

It is understood that all monetary provisions of this agreement are contingent upon resources of revenue sufficient to fund such provisions. Should district funding fall short of meeting the economic provisions of this agreement, Board of Education representatives and/or their designee shall meet with Reynolds Administrative Group representatives in a meet and confer session to discuss the related issue(s).

2. COMPENSATION

SALARY

For the period of July 1, 2024 through June 30, 2027 the District shall pay each member of the Administrative Group in accordance with the revised salary schedule in Appendix A of this Agreement.

Any member of the Administrative Group who holds a doctoral degree (Ph.D., Ed.D., J.D., etc) shall receive an additional \$3000 per year in salary in recognition.

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The District shall deduct payroll taxes as required by law. This compensation shall be paid in twelve (12) equal monthly installments and shall begin no later than 30 days following the Administrative Group member's first day of employment, in accordance with the rules of the Board governing payment of other professional staff members in the District.

Any adjustment in salary made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract.

BENEFITS

TAX DEFERRED ACCOUNTS

Each licensed administrator and non-licensed administrator will be paid a \$400 (four hundred dollar) monthly amount to be used for a qualified 403B plan.

Each administrative professional employee will be paid a \$200 (two hundred dollar) monthly amount to be used for a qualified 403B plan.

Confidential employees are eligible for overtime and are therefore not paid a benefit for tax deferred accounts.

CELL PHONE

The District recognizes the need for some members of the Administrative Group to carry a cell phone to conduct business and comply with the emergency communication plan utilizing text communications. In lieu of the District providing a cell phone, members of the Administrative Group, as need is identified by their supervisor, shall be paid a stipend of \$60.00 per month to defray the costs of the cell phone usage.

IN-DISTRICT & PORTLAND METROPOLITAN AREA TRANSPORTATION

Each licensed administrator and non-licensed administrator will be paid a monthly stipend for in-district and Portland metropolitan area travel or may elect a Tax Sheltered Annuity (TSA) plan in place of the travel allowance, as an estimated mileage payment.

Type	Elementary	Middle School/RLA	Central Office/RHS
Travel Allowance	\$50	\$75	\$125
TSA Plan	\$50	\$75	\$125

This payment election may be changed each year by July 1, by informing HR in writing.

Each supervisor, administrative professional and district office confidential staff will be reimbursed for in-district and Portland metropolitan area travel at the current IRS rate, unless using a district provided vehicle.

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INSURANCE COMPENSATION

MEDICAL, VISION & DENTAL

The District shall provide a choice from any district-approved medical, vision and dental coverage insurance programs available at single, two-party or family rate at no cost to the Administrative Group.

For Administrative Group members selecting high deductible insurance plans, that may be accompanied by a Health Savings Account (HSA), the District will, upon request, frontload the HSA up to the IRS allowable maximum. If the Administrative Group member leaves the District prior to completing the year, the Administrative Group member shall repay the monthly contribution(s) that were frontloaded for any months that have not yet been earned.

The District shall provide a \$600 per month TSA option for any Administrative Group member who provides proof of other creditable coverage and elects not to use a district provided medical insurance plan.

The District shall attempt to maintain the existing carrier and coverage; however, the District has the sole discretion to change plans as determined by the District.

New employees starting work prior to the 15th day of a month shall be eligible for insurance effective the first of the next month. New employees starting work on or after the 15th day of a month shall be eligible for insurance effective the first of the second month after beginning employment.

LONG-TERM DISABILITY INSURANCE

The District provides a Long-Term Disability Insurance plan for each Administrative Group member for the duration of this agreement. Please see Appendix B. Benefits begin following a 90-day waiting period.

TERM LIFE INSURANCE

Each Administrative Group member working a minimum of 1.0 FTE will receive a Term Life Insurance benefit of \$150,000 with premiums paid for by the District.

3. RETIREMENT PROVISIONS

When an administrative group member retires, under the provision of PERS, and has been employed by the district for the past consecutive nine years, the following retirement package will be extended:

1. The administrator will receive individual or two-party medical and vision coverage and individual dental insurance until Medicare age. At the time of retirement, the

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cost of the coverage becomes the cap on the district's cost. If the insurance premiums go up, the retired employee will pay the difference between the new cost and the cap amount.

2. If the retired administrator reaches Medicare age before the spouse, he/she may continue spouse's coverage at his/her own expense.
3. After the maximum payout for coverage is reached, the administrator may choose to continue coverage out of pocket, until reaching Medicare qualification.
4. There are no provisions for pay out of unused sick pay or vacation days.

Any administrator group member hired after the 2013-2014 school year will not receive the above listed retirement provisions.

4. WORK YEAR/HOLIDAYS/VACATIONS/SICK LEAVE/PAID LEAVE

WORK YEAR

All licensed and non-licensed administrators will receive a contract for a 235 day work year. All supervisors, administrative professionals and district office confidential staff will work a 240 day work year.

Of these days, 12 will be paid holidays as noted below. By July 1 of each contract year, all members of the Administrative Group will submit to their supervisor, a calendar outlining their work year. The administrative work year must include one week after teachers are finished for their year and the two weeks before teachers are to return or a start date communicated by the Superintendent to coordinate start of the year training and meeting schedules. Building administrators will schedule all non-contract days on non-student contact days.

Any requests for an exception to these parameters will be submitted in writing to the superintendent for consideration.

Administrators required to work beyond their contract days must be pre-approved by the superintendent.

PAID HOLIDAYS

The following Days, or the days they are observed, will be honored as "Paid Holidays," and are included in the Administrative Group work year, as outlined above:

- | | | |
|---------------------|---------------------------|---------------------------|
| 1. Independence Day | 5. Day After Thanksgiving | 9. Martin Luther King Day |
| 2. Labor Day | 6. Christmas Eve Day | 10. President's Day |
| 3. Veteran's Day | 7. Christmas Day | 11. Memorial Day |
| 4. Thanksgiving Day | 8. New Years Day | 12. Juneteenth |

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NON-CONTRACT DAYS

All licensed and non-licensed administrators with unused non-contract days must submit a plan by June 30 of the current contract year to their supervisor and to Human Resources to use them by the second Monday of August of the new contract year.

SICK LEAVE

Employees who are absent because of personal illness or injury or pregnancy shall receive compensation during such absence in accordance with the following provisions:

1. All employees shall be granted twelve (12) days sick leave during each school year. Such sick leave shall be credited to said employees on the first day of the fiscal year. In the case of employees who begin service after the first day of the fiscal year, sick leave days shall be credited on the first day of the employment and shall be prorated.
2. Sick leave days shall accumulate on an unlimited basis.
3. An employee who has accumulated sick leave during employment in another Oregon school district, and who was so employed during the preceding year, shall, upon proper verification, be allowed to transfer into this District, the number of sick leave days so accumulated, as allowed by Oregon Statute.

Employees who leave the district shall, upon proper verification, be allowed to transfer to another district the number of sick leave days so accumulated, as allowed by Oregon Statute.

4. It is understood that all sick leave benefits are immediately and automatically canceled upon termination of employment by resignation or discharge by the District and no payment for unused accumulated sick leave is due.
5. Family Illness: Accumulated sick leave may be used in accordance with current FMLA/OFLA leave laws in the case of an employee's own serious illness or to care for the employee's immediate family members.
6. During the month of May, each employee shall be given a written accounting of his/her accumulated sick leave.
7. Verification – a grant of sick leave in excess of five (5) consecutive days may be verified by a written statement from the employee's attending physician or practitioner that the injury or illness prevents the individual from work. If the absence is extended over successive pay periods, these verifications must be submitted regularly each month or worded in such a way by the physician as to

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indicate the length of absence.

Illness of less than five (5) days' duration may require verification, if requested by the Superintendent or designee.

8. Unused accumulated sick leave will be able to be applied to the individual's retirement formula if allowed by Oregon Revised Statutes.
9. Any employee who has used all accrued sick leave and any available sick leave from a sick leave bank, and is unable to return to work immediately following exhaustion of such sick leave shall be granted an unpaid medical leave for the remainder of the school year or for a period to be specified by the employee and his/her physician, but in no case for more than the balance of the school year.

PAID LEAVE

Employees shall be entitled to the following leaves of absences with full pay each school year:

1. Emergency Leave

Employees shall be granted emergency leave with full pay in the amount of up to four (4) days per school fiscal year. Emergency leave does not accumulate from year to year.

This leave may be granted for the following reasons:

- Serious illness or serious injury to a party in the employee's immediate family*
- Major family events (such as, but not limited to, graduation, wedding, birth, return from overseas military deployment)
- Serious household emergencies (any emergency which cannot be cared for outside of the regular work day)
- Funerals for close friends
- Personal emergency. A maximum of one day per year may be granted in the event of an emergency of a confidential nature. However, the employee must indicate the general category of the personal emergency on the appropriate request leave form.

Requests for emergency leave should be made at least five (5) days in advance, when such action is feasible. Absences made necessary for emergencies may be approved if application is made immediately (within three (3) school days) upon return to service. All denials will be reviewed automatically by the Superintendent or designee.

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Upon request, an additional three (3) days of emergency leave may be approved at the discretion of the Superintendent or designee.

Other days missed because of personal business or emergencies will be taken as non-contract days or be non-paid. The exception to this shall be religious obligations which cannot be satisfied outside of the regular workday.

2. Legal Proceedings

Any employee summoned to serve on a jury or subpoenaed to appear at a legal proceeding shall be granted paid leave of absence for the duration. No paid leave of absence shall be granted in a case brought by the employee against the District. In a case initiated by the employee for the purpose of promoting the employee's business interests, such leave shall be considered under the provisions of Personal Leave. Any fee the employee receives for service, excluding money received for expenses for either jury duty or court appearances, shall be remitted to the District.

3. Injury on Duty

Absence due to a compensable injury, as defined in ORS 656.005(7)(A) and incurred in the course of the employee's employment, shall not be charged totally against the employee's sick leave day(s). The District shall pay to such employee the difference between his/her regular salary and the benefits received by him/her under the Oregon Workmen's Compensation Law and applied against sick leave on a pro-rated basis of the employee's salary. The District's obligation ends when the employee's sick leave days are exhausted.

4. Military Leave

In accordance with ORS 408.290, any employee who has been employed by the District for a period of six (6) months or more is entitled to a leave of absence from duties for military duty for a period of time not to exceed fifteen (15) days in any one calendar year without loss of time, pay, or regular leave. An employee shall notify the District of the dates of military leave within ten (10) days after receipt of military call-up orders or if a specific request is made by the employee within ten (10) days following the request.

5. Bereavement

District employees shall be allowed up to three (3) days of absence with pay per occurrence for a death in the immediate family*.

At the discretion of the Superintendent or designee, leaves may be extended.

* *Immediate family* shall include the employee's spouse, father, mother, son, daughter, brother, sister, grandparents, grandchildren, step-parents, aunts, uncles,

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nieces, nephews, in-laws and/or persons sharing a close personal relationship that includes a responsibility for common welfare.

5. PROFESSIONAL DEVELOPMENT

TUITION

The District will provide full tuition cost for up to six (6) Graduate Level hours at an accredited institution per year of this agreement for each licensed and non-licensed administrator and supervisor at a cost basis of a Portland State University (PSU) graduate level credit course.

Tuition reimbursement shall be used for approved work related coursework and towards all course fees, excluding books.

Tuition pre-payments may be made in advance of a class, on approval from the Executive Director of Human Resources, with a District purchase order. Successful completion of the class will be submitted to Human Resources. If the class is not successfully completed within three

(3) months or one (1) class term, the tuition payment will be returned to the District by the employee.

CONFERENCES (This section shall be suspended for the 2024-25 school year)

Each member of the Administrative Group may receive up to \$1,500.00 (one thousand five hundred dollars) per year towards conference related expenses including registration, travel, lodging and meals. Funds must be applied for through the Executive Director of Human Resources and approval will come from the Superintendent or designee. Application must show the correlation between the content of the conference and the District Goals.

Administrators may elect to use the unused remaining conference dollars towards additional tuition reimbursement costs for a given year, with the approval of the Superintendent or designee.

PROFESSIONAL DUES

For licensed and non-licensed administrators, the District will pay up to \$850 per fiscal year of COSA or other appropriate professional dues and the appropriate related state organization and the national parent organization. As examples, but not limited to: (local) AOSE, OASSA, OESPA, OACOA and (national) AASA, NASSP, NAESP, NWEA, OMLA, and OALA.

For supervisors and District office confidential staff, the District will pay up to \$350 of professional dues per fiscal year for associations and organizations that relate to current position in the District.

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6. EVALUATION OF ADMINISTRATORS

All evaluation procedures will be those as described in District policy, state law or state regulation.

GOALS AND EVALUATION FOR CONTRACT ADMINISTRATORS

Before November 15th of the first year of the licensed administrator's contract, the administrator and the Superintendent or Superintendent's designee shall confer and establish reasonable performance goals for the administrator. Before June 30th of the second year of the contract, the District shall provide to the licensed administrator, in writing, a performance evaluation based upon these goals.

7. EXTENSION OF CONTRACTS

The District will follow ORS 342.

8. TRANSFER AND REASSIGNMENT

The District reserves the right to transfer or reassign all administrators.

9. LAY OFF

If a lay off is necessary due to the District's lack of funds or an administrative decision, lay off decisions will be based on seniority and qualifications as determined by the Superintendent.

10. NUMBER, GENDER AND CAPTION

As used herein, the singular shall include the plural and the plural the singular. The masculine and neuter shall each include the masculine, feminine and neuter, as the context requires. All captions used herein are intended solely for the convenience of reference and shall in no way limit any of the provisions of this Agreement.

11. APPLICABLE LAW

This Agreement is subject to all applicable laws of the State of Oregon, rules and regulations of the State Department of Education, and rules and regulations of this Board, all of which are made a part of the terms and conditions of this Agreement as set forth herein.

12. ENTIRE AGREEMENT

The parties declare and represent that no promise, inducement, or agreement not expressed herein has been made to the parties and that this release contains the entire

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agreement between the parties hereto and the terms of this Agreement are contractual and not a mere recital.

13. SEVERABILITY

If any provision of this Agreement shall be invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement shall not be in any way impaired.

14. WAIVER

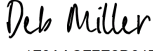
A provision of this Agreement may be waived only by a written instrument executed by the party waiving the compliance thereto. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of any such provision or any other provision.

15. AMENDMENTS


This Agreement may be amended only by an instrument in writing executed by all parties.


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IN WITNESS, WHEREOF, the District, pursuant to the authority of its Superintendent, has caused two originals of this Agreement to be signed in the name of the District by the Superintendent, and the designees of the Administrative Group has hereunto affixed her hand and seal the day and year herein above mentioned.

<div><div>DocuSigned by:</div><div></div><div><small>1F9AACF7E2D64B8...</small></div><div>_____ Administrator Representative, Deb Miller</div></div>	<div>7/3/2024</div> <div>_____ Date</div>
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<div><div>DocuSigned by:</div><div></div><div><small>9C5FAC48CA8F4FB...</small></div><div>_____ Confidential / Supervisor Representative, Jill Hunter</div></div>	<div>7/3/2024</div> <div>_____ Date</div>
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<div><div></div><div>_____ Superintendent, Dr. Frank Caropelo</div></div>	<div>07/03/2024</div> <div>_____ Date</div>
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<div><div></div><div>_____ Board Chair, Ana Gonzalez Muñoz</div></div>	<div>07/03/2024</div> <div>_____ Date</div>
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Reynolds Administrative Agreement: Appendix A

Salary Schedules for July 1, 2024 to June 30, 2027

Executive Administrator = Executive Director, High School Principal

Administrator II = Assistant Director, Coordinator

Administrator IV = Director, Middle School Principal

Administrator I = Elementary & Middle Asst Principals, Alt Ed. Asst Principal

Administrator III = Elementary Principal, Alt Ed. Principal, High School Asst Principal

YEAR 1 - 2024-25									
Steps Issued & 5% COLA	Days	Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Licensed Administrators									
Executive Administrator	235	LA	144,400	147,288	150,234	153,239	156,304	159,430	162,618
Senior Administrator	235	LA	136,872	139,610	142,402	145,250	148,155	151,118	154,141
Administrator IV	235	LA	129,737	132,332	134,978	137,678	140,431	143,240	146,105
Administrator III	235	LA	124,150	126,633	129,166	131,749	134,384	137,072	139,813
Administrator II	235	LA	120,534	122,945	125,404	127,912	130,470	133,079	135,741
Administrator I	235	LA	117,023	119,364	121,751	124,186	126,670	129,203	131,787
Administrative Professional									
Supervisor II	240	S	95,660	97,573	99,523	101,513	103,543	105,612	107,725
Supervisor I / Specialist III	240	S	89,421	91,207	93,031	94,891	96,787	98,722	100,696
Specialist II	240	S	83,584	85,256	86,960	88,698	90,471	92,279	94,124
Specialist I	240	S	78,133	79,695	81,289	82,912	84,570	86,260	87,985
Specialist	240	S	66,081	67,402	68,748	70,123	71,524	72,955	74,414

YEAR 2 - 2025-26									
Steps Issued & 4% COLA	Days	Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Licensed Administrators									
Executive Administrator	235	LA	150,176	153,180	156,244	159,369	162,556	165,807	169,123
Senior Administrator	235	LA	142,347	145,194	148,098	151,060	154,081	157,163	160,306
Administrator IV	235	LA	134,926	137,625	140,377	143,185	146,049	148,970	151,949
Administrator III	235	LA	129,116	131,699	134,333	137,019	139,760	142,555	145,406
Administrator II	235	LA	125,356	127,863	130,420	133,028	135,689	138,403	141,171
Administrator I	235	LA	121,704	124,138	126,621	129,154	131,737	134,372	137,059
Administrative Professional									
Supervisor II	240	S	99,487	101,476	103,504	105,573	107,685	109,836	112,034
Supervisor I / Specialist III	240	S	92,997	94,855	96,752	98,686	100,659	102,671	104,724
Specialist II	240	S	86,928	88,666	90,438	92,246	94,090	95,971	97,889
Specialist I	240	S	81,258	82,883	84,540	86,229	87,953	89,710	91,505
Specialist	240	S	68,724	70,098	71,498	72,927	74,385	75,873	77,391

YEAR 3 - 2026-27									
Steps Issued & 2% COLA	Days	Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Licensed Administrators									
Executive Administrator	235	LA	153,180	156,244	159,369	162,556	165,807	169,123	172,506
Senior Administrator	235	LA	145,194	148,098	151,060	154,081	157,163	160,306	163,512
Administrator IV	235	LA	137,625	140,377	143,185	146,049	148,970	151,949	154,988
Administrator III	235	LA	131,699	134,333	137,019	139,760	142,555	145,406	148,314
Administrator II	235	LA	127,863	130,420	133,028	135,689	138,403	141,171	143,994
Administrator I	235	LA	124,138	126,621	129,154	131,737	134,372	137,059	139,800
Administrative Professional									
Supervisor II	240	S	101,477	103,505	105,574	107,685	109,839	112,033	114,275
Supervisor I / Specialist III	240	S	94,857	96,752	98,687	100,660	102,672	104,725	106,818
Specialist II	240	S	88,666	90,440	92,247	94,091	95,972	97,890	99,847
Specialist I	240	S	82,883	84,541	86,231	87,953	89,712	91,504	93,335
Specialist	240	S	70,098	71,500	72,928	74,386	75,873	77,391	78,939

Longevity Stipend (Years Under RAA Agreement):

Starting after the fifth year (5) under this agreement, RAA members shall receive a 1% salary adjustment, then an additional 1% increase for every five (5) years of service (5 yrs. = 1%, 10 yrs. = 2%, 15 yrs. = 3%, etc.).

5 Years	10 Years	15 Years	20 Years	25 Years
1% of Salary	2% of Salary	3% of Salary	4% of Salary	5% of Salary