

Nestucca Valley School District

Nestucca Valley Junior / Senior High School
34660 Parkway Drive ♦ Cloverdale, Oregon 97112 ♦ (503) 392-3194

Board of Director's Meeting
Jr/Sr High School Library
May 10th, 2021 • 6:30 PM

Zoom Meeting

<https://us02web.zoom.us/j/88639523681?pwd=ekRiQ3pJM2FCaHNJRDDpNGVBNS9uZz09>

Dial in phone #: (669) 900-6833
Meeting ID: 886 3952 3681
Passcode: 727388

The Nestucca Valley School Board encourages public input. Persons wishing to address the Board on school related issues, are invited to do so, either when the item is presented on the agenda, or under the "Public Comments" section. In the interest of time and order, presentations from the public are limited to three (3) minutes per person, and the total time for individual agenda items shall not exceed twenty (20) minutes. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comments, please complete a Public Comment Form and turn it in to the Assistant to the Superintendent. The Board requests complaints or charges against an employee be held in Executive Session. Individuals who require disability-related accommodations or modifications to participate in the Board meeting should contact the Superintendent in writing prior to the meeting.

AGENDA

1.0 OPENING BUSINESS—Jr/Sr High School Library

1.1 Public Session Call To Order

1.2 Flag Salute

1.3 Attendance:

- Annis Leslie
- Emily Hurliman
- Diane Boisa
- Bill Hagerty, Board Vice-Chair
- Evan Carver, Board Chair
- Misty Wharton, Superintendent
- Ken Richwine, Junior-Senior High Principal
- Megan Kellow, Special Programs Administrator
- Chad Holloway, Elementary Principal
- Approval of Agenda – May 10, 2021

Recommendation: Approval of Agenda

MOTION: _____ **2nd:** _____ **AYES:** _____ **NOES:** _____ **ABSTAIN:** _____

2.0 COMMUNITY/SCHOOL PRESENTATIONS

Student presentation: Video

3.0 PUBLIC COMMENT

***Opportunity for Citizens to address items not on the Agenda. Persons wishing to address the Board on any school related issue not listed elsewhere on the agenda are invited to do so now. Board Members are limited, but not required, to give a brief response to public statements or questions regarding non-agenda items.*

4.0 CONSENT AGENDA—consolidated motion

***The purpose of the Consent Agenda is to expedite action on routine agenda items. These items will be acted upon with one motion, second and approval of the Board, unless a member of the board or public wishes to pull the item for individual discussion and action. All matters listed under Consent Agenda are those on which the board has previously deliberated or can be classified as routine items of business. **There will be no separate discussion of these items prior to the vote by the Board unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent Agenda.** Members of the public who wish to speak on an item must first fill out a public comment card.*

4.1 Board Minutes from April 12th, 2021 (Attachment 4.1)

4.2 April 2021 Financial Report (Attachment 4.2)

4.3 Ratification of Employment (Attachment 4.3)

4.4 Confidential Contract (Attachment 4.4)

5.0 ACTION /DISCUSSION

6.0 INFORMATION/ DIRECTOR QUESTIONS

6.1 Admin Reports

6.2 Board of Director updates

6.3 Facilities work session – Choose a date

6.4 Trimester vs. semester for the 2021-2022 school year

7.0 FURTHER BUSINESS

8.0 ADJOURNMENT

Any documents that are public records and are provided attachments to public session items on this agenda and are accessible to the public on the District's Website, with the exception of documents provided at the time of the meeting. Documents that are public records, and are provided at the time of the meeting to a majority of the Board regarding a public session item, will be made available for public inspection upon request to the Superintendent's Assistant.

Nestucca Valley School District

4.1

Board of Director's Meeting

Minutes-April 12, 2020

OPENING OF PUBLIC SESSION

Director Carver called the Public Session to order at 6:31 pm following the budget committee meeting. Director Carver led the Pledge of Allegiance.

Attendance:

- X - Annis Leslie (via zoom)
- X - Emily Hurliman (via zoom)
- X - Diane Boisa
- X- Bill Hagerty
- X - Evan Carver
- X - Misty Wharton, Superintendent
- X - Ken Richwine, JSHS Principal
- X- Megan Kellow, Student Services Director
- X- Chad Holloway, Elementary Principal
- X – Diane Wilkinson, NVELC Director

Patron, Students and Staff: Tevin Gianella, Sharman Ensminger, Kathleen Serven, Danny Maddox

Approval of Agenda-April 12, 2021

MOTION: Diane Boisa 2nd: Bill Hagerty **AYES:** 5 **NOES:** 0 **ABSTAIN:** 0

COMMUNITY/SCHOOL PRESENTATIONS

- Student Body Report: Danny Maddox (Student Body President) provides updates. He reports that wearing masks at school has been “weird,” but everyone is happy to be back in the buildings. The Student Council is planning a meeting (hopefully this week). The Student Council would also like to do some morale boosters and would like to plan a “spirit week.” Finally, Danny mentions that there has been some parental concerns that screen time has increased since returning to Hybrid with longer days for students that are in CDL on A or B days.
- School Presentation: Sharman Ensminger (Elementary Counselor/504 coordinator) presents a new opportunity for students via a program entitled, “The Diverse Educators Pathways Grow Your Own Connectors.” This program is via NWRESD. Their mission statement: Diverse Educator Pathways is designed to fill critical shortages of bilingual and/or culturally competent teachers in the county through an innovative and collaborative “grow your own” program in collaboration with Washington County & Tillamook County School districts, Northwest Regional Education Service District, regional universities, and regional community colleges. Participants agree to interview and

return to their home district upon successful completion of their licensure program. Sharman and the rest of the counseling team will support this program within the Nestucca Valley School District. The team hopes to, “nurture and cultivate the talent we have locally.” More updates to come.

PUBLIC COMMENT

- Community Member, April Bailey, expressed concerns regarding several policies that the Board would be voting to adopt. She specifically cited Policy ACB, ACB-AR, IJ, JB, JBCM and IJ. She asked the board to submit these policies to the Policy Committee for review before adopting them.

CONSENT AGENDA-Consolidated Motion

- Board Minutes from March 8, 2021
- March 2021 Financial Report
- Ratification of Employment
- Quarterly Financial Statement of Assurances
- Second Reading of Policy

PROPOSED ADDITIONS AND AMENDMENTS

ACB
ACB-AR
BBB
GCBDA/GDBDA-AR(1)
GCBDA/GDBDA-AR(2)
GCBDA/GDBDA-AR(4)
GCBDA/GDBDA-AR(1)
GCPC/GDPC
IJ
IKFB
JB
JHH
JFCM

PROPOSED DELETIONS

LBE-AR
IJ
GCPC/GDPC

MOTION: Bill Hagerty 2nd: Diane Boisa AYES: 5 NOES: 0 ABSTAIN: 0

ACTION DISCUSSION

- None

INFORMATION/DIRECTOR QUESTIONS

- Administration Reports

1. Chad Holloway-Elementary Principal

- Discusses PreK and the value of developing our relationship with the preschool. He reports that students that attend NVELC are better prepared for Kindergarten.
- Updates regarding pick-up and drop off procedures at the Elementary.
- Reports that the district has started to look into interviewing and hiring a professional cleaning company. The District has struggled to find and retain custodians. Due to the additional space that needs to be cleaned (Covid 19 adding additional cleaning requirements, as well as NVELC and the increased size of the Elementary building); Mr. Holloway believes this is a good solution.
- Reports that Kerrin Swanson (school nurse) is creating training opportunities for staff to align student health and well-being.
- Discusses training and preparation of the staff for the students to return on March 30th for Hybrid. Lots of excitement for their return!
- Talks about the playground and recess rules related to COVID 19.
- The maintenance department (Logan Kellow and Bill Wilkinson) have been working hard to prepare the fields for baseball and softball. The fields look great. Mr. Holloway also gave a shout out to Ron Kellow for volunteering his time to help get the fields ready for the spring sports season.

2. Ken Richwine-Junior Senior High Principal

- Just finished fall sports on April 2nd and will start spring sports on April 5th. The volleyball team participated in District Playoffs on April 6th.
- Discusses staff and building preparation for students returning on the March 30th. Mr. Richwine reports that everyone is adapting to the changes pretty well and he is happy to see the positivity coming from the students since they have returned.
- As mentioned, baseball, softball and track seasons are starting. Spectators will be allowed to be present during games/meets on a trial basis. All spectators will be required to wear masks, socially distance, keep separated from competitors and use designated restrooms, entrances and exits.
- Reports that the Junior-Senior High will be welcoming a guest speaker, Brian Wilson, to speak on kindness and resilience. This is part of our 9th grade Student Success Team planned activities. Mr. Wilson will present to all students virtually. The 9GS team is also continuing virtual "hangouts" and an afterschool study hall.

3. Diane Wilkinson, NVELC Director

- Reports that things are going well and the students are playing outside with the focus being on social emotional health.
- Continuing to offer zoom and packets to students. Parents have been kind, patient and very careful about possible illnesses.
- Reports that she, and school nurse Kerrin Swanson, are working on a plan for students that are asymptomatic.
- Discusses Grant work around family engagement (Ready K) and dual language programs.
- April 14th is registration day for the '21-'22 school year.
- Reports that the NVELC feels supported and is happy to be a part of the team!

4. Megan Kellow, Student Service Director

- Updates Federal Programs Audit progress.
- Updates special education testing and evaluations process for the remainder of the '20-'21 school year.
- Updates ODE collections submittals.
- Gives shout outs to SPED team for their flexibility and hard work.

5. Misty Wharton, Superintendent

- Reports that finally having our students back in the buildings and seeing them is the true “joy of the job.” She also mentions that our 6th grade students did an impressive essay assignment about their experiences and feeling about the last year and finally being back in Hybrid. She plans to get copies of those essays to the Board Members.
 - Tillamook county is now considered, “high risk.” Many variables may have caused this. It should be noted that if the metrics had not been recently updated, our county numbers would have caused our high school to shut down and return to full time CDL. Due to this, our job now is make sure every effort is being put in to mitigate the risk for our students and staff.
 - Acknowledges that there are some schools that have opened their buildings to students five days per week. Transportation, and the requirements to safely transport students, continues to be a very big challenge for our district.
- Bond updates:
1. The District Office is now out of the TBCC building and into the permanent offices at the K-8.
 2. Floor in original elementary gym has been sanded and is ready to paint.
 3. The Kitchen floor and appliances are installed.

4. Looking forward, the new focus will be on developing the back fields behind the K-8. Plans still need to be developed. More to come in the future.

- Budget meeting next week.

- Summer school discussion

- Graduation-Misty and Ken will be focusing on that.

- Radon Testing

- Mr. Holloway gives updates regarding this mandated testing. In January, testing indicated elevated levels of Radon in the "old" shop by the Junior-Senior High. Discussion regarding possible new shop project to mitigate this.

- Board of Directors Update

None

FURTHER BUSINESS

Having no further business, Director Carver adjourned the meeting at 7:26 pm.

**Nestucca Valley School District
Financial Report
2020-21**

For Period Ending April 30, 2021

General Fund - Revenue & Expenditures by Object Code

	Budget	Actual	Encumbrances	Variance
Revenue:				
1111 Current Taxes	\$ 5,918,000	\$ 6,003,268	\$ -	\$ 85,268
1112 Prior Taxes	150,000	136,726	-	(13,274)
1114 PILOT	-	2,184	-	2,184
1190 Interest on Taxes	7,500	365	-	(7,135)
1411 Transportation Fees/Other	-	-	-	-
1510 Interest	62,000	16,286	-	(45,714)
1790 Extra Curricular Activities	-	-	-	-
1920 Contributions & Donations	2,500	-	-	(2,500)
1960 Recovery of Expenditures	10,000	17,078	-	7,078
1990 Miscellaneous Revenue	30,000	959	-	(29,041)
1991 E-Rate Reimbursement	-	13,920	-	13,920
Total Local Revenue	6,180,000	6,190,786	-	10,786
2101 County School Fund	500,000	289,460	-	(210,540)
Total Intermediate Revenue	500,000	289,460	-	(210,540)
3103 Common School Fund	45,000	24,045	-	(20,955)
3104 State Timber Revenue	300,000	643,232	-	343,232
3199 Unrestricted Revenue	30,000	-	-	(30,000)
3204 Driver Education	-	-	-	-
3299 Other Restricted Grants in Aid	-	-	-	-
Total State Revenue	375,000	667,277	-	292,277
4300/4500 Federal Revenue	-	-	-	-
Total Federal Revenue	-	-	-	-
5400 Beginning Fund Balance	2,300,000	3,112,175	-	812,175
Total Other Sources	2,300,000	3,112,175	-	812,175
Total Revenues	\$ 9,355,000	\$ 10,259,698	\$ -	\$ 904,698
Expenditures:				
100 - Salaries	\$ 3,566,257	\$ 2,306,188	\$ 840,851	\$ 419,218
200 - Benefits	2,564,347	1,616,947	595,997	351,403
300 - Purchased Services	705,594	333,951	198,057	173,586
400 - Supplies & Materials	416,887	204,234	150,929	61,724
500 - Capital Outlay	-	-	-	-
600 - Other Objects	276,915	331,997	7,019	(62,101)
700 - Transfers	625,000	375,000	250,000	-
800 - Operating Contingency	600,000	-	-	600,000
800 - Unappropriated EFB	600,000	-	-	600,000
Total Expenditures	\$ 9,355,000	\$ 5,168,317	\$ 2,042,853	\$ 2,143,830

**Nestucca Valley School District
Financial Report
2020-21**

For Period Ending April 30, 2021

Special Revenue Funds - Revenue & Expenditures by Object Code

	Budget	Actual	Encumbrances	Variance
Revenue:				
Local Revenue	\$ 440,000	\$ 90,804	\$ -	\$ (349,196)
State Revenue	1,728,709	576,951	-	(1,151,758)
Federal Revenue	1,111,143	875,198	-	(235,945)
Interfund Transfers	625,000	375,000	250,000	-
Beginning Fund Balance	200,000	455,342	-	255,342
Total Revenues	\$ 4,104,852	\$ 2,373,295	\$ 250,000	\$ (1,481,557)
Expenditures:				
100 - Salaries	\$ 869,411	\$ 608,380	\$ 250,313	\$ 10,718
200 - Benefits	674,329	455,048	202,854	16,427
300 - Purchased Services	390,775	180,722	93,536	116,517
400 - Supplies & Materials	1,083,998	649,735	92,563	341,700
500 & 600 - Capital & Other Objects	300,000	594,551	101,323	(395,874)
700 - Transits	730,000	525,573	190,941	13,486
800 - Reserved for Next Yr	56,339	-	-	56,339
Total Expenditures	\$ 4,104,852	\$ 3,014,009	\$ 931,530	\$ 159,313

**Nestucca Valley School District
Financial Report
2020-21**

For Period Ending April 30, 2021

General Fund - Revenue & Expenditures by Function Code

	Budget	Actual	Encumbrances	% Remaining	Variance
Revenue:					
Local Revenue	\$ 6,180,000	\$ 6,190,785	\$ -	-0.17%	\$ 10,785
Intermediate Revenue	500,000	310,460	-	37.91%	(189,540)
State Revenue	375,000	667,277	-	-77.94%	292,277
Federal Revenue	-	-	-	0.00%	-
Beginning Fund Balance	2,300,000	3,112,175	-	-35.31%	812,175
Total Revenues	\$ 9,355,000	\$ 10,280,697	\$ -	-9.90%	\$ 925,697
Expenditures:					
1000- Instruction	\$ 3,866,897	\$ 2,176,448	\$ 1,000,231	17.85%	\$ 690,218
2000- Support Services	3,540,688	2,539,906	790,000	5.95%	210,782
5100- Debt Service	122,415	76,964	2,622	34.99%	42,829
5200- Transfers	625,000	375,000	250,000	0.00%	-
6100- Operating Contingency	600,000	-	-	100.00%	600,000
7000- Unappropriated EFB	600,000	-	-	100.00%	600,000
Total Expenditures	\$ 9,355,000	\$ 5,168,318	\$ 2,042,853	22.92%	\$ 2,143,829

For Period Ending April 30, 2021

Special Revenue Funds - Revenue & Expenditures by Function Code

	Budget	Actual	Encumbrances	% Remaining	Variance
Revenue:					
Local Revenue	\$ 440,000	\$ 90,804	\$ -	79.36%	\$ (349,196)
State Revenue	1,728,709	576,951	-	66.63%	(1,151,758)
Federal Revenue	1,111,143	875,198	-	21.23%	(235,945)
Interfund Transfers	625,000	375,000	250,000	0.00%	-
Beginning Fund Balance	200,000	455,342	-	-127.67%	255,342
Total Revenues	\$ 4,104,852	\$ 2,373,295	\$ 250,000	36.09%	\$ (1,481,557)
Expenditures:					
1000- Instruction	\$ 1,243,499	\$ 470,073	\$ 174,203	48.19%	\$ 599,223
2000- Support Services	1,080,418	1,317,117	334,799	-52.90%	(571,498)
3000- Community Services	1,050,935	701,246	231,586	11.24%	118,103
5300- Transits	730,000	525,573	190,941	0.00%	13,486
Total Expenditures	\$ 4,104,852	\$ 3,014,009	\$ 931,529	3.88%	\$ 159,314

Ratification of Employment

Name	Site	Position	Action	Salary	Effective
Katlyn Bean	Elementary	1.0 FTE Kindergarten Teacher	Resignation Notification Received	\$57,580.00	6.30.2021
Leala Sears	K-8	1.0 FTE 3 rd Grade Teacher	Hired	\$66,506.00	8.30.2021
Alexia Williams	District	Bus Driver	Hired	0.75 FTE @ \$17.66/hr	5.3.2021
Jan Inman	Early Learning Center	Instructional Assistant	Hired	.9375 FTE @ \$15.24/hr	5.5.2021
Patricia Marshall	K-8	Instructional Assistant	Hired	.8125 FTE @ \$14.14/hr	8.30.2021
Barbara Daggett	K-8	Office Manager	Retirement Notification Received	1.0 FTE @ \$25.50/hr	6.15.2021
Keith Serven	Jr/Sr High School	Technology Support Specialist	Hired	1.0 FTE @ \$25.60/hr	5.19.2021
Sarah Lewis	K-8	Office Manager	Hired	1.0 FTE @ \$18.58/hr	5.24.2021



NESTUCCA VALLEY SCHOOL DISTRICT

P.O. Box 99, Cloverdale, Or. 97112 503-392-3194
*Inspiring individual excellence, instilling diligence,
and initiating life-long learning.*

Misty Wharton
Superintendent
Megan Kellow
Special Programs Administrator
Kim Seals
Fiscal Admin. Assist.
Ursula McVittie
Human Resources Specialist

MEMORANDUM OF AGREEMENT between NESTUCCA VALLEY SCHOOL DISTRICT and CONFIDENTIAL STAFF July 1, 2021 – June 30, 2022

This agreement shall constitute the understanding between Nestucca Valley School District (NVSD) and the Confidential staff regarding wage and benefits provisions for the 2021-2022 contract year. The Board reserves the right to alter these provisions should the Board determine financial exigencies require such a change.

I. Confidential Salary Schedule

The Confidential Salary Schedule for the 2021-22 contract-year is set forth in Appendix A. The Placement on the salary schedule and number of days/hours per classification will be by scope of responsibilities and requirements as determined by the Superintendent.

II. Salaries

- A. All newly hired confidential staff will be placed on the salary schedule at the discretion of the Superintendent or designee. Newly hired confidential staff may be given up to 4 years of experience for positions held with like duties.
- B. The Confidential staff shall pay the employee PERS contribution.
- C. Eligible Confidential staff will receive step movement for 2021-22.
- D. When step movement is granted, eligible confidential staff will advance to the next step upon a satisfactory performance review.

III. Benefits

A. Medical, Dental and Vision insurance

- 1. For the 2021-22 period of the memorandum, NVSD shall contribute up to \$1725.00 per month ("cap"), the same rate as bargained in the licensed association agreement, for medical, dental, and vision insurance premium coverage. This shall be prorated according to FTE for any part-time confidential employee.
- 2. Confidential employees who enroll for plans that exceed the \$1725.00 cap shall have the remaining premiums covered by the confidential employee through payroll deduction.

3. Additional supplemental insurance options available through OEGB shall be available to the confidential employee at the employee's expense through payroll deduction. These include life insurance, dependent life insurance, short and long-term disability insurance, and long-term care insurance.
4. Confidential employees who select the OEGB high deductible health plan may choose to have the difference between the monthly district contribution and the actual monthly premium deposited in a Health Savings Account or Section 125 plan (up to the amount permitted by IRS rule). Confidential employees may also choose to have the difference between the monthly district contribution and the actual monthly premium included as compensation and make an elective deferral to a Tax Sheltered Annuity.
5. Confidential Staff who elect to "opt out" of District insurance enrollment in accordance with underwriting rules and regulations set forth by OEGB shall have the following option available:
 - a. An eligible Confidential employee who "opts out" of all insurance (medical, dental, vision) shall receive an amount equal to the cap contributed to a Health Reimbursement Arrangement and/or Section 125 Plan, in accordance with IRS rules for use and maximum allowable contributions. This amount shall be prorated according to FTE.
 - b. An eligible Confidential employee who "opts out" of all insurance (medical, dental, vision) may choose to receive an amount equal to the cap included in their compensation and make an elective deferral to a Tax Sheltered Annuity. This amount shall be prorated according to FTE.

B. Life Insurance

NVSD will provide paid group life insurance to each confidential employee. The face value of the policy shall be equal to the confidential employee's annual salary, rounded to the nearest \$1,000. This insurance provides accidental death and dismemberment benefits.*

** Benefits A and B are in accordance with and subject to the actual insurance policies and rules and regulations of the underwriter carrier. The terms of the actual insurance plan govern these benefits. The insurance plan year is from October 1 through September 30 annually.*

C. Sick Leave

NVSD will provide sick leave in accordance with guidelines provided in ORS 332.507 (one day of such leave per month for each month of employment up to twelve days per year). Pursuant to ORS 332.507(3), sick leave exceeding five workdays will require certification by a physician that the illness or injury prevented the Confidential employee from working.

Sick Leave may be used for the Confidential employee's own personal illness, or the illness of a child living in the Confidential employee's home under the age of 18.

Accrued Sick leave may be used to care for an ill family member (up to 40 hours per year total for any/all family members) pursuant to SB 454, "Sick Time" (2015). Family member is defined by OFLA (see list under Bereavement). Additional use of sick leave to care for an ill family member (after 40 hours of Sick Time use) may be available pursuant to FMLA/OFLA application and eligibility.

D. Emergency and Personal Business Leave

Confidential employees are provided three days of emergency or personal/ business leave per year. These days do not accumulate from year to year. At the end of the fiscal year, Confidential staff members shall be paid for any unused personal business leave at their regular rate of pay.

E. Emergency Closure

Confidential employees will be paid for a maximum of two (2) days for Emergency Closure Pay during the school year. To be eligible for the Emergency Closure Pay, a Confidential employee must work either the day before or the day after the closure, if those are regularly scheduled workdays for the employee. A day of vacation, sick leave or other paid authorized day off shall constitute a scheduled workday for this purpose.

F. Bereavement Leave

Confidential employees are provided with up to five (5) days of bereavement leave per occurrence for absence due to a death in the immediate family without deduction from any other allowed leave. The immediate family shall be defined as:

1. Spouse, or same or opposite gender domestic partner
2. Mother, mother-in-law, or mother of same or opposite gender domestic partner
3. Father, father in law, or father of same or opposite gender domestic partner
4. Brother, or brother in law
5. Sister, or sister in law
6. Child, or step-child
7. Grandchild
8. Grandparent, grandparent of spouse, or grandparent of same or opposite gender domestic partner
9. Any person regularly residing in the Confidential employee's residence.

A Confidential employee may qualify for ten (10) days bereavement leave under OFLA. Eligibility determination is made by OFLA application. If a Confidential employee qualifies for bereavement leave under OFLA, the 10 days of leave will run concurrently to include the 5 paid leave days described above. "Family member" (for OFLA eligibility) is defined in statute as:

1. Spouse or same-gender domestic partner
2. Parent, parent-in-law, or parent of employee's same gender domestic partner
3. Child, step child, or child of employee's same-gender domestic partner
4. Grandparent or grandchild of the employee
5. A person with whom the employee is or has been "in loco parentis" to, or previously was "in loco parentis" of.

The leave is limited to 10 days total per occurrence, and must be completed within 60 days of the date the Confidential employee learned of the death. Bereavement leave will count toward the total amount of OFLA eligible leave. If the Confidential employee qualifies for bereavement leave under OFLA, the Confidential employee may use accrued sick leave for the 5 days not covered under part 1 above.

G. Holidays

NVSD shall provide eleven paid holidays per year. The holidays are: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day following Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, and Memorial Day.

H. Mileage Reimbursement

NVSD shall provide mileage reimbursement, when the Confidential employee uses his or her own personal vehicle for NVSD work purposes, at the rate established by board policy.

I. Vacation

Confidential employees scheduled to work 260 days per work year shall accrue paid vacation a follows:

1 st through 5 th year of NVSD service in a 260 day position	10 days per year (80 hours)
6 th through 10 th year of NVSD service in a 260 day position	15 days per year (120 hours)
11 th year and thereafter of NVSD service in a 260 day position	20 days per year (160 hours)

Confidential employees scheduled to work 240 days to 259 days per work year shall accrue paid vacation a follows:

1 st through 5 th year of NVSD service in a 240-259 day position	6 days per year (48 hours)
6 th through 10 th year of NVSD service in a 240-259 day position	8 days per year (64 hours)
11 th year and thereafter of NVSD service in a 240-259 day position	10 days per year (80 hours)

Confidential employees scheduled to work 220 days to 239 days per work year shall accrue paid vacation a follows:

11 th year and thereafter of NVSD service in a 220-239 day position	6 days per year (48 hours)
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A maximum of ten (10) days of unused vacation time may be carried in to the next fiscal year, but must be used no later than December 31 of the new fiscal year.

J. Professional Development

NVSD will reimburse Confidential staff educational costs for up to four credit hours of college credit per year. The rate reimbursed will be the current per credit graduate rate established by Portland State University for coursework, college classes, or certification classes. Course content must be directly related to the employee's job. All applications must be made in advance to the Superintendent. Reimbursements will be based on actual out of pocket expenses to the employee for tuition and any related textbooks. Proof of satisfactory completion of the class or classes will be required for reimbursement.

One thousand two hundred dollars of the PSU credit value can be used to attend a non-credit or non-certification conference/workshop. Prior request to attend and written approval is required.

K. Tax Sheltered Annuity Contribution

The District agrees to pay \$100 per month, payable on a monthly basis, to a tax-sheltered annuity of the Confidential Employees choice. To be eligible for this benefit the employee must be employed at a rate of 1.0 FTE and work a contract of 240 days.

IV. Layoff

Confidential employees shall be subject to layoffs if the Board determines layoffs are necessary in accordance with Board Policy CPB. Seniority date shall be date service with NVSD began.

V. Post-Retirement Employment

A. Confidential employees hired as a post-retirement employee shall be subject to Board Policy GCPC/GDPC and Administrative Rule GCPC/GDPC-AR.

VII. Entire Agreement

This agreement constitutes the sole and entire existing agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the District and the NVSD Confidential Staff. The waiver of any breach, term, or condition of the agreement by either party shall not constitute a precedent in the future enforcement of all of the agreement’s terms and conditions.

This agreement shall be effective as of July 1, 2021 and shall remain in effect through June 30, 2022.

This memorandum is entered into this _____ day of _____ 2021.

Board Chair

Date

Superintendent

Date

Appendix A

**Confidential Salary Schedule
2021-2022**

Classification	1	2	3	4	5	6	7	8	9
Human Resources Specialist (240 days)	24.75	25.50	26.26	27.05	27.86	28.70	29.56	30.45	31.36
Financial Services Administrative Assistant (240 days)	24.75	25.50	26.26	27.05	27.86	28.70	29.56	30.45	31.36
Distict Office Administrative Assistant (220 days)	24.75	25.50	26.26	27.05	27.86	28.70	29.56	30.45	31.36