



(Exempt Position)
CONTRACT OFFER
(August 1st, 2024)

Dear Keely Reynolds,

Casa Gracia and Casa Gracia NC hereby agree to employ the Employee and the Employee agrees to perform duties as assigned by the Superintendent of Casa Gracia and Casa Gracia NC for the 2025/26 school year commencing.

The annually salary for this position will total \$127,500 for the 2024/25 school year. You will work as the Superintendent for both Casa Gracia and Casa Gracia NC for the coming school year. Your start date will be effective immediately, and Darrell Cox, Education Executive Director (EED) of Casa Gracia and Casa Gracia NC, will be your immediate supervisor. The EED will review and may increase the set salary based on enrollment increases. Yearly performance goals will be set by the start of the 2024/25 school year. These outlined goals will be the basis of the performance review and the opportunity to earn \$15,000 in incentive pay. Performance incentives will be distributed by the end of the 2024/25 budget year. Continuing education / professional development is valued by Trinity Charter School. Thus, an allotment has been designated for your professional development during the 2024/25 school year. The CEO must agree upon the programs/coursework that qualify for this allotment. The Board has duly authorized the CEO to execute this agreement every year.

As an employee, you are required to comply with all applicable laws policies, and procedures, including those in the Employee Handbook.

Notwithstanding anything else in this agreement, the CEO may immediately terminate the employee's employment, for cause, under this agreement without prior notice if at any time the employee engages in any conduct deemed by the CEO, in their sole discretion, to be detrimental to the ministry, reputation, operations, or activities of the organizations. The term "cause" shall mean, but is not be limited to, any of the following as determined by the CEO:

- Employee is unwilling or unable to perform his or her duties (except as provided by applicable laws and regulations related to disabilities or medical leave);
- Employee commits any act of fraud or dishonesty;
- Employee engages in any criminal conduct;
- Employee engages in any form of gross misconduct or sexual misconduct
- Employee engages in insubordination;
- Employee engages in any conduct deemed by the Superintendent, in its sole discretion, to be detrimental to its ministry, reputation, operations, or activities;
- Employee breaches any of the covenants outlined in this Agreement; and
- The Employee commits any act or engages in any conduct that constitutes cause for termination under Texas law.

Upon termination of employment, the Employee's right to all further compensation under this Agreement shall cease, except that the Employee will be entitled to receive his or her salary computed on a pro-rata basis for the period ending on the last day of employment. Any benefits end on the last day of employment unless otherwise required by law.

The organization reserves the right to relieve the Employee of his or her duties without prior notice and cause and pay the remainder of compensation due under this Agreement


We are excited to welcome you back to Casa Gracia and Casa Gracia, NC, and we hope you continue to find enjoyment and fulfillment.

Please indicate your acceptance by signing and dating a copy of this letter and returning it to your immediate supervisor.

Sincerely,



H. Darrell Cox, EDD
EED of Casa Gracia
&
Casa Gracia NC

Accepted:	
	7/18/24
Employee Signature	Date
Keely Reynolds	
Full Printed Name	