

**Agreement**  
**Between**  
**Stephanie Haynes-Clifford**  
**and the**  
**Metropolitan School District**  
**of Steuben County**

**400 South Martha Street**  
**Angola, Indiana 46703**

CC: SH-C, SB, BM, BS  
07/17/18 cww

This agreement made and entered into at Angola, Indiana, this nineteenth day of June, 2018, by and between the Metropolitan School District of Steuben County and Stephanie Haynes-Clifford.

## **I. TERM**

The School District, in consideration of the promises, herein contained, of Stephanie Haynes-Clifford, hereby accepts employment as Food Service Director and for a term commencing July 1, 2018, and ending, June 30, 2020.

The School District, with approval of the Board of School Trustees, may by specific action and with the recommendation of the Superintendent of Schools and consent of the Food Service Director extend the termination date of the existing agreement.

## **II. PROFESSIONAL RESPONSIBILITIES**

**DUTIES.** Food Service Director in consideration of her employment and the salary and other sums and benefits to be provided to her by the School District hereby accepts said employment on the terms and conditions herein contained and promises and agrees she will act as Food Service Director. She will faithfully perform all the duties imposed upon her applicable to this school district by School Board Policy; the laws of the State of Indiana; and the rules, regulations and directives promulgated by any Board Commission, or other agency of the State of Indiana; as well as all proper directives of the Superintendent of Schools, his designee, and the Board of School Trustees. She shall perform all duties incident to the position of Food Service Director. All duties assigned to the Food Service Director by the Superintendent, his designee, and the Board should be appropriate to and consistent with the professional role and responsibility of the position held.

## **III. COMPENSATION**

The School District shall pay the Food Service Director at an annual salary of \$66,005.25 for the period July 1, 2018 through June 30, 2020 in installments in accordance with other 205 day employees.

The Superintendent, and/or his designee, shall recommend to the Board of School Trustees annually a salary for the Food Service Director. Following approval by the Board, the Superintendent, and/or his designee, shall review the salary and term of the agreement with the Food Service Director.

#### **IV. PROFESSIONAL/BUSINESS EXPENSES OF FOOD SERVICE DIRECTOR**

The school district encourages the continuing professional growth of the Food Service Director through her participation, in light of her job duties and responsibilities, in:

- A. the operations, programs, and other activities conducted or sponsored by local, state, and national educational organizations directly relating to her position as Food Service Director. The school district will pay from the Food Services Account the Director's membership fees to one local, state, and national organization relating to her duties in the school district and which will help her to maintain her skills and which will benefit the school district.
- B. seminars/courses offered by public/private educational institutions;
- C. informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Food Service Director's professional responsibilities for the school district; and
- D. visits to other institutions.

With approval of the Superintendent, and/or his designee, the Food Service Director will be paid expenses out of the Food Service Account, as submitted by claim, in conducting the business of the school district, and shall be reimbursed for all approved expenses, as submitted by claim, for trips and professional growth activities in light of her responsibilities as Food Service Director. All claims for expenses will be in compliance with rules and regulations prescribed by the State Board of Accounts.

#### **V. OTHER BENEFITS**

- A. **PERSONAL ILLNESS/FAMILY ILLNESS.** Fifteen days per school year accumulating to a maximum of one hundred and seventy-two (172).
- B. **PERSONAL BUSINESS.** Three (3) days per school year. Unused personal business days shall be transferred to accumulated personal illness days at the end of each school year.
- C. **BEREAVEMENT LEAVE.** Five (5) consecutive school days per occurrence of death of an immediate family member. In the case of the death of others, one day per occurrence shall be granted to attend a funeral outside of Steuben County, and one-half (1/2) day per occurrence shall be granted to attend a funeral inside Steuben County.

- D. **OTHER LEAVES.** Requests for leaves of absences not listed above, may be requested in writing to the Superintendent, and/or his designee for consideration by the Board.
- E. **PUBLIC EMPLOYEE RETIREMENT FUND.** The 3% individual employee contribution will be paid by the school district Food Service Account.
- F. **HEALTH INSURANCE.** The corporation shall contribute an amount toward the premium of the corporation's health insurance plan of the Food Service Director's choice that is equal to the contribution amounts established in the current Master Contract.
- G. **DENTAL INSURANCE.** The corporation shall contribute an amount toward the premium of the corporation's dental plan of the Food Service Director's choice that is equal to the contribution amounts established in the current Master Contract.
- H. **VISION INSURANCE.** The corporation shall contribute an amount toward the premium of the corporation's vision plan of the Food Service Director's choice that is equal to the contribution amounts established in the current Master Contract.
- I. **LIFE INSURANCE.** Life insurance in an amount equal to twice (2X) the salary shall be provided by the school district Food Service Account minus one (1) cent per month employee contribution.
- J. **LONG TERM DISABILITY INSURANCE.** A long-term disability policy shall be provided by the school district Food Service Account minus one (1) cent per month employee contribution.
- K. **LIABILITY INSURANCE.** Professional Liability Insurance covering the Food Service Director shall be provided by the school district policy.
- L. **403b/401a BENEFIT.**  
The School Corporation will contribute an amount equal to 3% of salary to a 401(a) account sponsored by the Board approved vendor in the name of the Food Service Director.

## **VI. TRANSPORTATION**

The school district Food Service Account shall pay the school administrator mileage (at school district rate) for use of their vehicle relating to school business and that has been approved by the Superintendent of Schools.

## **VII. MEDICAL EXAMINATION**

Each administrator shall be required to submit to a complete physical examination not less than once every two years. Any report of the medical examination shall be given directly and exclusively by the examining physician to the administrator. The Superintendent of Schools shall be advised of the continued physical fitness of the administrator to perform his/her duties. The Board shall pay up to two thousand dollars (\$2000) for the cost of the medical examination for each administrator.

## **VIII. GOALS AND OBJECTIVES**

Within sixty (60) days of the execution of this agreement, Superintendent and/or his designee will meet with Food Service Director to establish job related and personal goals and objectives for the ensuing school year. Said goals and objectives shall be reduced to writing and be among the criteria by which the Food Service Director is evaluated.

## **IX. EVALUATION**

The Superintendent and/or his designee shall evaluate and assess the performance of Food Service Director at least once a year during the term of this agreement. This evaluation and assessment shall be reasonably related to the position of Food Service Director and the job related and personal goals and objectives for the year in question. The Superintendent and/or his designee shall share this evaluation with the Board. This evaluation shall be prior to June 30 of each school year and prior to the extension of the Food Service Director's agreement. If the Administration and/or Board desires not to extend the agreement of the Food Service Director, she will be notified in writing in accordance with Indiana law.

**If, during the term of this agreement, it is found that a specific clause of the agreement is illegal in federal or state law, the remainder of the agreement not affected by such a ruling shall remain in force.**

IN WITNESS WHEREOF, the BOARD has caused this Agreement to be approved in its behalf by signature of all Board members, attested by the Superintendent of said school corporation, and Food Service Director has approved this Agreement effective on the day and year specified on this Agreement.

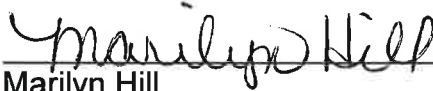
BOARD OF SCHOOL TRUSTEES  
OF THE METROPOLITAN SCHOOL  
DISTRICT OF STEUBEN COUNTY



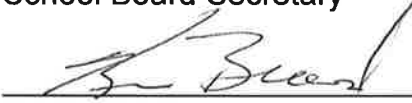
LeAnn Boots  
School Board President



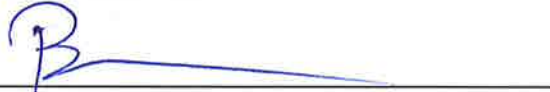
Cory Archbold  
School Board Vice President



Marilyn Hill  
School Board Secretary



Kevin Beard  
Board Member



Brad Gardner  
Board Member

Case Gilbert  
Board Member



Kimberly Hutchins  
Board Member

FOOD SERVICE DIRECTOR



Stephanie Haynes-Clifford

SUPERINTENDENT



Brent A. Wilson

This Addendum to Contract was approved by vote of the Board of School Trustees at a public meeting duly held on June 19, 2018, and has been entered into the minutes. Said document is on file in the school district's Treasurer's Office.