

**REGULAR TEACHER CONTRACT**

*Prescribed pursuant to Ind. Code 20-28-6-3 as the regular and uniform contract for the employment of teachers pursuant to Ind. Code 20-28-6-4(b)*

This regular teacher contract ("Contract") is by and between the governing body of the Metropolitan School District of Steuben County ("Corporation") and **Amy R. Heavin** ("Teacher"). **Amy R.**

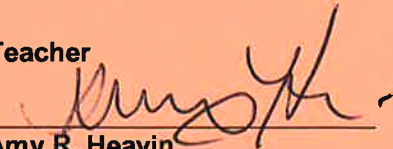
**Heavin** is a teacher as defined in Ind. Code 20-18-2-22.

In exchange for the Teacher's services described below, the Corporation and the Teacher agree that:

1. The Teacher shall teach in the schools of the Corporation for the school term, beginning **July 01, 2021**, and ending on **June 30, 2023**. *Ind. Code 20-28-6-2(a)(3)(A)*
2. The school term described in paragraph 1 immediately above for services under this Contract consists of **210** days. *Ind. Code 20-28-6-2(a)(3)(B)*
3. The number of hours per day the Teacher is expected to work under this Contract is **8**. *Ind. Code 20-28-6-2(a)(3)(E)*
4. The Corporation shall pay the Teacher for services under this Contract the total salary of **\$106,117.18** during the school year. *Ind. Code 20-28-6-2(a)(3)(C)*
5. The Corporation shall pay this amount in **24** installments on a **twice a month** basis. *Ind. Code 20-28-6-2(a)(3)(D) Ind. Code 20-28-6-5(1)*
6. This Contract may be cancelled during its term for any of the grounds set forth in Ind. Code 20-28-7.5-1(b) pursuant to the procedures set forth in Ind. Code 20-28-7.5-2 and Ind. Code 20-28-7.5-3.
7. This Contract is a public record pursuant to Ind. Code 20-28-6-2(d) and Ind. Code 5-14-3.

**Agreed this 20th day of July, 2021.**

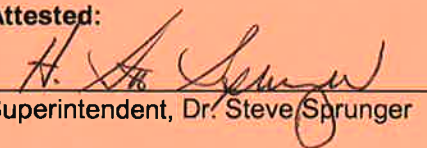
Teacher

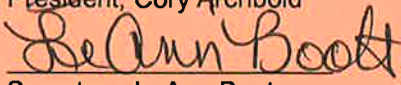
  
\_\_\_\_\_  
Amy R. Heavin

School Corporation by:

  
\_\_\_\_\_  
President, Cory Archbold

Attested:

  
\_\_\_\_\_  
Superintendent, Dr. Steve Sprunger

  
\_\_\_\_\_  
Secretary, LeAnn Boots

cc: SB & AH  
08/03/2021 WSW



**Addendum to Contract**  
**Between**  
**Amy R. Heavin**  
**and the**  
**Board of School Trustees**  
**Metropolitan School District**  
**of Steuben County**

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

This addendum to the contract, made and entered into at Angola, Indiana, this twentieth day of July, 2021, by and between the Board of School Trustees of the Metropolitan School District of Steuben County, hereinafter referred to as the BOARD, and Amy R. Heavin, hereinafter referred to as the ELEMENTARY PRINCIPAL.

WHEREAS, the Board desires to provide the Elementary Principal with a written employment contract in order to enhance administrative stability and continuity within the schools, which the Board believes improves the quality of its overall educational program; and, WHEREAS, the Board and the Elementary Principal believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational programs of the schools;

Now, therefore, the Elementary Principal, for the consideration herein specified, agree as follows:

## **I. TERM**

The Board, in consideration of the promises, herein contained, hereby accepts the employment of Amy R. Heavin, as M.S.D. of Steuben County Elementary Principal for a term commencing July 1, 2021, and ending, June 30, 2023. The school year shall consist of 210 working days.

The Board may by specific action and with the recommendation of the Superintendent of Schools and consent of the Elementary Principal extend the termination date of the existing contract to the full extent permitted by state law.

## **II. PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES**

- A. **CERTIFICATION.** The Elementary Principal shall hold a valid administrative certificate issued by the State of Indiana.
  
- B. **DUTIES.** The Elementary Principal, in consideration of her employment and the salary and other sums and benefits to be provided to her by the Board, hereby accepts said employment on the terms and conditions herein contained and promises and agrees she will act as Elementary Principal for the school district. She will faithfully perform all the duties imposed upon her applicable to this school district by 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, and all proper directives of the Superintendent of Schools, his designee, and the Board of School Trustees. She shall perform all duties incident to the office of Elementary Principal for the District.  
All duties assigned to the Elementary Principal by the Superintendent and the Board should be appropriate to and consistent with the

professional role and responsibility of the position of Elementary Principal.

- C. **OUTSIDE ACTIVITIES.** The Elementary Principal shall devote her time, attention and energy to the business of the school district. However, she may serve as a consultant to other districts or educational agencies, lecture, engage in writing activities and speaking engagements, and engage in other activities that are of a short-term duration with approval of the Superintendent. She may choose to use non-contracted days or personal days to perform outside activities. Honoraria paid the Elementary Principal in connection with these activities shall be retained by her.

### **III. COMPENSATION**

The Board shall pay the Elementary Principal at an annual salary as listed in her Regular Teacher's Contract, effective upon employment. This annual salary rate shall be paid to the Elementary Principal in installments in accordance with other administrative employees. The Superintendent shall recommend to the Board annually a salary for the Elementary Principal. Following approval by the Board, the Superintendent shall review the salary and term of the contract with the Elementary Principal.

### **IV. PROFESSIONAL/BUSINESS EXPENSES OF ELEMENTARY PRINCIPAL**

The Board encourages the continuing professional growth of the Elementary Principal through her participation, in light of responsibilities as Elementary Principal in:

- A. the operations, programs, and other activities conducted or sponsored by local, state, and national educational, school administration, and other educational organizations. The Board shall pay the Elementary Principal's membership fees to the appropriate local, state and national organizations relating to her duties in the school corporation and which will help her to maintain her skills and 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 Elementary Principal's ability to perform her professional responsibilities for the school district; and
- D. visits to other institutions.

With approval of the Superintendent, the Elementary Principal shall be paid expenses, 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 Elementary Principal. All claims for expenses will be in compliance with rules and regulations prescribed by the State Board of Accounts.

## **V. OTHER BENEFITS**

- A. **PERSONAL/FAMILY ILLNESS.** Fifteen (15) days per school year accumulating to a maximum of one hundred and eighty-five (185) days.
- 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 (1) 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 for consideration by the Board.
- E. **INDIANA TEACHERS RETIREMENT FUND.** The employee's contribution shall be paid by the school district.
- F. **HEALTH INSURANCE.** The corporation shall contribute an amount toward the premium of the corporation's health insurance plan of the Elementary Principal'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 Elementary Principal'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 Elementary Principal'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 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 minus one (1) cent per month employee contribution.

**K. LIABILITY INSURANCE.** Professional Liability Insurance covering the school administrator shall be provided by the school district.

**L. 401a BENEFIT.**

The School Corporation will contribute an amount equal to 3% of salary to a 401a account sponsored by the Board approved vendor in the name of the Elementary Principal.

**VI. TRANSPORTATION**

The Board shall pay the Elementary Principal mileage (at school district rate) for use of her 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**

The Superintendent or his designee shall meet with the Elementary Principal to establish job related 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 Elementary Principal is evaluated.

**IX. EVALUATION**

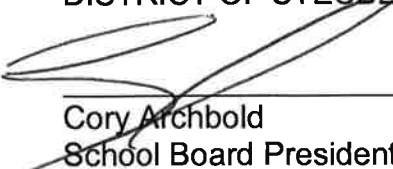
The Superintendent or his designee shall evaluate and assess the performance of the Elementary Principal at least once a year during the term of this contract. This evaluation and assessment shall be reasonably related to the position of Elementary Principal and the job related goals and objectives for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

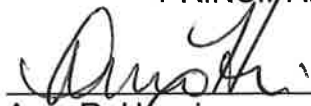
**This agreement shall be construed to be an addendum to any regular teacher's contract executed between the parties as required by applicable law, except that any monetary consideration set forth in this agreement shall be deemed superseded by the monetary terms and conditions set forth in any Regular Teacher's Contract to the extent addressed by said contract. If, during the term of this contract, it is found that a specific clause of the contract is illegal in federal or state law, the remainder of the contract not affected by such a ruling shall remain in force.**

In witness whereof, the Board has caused this Addendum to Contract to be approved in its behalf by signature of all Board members, attested by the Superintendent of said school corporation, and the Elementary Principal has approved this Addendum to Contract effective on the day and year specified on this Addendum to the Elementary Principal's Regular Teacher Contract.

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

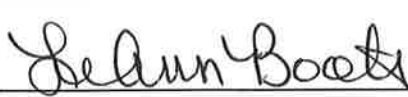
ELEMENTARY  
PRINCIPAL

  
Cory Archbold  
School Board President


  
Amy R. Heavin

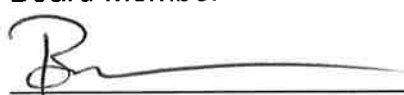
  
Kevin Beard  
School Board Vice President

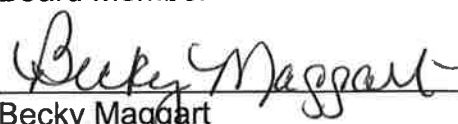
SUPERINTENDENT


  
LeAnn Boots  
School Board Secretary

  
Dr. Steve Sprunger

  
Mark Ridenour  
Board Member

  
Brad Gardner  
Board Member

  
Becky Maggart  
Board Member

  
Scott Poor  
Board Member

This Addendum to Contract was approved by vote of the Board of School Trustees at a public meeting duly held on July 20, 2021, and has been entered into the minutes. Said document is on file in the school district's Treasurer's Office.