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 **Nancy Irwin** ("Teacher"). **Nancy Irwin** 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 **220** 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 **$98,581.66** 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

Nancy Irwin

Nancy Irwin

Attested:

Superintendent, Dr. Steve Sprunger

School Corporation by:

President, Cory Archbold

LeAnn Boots

Secretary, LeAnn Boots

Regular teacher contract updated August 2015

CC: SB & NI
07/29/2021 wcw

Addendum to Contract

Between

Nancy Irwin

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 Nancy Irwin, hereinafter referred to as the HIGH SCHOOL ASSISTANT PRINCIPAL/ DISTRICT SCHOOL SAFETY SPECIALIST.

WHEREAS, the Board desires to provide the High School Assistant Principal/District School Safety Specialist 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 High School Assistant Principal/District School Safety Specialist 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 High School Assistant Principal/District School Safety Specialist, for the consideration herein specified, agree as follows:

I. TERM

The Board, in consideration of the promises, herein contained, hereby accepts the employment of Nancy Irwin as High School Assistant Principal/District School Safety Specialist for a term commencing July 1, 2021, and ending, June 30, 2023. The school year shall consist of 220 working days.

The Board may by specific action and with the recommendation of the Superintendent of Schools and consent of the High School Assistant Principal/District School Safety Specialist extend the termination date of the existing contract to the full extent permitted by state law.

II. PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES

A. **CERTIFICATION.** The High School Assistant Principal/District School Safety Specialist shall hold a valid administrative certificate issued by the State of Indiana.

B. **DUTIES.** The High School Assistant Principal/District School Safety Specialist, in consideration of his employment and the salary and other sums and benefits to be provided to him by the Board, hereby accepts said employment on the terms and conditions herein contained and promises and agrees she will act as High School Assistant Principal/District School Safety Specialist 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 High

School Assistant Principal/District School Safety Specialist for the District.

All duties assigned to the High School Assistant Principal/District School Safety Specialist by the Superintendent and the Board should be appropriate to and consistent with the professional role and responsibility of the position of High School Assistant Principal/District School Safety Specialist.

C. **OUTSIDE ACTIVITIES.** The High School Assistant Principal/District School Safety Specialist 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 High School Assistant Principal/District School Safety Specialist in connection with these activities shall be retained by her.

III. COMPENSATION

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

IV. PROFESSIONAL/BUSINESS EXPENSES OF HIGH SCHOOL ASSISTANT PRINCIPAL/ DISTRICT SCHOOL SAFETY SPECIALIST

The Board encourages the continuing professional growth of the High School Assistant Principal/District School Safety Specialist through her participation, in light of responsibilities as High School Assistant Principal/District School Safety Specialist 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 High School Assistant Principal/District School Safety Specialist'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 his 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 High School Assistant Principal/District School Safety Specialist's ability to perform her professional responsibilities for the school district; and

D. visits to other institutions.

With approval of the Superintendent, the High School Assistant Principal/District School Safety Specialist 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 High School Assistant Principal/District School Safety Specialist. 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 two hundred (200) 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 High School Assistant Principal/District School Safety Specialist'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 High School Assistant Principal/District School Safety Specialist'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 High School Assistant

Principal/District School Safety Specialist'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 High School Assistant Principal/District School Safety Specialist.

VI. TRANSPORTATION

The Board shall pay the High School Assistant Principal/District School Safety Specialist 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 her duties and such report shall be confidential. 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 contract, the Principal shall meet with the High School Assistant Principal/District School Safety Specialist 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 High School Assistant Principal/District School Safety Specialist is evaluated each year.

IX. EVALUATION

The Principal shall evaluate and assess the performance of the High School Assistant Principal/District School Safety Specialist at least once a year during the term of this contract. This evaluation and assessment shall be reasonably related to the position of High School Assistant Principal/District School Safety Specialist and the job related goals and objectives for the year in question. This evaluation shall be before June 30th of each school year and before the

extension of the High School Assistant Principal/District School Safety Specialist's contract. If the Board desires not to extend the contract of the High School Assistant Principal/District School Safety Specialist, she 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 High School Assistant Principal/District School Safety Specialist has approved this Addendum to Contract effective on the day and year specified on this Addendum to the High School Assistant Principal/District School Safety Specialist's Regular Teacher Contract.

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

Cory Archbold
School Board President

Kevin Beard
School Board Vice President

LeAnn Boots
School Board Secretary

Mark Ridenour
Board Member

Brad Gardner
Board Member

Becky Maggart
Board Member

Scott Poor
Board Member

HIGH SCHOOL ASSISTANT
PRINCIPAL/DISTRICT SCHOOL
SAFETY SPECIALIST

Nancy Irwin

SUPERINTENDENT

Dr. Steve Sprunger

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.