

**Employment Contract**  
**Between**  
**Ann Rice**  
**and the**  
**Board of School Trustees**  
**Metropolitan School District**  
**of Steuben County**  
  
**400 South Martha Street**  
**Angola, Indiana 46703**

CC: SB: AR  
07/26/2021 wsw

This employment 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 Ann M. Rice, hereinafter referred to as the ASSISTANT SUPERINTENDENT.

WHEREAS, the BOARD desires to provide the ASSISTANT SUPERINTENDENT 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 ASSISTANT SUPERINTENDENT 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 BOARD and the ASSISTANT SUPERINTENDENT, for the consideration herein specified, agree as follows:

#### **I. TERM**

The BOARD, in consideration of the promises, herein contained, of the ASSISTANT SUPERINTENDENT, hereby accepts employment as the ASSISTANT SUPERINTENDENT of Schools for a term commencing July 1, 2021, and ending, June 30, 2023.

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

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

- A. **CERTIFICATION.** The ASSISTANT SUPERINTENDENT shall hold valid administration and supervision certification issued by the State of Indiana.
- B. **DUTIES.** The ASSISTANT SUPERINTENDENT, 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 assistant to the Chief Executive Officer of the governing body of 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 and the Board of School Trustees. She shall perform all duties incident to the office of the ASSISTANT SUPERINTENDENT. All duties assigned to the ASSISTANT SUPERINTENDENT by the Superintendent and the Board should be appropriate to and consistent with the professional role and responsibility of the ASSISTANT SUPERINTENDENT.

C. **OUTSIDE ACTIVITIES.** ASSISTANT SUPERINTENDENT 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. The ASSISTANT SUPERINTENDENT may choose to use non-contracted days or personal days to perform outside activities. Honoraria paid the ASSISTANT SUPERINTENDENT in connection with these activities shall be retained by her.

### **III. COMPENSATION**

The School District shall pay the ASSISTANT SUPERINTENDENT at an annual salary of \$79,062.10 for the period of July 1, 2021, through June 30, 2023, in installments in accordance with other 12-month employees. Each period shall consist of 160 working days.

The Superintendent shall recommend to the BOARD annually a salary for the ASSISTANT SUPERINTENDENT. Following approval by the BOARD, the Superintendent shall review the salary and term of the contract with the ASSISTANT SUPERINTENDENT in June of each year.

### **IV. PROFESSIONAL/BUSINESS EXPENSES OF ASSISTANT SUPERINTENDENT**

The BOARD encourages the continuing professional growth of the ASSISTANT SUPERINTENDENT through his participation, in light of his responsibilities as ASSISTANT SUPERINTENDENT, in:

- A. the operations, programs, and other activities conducted or sponsored by local, state, and national educational, school administration, and other educational organizations. BOARD shall pay, upon the approval of the Superintendent, the ASSISTANT SUPERINTENDENT'S membership fees to appropriate local, state and national organization 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 ASSISTANT SUPERINTENDENT to perform his professional responsibilities for the school district; and
- D. visits to other institutions.

With approval of the Superintendent, the ASSISTANT SUPERINTENDENT 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 the ASSISTANT SUPERINTENDENT. All claims for expenses will be in compliance with rules and

regulations prescribed by the State Board of Accounts. The ASSISTANT SUPERINTENDENT shall be provided with a bank credit card to be used for school business expenses.

## **V. OTHER BENEFITS**

- A. **PERSONAL ILLNESS/FAMILY ILLNESS.** Fifteen (15) days per school year accumulating to a maximum of two hundred and sixty (260). Additional days may be granted for extended family illnesses. These days shall be deducted from accumulated personal illness 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. **HEALTH INSURANCE.** The corporation shall contribute an amount toward the premium of the corporation's health insurance plan of the ASSISTANT SUPERINTENDENT'S choice that is equal to the contribution amounts established in the current Master Contract.
- F. **DENTAL INSURANCE.** The corporation shall contribute an amount toward the premium of the corporation's dental plan of the ASSISTANT SUPERINTENDENT'S choice that is equal to the contribution amounts established in the current Master Contract.
- G. **VISION INSURANCE.** The corporation shall contribute an amount toward the premium of the corporation's vision plan of the ASSISTANT SUPERINTENDENT'S choice that is equal to the contribution amounts established in the current Master Contract.
- H. **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.
- I. **LONG TERM DISABILITY INSURANCE.** A long-term disability policy shall be provided by the school district minus one (1) cent per month employee contribution.

- J. **LIABILITY INSURANCE.** Professional Liability Insurance covering Assistant Superintendent shall be provided by the school district.
- K. **TRANSPORTATION.** The Board shall pay the ASSISTANT SUPERINTENDENT mileage (at school district rate) for use of her vehicle relating to school business and that has been approved by the Superintendent of Schools.
- L. **401(A) BENEFIT.** The Board shall contribute an amount equal to 3% of salary to a 401(a) account sponsored by the Board approved vendor in the name of the ASSISTANT SUPERINTENDENT.

#### **VI. MEDICAL EXAMINATION**

The **ASSISTANT SUPERINTENDENT** 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 ASSISTANT SUPERINTENDENT. The Superintendent of Schools shall be advised of the continued physical fitness of the ASSISTANT SUPERINTENDENT to perform her duties and such report shall be confidential. The BOARD shall pay for the costs of the medical examination of the ASSISTANT SUPERINTENDENT over and above coverage by the school district's health insurance.

#### **VII. GOALS AND OBJECTIVES**

The Superintendent shall meet with ASSISTANT SUPERINTENDENT to establish job related goals and objectives for the ensuing school year. Said goals and objectives shall be among the criteria by which the ASSISTANT SUPERINTENDENT is evaluated each year.


#### **VIII. EVALUATION**

The Superintendent shall evaluate the performance of the ASSISTANT SUPERINTENDENT at least once a year during the term of this contract. This evaluation and assessment shall be reasonably related to the position of ASSISTANT SUPERINTENDENT and the job related and personal goals and objectives for the year in question. The Superintendent shall share this evaluation with the Board. This evaluation shall take place each year and prior to the extension of the ASSISTANT SUPERINTENDENT'S contract. If the Board desires not to extend the contract of the ASSISTANT SUPERINTENDENT, she will be notified in writing no later than June 30th.

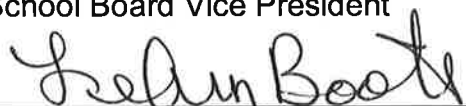
If, during the term of this contract, it is found that a specific clause of the contract is illegal in federal or state law, the remainder of the contract not affected by such a ruling shall remain in force.


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


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

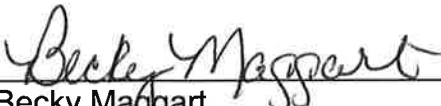
  
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Cory Archbold  
School Board President

  
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Kevin Beard  
School Board Vice President

  
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LeAnn Boots  
School Board Secretary


  
\_\_\_\_\_  
Mark Ridenour  
Board Member

  
\_\_\_\_\_  
Brad Gardner  
Board Member

  
\_\_\_\_\_  
Becky Maggart  
Board Member

  
\_\_\_\_\_  
Scott Poor  
Board Member

ASSISTANT SUPERINTENDENT  
  
\_\_\_\_\_  
Ann Rice

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 21, 2020, and has been entered into the minutes. Said document is on file in the school district's Treasurer's Office.