

## Carmel Clay Schools Superintendent Addendum to Teacher's Contract

THIS ADDENDUM TO TEACHER'S CONTRACT ("**Addendum**") is attached to and made a part of the regular Teacher's Contract ("**Contract**") entered into by and between the Carmel Clay Schools ("**CCS**") and hereinafter called "**Superintendent.**" CCS desires to employ Superintendent as its superintendent of schools and Superintendent is willing to accept such employment. Now, therefore, in consideration of the mutual covenants contained herein, CCS and Superintendent agree as follows:

**1. Employment of Superintendent; Term of Employment.** CCS employs the Superintendent and the Superintendent agrees to be employed as the CCS superintendent for a period beginning July 1, 2018 and concluding on June 30, 2021 ("**Contract Term**"). On or before January 15, 2021, CCS and Superintendent shall agree if they desire to enter into another agreement for the continued employment of Superintendent.

### **2. Duties of the Superintendent**

- a. Superintendent shall serve as the chief administrator of CCS during the Contract Term and perform the duties generally recognized as being the normal functions of a public school superintendent in the State of Indiana and as enumerated in CCS policies.
- b. Superintendent represents and warrants that Superintendent possesses the necessary expertise and experience to perform all duties and fulfill all obligations of a superintendent.
- c. Superintendent agrees at all times to perform at a professional level of competency that exceeds the minimum qualifications required by this Addendum, law, and the policies of the CCS Board of Trustees ("**Board**").
- d. Superintendent shall execute all duties and responsibilities as established by CCS.
- e. Superintendent shall execute the responsibilities of the position of superintendent by following and applying at all times the highest professional and ethical guidelines and standards.
- f. Superintendent is generally expected to devote full attention to the duties with CCS, but the Superintendent may undertake consulting work, speaking engagements, writing, lecturing or other professional duties and obligations provided that such activities do not interfere or conflict with meeting the responsibilities as a superintendent. The Superintendent shall notify the Board or its designee prior to the performance of these activities that involve attention during CCS's normal working hours. The Superintendent shall provide notice to the Board of all other such activities preventing full attention to the duties of superintendent. If outside activities take place during normal working hours, Superintendent may keep the compensation for such activities provided the Superintendent is using a vacation or personal leave day; otherwise, any amounts

earned shall be assigned to and transferred to CCS.

- g. Superintendent represents and warrants that Superintendent holds a valid Indiana superintendent's license. Superintendent shall maintain said license in good standing throughout the Contract Term. Should said license be revoked, suspended or become invalid, this Contract shall automatically be terminated without any requirement of further notice or hearing.

The parties to this Addendum further agree that the duties performed by the Superintendent pursuant to this Addendum are unique to this position for CCS and the Superintendent will therefore not be transferred or reassigned by CCS to another position without the Superintendent's written consent which shall not be unreasonably delayed or withheld.

**3. Salary and Benefits.** So long as and while CCS employs Superintendent as a superintendent, CCS will pay to or contribute on the Superintendent's behalf the following compensation, benefits, or reimbursements:

- a. An annual salary of One Hundred Seventy Thousand Dollars (\$170,000.00) through June 30, 2019. This annual salary shall be paid to the Superintendent in equal installments during each year of employment on the same payment dates as the other CCS administrative employees.
- b. For the year beginning July 1, 2019, and annually thereafter, if Superintendent receives a rating of effective or highly effective on the Board's evaluation then the Superintendent's salary will increase by the same amount or percentage increase, if any, granted by CCS to all the other CCS certified employees. If the rating system for the Superintendent's evaluation changes due to changes in law, then the parties will renegotiate the process for determining salary increases.
- c. In each school year of employment, the Superintendent shall be eligible to participate in and CCS shall make annual contributions into the existing 401(a) and 403(b) retirement plans according to the percentages made on behalf of other certified administrative employees. CCS will make an additional contribution at the rate of 10% of Superintendent's salary into an existing plan as agreed to by the parties.
- d. Superintendent will be entitled to participate in the Indiana State Teacher's Retirement Fund ("ISTRF") plan and CCS will make the mandatory contribution to the ISTRF. All payments to the Superintendent coming within the definition of "annual compensation" as defined in Ind. Code 5-10.2-4-3(d) as of the Effective Date shall be included in the Superintendent's compensation reported to the ISTRF.
- e. Superintendent will be entitled to reimbursement of any appropriate reasonable business and professional expenses incurred on behalf of CCS as approved by the Board. Appropriate expenses shall include the cost of membership and participation in professional associations of school leaders, community

organizations, and travel, meal, and accommodation expenses related to the Superintendent's attendance at preapproved conferences and activities. Superintendent will report such expenses to the Board and CCS and Superintendent will agree to a system of annually budgeting for such expenses and monthly reporting such expenses to the Board or its designee generally prior to reimbursement.

- f. Superintendent will be entitled to reimbursement for any uninsured cost of an annual, routine medical-physical examination by a licensed physician. Results of the examination and personal health information shall not be given to the Board, but the Board may request a statement from the examining physician stating whether the Superintendent is physically and mentally fit to perform the duties of the position.
- g. For in district business travel, Superintendent will receive a Five Hundred Dollar (\$500.00) monthly stipend in lieu of an auto allowance, travel expense, or mileage reimbursement and CCS will provide fuel for the vehicle used by Superintendent in district business travel from CCS fueling stations. For business travel using the Superintendent's vehicle that is more than fifty miles outside the school district, CCS will also reimburse Superintendent at the standard CCS mileage reimbursement rate.
- h. Superintendent may apply to participate in CCS's insurance plans under the same terms and conditions applicable to all other full-time administrators employed by CCS.
- i. In addition to technology loaned to Superintendent by CCS, CCS agrees to provide Superintendent with a monthly technology allowance of One Hundred Dollars (\$100.00).
- j. Superintendent shall be entitled to the annual number of sick days provided to other full time administrative employees of CCS. The Superintendent may use sick leave days and will be allowed to accumulate the same number of sick days as permitted under that sick leave plan by other administrative employees. In recognition that the Superintendent has accumulated fifty (50) sick leave days at his prior employer, CCS will grant Superintendent fifty (50) sick leave days effective upon his first day of employment; however, these days will not be eligible for any payment under any circumstances other than as used for sick leave.
- k. Superintendent shall be entitled to an annual number of vacation and other leave days equivalent to the number granted to other full time administrative employees.
- l. Disability insurance coverage shall be offered to Superintendent. The eligibility and benefits offered under that coverage shall be based on the plan documents.
- m. Unless otherwise addressed in this agreement, Superintendent will be entitled to

any other fringe benefit CCS makes available to other certified administrative employees or to teachers through the Master Contract (between CCS and the exclusive representative).

**4. Administrative Team Incentive.** The Superintendent believes that an incentive compensation program that rewards not just the Superintendent but also other members of his administrative team for meeting goals established by the Board and Superintendent will encourage collaborative leadership that will enhance the performance of Superintendent's administrative team. In order to encourage teamwork, CCS has set aside up to 10% of Superintendent's base annual salary under Section 3.a. above for this team incentive compensation for the period ending June 30, 2019. The Board and Superintendent will agree on the design for such program, including the eligible employees, the goals, and the parameters that will govern the awards of incentive compensation by October 1, 2018.

**5. Defense and Indemnification for Acts in Performance of Duties.** CCS agrees to indemnify the Superintendent for any legal dispute arising out of the performance of the duties as a superintendent or employee and to hold the Superintendent harmless for all claims, demands, and judgments arising out of these disputes to the fullest extent permitted by law. CCS shall not provide counsel to Superintendent in any dispute to which Superintendent and CCS are adversaries or a conflict of interest arises.

**6. Evaluation.** The Board's evaluation of Superintendent shall be consistent with the Indiana law applied to the evaluation of a public school superintendent. The Board shall conduct an annual evaluation of Superintendent, not later than June 1 of each year during the Contract Term. The Board may, but is not required to, conduct an evaluation of Superintendent at an earlier time. Not later than January 31 of each year, the Board and Superintendent shall agree as to the written evaluation instrument and the procedures to be used to evaluate Superintendent.

**7. Termination.** This Addendum may be terminated at any time prior to the end of the Contract Term for cause, and as permitted by applicable Indiana law.

**8. Miscellaneous**

- a. Superintendent shall be solely responsible for the payment of federal, state, and local taxes on Superintendent's income and amounts received under any benefit plan.
- b. This Addendum along with the Contract constitute the entire agreement between the Superintendent and CCS, supersedes any prior negotiations, agreements or representations, whether oral or written.
- c. This Addendum may be amended or modified only by a written document signed by the parties and approved consistent with applicable law.

- d. This Addendum is governed by the laws of the State of Indiana.
- e. Superintendent shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference.
- f. This Addendum shall be deemed drafted equally by the parties.
- g. If, during the Contract Term, any specific clause or provision thereof is determined to be illegal or in conflict with law, the illegal or conflicting provision shall be deemed void. The remainder of the Addendum shall not be affected and shall remain in full force and effect.
- h. CCS will in good faith perform its required obligations hereunder and does not agree to pay any penalties, liquidated damages, interest or attorney's fees, except as permitted by Indiana law.

This Addendum is executed in duplicate on the \_\_\_\_\_ day of \_\_\_\_\_, 2018, to be effective July 1, 2018, and each party has a copy thereof.

**Carmel Clay School Board of  
School Trustees**

**Superintendent**

\_\_\_\_\_  
Layla Spanenberg, Board President

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Pam Knowles, Board Vice President

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Katie Browning, Board Secretary

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Mike Kerschner, Member

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Lin Zheng, PH.D., Member