

STATE OF SOUTH CAROLINA

COUNTY OF BEAUFORT

CERTIFIED ADMINISTRATIVE EMPLOYMENT CONTRACT

ELIZABETH O'NAN

Name of Employee

This is to notify you of your employment as a/an ADMINISTRATOR for 260 Days during the 2018 - 2019 School Year. The following conditions of employment have been stipulated by the Beaufort County School District Board of Education and are hereby a part of this contract:

- 1. The Employee shall maintain throughout the life of this contract a valid and appropriate certificate for the position specified. Failure to maintain professional qualifications during the contractual period shall constitute grounds for termination of the contract. Proof of these qualifications shall be filed with the District Office.
2. The Employee agrees to discharge faithfully all duties and responsibilities imposed upon him/her by the rules and regulations of South Carolina and the District.
3. The District agrees to pay the Employee according to the salary schedule adopted by the Board. This salary schedule will be made available as soon as practicable. Loss or reduction in any amount of anticipated or appropriated state, local or federal funding may, at the discretion of the District, require a pro-rata reduction of salary, a reduction in the term of this contract and pro-rata reduction in salary, i.e., a furlough, a reduction in contract days in accord with state law, or a termination of this agreement. Furthermore, any decline in student enrollment, elimination or change in course programming, financial emergency, or temporary closing of school or District operations because of emergency circumstances may require a pro-rata reduction in salary. Any such reduction will take place only upon the recommendation of the Superintendent and approval by the Board after reasonable notice has been provided to the affected parties. Any position eliminations will be handled in accordance with BCSD Administrative Regulation HRS-30: Professional Staff Reduction in Force.
4. The Employee shall receive a performance evaluation in accordance with District policy. This evaluation, if conducted during the term of this contract, shall be conducted by the Superintendent or the Superintendent's representative and shall be based in part upon a written instrument approved by the Superintendent and reviewed with the Employee. The Superintendent or her representative shall confer with the Employee concerning the evaluation received and reasons therefor. The Employee shall be given an opportunity to respond to the evaluation in writing.
5. The District's administrative assignments are discretionary with the Superintendent. In the event of any change in the District's organizational chart, reduction in force, or whenever it is deemed in the best interest of the District, the Superintendent may reassign the Employee. Further, the District reserves the right to make reassignments, upon notice to and consultation with the affected employee, consistent with S.C. Code Ann. § 59-24-15, as amended.
6. This contract shall be terminated by:
(a) mutual agreement of the parties;
(b) discharge for cause consistent with S.C. Code Ann. § 59-25-410, et seq., as amended; or
(c) death.
7. An initial offer of employment is subject to receipt of a criminal record history report from the South Carolina Law Enforcement Division, which reveals no good and just cause for its withdrawal.
8. If, during the term of this contract, it is found that a specific clause of the contract is illegal under either federal or state law, the remainder of the contract not affected by such ruling shall remain in force.

Please indicate your acceptance of this contract by signing below and returning the original to the Superintendent or his/her agent, pursuant to S.C. Code § 59-25-420 by May 10, 2018. This contract is not valid unless approved by the Board of Education and signed by the Superintendent.

Employee signature line with handwritten signature and date 4/15/18

Superintendent signature line with handwritten signature and name Jeffrey C. Moss, Ed.D, Superintendent

Date