

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 Caston School Corporation ("Corporation") and Lucinda Douglass ("Teacher"). Lucinda Douglass 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 1, 2016, and ending on June 30, 2019. 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 780 @ (260/year) 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 \$ \$100,000 (16/17), \$101,000 (17/18) & \$102,000 (18/19) during the school year. Ind. Code 20-28-6-2(a)(3)(C)
5. The Corporation shall pay this amount in 24 annual installments on a 2 times monthly 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 19 day of Oct., 2016.

Teacher



School Corporation by:



President

Attested:



Superintendent



Secretary

SUPERINTENDENT EMPLOYMENT CONTRACT ADDENDUM

THIS CONTRACT IS MADE and entered into this 19th day of October, 2016, effective July 1, 2016, between the BOARD OF SCHOOL TRUSTEES OF CASTON SCHOOL CORPORATION (hereafter "Board") and LUCINDA DOUGLASS (hereafter "Superintendent"). The Board and the Superintendent have executed a basic contract in the form of a Regular Teacher Contract as required by State law. This contract addendum is intended to supplement and expand upon the rights and obligations of the parties. In consideration of the provisions and mutual promises stated herein, the parties agree as follows:

1. **TERM OF CONTRACT.** The Board hereby employs the Superintendent and the Superintendent hereby accepts employment as the Superintendent of Caston School Corporation for a term commencing July 1, 2016, through June 30, 2019.

2. **COMPENSATION.** The salary payable to the Superintendent shall be as follows: \$100,000 for the 2016-2017 School Year to be paid retroactively from July 1, 2016 – June 30, 2017. \$101,000 for the 2017-2018 School Year to be paid from July 1, 2017 – June 30, 2018. \$102,000 to be paid for the 2018-2019 School Year to be paid from July 1, 2018 – June 30, 2019. For each subsequent year the contract automatically rolls over there shall be a \$1000 increase to the base salary. Annual salary is payable in 24 installments on a bimonthly basis. Each annual increment is contingent on an effective evaluation of performance.

3. **VACATION AND OTHER BENEFITS**
 - a. The annual number of days per year required by the Superintendent to perform her duties is two hundred sixty (260) days and she shall be granted the following leave days per contract year:
 - i. Twenty (20) vacation days per year. There shall be a maximum buy back of three (3) vacation days per year; further, vacation days shall not carry over to any later year
 - ii. The following holidays are awarded to the Superintendent: Labor Day (1 day), Thanksgiving (2 days), Christmas (2 days), New Year's Day (2 days), Good Friday (1 day), Memorial Day (1 day) Veteran's Day (1 day) and Independence Day (1 day). If school is in session on any individual holiday, said holiday may be taken at some other time.
 - iii. Personal Business leave: Three (3) days per year. If unused these may go toward accumulated sick leave.
 - iv. Illness leave: Ten (10) days at full compensation each year to use for personal or family illness. Family is defined as spouse, children, stepchildren, parents, and wards (children for whom the superintendent is the legal guardian.) Family also includes people living in the home of the employee or for whom the employee is the sole guardian or caregiver. Other individuals can be counted as family for the purposes of illness leave at the discretion of the board. If more than five (5) consecutive days of leave or fifteen cumulative leave days in a semester are utilized, a medical statement for the absences may be required at the discretion of the Board. The use of an excessive amount of illness may initiate the use of the Family Medical Leave Act. Unused illness leave days will be credited toward the superintendent's accumulated balance at the close of the school year. Accumulated leave balance may not exceed 185 days. Accumulated leave may not be used as terminal leave.
 - v. An attendance incentive of \$50.00 per day multiplied by the number of accumulated leave days in excess of 185 shall be paid to the Superintendent annually.
 - vi. Accumulated days beyond 185 for which the attendance incentive has been awarded will be deducted from the balance so that the maximum balance at the start of the next school year will be 185 days to which an additional ten (10) days will become available for the school year.
 - vii. Bereavement: Bereavement leave shall be for the purpose of attending last burial rites and other personal matters of the immediate family. The Superintendent shall be provided leave for each death and shall receive full compensation for each leave. Each leave shall include the day of the burial and the appropriate number of scheduled school week days as follows: Five (5) days for immediate family (including those by marriage) – spouse, child, parent, grandchild or any other member of the family unit living in the teacher's household. Three (3) days for family (including those by marriage) – sister, brother, grandparent, daughter-in-law, son-in-law, or any other member of the Superintendent's household. One (1) day for the extended family (including those by marriage) –

aunt, uncle, niece, nephew, grandparent-in-law and close personal friends(s). A waiver of these guidelines may be requested and granted by the Board.

- viii. Family Medical Leave: The Superintendent shall be entitled to a leave of absence equal to what is permitted by Federal Law. The first twelve (12) workweeks of the leave are covered by the Family Medical Leave Act of 1993. The leave shall include the birth of a son or daughter, and to care for a newborn child; placement with the Superintendent of a child for adoption or foster care; the care for the Superintendent's spouse, child or parent with a serious health condition; a serious health condition that makes the Superintendent unable to perform the functions of her job. The Superintendent shall notify the Board in writing of the desire to take such a leave at least thirty (30) days prior to the start of the leave, except in an emergency.
 - ix. Legal: A Superintendent selected for jury duty or subpoenaed to be a witness shall receive full compensation, less the amount paid by the court.
 - x. Absences shall be taken in full or one-half day units.
 - xi. The Board shall pay the following membership dues for the Superintendent: IASBO, Superintendent's Study Council, and Indiana Association for School Superintendents.
- b. The Board shall provide insurance to the Superintendent as follows:
 - i. Total premium paid for single plan, single + 1 or family plan at the election of the Superintendent, less one cent per year.
 - ii. \$414 shall be paid toward dental or optical insurance, with the balance of the premium to be paid by the Superintendent via payroll deduction.
 - iii. The Board and the Superintendent shall mutually agree upon a life insurance company and the Board shall pay the cost of a \$100,000 term life insurance policy.
 - iv. The Board shall pay the cost of single long-term disability coverage less one cent. The benefits shall provide a minimum of two-thirds (2/3) salary to the age of sixty-five (65), with the maximum waiting period between occurrence of the disability and beginning of coverage of ninety (90) days.
 - c. The Board will pay the mandatory TRF contribution for the Superintendent.
 - d. Section 125 Benefit: The superintendent shall be eligible to participate in Generation 1 and 2 of the Revenue Act of 1978.
 - e. Retirement: For each year of this contract and subsequent years in which the contract automatically rolls over the Caston School Board of Trustees agrees to pay an annual lump sum supplemental benefit of \$8837 at the end of the contract year to a post retirement investment account of the Superintendent's choice.
 - f. The board will pay a \$250.00 per month expense allowance – this covers the cost of personal mileage and use of personal automobile as well as technology usage for which the Superintendent pays her own personal plans. Additional travel expenses such as per diem meals, hotel, and miscellaneous travel expenses for overnight or out-of-town business travel will be reimbursed upon receipt of expenditures.
4. **Physical Medical Examination.** An annual physical examination is required and paid for by the Caston School Corporation. The Board shall grant approval of the physician or clinic to be used, shall annually determine the extent of the exam to be performed and shall maintain strict confidentiality of said examination. (Policy 1220)
 5. **Termination of Employment Contract.** That this contract may be altered, rescinded or modified at any time by mutual consent of the Board and the Superintendent. The consent of both parties must be in writing. Further, the Superintendent's Contract terminates on the following dates and under the following conditions only:
 - a. If the Board and the Superintendent mutually consent.
 - b. Before the expiration date set forth in paragraph 1, if the Board terminates this Contract for cause in accordance with the state law.
 - c. On the expiration date set forth in paragraph 1, if the Board before January 1 of the year in which the contract expires gives notice to the Superintendent in writing, delivered in person or by registered mail.
 - d. On the expiration date set forth in paragraph 1, if the Superintendent before January 1 of the year in which the contract expires gives proper notice in writing to the board.
 - e. Upon the retirement of the Superintendent.
 - f. At the conclusion of the second year of said contract, and each contract year thereafter, an additional year shall be automatically added unless the Board notifies the Superintendent in writing, prior to the conclusion of that contract year, that an additional year is not being added.
 6. **MODIFICATION OF CONTRACT** – This Contract may be altered or rescinded for a new one at any time by mutual consent of the Board and the Superintendent. The consent of both parties must be in writing.
 7. **BINDING EFFECT.** This Contract shall bind the parties hereto and their respective assigns, successors and personal representative.

**Estimated Superintendent's Salary and Benefits
For Mrs. Lucinda Douglass
Caston School Corporation**

School Year	Base Salary	Max. Attn. Incent.	Max Unused Vac.	Prof. Dues (Approx)	Medical Insur. (Approx)	Dental/ Vision Insur.	Life Insur. (Approx)	Disab. Insur.	T.R.F.	Supp. Retire Contrib.	Exp. Allow.	Total Contract Value
2016-2017	\$100K	\$500	\$1154	\$1400	\$25K	\$414	\$132	\$363	\$3000	\$8837	\$3000	\$143,800
2017-2018	\$101K	\$500	\$1165	\$1400	\$25K	\$414	\$132	\$363	\$3030	\$8837	\$3000	\$144,841
2018-2019	\$102K	\$500	\$1177	\$1400	\$25K	\$414	\$132	\$363	\$3060	\$8837	\$3000	\$145,883

Example of future years with automatic rollover per terms of current contract

School Year	Base Salary	Max. Attn. Incent.	Max Unused Vac.	Prof. Dues	Medical Insur. (Approx)	Dental/ Vision Insur.	Life Insur. (Approx)	Disab. Insur.	T.R.F.	Supp. Retire Contrib.	Exp. Allow.	Total Contract Value
2019-2020	\$103K	\$500	\$1188	\$1400	\$25K	\$414	\$132	\$363	\$3090	\$8837	\$3000	\$146,924
2020-2021	\$104K	\$500	\$1200	\$1400	\$25K	\$414	\$132	\$363	\$3120	\$8837	\$3000	\$147,966
2021-2022	\$105K	\$500	\$1212	\$1400	\$25K	\$414	\$132	\$363	\$3150	\$8837	\$3000	\$149,008

8. **SEVERABILITY.** If any item in this contract is held invalid by any court or other tribunal of competent jurisdiction, such invalidity shall not affect the remaining provisions of this contract, which are and shall remain severable.
9. The regular Teacher Contract and the Superintendent Employment Contract Addendum contain the complete terms agreed to by the Board and the Superintendent and do not include any other documents, including, but not limited to, school calendar, collective Bargaining Agreement, and various Handbooks.
10. This Contract shall be interpreted in accordance with laws of the State of Indiana.

AGREED TO THIS 19 DAY OF Oct., 2016

BOARD OF TRUSTEES OF
CASTON SCHOOL CORPORATION

[Redacted Signature]

By: President

[Redacted Signature]

By: Secretary

[Redacted Signature]

Superintendent