

Rylee Penziol

ADMINISTRATIVE CONTRACT

205 DAYS (180 student days & 25 days directed by the superintendent)

Length of Contract: One year

Year 1: July 1, 2023 to June 30, 2024 - \$60,000

Upon renewal of this contract, the salary amount for the next renewal (effective July 1, 2024) will be increased by \$5,000. The contract amount for future years may be adjusted based on performance and in accordance with Board approved annual increases for administrative staff. No increase may be given without an evaluation of Effective or Highly Effective. The salary is subject to state law and limitations, including the corporation's need to avoid deficit spending. Future contracts and salaries are to be decided by the superintendent and approved by the School Board.

Insurance:

Health The employee will contribute the same as the amount set forth in the master teacher's contract.

Dental The employee will contribute the same as the amount set forth in the master teacher's contract.

Vision The employee will contribute the same as the amount set forth in the master teacher's contract.

Other Benefits:

Life Insurance The employee will receive a \$100,000 term life. The employee will contribute \$1.00 each year to this cost.

LTD The employee will receive LTD benefits as provided by the corporation. The employee will contribute \$1.00 to this cost.

403(b) The corporation will contribute 5% of the employee's annual salary to a 403(b) account managed by American Fidelity.

Annuity After one year of service to the corporation, the employee will receive a \$1,500 administrative annuity.

Personal Business Days The employee will receive two (2) days per year for personal business and for the conduct of personal or civic affairs. A personal business day may be used for any legal purpose at the discretion of the employee. Any unused personal business days will be transferred at the end of the school year to the employee's sick days. Personal business days will be used as sick days when the employee has exhausted all accumulated sick days and is out of school because of illness.

Family Illness The employee will receive two (2) days for family illness per school year; said days do not accumulate. Family illness days may be used in case of serious illness, major surgery,

or serious accident involving a member of the immediate family. The term immediate family shall mean spouse, parents, children, or a person who is living in the employees home as a member of the family. After two (2) family illness days are used, seven (7) leave days may be used as family illness days. Upon request, additional accumulated leave days may be granted by the superintendent. Reasons must be given.

Sick/Leave Days The employee will receive ten (10) sick/leave days in each school year.

Sick/Leave days not used and not lost, but accumulate to no maximum. The employee coming from another school corporation will be allowed to transfer fifty (50) days of accumulated leave right away to MSD of New Durham Township. Additionally, they will be allowed to have three (3) days of their previously accumulated total above fifty (50) added to their MSD of New Durham Township total for each school year, until all moved in.

Bereavement The employee will be granted bereavement leave for a period not to exceed five (5) school days following the death of a father, mother, brother, sister, husband, wife, child, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild, stepfather, stepchild, or any other person who, prior to death, was living as a member of the family. Bereavement leave for the death of an aunt, uncle, niece, or nephew shall be granted for a period not to exceed one (1) day. An employee shall be allowed to use one (1) day of bereavement leave to attend the funeral of a close personal friend to perform an active role in the funeral service (e.g. pallbearer, organist, vocalist, eulogist, etc.). In cases where multiple deaths occur in one incident, only one leave will be permitted. In computing this leave provision, either the day of the death, or the day on which the employee received notification of the death, or the day immediately following either of these events shall be counted as the first day of the leave, at the employee's option. Employee must furnish the funeral program or obituary to their supervisor for approved use of bereavement leave. If evidence exists that the provision is abused, the School Board reserves the right to declare the day as unpaid leave.

Jury Duty The employee will receive normal pay minus the current amount provided by the courts. In order to not be charged a personal/sick day, the employee must provide a copy of the jury duty summons, and upon return to work, provide any supporting documentation to payroll on number of days subjected to fulfilling their civic duty for processing. When the employee receives the jury duty check from the court, they may cash and keep remaining balance.

Travel All trips must receive prior approval by the Superintendent. If it is an overnight trip, it will also need prior approval by the School Board. The employee will be reimbursed for the following expenses while at approved in-service's, professional development, meetings, and trainings:

Enrollment fee for workshop	Full Cost
Lodging	Full cost
Mileage	At current approved rate
Food	Reimbursement ONLY if overnight and not being provided at function & hotel. \$25 maximum limit per day if not provided and on non-travel days.

*Original receipts and State Board of Accounts approved forms must be submitted in order to receive reimbursement.

Early Retirement Health – Dental – Vision Insurance Benefit:

In order to be eligible for this benefit, the employee must:

- Be at least 55 years of age by June 30 at the end of their final school year of employment.
- Have served as a MSD of New Durham Township Middle/High School Principal/Assistant Principal for at least ten (10) years.
- Notify the Superintendent of retirement by October 1 of their intent to retire. If the employee decides not to retire following an initial notification to retire, they must indicate their intent not to retire in a letter to the Superintendent by December 1st.

Upon meeting of above eligibility requirements, approval from the Superintendent and School Board, and commencement of retirement, the employee shall pay an amount equal to one-hundred percent (100%) of a health-dental-vision insurance plan available to the employee through the MSD of New Durham Township. A retired employee may stay on the corporation's insurance until the age of sixty-five (65). Delinquent accounts due to non-payment on agreed upon terms will be terminated at the discretion of the Superintendent.

The employee agrees to faithfully perform all the services/duties as prescribed by said employer and to observe all reasonable rules and regulations of the properly constituted school authorities.

This contract was executed in triplicate, on this _____ day of _____, 20____ and copies were provided to each party thereby established in said contract.

Rylee Penziol, Employee

Mark Parkman, Board President

Dr. Sandra Wood, Superintendent

Lynn M Wilson, Board Secretary