

**CENTRAL OFFICE PERSONNEL CONTRACT BETWEEN  
THE BOARD OF EDUCATION OF THE (SCHOOL DISTRICT)**

This contract is made and entered into as of the 1st day of July, (Year) between the Board of Education of the (School District), hereinafter referred to as the "Board" and, hereafter called Superintendent's Secretary.

**WITNESSETH:**

Whereas, represents to serve the (School District) in the capacity of (School District) Superintendent's Secretary.

Whereas, the Board of Education is desirous of employing her/him as Superintendent's Secretary of the (School District).

Now, therefore, in consideration of the mutual promises contained in this contract, it is agreed between the parties as follows:

1. **TERM:** This contract shall take effect on the 1st day of July, (Year) and continue in force thereafter through the 30th day of June, (Year).

The Board shall review this contract annually and shall, on or before June 30 of each ensuing year, take official action determining whether or not it is extended for an additional year and shall notify the Superintendent's Secretary of its action in writing. If no action is taken by the Board, the contract shall be deemed to have been extended for an additional year.

In terminating this contract of this Superintendent's Secretary, the (School District) Board of Education shall provide notice of the pending action to the Superintendent's Secretary 30 days prior to the termination date.

2. **DUTIES:** Superintendent's Secretary, represents that she/he agrees to perform the duties in a competent and professional manner in compliance with policies and regulations adopted by the Board of Education.

3. **COMPENSATION:** The Board of Education shall pay to this Superintendent's Secretary a salary of (Dollar Amount) for the (Year-Year) school year. The salary shall be paid in 26 equal installments. The Board of Education has the right to adjust the salary during the continuation of this contract.

4. **BENEFITS:** The Superintendent's Secretary is entitled to the following specific benefits:

A. **DENTAL/VISION/LIFE INSURANCE** - the District will provide premium payments toward a dental/vision/life insurance plan.

B. **VACATION**  
Years 1 and 2: 1 week  
Years 3 through 8 2 weeks  
Years 9 through 15 3 weeks  
Years 16+ 4 weeks  
Vacation may not be accumulated.

C. **PAID LEAVES - HOLIDAYS**  
Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve,

Christmas Day, New Years Eve day, New Years Day, Good Friday, Memorial Day, July 4<sup>th</sup>

**D. SICK LEAVE**

Sick leave days will be earned at a rate of one (1) day for each full month of employment and may be accumulated unlimited. Accumulated sick leave as of 7/1/xx – days.

**E. PERSONAL LEAVE**

Personal leave will be earned at a rate of three (3) days for a full year of employment with a maximum accumulation of five (5) possible. Excess personal days will be converted to sick leave. Accumulated personal leave as of 7/01/xx – days.

**F. RETIREMENT BENEFITS**

Qualifications: Qualify for MP SER retirement. 10 year minimum service to the District. Recognition of Service Payment - The District will pay following retirement (Dollar Amount) per year for each year of service to the District.

**G. ACCUMULATED SICK LEAVE PAYMENT AT RETIREMENT**

<u>Sick Days</u>	<u>Payment Per Day</u>
0-49	\$(Dollar Amount)
50-99	\$(Dollar Amount)
100-149	\$(Dollar Amount)
150-199	\$(Dollar Amount)
200-249	\$(Dollar Amount)
250-299	\$(Dollar Amount)
300+	\$(Dollar Amount)
10 years minimum service to District	

All retirement benefits will be paid out in twelve equal monthly payments starting in September of the year of retirement over four years.

IN WITNESS WHEREOF, the parties hereto have affixed their hands on the day and year first written above:

(SCHOOL DISTRICT) BOARD OF EDUCATION

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Superintendent's Secretary