

**CONTRACT WITH CERTIFIED ADMINISTRATORS – 2013-2014**  
**KEOKUK COMMUNITY SCHOOL DISTRICT, Keokuk, Iowa**

It is hereby agreed by and between the Board of Education of the Keokuk Community School District located in Lee County in the State of Iowa (hereafter called the "Board"), and TIM HOOD (hereafter called the administrator), as SUPERINTENDENT for a THREE YEAR CONTRACT (2013-2014 CONTRACT IS YEAR ONE (1) OF THREE (3) YEARS) year period commencing July 1, 2013 through June 30, 2016.

1. The administrator shall receive as compensation the sum of \$159,300.00 per school year, such salary payable in installments of \$ 13,275.00 on the first day of each calendar month for a period of 12 consecutive months, the first payment to be made on the first day of AUGUST, 2013, and the final payment to be made on JUNE 30, 2014, or when the contract is satisfactorily completed, if such completion is later. Said compensation shall be for 241 workdays that shall include 226 days of actual duty and 15 days of paid vacation. The 241 workdays shall be performed beginning on JULY 1, 2013 and ending on JUNE 30, 2013 1/241 of the annual salary or \$656.02 shall be considered pay for one day of service. The salary for the subsequent year(s) of this contract if and in so provided shall be fixed at an amount no less than that of the initial year's salary.

2. AS FURTHER CONSIDERATION FOR THE PERFORMANCE BY SAID EMPLOYEE OF THE DUTIES HEREIN PRESCRIBED, THE SAID DISTRICT AGREES TO PURCHASE FOR SAID EMPLOYEE AN ANNUITY CONTRACT AT AN ANNUAL COST OF ( \$ 1,200.00 ) TWELVE HUNDRED DOLLARS, TO BE ISSUED FOR THE SAID EMPLOYEE, AND IN HIS (HER) NAME AS OWNER. THE INTENT WITH RESPECT TO THE PURCHASE OF SAID ANNUITY IS THAT IT BE IN COMPLIANCE WITH THE PROVISIONS OF SECTION 403(b) OF THE INTERNAL REVENUE CODE OF 1954 AS AMENDED. THE AMOUNT OF ANNUAL COST OF SAID ANNUITY CONTRACT SHALL BE SUBJECT TO ANY SOCIAL SECURITY AND/OR IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM CHARGES.

WITH RESPECT TO THE SUM OF MONEY REQUIRED AND REPRESENTED BY THE PURCHASE OF SAID ANNUITY, THE SAID EMPLOYEE RELEASES ALL RIGHTS PRESENT OR FUTURE TO RECEIVE SAME IN ANY OTHER FORM, EXCEPT THAT ALL OR ANY PART THEREOF FOR WHICH SAID EMPLOYEE HAS ALREADY RENDERED SERVICES, BUT WHICH AT THE TERMINATION OF HIS (HER) EMPLOYMENT WITH SAID DISTRICT HAS NOT BEEN APPLIED TO THE PURCHASE OF SAID ANNUITY SHALL (1) BE PAID TO SAID EMPLOYEE UPON SUCH TERMINATION BY REASON OTHER THAN DEATH, OR (2) BE PAID UPON HIS (HER) DEATH WHILE IN THE EMPLOYMENT OF SAID DISTRICT TO THE BENEFICIARY OF SAID ANNUITY CONTRACT PURCHASED HEREUNDER, OR TO THE EXECUTORS OR ADMINISTRATOR OF SAID EMPLOYEE'S ESTATE IF NO SUCH ANNUITY CONTRACT IS THEN IN FORCE.

3. The administrator shall furnish throughout the life of this contract a valid and appropriate certificate to act as an administrator in the State of Iowa in the position and as directed by the Board. The administrator hereby agrees to devote his time, skill, labor and attention to said employment during the term of this contract. The administrator may, with the approval of the Superintendent (Superintendent receives Board permission) undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.

4. For purposes of utilizing leaves, vacation days, sick days, and holidays under the foregoing paragraph 1, the administrator shall function as any other employee and shall comply with usual personnel procedures concerning leaves, vacation days, sick days, and holidays.

5. During the term of this contract, the administrator shall be allowed the current district rate per mile for use of his personal car for travel and transaction of official business and shall be reimbursed for expense of professional activities and for personal expenses incidental to travel when a leave is requested and an itemized statement of travel and expenses is submitted in compliance with usual practice and policy.

6. The administrator shall complete 5 semester hours of continuing education within each 5-year period. The initial five year period shall begin on September 15 of the first calendar year of employment in the district and end on September 15 five years later. In lieu of this requirement other non-credit continuing education may be approved by the Superintendent (Superintendent receives Board approval). Administrators shall be allowed eight (8) weeks for each three (3) years of service as an administrator in the Keokuk Community Schools for attending school at a recognized college or university in excess of allowable vacation time without loss of any part of his annual salary. Final approval of the session an administrator shall attend is reserved for the Superintendent or Board.

7. This agreement is invalid if the administrator is under contract with another Board of Directors in this State covering the same period of time until such contracts shall have been released or terminated by its provisions.

8. The administrator shall have insurance and fringe benefits provided by the Board as follows:

a. Family medical, dental and prescription drug coverage insurance as defined by the district's then current carrier or an annuity and single insurance in lieu thereof.

b. Life insurance at the rate of two (2) times each \$1,000 of annual salary (rounded to the next highest thousand dollars).


c. Professional association dues paid for by the Board (NASSP, EAI-secondary, NAEMSP, EAI-elementary, and

- d. Long Term Disability Insurance to a monthly maximum of \$8250 but sick leave payments shall cease at the 90th calendar day of disability as defined by the district's then current carrier.
  - e. Eighteen (18) days of sick leave annually which shall accumulate from year to year up to one year, but shall be forfeited upon termination of the contract by either party.
  - f. Two days personal leave per year that may accumulate to 5 days.
  - g. Any other leaves for good cause as approved by the Superintendent or his/her designee (i.e., family illness, jury, legal, funeral, consultant, professional, etc.).
  - h. Service days shall not include Independence Day, Labor Day, Presidents Day, Memorial Day and the scheduled Thanksgiving, Christmas and Easter breaks. If the administrator is required to work any of these days, appropriate arrangements shall be made for an additional personal day.
  - i. Fifty-two week administrators shall receive three weeks vacation until the 15th year of employment when they shall then receive four weeks of vacation with a maximum accumulation of ten (10) days but vacation may be taken as earned within the contract year.
9. An amount equal to the pay for one day of service shall be deducted from the salary of said employee for each day of service not performed as defined herein.
10. If the administrator should for any reason not complete the term agreed upon in this contract, final settlement should be pro-rated at the daily rate for the days of duty actually completed.
11. All applicable school policies are in full effect.
12. The administrator shall receive a minimum of one written evaluation per year by the Superintendent or his designee (Superintendent evaluated by the Board) for the purpose of improving job performance.
13. Employees shall receive four weeks vacation. The employee shall have the option to take two weeks of such vacation as compensation at current daily rate.

This contract shall be without force and effect unless it is in the hands of the Board, bearing the administrator's signature and that of the President of the Board on or before the 9<sup>th</sup> day of            September, 2013.

  
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 S. TYLER MCGHGHY, PRESIDENT  
 BOARD OF DIRECTORS

August 18, 2013  
 DATE

  
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 ADMINISTRATOR

Aug 18, 2013  
 DATE