



Book	Policy Manual
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1520 - **EMPLOYMENT OF ADMINISTRATORS IN ADDITION TO THE DIRECTOR**

The Board of Managers recognizes that it is vital to the successful operation of the Cooperative that positions created by the Board be filled with highly qualified and competent administrators.

The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by the Cooperative.

In addition to the Director, individuals employed in the following positions shall be considered administrators:

A. Assistant Director

B. ~~()~~ **principal Business Manager**

C. (x) Dean of Students

D. ~~()~~ **assistant principal**

E. ~~()~~ _____

F. ~~()~~ _____

The contract entered into between the Board and an administrator shall be subject to the following conditions:

A. If the administrator is a certificated employee, the basic contract must be the Regular Teacher's Contract as prescribed by the State Superintendent.

- B. The term of the initial contract for principals and assistant principals entered into after June 30, 2019, must be for a term of at least one (1) year and not more than three (3) years. A contract renewed after June 30, 2019, may be extended for not more than an additional three (3) years beyond the term of the original contract.
- C. Unless a provision in a contract between the Board and a principal or an assistant principal entered into or renewed before July 1, 2019, provides otherwise, the Board may not pay to a principal or an assistant principal, to buy out a contract entered into between the Board and the principal or assistant principal, an amount that exceeds the principal's or assistant principal's salary for any one (1) year under the contract. For purposes of this calculation, the principal's or assistant principal's salary does not include benefits or any other forms of compensation that the principal or assistant principal receives as payment under the contract other than the principal's or assistant principal's salary.
- D. The contract for a principal or assistant principal may be altered, modified, or rescinded in favor of a new contract at any time by mutual consent of the Board and the administrator if the contract, when reduced to writing, is consistent with Indiana law.
- E. ~~Administrators other than the Director, Assistant Director, principal, and assistant principal shall be:~~

~~(-) "at-will" employees. Their employment may be terminated with or without cause at any time. The following administrators are "at-will" employees:~~

~~(-) employed by specific contract. The term of the initial contract entered into after June 30, 2019, must be for a term of at least one (1) year and not more than three (3) years. A contract renewed after June 30, 2019, may be extended for not more than an additional three years beyond the term of the original contract. Unless a provision in a contract between the Board and an administrator other than the Director of Special Education, principal, or assistant principal entered into or renewed before July 1, 2019, provides otherwise, the Board may not pay to an administrator other than the Director of Special Education, principal, or assistant principal, to buy out a contract entered into between the Board and that administrator, an amount that exceeds the lesser of: 1) the administrator's salary for any one (1) year under the contract; or 2) \$250,000. For purposes of this calculation, an administrator's salary does not include benefits or any other forms of compensation that the administrator receives as payment under the contract other than the administrator's salary. The following administrators other than the Director of Special Education, principal, and assistant principal are employed by specific contract:~~

☒ Only to those candidates for employment recommended by the Director will be employed by the Cooperative.

~~☐ Only those candidates for employment chosen by the Board from a group selected by the Director will be employed by the Cooperative.~~

☒ When any recommended candidate has been rejected by the Board, the Director shall make a substitute recommendation.

~~☐ The Board will not employ (but may reemploy) the (-) children, siblings, spouse, parents, in-laws, or bona fide dependents of a Board member. (-) children, siblings, spouse, parents, in-laws, or bona fide dependents of a regular full-time administrator. [END OF OPTION] (-) except that such relatives or dependents may be employed only for a period that does not exceed one (1) school year.~~

Should the Board choose to employ a spouse or dependent of an administrator, the administrator shall submit a Uniform Conflict of Interest Disclosure Statement using State Board of Accounts Form 54266 for acceptance by the Board. This disclosure shall be submitted for acceptance by the Board before the Board considers the approval of the employment of the spouse or dependent.

☒ Relatives of administrators may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

☒ Any administrator's intentional misstatement of fact or omission material to qualifications for employment or the determination of salary shall be considered by this Board as a reason for contract cancellation.

☒ The employment of administrators prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

☒ Wherever possible, positions shall be filled by properly-licensed administrators.

☒ The Board shall review a candidate's previous work experience in determining his/her salary.

Prior to employment, the candidate's eligibility to work shall be checked using E-Verify and the candidate shall execute the verification of eligibility to work under penalty of perjury as required by I.C. 12-32-1-6. The candidate's written verification of eligibility to be employed shall be retained in the employee's personnel file for no less than five (5) years.

In the contract with an administrator, the Board may provide compensation for services performed for a time, either before or after the school term, as considered necessary by the Board.

All contracts for the employment of administrators shall be approved by a majority of the full Board and, after approval by the Board, they shall be signed by the Board President and Secretary, or the Board Vice-President if either of these officers is unavailable for any reason.

~~The Director shall prepare administrative guidelines for the recruitment and selection of all administrators.~~

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Legal

I.C. 12-32-1-6

I.C. 20-26-5-4(8)

I.C. 20-28-6-2 thru -7

I.C. 20-28-8-1 thru -12

I.C. 35-44.1-1-4