

# Exhibit 3

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**Policy 1220 - Employment of the Superintendent (Revised)**

**Policy 1230 - Responsibilities of the Superintendent (Revised)**



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of EMPLOYMENT OF THE SUPERINTENDENT
Code	po1220
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#### 1220 - EMPLOYMENT OF THE SUPERINTENDENT

The School Board vests the primary responsibility for administration of the School Corporation in the Superintendent of Schools. The appointment of the Superintendent is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent of Schools becomes vacant, the Board ~~will~~ shall appoint a Superintendent and fix ~~his/her/their~~ salary and term of employment, which ~~will~~ shall be for a term of at least one (1) year and not more than three (3) years. However, a contract may be extended for not more than an additional five (5) years beyond the term of the original contract.

~~Beginning with July 1, 2021, and thereafter, the~~ The Board ~~will~~ shall not enter into a contract with a Superintendent on or after the date of the election of one or more members of the governing body until January 1 of the year immediately following the year of the election. This policy provision does not apply if the membership of the governing body does not change ~~by more than one member~~ as a result of the particular election. (I.C. 20-28-8-6)

If the contract contains a provision that establishes an amount the Board must pay to the Superintendent to buy out the contract, the amount may not be more than an amount equal to the lesser of:

- A. the Superintendent's salary for any one (1) year under the contract; or
- B. \$250,000.

A Superintendent's salary under clause (A) does not include benefits or any other forms of compensation that the Superintendent receives as payment under the contract other than the Superintendent's salary.

The contract between the Board and the Superintendent ~~may~~ shall not provide for the awarding of a monetary bonus or other incentive that is based on the approval of a public question under I.C. 6-1.1-20 or I.C. 20-46 (referendum).

The Board ~~will~~ shall actively seek the best qualified and ~~will~~ capable candidate for the position of Superintendent.

Recruitment procedures will be prepared in advance of the search and will include:

- A. preparation of a written job specification for the position of Superintendent;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this Corporation and its educational goals;
- D. where feasible, the opportunity for applicants to visit the schools of this Corporation;

- E. the requirement that each of the final selected candidates for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F. solicitation of applications from a wide geographical area;
- G. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent of this Corporation unless ~~s/he has~~ they have signed an employment contract with the Board.

At least seven (7) days before a contract for employment is entered into between the Board and the Superintendent, the Board shall hold a public meeting on the proposed contract to hear objections to and support for and discuss, the proposed contract.

The Board Secretary shall submit notice of the hearing on the proposed contract for publication in a newspaper serving the Corporation in compliance with I.C. 5-3-1 and for posting on the newspaper's Internet website in compliance with I.C. 5-3-1-1.5 at least once no less than ten (10) days before the date of the hearing. The Board Secretary also shall direct that the published notice be posted on the Corporation's Internet website.

The notice shall:

- A. state that on a given day, time, and place, the Board will meet to discuss and hear objections to and support for the proposed contract; and
- B. set forth the details of the proposed contract, including the actual monetary value of the contract, benefits, and any additional forms of compensation for each year of the contract.

The name of the candidate for the position of Superintendent shall not be included in the notices or discussion of the proposed contract.

Such contract ~~will shall~~ be in the basic form of the regular teacher's contract if the Superintendent holds a license under I.C. 20-28-5 and ~~will~~ include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Superintendent will be paid and the intervals at which ~~s/he~~ they will be paid;
- C. the benefits to which ~~s/he is~~ they are entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

See also Policy 8311 - Public Access to Employee Contracts for further posting requirements following the approval of an employment contract with the Superintendent.

#### **Anti-Nepotism:**

'Relatives' include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents of a Board member or the Superintendent.

Relatives of Board members may be employed by the Corporation, provided the member of the Board involved does not participate in any way in the discussion or vote on the relative's employment. Should the Corporation choose to employ a relative as herein defined, both the relative and the Board member must file a conflict of interest statement.

Relatives of the Superintendent may be employed by the Corporation, provided the staff member being employed is not placed in a position in which the relative staff member would be supervised directly by the Superintendent.

#### **Non-Fraternization:**

If Corporation employees in a supervisor-subordinate relationship choose to date, engage in a romantic relationship, or have sexual relations the employees must notify the Corporation's administration and may have to accept the Corporation's decision to transfer one or both of the employees so that they no longer have a supervisor-subordinate relationship. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially sexual harassment, and, consequently are unacceptable.

Adverse workplace behavior - or behavior that affects the workplace that arises because of personal relationships - will not be tolerated. Corporation employees who disregard this policy will be subject to discipline, up to and including termination.

The Superintendent so appointed ~~will shall~~ devote ~~himself/herself~~ ~~themselves~~ to the duties of ~~his/her~~ ~~their~~ office.

Any candidate's intentional misstatement of fact material to ~~his/her~~ ~~their~~ qualification for employment or the determination of ~~his/her~~ ~~their~~ salary ~~will shall~~ be considered by this Board to constitute grounds for ~~his/her~~ ~~their~~ dismissal.

The person selected for the position of Superintendent ~~will shall~~ be required to undergo a physical examination reasonably related to the duties ~~s/he~~ ~~they~~ will be required to perform, the cost of which will be borne by the Corporation.

The contract may be altered or rescinded for a new one at any time by mutual consent of the governing body and the superintendent. The consent of both parties must be in writing and must be expressed in a manner consistent with I.C. 20-28-8-6, -7, and -8. If the Superintendent holds a license under I.C. 20-28-5, the rights of a Superintendent as a teacher under any other law are not affected by the contract unless those rights conflict with the terms of I.C. 20-28-8-6(b), in which case the provisions of I.C. 20-28-8-6(b) govern.

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I.C. 5-3-1

I.C. 5-14-1.5-6.1(b)(5) and (9)

I.C. 6-1.1-20

I.C. 20-28-5

I.C. 20-28-8-6

I.C. 20-28-8-7

I.C. 20-28-8-8

I.C. 20-28-8-13

I.C. 20-46



Book	Policy Manual
Section	Policies for Board 36-2
Title	Copy of RESPONSIBILITIES OF THE SUPERINTENDENT
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### 1230 - RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent shall strive to achieve **School** Corporation goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the Corporation. In addition, the Superintendent shall exercise the authority delegated to ~~him/her~~ **them** regarding policies and/or guidelines (Bylaw 0132.2).

#### Duties and Responsibilities

The Superintendent shall be directly responsible to the School Board for the performance of the following assigned duties and responsibilities:

- A. **promptly and fully inform the Board of any matter or related matters involving legal expenses reasonably expected to exceed \$ \_\_\_\_\_ 10,000. [insert amount specified by the Board] (I.C. 20-26-5-44)**
- B. **inform all Board members within five (5) business days, if the Superintendent:**
  1. **becomes aware of possible criminal activity involving a current or former Corporation employee or contract that:**
    - a. **may have occurred on school property or at a school approved activity or event not on school property; and**
    - b. **may have involved a current or former student who was a student at the time of the possible criminal activity; or**
  2. **concludes an investigation of a personnel matter that results in or could result in the suspension or termination of a Corporation employee (I.C. 20-26-5-42.3)**
- C. **keep the Board informed of school ~~operation~~ operations by preparing Board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed**
- D. **ensure that all aspects of Corporation operation comply with: 1) State and Federal laws, and 2) rules, and regulations; ~~as well as~~ Board policies; and 3) Board contracts ~~and policies~~**
- E. **establish and maintain a written educational plan required by law and consistent with the educational goals adopted by the Board**
- F. **ensure proper implementation of the current Corporation-wide instructional plan as it applies to each building**
- G. **strive to increase the efficient use of Corporation resources in the daily operations of the schools**

