

BELMOND-KLEMME COMMUNITY SCHOOL DISTRICT  
CONTRACT WITH ADMINISTRATOR

THIS CONTRACT is entered into by and between Cynthia Jensen, a certified administrator, and the Board of Directors of the Belmond-Klemme Community School District (hereinafter District) located at Belmond-Klemme, Wright County, State of Iowa.

IT IS HEREBY AGREED TO BY THE PARTIES THAT:

1. This contract of 240 days shall become effective July 1, 2024, and shall be for a period of one (1) year. It is understood and agreed that the above noted days include 10 holidays, 10 vacation days, and 3 personal days which is a total of 217 contracted days.
2. In consideration of a salary of \$112,000, Administrator agrees to well and faithfully perform the duties of Administrator and such other duties connected with the public schools in the District as may be assigned by the Board or its duly authorized representative. The salary is payable in twenty-four (24) equal installments to be made on the 15th and 30th day of each month with the first payment being made on July 15th, 2024. Actual salary to be paid under this contract may be modified by negotiation between the parties prior to July 1, 2024.
3. The contract term shall commence on July 1, 2024, and end on June 30, 2025. The contract shall include 240 days of service and 1/240 of the annual salary shall be considered as pay for one day of service.
4. The use to be made of the days of service under this contract shall be assigned by the Board or its duly authorized representative.
5. An amount equal to the pay for one day of service shall be deducted from the salary of the Administrator for each day of service not performed if the Administrator's absence is not authorized by the District representative who has the authority to excuse such absences.
6. If the Administrator is lawfully discharged or is released by mutual agreement before the completion of the contract term, final settlement shall be made so the total amount the Administrator receives shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service and there will be no liability remaining for the District for any of the remaining terms of the contract, including, but not limited to, salary and any additional benefit obligations as set forth herein.
7. The Administrator shall file in the office of the Superintendent of Schools such records and qualifications as may be required. The Administrator shall submit to physical examinations during the Administrator's employment with the District as may be required by the District.
8. The Administrator shall present such certification as required by law to the Secretary of the Board of Directors before accepting payment of any part of the Administrator's salary under this contract.
9. This contract shall be invalid if the Administrator is under contract with another board of directors in the State of Iowa covering the same period of time.
10. This contract is subject to the provisions of Chapter 279 of the Iowa Code.
11. The Board has relied upon the information the Administrator has provided regarding the Administrator's background, resume or vitae, credentials, and criminal record. Any false representations that have been made by the Administrator to the Board or other District representatives may constitute grounds for immediate termination of the Administrator's employment and this is explicitly acknowledged and accepted by the Administrator.
12. The Administrator will receive the following annual benefits:

a. The Administrator shall receive the following paid holidays and breaks: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, The Friday after Thanksgiving, The Day of Christmas Eve, Christmas Day, and The Day of New Year's Eve.

b. The Administrator shall receive 10 days of vacation. The Board will not reimburse the Administrator for any unused vacation; however, the Board will allow the Administrator to carry over a maximum of ten (10) days of the vacation earned in the current year to the next year. If the carried over vacation is not taken in the next year, it will be lost. (Such shall be credited at the beginning of the contract.)

c. The Administrator shall receive three (3) personal days. Unused personal days shall be paid per diem at the end of each contract year. (Such shall be credited at the beginning of the contract.)

d. The Administrator shall receive fifteen (15) days of sick leave. The Administrator will be allowed to accumulate unused sick leave to a total of ninety (90) days. (Such shall be credited at the beginning of the contract.)

e. The Administrator shall receive four (4) days of paid family leave per year. (Such shall be credited at the beginning of the contract.)

f. The Administrator shall receive fully paid single, single plus one, or family health insurance on the District group health insurance plan.

g. The Administrator shall receive a stipend each pay period into a health savings account (H.S.A.) to offset some of the cost of the district's high-deductible health insurance plan. This stipend shall be \$150 each pay period the administrator is enrolled into the single coverage health insurance plan. This stipend shall be \$233.33 each pay period the administrator is enrolled in a single plus one or family health insurance plan.

h. The Administrator shall receive fully paid single or family dental coverage on the District group dental insurance plan.

i. The Administrator shall receive fully paid long-term disability insurance coverage under the District long-term disability insurance plan.

j. The Administrator shall receive a fully paid \$100,000 term life insurance policy, subject to the terms and limitations of the District group term life insurance plan.

k. The District shall pay the Administrator's annual dues to state and national professional organizations.

m. Other benefits set out in rules established by the District's Board of Directors but not specifically set out in this contract shall be available to the Administrator.

13. The Administrator shall attend appropriate professional meetings at the local, state, and national levels when directed and approved by the District's Board of Directors. The expenses of the Administrator's attendance at such meetings shall be paid by the District as approved by the Board pursuant to the rules established by the District's Board of Directors.

14. The Administrator shall be evaluated on not less than an annual basis.

This contract shall be without force and effect unless it is in the hands of the board, bearing the signature of said Administrator and President of the Board on or before January 25th, 2024.

IN TESTIMONY WHEREOF, we have subscribed our names on dates as hereinafter stated.

\_\_\_\_\_  
Cynthia Jensen

Dated: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Directors  
Belmond-Klemme Community School District

Dated: \_\_\_\_\_