

Agreement between the
Newport School Committee and Meredith Keller, Administrative Services Assistant

AGREEMENT

Between

The Newport School Committee and Meredith Keller, Administrative Services Assistant. The Newport School Committee and the Administrative Services Assistant (hereinafter "administrator") agree to the salary and benefits set forth below for the period beginning February 21, 2018 and continuing through June 30, 2019.

This agreement shall be based upon a 12-month work year.

I. ANNUAL SALARY

\$ 43,000.00 (02/21/2018-06/30/2018) (Prorated)

\$ 43,809.50 (07/01/2018-06/30/2019)

II. BENEFITS

A. Fringe Benefits

The administrator shall be entitled to ten (10) days of sick leave and two (2) personal days annually. Sick leave and personal leave shall be cumulative to a total of not more than one hundred and eighty-three and one-half (183.5) days. This shall not preclude the granting of additional sick leave by the School Committee at its discretion, in the event the administrator is in need of additional sick days. Requests for same will be reviewed on a case by case basis but, generally, will not exceed a total of 45 additional sick days, if warranted.

The administrator shall be entitled to 15 annual vacation days. Scheduling of such days would be subject to the approval of the Superintendent based on the needs of the school district. If all of said vacation days are not used by the administrator prior to June 30th of each annual contract, the administrator shall have until August 31st of each annual contract to use up to a maximum of five (5) of said vacation days. Any vacation days for the term of the Agreement not so used by August 31st of each annual contract shall be converted to sick leave and added to the administrator's sick leave total and otherwise be subject to the terms of this Agreement.

There will be no ability to accumulate vacation days under this Agreement.

The administrator is also entitled to medical coverage, dental coverage and a \$50,000 life insurance policy. A twenty percent (20%) cost share from the administrator of the cost of the medical coverage is required.

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Upon termination of employment from the Newport Public Schools, the administrator shall be entitled to payment for twenty-five percent (25%) of his/her accumulated sick leave in excess of fifty (50) days up to a maximum of one hundred sixty-five (165) days, (equivalent to a maximum of twenty-eight and three-fourths [28¾] days), provided that ten (10) years of service have been completed with Newport Public Schools.

B. Retirement Benefits

An administrator must serve satisfactorily for a minimum of ten (10) years with the Newport Public Schools and be eligible at the time of retirement to receive benefits in the Employees' Retirement System of Rhode Island to be able to receive the following retirement benefits:

1. A lump-sum payment of \$150.00 for each year of service in the Newport Public Schools up to a maximum of \$4,500.00.
2. Until the administrator reaches the age of 65, medical insurance as contained in Section II (A). A twenty percent (20%) cost share from the retired administrator for the cost of medical insurance is required. There is no health care buy back if any medical coverage is not chosen.

C. Travel Expenses

The administrator will be reimbursed for the use of his/her automobile in discharging his/her duties at a rate of four hundred dollars (\$400.00) annually.

- D.** The daily rate computation for the purposes of retirement or termination of services shall be based on a work year calculated at two hundred and twenty (220) days.

III. DUTIES AND PERFORMANCE EVALUATION

The duties of the administrator are assigned by the Director of Administration and the Director of Human Resources. The administrator's performance will be evaluated annually by the Director of Administration or his/her designee, in accordance with the evaluation method, policy, and other guidelines established by the Superintendent with the approval of the School Committee. Said evaluation will be completed by April 1.

IV. AUTOMATIC RENEWAL

This contract shall be deemed automatically renewed for a similar term absent negative notice by June 1st of the final year of the contract.

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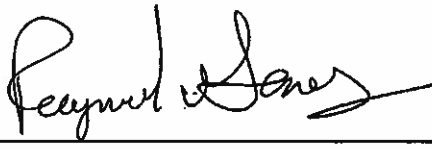
V. NON RENEWAL/TERMINATION

The School Committee shall have the right to suspend and/or terminate employment during the term of this Agreement for just cause in accordance with the provisions of Rhode Island Law.


IN WITNESS WHEREOF, the undersigned have executed this Agreement this ____ day of _____ 2019.

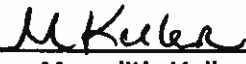
WITNESS: NEWPORT SCHOOL COMMITTEE BY:





Raymond Gomes, Chairperson





Meredith Keller
Administrative Services Assistant