

Agreement between the  
Newport School Committee and Catherine Nash, Administrative Assistant to the Superintendent

**AGREEMENT**

Between

The Newport School Committee and Catherine Nash, Administrative Assistant.  
The Newport School Committee and the Administrative Assistant (hereinafter "administrator") agree to the salary and benefits set forth below for the period beginning July 1, 2017 and continuing through June 30, 2020.

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

**I. ANNUAL SALARY**

\$61,800.00	(07/01/2017-06/30/2018)
\$ 62,919.00	(07/01/2018-06/30/2019)
\$ TBD	(07/01/2019-06/30/2020)

**II. BENEFITS**

**A. Fringe Benefits**

The administrator shall be entitled to sixteen and one-half (16.5) 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 20 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.

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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.

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, dental, and life insurance as contained in Section II (A) above. A current rate cost share from the retired administrator for the cost of medical coverage is required. There is no health care buy back if any medical coverage is not chosen. Retiree may purchase dental coverage at the district cost.

**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 Superintendent. The administrator's performance will be evaluated annually by the Superintendent 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**

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

**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:

ERIN CLARK, Dir of HR

Erin Clark

Raymond Gomes

Raymond Gomes, Chairperson

Catherine Nash

Catherine Nash  
Administrative Assistant to the Superintendent