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*Superintendent of Schools*

Mrs. Shannon New  
*Assistant Superintendent*

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225 E. 10TH STREET • BROOKVILLE, INDIANA 47012

## FRANKLIN COUNTY COMMUNITY SCHOOL CORPORATION

### ADMINISTRATOR CONTRACT

This Administrator Contract (“Agreement”) is entered into by and between the **Franklin County Community School Corporation** (“Corporation”) and **Kendra Franks** (“Administrator”), who shall serve as **Chief Financial Officer**, for the period beginning **July 1, 2025**, and ending **June 30, 2027**. This Agreement represents the first year of a two-year administrative contract.

#### 1. Term of Employment

The Administrator shall be employed for a term of two (2) years, subject to all applicable laws, Board policies, and the terms and conditions set forth herein.

#### 2. Compensation

The Corporation shall pay the Administrator an annual base salary of **Ninety-One Thousand Six Hundred Seven Dollars and Seventy-Six Cents (\$91,607.76)**, payable in accordance with the Corporation’s payroll practices.

#### 3. Benefits

In addition to salary, the Corporation shall provide the following benefits, subject to plan terms and applicable law:

- a. **Group Health and Vision Insurance.** The Corporation shall contribute **\$31,908.60 annually** toward the Administrator’s group health and vision insurance premiums. The Corporation’s contribution may be adjusted if the insurance carrier increases premiums for the same level of coverage.
- b. **Term Life Insurance.** The Corporation shall provide term life insurance coverage with a **\$120,000 death benefit**, at an annual cost of **\$273.64**, subject to carrier terms and potential premium adjustments.
- c. **403(b) Retirement Contribution.** The Corporation shall make an annual contribution of **\$2,748.23** to the Administrator’s 403(b) retirement plan.

d. **VEBA Contribution.** The Corporation shall contribute **\$916.08 annually** to a Voluntary Employees' Beneficiary Association (VEBA), if applicable.

e. **PERF Contribution.** The Corporation shall contribute **\$10,206.07 annually** to the Public Employees' Retirement Fund (PERF), representing the mandatory contribution of **11.2%** of eligible compensation.

The total annual value of salary and listed benefits under this Agreement is **\$137,660.38**, subject to adjustment as permitted herein.

## **4. Work Year**

The Administrator shall be employed for **two hundred sixty (260) working days** during each school year.

## **5. Leave Benefits**

a. **Personal and Sick Leave.** The Administrator shall be entitled to **twelve (12) personal leave days per year**. Unused personal leave days shall be transferred to the Administrator's sick leave accumulation.

b. **Vacation Leave.** Vacation leave shall accrue as follows:

- Five (5) vacation days per contract year following the first completed year of service;
- Ten (10) vacation days per contract year following June 30 of the fifth year of service; and
- Fifteen (15) vacation days per contract year following June 30 of the seventh year of service.

Unused leave days may accumulate up to a maximum of **one hundred eighty (180) days**.

c. **Retirement Leave Payout.** Upon retirement, the Administrator shall receive a lump-sum payment equal to **fifty dollars (\$50.00)** multiplied by the number of accumulated unused leave days remaining on the last day of employment. This payment shall be issued as a separate check and included as part of the final year's compensation.

## **6. Reimbursement of Expenses**

Expenses incurred for approved professional conferences and professional growth activities shall be reimbursed upon submission of proper documentation and approval by the Superintendent. The Corporation shall also pay annual dues for **one (1) professional organization** selected by the Administrator.

## **7. Evaluation**

The Administrator shall be evaluated annually by the Superintendent. The evaluation shall use the same performance categories applied to teachers and administrators: **Highly Effective, Effective, Improvement Necessary, or Ineffective**. A formal written evaluation shall be provided each year.

## **8. Salary and Benefit Review**

The Board of School Trustees shall review the Administrator's salary and benefits annually and may approve adjustments to base salary, benefit contributions, or allowances at its discretion.

## **9. Retirement**

The Administrator may elect to retire from the Corporation upon reaching **sixty (60) years of age**, subject to applicable retirement system requirements.

## **10. Post-Retirement Insurance**

Upon retirement, the Administrator may continue participation in the Corporation's group health insurance plan for **five (5) consecutive years** or until becoming eligible for Medicare, whichever occurs first. Any retiree continuing coverage shall do so under the same financial arrangements applicable to active administrators.

## **11. Entire Agreement**

This Agreement constitutes the entire understanding between the parties and may be amended only by written agreement approved by the Board of School Trustees.

### **SIGNATURES**

Chief Financial Officer: Kendall Franks Date: 11/13/25

President, Board of School Trustees: KE Date: 11/13/25

Superintendent: J Date: 11/13/25

Secretary, Board of School Trustees: Brandy W Date: 11/13/25