



Superintendent and Other Administrator Contracts

By **Lisa Tanselle**, General Counsel, ltanselle@isba-ind.org

In recent years, the General Assembly has made several changes to the permissible terms and conditions of superintendent and other administrator contracts. With the end of the school year approaching, and perhaps personnel changes occurring over the summer months, school board members should be aware of the following statutory provisions.

Superintendent Contracts

- The school board and superintendent must sign a regular teacher's contract. The contract may be supplemented by an addendum to the contract.
- The term of the contract must be for a term of at least one year and no more than three years. The original contract may be extended for no more than five years.
- A buy-out of the contract is limited to the lesser of the superintendent's salary for one year or \$250,000.
- When entering into a contract with a superintendent, the school board must publish in a local newspaper and post on its website the terms and conditions of the proposed contract. The board must also give notice to the public of the right to speak at a public meeting on the proposed contract. The board must wait at least seven days after the board meeting wherein the comments were heard before entering into the contract.
- The superintendent's contract must be posted on the school corporation's website.
- NEW: After June 30, 2021, a school board may not enter into a contract with a superintendent on or after the general election wherein board members are elected until January 1 of the year after the election unless there was no change

in the membership of the school board as a result of the election. (See P.L. 155-2020, Section 12)

Assistant Superintendent Contracts

- The contract between an assistant superintendent and school board must be for a term of at least one year and no more than three years. The initial contract may be extended for no more than three years.
- A buy-out of the contract is limited to the lesser of the assistant superintendent's salary for one year or \$250,000.
- The assistant superintendent's contract must be posted on the school corporation's website.

Principal/Assistant Principal Contracts

- The contract between a principal or assistant principal and a school board must be for a term of at least one year and no more than three years. The initial contract may be extended for no more than three years.
- A buy-out of the contract is limited to the salary of the principal or assistant principal for one year.
- The principal's and assistant principal's contract must be posted on the school corporation's website.

Directors of Special Education

- The initial contract between a school board (or the board of a special education cooperative) must be for at least two years.
- The director of special education's contract must be posted on the school corporation's website.