

EMPLOYMENT CONTRACT

THIS AGREEMENT, entered into this 29th day of July, 2015, by and between the VALPARAISO COMMUNITY SCHOOLS, hereinafter referred to as "VCS", and MS. SHARON QUALKENBUSH, hereinafter referred to as the "Employee";

WITNESSETH:

The VCS, in consideration of the mutual promises, understandings and agreements herein contained, employs the Employee, and the Employee agrees to work for and provide services to the VCS under the following terms and conditions:

NATURE OF EMPLOYMENT

1. The Employee is being employed under the terms and conditions of this agreement to perform the function of VCS Chief Financial Officer with the assigned duties, tasks and responsibilities of a Chief Financial Officer as more fully described herein and as may be assigned to her by the VCS Superintendent.

2. The Employee will perform the assigned duties, tasks and responsibilities of the Chief Financial Officer during the 261 days of regularly scheduled hours of operation at the VCS Administration Building and at such other time and place as may be reasonably requested of her including but not limited to attending and participating in meetings of the VCS Governing Board.

3. The VCS shall provide the Employee with the necessary supplies, equipment and office space to perform her job duties, task and responsibilities.

4. A more specific job description identifying the Employee's duties, tasks and

responsibilities has been attached hereto and made a part hereof as Exhibit "A".

5. The VCS Superintendent shall be responsible for direct oversight, management and supervision of the Employee's work performance during the pendency of this agreement.

TENURE OF EMPLOYMENT

1. The Employee shall commence work pursuant to the provisions of this agreement on the 1st day of July, 2015. Unless renewed, extended and/or renegotiated, this agreement shall terminate on the 30th day of June, 2018.

2. VCS reserves the right to unilaterally terminate this agreement for cause upon ten (10) day written notice or such other time period mutually agreed to by the Employee and VCS. Cause for termination of this agreement shall include the Employee deliberately and/or negligently failing to perform the duties and responsibilities of her position; violating VCS Policies and Procedures; engaging in unlawful acts or conduct within or without the scope of her employment which damage the general reputation of VCS; conducting herself in an insubordinate manner. The Employee shall be entitled to compensation for any and all work performed pursuant to this agreement prior to the effective date of termination.

3. This agreement may be amended, extended and/or reinstated on any basis and under such terms and conditions as VCS and the Employee may deem mutually appropriated and advantageous. Any such modification and /or change to this agreement must occur in writing and be executed by the Employee and VCS.

COMPENSATION

1. The Employee will be paid an annual salary of One Hundred Ten Thousand Dollars (\$110,000.00) for the performance of her duties, tasks and responsibilities pursuant to the provision of this agreement. The Employee salary shall be paid in the same manner and fashion as compensation is paid to other members of the VCS Administrative Staff.

2. In addition to the benefits offered and made available to other VCS Administrative Staff, VCS shall provide to the Employee an additional sum of Three Thousand Six Hundred Dollar (\$3,600.00) annually for automobile expense reimbursement and VCS will deposit on behalf of the Employee the sum of Five Thousand Dollars (\$5,000.00) annually during the term of this agreement into a 403b plan or other investment plan designated by the Employee.

3. Upon satisfactory verification by her previous employer, the Employee shall be entitled to "carry over" a total of 124 accumulated and unused sick days. These "carryover" days shall be available to the employee in addition to the twenty (20) paid vacation days, six (6) paid sick days, four (4) personal days and five (5) paid family illness days to which she is entitled as a benefit of her employment as the VCS Chief Financial Officer.

4. The Employee shall be entitled to the same benefits offered and made available to other VCS Administrative staff including but not necessarily limited to major medical and dental insurance coverage, life and long-term disability protection, vacation, holiday, sick leave, family illness, personal leave and bereavement leave. VCS shall pay on behalf of the Employee the Employee's contribution to the Public Employee Retirement Fund (PERF)

CONDITIONS OF EMPLOYMENT

1. The Employee shall maintain strict confidentiality of all matters related to her employment. The Employee shall not, during the term of her employment or anytime thereafter, use or permit the use of any information related directly or indirectly to any activity or function of the VCS and shall not divulge such information to any person, firm, or corporation whatsoever, except as may be necessary in the performance of her duties, tasks and responsibilities or as may be required by law or legal process.

2. That upon termination of this agreement, the Employee shall immediately return to the VCS any and all equipment, supplies and/or personal property belonging to the VCS and in the possession of the Employee including but not necessarily limited to a iPhone, iPad, laptop computer and/or building access keys. The work product of the Employee which may be from time to time generated pursuant to her performance of her responsibilities under the terms and conditions of this agreement shall be the sole and exclusive property of the VCS and the Employee shall immediately relinquish or otherwise return any work product created pursuant to this agreement upon termination.

3. The Employee shall execute the Employment Eligibility Verification Statement required by IC12-32-1 and attached hereto and made a part of this agreement as Exhibit "B".

4. The Employee shall give her full time and attention to the performance of her duties, tasks and responsibilities as the VCS Chief Financial Officer. The Employee shall not engage in any "outside" employment unless such activity received prior approval from the VCS Superintendent.

5. VCS by and through its Superintendent will provide the Employee with an annual performance review and evaluation in the same manner and fashion as evaluations performed on other VCS Administrative staff.

IN ACKNOWLEDGEMENT AND MEMORIALIZATION OF THE COMMITMENTS
CONTAINED HEREIN, THE PARTIES HAVE AFFIXED THEIR SIGNATURES HEREON ON
THIS 29th DAY OF JULY, 2015.

VALPARAISO COMMUNITY
SCHOOLS

MS. SHARON QUALKENBUSH

By: _____ - _____



POSITION AVAILABLE
VALPARAISO COMMUNITY SCHOOLS

Title: Chief Financial Officer

Qualifications:

1. Masters Degree (preferred) in accounting, business administration, public administration or related field with a CPA or advanced degree in accounting.
2. Three to five years of managerial accounting experience preferably in a public school or government setting.
3. Demonstrated ability to provide leadership that results in teamwork and collaborative working relationships.
4. Proficient in technology, especially financial software and spreadsheets.
5. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

Reports To: Superintendent

Job Goal: To administer the financial management of the district in such a way as to provide the best possible educational services with the financial resources available.

Performance Responsibilities:

1. Assumes responsibility for budget development and long-range financial planning, including budgetary control.
2. Develops and administers a program for purchasing, storing and distributing school supplies and equipment.
3. Establishes and supervises a program of accounting and reporting the financial affairs of the school district.
4. Administers the investments of the school system.
5. Supervises financial receipts and disbursements.
6. Arranges for the internal auditing of financial accounts and coordinates an annual in-house auditing program.
7. Administers the payroll function of the school district.
8. Supervises technology procedures to provide management information, evaluation techniques and long-range forecasts.
9. Serves as the consultant for grant proposals originating in the school district.
10. Supervises the completion of monthly and annual financial reports.
11. Maintains communication with local, state and federal governmental agencies on matters that pertain to school finance.
12. Interprets the school district's financial business to the community at large.

13. Consults with the Superintendent of Schools and other personnel on matters relating to the school district's business and financial affairs.
14. Negotiates with bargaining units representing all classified and certified personnel consistent with guidance from the Superintendent of Schools and the School Board.
15. Develops comparative data and cost estimates relating to compensation for negotiations between certified and classified staff and the School Board.
16. Interprets terms of negotiated contracts to staff.
17. Conducts formal, written evaluations of member of the staff assigned to the Business Office.
18. Conducts operational duties as assigned.

Terms of Employment: Initial year twelve-month contract.
Salary Range: \$90,000 - \$105,000
(comprehensive fringe benefit package)

Contact: Valparaiso Community Schools
Michael J. Berta, Jr.
Superintendent
3801 North Campbell Street
Valparaiso, Indiana 46385
No phone calls please

Submit the following by Monday, August 13, 2012

1. A letter of application
2. A resume'

EXHIBIT "B"

EMPLOYMENT ELIGIBILITY VERIFICATION STATEMENT

I, Sharon Qualkenbush, submit to VCS the Employment Eligibility Verification Statement as required by IC12-32-1 and in so doing verify that I am a United States Citizen and not an unqualified alien as defined under 8U.S.C.1641.

I hereby verify under the penalties of perjury that the foregoing statement is true.

Dated this 29th day of July, 2015.

Sharon Qualkenbush


Signature