

**EMPLOYMENT AGREEMENT FOR  
INTERIM SUPERINTENDENT**

The BOARD OF TRUSTEES ("Board") of the West Sabine Independent School District ("District") appoints the undersigned, Jane Stephenson as Interim Superintendent ("Interim Superintendent"), and the Interim Superintendent and the Board agree to following terms and conditions:

1. The Interim Superintendent commenced serving the District as Interim Superintendent under this agreement beginning May 28, 2019 and will serve in this capacity until a date to be determined by the Board of Trustees, upon the appointment of a permanent Superintendent of Schools, or until notice is given to terminate this agreement in accordance with the terms of this Agreement.
2. The Superintendent shall maintain a valid and appropriate certificate authorizing her to serve as superintendent of an independent school district in the State of Texas on file in the District personnel office.
3. Both parties agree that said employee shall perform the duties of Interim Superintendent in and for the public schools in the District as prescribed by the laws of the State of Texas and by all applicable state and federal rules, regulations, and policies, and by the rules, regulations and policies of the Texas Education Agency and of West Sabine ISD.

**Compensation and Benefits.**

4. The District shall compensate the Interim Superintendent \$ 450.00 per day base salary rate for each day when the Interim Superintendent performs assigned duties as chief administrative officer for the District. The Interim Superintendent's base salary rate includes, at no extra charge, related time incident to attending Board meetings or school events, consistent with the role of Interim Superintendent.
5. As part of her compensation, the District agrees to pay both District's and Superintendent's TRS Pension Surcharge and TRS Care Surcharge throughout the term of this Agreement and any renewals or extensions thereof.
6. Consistent with current Board policy, the Interim Superintendent will be reimbursed for actual out-of-pocket travel expenses, including lodging and meals, and reimbursed for mileage at the rate established by the State of Texas Comptroller for attendance at out-of-District school-related events approved in advance by the Board.
7. The Interim Superintendent will be reimbursed for travel expenses incurred in commuting to and from the District and her permanent home no more than two trips

per week.

8. The Interim Superintendent's sick leave and other types of absence from duty will be governed by applicable local Board policies in force at the time, as those policies pertain to other District administrators. The Interim Superintendent will receive no paid vacation leave.
9. While performing services as Interim Superintendent, Ms. Stephenson will reside in a rented facility in the vicinity of the District. The District will reimburse Interim Superintendent for rent, security deposit and for the facility in the maximum amount of \$1,250 per month beginning August 26th and continuing in each succeeding month that Ms. Stephenson serves as Interim Superintendent and resides in said facility.
10. The Interim Superintendent will be reimbursed at a rate of \$ 50.00 per month for the use of a mobile phone/data.

#### **Liability Insurance**

11. The Interim Superintendent shall be covered for liability insurance, the same as for other District administrators, under the District's Errors and Omissions and Liability insurance.
12. The Interim Superintendent shall at all times comply with state and federal law and District policies, rules, regulations, and administrative directives, as they exist or may be amended. The Interim Superintendent shall faithfully perform to the satisfaction of the District all duties as assigned.
13. The Interim Superintendent agrees to devote her time, skill, labor, and attention to performing her duties on behalf of the District, but may, at her discretion and with prior Board notice, undertake speaking engagements, writing, lecturing, teaching of higher education courses, and other professional duties and obligations that do not interfere with or conflict with the Interim Superintendent's professional responsibilities to the District.
14. This Agreement is at-will and may be terminated by either party at any time for any reason, or no reason, with thirty (30) days' written notice.
15. This Agreement is subject to all applicable federal and state laws, rules, regulations, and District's Board Policy. Invalidity of any portion of this Agreement under the laws of the State of Texas or of the United States shall not affect the validity of the remainder of the Agreement.
16. The District reserves the right to adjust the annual salary of Interim Superintendent during the term of this contract, although such salary adjustment shall not reduce the

base salary rate below the figure stated in Paragraph 3 above. Any increase in salary made during the term of this Agreement shall be in the form of an amendment or addendum and shall become a part of this Agreement, but it shall not be considered that the Parties have entered into a new

17. In any legal proceeding related to the interpretation or breach of this Agreement, the Agreement shall be governed and interpreted by Texas law. Venue for any dispute concerning this Agreement shall be Sabine County, Texas.

18. The parties agree that this Agreement combines all prior agreements and representations concerning employment of the Interim Superintendent into one document. This Agreement supersedes all prior agreements and representations concerning employment. No amendments to this Agreement shall be binding unless authorized by the Board, reduced to writing, and signed by both parties. This Agreement represents the totality of the compensation which shall be provided to the Interim Superintendent.

**The Parties have read this Agreement and agree to abide by its terms and conditions:**

By: Jane Stephenson  
Jane Stephenson, Interim Superintendent

8-29-19  
Date

**WEST SABINE INDEPENDENT SCHOOL DISTRICT**

By: Carla Randle  
Carla Randle, President, Board of Trustees

8-22-19  
Date

ATTEST: Halei Fleming  
Halei Fleming, Secretary, Board of Trustees

082619  
Date