AGREEMENT

DOUGLAS PUBLIC SCHOOLS

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT OF SCHOOLS

This agreement shall be in effect from July 1, 2016 through June 30, 2017, between the Douglas School Department and Lauren Tibbetts. This shall be for the purpose of serving as the Administrative Assistant to the Superintendent of Schools carrying out secretarial duties assigned by the Superintendent of Schools.

In consideration for services to be rendered, the parties hereto mutually agree as follows:

1. The Administrative Assistant to the Superintendent of Schools will be a 52 week work year, entitled to all benefits that are offered under the Douglas Public Schools Employee Benefit Manual and fifteen (15) days of vacation.

2. Compensation for services will be negotiated each year. Salary for FY'17 will be $50,875.

3. Liability responsibility shall belong to the Douglas Public Schools.

4. The Superintendent may terminate this agreement at any time for good cause. Termination of the Agreement for good cause shall take place only following written notification with reasons specified.

Contract so agreed by:

Lauren Tibbetts

Lauren Tibbetts

9/9/16
Date

Norman P. Yvon
Superintendent of Schools

9/9/16
Date