

March 24, 2022

Dr. Ken Schmiesing
Celina City Schools Board of Education,

I plan to retire on July 1, 2022 from Celina Schools after 30 years, with the understanding that I would be rehired back as the Administrative Assistant at Tri Star Career Compact starting on July 2, 2022.

Thank you.

Respectfully,

A handwritten signature in purple ink that reads "Brenda Dorner". The signature is written in a cursive style with a large, stylized 'B' and a long, sweeping underline.

Brenda Dorner

**CONTRACT OF THE ADMINISTRATIVE ASSISTANT
TRI STAR CAREER COMPACT - 260 DAYS**

1. **Salary**
Will be placed on the Level One of the Executive Secretary Compensation Plan. Will receive the same percentage salary increase that the Administrators receive.
2. **Insurance**
The option to enroll in medical, dental, prescription drug and other benefits. Receive Board contributions HSA according to contract. Life insurance-term life insurance \$25,000 payable to beneficiary.
3. **Holidays**
Paid Holidays:

Thanksgiving	Day After Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve Day	New Year's Day
Martin Luther King Day	President's Day	Good Friday
Memorial Day	Independence Day	Labor Day
Juneteenth		
4. **Longevity Credit**
Maintain current years of service – 30 years \$600.00
5. **Professional Growth**
Executive Secretaries will be reimbursed up to \$400 per year for professional growth or workshops and courses that are appropriate by their direct supervisor to enhance one's skills to perform one's duties.
6. **Sick Leave**
Accrue to 1 ¼ sick days per month and 3 personal days per contract year. Will not be eligible for severance pay.
7. **Vacation**
Maintain 25 days of vacation per contract year. September 1 through August 31. May carryover unused vacation days if approved by Director. Calamity Days – 40 hours (5 vacation days) and is limited to work on the first five calamity days of each school year. Not working on completed shift on any additional calamity days will be required to use leave time unless directed not to come to work by the Superintendent.
8. **Evaluation**
To be evaluated annually.

Brenda Dorner

Date

Tim Buschur

Date