

**ADMINISTRATOR'S  
CONTRACT OF EMPLOYMENT  
SUPERINTENDENT**

**THE AGREEMENT**, entered into this 26<sup>th</sup> day of October 2021 between the **KINGSTON COMMUNITY SCHOOL Board of Education**, hereinafter called the "Board" and Matthew Drake, hereinafter called the "Administrator.

**WITNESSETH:**

1. **CONTRACT PERIOD** - The Board agrees to employ the Administrator for the term of August 26, 2021 to and including June 30, 2023. The Administrator shall be employed to work for a period of 52 weeks each fiscal year.
2. **CONTRACT VALIDITY** - This Contract shall not be valid unless the Administrator shall have such qualifications for the employment position herein designated as required by law at the time the contractual period shall begin, and this Contract shall terminate if the Administrator shall at any time fail to possess any such qualifications which shall include any and all background checks.
3. **EMPLOYMENT AND DUTIES** - Said Administrator agrees to perform the duties required of the Administrator by law and to obey and fulfill the rules and regulations as established by the Board of Education of the School District and to carry out its education program and policies during the entire term of this contract.
4. **COMPENSATION** - The Board agrees to pay the Administrator for his services during each year of said Contract in bi-weekly installments. Compensation for the 2021-22 contract period shall be:

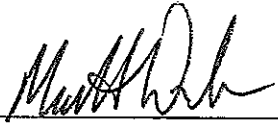
As per Board approved stipulated amount of \$ 106,799.28.

The salary and fringe benefits of the Administrator for succeeding years may be re-negotiated, but shall be no less than the stipulated amount above. The District is authorized to make such payroll deductions as may be required by law or authorized by the Administrator and such sums as have not been earned due to absence from employment.

5. **TENURE** - The Administrator shall not have tenure in any capacity by virtue of this Contract of Employment.
6. **FRINGE BENEFITS** - Leave privileges, insurance and fringe benefits will be afforded to the Administrator under the policies established from time to time by the Board of Education of the School District. The 2021-22 year(s) administrator's fringe benefits are as listed on attached Appendix "A".

7. **EMPLOYMENT REGULATION** - The District reserves the right to establish from time to time such employment regulations as it deems reasonable and to make such modifications in any subsequent agreement with the Administrator as may be permitted by law.

**IN WITNESS WHEREOF** the parties hereto have set hereunto their hands and seals this day and year above written.

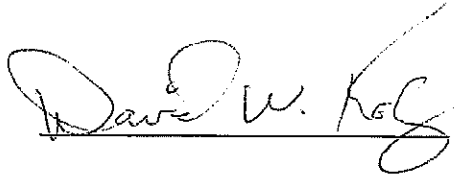


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Administrator's Signature

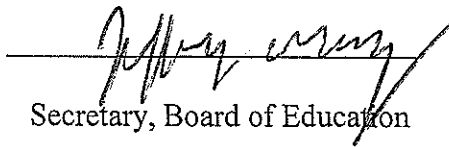
10/28/21

Date



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President, Board of Education



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Secretary, Board of Education

**KINGSTON COMMUNITY SCHOOL DISTRICT**  
**APPENDIX "A"**

**FRINGE BENEFITS:** The Superintendent/High School Principal 2021-22 fringe benefits are as follows:

Medical Insurance: In accordance with PA 152 of 2011 (publicly Funded Health Insurance Contribution Act) the Kingston Community School District will pay no more than the allowed premium "cap" per employee for the 2021-2022 school year and be adjusted on July 1<sup>st</sup> to follow State of Michigan insurance caps each of the following years:

Single Family up to \$7,043.89  
2 Person Family – up to \$14,730.96  
Full Family – up to \$19,210.66

***OR***

Cash In Lieu of Health Insurance Option in the amount of \$ 5,500.00.

Sick Leave: Ten (10) sick leave days to be used for the Administrator's illness, sickness in the family, or personal business except deaths in the immediate family. These ten (10) days are considered cumulative if unused. Unused sick days may only be accumulated up to a maximum of sixty (60) days. Pay for unused sick days may be rendered upon termination from the administrative position at \$135 per day (Maximum pay-out is \$8,000.00).

Vacation Days: The employee shall receive twenty (25) vacation days per year (5 days will be unpaid if unused). Any unused vacation days will be paid to the employee in the second pay of June annually at the rate of \$400.00 per day (Maximum of \$8000.00). Vacation periods are limited to two (2) consecutive weeks. This continuous period may only be lengthened under special conditions. Any request for continuous time must be in writing in advance to the Board of Education for approval.

Disability: Seventy percent (70%) of gross salary. Monthly maximum of \$5,000. There is a 60 calendar day wait period to become eligible for disability insurance.

A pool of days will be made available after the exhaustion of the administrator's accumulated vacation and sick days to equal sixty (60) days.

Life Insurance: \$100,000 of Term Life Insurance.

Dental: Messa or comparable with a maximum of Class I, II and II- \$1,000 per and  
Class IV- \$1,200 lifetime maximum.  
Class I 90%  
Class II 90%  
Class III 80%  
Class IV 50%

Vision: Messa or comparable

Funeral Leave: The administrator may take a maximum of three (3) days per death in the immediate family. Such days will not be deducted from the ten (10) days listed under sick. Immediate family shall include wife, children, father, mother, mother-in-law, father-in-law, grandfather, grandmother, brother, sister, brother-in-law, sister-in-law, grandparents of the spouse, and any other relative living or making his/her home in the household of the Administrator.

Holidays: Those days afforded teachers during the school year.

Deferred Comp: Annuity paid by the School District shall be \$1,500.


Certification: The administrator will be reimbursed for the tuition costs for classes taken to maintain administrative certification (six credit hours within a five year period or equivalent). (Maximum \$3,000)

KINGSTON COMMUNITY SCHOOLS  
Total Compensation Worksheet  
2021-22 School Year

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1. Deferred Compensation (deposited pre-tax to annuity)	\$ 1,500.00
2. Base Salary (52 weeks contract 2021/22)	\$ 106,799.28
3. Transportation Director Stipend	\$ 4,589.03
4. Cash In Lieu of Insurance	<u>\$ 5,500.00</u>

*Total Compensation:* \$ 118,388.31

Superintendent's initials 

Business Manager's initials 