



ZEELAND PUBLIC SCHOOL DISTRICT
Superintendent Employment Contract

THIS CONTRACT, between the ZEELAND PUBLIC SCHOOLS BOARD OF EDUCATION (“Board”) and **DR. BRANDI-LYN MENDHAM** (“Employee”), is made with respect to the following provisions:

1. Contract Period: This Contract covers Employee’s employment with the Board during the contract term beginning: **July 1, 2022** and ending: **June 30, 2025**. The term of this Contract is determined by the Board and not the ZPS Administrator Contract Guidelines and Benefits.
2. Qualifications/Assignment: Employee represents that she holds all certification and qualifications required by law or policy for the administrative staff assignment of: **Superintendent**. This Contract shall terminate if any such certification or qualifications are allowed to lapse or expire or if they are suspended or revoked. Employee is subject to assignment and/or transfer at the discretion of the Board.
3. Employment Duties: Employee shall comply with all applicable requirements and provisions of The Revised School Code (“School Code”), and any other applicable law, rule or regulation, as well as all rules, regulations, policies or directives of the Board (whether issued by the Board or its authorized administrators); and Employee shall conscientiously perform all duties and responsibilities of her assignment(s), whether prescribed by law, by the Board, or by the Board’s authorized designees. Employee shall not provide consultative or other services to third parties for additional compensation without the Board’s prior approval.
4. Non-Tenure: Employee shall not gain tenure in any administrative position or any other non-classroom capacity.
5. Residence: Employee shall reside within 20 miles of the District boundaries.
6. Compensation: Board shall pay Employee, for services performed pursuant to this Contract, an annual salary in the amount and in the manner prescribed below:
Base Salary: Employee will be paid a base salary consistent with the provisions of Paragraph 6a.
Method: In 26 installments beginning with the first pay period in: **July, 2022**
Tax-Deferred Annuity: As further compensation for services performed pursuant to this Contract, the Board shall, during each year of this Contract (i.e. July 1 through June 30) where Employee has earned an Effective or Highly Effective rating, shall make a non-elective employer contribution in the amount of \$10,000.00 directly into a tax-deferred annuity (of Employee’s choosing) on Employee’s behalf and for Employee’s benefit. Said sum shall be paid in four installments to be paid in July, October, January, and April of each contract year (July 1 to June 30).

6a: Compensation and Merit Pay:

Employee will be compensated per the administrative step scale. Employee’s placement on the step scale will be based on a combination of her performance and the collective bargaining agreement that the Board enters with the Zeeland Education Association. Employee will enter on step 102 in 2022-23. If Employee receives an annual evaluation rating of Highly Effective or Effective for the 2022-23 school year, she will move to step 103 for 2023-24. She will receive an additional step in 2024-25, moving to step 104, if she receives an evaluation rating of Highly Effective or Effective for the 2023-24 school year, after which a step will be given every third year, again based on HE or E ratings. Employee will be entitled to any additional step or other proportionate salary increase as is negotiated between the Board and the Zeeland Education Association for teachers. If Employee receives a rating of Minimally Effective or Ineffective, she will not move up a step, nor have the opportunity for upward adjustment to her salary]. Future steps and compensation, including for 2021-22, 2022-23, and 2023-24 will be determined prior to that school year based on the Board’s evaluation rating and Employee’s performance.

7. Other Benefits or Provisions: In addition to the foregoing, Employee shall receive and/or be subject to the following:
- Mileage Reimbursement: Per IRS (max. rate allowed without taxation).
 - Vacation: 25 Days per contract year; 10 days may roll over to the next school year with a limit set at 35. Personal Days: 3 per contract year, if not used, rolled to sick leave days. There is no payment for unused vacation, personal or sick days at termination of employment.
 - Benefits: Per Board approved ZPS Administrator Contract Guidelines and Benefits for administrative staff as amended from time to time. Whenever the guidelines for benefits and leave days require Superintendent approval, the Employee must obtain prior approval from the Board President or designee. In the event of conflict between the ZPS Administrator Contract Guidelines and Benefits and this Contract, the terms of this Contract shall take precedence.
 - Employee shall contribute 20% of the annual premium cost of medical insurance and no cost for dental and vision insurance. The Board reserves the right to reopen this Contract in the event State legislation mandates a higher contribution.
 - Other (if any specify here or on attached exhibit): Life insurance shall be term life equal to two times the annual starting salary. District funded or reimbursement is employee choice.
 - Eligibility for and payment of benefits shall be subject to such terms and conditions as Board and/or the insurance program/carrier may prescribe
 - State level professional conferences are encouraged. National level professional conference attendance requires board advance approval.

8. Annual Evaluation: The Employee shall be evaluated each year by the Board and to the extent required by law, student achievement data shall be a significant factor in such evaluation. Generally, the evaluation shall be completed not later than December 31, and the Employee shall remind the Board President of this timeline the first week of November. Employee's compensation shall be based upon job performance and job accomplishments as determined by the annual evaluation.

9. Void/Termination: Employee is expressly prohibited from engaging in any conduct involving moral turpitude that materially prejudices the reputation of the District and/or substantially impairs the Employee's ability to function effectively as Superintendent; and the Board may void this Contract in the event of such conduct. This Contract is also void upon the resignation, retirement, or death of the Employee.

In addition, the Board may terminate this Contract for any or no reason by paying Employee one year's salary and benefits or the balance of the salary and benefits then owed under the Contract, whichever is less, provided that Employee signs a release of all claims in a form satisfactory to the Board.

10. Resignation. Employee must provide at least 60 days notice of intent to resign.

11. Renewal/Non-Renewal: Board may (but need not), in its sole discretion, renew (reissue) this Contract on an annual basis. This Contract shall, however, be subject to renewal and/or non-renewal in accordance with the terms and conditions prescribed in Section 1229 of the School Code.

12. This Contract may be opened if changes occur to applicable Michigan law having to do with compensation (including fringe benefits) or job responsibilities.

(continued)

13. Entire Agreement: This Contract represents the entire agreement between the parties and supersedes any and all previous agreements (oral or written) between them. No individual Board member has authority to modify this Contract; all Contract modifications must be approved by the Board in an open meeting.

IN WITNESS WHEREOF, Employee
has executed this Contract this _____ day of
_____, 2022.

(Signature)

IN WITNESS WHEREOF, Board
has executed this Contract this _____ day of
_____, 2022.

Zealand Public Schools Board of Education

_____, Its President

_____, Its Secretary