

# PELLSTON PUBLIC SCHOOLS

## *Administrative Contract*

**July 1, 2011-June 30, 2012**

This contract of employment, by and between the Board of Education of Pellston Public Schools, in the State of Michigan, (hereinafter referred to as the Board) and William J. Tebbe (hereinafter referred to as the Administrator).

### **WITNESSETH:**

1. The Board agrees to hire the Administrator in an administrative capacity, as a Superintendent, and he agrees to perform faithfully the duties and responsibilities of his position as presently prescribed and as may be prescribed from time to time by the Board, and that he shall be subject to the rules, regulations and policies established by the Board or as changed from time to time by the Board and in accordance with all laws, rules and regulations applicable thereto. Further.
  - A. The Administrator shall work in close conjunction and shall maintain proper lines of communication with the principals.
  - B. The Administrator shall be required to establish and maintain a close professional and working relationship with the administrative staff and shall evidence a personal commitment to administrative team management.
  - C. The administrator shall comply with all directives as well as any and all administrative practices and operating procedures as established by the Board.
  - D. The administrator shall refrain from all inappropriate comments, public or private, in all matters of a confidential or sensitive nature and shall utilize the appropriate forums and procedures for evidencing his opinions or views regarding same.
  - E. Failure to comply with the conditions set forth in this contract, or any of them, shall be deemed to constitute sufficient cause for discharge of the administrator and termination of this contract.
2. This contract shall be effective as of the 1st day of July, 2011, and shall run until the expiration date of June 30, 2012, at which time this contract shall terminate, subject to the covenants and conditions of this agreement and to 1976 Public Act 451, Sec. 247, as amended by 1979 Public Act 183.

3. Compensation:

A. The Board agrees to pay the Administrator the following annual salaries:

1. During the first school year of employment under this contract (July 1, 2011, to June 30, 2012) shall be One hundred three thousand five hundred dollars and zero cents (\$103,500.00).

2. This contract will include the following fringe benefits:

B. Health Insurance: Health insurance: Blue Cross/Blue Shield of Michigan Flex Blue 2 HSA plus Employer contribution of \$4,000 for a twelve month period.

C. Dental Insurance as described in the Delta Dental Plan of Michigan: 100/90/90:1,000.00 Annual Max 90: \$1,500.00 Lifetime Max Two cleanings per year. No Adult Orthodontics

D. **MESSA, Pak B** for a full twelve (12) month period fully paid for by the Board of Education to include:

Long Term Disability as currently provided to administrators;

66 2/3% of Max Eligible Salary

Maximum monthly benefit **\$3,300**

Max Eligible Monthly Salary **\$5,000**

COLA Yes

Mental/Nervous Same As Illness

Alcohol/Drug Same As Illness

5% Minimum Payout

Pre-Existing Limited Waived

Family Social Security Offset

No Survivor Income

Freeze on Offsets

No Educational Supplements

2 year own occupation

Vision Care Coverage: VSP III

Life Insurance: Life volume requested \$100,000.00

Disability waiver will apply

E. All professional dues.

4. The Administrator shall have the following days off as paid holidays:

1. Labor Day;
2. The afternoon of December 24th;
3. December 25th;

4. The afternoon of December 31st;
5. January 1<sup>st</sup>;
6. Good Friday
7. Memorial Day;
8. Thanksgiving Day;
9. The day after Thanksgiving
10. 4th of July.

Vacation Time: The Administrator shall have 20 vacation days. The Administrator has to use all vacation time by June 30 of the current year or lose it; the Board shall not have to buy back any vacation time.

5. The Administrator represents that he holds all certificates and credentials required by law and by the Board to serve in the position assigned. If at any time the Administrator fails to hold the certificates and credentials required by law for the position assigned, this contract shall automatically terminate and the Board shall have no further economic obligation to said Administrator. This includes, but is not limited P.A. 1976, No. 451 (MCL 380.1246) and P.A. 1976, No. 451, Sec. 1536 added by P.A. 1986, No. 163, Sec. 1 (MCL 380.1536) and all rules and regulations promulgated thereunder.
6. The administrator may terminate this contract by delivering to the Secretary of the Board, a written notice of his election to terminate his position. The Board has the option to allow termination upon notice or to require the administrator to stay an additional number of days up to a total of 90 days. The amount of time to be required is up to the sole discretion of the Board.
7. The administrator's sick leave program is the same as the teachers under the teacher's Master Contract with the Board.
8. Should the administrator be unable to perform all of his duties for more than 30 days in one contract year, or for 30 consecutive days, the Board may require the Administrator to have a comprehensive medical examination at Burns Clinic in Petoskey, Michigan. If such examination is required, the Administrator shall provide the physician(s) with a medical waiver, to enable the physician to provide the necessary information to the Board. The Board's inquiries of the physician(s) shall only concern the administrator's physical fitness and physical and/or mental ability or competency to perform all of his duties as an Administrator. Any statement or report received from any physician(s) shall be treated as confidential information by the Board. The only fashion in which the Board shall voluntarily make said information public would be through any process the Board may be required to take concerning the parties' rights under paragraph 8 of this contract. The cost of any medical examinations or reports, under this paragraph, shall be borne by the Board.
9. In addition to the salary to be paid, as stated above, the Administrator shall receive as compensation for services rendered for the term of this contract (July 1, 2011, through June 30, 2012):
  - A. Tuition reimbursement same as currently provided to administrators, not to exceed \$200 per credit hour.
  - B. Fees and expenses involved in attending any conferences or meetings. The expense shall cover all expenses directly related to said conference or meeting, including but not limited to mileage, hotel and food.
  - C. Mileage and expenses \$300/month.

9. In addition to the salary to be paid, as stated above, the Administrator shall receive as compensation for services rendered for the term of this contract (July 1, 2010, through June 30, 2011):
- A. Tuition reimbursement same as currently provided to administrators, not to exceed \$200 per credit hour.
  - B. Fees and expenses involved in attending any conferences or meetings. The expense shall cover all expenses directly related to said conference or meeting, including but not limited to mileage, hotel and food.
  - C. Mileage and expenses \$200/month.
  - D. Provide One-Million Dollars (\$1,000,000) Liability Insurance Coverage through the District's insurance policy covering Administrators.
11. Superintendent agrees that said position is a non-tenured one.
12. The Superintendent's performance shall be evaluated by the Board annually, not later than March 1.

Signed this 14 Day of February 2010:

ADMINISTRATOR

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BOARD OF EDUCATION OF THE  
SCHOOL DISTRICT OF PELLSTON:

Kathy Smith  
Christopher P. Kyzanski  
James G. Mitchell