

HOUGHTON-PORTAGE TOWNSHIP SCHOOLS
ADMINISTRATIVE CONTRACT

This agreement is made by and between the Board of Education of the School District of Houghton-Portage Township Schools (hereinafter referred to as "The Board") and **Doreen L. Kramer** (hereinafter referred to as "The Administrator") on this **1st day of July 2019**. The Board hereby agrees to employ the Administrator in the position of **Superintendent at Houghton-Portage Township Schools** for a period of **3** years, commencing on **July 1, 2019**. The Administrator agrees to accept this position for such terms of employment under the following conditions:

I. COMPENSATION

The Board agrees to pay the above Administrator for his/her services during each year of said contract in 26 or 27 equal installments.

Salary will be determined on an annual basis based on job performance and financial conditions affecting the district. During the first year of the contract compensation will be as follows:

Base Salary	\$116,026
Longevity	\$ 3,206
Annuity (3% of Base)	\$ 3,481
Mileage	\$ 1,058
FICA	\$ 9,468
Pension	\$ 30,868
Insurance	<u>\$ 8,561</u>
Total Compensation	\$172,668

II. FRINGE BENEFITS

The Board shall extend to the Administrator, at a minimum, such compensation and non-compensable leaves of absence, vacation periods and insurance benefits as shall be the substantial equivalent of those granted by the Board to certified teaching personnel of the School District pursuant to board policy or pursuant to the terms of such master contracts or agreements as may be in force and effect between said certified teaching personnel and the Board during the contract period hereunder, whichever is greater. In addition, the Board agrees to provide:

A. Long-Term Disability

The Board agrees to pay premiums toward a long-term disability plan which would take effect two months after the date of disability. The long-term disability policy would provide reimbursement equal to two-thirds (2/3) of the current salary.

B. Travel and Other Expenses

The Board agrees to reimburse the Administrator for travel and other expenses outside the local area consistent with Board policy. The Board will also provide an annual stipend for local travel and vehicle use. Additionally, the above Administrator will receive reimbursement for dues and memberships in service organizations (i.e., Rotary, Lions Club).

C. Life Insurance

The Board agrees to provide Term Life Insurance to said Administrator equivalent to his/her annual salary.

D. Vacation

The Board will provide twenty (20) days of paid vacation per year, along with Christmas and Easter recess. In addition, during each year of this contract, the Board agrees to provide the option of forfeiting one week of accrued vacation each year in exchange for one week's pay. The option to forfeit one additional day will be added each subsequent year. The total of redeemable days will not exceed 10 days. The Superintendent will be able to accrue a maximum of 30 days of vacation. At the time of his/her retirement or resignation from the district, the Board agrees to pay accrued vacation up to a maximum of 30 days at the current daily rate of pay.

E. Longevity

The Board agrees to provide longevity payments consistent with that paid to teachers, for the years served as an administrator.

F. Retirement

In addition to the above-mentioned accrued vacation option, The administrator may participate in any termination and/or early retirement incentive plan provided to certified teaching personnel during the duration of this contract. The Superintendent will receive upon retirement \$7,000, providing he/she retires through the Michigan Public School Employees Retirement System with a retirement effective date of July 1 and announces his/her retirement no later than January 1 of the year of retirement.

G. Annuity

The Board shall contribute 3% of the Superintendent's annual base salary to an annuity of the Superintendent's choice (among those offered under the employer's plan) or to purchase universal service credit from MPSERS.

III. TENURE

The Administrator shall not have tenure in any non-classroom capacity by virtue of this Contract of Employment.

IV. CONDITION OF EMPLOYMENT

The Administrator has shown he/she possesses sufficient credentials required by the laws of the State of Michigan to qualify for said administrative position and agrees to perform the duties presently prescribed for said position in accordance with all laws applicable thereto and the rules and regulations of the Board pertinent thereto.

The Administrator agrees to perform the duties of his/her position for a period of 52 weeks in each one-year period of this contract, excluding vacation and Christmas/Easter recesses.

V. TERMINATION OF AGREEMENT

The Administrator may terminate this contract by delivering to the Secretary of the Board a written notice of his/her election to terminate at least sixty (60) days prior to any anniversary date of this contract.

VI. EVALUATION

It is agreed and understood that, by March 15 of each year hereunder, the Administrator shall be evaluated as to his/her professional service and given a copy of said evaluation, which shall contain a provision allowing written comment by the Administrator. If said evaluation results in less than overall evaluation of satisfactory, a conference shall be held with the Administrator to discuss the evaluation, and the Administrator shall then be given a full and complete opportunity to correct and improve upon the designated deficiencies and insufficiencies. Should the Administrator not be evaluated as required herein, the Administrator's efforts and professional services shall be deemed to be at least satisfactory in all respects and for all purposes.

Unless written notice of non-renewal, with stated reasons, is received by the Administrator on or before April 30 of the first year of this contract, the terms and conditions of this contraction shall be renewed for a three-year period commencing on the first day of July following said April 30. If such notice is given in the second year, then the Administrator shall in the third year of this Agreement receive those rights as set forth in P.A. 183 of 1979, as well as those set forth in the following paragraph. In each instance of renewal, a new three (3) year contract shall be prepared and executed between the parties, whose terms and conditions shall be identical to the provisions of the written contract except with respect to dates describing the contract period as extended and the amount of the Administrator's salary for the next school year following the date of contract extension, which shall be determined under this contract.

If at any time during the duration of this contract the Board determined that it shall not continue to employ the Administrator in his/her position as an Administrator, then the Board shall be given written notice of that fact, and, if requested by the Administrator, shall provide in writing, within three (3) school days, the reason for its determination. If further requested, the Board shall forthwith provide the Administrator with the opportunity to present his/her position to them with regard to those reasons.

VII. SPECIAL PROVISIONS

Below are special conditions of this contract not covered under this contract:

- As a condition of employment, the Administrator agrees to have an annual physical, which will be fully reimbursed by the Board.
- The Board shall agree to indemnify, hold harmless and defend the Superintendent from claims, actions, suits (civil or criminal) and judgments caused by his/her action if the action (a) was taken in good faith which in the course of employment (b) was within the scope of his/her authority.

BOARD OF EDUCATION

President

ADMINISTRATOR

Doreen L. Kramer

Date

Date