

## CONTRACT OF EMPLOYMENT

### School Administrator

It is hereby agreed by and between the Board of Education of the Elkton-Pigeon-Bay Port Laker Schools School District (hereinafter "Board") and Jill VerBurg (hereinafter "Administrator") that pursuant to Section 1229(1) of the Revised School Code, the Board in accordance with its action found in the minutes of its meeting held on the 12 day of February, 2024, has and does hereby employ the said Jill VerBurg for a three year period commencing on July 1, 2024, and ending on June 30, 2027 (contract extension will be reviewed one year prior to completion of existing contract), according to the terms and conditions as described and set forth herein as follows:

1. Administrator shall perform the duties of Superintendent as prescribed by the Board and as may be established, modified and/or amended from time to time by the Board. Administrator acknowledges the ultimate authority of the Board with respect to his/her responsibilities and directions related thereto. Administrator is subject to assignment and transfer to another administrative position of employment in the School District at the discretion of the Board.

2. Administrator represents that he/she possesses, holds and will maintain all certificates, credentials and qualifications required by law, including the provisions of Sections 1246 and 1536 of the Revised School Code, the regulations of the Michigan Department of Education, and those required by the Board to serve in the position assigned. Administrator agrees, as a condition of his/her continued employment, to meet and maintain all certification and continuing education requirements for the position assigned, as are and may be required by law and/or by the State Board of Education. If at any time Administrator fails to maintain all certificates, credentials, continuing education requirements and/or qualifications for the position assigned as required herein, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

3. Administrator agrees to devote his/her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. Administrator agrees to faithfully perform those duties assigned by the Board and to comply with the directives of the Board with respect thereto. Further, Administrator agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations and by the Board to carry out the educational programs and policies of the School District during the entire term of this Contract. Administrator agrees that he/she will diligently and competently discharge his/her duties on behalf of the School District to enhance the operation of the School District and will use his/her best efforts to maintain and improve the quality of the programs and services of the School District.

4. Administrator shall be paid at an annual (twelve month) salary rate of not less than One Hundred Thirty-Five Thousand Dollars (\$135,000.00) in consideration of his/her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board for school year 2024-25. For the 2025-26 school year, said salary shall be not less than One Hundred Thirty-Seven Thousand Seven Hundred Dollars (\$137,700.00). For the 2026-27 school year, said salary shall not be less than One Hundred Forty Thousand Four Hundred Fifty-Four Dollars (\$140,454.00).

Should Administrator be assigned or transferred to another administrative position, the salary paid shall remain at the current level until the expiration of the existing contract, then shall be re-established by the Board for that position. The annual salary shall be paid in twenty-six (26) equal bi-weekly installments beginning with the commencement of the fiscal/contract year (July 1 - June 30) (unless 27 pays are needed for calendar purposes).

The Board hereby retains the right to increase the annual salary of Administrator during the term of this Contract. Consistent with the provisions of Section 1250 of the Revised School Code, Administrator's job performance and job accomplishments will be significant factors in determining any adjustment to Administrator's compensation. Any increase in salary made during the term of this Contract shall be in the form of a written amendment and when executed by Administrator and the Board, shall become a part of this Contract.

The Board of Education reserves the right on an annual basis to make contributions toward an annuity of the employee's choice from the list of vendors available through the Business Office. For each year of this individual contract, the board paid annuity will be 5% of base salary.

5. Administrator is employed on the basis of fifty-two (52) weeks of work per contract/fiscal year (July 1 through June 30) as scheduled by the Board. Administrator shall be expected to work 260 days per contract year, less time taken for contractual leave, excluding holidays. Administrator shall be granted vacation time of 24 days per fiscal year (192 hours). Vacation days shall be used within the fiscal year for which they are made available or can be rolled into future years to accumulate and Administrator shall not receive any additional compensation in lieu of use of vacation days unless handbook dictates otherwise. Administrator shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of business of the School District. Administrator shall provide written intent to use vacation days to Central Office prior to the date(s) of use. For scheduled vacations of more than five consecutive days, Administrator shall provide written intent to the Board no less than two weeks prior to the first date of use.

6. Administrator's performance shall be evaluated at least annually before or at the March regular board meeting, using multiple rating categories that take into account data on student growth as required by Section 1249 of the Revised School Code (or its successor provision). If the overall evaluation rates lower than "effective", an improvement plan shall be put in place.

7. The Board shall be entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that Administrator has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, if Administrator materially breaches the terms and conditions of this Contract, or for other causes that are not arbitrary or capricious.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Administrator during the term of this Contract, he/she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract



shall terminate and the Board shall endeavor to reach reasonable and appropriate terms of separation with Administrator.

8. In the event of Administrator's mental and/or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of ninety (90) work days for purpose of recovery. The Administrator shall first exhaust any accumulated sick leave and accrued vacation time, with the balance of the ninety (90) work day period to be unpaid. Upon utilizing leave under this provision, Administrator shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

If the Board (or designee) has reason to doubt the validity of the medical certification supplied by Administrator, it may require a second opinion, at Board expense.

Administrator may request a ninety (90) work day unpaid leave extension in the event of his/her physical and/or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is a verified prognosis that Administrator will be able to resume his/her duties at the conclusion of the extended leave interval. Medical certification shall be supplied by Administrator as a condition to any leave extension. Any extensions of leave for this purpose shall be at the discretion of the Board. Administrator's existing insurance benefits shall be provided by the Board for the duration of approved unpaid leave and any extension thereof.

If Administrator is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any extension thereof), his/her employment and this Contract may be terminated at the option of the Board. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.

Prior to resumption of duty after an unpaid leave of absence for a serious health condition, Administrator shall provide to the Board a fitness for duty certification from Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion in this context is precluded by the Family and Medical Leave Act.

9. Administrator agrees that he/she shall not be deemed to be granted continuing tenure in the position initially assigned or to which he/she may be assigned or transferred or in any capacity other than that of a classroom teacher, should the probationary period required for tenure as a teacher be fulfilled, by virtue of this Contract or any employment assignment (requiring certification) with the School District. Nor shall the decision of the Board not to continue or renew the employment of Administrator for any subsequent period in any capacity, other than as a classroom teacher, as may be required by the Teachers' Tenure Act, be deemed a breach of this Agreement or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

10. Administrator shall submit to such medical examinations, supply such information and execute such documents as may be required by any underwriter, policyholder or third party administrator providing insurance programs specified under this Contract. Additionally, upon request of the Board, Administrator shall authorize the release of medical information necessary to determine if Administrator is capable of performing the essential job functions required by his/her assignment, with or without reasonable job accommodation(s). Any physical or mental examination or disclosure of such information required of administrator by the Board shall be job related and consistent with

business necessity. Any medical or psychological examination under this section shall be at Board expense. Any information obtained from medical or psychological examinations or inquiries shall be considered and treated as confidential.

11. Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third party administrator, the Board shall make benefit cost payments, as specified below, on behalf of Administrator and his/her eligible dependents for enrollment in the following insurance programs:

A. **Health Insurance:** The Board shall contribute toward a choice between two health insurance plans up to the appropriate PA 152 cap limitation and up to full family benefits, subject to the following limitations:

The Administrator shall be allowed to enroll in either a PPO, HMO, or HSA plan offered by the District. The open enrollment selections made will remain in effect for the calendar year.

The HSA plan is only available starting January 1 each year and as such, if returning from extended unpaid leave (where benefits were not extended under the family medical and leave act) or position gets filled at the start of the school year for example, Administrator must enroll in the PPO plan until the annual open enrollment period to change to the HSA effective January 1.

Subject to the limitations of the publicly affordable health care act, the district may fully fund the annual in-network deductible for the HSA plan each January. If electing the HSA plan during the open enrollment period Administrator must sign a commitment to repay any excess payments if he does not complete the entire calendar year for which the deductible was remitted by the district. (i.e. In the event of the death, an unpaid leave of absence where benefit continuation is not required under the family medical and leave act, layoff or resignation, etc.). The Administrator's signature constitutes authorization for payroll withholding of the excess payment and acknowledges that should there be insufficient amounts forthcoming through payroll to cover the amount due, that the Administrator is still required to repay the funds.

Spouses and their eligible dependents are able to enroll in the district's health plan provided they are not enrolled under another health care plan within or outside of the district.

B. **Dental Insurance:** The Board will pay for the Administrator the premium costs for SET Ultra Dental consistent with that paid for bargaining unit members of the Teachers' Association.

C. **Vision Insurance:** The Board will pay for the Administrator the premium costs for the same vision insurance as that offered to members of the Teachers' Association with the School Employers Trust (S.E.T.) Vision III program. The eye glass frame maximum will be \$65.00.

D. **Term Life Insurance:** The Board will pay without cost to the Administrator group term life insurance protection in the amount of \$300,000 with accidental death and



dismemberment consistent with that paid for bargaining unit members of the Teachers' Association.

E. **Long Term Disability Insurance:** The Board will pay School Employers Trust Long Term Disability Insurance for Administrator consistent with that paid for bargaining unit members of the Teachers' Association. Said insurance will provide for a ninety (90) calendar day waiting period and shall pay sixty percent (60%) of the salary up to a monthly maximum of two thousand five hundred dollars (\$2,500.00).

F. **Cash in Lieu of Health:** If not subscribing to Board-paid health insurance, the Board agrees to make twelve (12) monthly cash payments totaling \$10,503.96 (Family), \$8,054.52 (2 Person), \$3,851.40 (Single), each which can be applied to an annuity or other variable options available through the business office in the amount of half the cost of the boards obligation (half of the monthly PA 152 Cap). Amounts get adjusted annually. Rates are current as of July 1, 2024.

G. **Cash in Lieu of Dental/Vision:** If not subscribing to Board-paid dental/vision insurance, the Board agrees to make twelve (12) monthly cash payments totaling \$1,200.00 (Family, 2 Person, or Single) which can be applied to an annuity or other variable options available through the business office.

Superintendent is provided a house on the school campus in which the district pays heat, electric, and other utilities agreed to by the Board of Education while providing general maintenance. The Superintendent, if mutually agreed to by the Board of Education, does not live in the provided house will be paid an amount of \$500 per month paid monthly in lieu of this benefit. The amount will be paid in cash under a qualified Section 125 plan.

Administrator agrees that the Board has the right to allocate to Administrator responsibility for a portion of the benefit plan costs for the insurance coverages specified above, as may be determined by the Board, in its discretion. However, this contribution shall not be less than the amount determined by the Board to be necessary to comply with the Publicly Funded Health Insurance Contribution Act, 2011 PA 152. The Board will notify Administrator of the amount for which he/she is responsible in excess of the Board paid benefit plan costs contributions. Administrator agrees that the amount of benefit plan costs contributions designated by the Board as Administrator's responsibility shall be payroll deducted from Administrator's compensation.

12. The Board reserves the right to change the identity of the insurance carrier, policyholder or third party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this Agreement. The Board shall not be required to remit premiums for any insurance coverages for Administrator and his/her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third-party administrator. The terms of any contract or policy issued by any insurance company or third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. Administrator is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The

Board, by remitting the premium payments required to provide the above-described insurance coverage(s), shall be relieved from all liability with respect to insurance benefits.

13. Administrator is entitled to the following holidays for which no service to the School District is required: July 4<sup>th</sup>, plus one additional day related to that holiday; Labor Day; Thanksgiving, plus one additional day related to that holiday; Christmas, plus one additional day related to that holiday; New Year's Day, plus one additional holiday related to that holiday; Good Friday; Memorial Day. Should either of the two days of the 4<sup>th</sup> of July, Christmas or New Year's fall on a weekend, the equivalent number of weekdays adjacent to the respective holiday shall be granted.

14. If Administrator is absent from duty on account of personal illness or disability, he shall be allowed full pay for a total of 12 days (96 hours) per contract year. Unused paid leave days hereunder shall be cumulative to a maximum of 84 days for absence due to personal illness or disability of Administrator. Administrator also shall be entitled to two paid personal days (16 hours) per year, to be taken in a manner that shall not materially interfere with the performance of his duties.

15. Administrator shall be eligible to be reimbursed for travel, meals and lodging in accordance with per diem expense and reimbursement standards and procedures established by the Board. Any known expense to be incurred by Administrator for out-of-district travel shall be submitted to Central Office prior to date of travel. Administrator shall be required to present an itemized account of his/her reasonable and necessary expenses in accordance with direction of the Board or its designee.

16. The Board recognizes the Administrator's role as the district's lead learner and encourages ongoing professional involvement and development. Fees or dues for membership in appropriate professional organizations shall be paid by the Board. Administrator may attend appropriate professional meetings at the local, state and national levels and shall be reimbursed for any registration fees, tuition, travel, lodging and/or reasonable meal expenses for himself/herself in relation thereto not prepaid by the Board. Administrator's professional calendar and expenditures shall be made available for Board review at any time. Also, the board will grant for the administrator up to \$6,000 in tuition for higher education, with stipulations set forth in the appropriate administrator handbook.

17. The Board agrees to pay the premium amount for errors and omissions insurance coverage for Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of his/her authority. The policy limits for this coverage shall be not less than \$1,000,000.00. The terms of the errors and omissions insurance policy shall be controlling respecting defense and indemnity of Administrator. The sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above errors and omissions coverage. In the event that such insurance coverage cannot be purchased in the above amounts and/or at a reasonable premium rate, the Board shall have the right to discontinue said coverage and shall so notify Administrator. In that event, the Board agrees on a case-by-case basis to provide legal defense and/or indemnification to Administrator as is authorized under MCL 691.1408 and MCL 380.11a(3)(d).

18. This Contract contains the entire agreement and understanding by and between the Board and Administrator with respect to the employment of Administrator and no prior or concurrent



representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. All prior contracts or other agreements (written or oral) pertaining to the terms of this contract are cancelled and are superseded by the terms of this contract. Provided, that this contract is voidable pursuant to the provisions of the Revised School Code pertaining to criminal records and criminal history checks.

No amendment to or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board reflected in its minutes, and signed by Administrator and the President and Secretary of the Board. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provision of this Contract at such time or at any other time.

19. If any provision of this Agreement becomes or is declared by a Court of competent jurisdiction to be illegal, unenforceable or void, this Contract shall continue in full force and effect without said provision(s).

20. Administrator agrees that any claim or suit arising out of Administrator's employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation set forth herein and waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a law suit, it is the intent of the parties that the court enforce this provision to the extent possible and declare the law suit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

21. This Agreement is executed on behalf of the Elkton-Pigeon-Bay Port Laker Schools School District pursuant to the authority granted as contained in the resolution of the Board adopted on February 12, 2024, the same being incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

Date: 02-12-2024

  
JILL VERBURG, ADMINISTRATOR

ELKTON-PIGEON-BAY PORT LAKER SCHOOLS  
BOARD OF EDUCATION

Date: 02-12-2024

By \_\_\_\_\_

President

By \_\_\_\_\_

Secretary