

## **FOREST PARK SCHOOL DISTRICT ADMINISTRATOR'S AGREEMENT**

This Agreement made and entered into by and between the Board of Education of the Forest Park School District, hereinafter called the "Board" and Michelle Thomson, hereinafter called the "Administrator" or "Mrs. Thomson."

**WHEREAS**, the Board is desirous of employing Mrs. Thomson in its public-school system as its Superintendent and

**WHEREAS**, Mrs. Thomson possesses the qualifications required under the laws of this State, and/or will obtain appropriate certification as per number five (5) below.

**NOW, THEREFORE**, it is agreed between the parties as follows:

**1. Term of Contract.** The Board agrees to employ the Administrator in an Administrative capacity as the Superintendent for the term of two years from July 1, 2024 to June 30, 2026 with a roll over option for a third year, July 1, 2026 to June 30, 2027 upon a successful Effective and/or Highly Effective Evaluation. Vacation time, four weeks and flexibility in scheduling the summer and holiday time off may be permitted if the 260 days of work are adhered to.

**2.** Mrs. Thomson will serve as Superintendent for the 2024-2027 school years.

**3. Duties:** Mrs. Thomson agrees to perform faithfully and at a professional level of competence during the term of this Agreement the services, duties and obligations of the position of Superintendent, whether required by this Agreement, the laws of this State, or the rules, regulations, and policies of the Board, as well as those duties which are directed by the Board of Education, all of which may be modified and changed from time to time. These duties include reasonable efforts by the Superintendent to attend school functions:

- a) Provide and oversee discipline measures of students, as needed.
- b) Approve all purchase orders while staying within the means of the funds allocated annually for each line item.
- c) Be involved with parent organizations affiliated with the school district.
- d) Take ownership in the day to day instruction and make suggestions on ways in which to improve instruction.
- e) Be a leader in helping to develop a sound professional development plan for district employees.
- f) Work closely with Administration in helping to organize and run the day to day operations of the school district.
- g) Act as a voice for the K-12<sup>th</sup> grade learning environment and relay these ideas to Administration and Board of Education.
- h) Help with scheduling of field trips, special events, and the Master Teaching Schedule.
- i) Chair the K-12<sup>th</sup> grade Special Education Program.

- j) Chair the District's At-Risk and Title 1 Programs and suggest ways in which to sustain and improve the programs.
- k) Other duties as assigned by the Board of Education.

Provide the leadership function in the roles described under the term of the contract Pre-K through 12<sup>th</sup> grades relative to the instruction of pupils and the care and management of the school in compliance with established school board policies.

Participate and assist in general school activities, and promote sound education thinking and practices in the community.

Keep abreast of developments through attendance at administrative conferences or meetings; attend Board of Education Committee meetings/work sessions, and monthly Board of Education meetings.

Make all necessary reports and records required by law or requested by the Forest Park Board of Education.

The Administrator shall be subject to reassignment and/or transfer into a new or different administrative position at the sole discretion of the Board of Education. The Administrator agrees to serve the school district in the position of Superintendent or in any other position which she may be assigned and to faithfully perform the duties of that position to the satisfaction of the Board and in accord with the rules, regulations, policies, and educational programs of the Board and the laws and regulations of the State of Michigan, as the same may be changed from time to time.

**4. Professional Certification.** The Administrator represents that she holds or is working towards holding all Michigan Administrative certificates and other qualifications required by state law for her administrative assignment within six months of her start date and complete the requirements of the state of Michigan within the first 12 months of employment and understands that it is her responsibility to maintain all such required certificates during the life of this contract or it shall become null and void and she agrees to file with the Board of Education such certificates and an official transcript of academic credit prior to the commencement of her service under this contract.

**5. Compensation.** The Board agrees to pay the Administrator for the 2024-2025 school year an annual salary of \$115,000.00 and all applicable withholdings. The choice of Health, Dental, Vision, Life Insurance. The base salary payment shall be payable in twenty-six (26) installments on a biweekly basis annually. The Board will review the administrator's overall performance at the completion of each year of this contract and an annual compensation package will be negotiated for the 2025-26 and then the 2026-27 school year if a roll over option with an Effective and/or Highly Effective Evaluation has been established.

**6. BENEFITS:** The Superintendent/ to the following specific benefits:

**A. HEALTH/DENTAL/VISION/LIFE INSURANCE –**

The employer will contribute up to the Michigan Department of Treasury maximum limits in effect January 1<sup>st</sup> of each year for **single, two-person and family** medical care coverage under Public Act 152 for the length of the contract from July 1 2024 to June 30, 2027.

**B. The Employer will contribute 90% of the cost for dental, vision and life insurances.**

The insurance premium co-pay includes fees and taxes as a result of the Affordable Care Act (ACA).

**7. Other Benefits.** The Board shall provide the Administrator with the following paid benefits in addition to the annual salary set forth in Paragraph 6:

- a. Four weeks' vacation days and holidays as specified in the school calendar.
- b. Sick leave days in the amount of ten (10) for each of the school years from 2024 – 2027. These sick leave days shall be credited on the first day of each school year.
- c. Personal days in the amount of six (6) days for the 2024-2027 school years.
- d. Employer agrees to pay the full payment of the cost for Long Term Disability and Life Insurance as covered with benefits as specified under the group plan.
- e. Retirement coverage under the MPSERS.

**ACCUMULATED SICK LEAVE PAYMENT AT RETIREMENT**

<u>Sick Days</u>	<u>Payment Per Day</u>
0-49	\$ 10.00
50-99	25.00
100-149	30.00
150-199	35.00
200-249	40.00
250-299	45.00
300+	50.00

10 years minimum service to District

**8. Deferred Compensation.** The Board, at the request of the Administrator, may withhold from her salary and transfer such sum as she shall designate to a tax-deferred compensation or annuity program of her choosing, provided such program has received prior approval by the Board.

**9. Medical Examination.** The Board will provide, at the district's expense, a medical examination, upon mutual agreement between the Board and the Administrator, or in the event such medical examination is deemed in the best interest of the District due to a physical, medical or mental impairment or disability which interferes with the performance of the duties of the Administrator, upon Board request. The Board may name the examining medical doctor and/or medical facility. The results of such medical examination may be reviewed by both the Administrator and the Board but will not be reviewed in public without the Administrator's prior consent.

**10. Professional Standards.** The Superintendent is encouraged to maintain professional standards by participation in local and state programs, seminars, organizations and conventions, provided such participation can be reasonably expected to benefit the school district and students. Prior to such participation, the Superintendent shall obtain the approval of the Board of Education. In order to obtain Board of Education approval of such participation, the Superintendent shall provide the Board of Education with information describing the proposed participation, including estimates, as exact as

possible, of time and money to be expended. The Board of Education may authorize reimbursement of personal expenses necessary for such participation on the part of the Superintendent. If the Superintendent shall have the reasonable expectation of receiving any income, compensation, gratuity, prerequisite or emoluments as a result of her participation, she shall be required to disclose her expectation in that regard; at the time she seeks the Board of Education approval of her proposed participation. The Board of Education shall pay the dues and fees for association memberships benefiting the position of the Superintendent as per Section 8 (District Paid Association Dues) of the Transparency Reporting Budget and Salary Comparison.

**11. Travel and other Expenses.** The Administrator shall be reimbursed for travel expenses in connection with school-related business, when beyond daily travel by the Administrator to and from school district premises from her residence. The amount of reimbursement per mile shall be that amount set by the Board. Other expenses for which reimbursement is sought shall be those receiving approval by the Board. A request for reimbursement of travel or other expenses shall be submitted to the Board in advance, if possible.

**12. Liability Insurance.** The Board agrees to provide and maintain liability and errors and omissions insurance coverage for the Administrator.

**13. Outside Activities.** The Administrator shall devote her skill and labor to this employment during the term of the Agreement, provided however, that the Administrator, by agreement with the Board, may undertake consultant work, speaking contracts, or other obligations that do not conflict with the time or purposes with this employment at the Forest Park School District.

**14. Exclusion of Tenure.** The execution of this Agreement shall not be deemed to grant the Administrator any continuing tenure rights, and it is expressly understood that the Administrator shall not be eligible for continuing tenure in the Administrator's position established by this contract of employment or in any other administrative position to which the Administrator may be assigned hereunder.

**15. Evaluation.** The Board will review the performance of the Administrator on an annual basis. This review will normally occur prior to the end of the school year but must be completed prior to April 1st of the final year of this contract. If the Administrator wishes to file an appeal concerning the evaluation process and/or rating received, the Board and Administrator shall mutually agree to having a third party hear and decide the appeal. The decision of the third party shall be binding on the Board and Administrator. The school district shall cover expenses associated with the services provided by the third party.

**16. Termination prior to the end of contract.** This contract is terminable at any time during its term for just cause including reasons relating to adverse economic conditions surrounding the District's year to year finances including the 2024-2027 school years. If, during the term of this contract, action is undertaken to terminate this contract for just cause, the Board shall notify the Administrator in writing of the reason(s) for the recommendation of termination. The Administrator shall have the right, upon her written request, to a public or private hearing before the Board concerning the recommendation for termination. Such a request must be received by the Board within (10) days of the Administrator's receipt of the Board's notice. If a hearing is requested, the hearing must be held prior to the Board acting on the recommendation for termination. The hearing need not be conducted using formal trial or

evidentiary procedures, but the Administrator will be given a fair opportunity to contest the recommendation for termination.

**17. Non-renewal.** This Agreement will automatically be renewed for an additional one-year period unless the Board provides the Administrator with written notice of non-renewal at least 60 days before the Agreement's termination date. A written notice of non-renewal shall not be issued unless the Administrator has been provided with not less than 30 days advance notification that the Board is considering non-renewal together with a written statement of the reasons the Board is considering non-renewal and given an opportunity to meet with not less than a majority of the Board to discuss the reasons stated in the written statement. The Administrator shall advise the Board of this obligation by March 1st of the final year of this contract.

**18. Extension.** The Board, no later than June 30 of each year during the term of this contract, may extend the contract for additional one-year period. In exercising this option, the Board also shall establish the annual salary to be paid to the Administrator for the school year included in the extension. All other terms and conditions of this contract shall remain unchanged. The Board in its sole discretion and with or without cause may decline to extend this contract for an additional year by: (1) voting to not extend the contract or (2) not taking action on extending the contract.

**19. Applicable Law.** This Agreement shall be governed by and interpreted in accordance with Michigan law. It is mutually understood and agreed that all terms, agreements, and covenants herein are severable and that in the event any of them shall be held to be invalid by a competent court, this Agreement shall be interpreted as if such invalid term, agreement, or covenant were not contained.

**20. Complete Agreement.** This Agreement constitutes a complete expression of the terms of the employment agreement between the Board and the Administrator, and there are no other oral or written agreements or understandings between the parties concerning or affecting this employment relationship. This agreement shall only be modified or amended by subsequent written agreement signed by the Board and the Administrator.

ADMINISTRATOR

Michelle Thomson  
Michelle Thomson, Superintendent

Dated: May 15, 2024

THE BOARD OF EDUCATION OF THE  
FOREST PARK SCHOOL DISTRICT

By: Joe L. Mann  
Board President

Dated: 5/15/2024

By: William C. Luff  
Board Secretary

Dated: 5/15/2024