

SUPERINTENDENT'S EMPLOYMENT AGREEMENT

Agreement made and entered into by and between ROMEO COMMUNITY SCHOOLS (hereinafter referred to as the "School District" or "District") and MR. TODD R. ROBINSON (hereinafter referred to as the "Superintendent").

The School District and the Superintendent hereby agree as follows:

1. **Term:** The District will employ the Superintendent for the period from **July 16, 2018 to June 30, 2021**. Should the Board of Education of the School District desire not to renew this Agreement, the Board will give the Superintendent notice of its decision at least 90 days before the expiration date; otherwise, this Agreement will automatically renew for one more year.

2. **Tenure:** The Superintendent will not have or acquire tenure as Superintendent of Schools or in any other administrative or assigned capacity. The District's failure to continue the Superintendent's employment after the term of this Agreement, or re-employ him in any other capacity, will not be considered a breach of this Agreement.

3. **Qualifications:** The Superintendent represents and warrants that he meets, and will continue to meet, at least the minimum qualifications and certifications required by the State of Michigan to serve as the District's Superintendent of Schools.

4. **Duties:** The Superintendent represents and warrants that he is able, and will continue to be able, to serve as the District's Superintendent of Schools in a competent and professional manner in compliance with applicable laws, policies and regulations adopted by the Board, and as otherwise directed by the Board. The Superintendent shall perform his duties over the full fifty-two (52) weeks of the School District's fiscal year (July 1 to June 30), less applicable vacation, leave, and holidays. The Superintendent shall be expected to attend meetings of the Board and its committees and to attend and participate in School District functions, or, on occasion, other civic activities having relation to the School District's interests within the Romeo community. Among his other duties, the Superintendent shall prepare the agendas for each Board of Education meeting in consultation with the President of the Board or his or her delegate, and forward same to each member of the Board, along with his recommendations and supporting documentation on each agenda item, sufficiently in advance of the meeting so that each member can assimilate such information prior to the meeting. The Superintendent will report to the Board information, which would, or might, affect or be relevant to the business of the School District. The Board collectively and individually shall refer promptly all criticism, complaints and suggestions called to their attention to the Superintendent for study and recommendation.

5. **Compensation:**

The Superintendent's annual salary will not be less than **\$158,000** (One Hundred Fifty Eight Thousand and 00/100 Dollars), pro-rated for the number of weeks actually worked, payable in equal installments over the course of the school year. If the Superintendent is rated overall Effective or higher on his annual evaluation after his first two years of performance under this Agreement, then the annual salary shall increase to not less than **\$162,000** (One Hundred Sixty-two Thousand Dollars).

Merit Pay: Consistent with and part of the requirements of legislation requiring that job performance be a significant factor in determining compensation and additional compensation as otherwise addressed in this Agreement, the Superintendent shall be eligible for merit pay in the amount not to exceed \$2000 (Two Thousand Dollars) for each school year the Board determines the Superintendent is eligible for merit pay. The Board and the Superintendent will agree to objective and challenging criteria for merit pay no later than the first date scheduled for student attendance during each school year of this Agreement; provided, however, in the absence of agreement between the Board the Superintendent, the Board will establish the merit pay criteria. The Board will notify the Superintendent whether he is eligible for merit pay no later than the first regularly scheduled Board meeting in June during each school year of this Agreement.

Tax-Sheltered Annuity: In addition to salary, the District shall contribute annually \$5000 (Five Thousand and 00/100 dollars), pro-rated for the number of weeks actually worked, to a tax- sheltered annuity for the Superintendent during each year of this Agreement. The Superintendent shall own the annuity as required by Section 403(b)/457 of the Internal Revenue Code. The Superintendent may arrange through a salary-reduction agreement for additional District contributions to the annuity on his behalf within the applicable legal limits.

6. **Fringe Benefits:**

A. Insurance: The District will provide the Superintendent the same insurance benefits (including long term disability (LTD) and life insurance) and in lieu provisions provided to other certified administrators employed by the District during the term of this Agreement, provided that the Superintendent shall contribute toward the cost of insurance premiums in accordance with applicable law and Board Policy, and if there is no cap on the District's contribution towards such insurance premiums, the Superintendent shall pay a minimum of ten percent (10%) of such monthly premium costs (excluding LTD and life insurance) to be paid via payroll deduction.

B. Vacation: The Superintendent may take up to twenty-five (25) vacation days per school year, exclusive of legal holidays, subject to prior notice to the Board's

President. Notwithstanding the non-cumulative nature of such vacation days, the Superintendent may elect to use vacation days not taken in the preceding school year up until September 30 in a subsequent year only, and may elect to be paid a maximum of five (5) unused vacation days upon written request to the Board President at the Superintendent's per diem rate of pay.

- C. Holidays: The following days shall be considered holidays: Independence Day, Labor Day, Thanksgiving, the Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday (provided it is not a school day), Easter Monday (provided it is not a school day), and Memorial Day.
- D. Leave: The District will provide twelve (12) leave days per year (prorated for periods of less than a year) for the purpose of sick and/or personal business leave, which may be accumulated.
- E. Bereavement Days: In the event of a loss of life to the Superintendent's spouse or child, the district will provide access to a maximum of five (5) contract days to be used for bereavement. The Superintendent shall also be granted up to three (3) days per incident involving the death of Superintendent's parent, brother, sister, grandparent, in-law and grandchild. Up to one (1) day shall be granted for other instances. These days will be an expense incurred by the District and not deducted from the Superintendent's accumulated leave days. In all cases, the Superintendent must attend the funeral in order to receive bereavement days.
- F. Cell Phone: The District will reimburse the Superintendent for his monthly cell phone charge or provide the Superintendent with a cell phone.
- G. Upon successful completion of a doctoral degree in either education or administration, the District will provide a two thousand dollar (\$2,000) annual stipend.

7. **Disability:** The Superintendent shall be granted up to ninety (90) days of income protection for personal illness or disability which exceed five (5) consecutive work days in duration. The rate of pay for purposes of income protection shall be the Superintendent's rate of pay on the first day of illness or disability. Such income protection benefit shall not apply at such a time that the Superintendent qualified for long-term disability insurance benefits provided under this agreement. The Superintendent shall furnish medical certification to the Board regarding the necessity for disability leave. If the Board has reason to doubt the validity of the medical certification supplied by the Superintendent, it may require a second opinion, at Board expense.

After taking such disability leave, the Superintendent shall provide the Board a certification that he is fit for duty from the Superintendent's health care provider. A second

opinion may be required by the Board, at its expense, unless such a second opinion in this context is precluded by the Family and Medical Leave Act. Should the Superintendent be unable to perform any or all of his duties by reason of illness, accident or other cause behind his control, and if the disability continues for more than ninety (90) days during any school year, or if it is permanent, irreparable or of such a nature as to make the performance of the Superintendent's duties impossible, the Board may, in its discretion terminate this agreement, and all the duties, rights and obligations of both parties shall end.

8. **Professional Development:** The District will support the Superintendent's professional development by reimbursing him for membership charges for professional, and civic, health or welfare organizations proposed by the Superintendent and approved by the Board.

9. **District Travel:** The District agrees to pay the Superintendent a monthly allowance of Two-Hundred Fifty (\$250) Dollars for automobile expenses related expenses related to District business. This allowance is in lieu of mileage reimbursement for regional travel. Expenses related to out of state travel and overnight accommodations will be submitted on a monthly basis to the Board President for approval.

10. **Other Work:** The Superintendent may undertake other work during the term of this Agreement, provided the other work does not interfere with the time and effort necessary to perform her duties under this Agreement, and upon advance approval of the President of the Board of Education.

11. **Conflicts of Interest:** The Superintendent will not possess or acquire, directly or indirectly, any interest adverse to the District. If a question arises whether the Superintendent possesses or has acquired an impermissible conflict of interest, the Superintendent will, as soon as practicable, fully disclose the questioned interest to the Board for its review and disposition, which disposition will be controlling.

12. **Evaluation:** The shall be evaluated by the Board annually. Such evaluation shall be in compliance with section 1249b of the Revised School Code and will include an assessment of: The progress toward the educational goals of the District; the working relationship between the Board and the Superintendent; and the Board's directions to the Superintendent. No later than the last day of December of each year during the term of this contract, the Board of Education shall review with the Superintendent his performance. The Superintendent shall remind the Board of Education of this responsibility in a timely manner. Should it be concluded that the performance of the Superintendent is less than effective in any respect, specific shortcomings may be identified with accompanying suggestions for improvement.

- A. Communication with the Board of Education: The Superintendent shall schedule evaluation meetings with the Board of Education each quarter unless the Board President and Superintendent decide such a quarterly meeting is not necessary.
- B. The purpose of these meetings is to discuss progress on District goals, the Superintendent's performance and review of areas of concern from the Board of Education and/or the Superintendent.
- C. It is understood that unless a concern has been addressed with the superintendent during a quarterly session with the Board, it shall not be grounds for termination, exclusive of misconduct.

13. **Indemnification/Hold Harmless:** For any action or non-action taken by the Superintendent, the District agrees that it shall defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his individual capacity as agent and employee of the District, provided the incident arose while the Superintendent was acting within the scope of his employment, such liability coverage is within the authority of the District to provide under state law, and does not result in a criminal conviction; it is further understood that in no case will individual Board members be considered personally liable for indemnifying the Superintendent against such demands, claims, suits, actions and legal proceedings. The Superintendent shall immediately notify the Board of any request for indemnification for any claim or action against him. The Board and the District have the right to conduct the defense of any such claim or action and the Superintendent shall fully cooperate with the Board and the District in the defense. The District may purchase liability insurance to cover its responsibilities set forth above. It is understood that the provisions above shall remain applicable and in effect even after the Superintendent terminates his employment with the District.

14. **Termination:** This agreement will terminate on June 30, 2021. The Superintendent may terminate this Agreement during its term by providing the Board with at least 60 days advance notice. The District's Board of Education may terminate this Contract during its term without further liability to the Superintendent under this Contract or otherwise, for a reason or reasons that are not arbitrary or capricious. Prior to rendering such a decision, the Superintendent shall be entitled to meet with not less than a majority of the Board of Education to be apprised of such reasons and may answer thereto at such time. This agreement can also be terminated by an emergency manager appointed under applicable law.

15. **Limitations of Actions:** The Superintendent and the district agree that any civil action or administrative complaint arising from or relating to the Superintendent's employment with the District, the termination of the Superintendent's employment with the District or this Agreement must be filed no later than one hundred eighty (180) calendar days from the date on which the civil action or administrative complaint accrued or not later than

one hundred eighty (180) calendar days from the termination of the Superintendent's employment, whichever is sooner. The District and the Superintendent waive any longer limitations period. This paragraph is not intended to and should not be construed, to extend any statutory limitations period shorter than one hundred eighty (180) calendar days.

16. **Binding Arbitration:** The Superintendent and the Board and the District agree that, except as set forth in the final sentence of this paragraph, any and all claims, demands, actions and causes of action whatsoever, arising from or relating to the Superintendent's employment by the Board and the District, and the negotiation, execution and interpretation of this Agreement, will be submitted to final and binding arbitration before a single arbitrator according to the American Arbitration Association's National Rules for the Resolution of Employment disputes. The Superintendent, the Board or the District may move for entry of judgment on such an arbitration award in any court of competent jurisdiction. This paragraph does not apply to a decision by the Board or the District not to renew this agreement, which decision may not be submitted to final and binding arbitration.

17. **Waiver of Breach:** The Board and the District will not waive any breach of any provision of this Agreement except in writing. Such a waiver will not waive future breaches.

18. **Severability:** If any provision of this Agreement is prohibited by the laws of the United States or the State of Michigan, that provision will be unenforceable without invalidating the remaining provisions of this Agreement.

19. **Entire Agreement:** This Agreement is the parties' entire agreement and supersedes any other prior or contemporaneous agreement, written or verbal. The Agreement may not be modified or rescinded except by another written agreement, approved by the Board in a public meeting, and signed by both the parties. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same document.

SUPERINTENDENT



Mr. Todd R. Robinson

Date: 7.16.18

**BOARD OF EDUCATION OF
THE ROMEO COMMUNITY SCHOOLS**



Dr. Gus Demas, Its President

Date: 7/16/18


Jill Riley, Its Secretary