

## **CONTRACT OF EMPLOYMENT**

Steven Martin - School Administrator

This Contract is entered into by and between the Board of Education of the Menominee County Intermediate School District (hereinafter "Board") and Steven Martin (hereinafter "Administrator"). The Board in accordance with its action found in the minutes of its meeting held on the 23<sup>rd</sup> day of June, 2025 hereby employs Administrator for a 3-year period commencing on July 1, 2025 and ending on June 30, 2028, according to the following terms and conditions.

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, Forty-four Thousand, Two Hundred Thirty-five Dollars \$144,235 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.

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). Should Administrator be assigned or transferred to another administrative position, the salary paid shall be as established by the Board for that position.

The Board hereby retains the right to increase the annual salary of Administrator during the term of this Contract. Any such increase shall be reflected in a written amendment to 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.

5. The Board shall annually contribute the amount of \$2500.00 to a 403(b) retirement plan ("403(b) Plan") of the Administrator's choosing. Pro-rata payments to the 403(b) Plan will be made on a monthly basis for each month actually worked. All payments under this Paragraph No. 5 are intended as remuneration payable to Administrator for services actually performed by Administrator under this Contract of Employment. The Board has made no representations about the tax consequences of payments made under this provision, at Administrator's request, into a 403(b) account and Administrator agrees that he is fully responsible for any tax consequences or financial implications. No adjustment shall be made to the annual contribution under this section except through a written amendment to this Agreement signed by an authorized representative of each party.

6. Administrator is employed on the basis of fifty-two (52) weeks of work per contract/fiscal year (July 1 through June 30). Administrator shall be granted vacation time of twenty (20) days per contract/fiscal year. Vacation days must be used within the fiscal year for which they are made available, provided, with approval of the Board, Administrator may carry-over to the next fiscal year not more than five (5) unused vacation days for a total of not more than twenty-five (25) vacation days in any given contract/fiscal year. Administrator shall not receive any additional compensation in lieu of using vacation days. Employee shall schedule use of vacation days in a manner to minimize interference with the Intermediate School District's orderly business. All vacation scheduling is subject to approval of the Board.

7. Administrator's performance shall be evaluated by the Board not less than annually.

8. 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, incompetency, inefficiency, if Administrator materially breaches the terms and conditions of this Contract, or for other causes that are not arbitrary or capricious, as determined by the Board.

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 automatically terminate and the Board shall have no further obligation under this Contract.

9. 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.

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.

10. 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 Contract or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

11. 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.

12. 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 insurance programs as provided by the Board to the Menominee County Intermediate School District Education Association, currently as set forth in Article 16 of the 2022-2025 Master Agreement.

Administrator agrees that the Board has the right to allocate to Administrator responsibility for a portion of the medical benefit plan costs and premiums for the plans and products specified above, as may be determined by the Board. The contributions required of Administrator 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 amounts for which [he/she] is responsible in excess of the Board contributed medical benefit plan costs and premiums. To the extent that the medical benefit plan costs and premiums associated with the above plans and products exceed the level of the Board's contributions, Administrator hereby authorizes payroll deduction for all excess medical benefit plan costs and premium amounts required to maintain enrollment.

If Administrator makes a voluntary written election not to avail [himself/herself] of the health /medical coverage offered by the Board, [he/she] will instead receive the single subscriber hard cap rate on a monthly basis, divided into 12 equal monthly payments, to apply towards MESSA non-taxable variable options or to apply towards a tax deferred annuity. Under a qualified Section 125 plan, on the further condition that Administrator furnishes written evidence that [he/she] is enrolled in another health/medical benefits plan that meets the minimum value and coverage requirements of the Patient Protection and Affordable Care Act.

13. 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 Contract. The Board shall not be required to remit medical benefit plan costs or 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 medical benefit costs and premium contributions required under this Contract to provide the above-described plans and products, shall be relieved from all liability with respect to insurance benefits.

14. Administrator is entitled to the holidays approved each year by the Board for which no service to the School District is required. Administrator shall not receive any additional compensation in lieu of use of holidays. The Intermediate School District shall designate these holidays: July 3-4, 2025, (2 days), August 29, 2025, September 1, 2025 (Labor Day), November 27-28, 2025 (Thanksgiving), December 24, 2025-January 1, 2026 (Holiday Break), April 3, 2026 (Good Friday), May 25, 2026 (Memorial Day).

15. Sick Leave. If Administrator is absent from duty on account of personal illness or disability, [he/she] shall be allowed full pay for a total of \_twelve (12) days per contract year. Unused paid leave days hereunder shall be cumulative to a maximum of one hundred fifty (150) days for absence due to Administrator's personal illness or disability of Administrator. Administrator will be paid at a rate of seventy five and no/100 dollars (\$75) per day for each accumulated sick day up to one hundred fifty (150) days upon retirement within the meaning of the Michigan Public School Employees Retirement System. MCISD employees who are unable to perform because of personal illness or disability and who have exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability, up to one (1) year at the Board's discretion. The employer shall continue to provide the following benefits up to one year: health (subject to PA 152 in regard to the employee's contribution for health insurance as other employees in regard to the statutory cap); dental, vision and life at the same levels as active employees for the duration of said leave for the employee and other eligible dependents as outlined in the insurance plan. The leave may be renewed each year upon a written request by the professional staff member, again at the Board's discretion; however, without any Board provided insurance benefits after the first year. In the event the employee qualifies for LTS and the health insurance cost is waived for twenty-four (24) months, the employer shall not be liable for the cost of health insurance during the time the employee is on LTD.

16. Personal Business Days. Administrator shall be entitled to three (3) personal business days per contract year for the purpose of conducting personal business and matters that cannot otherwise be accomplished outside of normal working hours. Unused personal days convert to sick days at the end of each contract year.

17. Bereavement Days. Administrator may take a maximum of four (4) paid days per death in the immediate family, as needed for bereavement, attendance at funerals and business needs as related to the death. Immediate family is defined for purposes of the Contract to mean Administrator's husband, wife, mother, father, brother, sister, children, grandchildren, father-and-mother-in-law, grandparents, brother-in-law, sister-in-law, niece and nephew. If additional funeral days are needed, personal business days, if available, are to be used. If further days are necessary, days may then be used from Administrator's sick leave bank upon Board President's approval.

18. Cell Phone. The Board shall provide Administrator with a cellular phone for the purpose of fulfilling his responsibilities under this Agreement and shall pay for all maintenance

costs up to a maximum amount not to exceed \$75.00 per month. Administrator shall return the phone to the Board upon the termination of his employment. Administrator shall be responsible for tax consequences resulting from any cellular phone use that is not primarily business related.

19. 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 expense to be incurred by Administrator for out-of-district travel shall be submitted in advance for review and approval by the Board. 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.

Subject to express approval by the Board, the fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Board, the 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.

20. 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 Three Million Dollars (\$3,000,000.00). 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 consider providing legal defense and/or indemnification to Administrator as is authorized under MCL 691.1408 and MCL 380.11a (3)(d).

21. 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.

22. In the event of any dispute between the parties relating to discharge of Administrator during the term of this Contract, the parties hereby agree to submit such to binding arbitration. Selection of the arbitrator and the arbitration proceedings shall be conducted under the

National Rules for the Resolution of Employment Disputes of, and administered by, the American Arbitration Association. Arbitration under this provision shall be conducted pursuant to the terms of the Michigan Uniform Arbitration Act, MCL 691.1681 *et seq.*

The parties intend that this process of dispute resolution shall be inclusive of all contract and statutory claims advanced by Administrator arising from Administrator's discharge during the term of this Contract, including (but not limited to) claims of unlawful discrimination and all claims for damages or other relief. However, this agreement to arbitrate does not restrict Administrator from filing a claim or charge with any state or federal agency (such as the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights), and does not apply to any claims for unemployment compensation or workers' compensation which may be

brought by Administrator. Instead, this agreement to arbitrate claims applies to those matters which would otherwise be subject to state or federal court proceedings.

This agreement to arbitrate means that Administrator is waiving his/her right to adjudicate discrimination claims in a judicial forum and is instead opting to arbitrate those claims. In any such arbitration proceeding, Administrator shall have the right to representation by counsel of his/her choice, the right to appointment of a neutral arbitrator, the right to reasonable discovery and the right to a fair hearing. However, Administrator, through this agreement to arbitrate such claims, does not waive any statutory rights or remedies in the context of such arbitration proceedings.

The arbitrator's fees and the costs imposed by the American Arbitration Association shall be shared equally by the Board and Administrator, subject to the right of Administrator to seek to tax such fees as costs against the Board.

Any claim for arbitration under this provision must be filed with the American Arbitration Association, in writing, and served on the Board within one hundred eighty (180) days of the effective date of Administrator's discharge during the term of this Contract. The Decision and Award of the arbitrator shall be final and binding and judgment thereon may be entered in the Circuit Court for the 41<sup>st</sup> Judicial Circuit of Michigan (Menominee County), pursuant to applicable provisions of the Michigan Uniform Arbitration Act.


23. If any provision of this Contract 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).

24. 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.

25. This Contract is executed on behalf of the Board of Education of the Menominee County Intermediate School District pursuant to the authority granted as contained in the resolution of the Board adopted on June 23, 2025 the same being incorporated herein by reference.

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

Date: 6/16/25   
ADMINISTRATOR

MENOMINEE COUNTY INTERMEDIATE SCHOOL  
DISTRICT BOARD OF EDUCATION

Date: 6-23-25 By Stephanie Meek  
President  
By Wendy Haugquist  
Secretary