

**ADMINISTRATOR'S
CONTRACT OF EMPLOYMENT
SUPERINTENDENT**

THE AGREEMENT, entered into this 1st day of July 2025 between the **KINGSTON COMMUNITY SCHOOL Board of Education**, hereinafter called the "Board" and Shona Vennevy, hereinafter called the "Administrator".

WITNESSETH:

1. **CONTRACT PERIOD** - The Board agrees to employ the Administrator for the term of July 1, 2025 to and including June 30, 2026. The Administrator shall be employed to work for a period of 52 weeks each fiscal year (260 days/year). Should the Superintendent receive a successful evaluation (highly effective or effective), this agreement will automatically extend for an additional year.
2. **CONTRACT VALIDITY** - This Contract shall not be valid unless the Administrator shall have such qualifications for the employment position herein designated as required by law at the time the contractual period shall begin, and this Contract shall terminate if the Administrator shall at any time fail to possess any such qualifications which shall include any and all background checks.
3. **EMPLOYMENT AND DUTIES** - Said Administrator agrees to perform the duties required of the Administrator by law and to obey and fulfill the rules and regulations as established by the Board of Education of the School District and to carry out its education program and policies during the entire term of this contract.
4. **COMPENSATION** - The Board agrees to pay the Administrator for his services during each year of said Contract in bi-weekly installments. Compensation for the 2025-26 contract period shall be:

As per Board approved stipulated amount of \$121,540.00.

The Superintendent's salary shall be prorated on a per diem basis at a rate of \$467.46 per day for days worked less than a full calendar year.

The salary and fringe benefits of the Administrator for succeeding years may be re-negotiated, but shall be no less than the stipulated amount above. The District is authorized to make such payroll deductions as may be required by law or authorized by the Administrator and such sums as have not been earned due to absence from employment.

5. **TENURE** - The Administrator shall not have tenure in any capacity by virtue of this Contract of Employment.
6. **FRINGE BENEFITS** - Leave privileges, insurance and fringe benefits will be afforded to the Administrator under the policies established from time to time by the Board of Education of the

School District. The 2025-26 year(s) administrator's fringe benefits are as listed on attached Appendix "A".

7. **EMPLOYMENT REGULATION** - The District reserves the right to establish from time to time such employment regulations as it deems reasonable and to make such modifications in any subsequent agreement with the Administrator as may be permitted by law.
8. **EVALUATION** – The Board shall evaluate the Superintendent in writing, not later than February 1. The board will evaluate the Superintendent using the MASB evaluation tool.
9. **TERMINATION** – This agreement may be terminated at any time for good and just cause that is not arbitrary or capricious, including, but not limited to failure of the Administrator to meet any of its terms, all of which are material to continued employment. In the event of notice of termination, the Administrator may, upon written request made within ten (10) days of the notice of termination, meet with the Board to discuss the reason(s) for termination. Further, upon written request to the Board made within ten (10) days of meeting with the Board, the Administrator may meet with the Board to discuss the reason(s) for termination. The Board may request the presence of others having knowledge of facts if it determines such to be appropriate.

IN WITNESS WHEREOF the parties hereto have set hereunto their hands and seals this day and year above written.



Superintendent Signature

President, Board of Education

7-14-25

Date

Treasurer, Board of Education

KINGSTON COMMUNITY SCHOOL DISTRICT
APPENDIX "A"

FRINGE BENEFITS: The Superintendent 2025-26 fringe benefits are as follows:

Medical Insurance: In accordance with PA 152 of 2011 (publicly Funded Health Insurance Contribution Act) the Kingston Community School District will pay no more than the allowed premium "cap" per employee for the 2025-26 school year and be adjusted on January 1st to follow State of Michigan insurance caps each of the following years:

Single Family – up to \$7,718.26
2 Person Family – up to \$16,141.28
Full Family – up to \$21,049.85

OR

Cash In Lieu of Health Insurance Option in the amount of \$ 5,500.00.

Sick Leave: Ten (10) sick leave days to be used for the Administrator's illness, sickness in the family, or personal business except deaths in the immediate family. These ten (10) days are considered cumulative if unused. Unused sick days may only be accumulated up to a maximum of sixty (60) days. Pay for unused sick days may be rendered upon termination from the administrative position at \$135 per day (Maximum pay-out is \$8,000.00).

Vacation Days: The employee shall receive twenty (25) vacation days per year (5 days will be unpaid if unused). Any unused vacation days will be paid to the employee in the second pay of June annually at the rate of \$467.46 per day. Vacation periods are limited to two (2) consecutive weeks. This continuous period may only be lengthened under special conditions. Any request for continuous time must be in writing in advance to the Board of Education for approval.

Disability: Seventy percent (70%) of gross salary. Monthly maximum of \$5,000. There is a 60 calendar day wait period to become eligible for disability insurance.

A pool of days will be made available after the exhaustion of the administrator's accumulated vacation and sick days to equal sixty (60) days.

Life Insurance: Group term life insurance in face amount equal to two times the annual salary of the Superintendent rounded to the nearest \$1,000.

Dental: MESSA or comparable with a maximum of Class I, II and II- \$1,000 per and Class IV- \$1,200 lifetime maximum.

Class I 90%
Class II 90%
Class III 80%
Class IV 50%

Vision: MESSA or comparable

KINGSTON COMMUNITY SCHOOLS
Total Compensation Worksheet
2025-26 School Year

1. Deferred Compensation (deposited pre-tax to annuity)	\$ 4,862.00
2. Base Salary (52-week contract 2025-26)	\$ 121,540.00
3. Food Service Director Stipend	\$ 5,250.00
 Total Compensation:	 \$ 131,652.00

Superintendent's initials SV

Business Office Specialist's initials JS