

## CONTRACT OF EMPLOYMENT

### School Administrator

It is hereby agreed by and between the Board of Education of the Cadillac Area Public School District (hereinafter "Board") and Jennifer Brown (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 25<sup>th</sup> day of June, 2018, has and does hereby employ the said Jennifer Brown for a Five (5) year period commencing on July 1, 2018 and ending on June 30, 2023, 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 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 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 her continued employment, to meet 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 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 to devote substantially all of her business time, attention and services to the diligent, faithful and competent discharge of her duties on behalf of the School District to enhance the operation of the School District and agrees to use 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 (July 1 to June 30) salary of not less than One Hundred Thirty Five Thousand Dollars (\$135,000.00) in consideration of her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board.

The annual base salary for the administrative position of Superintendent shall be as follows:

2018-2019	\$135,000.00
2019-2020	\$142,500.00
2020-2021	\$149,000.00
2021-2022	\$153,000.00
2022-2023	\$158,000.00

Should Administrator be assigned or transferred to another administrative position, the salary paid shall be as established by the Board for that position. The annual salary shall be paid in twenty-four (24) equal bi-monthly installments beginning with the commencement of the fiscal/contract year (July 1 - June 30). The annual salary shall be paid in twenty-four (24) installments on the 8<sup>th</sup> and 23<sup>rd</sup> of the month during the applicable twelve (12) month period July 1 through June 30. The Board hereby retains the right to adjust the salary of the Superintendent during the term of this contract. Any adjustment in salary made during the term of this contract shall be in the form of a written amendment and, when executed by the Superintendent and the Board, shall become a part of this contract.

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.

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 granted vacation time of 26 days per fiscal year. Vacation days must be used within the fiscal year for which they are made available and Administrator shall not receive any additional compensation in lieu of use of vacation days. 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. All scheduling of vacation is subject to the approval of the Board. The Administrators will also be granted two (2) personal business days per year that will be used within the fiscal year for which they are made available.

6. Administrator's performance shall be evaluated by the Board at least annually using multiple rating categories that take into account data on student growth as a significant factor. The Administrator's performance shall be evaluated by the Board annually and presented to the Administrator in writing no later than the first meeting in May or June in any given school year. This time line may be extended if complete information is not available at this time. Using criteria and an evaluation process (meeting all state requirements) specified by the Board of Education with input from the Superintendent. Such evaluations are to be based in part on goals and objectives.

The evaluation process shall comply with Section 1249 and 1249B of the Revised School Code, using a mutually acceptable process. In addition, the Board shall, on or before April 1 of each ensuing

year, take official action determining whether or not the Administrator's contract is extended for an additional year. The Board shall notify the Superintendent of its action in writing.

This Contract shall be deemed to have been renewed for a period of one year beyond its expiration date unless the Board shall have given written notice to the contrary to the Administrator 90 days prior to the expiration date of this Contract, (Act 247, P.A. 1970), in which case, reasons for non-renewal shall be given; and a hearing provided, if requested.

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, incompetency, inefficiency, 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, 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 hereunder.

8. In the event of Administrator's mental and/or physical incapacity to perform the duties of her office, 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 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 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), 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 she shall not be deemed to be granted continuing tenure in the position initially assigned or to which 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 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 premium payments on behalf of Administrator and her eligible dependents for enrollment in the following insurance programs:

- A. The Superintendent shall be entitled to Board approved up to full family hospitalization coverage, including medical, surgical, and major medical (carrier to be determined by the Board of Education). The District cost for health insurance shall not exceed the statutory cap specified by PA 152 of 2011. Cash in lieu of health insurance in the amount of \$3,500.00.
- B. The Superintendent shall be entitled to the Board approved long-term disability insurance package. This disability package will commence on the 30<sup>th</sup> day of the disability at a rate of  $66 \frac{2}{3}$  of the actual salary payable to age 65. The carrier is to be determined by the Board of Education.
- C. The Superintendent shall be entitled to a dental plan equivalent to Principal Dental non-scheduled 80/20, basic major and orthodontic services.
- D. The Superintendent shall be entitled to a vision plan equivalent to ASR Vision.

- E. In the event of death of the Superintendent, the Board shall continue payments of the applicable contributions for health, dental and vision insurance plans for the Superintendent's named beneficiaries, who are presently receiving insurance at the time of the Superintendent's death, for a period of six (6) months, to begin on the first month following the date of death. Beneficiaries must continue to meet all requirements established in the policy.
- F. The Superintendent shall be entitled to a life insurance policy at two (2) times her annually salary as referred to in paragraph five (5) above.
- G. The Superintendent shall be entitled to a Board approved cell phone stipend in the annual amount of \$1,200.00 to be paid through the District's regular payroll system.

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 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:

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|--------------------|----------------------------------|
| 1. New Year's Day  | 7. Thanksgiving Day              |
| 2. President's Day | 8. Friday following Thanksgiving |
| 3. Good Friday     | 9. Christmas Eve Day             |
| 4. Memorial Day    | 10. Christmas Day                |
| 5. July 4          | 11. New Year's Eve               |
| 6. Labor Day       |                                  |

14. If Administrator is absent from duty on account of personal illness or disability, she shall be allowed full pay for a total of 12 days per contract year. Unused paid leave days hereunder shall be cumulative to a maximum of 120 days for absence due to personal illness or disability of Administrator. The Administrator, upon completion of 10 years of Teacher/Administrative service, shall be entitled to 50% of the cash value of accumulated sick leave, not to exceed 60 days, upon retirement, in conformance with the Michigan Retirement Act.

15. Performance Pay: On or before September 30 of each year of this Agreement, the Board and the Superintendent shall establish, by mutual agreement, a written list of goals and overall performance for the Superintendent for the upcoming school year which shall include job performance and job accomplishments as a significant factor and be addendum to this Agreement. The Board or its designee (such as a committee comprised of one or more board members), shall evaluate the Superintendent's

performance relative to the job goals and other relevant criteria. Depending on the Superintendent's performance relative to the goals, the Board may award her up to \$5,000.00 in performance pay for the year ending in June 30, 2019, and in subsequent years the Board may award up to the following schedule:

2019-2020	\$7,000.00
2020-2021	\$9,000.00
2021-2022	\$10,000.00
2022-2023	\$10,000.00

Any performance pay awarded under this agreement section of the agreement shall be paid as a non-elective 403b paid plan annuity in a single lump sum through the District's regular payroll system no later than June 30 of the contract year. However, payment of this amount is contingent upon the Superintendent continuing to be an employee of the District as of the date any lump sum performance pay amount is payable to the Superintendent.

16. 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.

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 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 consider providing 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. 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 Arbitration Act, MCL 691.1681 *et seq* and MCR 3.602.

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 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 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 fee 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 34th Circuit Court of Michigan (Wexford County), pursuant to MCL 691.1681 *et seq*.

20. 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).

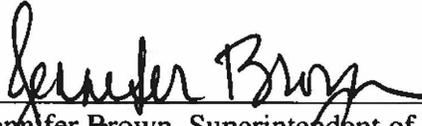
21. Administrator agrees that any claim or suit arising out of Administrator's employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. Administrator understands that the statute of limitations for claims arising 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.

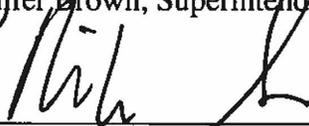
22. This Agreement is executed on behalf of the Cadillac Area Public Schools pursuant to the authority granted as contained in the resolution of the Board adopted on the 25<sup>th</sup> day of July, 2018, the same being incorporated herein by reference.

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

Date: 7.16.18

  
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Jennifer Brown, Superintendent of Schools

Date: 7.16.18

  
\_\_\_\_\_  
Mike Stebbins, President  
Board of Education

Date: \_\_\_\_\_

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Gary Rexford, Secretary  
Board of Education