

**CHARLOTTE PUBLIC SCHOOLS
SUPERINTENDENT CONTRACT**

It is hereby agreed by and between the Board of Education of the CHARLOTTE PUBLIC SCHOOLS (hereinafter "Board") and **MANDY STEWART** (hereinafter "Administrator") that pursuant to Section 1229(2) of the Revised School Code, the Board in accordance with its action found in the minutes of its meeting held on the 15th day of July, 2019, has and does hereby employ the said **MANDY STEWART** for a period commencing on August 1, 2019 and ending on June 30, 2022 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.
 - a. Administrator is subject to assignment and transfer to another administrative position of employment in the School District at the discretion of the Board. In the event that Administrator is assigned or transferred to another administrative position, as indicated above, the Board shall, upon request of the Administrator, indicate its reasons for the transfer or reassignment. In the event of reassignment, Administrator's salary in the reassigned position shall not be reduced below the salary level established, at the time of reassignment/transfer, for the position of Superintendent
2. Administrator represents that she possesses, holds and will maintain all certificates, credentials and qualifications required by law, including the regulations of the Department of Education, Sections 1246 and 1536 of the Revised School Code, and those required by the Board to serve in the position assigned. Additionally, Administrator agrees, as a condition of her continued employment, to meet all continuing education requirements for the position assigned, as 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 of Education and to comply with the directives of the Board of Education 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 and to carry out the educational programs and policies of the School District during the entire term of this Contract. Administrator pledges to use her best efforts to maintain and improve the quality of the operation of the School District and constantly promote efficiency in all areas of his responsibility.
4. Administrator shall be paid at an annual (July 1 – June 30) salary rate of not less than One Hundred Thirty Three Thousand Dollars (\$133,000), 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 salary for ensuing years of this contract will be negotiated, subject to satisfactory evaluation.

The annual salary shall be paid in equal installments according to the School District payroll schedule. 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 the annual salary from the prior fiscal year will be based upon consideration of Administrator's performance with the requirements and expectations of the Board. 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.

In addition to the aforementioned compensation, and any elective salary reduction contributions made by the Administrator to a tax-deferred annuity program, the Board agrees to annually contribute directly to such annuity an amount equal to six percent (6%) of the Administrator's annual base salary for that school year, which amount is remuneration for service provided by Administrator.

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 twenty (20) days per fiscal year. One (1) additional vacation day will be granted at the end of ten (10) years of service to the School District, with another (1) additional vacation day at the end of fifteen (15) years of service to the School District and a last additional day (1) of vacation at the end of twenty (20) years of service to the School District for a total of twenty three (23). Administrator shall be permitted to carry forward not more than twelve (12) earned vacation days from one fiscal year to the next. Provided, however, any days carried forward in this manner must be used not later than December 31 of the fiscal year next following the fiscal year in which they were initially earned. Any unused vacation days shall be forfeited. 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 President. Administrator shall have the option of taking up to five (5) additional unpaid vacation days with the corresponding reduction in salary computed on a daily basis for each day not worked.
6. Administrator's performance shall be annually evaluated by the Board of Education not later than March 1. Prior to adopting an evaluation instrument for Administrator's performance, Administrator shall have an opportunity to consult with the Board regarding Administrator's input for evaluation criteria and procedures. Administrator shall also be entitled to propose changes to or additions to the evaluation form, and to recommend specific procedures for conducting the evaluation. However, ultimate adoption and establishment of evaluation criteria

and procedures shall be the prerogative of the Board. In addition, Administrator's performance shall be evaluated in accordance with Section 1249b of the Revised School Code, taking into account student growth data as a significant factor.

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 engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, if Administrator materially breaches the terms and conditions of this Agreement, or for other causes as determined by 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, financial or otherwise, hereunder.

The foregoing standards and procedures 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 of Education.

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) workdays for purpose of recovery. The Administrator shall first exhaust any accumulated indemnification days and accrued vacation time, with the balance of the ninety (90) workday period to be unpaid. Health plan premium payments shall be made on behalf of Administrator during this interval to the extent required by law. 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 reasonable likelihood that Administrator will be able to resume her duties at the end 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 approved 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 an 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 for 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, the Board shall make premium payments on behalf of Administrator and her eligible dependents for the following insurance programs.
 - a. Upon submission of written application, the Board shall make health care plan cost payments on behalf of the employee and her eligible dependents for not to exceed \$1,209 – full family; \$1,050 – two party; or \$530 – single subscriber. Any excess plan cost amounts required to maintain coverage shall be payroll deducted from the employee's wages. On an annual basis, within the total compensation concept, discussion will be held between the employee and employer regarding increases in health plan cost contributions. The employee's election to participate in such insurance programs shall constitute authorization by the employee and under this Agreement to make the required health plan cost deductions (beyond the Board contribution subsidy, as specified above) from the employee's wages.
 - i. Administrator may choose a cash option of \$360 per month in lieu of enrollment in health insurance coverage to be paid in accordance with Board policy and the School District's Section 125 Flexible Benefits Plan, adopted, determined and administered by the Board. All cash in lieu of health payments are conditional

19. Administrator shall maintain her actual residence and legal domicile (principal family residence with spouse and dependent children) either within the geographical boundaries of Charlotte Public Schools (preferred) or within twenty (20) miles of the nearest boundary of the Charlotte Public Schools, and shall maintain compliance with this requirement for the duration of this Contract, to the extent that such requirement is compliant with law.
20. Administrator is required to own a cellular telephone to be available for school business.
21. Administrator shall receive an annual longevity payment as follows: Two (2) percent of base salary after the completion of four (4) continuous years of service with the School District; Four (4) percent of base salary after the completion of nine (9) continuous years; Five (5) percent of base salary after the completion of fourteen (14) continuous years; and Eight (8) percent of base salary after the completion of eighteen (18) continuous years. Base salary as set forth in Section 4 of this Contract shall be used to compute longevity.
22. Administrator shall be eligible to receive a severance benefit equal to 100% of their current, accumulated indemnification days sick leave balance at the rate of \$100 per day if administrator has at least ten (10) years of administrative service with the School District. The maximum payment under this provision shall be 95 sick leave days. Administrator has the option of "selling back" to the School District up to five (5) of the twelve (12) sick days allowed per calendar year at their computed base daily rate. This provision shall not apply to administrators whose employment is terminated in accordance with Section 8 of this Contract.
23. This Contract contains the entire agreement and understanding by and between the Board and Administrator with respect to the employment of Administrator and no representations, promises, contracts or understanding, written or oral, not contained herein shall be of any force or effect. All prior agreements pertaining to, connected with, or arising in any manner out of the employment and/or negotiation of an employment relationship between Administrator and the Board, are hereby terminated and shall hereafter be of no force or effect whatsoever. No change or modification of this Contract shall be valid or binding unless it is in writing and signed by Administrator and 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.
24. 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). If any term of this Contract is determined not to be legally enforceable as written, the provision will be enforced to the extent allowed by law.
25. 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 lawsuit, it is the intent of the parties that the court enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have commenced.

26. This Agreement is executed on behalf of the School District pursuant to the authority granted as contained in the resolution of the Board revised on July 15, 2019, 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: 7/15/19

M. Stewart
SUPERINTENDENT – MANDY STEWART

Date: _____

CHARLOTTE PUBLIC SCHOOLS BOARD OF EDUCATION

By: [Signature]
President

By: [Signature]
Secretary

Contract has been reviewed by Executive Director of Business, Operations & Human Resources, Michelle Sine [Signature]