

## CONTRACT OF EMPLOYMENT

### **Superintendent of Schools**

It is hereby agreed by and between the Board of Education ("Board") of the Lansing School District ("District or "School Board") and Yvonne Caamal Canul (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 April 12, 2012 and June 28, 2012, does hereby employ the Administrator for a one-year period commencing on **July 1, 2012 and ending on June 30, 2013**, according to the terms and conditions as described and set forth herein. The District and Administrator are collectively referred to on occasion in the Contract of Employment as "each Party" or "the Parties."

1. Duties. 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. Qualifications. 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 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, including a residency provision of living within 20 miles of the district's boundaries. 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. Faithful Performance. 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 that she will diligently and competently discharge her duties on behalf of the School District to enhance the operation of the School District and will use her best efforts to maintain and improve the quality of the programs and services of the School District.

4. Salary. Administrator shall be paid at an annual (twelve month) salary rate of not less than one hundred eighty thousand and no/100 dollars (\$180,000) 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 shall be paid in twenty-six (26) equal bi-weekly installments beginning with the commencement of the fiscal/contract year (July 1 – Jun 30).

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. MPERS and 403(b) Contribution. The District is a Michigan public school reporting unit under the Michigan Public School Employee Retirement System ("MPERS"). Administrator is a retiree of the MPERS and has contributed to the MPERS under the member investment plan ("MIP"). For such periods of post-retirement employment with the District under this Agreement that Administrator is not entitled to elect a new final average compensation or additional service credit under the MPERS, Administrator will not earn service credit, and Administrator and the District will not make contributions to the MPERS on Administrator's behalf. In the event Administrator's post-retirement employment with the District under this Agreement renders Administrator entitled to elect to have her retirement allowance under the MPERS recomputed based on the added credit or the final average compensation resulting from the added service, or both, the Parties shall cooperative and comport with the MPERS Act.

The School District shall annually contribute an amount equal to 15% of Administrator's base salary per year (pursuant to Paragraph No. 4 above) to a 403(b) retirement plan ("403(b) Plan") of the Administrator's choosing. The 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.

6. 52-Weeks and Vacation. 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 25 days per fiscal year exclusive of legal holidays. 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 president.

7. Evaluations. Administrator's performance shall be evaluated at least twice during the first year of the Contract. The first evaluation will be completed on or before November 1, 2012 and shall evaluate the Administrator's (a) progress toward established goals and (b) working relationship with the Board, staff, and community. Upon the completion of the first evaluation, the Board will consider an extension and amendment of this Contract. If an extension is proposed, a second evaluation shall be completed on or before June 30, 2013 using multiple rating categories that take into account data on student growth as required by Section 1249 of the Revised School Code (or its successor provision).

8. Termination for Cause. The Board shall be entitled to terminate 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 for cause during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

9. Leaves of Absence. 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.

10. No Tenure. 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.

11. Medical Examination. 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.

12. Health/Medical/Disability Benefits. The District shall *not* be responsible to make premium payments on behalf of Administrator and/or her eligible dependents for enrollment in a health/medical plan (including health, dental, or vision insurance) and/or a long-term disability plan at any time during the term of this Contract that Administrator remains eligible to receive subsidized medical/health and disability benefits through the State of Michigan as a retiree of the MPSERS ("Retiree Benefits"). In the event that Administrator's subsidized Retiree Benefits are suspended as a result of earnings under this Contract exceeding applicable statutory limits, Administrator may elect to continue to receive her Retiree Benefits by paying the required premiums to the Michigan office of Retirement Services (or designee) or may elect to receive fringe benefits in accordance with the wage and fringe benefits package applicable to the Superintendent's Support Staff

The amount the Board shall pay towards medical insurance (including health, dental, or vision insurance) shall neither exceed the amount that the Board pays for members of the Superintendent's Support Staff nor the annual amount specified in Section 3 of the Publicly Funded Health Insurance Contribution Act, 2011 PA 152, for the category in which Administrator falls (single, two-person, family). Correspondingly, Administrator agrees that the Board has the right to allocate to Administrator responsibility for a portion of the premium for the insurance coverages specified above, as may be determined by the Board, in its discretion; however, this contribution shall not be less than the amount determined by the Board to be necessary to comply with the Publicly Funded Health Insurance Contribution Act. The Board will notify Administrator of the premium amount for which she is responsible in excess of the Board paid premium contributions. Administrator agrees that the amount of premium contributions designated by the Board as Administrator's responsibility shall be payroll deducted from Administrator's compensation.

13. Term Life Insurance. The District shall provide Administrator with a term life insurance policy, if she qualifies, providing coverage in the face amount of two times Administrator's annual compensation rounded to the next \$1,000. The provision of said life insurance coverage shall be contingent upon the Administrator's health being such that she qualifies with the requirements of the insurance carrier for coverage on a non-rated premium basis.

14. Policyholder and Policy Terms Controlling. 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.

15. Paid Holidays. Administrator is entitled to the following 12 legal holidays for which no service to the School District is required: the day before New Year's Day, New Year's Day, Martin Luther King, Jr. Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas Day, and Christmas Day.

16. Paid Sick Leave. Administrators shall be granted at the beginning of each year fifteen (15) days of absence from work with full pay for personal illness, injury, emergencies, or any other approved reason. Unused paid leave days hereunder shall be cumulative to a maximum of twenty (20) days for absence due to personal illness or disability of Administrator.

17. Travel Expenses. Administrator shall be eligible to be reimbursed for travel, meals, and lodging in accordance "Reasonable Expenses." The Administrator may attend appropriate professional meetings and conferences at the local and state levels and shall be reimbursed for any registration fees, tuition, travel, lodging and/or reasonable meal expenses for herself in relation thereto ("Reasonable Expenses") not prepaid by the Board. The Administrator is responsible for informing the Board President of her attendance at local and state meetings and conferences. Administrator shall be required to present an itemized account of her reasonable and necessary expenses in accordance with direction of the Board.

The fees or dues for Administrator's membership in appropriate professional organizations, or tuition and/or registration costs associated with appropriate professional learning opportunities shall be paid by the Board in an amount not to exceed Three Thousand Dollars (\$3,000.00). Administrator shall be allowed to attend 3 professional meetings, conferences (AASA and ALAS), and professional development opportunities at out-of-state locations without prior Board approval which shall include not-to-exceed reimbursement rates for Reasonable Expenses not pre-paid by the Board.

18. Liability Insurance. 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 \$2,000,000. 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).

19. Automobile and Related Expenses. Administrator shall be required to own or lease and operate an automobile for the purpose of traveling to the various school buildings and facilities of the District, as well as to attend out-of-District conferences within reasonable driving distance and meetings within the course of her duties. The District shall contribute, during the term of this Contract, Five Hundred and no/100 (\$500.00) Dollars per month to Administrator [or, upon Administrator's request, to Administrator's 403(b) Plan] as full reimbursement for the expenses attendant to such obligations, including but not limited to mileage, depreciation, and maintenance expenses or lease charges, automobile liability insurance, fees, and taxes.

20. District Credit Card. Administrator shall be provided a District credit card for use toward District expenses in accordance with applicable Board policy and procedures. Administrator shall support disbursements from said account by invoices and receipts and identification in writing of the related business purposes, which records shall be provided to the Finance Office on a monthly basis, for review by the Board Finance Committee, and for review and approval by the Board.

21. Entire Agreement. 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. Alternative Dispute Resolution. 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 600.5001 *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 Circuit Court for the 30<sup>th</sup> Judicial Circuit of Michigan (Ingham County), pursuant to MCL 600.5001.

23. Severability. 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).

24. Limitations Period. 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.

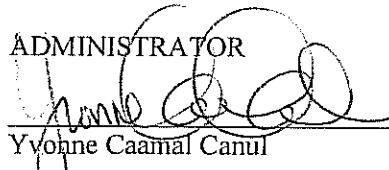
25. Knowing and Voluntary. Administrator recognizes that this is a legally binding contract and acknowledges and agrees that she has read and understands this Contract, is entering into it freely and voluntarily, has been hereby advised to seek counsel prior to entering into this Contract, and has had ample opportunity to do so. Each Party has cooperated in the drafting, negotiation and preparation of this Contract, which shall not be construed against either Party as the drafter.

26. Authority. This Agreement is executed on behalf of the Lansing School District pursuant to the authority granted as contained in the resolutions of the Board adopted respectively on April 12, 2012 and June 21, 2012, 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: 6.28.12

ADMINISTRATOR

  
Yvonne Caamal Canul

Date: 6-28-12

LANSING SCHOOL DISTRICT  
BOARD OF EDUCATION

By: Myra J. Ford  
President, Myra Ford

By: Nicole Armbruster  
Secretary, Nicole Armbruster