

**SUPERINTENDENT’S EMPLOYMENT CONTRACT
BETWEEN
JEFFREY A. MOUNT
AND THE BOARD OF EDUCATION
OF THE MASON COUNTY CENTRAL SCHOOL DISTRICT**

This contract is between the Board of Education of the Mason County Central School District, referred to as the “Board of Education,” and Jeffrey A. Mount, as Superintendent, referred to as “Administrator” in this contract. The parties, in consideration of the mutual promises contained in this contract, agree to the following:

1. **TERM.** This contract shall take effect on the 1st day of July, 2021, and continue in force through the 30th day of June, 2024, subject to extension and termination as provided in Paragraphs 4 and 13, respectively.

2. **DUTIES.** The Administrator represents that he meets all Michigan requirements and the qualifications established by the Board of Education for this Administrative position. The Administrator agrees to perform the duties of Superintendent in a competent and professional manner in compliance with the laws applicable to the school district and the bylaws, policies, and regulations adopted by the Board of Education or directives given by same. The Administrator agrees to devote his talents, skills, efforts and abilities to fulfill the obligations of this contract.

3. **EVALUATION.** Annually, but no later than the last day of June of each year during the term of this contract, the Board of Education shall prepare and review with the Administrator an evaluation of performance, e.g. as Superintendent, in accordance with the Board’s adopted supervision and assessment program for Mason County Central School District. The Administrator shall assure that the appropriate evaluation materials, as approved by the Board, are distributed to the Board in a timely manner and that the evaluation is placed on a meeting agenda that meets the appropriate timetables. The Board may conduct more than one evaluation or performance review during a contract year.

4. **EXTENSION.** This contract may be extended either by motion of the Board of Education or by operation of law, as follows:

A. **Board Option.** The Board of Education, no later than the 30th day of June of each year during the term of this contract, may extend the contract for an additional one-year period. In reviewing this option, the Board of Education also shall establish the annual salary to be paid to Administrator for the school year included in any extension. All other terms and conditions of this contract shall remain unchanged unless agreed to by both parties. The Board of Education, in its sole discretion, may decline to extend this contract. This contract is not extended unless the Board approves an extension.

B. **Operation of Law.** Unless the Board of Education gives written notice of non-renewal of this contract to the Administrator before the contract’s termination date, this contract will, without further action, be automatically renewed for an additional one-year period as provided by Public Act 183 of 1979. The Administrator shall annually advise the Board of Education of this obligation no later than the first day of May as part of the superintendent’s Board Flyer and report and shall assure that an action item is on the appropriate meeting agenda to meet the above timelines.

5. **TENURE EXCLUSION.** This contract does not confer tenure in the position of Superintendent or in any other administrative or in any other non-teaching position in the district to which the Administrator may be assigned.

Should Administrator be assigned or transferred to another position, the compensation provided shall be as established by the Board for that position. Consequently, the compensation provided said Administrator while serving in the capacity of Superintendent shall no longer be provided beginning the effective date of the transfer or assignment.

6. **COMPENSATION.***

A. **Salary.** The Board of Education shall pay to the Administrator an annual salary for the school year July 1, 2021 to June 30, 2022. The salary shall be paid in bi-weekly installments distributed evenly over the fiscal year. The Board of Education retains the right to adjust the salary during the term of this contract. The parties agree that there may be circumstances that arise from time to time, e.g., budget issues, which could result in a reduction of the Administrator's annual salary. Any reduction of the Administrator's annual salary shall be by mutual agreement. The same process shall be used as for adjustment to salaries of the Administrative Team.

The Board of Education shall pay to the Administrator an annual salary increase equal to the same percent as the highest raise given to other employees for the school years July 1, 2022 to June 30, 2023 and July 1, 2023 to June 30, 2024.

B. **Longevity.** The Board of Education shall provide longevity pay at the rate of:

- i. 3-5 years \$1,750 annually
- ii. 6-8 years \$3,000 annually
- ii. 9-11 years \$3,500.00 annually
- iv. 12-14 years \$4,250 annually

- v. 15 – 18 years \$4,750 annually
- vi. 19 – 22 years \$5,500 annually
- vii. 23-25 years \$6,500 annually

Payment will be made in bi-weekly installments distributed evenly over the fiscal year in which Administrator will complete the year of service. (Example: Year 3 would begin paying out in July and complete in June at the end of year 3.)

7. **FRINGE BENEFITS.*** This Administrator is entitled to the following fringe benefits.

A. **Insurance Benefits.** During the term of this contract the Administrator shall receive the insurance benefits provided by the school district to full-time, professional administrative staff. The Board of Education shall pay the cost of a required annual physical examination not covered by insurance.

- i. Medical Insurance – not to exceed the annually established hardcap as allowed by Michigan Law at the appropriate status level (single, two person, full family)
- ii. Dental Insurance – at the appropriate status level (single, two person, full family)
- iii. Vision Insurance -at the appropriate status level (single, two person, full family)
- iv. Term Life Insurance - \$150,000
- v. Long Term Disability

B. **Other Benefits.**

- vi. **Leave.** The Administrator is entitled to the following specific benefits:
 - a. **Paid Time Off (PTO)**
Accumulated PTO days shall not exceed 100 days. Upon termination, accumulated PTO days shall be paid at the same rate as the MCCEA negotiated contract allows for teachers/certified staff.
 - b. **Vacation Days**
Accumulated vacation leave days shall not exceed 30 days. These days shall be paid at the per diem rate for the Administrator at the time of termination.

vii. **Technology.** The District shall provide to Administrator while serving as Superintendent:

- a. A district owned cell phone and cell phone service for school business use.
- b. A district owned laptop computer, tablet, and/or PDA with necessary software for office and home use.

viii. **Travel Allowance.** Administrator shall be paid an annual allowance for travel costs. Request for reimbursement shall be submitted by Administrator biannually in December and June.

ix. **Unreimbursed Expenses.** The Board of Education of Mason County Central Schools will reimburse a board approved annual combined cost for: 1.) those unpaid or unreimbursed expenses not included in the District provided medical benefit plan, such as dental and vision, for the administrator and his/her designated benefactors, 2.) tuition for successful completion (B or better as documented on grade report/transcript) of graduate level classes; and 3.) other applicable expenses that qualify per IRS guidelines for schedule A purposes,

Documentation of unpaid or reimbursable expenses is required and subject to approval by the district Business Manager prior to payment.

8. **PROFESSIONAL LIABILITY.** 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 Administrator is acting within the scope of his authority. The policy limits for this coverage shall be not less than Five Million Dollars (\$5,000,000). The terms of the errors and omissions insurance policy shall be controlling, e.g., with respect to 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 amount and/or at a premium rate determined reasonable by the Board in its discretion, the Board shall have the right to either not provide or to discontinue said coverage and shall so notify Administrator. In such case, the Board agrees on a case-by-case basis to consider providing legal defense and/or indemnification to Administrator as is authorized under Michigan law, MCL 691.1408.

9. **MEMBERSHIP FEES.** Local, regional, state and national professional organization membership fees/dues shall be paid by the District as approved by the Board. Attendance at meetings will be encouraged; however, national conference attendance shall be within the discretion of the Board. The Administrator shall be eligible for reimbursement of reasonable, necessary and receipted expenses.

10. **PROFESSIONAL GROWTH.** The Administrator shall continue his education as provided for in the School Code. The continuing education of the Administrator shall be agreed upon by the parties before actual commitment is made by the Administrator. The District shall reimburse the Administrator for all reasonable expenses incurred for the pre-approved and successfully completed academic university courses including tuition, textbooks, mileage and other necessary costs.

11. **TERMINATION.**

A. **Discharge.** The Board shall be entitled to terminate the Administrator's Contract at any time during the term of this Contract for cause, e.g., for an act(s) of moral turpitude, misconduct, dishonesty, fraud, violation of or failure to uphold Board of Education policy, insubordination, incompetency, inefficiency or if the Administrator materially breaches a term(s) or condition(s) of the Contract or if the Administrator no longer has the confidence of the Board.

ATTACHMENT A
SUPERINTENDENT ANNUAL WAGE SUMMARY
Current Contract Year: 2021-2022

Sect. 6. COMPENSATION

A. Salary	\$ 117,413.49
B. Longevity	<u>\$ 6,500.00</u>
Total Compensation	\$ 123,913.49

Sect. 7. FRINGE BENEFITS

A. Insurance Benefits

- i. Medical Insurance – Full Family
- ii. Dental Insurance–Full Family
- iii. Vision Insurance– Full Family
- iv. Term Life Insurance - \$150,000
- v. Long Term Disability

B. Other Benefits

- i. Leave
 - a. Paid Time Off -(PTO) sixteen (16) per year. Upon termination and after 10 years of service, accumulated PTO leave days shall be paid at the same rate as the MCCEA negotiated contract allows for sick leave for teachers/certified staff.
 - b. 30 days of vacation leave are granted and shall be used and accrued as per Administrative Rules
- ii. Accumulated vacation leave days shall not exceed 30 days. These days shall be paid at the per diem rate for the administrator at the time of termination.
- iii. Annual travel allowance
 - a. \$150 per month, \$1800 annually, to be submitted for reimbursement in December and June
- iv. Unreimbursed expenses
 - a. \$2500 annual maximum with required documentation.
- v. A one-time off-schedule amount of \$1500 for additional trainings and workload as a result of COVID pandemic shall be made in three equal payments.