

**AUTRAIN-ONOTA PUBLIC SCHOOLS
CONTRACT OF EMPLOYMENT
Teaching/District Administrator**

Duration of Contract: July 1, 2011 – June 30, 2014

It is hereby agreed by and between the Board of Education of the AuTrain-Onota Public Schools District (hereinafter "Board") and Maryalice Boone (hereinafter "Employee".) The Board does hereby employ Maryalice Boone for a period commencing on July 1, 2011 for a period of (3) three years, and ending on June 30, 2014.

CONTRACT PERIOD

The Board does hereby employ for a period commencing on July 1, 2011 for a period of (3) three years, and ending on June 30, 2014.

Employee shall perform the duties of Teaching/District Administrator as prescribed by the Board.

Further, Employee pledges to use her best efforts to maintain and improve the quality of the operation of the AuTrain-Onota Public Schools District and constantly promote excellence and efficiency in all programs and services.

DUTIES

- A. The duties and responsibilities of the Employee are included in this Contract as Schedule A.
- B. Employee is responsible for teaching three (3) days per week including prep periods.
- C. Employee is responsible for administration time of two (2) days per week during the school year.
- D. Total teaching and administration time for Employee is 235 contractual days per fiscal year.

TENURE

Teaching/District Administrator will retain tenure rights as a teacher. Employee agrees that s/he is not eligible for tenure as District Administrator.

EVALUATION

Employee's performance shall be evaluated annually by the Board of Education by March 1st.

TERMINATION OF CONTRACT

A. Termination for Cause

This contract shall be subject to termination by the Board of Education at any time during its term for sufficient reason(s). The Board may terminate this contract and discharge the Administrator from employment for good and just cause provided that the Administrator has received prior notice in writing from the Board of its intent and the alleged reason or reasons for such discharge. Administrator shall have the right to representation by legal counsel of his/her choice and his/her expense. The hearing shall be public or private at the request of the Administrator. Upon written request of the Administrator, a hearing shall be conducted with full regard for due process. In the event a hearing is held, Administrator shall be provided a written decision describing the results of the hearing.

Additionally, the Board shall be entitled to terminate the Administrator's employment in the event of the Administrator's inability to perform his duties due to disabilities for a period of ninety (90) consecutive work days or more following use of available paid leave days.

B. Retirement of Administrator

Unless otherwise mutually agreed, retirement shall be at the end of an annual contract period. Salary and benefits cease on that date, with the exception of a term life insurance policy in the amount of \$40,000 which will be district paid until the time of death.

C. Non Renewal of Contract at Term Expiration

The Board, in its sole discretion, may act to not renew this Contract beyond its stated expiration date. Unless the Board of Education gives written notice of non-renewal of this Contract to the Administrator at least ninety (90) days before the stated termination date, the terms of this Contract will be extended for one additional year beyond its stated termination date by operation of law, in accordance with the requirements of Section 1229 of the Revised School Code, MCL 380.1229.

In the event of Employee's termination of employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

PROFESSIONAL LIABILITY

The Board agrees to pay the premium amount for errors and omissions insurance and comprehensive general liability insurance coverage for Administrator while engaged in the performance of a governmental function and while Administrator is acting within the scope of her authority. The aggregate policy limits for errors and omission coverage shall be not less than \$2,000,000 inclusive of defense costs, charges and expenses.

The aggregate policy limits for comprehensive general liability insurance shall not be less than \$3,000,000. Administrator shall the right to access copies of insurance policies, documents, claim forms and related documents.

The terms of the above insurance policy shall be controlling with respecting the defense and indemnity of Administrator. The sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above coverages. In the event that such coverages cannot be purchased in the above amounts and/or reasonable premium rates, 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 MCLA 691.1408.

COMPENSATION

Teaching/District Administrator base salary to be paid in consideration of performance of the duties and responsibilities of the position assigned. Salary to be paid in twenty-six (26) equal installments. Employee to freeze salary for this contract at the salary level paid in 2010-11.

2011-2012: \$75,951.36 - 235 day contract
2012-2013: \$75,951.36 - 235 day contract
2013-2014: \$75,951.36 - 235 day contract

FRINGE BENEFITS

Employee shall be entitled to the following fringe benefits:

Paid Holidays – The following are paid holidays for which no service to the school district is required. New Years Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

Sick Leave Days - Employee is granted 10 full pay days per fiscal year for use when absent from duty on account of personal illness or disability. The ten (10) sick days are to be granted at the beginning of each school year. Sick days can be carried over to a maximum yearly accumulation of 120 days

Personal Leave Days – Employee is granted 5 full pay days per fiscal year for use for personal business. The five (5) personal days are to be granted at the beginning of each school year. Personal days can accumulate to a maximum of 6 days. Any unused personal days at year end can be rolled over into the employee sick bank.

Administrator Vacation time – Employee is granted vacation time in accordance with the schedule:

2-6 years of service earns 5 days of paid vacation/year

7-12 years of service earns 10 days of paid vacation/year

13-20 years of service earns 15 days of paid vacation/year

Vacation days are to be used yearly.

*Years of service defined as service time in Administration.

Insurance Benefits – 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 Employee and his/her eligible dependents for the following insurance programs: Medical & Prescription, HSA account, Dental, Vision, Long-term Disability and Life Insurance. Programs are per the terms and definitions in the current Master Teaching Agreement, which is attached to this contract as Schedule B.

Terminal Leave and/or Retirement.

- (1) Upon leaving employment at the District, employee will be compensated for unused sick days up to 120 days at the current substitute teacher's rate of pay. Employee is entitled to this benefit provided s/he has been employed a minimum of ten (10) years with the district.
- (2) Upon retirement from the District and upon simultaneously becoming eligible for benefits from the Michigan Public School Employees Retirement Act, the Employee/Retiree shall be entitled to one month's pay, based on a ten month school year at the employee's rate of pay, (excluding extra-curricular pay.) Employee is entitled to this benefit provided s/he has been employed a minimum of ten (10) years with the District.
- (3) Terminal leave and terminal leave retirement benefits shall be paid in two equal installments in the following two Januarys after leaving the district. Terminal leave retirement benefits shall terminate upon the death of the retiree as it is not intended as a benefit for survivors.

The Board will reimburse Employee for 75% of graduate tuition and/or SB-CEU payments for courses successfully completed which pertain to the administrative/business fields.

Employee shall be eligible to be reimbursed for travel, meals and lodging for school related business in accordance with expense and reimbursement policies and procedures established by the Board.

This Contract is executed on behalf of the AuTrain-Onota Public Schools District.
IN WITNESS WHEREOF, the parties have caused this Contract to be executed on the day and year first
above written.

Date: 8-15-11

Maryalice Boone
Maryalice Boone
District Administrator

AUTRAIN-ONOTA PUBLIC SCHOOLS
BOARD OF EDUCATION

Date: 8-15-11

By: Dwight W Stewart
President

By: Kim Roff
Secretary

Schedule A: Duties and Responsibilities of the Teaching District Administrator
(Attached)

SCHEDULE B: Benefits and Insurance

- A. For the full-time Employee, the Teaching District Administrator, the Board shall make a contribution of the proper rate per month to the negotiated health insurance carrier per the agreement. In conjunction with the HDHP (high deductible health plan), the Board shall make the proper contribution of the annual deductible to the employee's HSA custodian account. The Board will provide health care premiums for only one Plan-A or Plan-B per employee and/or family as listed below.

SET SEG serves as the plan administrator for the following negotiated health insurance carriers:

Plan A

Health Insurance (employee /and spouse and/or family)	BC/BS of Michigan, Simply Blue HSA HDHP Health Savings Custodial Account (HSA) BC/BS Prescription coverage
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Dental (employee only)	DenteMax
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Vision (employee /and spouse and/or family)	United HealthCare Vision
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Long-Term Disability Insurance	3-month wait – 66 2/3%
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- OR -

Plan B

Dental (employee only)	DenteMax
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Vision (employee /and spouse and/or family)	United HealthCare Vision
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Long-Term Disability Insurance	3-month wait – 66 2/3%
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Cash in lieu of health ins	\$1500
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- B. For the full-time Employee, the Board agrees to reimburse \$100 per family per fiscal year, for incurred dental expenses upon receipt of paid statements of expense to the business office.
- C. For the full-time Employee, the Board shall make a contribution of the proper rate per month to the negotiated insurance carrier for the following:

Group Term Life Insurance	\$40,000 plus \$40,000 AD&D
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- D. It is further agreed that if a less expensive insurance coverage can be found, it will be studied by a panel of school board members and benefit-eligible group members to review the extent of its comparability to the current plan. The intent here is to give the Board the right to “shop around” for an equal policy at a lower premium. The intent of the benefit-eligible group members is to make sure of the equality of coverage.

- E. It is also established that coverage of the current insurance plans are agreed to under the current plan terms. The intent here is to insure that SET SEG and/or the insurance carriers do not add additional benefits under their plans and expect the Board to pay for these benefits without negotiations.

AUTRAIN-ONOTA PUBLIC SCHOOLS

PO BOX 105

**N8790 DEERTON ROAD
DEERTON, MICHIGAN 49822**

906-343-6632

FAX: 906-343-6633

www.autrainonota.maresa.k12.mi.us

Maryalice Boone, Administrator

Karen Pawielski, Business Manager

SCHEDULE A: District Administrator Duties

The role of the District Administrator for the AuTrain-Onota Public Schools is a teaching *administrator*: one of joint district administration duties and teaching duties. Because of the nature of this position, a close, positive working relationship with the Administrative Assistant/Business Manager to form an 'administration team' is fundamental to the needs and operation of this school district.

This list of District Administrator duties includes, but is not limited to:

- Time frame: During the school year when students are in session, the time frame is that of three days teaching and two days administration. During the remainder of the year (contracted days), when students are not in session, the duties are administrative.
- Planning:
 - Anticipate events, activities and opportunities for students and staff
 - Establish and meet realistic short and long term plans and objectives
 - Network with school communities, agencies and government units
 - Establish effective data sources
 - Plan for districts future (ie: fiscal, building, grounds, transportation needs)
- Resource Development:
 - Continually evaluate and implement additional methods that fully utilize available resources
- Fiscal Management:
 - Continually evaluate and implement procedures to contain costs within the budgets
 - Oversee the duties of the Business Manager
- Knowledge:
 - Possess up-to-date professional and job knowledge
 - ie: SBCEU's or graduate credit related to job performance
- Decision Making:
 - Make effective and timely decision based upon thorough evaluation of relevant information
 - Make decisions that are focused on the best interest of the district for the present and in future planning
- Learner Focus:
 - Focus on learners (child and adult)
 - Provide leadership relative to teaching/learning initiatives
 - Keep focus on student learning and student growth/achievement
 - Demonstrate awareness and implement current research and best practice

- **Community Focus:**
 - See two-way communication and input from parents, educators, staff and community
 - Project positive image of the school district through media relations
 - Encourage collaborative relationships with community
 - Prepare quality annual report
- **Constituent District Focus**
 - Communicate with local constituent districts
- **Creative/Initiative:**
 - Be a visionary leader
 - Identifying imaginative solutions to problems
 - Challenge the status quo when appropriate
 - Support alternatives around a shared/planned vision of the district's future
- **Teamwork:**
 - Create a positive environment and develop effective relationships within the district
 - Encourage shared responsibility, collaboration, consensus decision-making and credit for achieving plans and objectives
- **Employee Development:**
 - Demonstrate enthusiasm for the profession
 - Facilitate development of employees
 - Identify further training and education to enhance employee growth and continued improvement in job performance
 - Model lifelong learning perspectives
 - Facilitate employee evaluation process in a timely manner
- **Employee Relations:**
 - Fair in dealing with all employees
 - Knowledgeable about relative sections of labor agreement and ensure compliance
 - Inspire confidence and effective performance in others
- **Work Habits**
 - Display positive work habits
 - Organize work so that appropriate responsibilities/decision making can occur
 - Completes required reports in a timely manner
- **Safety and Environment:**
 - Promote and implement a safe, healthy environment for students and adults
 - Coordinate School Safety Team
 - Coordinate safety drills (ie: Fire Drills, Tornado Drills, Lockdown Drills, etc.)

- Board Relations:
 - Implement Board policies
 - Provide information to the Board relative to local/state/national issues
 - Advise Board on matters involving the district
 - Advise Board of matters which may potentially impact the district
 - Assist the Board in developing goals for the district
 - Answer Board questions thoroughly
 - Contribute to a climate of teamwork
 - Encourage board development
 - Accept board input and be responsive to board directions

- Student Data/ Student Progress:
 - Focus on student growth
 - Collect data on student growth and progress

- Other:
 - Prepare monthly Administration Reports for Board of Education
 - Work with Administrative Assistant/Business manager in preparing board agenda
 - Prepare and present annual goals for the upcoming school year to board
 - Prepare and present mid-year review of goals for current school year to board
 - Prepare and present review of previous year goals to board
 - Prepare Annual Education Report
 - Coordinate School Improvement Team
 - Oversee School Improvement Team work on School Improvement Plan
 - Present final School Improvement Plan to board
 - Prepare and present Student Handbook to board
 - Present and distribute Student Handbook to staff and students
 - Serve as MEAP, Mi-Access, and MEAP-Access assessment coordinator
 - Serve as Stanford Achievement Test coordinator
 - Serve as Title I coordinator
 - Serve as Special Education coordinator
 - Coordinate school involvement with Michigan Behavior and Learning Support Initiative
 - Work with Administrative Assistant/Business Manager in all school matters
 - Oversee duties of Administrative Assistant/Business Manager
 - Prepare all EdYes! or alternative reporting to MDE
 - Participate in Marquette-Alger Superintendent's Roundtable
 - Participate in Marquette-Alger Principal's Meetings (Elementary and/Middle School)
 - Facilitate involvement of MARESA consultant need
 - Set school calendar – present to board for approval
 - Following board approval of school calendar, distribute to all staff
 - Prepare and distribute 'Calendar of Events'
 - Beginning of year calendar reflecting programs and activities scheduled at start of school year -- staff
 - Monthly 'Calendar of Events' – staff and families
 - Post calendar information to school website
 - Provide copies of calendar information to board members
 - Serve as staff supervisor
 - Conduct and review annual staff evaluations
 - Teaching staff
 - Paraprofessional staff
 - Administrative Assistant/Business Manager

- Conduct all ‘new hire’ interviews
 - Form Ad-Hoc board team
 - Staff member/s when appropriate
 - Prepare all materials for interview process
 - Follow-up with recommendations
 - Follow-up with all interviewed
 - Make recommendation to board for approval to hire
- Plan all teaching and support staff schedules
- Plan monthly student MiBLSi award days (K-6)
- Coordinate special programs/activities (ie: First Day of School assembly, Constitution Day, Integrated Arts Days, MSU Nutrition Education, Clear Lake experience, Fall Open House, Fall Celebration, Holiday and Spring Concerts, MiBLSi Benchmark assessment dates, PTC sponsored activities – Valentine Ice-Cream Social, Fantastic Friday, Christmas Secret Shop, Mother’s Day program, Spring Preschool and Kindergarten Open House, Science Fair, SAT assessment window, Global Theme Day, Kindergarten and 8th grade graduation/concert program agenda, etc.)
- Plan, coordinate and schedule professional development
 - Support staff
 - Teaching staff
 - Required district professional development days (5) for teachers
 - All-staff orientation day prior to start of school year
 - Encourage additional professional development opportunities to staff when it is appropriate to their assignment
 - Approve staff participation in additional opportunities to staff when it is appropriate to their assignment and time permits
 - Assign mentor/mentee duties
- Plan and conduct teaching staff meetings
 - Teaching staff
 - Paraprofessional staff
 - All-staff
 - Other
- Monitor student growth
 - Teacher directed classroom assessment
 - MEAP, Mi-Access, MEAP-Access
 - Stanford Achievement Test
 - DIBLES reading (Benchmark Assessment and Progress Monitoring))
 - DIBLES easyCBM math
 - Read Naturally, One-Minute Reader, etc.
 - Other
- Work with PTC (Parent-Teacher-Community) group is planning and assisting with special student activities, programs, etc.
- Continue positive relations with local agencies (ie: police departments, fire departments, township and county offices, AlTran, MARESA, Northern Michigan University, Lakeshore Pictures Rocks, MSUE Nutrition Education program, newspapers, television and radio stations, etc.)
- Continue positive working relationships with neighboring school districts
 - Superior Central
 - Munising Public Schools
 - Marquette Area Public Schools
- School website
- School newsletter
- Encourage and maintain staff frequent and positive parent/guardian contact
- Student discipline

- Maintain School Wide Information System (SWIS) – MiBLSi student behavior data component)
- Attend or provide designee for Special Education IEP's
- Frequent staff communication (written and oral)
- Facilitate curriculum alignment work
- Facilitate text book review
- Prepare (yearly) Interim Report
- Facilitate (yearly) Report Card format – approve teacher recommendation

Other as deemed necessary

Prepared by: Maryalice Boone, District Administrator
August 2011