

**Union City Community Schools  
Superintendent Employment Contract**

Pursuant to Section 1229(1) of the Revised School Code and in accordance with the action found in the April 18, 2019 meeting minutes of the Board of Education ("Board") of the **Union City Community Schools** ("District"), the Board employs **Ronna Steel** ("Superintendent") as its Superintendent of Schools according to the terms and conditions of this Contract.

1. **Term.** The Superintendent's contract term is for three (3) years and shall begin on July 1, 2019 and end on June 30, 2022 according to the terms and conditions of this Contract as specifically described below. If the Superintendent receives an annual performance evaluation rating of at least effective, the contract term shall automatically extend for another year.
2. **Certification/Qualifications.** The Superintendent represents that she possesses and will maintain or acquire the requisite certification or qualifications to the position assigned. This Contract is subject to termination if it is determined by the Board, the Michigan Department of Education, or other proper authority that the Superintendent does not possess the requisite certification or qualifications to perform the responsibilities associated with her position.

This provision is intended to enable the District to comply with applicable state laws pertaining to the certification or qualifications of the position of Superintendent and to avoid any jeopardy to the District's operation or funding, or subjecting the Board, its members, or the District to fine, penalty, or sanction of any nature.

3. **Duties.** The Superintendent shall faithfully and diligently perform the duties of Superintendent as required by state and federal law and as prescribed by the Board through its policies, regulations, and directives, as well as those duties that may be further established, modified, or amended from time to time by the Board.
  - A. The Superintendent acknowledges the ultimate authority of the Board as to her duties and will comply with Board directive to implement its policies and education programs.
  - B. The Superintendent will devote her time, talents, skills, efforts, and abilities toward competently and proficiently fulfilling all duties of the position assigned.
  - C. As the chief executive officer of the District, the Superintendent will administer the District's instructional, personnel, and business affairs, subject to the direction of the Board.
  - D. The Superintendent shall act as an advisor to the Board on matters pertaining to school administration, and shall inform the Board about administrative action taken on its behalf.
  - E. The Superintendent is subject to assignment and transfer to another administrative position of employment with the District at the Board's discretion. In the event of such assignment/transfer, the Superintendent's salary, annuity, and other group benefits shall be those as stated in this Contract, or as such other terms that may be mutually agreed by the Superintendent and Board.

4. **Compensation.** 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 Superintendent shall receive the following remuneration:

- A. The Superintendent shall be paid at an annual (12-month) salary rate of not less than One Hundred Twenty-Five Thousand Dollars (\$125,000). While future increases to the Superintendent's base salary will be determined by the Board, the parties agree that the Superintendent's base salary will automatically adjust as follows:
- 2% increase to base salary after four (4) years (effective July 1, 2023)
  - 2% increase to base salary after six (6) years (effective July 1, 2025)
  - 2% increase to base salary after eight (8) years (effective July 1, 2026)
  - 2% increase to base salary after ten (10) years (effective July 1, 2028)

In addition, the Superintendent's base salary shall automatically increase by the same percentage as any increase to the teachers' wage scale, effective the same date as the increase to the teachers' wage scale.

- B. If the Superintendent is granted a Doctorate degree, the Superintendent's base salary will be increased by an amount equal to two percent (2%) of the base salary.
- C. The Board retains the right to additionally increase the Superintendent's annual salary during the term of this Contract, but in no event shall the salary be less than that for the previous Contract year.
- D. On an annual basis, an amount equal to five percent (5%) of the Superintendent's base salary shall be paid to an investment instrument of the Superintendent's choice. Fifty percent (50%) of that amount shall be paid by December 31<sup>st</sup>, with the balance to be paid by March 31<sup>st</sup> of each year. The Superintendent may elect to increase her contribution to this investment instrument by authorizing the District to deduct additional sums of money from her bi-weekly paychecks.
- E. 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.
- F. Consistent with Section 1250 of the Revised School Code, the Superintendent's job performance and job accomplishment will be significant factors in determining any adjustment to the Superintendent's compensation. See MCL 380.1250.
- G. Payroll deductions may be made as required by law or as authorized by the Superintendent.
- H. The annual salary shall be paid in twenty-six (26) substantially equal bi-weekly installments (unless otherwise agreed to by the parties), beginning with the commencement of the Contract year (July 1 - June 30).

5. **Tuition Reimbursement.** The Superintendent shall be reimbursed up to twelve (12) semester hours per year upon submission of proof of successful completion of relevant graduate school course credit.

6. **Community Service Stipend.** In recognition of the Superintendent's additional work in the community, an annual stipend of One Thousand Five Hundred Dollars (\$1,500) shall be paid to the Superintendent by July 31<sup>st</sup>.
7. **Insurance Programs.** Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder, or third-party administrator, the Board shall make premium payments on behalf of the Superintendent and her eligible dependents for the following listed group insurance plans, subject to possible modification as stated below:
- Health and hospitalization insurance
  - Dental insurance
  - Vision insurance
  - Long-term disability insurance

Those insurance plans shall be identical to those available to other District administrators. The Board has the right to allocate to the Superintendent the responsibility for a portion of the benefit plan costs for the insurance coverage specified above, as may be determined by the Board, in its discretion. This contribution, however, shall not be less than the statutory "hard cap" amount (as adjusted annually by the State Treasurer) necessary to comply with the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Adjustments will be applied at the beginning of the medical benefit plan coverage year which begins on January 1 of each calendar year. The Board will notify the Superintendent of the amount for which she is responsible in excess of the Board-paid benefit plan costs contributions. The amount of benefit plan cost contributions designated by the Board as the Superintendent's responsibility shall be payroll-deducted from the Superintendent's wages.

- A. **Insurance Option.** If the Superintendent elects to not be covered by health and hospitalization insurance, she shall instead receive a cash in lieu payment equal to the single subscriber hard cap amount in Section 3 of the Publicly Funded Health Insurance Contribution Act, MCL 15.563 as adjusted by the State Treasurer. This amount may, at the Superintendent's election, be applied toward any insurance options chosen by the Superintendent and offered by the District, or may be received as a cash option through the District's cafeteria plan. The Superintendent may direct the cash option to a tax-deferred annuity through the District's Section 403b plan as a voluntary contribution.
- B. **Life Insurance.** The Board will pay the premium for term life insurance with benefits for equal to the Superintendent's annual salary if the Superintendent is insurable at customary rates. The Superintendent shall be permitted to purchase (at her cost) additional life insurance.
6. **Insurance Contracts.** The Board reserves the right to change the identity of the insurance carrier, policyholder, or third-party administrator for any of the coverage for the plans and programs identified in ¶ A, provided that comparable coverage (as determined by the Board) is maintained during the term of this Contract.
- A. The Board shall not be required to remit premiums for any insurance coverage for the Superintendent and her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third-party administrator.
- B. 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.

- C. The Superintendent is responsible for ensuring the completion of all forms and documents needed to receive the above-described insurance coverage.
- D. The Board, by remitting the premium payments required to provide the above-described insurance coverage(s), shall be relieved from all liability as to insurance benefits.
8. **Errors and Omission Insurance.** The Board will pay the premium amount for errors and omissions insurance coverage for the Superintendent while engaged in the performance of a governmental function and while the Superintendent is acting within the scope of her authority. The policy limits for this coverage shall be not less than One Million Dollars (\$1 million).
- A. The terms of the errors and omissions insurance policy shall control the Superintendent's defense and indemnity. The Board's sole obligation shall be limited to the payment of premium amounts for the above errors and omissions coverage.
- B. If such insurance coverage cannot be purchased in the above amount or at a reasonable premium rate, the Board will promptly notify the Superintendent of that fact and the parties will promptly meet and confer to reach a mutually agreeable solution to address that situation. In that event, the Board agrees on a case-by-case basis to consider providing legal defense or indemnification to the Superintendent as authorized under MCL 691.1408 and MCL 380.11a(3)(d).
9. **Performance Evaluation.** The Superintendent's performance shall be evaluated by the Board, by June 30 of each year. This evaluation process shall comply with Section 1249b of the Revised School Code (or its successor provision), using multiple rating categories that take into account student growth data as a significant factor. See MCL 380.1249b. The Superintendent shall annually and in a timely manner provide written notice to the Board of its responsibility to evaluate her performance.
10. **Reimbursed Expenses.** The District shall reimburse the Superintendent for all reasonable expenses resulting from the performance of her duties as Superintendent, including travel, meals, and lodging in accordance with the District's per diem expense and reimbursement procedures.
11. **Mileage.** The District shall reimburse the Superintendent at the current IRS mileage rate for use of her vehicle in conducting District-related business. The Superintendent shall keep contemporaneous records of such business mileage and shall submit a monthly mileage reimbursement form to the Business Office.
12. **Professional Dues.** The District shall pay the Superintendent's association dues for membership in the American Association of School Administrators (AASA), the Michigan Association of School Administrators (MASA) and the MASA region in which the District is located. The District will pay the costs of other memberships for the Superintendent with prior approval from the Board President. The District shall also pay the membership dues for a local community organization of the Superintendent's choice.
13. **Professional Development.** The Superintendent may attend appropriate professional meetings, conferences, or workshops at the local and state levels, as well as training related to professional development and certification. Authorization to attend a national conference

requires approval from the Board President. The District shall pay the Superintendent's reasonable expenses related to that attendance including registration fees, tuition, travel, lodging, and meal expenses for herself in accordance with Board policy.

14. **Sick Leave.** If the Superintendent is absent from duty due to personal illness, she shall be allowed full pay for a total of 12 (twelve) days per Contract Year.
  - A. Having been granted fifty percent (50%) of her unused sick days accumulated under her previous employment position, the Superintendent will begin her employment with an additional twenty-five (25) sick leave days.
  - B. Unused sick leave days shall accumulate up to two hundred (200) days.
  - C. After a minimum of five (5) Contract Years of administrative employment with the District, the Superintendent, upon her employment separation from the District, shall receive a payment of fifty percent (50%) of the Superintendent's per diem rate for each unused sick leave day accumulated, up to a maximum of two hundred (200) days.
15. **Bereavement Leave.** The Superintendent may use up to five (5) days per Contract Year, without loss of pay, related to the death of the Superintendent's spouse, child, parent, grandparent, grandchild, or sibling, as well as for the same relatives for the Superintendent's spouse. If needed, the Superintendent may use sick leave for additional bereavement-related leave.
16. **Vacation.** The Superintendent is employed on the basis of fifty-two (52) weeks of work per contract year (July 1 - June 30), as scheduled by the Board. The Superintendent shall be granted paid vacation time of twenty-five (25) working days per Contract Year, in addition to the holidays recognized by the District and identified in ¶ 17 below.
  - A. The Superintendent shall schedule use of vacation days in a manner to minimize interference with the District's business and orderly operation. All vacation scheduling is subject to the approval of the Board President.
  - B. While vacation days are intended to be used within the Contract Year for which they are made available, the Superintendent may carry up to twenty (20) days from one Contract Year to the next Contract Year.
  - C. If the Superintendent is required to work during her vacation, she may elect, with the approval of the Board President or the Board, to be compensated at her per diem rate instead of carrying the days over to the next Contract Year.
  - D. Within thirty (30) calendar days after the Superintendent's employment separation from the District, the Board shall reimburse the Superintendent for any unused vacation days at the Superintendent's per diem rate. In compliance with Section 164a of the State School Aid Act, neither party intends that this monetary payment in lieu of unused vacation be used for the purpose of increasing the Superintendent's retirement benefits. See MCL 388.1764a.
17. **Holidays.** Consistent with the District's calendar, the Superintendent is entitled to the following holidays for which no service to the District is required: Independence Day, Friday before Labor Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Day, New Year's Day, two (2) floating days during winter break, Good Friday, Memorial Day.

Holidays falling on non-work days will be honored on the closest work day before or after that holiday.

18. **Personal Business Days.** The Superintendent shall receive three (3) personal business days per Contract year, which shall not accumulate.
19. **Disability Leave.** In the event of the Superintendent's mental 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 Superintendent shall first exhaust any accumulated sick leave under ¶ 14 before triggering this paid disability leave. Upon using leave under this provision, the Superintendent shall furnish medical certification to the Board (or its designee) as to the necessity for the leave.
  - A. If the Board (or designee) has reason to doubt the validity of the medical certification supplied by the Superintendent, it may require a second opinion, at Board expense.
  - B. The Superintendent may request a ninety (90) work-day unpaid leave extension in the event of her physical 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 the Superintendent will be able to resume her duties at the end of the extended leave interval. Medical certification shall be supplied by the Superintendent as a condition to any leave extension. Any extensions of leave for this purpose shall be at the Board's discretion.
  - C. If the Superintendent is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any leave extension), her employment and this Contract may be terminated at the Board's option. However, no such termination shall occur when restoration after leave is required by the Family and Medical Leave Act.
  - D. Before any resumption of duty after an unpaid leave of absence for a serious health condition, the Superintendent shall provide to the Board a fitness for duty certification from the Superintendent's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion is precluded by the Family and Medical Leave Act.
20. **Medical Examination.** The Superintendent shall submit to such medical examinations (including drug or alcohol tests), 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, or as may be directed by the Board to determine the Superintendent's ability to perform the essential job functions required by that assignment, with or without reasonable job accommodation(s).
  - A. Upon the Board's request, the Superintendent shall authorize the release of medical information necessary to determine if the Superintendent is able to perform the essential job functions required by his assignment, with or without reasonable job accommodation(s).
  - B. Any medical or psychological examination or disclosure of such information required of the Superintendent by the Board shall be job-related and consistent with business necessity.

- C. Any medical or psychological examination under this section shall be at Board expense and shall be conducted by appropriate medical personnel of the Board's choice.
  - D. Any information obtained from medical or psychological examinations or inquiries shall be confidential. The Superintendent may receive the results of Board-ordered tests and examinations upon written request.
21. **No Tenure in Position.** The Superintendent agrees that she is not granted continuing tenure in the position of Superintendent or in any other capacity by virtue of this Contract or any employment assignment within the District.
22. **Nonrenewal.** The Board's decision not to continue or renew the Superintendent's employment for any subsequent period in any capacity (other than as a classroom teacher as may be required by the Michigan Teachers' Tenure Act) is not a breach of this Contract or a discharge or demotion under the Michigan Teachers' Tenure Act.
23. **Suspension and Termination.** The Board is entitled to suspend or terminate the Superintendent's employment at any time during the term of this Contract for a material breach of this Contract or for good and just cause.
- A. The foregoing standard for termination of this Contract during its term shall not apply to nonrenewal of this Contract at the expiration of its term, which decision is discretionary with the Board and shall be governed by Section 1229 of the Revised School Code, MCL 380.1229.
  - B. If the Board undertakes to suspend or terminate the Superintendent during the term of this Contract, she shall be entitled to a hearing before the Board, which shall be scheduled no sooner than ten (10) calendar days after providing to the Superintendent written notice of the charges. This timeline may be waived if mutually agreed by the parties.
  - C. The Superintendent may be represented by legal counsel at this hearing, but at her expense.
  - D. If the Board terminates the Superintendent's employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further contractual obligation to the Superintendent.
24. **Contract Termination by Superintendent.** This Contract may be terminated by the Superintendent upon written notice to the Board at least ninety (90) calendar days before the termination date specified in the Superintendent's written notice. The Board, in its sole discretion, may waive part or all of this ninety (90) day notice requirement.
25. **Arbitration.** If an unreconciled dispute relating to any provision of this Contract arises during the term of this Contract, the parties agree to submit such dispute 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, and shall comply with the Michigan Uniform Arbitration Act, MCL 691.1681 et seq.

- A. The parties intend that this process of dispute resolution shall include all contract and statutory claims advanced by the Superintendent arising from her termination 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 the Superintendent 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 the Superintendent. Instead, this agreement to arbitrate claims applies to those matters which would otherwise be subject to state or federal court proceedings.
  - B. This agreement to arbitrate means that the Superintendent waives her right to adjudicate discrimination claims in a judicial forum and is instead opting to arbitrate those claims. In any such arbitration proceeding, the Superintendent has 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, the Superintendent, through this agreement to arbitrate such claims, does not waive any statutory rights or remedies in the context of such arbitration proceedings.
  - C. The arbitrator's fee and the costs imposed by the American Arbitration Association shall be shared equally by the Board and the Superintendent, subject to the Superintendent's right to seek to tax such fees as costs against the Board.
  - D. 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 the Superintendent's termination during the term of this Contract. The arbitrator's Decision and Award shall be final and binding and judgment thereon may be entered in the Calhoun County Circuit.
26. **Limitations Period.** The Superintendent agrees that any claim or suit arising out of her 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. The Superintendent 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 in this Contract and expressly 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 parties' intent that the court should 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 been commenced.
27. **Entire Agreement.** This Contract contains the entire agreement and understanding between the Board and the Superintendent about her employment with the District. Prior or concurrent representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.
- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is cancelled and superseded by this Contract. Provided, however, that this Contract is voidable under the Revised School Code's provisions pertaining to criminal history and records checks.



B. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Superintendent and the President and Secretary of the Board.

C. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.

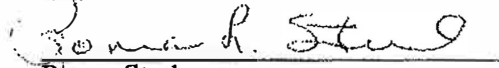
28. **Severability.** If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).

29. **Applicable Law.** This Contract shall be governed by and interpreted in accordance with the laws of the State of Michigan.

30. **Authorization.** This Contract is executed on behalf of the District pursuant to the authority contained in the Board resolution adopted on April 18, 2019, the same being incorporated herein by reference.

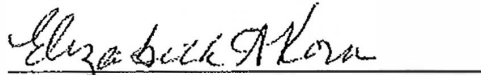
The parties agree to the above terms and conditions and affix their signatures to this Contract as dated below.

**Superintendent**

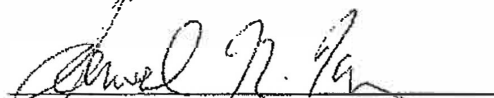
  
\_\_\_\_\_  
Ronna Steel

April \_\_, 2019

**Board of Education of the  
Union City Community Schools**

  
\_\_\_\_\_  
Beth Korn, President

April 19, 2019

  
\_\_\_\_\_  
Sam Korn, Secretary

April 19, 2019