

**CARSON CITY-CRYSTAL SCHOOLS
CONTRACT OF EMPLOYMENT
Superintendent**

It is hereby agreed by and between the Board of Education of Carson City-Crystal Schools (hereinafter the "Board") and Mr. John Sattler (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 the 11th day of March, 2020, does hereby employ said Administrator for a 3 year and 2 month period commencing on May 1st, 2020 and ending on June 30, 2023, 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 his/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. Administrator represents that he/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 his/her continued employment, to meet 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. 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 his/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 to devote substantially all of his/her business time, attention and services to the diligent, faithful and competent discharge of his/her duties on behalf of the School District to enhance the operation of the School District and agrees to use his/her best efforts to maintain and improve the quality of the programs and services of the School District. Administrator will not perform professional services outside his/her administrative duties without authorization of the Board.

4. Administrator shall be paid at an annual (twelve month) salary rate of not less than \$105,000 dollars in consideration of his/her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board. Salary is prorated based upon the numbers of work days served.

Should Administrator be assigned or transferred to another administrative position, the salary paid shall be as established by the Board for that position. 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-June 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. Administrator is employed on the basis of fifty-two (52) weeks (250 workdays) 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. 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. Vacation time is prorated based upon actual time worked. Upon formal approval of the Board the Administrator may carryover not more than 3 vacation days.

6. Administrator's performance shall be evaluated by the Board at least annually by using multiple rating categories that take into account data on student growth as a significant factor and in accordance with the Revised School Code.

7. The Board, at its sole discretion, may extend the contract for an additional year during the duration of the contract, upon completion of the annual evaluation.

8. 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 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 reasons that are not arbitrary or capricious as determined by the Board.

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, he/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 hereunder.

9. The Board specifically reserves the right to non renew this contract or any extension of the contract regardless of cause or reason. Pursuant to Section 1229 of the Revised School Code, if the Board of Education intends to let the Superintendent's contract expire, it must provide the

Superintendent with written notification of the Board's decision not to renew the contract at least ninety (90) days prior to the contract's expiration date. If the Board does not comply with this requirement, the Superintendent's contract is automatically renewed for an additional one (1) year period.

10. In the event of Administrator's mental and/or physical incapacity to perform the duties of his/her office, he shall be granted an initial leave of sixty (60) work days for purpose of recovery consistent with the Family Medical Leave Act. The Administrator shall first exhaust any accumulated sick leave and accrued vacation time, with the balance of the sixty (60) 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 sixty (60) work day unpaid leave extension in the event of his/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 his/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), his/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.

11. Administrator agrees that he/she shall not be deemed to be granted continuing tenure in the position initially assigned or to which he/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.

12. 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 his/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.

13. For employees electing health insurance per their action, the Board agrees to provide no more than the state CAPS for single, two party or full family or 80% of the premium for medical insurance on an annual basis for full time administrator.

- A. Health Insurance: MESSA ABC Plan 1 with a \$5/\$25/\$50. The District agrees to contribute to a Health Savings Account once per year for the employee in the maximum amount allowed.
- B. Dental Insurance: Delta Dental 80% Basic, \$0 Deductible, 80% Major, Basic and Major Annual Maximum \$1,000. Ortho 80%, \$0 Deductible, Lifetime maximum \$2,000.
- C. Term Life Insurance: Negotiated Life of \$30,000 through PAK life.
- D. Vision Insurance: VSP 3 Vision – Plan year July to July.
- E. MASB Travel Accident Insurance Plan A (\$80,000).
- F. School Board Legal Liability Insurance Coverage.
- G. Long Term Disability Insurance: 66 2/3%; \$6000 maximum; 90 calendar days. Beginning Sept. Employees on LTD, COBRA Health benefits up to \$1,200/month for up to twenty-nine (29) months.

The premiums that the Administrator is responsible for shall be payroll deducted.

If the Administrator declines health insurance, he/she is entitled to a \$130 per month cash option under the district-approved Cafeteria Plan. The Board will also contribute to dental, vision, term life, MASB Travel Accident Insurance Plan A, Long Term Disability and School Board legal liability insurance. The cash-in-lieu of health insurance stipend paid to employees who do not receive health insurance shall be \$200 per month.

14. 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 his/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. Administrator is entitled to the following holidays for which no service to the School District is required: New Year's Day, Good Friday (if classes do not meet, otherwise the time off when classes are dismissed), Memorial Day, Fourth of July, Labor Day, Deer Hunting Day (if classes do not meet), Thanksgiving Day, Day after Thanksgiving, Day before Christmas or day after (following annual school calendar), Christmas Day, Day before New Year's or day after (following annual school calendar). If the holiday falls on Saturday or Sunday, the Administrator shall be entitled to take the holiday on the nearest Monday or Friday.

16. If Administrator is absent from duty on account of personal illness or disability, he/she shall be allowed full pay for a total of 12 days per contract year, prorated based upon actual time worked. Unused paid leave days hereunder shall be cumulative to a maximum of 90 days for absence due to personal illness or disability of Administrator.

17. Administrator shall be eligible to be reimbursed for travel, meals and lodging in accordance with per diem expense and reimbursement standards and procedures established by the Board. Any expense to be incurred by Administrator for out-of-district travel shall be submitted in advance for review and approval by the Board. Administrator shall be required to present an itemized account of his/her reasonable and necessary expenses in accordance with direction of the Board or its designee.

18. 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 his/her authority. The policy limits for this coverage shall be not less than \$5,000,000. 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. 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.

20. 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 691.1681 *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 his/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 his/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 8th Judicial Circuit Court of Michigan (Montcalm County) pursuant to MCL 691.1681 *et seq*.

21. 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).


22. 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.

23. This Agreement is executed on behalf of Carson City-Crystal Schools pursuant to the authority granted as contained in the resolution of the Board adopted on March 11th, 2020, 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.

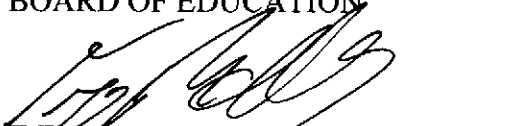
Date: March 11th, 2020



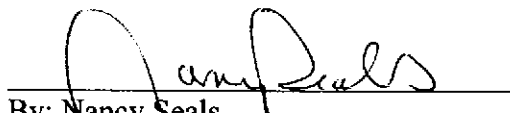
ADMINISTRATOR

CARSON-CITY CRYSTAL SCHOOLS
BOARD OF EDUCATION

Date: March 11th, 2020



By: Gregg McAlvey
Its: President



By: Nancy Seals
Its: Secretary

**Carson City-Crystal Area Schools
Continuing Contract/Salary Notice
Addendum**

Employee Name: **John Sattler**

Date: December 10, 2020

The original contract for the 2020-2023 school years commenced on July 1, 2020 and terminates on June 30, 2023. Your additional assignment for the duration of your contract will be:
Special Education Director

Your salary for the year will be \$15,000 per year

A separate contract will be issued for each extra duty assignment according to Schedule B of the Master Contract.

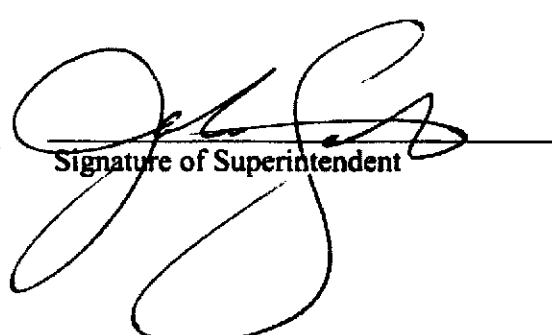
Please sign and return to Central Office no later than October 30, 2020.

This contract is subject to Board of Education policies, including, but not limited to, those policies pertaining to reduction and recall as well as teacher discipline. The teacher's services are subject to termination during the term of the contract for reasons including discipline, as well as staff reduction.



Signature of Board of Education President

*My signature denotes
acceptance of the above
contract.*



Signature of Superintendent