

## CONTRACT OF EMPLOYMENT

### "Superintendent"

This Contract is entered into by and between the Board of Education (the "Board") of the Ravenna Public Schools (the "District") and Greg Helmer (the "Administrator") pursuant to Section 1229(1) of the Revised School Code (the "Code"), MCL 380.1229(1). The Board in accordance with its action found in the minutes of its meeting held on the May 13, 2019, employs Greg Helmer for a three (3) year period commencing on July 1, 2019, and ending on June 30, 2022, according to the following terms and conditions.

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 responsibilities and directions related thereto. Administrator is subject to assignment and transfer to another administrative position of employment in the District at the discretion of the Board.

2. Administrator represents that he 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 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. 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 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 District during the entire term of this Contract. Administrator agrees that he will diligently and competently discharge his duties on behalf of the District to enhance the operation of the District and will use his best efforts to maintain and improve the quality of the programs and services of the District.

4. Administrator shall be paid at an annual (twelve month) salary rate of not less than One Hundred Fifteen Thousand Dollars (\$115,000) in consideration of his performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board. The salary shall be prorated based upon actual work time. 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). In addition to the salary, the Administrator will be provided with an annuity of Ten Thousand Dollars (\$10,000).

Should Administrator be assigned or transferred to another administrative position, the salary paid shall be as established by the Board for that position.

The Board retains the right to increase the annual salary of Administrator during the term of this Contract. Any such increase shall be reflected in a written amendment to this Contract and executed by the parties.

Consistent with the provisions of Section 1250 of the Code, Administrator's job performance and job accomplishments will be significant factors in determining any adjustment to Administrator's compensation.

5. Administrator is employed on the basis of fifty-two (52) weeks of work per contract year (July 1 through June 30, 260 work days). Administrator shall be granted vacation time of twenty-five (25) days per contract year. Vacation days must be used within the contract year in which they are first 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 District. Vacation time is prorated based upon actual time worked.

6. Administrator's performance shall be evaluated by Board not less than annually in accordance with State law. Administrator's performance may be reviewed quarterly by the Board. In the event the Administrator receives an effective or highly effective rating on his annual evaluation by the Board, then the Board may (but is not obligated to) vote to extend the Agreement.

7. 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 materially breaches the terms and conditions of this Contract, has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, and/or inefficiency, 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 nonrenewal of this Contract pursuant to Section 1229 of the Code (MCL 380.1229), 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 shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of discharge from employment during its term, this Contract shall automatically terminate and the Board shall have no further obligation under this Contract.

8. The Board may non-renew this contract or any extension of the contract at the expiration of its term pursuant to Section 1229 of the Code (MCL 380.1229), which decision is discretionary with the Board. As provided in Section 1229(1), if written notice of nonrenewal of the Contract is not given at least 90 days before the termination of the Contract, the Contract is renewed for an additional 1-year period.

9. If Administrator is absent from duty on account of personal illness or disability he shall be allowed full pay for a total of twelve (12) days per contract year. Unused paid leave days hereunder shall be cumulative to unlimited days for absence due to personal illness or disability of Administrator.

10. In the event of Administrator's mental and/or physical incapacity to perform the duties of his office, he shall be granted an initial leave of sixty (60) work days for purpose of recovery. 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. The Board may require a second opinion, at Board expense.

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 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 shall not be deemed to be granted continuing tenure in the position initially assigned or to which he 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 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 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. Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third party administrator, the Board shall make benefit cost payments, as specified below, on behalf of Administrator and his eligible dependents for enrollment in the following insurance programs:

Health insurance a cap of \$17,500 for family, \$13,500 for 2 person, or \$6,500 for single coverage for medical plans offered through WMHIP.

Dental insurance 100% paid premium for currently provided school administrators.

Term life insurance 100% paid premium for \$250,000 Life w/AD & D.

Vision insurance 100% paid premium for currently provided school administrators.

Long Term Disability insurance coverage level not less than currently provided school administrators.

Administrator agrees that the Board has the right to allocate to Administrator responsibility for a portion of the medical benefit plan costs and premiums for the plans and products specified above, as may be determined by the Board. The contributions required of Administrator shall not be less than the amount determined by the Board to be necessary to comply with the Publicly Funded Health Insurance Contribution Act, 2011 PA 152. To the extent that the medical benefit plan costs and premiums associated with the above plans and products exceed the level of the Board's contributions, Administrator authorizes payroll deduction for all excess medical benefit plan costs and premium amounts required to maintain enrollment.

In the event the Administrator makes a voluntary written election not to avail himself of the health/medical coverage offered by the Board, he will instead receive annually an amount of Eleven Thousand Dollars (\$11,000) cash in lieu, which will be paid to Administrator on a monthly basis, under a qualified Section 125 plan, on the further condition that Administrator furnishes written evidence that he is enrolled in another health/medical benefits plan that meets the minimum value and coverage requirements of the Affordable Care Act.

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 Contract. The Board shall not be required to remit medical benefit plan costs or premiums for any insurance coverages for Administrator and his 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 medical benefit costs and premium contributions required under this Contract to provide the above-described plans and products, 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 District is required: July 3, Independence Day, July 5, Labor Day, Thanksgiving Day, day following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Birthday.

16. Administrator shall not be eligible to be reimbursed for mileage related to travel. The Administrator will be eligible to be reimbursed for other expenses, including conferences, meals and lodging in accordance with reimbursement standards and procedures established by the Board (Board Policy 6550). 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 reasonable and necessary expenses in accordance with direction of the Board (or its designee).

17. Subject to express approval by the Board, the fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Board, the Administrator may attend appropriate professional meetings at the local, state and national levels and shall be reimbursed for any registration fees, tuition, lodging and/or reasonable meal expenses for himself relation thereto not prepaid by the Board.

18. 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.

19. 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 Uniform Arbitration Act, MCL 691.1681 *et seq.*

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 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 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 fees 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 provisions must be filed with the American Arbitration Association 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 57th Judicial Court (Emmet County), pursuant to applicable provisions of the Michigan Uniform Arbitration Act.

20. 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).

21. 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.

22. This Contract is executed on behalf of the Ravenna Public Schools pursuant to the authority granted as contained in the resolution of the Board adopted on May 13, 2019, the same being incorporated herein by reference.

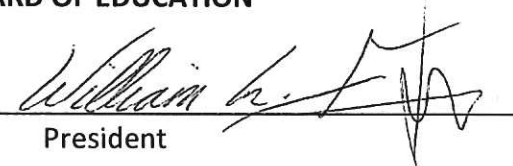
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

Date: 5/14/19

  
ADMINISTRATOR

**RAVENNA PUBLIC SCHOOLS  
BOARD OF EDUCATION**

Date: 5/14/19

By:   
President

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Secretary