

CONTRACT OF EMPLOYMENT

SCHOOL ADMINISTRATOR  
For JULY 1, 2018 to JUNE 30, 2023

This Contract is entered into by and between the Board of Education of the Lakeview School District (hereinafter "Board") and Blake Prewitt (hereinafter "Administrator"). The Board in accordance with its action found in the minutes of its meeting held on the 16 day of April, 2018, hereby employs for a ~~four~~ <sup>FIVE</sup> year period commencing on July 1, 2018 and ending on June 30, 2023, 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/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 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/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 that he/she will diligently and competently discharge his/her duties on behalf of the School District to enhance the operation of the School District and will use his/her best efforts to maintain and improve the quality of the programs and services of the School District.

4. Administrator shall be paid at an annual (twelve month) salary rate of not less than One Hundred Fifty-Five Thousand Dollars (\$155,000) 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. The annual salary shall be paid in twenty-four (24) equal bi-monthly installments beginning with the commencement of the fiscal/contract year (July 1 - June 30).

As part of remuneration for services performed under this Contract, the Board will contribute an amount not less than five and one-half percent (5.5%) nor more than nine percent (9%) of the Administrator annual gross salary (as identified above or by written amendment to that provision) to a 403(b) tax-sheltered annuity fund selected by the Administrator from among those 403(b) funds designated by the Board. The

determination of whether the annuity contribution will exceed five and one-half percent (5.5%) will be made by the Board and will be based upon the Administrator's success, as determined by the Board, in achieving specific performance objectives. This remittance will be made on the second payroll of June annually, and shall be considered a component of the Administrator's compensation in the fiscal year in which the contribution is made.

The Board believes it is desirable for the Superintendent to continue their education, in that it directly benefits the school district. Therefore, the Superintendent will be reimbursed for tuition and fees for an accredited EDD or PhD academic program, up to \$9,000 per school year (July 1 - June 30th), if the following is submitted by the Superintendent to the Board by July 1.

1. Course of study from an accredited college/university
2. Summary of the relationship between the course work and the benefit to Lakeview School District

The Superintendent will submit a transcript and bill for reimbursement to the Board President. Tuition and fees will only be paid for completed courses. The Board President will submit approval for the reimbursement directly to the Director of Finance.

Upon separation from the school district the Superintendent will refund to the district any tuition reimbursement payments made during the previous three years. If the Superintendent files for retirement, with the Office of Retirement Services, then the required repayment will be waived.

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 hereby 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.

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.

5. Administrator is employed on the basis of fifty-two (52) weeks of work per contract/fiscal year (July 1 through June 30). Administrator shall be granted vacation time of thirty days (30) per contract/fiscal year 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. Up to five (5) vacation days may be carried over to the following year or paid per diem.

6. Administrator performance shall be evaluated by the Board not less than once during each contract year, unless the board deems additional evaluations appropriate. Administrator shall notify the president of the board to remind the board of the need to complete the evaluation by November 30. The term of this employment contract shall be extended for an additional year, if Administrator receives an annual performance rating of {effective} or higher during his 2018/19 performance evaluation review. If so, his contract shall be extended to June 30, 2023.

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 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 causes.

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 under this Contract.

8. In the event of Administrator's mental and/or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of ninety (90) work days for purpose of recovery. The Administrator shall first exhaust any accumulated sick leave and accrued vacation time, with the balance of the ninety (90) 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 ninety (90) 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.

9. 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.

10. 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.

11. 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/her eligible dependents for enrollment in the following insurance programs:

**Plan A:**

1. Health: MESSA Choices II with Saver Rx Drug Card; \$500/\$1,000 In-network deductible, \$1,000/\$2,000 Out-of-Network deductible; \$20 OV, \$25 UC, \$50 ER co-payments
2. Dental: Self-funded with third party administration through AND using Delta Dental specifications in effect on July 1, 2010 - 100:100:90:80; \$1,000 annual maximum; \$1,300 lifetime or the maximum
3. Term Life Insurance w/AD&D: In an amount equal of \$225,000 (currently provided through MES SA)
4. Vision: (currently NVA using MESSA VSP-3 specifications)
5. Long Term Disability: .66 2/3 with a 90 day waiting period (currently provided through NIS)

OR

**Plan B:**

In the event that the Administrator elects not to receive health insurance, the following insurance coverage will be provided:

1. Dental: Self-funded with third party administration through AND using Delta Dental specifications in effect on July 1, 2010 - 100:100:90:80; \$1,000 annual maximum; \$1,300 lifetime orthodontic maximum
2. Term Life Insurance w/AD&D: In an amount equal of \$225,000 (currently provided through MES SA)
3. Vision: (currently NVA using MESSA VSP-3 specifications)
4. A stipend of \$3 50 each month per contract year
5. Long Term Disability: 66 2/3 with a 90 day waiting period (currently provided through NIS)

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. The Board will notify Administrator of the amounts for which he/she is responsible in excess of the Board contributed medical benefit plan costs and premiums. 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 hereby authorizes payroll deduction for all excess medical benefit plan costs and premium amounts required to maintain enrollment.

If Administrator makes a voluntary written election not to avail himself/herself of the health /medical coverage offered by the Board, he/she will instead receive \$350.00, on a monthly basis, under a qualified Section 125 plan, on the further condition that Administrator furnishes written evidence that he/she is enrolled in another health/medical benefits plan that meets the minimum value and coverage requirements of the Affordable Care Act.

12. 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/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 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.

13. Administrator is entitled to thirteen (13) paid holidays for which no service to the District is required. Holidays include: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Day before the Fourth of July, Fourth of July, Day after Fourth of July, Labor Day, Day before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

14. 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 a maximum of ninety (90) days for absence due to personal illness or disability of Administrator.

The Board shall also provide the Administrator with up to five (5) bereavement days for death of an immediate family member, or one (1) day for the death of a relative who is not an immediate family member. "Immediate family" is defined as a parent, parent-in-law, spouse, child, brother-in-law, sister-in-law, sibling, grandparent, grandchild, or any person who permanently resides in the Administrator's household.

15. In light of the unique nature of the professional duties of the Administrator, the Board will reimburse the Administrator, at the current rate established by the IRS, for mileage outside of the boundaries of the Calhoun Intermediate School District traveled in connection with the performance of the Administrator's position responsibilities.

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, travel, lodging and/or reasonable meal expenses for himself/herself in relation thereto not prepaid by the Board.

16. 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 one million dollars (\$1,000,000). 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 380.11 a (3)(d).

17. 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.

18. 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/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 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 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 Circuit Court for the 37<sup>th</sup> Judicial Circuit of Michigan (Calhoun 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 lawsuit, 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 Lakeview School District pursuant to the authority granted as contained in the resolution of the Board adopted on April 16, 2018, 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 written.

Date: 16 APRIL 18 By   
Date: 4/16/18 By 