

**OAK PARK SCHOOL DISTRICT  
SUPERINTENDENT'S CONTRACT OF EMPLOYMENT**

THIS CONTRACT, is made and entered into in the City of Oak Park, Oakland County, Michigan, this 31<sup>st</sup> 28<sup>th</sup> day of ~~August~~<sup>September</sup> 2019 by and between the Oak Park School District, a Michigan general powers school district (hereinafter the "School District"), and Dr. Jamii Hitchcock, (hereinafter "Superintendent").

**IT IS AGREED:**

1. **EMPLOYMENT** - The School District hereby employs Superintendent and Superintendent agrees to work for the School District for a term commencing on September 3, 2019 and extending through June 30, 2022. Superintendent shall advise the Board of Education four (4) months in advance of her intention to terminate her employment within the term of this Contract as originally agreed to or as may be extended by later amendment. It is understood and agreed that Superintendent is employed in the capacity of Superintendent, as defined in the Michigan Revised School Code.

2. **DUTIES** - Superintendent agrees to serve the School District and perform the duties in her capacity as Superintendent as directed by the Board of Education for the School District and as required by the laws of the State of Michigan. Superintendent further agrees to obey and fulfill the bylaws, policies, rules and regulations as established by the Board of Education of the School District from time-to-time and to carry out its programs and policies during the entire term of this Contract.

3. **SALARY** - The School District shall pay the Superintendent a salary of One Hundred Sixty Thousand Dollars (\$160,000) per annum, payable in biweekly equal installments.

Salary for the 2019-2020 school fiscal year (July 1, 2019 through June 30, 2020), shall be prorated to the actual number of work days the Superintendent is employed (September 3, 2019 through June 30, 2020). Salary for school years subsequent to 2019-20 shall be determined by the Board of Education but shall not be less than the annual salary plus an additional \$5,000.00 added to the base salary amount of the prior school year. A significant factor in determining compensation shall be the job performance of the Superintendent, consistent with Section 1250 of the Revised School Code, and job performance standards & goals mutually established annually by the Board and the Superintendent.

4. **WORK YEAR** - Superintendent shall perform her duties over the full twelve (12) months of the School District's fiscal year (July 1 to June 30), less applicable vacation, leave and holidays. Superintendent shall be expected to attend meetings of the Board of Education and its committees and to attend and participate in School District functions as necessary to fulfill the duties of Superintendent. On occasion, the Superintendent may be requested to attend other civic activities related to the School District's interests. The time expended in attending such meetings and activities has been taken into account in setting the aforesaid salary and, thus, no additional compensation shall be forthcoming for such attendance.

5. **QUALIFICATIONS** – The Superintendent shall possess and maintain throughout the term of this Contract all certification(s) and continuing education requirements required of a superintendent per the Michigan Revised School Code, or any successor statute thereto.

6. **EMPLOYMENT OF STAFF** – The Board of Education, in accordance with the School District's By-Laws, and State and Federal law, has delegated to the Superintendent the powers necessary to operate a General Powers School District. The Superintendent shall plan,

develop, manage staff, operate effectively and evaluate such programs, activities and facilities as will provide a complete and efficient system of instruction within the School District.

7. **TENURE** - It is expressly agreed that Superintendent shall not be deemed to be granted continuing tenure in her capacity as Superintendent or in any other administrative capacity by virtue of this Contract of Employment. Tenure may be obtained only in the capacity of a classroom teacher and consistent with the Teachers' Tenure Act.

8. **EVALUATION** - The Board of Education shall evaluate the Superintendent in writing each school year. The Board of Education and/or a committee thereof and the Superintendent shall meet annually prior to the beginning of the school year, no later than June 1<sup>st</sup>, to discuss and determine performance standards and goals for said year and review the evaluation instrument. The evaluation shall address and be based at least in part upon the Superintendent's success or failure in regard to the performance standards and goals established and agreed upon.

9. **CONFLICT OF INTEREST** - Superintendent shall faithfully serve the School District and be regardful of its interest during the term of this Contract, to the extent required by this Contract and by law. Superintendent shall not acquire or otherwise possess any interest adverse to that of the School District. In the event that a question arises as to whether a given interest is in conflict with the interests of the School District, Superintendent shall make full disclosure of same to the Board of Education for its review and disposition. The Board's review shall be controlling upon the parties to this Contract and shall include a reasonable basis for the decision.

10. **OTHER WORK** - Superintendent may not undertake commercial activity, consultative work, speaking engagements, writing, lecturing or other professional or business duties and obligations when such activities would in any significant manner negatively interfere

with the Superintendent's proper discharge of her responsibilities under this Contract. The Board of Education's review shall be controlling upon the parties to this Contract and shall include a reasonable basis for the decision.

11. **EXPENSES** - Superintendent is encouraged to attend and participate in appropriate professional activities and conferences at the local, state and national levels. Subject to approval in advance of such activity or conference by the President of the Board of Education, Superintendent shall be reimbursed, consistent with Board policy for the reasonable and necessary costs of long-distance travel and lodging in connection with such attendances and participations. Superintendent shall be reimbursed, consistent with Board policy for the reasonable and necessary costs incurred in attending and participating in local professional activities and conferences as she may deem to be appropriate on behalf of the School District. Superintendent may be required to provide to the School District an itemized account and substantiation of the above reimbursed expenses in accordance with Board policy for federal and state income tax reporting purposes.

12. **MEMBERSHIP DUES** - Subject to the Board of Education's prior and specific approval, the School District shall pay the cost of Superintendent's membership in educational, professional and local civic organizations.

13. **BOARD MEETINGS** - Among her other duties, Superintendent shall prepare the agenda for each Board of Education meeting in consultation with the President of the Board of Education or the President's delegate and forward same to each member of the Board of Education, along with her recommendations and supporting documentation sufficiently in advance of the meeting so that each member can assimilate such information prior to the meeting.

14. **DISABILITY** - Should Superintendent be unable to perform the duties and obligations of this Contract by reason of illness, accident or other causes, and such disability exists for a period of more than one hundred eighty (180) calendar days, the Board of Education, at its option, and as permitted by law, may terminate this Contract, whereupon the respective rights, duties and obligations of the parties shall thereby terminate. Likewise, if it becomes determinable within the one hundred eighty (180) calendar days that such disability is permanent, irreparable or of such nature as to make the continued performance of Superintendent's duties improbable, the Board, at its option, and as permitted by law, may forthwith terminate this Contract, whereupon the respective rights, duties and obligations of the parties shall thereby terminate. This provision shall not in any way derogate from any long term disability benefits that apply by operation of other provisions of this Contract.

15. **RETIREMENT** - The School District shall assume full costs of the employer contributions to the Michigan Public School Employees Retirement System ("MPERS") on behalf of Superintendent, as may be required by law.

16. **AUTOMOBILE AND RELATED EXPENSES** - Superintendent shall be required to own or lease and operate an automobile for the purpose of traveling to the various school buildings and facilities of the School District, as well as to attend out-of-district conferences and meetings in the course of her duties. To help defray the costs, the School District shall provide the Superintendent with a monthly automobile allowance of Five Hundred Dollars (\$500.00).

17. **VACATION/ILLNESS/PERSONAL DAYS** - The Superintendent shall be annually entitled to twenty-five (25) days vacation exclusive of Saturdays & Sundays, and legal holidays, such days to be prorated for any partial year under this Contract. The Superintendent

shall be permitted to roll over no more than ten (10) unused vacation days during the first year of the contract and no more than five (5) unused vacation the second and third year of the Contract and any extension thereof. The Superintendent shall, at the conclusion of her employment with the School District, be entitled to receive payment for no more than ten (10) unused vacation days at the then current salary per diem rate. The Superintendent shall also be entitled to fifteen (15) illness/personal business days per year and permitted to roll over ten (10) unused illness/personal business days per year.

**18. PAID HOLIDAYS** - The Superintendent shall be entitled to paid leave for the following holidays: July 4, Labor Day, Thanksgiving, Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, the Monday following Easter, Memorial Day.

**19. INSURANCE** - The School District shall provide Superintendent with the same insurance benefits (medical, vision, life, dental, and long-term disability, etc.) as set forth in the fringe benefit provisions authorized to Oak Park School District administrators, as approved and modified from time-to-time by the Board of Education. Written itemization of those benefits shall be provided to the Superintendent.

**20. LIABILITY INSURANCE** - The Superintendent shall be provided at School District expense, the same level of liability insurance coverage (basic and errors and omissions) as is, or may hereafter be provided to the Board of Education and its members in connection with the performance of her duties as Superintendent.

**21. INDEMNIFICATION** - To the extent permitted by law, the District will defend the Superintendent and indemnify and hold the Superintendent harmless from any and all claims, judgments, liabilities, costs and actual attorneys' fees, of a civil nature and not including criminal

matters, arising from or relating to actions taken or decisions made in good faith and within the scope of her employment. The Superintendent shall give the Board notice of any claim for defense and indemnification promptly upon knowledge of any possible claim. The Board will have the right to appoint the attorney and conduct the defense of any such claim. If, in the opinion of the Board, the Superintendent fails to fully cooperate in the defense of any claim, then this paragraph of the Agreement shall become null and void. The paragraph survives the termination and expiration date of this contract.

**22. TAX SHELTERED ANNUITY/CONTRIBUTION** – The School District shall make an annual contribution of \$5,634.00 on behalf of the Superintendent to a tax sheltered annuity (“TSA”) plan of her choosing from the School District’s approved list of TSA providers. If Superintendent’s employment terminates prior to the end of a school fiscal year, the School District’s annual contribution shall be pro-rated for that school fiscal year.

**23. TERMINATION OF CONTRACT** - In addition to any other rights the School District may have, by law or under this Contract, this Contract may be terminated at any time during its term by the School District for just cause, including acts of moral turpitude, misconduct or if Superintendent violates any of the substantive terms or covenants of this Contract. In such event, Superintendent shall be advised, in advance, in writing the reasons for the Board of Education’s intention to consider effecting such a midterm termination and provided an opportunity for a meeting in regard to the prospect of such termination, which meeting may be open to the public or closed, at Superintendent’s option. In the event Superintendent elects to contest the Board of Education’s disposition in regard to such termination following such meeting, she shall have the right, exclusive of any other rights or remedies available to her at common law or by statute, to request arbitration, the award arising out of which shall be binding

on the School District and Superintendent and enforceable in any court of competent jurisdiction in this State. The scope of the arbitrator's review pursuant to this submission agreement shall be to determine whether the Board of Education had just cause in its determination to terminate Superintendent's employment. Furthermore, any claim of violation of this Contract or any claim arising from or relating to the Superintendent's employment, or termination thereof, including but not limited to, any claim arising under State or Federal civil rights statutes, other statutes, State or Federal constitutions or common law, must be brought and exclusively adjudicated within the arbitration forum and pursuant to the American Arbitration Association National Rules for the Resolution of Employment Disputes (or if superseded by the rules then applicable). The parties acknowledge that this agreement to submit claims to arbitration is authorized by the Michigan Arbitration Act, 2012 Public Act 371, MCL 691.1681 *et seq.* and constitutes a clear and knowing waiver of the right to adjudicate employment related, and other, claims, including discrimination claims, in a court of law. The courts of the State of Michigan shall have jurisdiction to enforce this arbitration agreement and to render judgment on an award entered pursuant hereto.

**24. NONRENEWAL OF CONTRACT** – As recited in Paragraph 1 herein, this Contract shall terminate on June 30, 2022. Superintendent acknowledges that she has no expectation of employment by the School District beyond that date. The decision whether to renew or not to renew the contractual relationship is solely within the discretion of the Board of Education for the School District and the process therefore is governed by Section 1229 of the Revised School Code.

**25. TOTALITY OF TERMS** - This Contract contains all of the terms agreed by the parties with respect to the subject matter of this Contract and supersedes all prior contracts,




arrangements and communications between the parties concerning such subject matter, whether oral or written.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement the day and year first above written.

  
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Dr. Jami Hitchcock  
Superintendent of Schools

**OAK PARK SCHOOL DISTRICT**

By:   
\_\_\_\_\_  
Menachem Hojda  
President, Board of Education