

# EMPLOYMENT CONTRACT

**THIS AGREEMENT**, entered into this 22th day of July 2021 between the Board of Education, Morrice Area Schools, "Board" herein, and Robert Pouch, "Superintendent" herein, as follows:

## 1. EMPLOYMENT AGREEMENT

The Board agrees to employ the Superintendent to serve as superintendent of Morrice Area Schools, as set forth in this Agreement. The Superintendent agrees to perform the duties of superintendent in a competent and professional manner in compliance with the laws applicable to Morrice Area Schools and the policies and regulations adopted by the Board.

## 2. DUTIES

- A. The Superintendent shall serve as chief executive officer and chief administrative officer for the Morrice Area Schools. He shall be entitled to:
- (1) Present his recommendations to the Board on any subject under consideration by said Board.
  - (2) Attend each meeting of the Board, except meetings or portions of meetings of the Board the topic of which is the contract of the Superintendent and for such meetings the Superintendent may be excused by the Board.
  - (3) Serve as an ex-officio member, without a vote, of each committee established by the Board.
- B. The Superintendent represents that he meets all Michigan and federal requirements and holds all certificates necessary for employment by the Board as the superintendent of Morrice Area Schools. If the Superintendent fails to maintain required certification, and such failure continues for sixty (60) days beyond notification thereof, this Agreement shall terminate forthwith.
- C. Superintendent shall have responsibility and authority to organize, reorganize, arrange and rearrange the administrative and supervisory staff of the district, including business affairs, which in his judgment best serves the District. The Superintendent shall be responsible for recommending to the Board a program of instruction, and shall be responsible for selection, placement and transfer of personnel, subject to approval by the Board. Notwithstanding the foregoing, Superintendent shall exercise those duties and responsibilities defined by law, including MCLA 380.132(4).
- D. The Board, individually and collectively, shall refer promptly all criticism and complaints called to its attention with respect to the school system, its programs or personnel, to the Superintendent for study and recommendation. Since open communications are vital to the continued success of Morrice Area Schools, the Superintendent and the Board, individually and collectively, pledge their continued efforts to maintain regular communications with respect to all matters of importance and/or

interests to the district or to the Board members.

- E. The Superintendent shall devote full time to the position of superintendent of Morrice Area Schools. However, he may participate in other professional activities outside of the school district which are of short term duration. The President of the Board shall be informed of such activities. The Superintendent shall use non-work time to perform outside activities, and he may retain any honorarium received. Morrice Area Schools shall not be responsible for any expense attendant to the performance of outside activities except as specifically agreed by resolution of the Board.
- F. Schedule of Duties - The Superintendent is employed on the basis of a fifty-two (52) weeks of work per fiscal year (July 1 through June 30) as scheduled by the Board. The Superintendent shall be granted vacation time of twenty-five (25) business days per fiscal year, with an additional day earned for each consecutive year of employment. Vacation days must be used within the fiscal year in which they are made available. The Superintendent shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of business of the School District. Unused vacation days do not accumulate and are not compensated upon termination of employment with the School District.

### **3. CONTRACT PERIOD**

The Board agrees to employ the Superintendent for the term two (2) years from July 22, 2021 through June 30, 2023.

- A. Extension - It is understood by the Superintendent and the Board that the initial term of this Agreement is two (2) years if any ongoing agreement between the Board and the Superintendent is not sooner terminated, and it shall be not more than a continuing two (2) year contract. Accordingly, contract extension will be dealt with as follows:
  - (1) The Board, not later than March 31st of each year during the term of this contract may extend the contract by resolution for an additional one (1) year period.
  - (2) Not later than June 30 of each year during the term of this contract, the Board shall establish the annual salary to be paid to the Superintendent for the school year next following the year in which such action is taken. Other terms and conditions of this contract shall remain unchanged except as the parties shall agree.
  - (3) The Board of Education, at its sole discretion and with or without cause, may by resolution decline to extend this contract for an additional year. Failure to take action by the Board shall be deemed to have the contract extended for an additional year.

- B. Non-renewal – If the Board has not exercised its option to not extend the contract, then the contract will automatically be renewed for an additional one (1) year period as provided by Public Act 183, 1979, unless the Board gives written notice of non-renewal of this contract to the Superintendent at least ninety (90) days before the contract's termination date. In the event such notice is given, the Superintendent shall be entitled to a hearing before the Board. The Superintendent shall bring this provision of the contract to the attention of the Board of Education during the month of January.
- C. Holidays- The superintendent shall be entitled to the following holidays: Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, and the Fourth of July.

#### **4. EVALUATION**

The Board of Education shall evaluate the Superintendent in writing not later than the first regular meeting of the Board in March of each year. The Superintendent and the Board shall meet and confer to develop a process for the evaluation, including the development of performance standards upon which the evaluation will be based each year. The process and evaluation instrument shall comply with MCL 380.1249 and MCL 380.1249b and will include written and oral review by the Board, including a public statement with respect to the Board's evaluation of the Superintendent.

#### **5. TENURE EXCLUSION**

This contract does not confer tenure upon the Superintendent in the position of superintendent or any other administrative position in the district.

#### **6. COMPENSATION**

- A. The Board shall pay to the Superintendent an annual base salary of one hundred ten thousand five hundred dollars (\$110,500) for the 2021-2022 fiscal year. The salary for successive fiscal years shall be determined not later than the last day of June of the previous fiscal year, or as the parties agree.
- B. Salary shall be paid in twenty-six (26) equal installments, or in such manner as may be established by the Board for the payment of salaries for Superintendents and teachers within the district.
- C. **Annuity**- the Board, upon the request of the Superintendent, shall withhold from his salary and transfer such sums as he shall designate to a tax-deferred annuity program of the Superintendent's choosing as per Board policy. Said 403(b) account is the sole possession of the Administrator.
- D. **Longevity** - The Superintendent shall be entitled to longevity pay each year, after three years of employment, based upon years of service to Morrice Area Schools. The longevity pay percentage will be applied against the annual base salary to determine the longevity pay for each fiscal year. The longevity pay percentages are as follows:

Term of Employment	Longevity Pay
More than 3 years	2% of base salary
More than 9 years	4% of base salary
More than 14 years	6% of base salary
More than 19 years	8% of base salary
More than 24 years	10% of base salary

These amounts shall not be cumulative.

- E. Merit Compensation - Consistent with Section 1250 of the Revised School Code, the Superintendent's job performance and accomplishments will be a significant factor in determining future adjustments to the Superintendent's compensation. If the Superintendent is rated as Highly Effective a stipend equal to 2% of the base salary will be granted as a retention incentive to be paid at the start of the new fiscal year. To receive this payment, the Superintendent must be employed by the district after July 15th of the new fiscal year. If the Board elects to complete biennial evaluations, then the stipend will be paid each year after a Highly Effective rating until a new evaluation is completed. The Board shall annually consider additions to the Superintendent's compensation based on merit.

**7. BENEFITS.**

During the term of this contract the Superintendent shall receive all benefits generally provided by the school district to full time professional administrative staff on the same basis as available to those staff members in accordance with Board policies including sick leave, disability leave, health insurance, and retirement benefits. The Superintendent is entitled to the following:

- A. **Life Insurance-** The Superintendent shall be entitled to term life insurance in a face amount equal to two times the annual base salary of the Superintendent.
- B. **Travel -** The Board shall provide the Superintendent with an annual allowance of \$1,800.00 per year to cover costs of travel that is required in the performance of his official duties during his employment under this agreement. The allowance will cover all mileage expenses. Payment will be made in bi-weekly installments
- C. **Certification or Licensing Expenses-** Any costs pertaining to the Superintendent's certification/or license and maintaining his Teacher Certification, as required by the State of Michigan or federal law shall be paid by the Board.
- D. **Reimbursement of Expenses-** The Superintendent shall be reimbursed by the Board for reasonable out-of-pocket expenses incurred in the performance of his responsibilities.
- E. **Technology Allowance.** The Superintendent shall receive a quarterly allowance of Two Hundred Twenty-five and 00/00 Dollars (\$255.00) for cellular phone service and technology expenses.

**8. FRINGE BENEFITS:**

**A. Health Insurance.**

- i. The Administrator may choose "1" or "2" below:
  1. A health insurance plan, dental insurance and vision insurance (each with deductibles and coverage as contracted with specific insurance companies) offered by the School District; or
  2. To receive \$5,000 yearly in lieu of electing benefit in item 1.

If option 1 is selected, the Administrator may be required to make a premium contribution required by the Board (currently hard cap pursuant to 2011 P.A. 152, the Publicly Funded Health Insurance Contribution Act). However, insurance coverage is subject at all times to the terms and conditions, rules and regulations, including eligibility, of the policy and carrier.

It is the Board's intention to offer an option to School District administrators, including the Administrator, of an annual contribution to a health savings account ("HSA") designated by each administrator for that administrator's own use. If offered to any School District administrator, as an option or otherwise, the annual ~~HSA~~ contribution will also be made available to the Administrator. The annual contribution by the School District for each administrator, including the Administrator, shall be not less than \$1,000, nor more than \$3,500. Payment of an ~~HSA~~ contribution is subject at all times to the terms, conditions and rules, including eligibility, of the policy and carrier, as well as to federal regulations covering HSAs.

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- B. The Superintendent shall be granted a leave without loss of pay or personal business days for jury duty or when subpoenaed to testify in court. Amounts paid to the Superintendent for jury service shall be remitted to the District. Amounts paid to the Superintendent for travel, meals and/or lodging shall be retained by the Superintendent.
- C. **Bereavement Days.** Five (5) days are allowed for the funeral of a spouse, child, or parent of the Administrator. Three (3) days are allowed for a funeral of other close family members (step-children, siblings, parent-in-law). One day is allowed for the funeral of a distant relative or friend per year. Bereavement days do not count against sick leave days or vacation days. If additional days are needed they may be taken with the approval of the Board, but will be charged against accumulated sick days.
- D. **Sick Leave.** The Superintendent shall be granted paid sick leave days as needed for illness that is not covered by disability insurance, up to a maximum of 12 days per fiscal year. Unused sick leave will accumulate each year.
- E. **Long Term Disability Insurance.** The Administrator shall be provided a long-term disability insurance policy which provides such insurance at 60% of the Administrator's regular salary rate established pursuant to No. 6.A., above. However, coverage is subject at all times to the terms and conditions, rules and regulations, including eligibility, of the policy and carrier.

**9. PROFESSIONAL IMPROVEMENT.**

The Board agrees to reimburse the Superintendent for reasonable costs of professional conferences. Such expenses shall be documented and flagged for routine inspection by the Treasurer of the Board. The Superintendent shall advise the Board, in advance where practicable, of attendance at conferences outside of the State of Michigan, and shall secure Board approval for attendance at national conferences.

**10. PROFESSIONAL ASSOCIATIONS.**

The Superintendent may affiliate with those professional organizations which are necessary and desirable to maintain professional competence and continuity. The reasonable expense of such memberships shall be paid by the Board.

**11. LIABILITY CLAUSE**

In light of the unique nature of the professional duties of the Superintendent, the district shall provide to the Superintendent, at no expense to him, legal counsel and representation in any legal action brought against him as an Superintendent, and purchase liability insurance to protect him against liability that results from his performance in the course and scope of his employment as superintendent. The amount and terms of such insurance and the choice of carriers shall be at the discretion of the Board.

**12. BREACH AND TERMINATION**

A non-material breach on the part of either party to this Agreement shall not be construed to render the obligations of either party under the Agreement null and void. However, if at any time the Superintendent fails to maintain the credentials and qualifications for the position of superintendent as required by this contract and law, the contract shall automatically terminate.

Nevertheless, the Superintendent may be discharged and his contract terminated at any time for just cause. This standard for termination of the contract during its term shall not be applicable to the non-renewal of this contract at the expiration of its term, which decision is discretionary with the Board of Education.

**13. DISABLEMENT**

Should the Superintendent be unable to perform any or all of the duties and responsibilities outlined herein by reason of illness, accident, or other causes beyond the Superintendent's control for a period in excess of thirty (30) days, the Board may in its discretion make a proportionate deduction from the salary stipulated in this contract. If such disability continues for more than one year or if said disability is considered permanent, irreparable, or of such a nature as to make performance of their duties impossible, the Board may, at its option, terminate this agreement whereupon the respective duties, rights and obligations herein shall terminate. Death of the Superintendent shall terminate this contract.

**14. SEVERABILITY**

If any provision of this contract is ruled illegal or unenforceable by a court of competent jurisdiction, the remainder of the contract shall not be affected by the ruling and shall remain valid and in effect.


**15. GOVERNING LAW**


The contract is governed by and shall be interpreted in accord with the laws of the State of Michigan.

**IN WITNESS WHEREOF** the parties hereto have set their signatures:

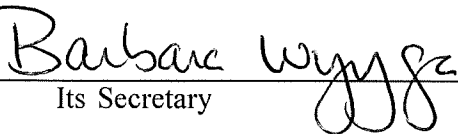
**MORRICE AREA SCHOOLS**

**SUPERINTENDENT**

By:   
Its/President

  
Robert Pouch

And

By:   
Its Secretary

7/22/21

