



MT. PLEASANT PUBLIC SCHOOLS BOARD OF EDUCATION

Contract Of Employment

Jennifer Verleger

5/1/2017

Update June 2021

Update May 2022

It is hereby agreed by and between the Board of Education of the Mt. Pleasant Public Schools District (hereinafter “Board”) and Jennifer Verleger (hereinafter “Superintendent”) 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 6th day of March 2017 for a three year period commencing on May 01, 2017 and ending on June 30, 2020, additionally, it is agreed that this agreement is extended for an additional term commencing up on the expiration of the original term and shall now expire on June 30, 2025, according to the terms and conditions described and set forth herein as follows:

1. Superintendent 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. Superintendent acknowledges the ultimate authority of the Board with respect to her responsibilities and direction related thereto.
2. Superintendent represent that 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. Superintendent agrees, as a condition of 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 Superintendent 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. Superintendent agrees to devote her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. Superintendent agrees to faithfully perform those duties assigned by the Board and to comply with the directives of the Board with respect thereto. Further, Superintendent 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. Superintendent agrees that she will diligently and competently discharge her duties on behalf of the School District to enhance the operation of the School District and will use her best efforts to maintain and improve the quality of the programs and services of the School District.
4. Superintendent shall be paid at an annual (twelve month) salary rate of not less than one hundred thirty nine thousand six hundred forty eight dollars (\$139,648) in consideration of her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board. Salary in subsequent contract years shall be:

2017-2018: \$139,648

2018-2019: \$142,994
2019-2020: \$146,424
2020-2021: \$150,085 (\$152,336 with 1.5% increase)
2021-2022: \$156,145 (\$160,829 with 3% increase)
2022-2023: \$164,849
2023-2024: \$168,970
2024-2025: \$173,194

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 Superintendent during the term of this Contract. Consistent with the provision of Section 1250 of the Revised School Code, Superintendent's job performance and job accomplishments will be significant factors in determining any adjustment to Superintendent'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 Superintendent and the Board, shall become a part of this Contract.

5. Superintendent is employed on the basis of fifty-two (52) weeks of work per contract/fiscal year (July 1 through June 30) as schedule by the Board. Superintendent shall be granted vacation time of thirty (30) days per fiscal year. Vacation days must be used within the fiscal year for which they are made available; except Superintendent may carry forward no more than ten (10) vacation days per year and may bank these vacation days up to, yet not to exceed, 60 vacation days. 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. All scheduling of vacation time of more than three (3) consecutive days is subject to the approval of the Board President or their appointee. Approval will not be unreasonably denied.
6. Superintendent's performance shall be evaluated at least on time annually, on or before March 31st, using multiple rating categories that take into account data on student growth as required by Section 1249 of the Revised School Code (or its successor provision). The Superintendent shall come to the board and present information that supports the Board's established goals and performance expectations of the Superintendent. The Board will review this information and provide feedback. The Superintendent will also provide recommended goals for the upcoming academic year for the Board to review and to establish as the goals and performance expectations for the Superintendent in the upcoming academic year.
7. The Board shall be entitled to terminate the Superintendent's employment at any time during the term of this Contract when it determines that Superintendent has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, if Superintendent materially breaches the terms and conditions of this Contract, 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 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 Superintendent during the term of this Contract, 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.

8. In the event of Superintendent's mental and/or physical incapacity to perform the duties of her office, she shall be granted an initial leave on ninety (90) work days for purpose of recovery. The Superintendent 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 the provision, Superintendent 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 Superintendent, it may require a second opinion, at Board expense.

Superintendent may request a ninety (90) work day unpaid leave extension in the event of 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 Superintendent will be able to resume his/her duties at the conclusion of the extended leave interval. Medical certification shall be supplied by Superintendent as a condition to any leave extension. Any extensions of leave for this purpose shall be at the discretion of the Board.

If Superintendent is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any extension thereof), 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, Superintendent shall provide to the Board a fitness for duty certification from Superintendent'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. Superintendent agrees that she shall not be deemed to be granted continuing tenure in the position initially assigned or to which 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 Superintendent 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 provision of the Michigan Teachers' Tenure Act.

10. Superintendent 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, Superintendent shall authorize the release of medical information necessary to determine if Superintendent is capable of performing the essential job functions required by her assignment, with or without reasonable job accommodation(s). Any physical or mental examination or disclosure of such information required of Superintendent 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 examination 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 Superintendent and her eligible dependents for enrollment in the following insurance programs:

Health insurance (including dental and vision): pay ninety percent (90%), or the legally established contribution level, of the total cost of health, dental and vision as provided to the other senior administrative employees at Mt. Pleasant Public Schools.

Term life insurance: pay the annual premium of a term life insurance policy with a benefit in the amount of three times (3X) the base salary in paragraph 4.

Long Term Disability insurance: provide long term disability insurance on the same plan as Assistant Superintendent and Chief Financial Officer of the Mt. Pleasant Public Schools.

Superintendent agrees that the Board has the right to allocate to Superintendent the responsibility for a portion of the health, life and disability plan costs for the insurance coverage specified above, as may be determined by the Board, in its discretion. However, this contribution 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 PA152. The Board will notify Superintendent of the amount for which she is responsible in excess of the Board paid benefit plan costs contributions. Superintendent agrees that the amount of benefit plan costs contributions designated by the Board as Superintendent's responsibility shall be payroll deducted from Superintendent's compensation.

12. The Board reserves the right to change the identity of the insurance carrier, policyholder or third party administrator for any of the above coverage, 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 premiums for any insurance coverage for Superintendent and 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. Superintendent 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.

Superintendent may choose not to take health insurance coverage as offered. If the Superintendent does this, she is entitled to payment in the amount of \$3,600 per year.

13. Superintendent is entitled to the following ten (10) holidays for which no service to the School District is required: (New Year's Eve, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day).

14. If Superintendent is absent from duty on account of personal illness or disability, she shall be allowed full pay for a total of twelve (12) sick days per contract year. Unused paid leave days hereunder shall be cumulative to a maximum of one hundred twenty (120) days for absence due to personal illness or disability of Superintendent. Superintendent shall not receive any additional compensation in lieu of not using sick days. Superintendent also shall receive four (4) business days per year. These days will not accumulate as personal business days, but may accumulate as unused sick days. Superintendent also has bereavement days based on the districts' employee policy for administrators.

15. Superintendent 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 Superintendent for out-of-state travel shall be submitted in advance for review and approval by the Board. Superintendent shall be required to present an itemized account of her reasonable and necessary expenses in accordance with direction of the Board or its designee.

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 Superintendent 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 herself in relation thereto not prepaid by the Board.

16. The Board agrees to pay the premium amount for errors and omissions insurance coverage or Superintendent while engaged in performance of a governmental function and while the Superintendent is acting within the scope of her authority. The policy limits for this coverage shall not be 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 Superintendent. 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 Superintendent. In that event, the Board agrees on a case-by-case basis to consider providing legal defense and/or indemnification to Superintendent as is authorized under MCL 691.1408 and MCL 380.11a(3)(d).
17. This Contract contains the entire agreement and understanding by and between the Board and Superintendent with respect to the employment of Superintendent and no prior or concurrent representations, promises, contract or understandings, written or oral, not contained herein, shall be of any force or effect. All prior contract 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 provision 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 Superintendent 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.

18. In the event of any dispute between the parties relating to discharge of Superintendent 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 600.5001 *et seq* and MCR 3.602.

The parties intent that this process of dispute resolution shall be inclusive of all contract and statutory claims advanced by Superintendent arising from Superintendent'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 Superintendent 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 Superintendent. 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 Superintendent is waiving her right to adjudicate discrimination claims in a judicial forum and is instead opting to arbitrate those claims. In any such arbitration proceedings, Superintendent shall have the right to representation by counsel of her choice, the right to appointment of a neutral arbitrator, the right to reasonable discovery and the right to a fair hearing. However, Superintendent, 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 Superintendent, subject to the right of Superintendent 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 Superintendent'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 Twenty-first Judicial Circuit of Michigan (Isabella County), pursuant to MCL 600.5001.

19. 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).
20. Superintendent agrees that any claim or suit arising out of Superintendent's employment with the Board must be filed no more than twelve (12) months after the date of the employment action that is the subject of the claim or suit. Superintendent understands that the statute of limitation for claims arising out of an employment action may be longer than twelve (12) months, but agrees to be bound by the twelve (12) month period of limitation set forth herein and waives any statute of limitation 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 enforces 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.
21. This Agreement is executed on behalf of the Mt. Pleasant School District pursuant to the authority granted as contained in the resolution of the Board adopted on March 06, 2017 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: _____

Jennifer Verleger, Superintendent

Mt. Pleasant Public Schools Board of Education

Date: _____

Amy Bond, President

Courtney Stegman, Secretary