

**MENDON COMMUNITY SCHOOLS**  
**ADMINISTRATIVE EMPLOYMENT CONTRACT**

This contract, which is effective the 1<sup>st</sup> day of July, 2025 between the Mendon Board of Education, hereinafter called “**Board**” and Leasa S. Griffith-Mathews, hereinafter called “**Superintendent.**”

**WITNESSETH:**

**1. DUTIES**

The Superintendent agrees, during the period of this contract, to faithfully perform her duties and obligations in such capacity for the School District including, but not limited to, those duties required by Section 132 of the School Code of 1976, as amended. She will act as an advisor to the Board on matters pertaining to the school administration or the School District, and she will inform the Board as to administrative action taken on its behalf. The Superintendent shall recommend, effect, or cause to be effected, the policies and programs of the Board of Education as may be adopted, from time-to-time, and in general, she will faithfully and diligently fulfill all the duties and obligations incumbent upon her as the executive head of the administrative section of the school system and the School District. She will also be given other duties as related to the Middle/High School Academic Advisor.

**2. TERM**

The Board agrees to employ Leasa S. Griffith as Superintendent of its schools for the term from July 1, 2025, to and including June 30, 2027.

The Board shall review this contract with the Superintendent annually, and shall, on or before **July 1** of each ensuing year, take official action determining whether or not it is extended for an additional year and notify the Superintendent of its action in writing. The Board agrees that notice of non-renewal of this contract may only be given for just and reasonable cause. If no action is taken by the Board, the contract shall be deemed to have been renewed for an additional year.

**3. EVALUATION**

- A. The Board shall evaluate the Superintendent annually or biennially in alignment with MCL 380.1249b(lj) using the School Advance tool. If the Superintendent receives a highly effective or effective evaluation for three consecutive years, she will receive a biennial evaluation in alignment with state law.
- B. Appeal Process

The Superintendent shall be evaluated in accordance with the Revised School Code, Act 451 of 1976, as amended. The Superintendent may appeal the evaluation process and rating received to the Board of Education. The appeal must be submitted in writing to the Board President within 30 calendar days after the Superintendent is informed of the rating. Within 15 days after the appeal is submitted, the Board of Education shall provide the Superintendent with written notice that a hearing shall be scheduled, in closed or open session at the election of the Superintendent, to consider the appeal and for the Superintendent to present witnesses, information, and evidence. The hearing shall be scheduled for a date mutually acceptable to the Board and Superintendent within 45 days after the appeal is submitted, unless extended by mutual agreement. The Superintendent may be represented by counsel at the hearing at their own expense. If the hearing does not resolve the matter, the Superintendent may request binding arbitration by filing a demand for arbitration with the American Arbitration Association within 30 calendar days after the hearing, or within 45 days after the appeal if no hearing is held. The arbitration is subject to the Michigan Uniform Arbitration Act, MCL 691.1681, et seq., as amended. The arbitrator shall be selected through the procedures of the American Arbitration Association, Employment Arbitration Rules. The arbitrator shall have authority to issue any appropriate remedy, and the decision of the arbitrator shall be enforceable by any court of competent jurisdiction.

- C. Upon receipt of an effectiveness rating, the Superintendent shall receive \$1000 for an Effective rating as merit pay to be paid the final pay in June.

**4. ADMINISTRATIVE AUTHORITY**

The Superintendent is responsible for the direction and assignment of personnel. The Board shall not hire, fire, promote, demote, or reassign personnel without the prior recommendation of the Superintendent.

**5. PROFESSIONAL LIABILITY**

The District agrees that it shall defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the Superintendent in her official capacity as agent and employee of the District, provided the incident arose while the Superintendent was acting within the scope of her employment and excluding criminal litigations. The Board shall provide public liability insurance for the Superintendent to cover legal expenses in defense of claims and payment of

judgments not covered by insurance. In no case will individual Board members be considered personally liable for indemnifying the Superintendent against such demands, claims, suits, actions, and legal proceedings.

**6. PROFESSIONAL GROWTH**

The Superintendent may attend professional development and conferences at the local and state levels, the expenses of said attendance to be paid by the District.

**7. PROFESSIONAL DUES**

The District shall pay the Association dues of the Superintendent for the American Association of School Administrators, the Michigan Association of School Administrators, and MASA Region VII. The District shall also pay dues of the Superintendent for the Association for Supervision and Curriculum Development and the Michigan Association for Supervision and Curriculum Development.

**8. COMPENSATION**

The Board agrees to pay the Superintendent for her services during each year of said contract in 26 equal installments. Compensation shall be \$111,592 per year. Said salary shall be reviewed annually and is subject to upward revision by agreement of the parties. In no case will the salary be lowered.

**9. FRINGE BENEFITS**

The Board of Education shall provide the Superintendent with the following benefits:

- Health, Dental and Vision insurance provided to other administrative employees.
- 15 General Leave Days per year to be accumulated to 180 days.
- 20 Vacation Days per year. The contract work year of 52 weeks does not include that period of time normally designated as the Christmas or Spring break. The Superintendent agrees she may be required to perform necessary duties during such break periods.
- Upon Voluntary Separation from Mendon Community Schools or Retirement, the Superintendent shall receive \$50 per accumulated leave day up to a maximum of 50 days.

**10. FRINGE BENEFITS (ELECTION NOT TO RECEIVE)**

In the event the Superintendent elects not to receive health insurance, she shall receive \$500 every second pay of the month as cash in lieu.

**11. TERMINATION PROVISIONS**

- A.** The Superintendent shall be subject to discharge for good and just cause, but the Board shall not arbitrarily and capriciously dismiss her. No discharge shall be effective until written charges have been served upon her and she shall have an opportunity for a fair hearing before the Board after ten (10) days' notice in writing. Said hearing shall be public or private at the option of the Superintendent. At such a hearing, she may have legal counsel at her own expense.
- B.** If the Board terminates this agreement or the Superintendent honorably resigns as Superintendent, she shall remain employed by the District in a comparable position to that which she held prior to the 2018-2019 school year.

**12. BREACH**

In the event of a breach on the part of either party to this agreement, nothing contained herein shall be construed to render the obligations of either party under this agreement null and void.

**13. AMENDMENT**

This agreement constitutes the entire understanding and agreement of the parties, superseding any prior agreements. No change shall be effective with respect to the terms of her employment unless in writing and signed by both parties.

IN WITNESSETH WHEREOF the parties hereto have set their hands the day and year above written.

ADMINISTRATOR

MENDON COMMUNITY SCHOOLS,  
ST. JOSEPH AND KALAMAZOO  
COUNTIES, MICHIGAN

---

Leasa S. Griffith-Mathews

---

Regina Schinker

President, Mendon Board of Education

---

Date

---

Date