

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/8/18



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
 This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 5/3/18

To: **Board of Trustees**
 Browning Public Schools

From: Stacy Edwards
Title: District 9 Clerk/Director of Finance

Subject: Superintendent Contract 2017-2019

Description: The school board committee agreed on April 13 to bring forward the 2018-2019 Superintendent contract for Corrina Guardipee-Hall to be modified as per the attached contract (changes are highlighted in yellow).

Financial Impact: The superintendent's salary will be increased by the same percentage as approved for the administrative staff pending negotiations.

Funding Source: Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

SUPERINTENDENT EMPLOYMENT CONTRACT BROWNING SCHOOL DISTRICT

THIS AGREEMENT, is made and entered into by and between the Board of Trustees (the "Board") of the Browning School District (the "District") and Corrina Guardipee-Hall (the "Superintendent").

1. Term. The Board, by and on behalf of the District, employs the Superintendent, and the Superintendent accepts employment as District Superintendent for the District for a term of two years from **July 1, 2018 to June 30, 2019**.

2. Record of Authorization for Contract. This contract was **amended**/approved by the Board at a properly noticed regular meeting dated **May 8, 2018**. Such approval shall be reflected in the official minutes of such meeting, which shall be available for review by the public upon request.

3. Renewal. This Contract shall be reviewed for consideration of renewal for an additional term(s) consistent with Section 20-4-401, MCA, at which time the Board shall make a determination to extend or not to extend the Contract. There is no contractual obligation or expectancy of continued employment beyond the contract term except as provided by State law. Should the board determine not to renew the Contract, the Board shall notify the Superintendent in writing on or before February 1 of the last year of the Contract.

4. Duties. The Superintendent is the chief executive officer of the District and shall perform the duties of District Superintendent for the District as prescribed in the job description and as may be assigned by the Board. Such job description is attached and identified as Attachment A of this Contract. The Superintendent shall comply with legal Board directives, Section 20-4-402, MCA, and other applicable state and federal law, District policies as they exist or may hereafter be adopted or amended, which are incorporated in and made a part of this Contract as though fully set forth herein, except to the extent that any district policy directly conflicts with a specific provision of this contract, in which case, the contract language shall control. The Superintendent shall perform the duties of the Superintendent of schools for the District with reasonable care, skill, and expertise, and in a thorough, prompt, and efficient manner. The Superintendent agrees to devote her time and energy to the performance of these duties in a competent manner.

5. Professional Activities. The Superintendent may attend and participate in appropriate professional meetings at the local, state and national levels with the reasonable expenses for such attendance to be borne by the District, including membership fees and dues of the Superintendent in such organization. "Appropriate" and "reasonable" shall include those meetings and expenses incorporated into the budget or otherwise pre-approved by the Board.

6. Professional Certification and Records. This Agreement is conditioned on the Superintendent's providing the necessary certification and experience records and other records required for the personnel files or for payroll purposes. Failure to provide necessary certification shall render this Agreement void. Any material misrepresentation may be grounds for dismissal. The term "material" as used herein means any misrepresentation other than minor or insignificant

deviation(s) that would not have a bearing on the veracity of the Superintendent or the decision of Board to extend an offer of employment to the Superintendent.

7. Reassignment. The Superintendent shall not be reassigned from the position of Superintendent to another position during the term of the Contract without the mutual written consent of the parties. Reassignment shall not be construed, however, as including the assignment of additional administrative duties as part of a reduction in the number of administrators in the district. In the event that additional duties and responsibilities are required of the Superintendent beyond those anticipated by the parties at the time of execution of this Agreement, the salary of the Superintendent may be renegotiated commensurate with said additional duties and responsibilities.

8. Compensation. The Board agrees to pay the Superintendent for Superintendent's services an annual salary of One Hundred and Fifteen Thousand Dollars (\$115,000), paid in equal monthly installments unless otherwise agreed to by the parties. The salary referenced in this section shall be paid on the basis of a two hundred and sixty (260) day Contract, with a corresponding daily rate of pay of Four Hundred Forty-Two Dollars and Thirty One cents (\$442.31). **The superintendent's salary will be increased by the same percentage as approved for the administrative staff.**

9. Salary Adjustment. The Board shall review the Superintendent's salary by February 1 in the second year of the contract and in its discretion may increase the salary.

10. Evaluation. The Board shall evaluate and assess in writing the performance of the Superintendent at least one time annually prior to January 15. The evaluation format and procedure shall be as specified in the evaluation tool and process – to be developed through mutual agreement between the Board and the Superintendent and, once agreed upon, will become Attachment B to this Contract.

11. Holidays. The Superintendent is entitled to days off with pay on those holidays specified in Section 20-1-305, MCA, subject to the provisions of that section.

12. Vacation Leave and Accrual. The Superintendent is entitled to vacation leave benefits and subject to the cap on accumulation of annual vacation leave under Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the Board Chair in advance of use of vacation leave or any absences from the District and have the Board Chair sign off on the requested leave form prior to any leave. The form will then be given to the Superintendent Secretary and the Secretary will then inform the District Clerk and the Human Resources Department. Prior to leave, the Superintendent will place someone in as Acting Authority while on leave. Vacation days taken by the Superintendent shall be taken at such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this Agreement.

13. Personal Leave.

The Superintendent shall be entitled to ~~three (3)~~ **five (5)** days of personal leave per Contract year. The personal leave days shall not accumulate or carryover, nor shall they be subject to cash pay-out upon retirement, resignation, or Contract termination.

14. Sick Leave and Accrual. The Superintendent is entitled to the sick leave benefits under Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the clerk in advance of use

of sick leave, if practical, from the District. The Superintendent shall inform the board chair in advance of use of sick leave, if practical, from the District beyond five days. The Superintendent shall promptly report all absences due to sick leave to the clerk.

15. Professional Dues. The Board shall pay the Association dues of the Superintendent for the American Association of School Administrators, NAFIS, NIISA, NIEA, MWIEA, the School Administrators of Montana, and the SAM Region in which the School District is located, as well as other appropriate affiliations, and civic and social memberships as approved by the Board.

16. Travel Reimbursement. The Board shall reimburse the Superintendent for use of her automobile in conducting business on behalf of the District in accordance with Section 2-18-503, MCA, or the Superintendent may travel in conducting business on behalf of the District in accordance with District policy 7336.

17. Health, Disability and Other Insurance. The District shall pay the premium for coverage for group health insurance for the Superintendent, her spouse and eligible children in accordance with the District's plan of insurance.

18. Equipment. The Board shall make available to the Superintendent all reasonable means of modern technology for personal and professional use in order to enable the Superintendent to efficiently discharge the Superintendent's duties.

19. Consultation Activities. The Superintendent shall be permitted to undertake writing, teaching, speaking engagements and personal investment activities, provided these activities are not deemed by the Trustees to be in conflict with the performance of the Superintendent's duties for the School District. Any consulting work undertaken by the Superintendent for compensation, must be accomplished on the Superintendent's annual leave days, holidays or other non-duty days and/or at times that are considered non-business hours.

20. Professional Liability. The Board shall provide for the immunization, defense, and indemnification of the Superintendent as provided in Section 2-9-305, MCA.

21. Termination by Mutual Agreement. This Contract may be terminated by mutual agreement of the Superintendent and the Board in writing upon such terms and conditions as may be mutually agreed.

22. Retirement, Death, Disability. This Agreement shall be terminated upon the death of the Superintendent or upon the Superintendent's retirement. "Retirement" shall mean cessation of services in all states as a superintendent or other administrator in a position requiring certification. If the Superintendent becomes unable to perform the essential functions of the job with reasonable accommodation by the District for a period of time in excess of the Superintendent's accrued vacation and sick leave, this agreement may be terminated.

23. Dismissal for Cause. The Board may dismiss the Superintendent during the term of this Contract for good cause following a hearing before the Board. The Superintendent is entitled to all protections governing dismissal proceedings granted by Montana and federal law. The costs of any legal representation secured by the Superintendent for counsel during dismissal proceed-

ings shall be paid by the Superintendent. If contract is to be terminated by the Board of Trustees the superintendent will be compensated through the remainder of the current school year.

24. Controlling Law. This Contract will be governed by the laws of the state of Montana.

25. Complete Agreement. This Contract embodies the complete agreement of the parties hereto, superseding all oral and written previous and contemporary agreements between the parties. No alteration or modification of this Contract shall be valid unless evidenced by a writing signed by the parties to this Contract.

26. Savings Clause. In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

27. Successors and Assigns. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns, including any change of membership of the Board.

28. Notices. All notices, consents, request, instructions approvals or other communications provided for herein shall be in writing and delivered by personal delivery or regular U.S. mail, return receipt requested, to the last known address of the party being provided such notice.

29. Acceptance. This offer shall expire unless signed and returned to the Board or its authorized representative by 5:00 p.m., the 29th day of May, 2018.

BROWNING SCHOOL DISTRICT

BOARD OF TRUSTEES CHAIR

DATE

DISTRICT SUPERINTENDENT

DATE

DISTRICT CLERK

DATE