

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

It is hereby agreed by and between the Board of Education of the School District of the City of East Lansing (*hereinafter* "Board") and **Dorcas Shumake** (*hereinafter* "Administrator") that pursuant to Section 1229 (2) of the Revised School Code of the State of Michigan, the Board employs the said **High School Associate Principal** for a period commencing on January 27, 2026 and ending on June 30, 2027, according to the terms and conditions as described and set forth below. Any extension of this Contract requires the express approval of the Board.

#### A. COMPENSATION

The Administrator shall be paid at an annual (52 work weeks) salary rate of Ninety-Six Thousand dollars (**\$96,000**) for Contract year 2025-2026 and One Hundred Thousand, Eight Hundred dollars (**\$100,800**) for Contract Year 2026-27 in consideration of their performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent and as scheduled by the Superintendent.

1. The annual salary shall be prorated in proportion to the actual time worked in the position.
2. The annual salary shall be paid in twenty-six (26) equal bi-weekly installments, beginning with the commencement of the Contract year (July 1 - June 30) or the Administrator may elect to have the annual salary paid in equal bi-weekly installments, on established payroll pay dates, over the Administrators work year calendar.
3. The Board retains the right to adjust the Administrator's annual salary during the term of this Contract. Any such salary adjustment shall not reduce the annual salary below the minimum annual salary prescribed above.
4. Any adjustment in salary made during the term of this Contract shall be in the form of a written amendment, and when executed by the Administrator and the Board, shall become a part of this Contract. Unless expressly stated in writing, any such salary adjustment amendment shall not be considered a new Contract or an extension of the Contract's termination date.
5. Consistent with Section 1250 of the Revised School Code, the Administrator's job performance and job accomplishments as evaluated under Paragraph 4 will be a significant factor in determining any adjustment to the Administrator's compensation. The Administrator shall not receive compensation increases for Contract years 2025-2026 and 2026-27, if the Administrator's subsequent year's evaluation rating is other than Highly Effective or Effective.
6. If the Administrator has received a PhD or EdD they shall receive an additional Four Thousand Dollars (\$4,000) per Contract year.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

#### **B. DUTIES**

The Administrator shall perform the duties as prescribed by the Board pursuant to the School Code of the State of Michigan as may be established and as described in the job description for said position as may be modified and/or amended from time to time by the Superintendent.

1. The Administrator's assigned position is for Two Hundred Sixteen (216) work days per Contract Year.
2. The Administrator agrees to faithfully perform those duties assigned by the Board and under the supervision and direction of the Superintendent.
3. The Administrator acknowledges the ultimate authority of the Board and Superintendent with respect to their responsibilities and directions related thereto.
4. The Administrator is subject, during the term of this Contract, to assignment and transfer to another position of administrative employment in the School District at the discretion of the Board or its Superintendent.

#### **C. QUALIFICATIONS**

The Administrator represents that they possess and will maintain all certificates, credentials, and qualifications required by law, including Revised School Code Sections 1246 and 1536, applicable administrative regulations, and those required by the Board to serve in the position assigned.

1. As a condition of their continued employment, the Administrator also agrees to meet all certification and continuing education requirements for the position assigned, as may be required by law or by the Michigan State Board of Education, and/or the Michigan Superintendent of Public Instruction.
2. If at any time the Administrator fails to maintain all certificates, credentials, continuing education requirements, or qualifications required for the assigned administrative position, this Contract shall automatically terminate and the Board shall have no further contractual obligations.

#### **D. PERFORMANCE**

The Administrator agrees to devote their talents, skills, efforts, and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned, including compliance with the directives of the Board and Superintendent to carry out the Board's policies and educational programs.

1. The Administrator agrees to comply with and fulfill all responsibilities and tasks for which they are responsible as required by state and federal law, Board policies, regulations, directives and those directives issued by the Superintendent.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

2. The Administrator pledges to use their best efforts to maintain and improve the quality of District operations and to constantly promote efficiency in all areas of their responsibility.
3. The Administrator agrees to perform their responsibilities with diligence and competence on behalf of the District, using their best efforts to maintain and improve the quality of the District's programs and services.

#### **E. TAX-DEFERRED ANNUITY**

At the Administrator's option and as solely paid for by the Administrator, the District will deduct premium payments from the Administrator's wages and remit same to a District-approved tax-deferred annuity company pursuant to IRS Section 403(b) or 457.

#### **F. EVALUATION**

The Administrator's performance shall be evaluated by the Board or its designee annually or biennially, not later than June 30<sup>th</sup> of each year. The evaluation shall comply with Section 1249 of the Revised School Code (or its successor provisions).

#### **G. WORK SCHEDULE**

The Administrator's assigned position is for Two Hundred Sixteen (216) work days during a fiscal/contract year (July 1 – June 30) as scheduled by the Superintendent.

#### **H. FLEX DAYS**

An Administrator with a work year of less than Two Hundred Sixty (260) days shall have the option to earn and use flex days, which are defined as trading a workday for a non-workday (excluding weekends) as follows:

1. The Administrator may use up to ten (10) flex days per Contract year, with a maximum of five (5) flex days, including three (3) consecutive flex days, for use when students are in session.
2. The Administrator's earning and use of a flex day requires approval from the Superintendent or designee.

#### **I. EARNED SICK TIME (EST) LEAVE**

1. The Administrator will receive 12 days (96 hours) of earned sick time per school year subject to proration if the Administrator is hired after the start of the contract year or works part-time. The Administrator may access and use Earned Sick Time before it is earned through actual hours worked.
2. If the Administrator is hired after the contract year begins or is a part-time Administrator, a prorated amount will be made available to the them.

Sick leave time accrued and unused as of June 30, 2025, will be converted to Earned Sick Time hours and credited to the Administrators' Earned Sick Time leave bank.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

4. An Administrator that ends employment, prior to the end of the school year, will have to repay the District for days used that are not proportionate to the time worked. The Employer may deduct the amount equivalent to any used but unearned Earned Sick Time from the Administrator's final paycheck, to the extent permitted by law.
5. Earned Sick Time must be used in increments of at least 1 hour. If a substitute is required for the position, the Administrator must use time off in ½ day increments.
6. Unused earned sick leave days shall accumulate from year to year without limitation.
7. The Administrator may use earned sick time for any ESTA purpose, and earned sick time is subject to terms and conditions specified in ESTA and the District's ESTA policy, as that policy may be adopted and amended from time to time. The Administrator may use earned sick time for the following reasons:
  - a. the Administrator's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the Administrator's mental or physical illness, injury, or health condition; or preventative medical care for the Administrator;
  - b. for the Administrator's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the Administrator's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the Administrator;
  - c. if the Administrator or the Administrator's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
  - d. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
  - e. for closure of the Administrator's place of business by order of a public official due to a public health emergency, for an Administrator's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the Administrator's or Administrator's family member's presence in the community would jeopardize the health of others because of the Administrator's or family

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

member's exposure to a communicable disease, whether or not the Administrator or family member has actually contracted the communicable disease.

8. An Administrator who is unable to perform their duties due to illness or disability shall notify their supervisor before the start of the workday or as soon as practicable. If an illness or disability extends beyond the first absence day, the Administrator and the Administrator's supervisor may decide the notice frequency for the continued illness or disability.
9. If the Administrator's need to use leave time is foreseeable, the Administrator must provide notice to the District of the Administrator's intent to use earned sick time at least 7 days prior to the date leave is to begin.
10. For leave of more than five (5) consecutive days, upon District request, the eligible Administrator must provide the District, within 15 days after the request, reasonable documentation that earned sick time was used for an ESTA purpose.
11. An Administrator who has exhausted earned sick time leave and still not able to return to work may be paid for any unused vacation days.
12. Unused earned sick leave days may accumulate without limit and be compensated as per Addendum A.

#### J. **PERSONAL BUSINESS DAYS**

The Administrator shall also receive three (3) personal business days (24 hours) each contract year, subject to proration if the Administrator is hired after the start of the contract year or works part-time. Those days, if not used, will be added to the earned sick bank at the end of each contract year.

#### K. **BEREAVEMENT LEAVE**

The Administrator shall be entitled to up to five (5) days of paid bereavement leave per occurrence in the event of the death of an immediate family member. For this section, "immediate family" is defined as the Administrator's current spouse, domestic partner, child, parent, grandparent, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, or son-in-law. This leave will not be charged against Administrator's earned sick time leave/vacation allowance.

#### L. **JURY SERVICE AND SUBPOENA**

1. Any absence for jury service or subpoena will not be charged against the Administrator's earned sick time leave allowance and shall be granted if the criteria below is met:
  - a. When an Administrator is summoned for jury service, compensation for jury service in combination with the Board pay shall not exceed the Administrator's regular rate of pay.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

- b. On days in which the Administrator is required to report for jury service, the Administrator is not required to report to work.
- c. Substantiation of payment and attendance will be required in accordance with District's processing procedures.
- d. Court appearance as a witness in a case related to employment or the school, or whenever Administrator is subpoenaed to attend proceedings where they are required to provide information on behalf of the District. However, this shall not apply to any proceeding brought by the Administrator against the district or in which the Administrator is testifying against the district.

#### **M. VACATION**

An Administrator assigned to a Two Hundred Sixty (260) day work year shall receive twenty-five (25) vacation days per Contract year.

- 1. The Administrator shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of District business. All vacation scheduling is subject to the approval of the Superintendent or designee.
- 2. Vacation days must be used within the Contract year for which they are made available and shall not accumulate beyond the Contract year.
- 3. Any unused vacation days at the end of a Contract year shall be transferred to the Administrator's Earned Sick Time Leave Bank.

#### **N. HOLIDAYS**

Consistent with the District's calendar, the Administrator is entitled to the following holidays for which no service to the District is required: Labor Day, Thanksgiving and the Day after Thanksgiving, Christmas Eve Day and Christmas (or the two days surrounding December 24 and 25 if they fall on a non-work day), New Year's Eve Day and New Year's Day, Martin Luther King, Jr. Day, National Presidents' Day, Memorial Day, Juneteenth, and Independence Day (260 work day Administrator only).

#### **O. REIMBURSED EXPENSES**

Consistent with Board Policy 4110, the District shall reimburse the Administrator for all reasonable expenses resulting from the performance of their duties as a District Administrator, including mileage (at the current IRS rate), meals, and lodging in accordance with per diem expense and reimbursement procedures established by the Board.

Any expense to be incurred by the Administrator for out-of-district travel in excess of 50 miles shall be submitted in advance for review and approval by the Superintendent. The Administrator shall be required to present an itemized accounting of their reasonable and necessary expenses.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

**P. AUTOMOBILE**

Mileage for travel outside the Tri-County (Clinton, Ingham, Eaton) boundaries will be paid at the then-current IRS mileage rate upon submission of documented mileage forms.

**Q. PROFESSIONAL DEVELOPMENT**

Subject to prior approval by the Superintendent or designee and consistent with Board Policy 4111, the Administrator shall be provided a maximum budget of Two Thousand dollars (\$2,000) per Contract year, toward payment for conference attendance, professional memberships and dues. Conference approval/attendance must appropriately support the Administrator's role. Further, college coursework may be reimbursed upon completion provided the grade received is a 2.5 or higher and transcript(s) are submitted to Human Resources for processing. Any amount exceeding the Two Thousand dollars (\$2,000) allotment is subject to prior approval by the Superintendent.

An Administrator may be absent for participation in professional development activities as approved by the Superintendent or designee.

**R. MENTOR**

A mentor may be assigned for the first year to an Administrator who is new to the District in a new assignment. The mentor will provide collegial professional support, guidance, and consultation. Upon request of the mentor/mentee and with the approval of the Superintendent or designee, the District will make available reasonable release time for the mentor and mentee to work together during the regular work day. A mentor shall be compensated at the rate of Fifty Dollars (\$50) an hour for mentoring duties for up to thirty (30) hours per Contract year.

**S. INSURANCE PREMIUM PAYMENTS**

Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third-party Administrator, the Board shall make premium payments on behalf of the Administrator and eligible dependents for the insurance programs as provided in Addendum A.

The Employer will make premium contributions, on behalf of each unit Administrator who works thirty (30) hours or more per week and the Administrator's eligible dependents for the following insurance programs:

1. The Employer premium and health savings account contributions, as specified in this Article, shall be pro-rated for Administrators regularly scheduled to work at least seventeen and one-half (17.5) hours per week but less than thirty (30) hours per week.
2. Administrators working less than seventeen and one-half (17.5) hours per week are not eligible to participate in any insurance benefit programs at Employer expense.
3. All premium or premium equivalent amounts for which the Administrator is responsible will be payroll deducted.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

#### **T. INSURANCE CARRIERS**

The Board reserves the right to change the identity of the insurance carrier, policyholder or third-party Administrator for the insurance programs as provided in Addendum A, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract. Additionally, the Board reserves the right to self-fund any of the insurance benefits.

1. The Board shall not be required to remit premiums for any insurance coverage for the Administrator and their eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third-party Administrator.
2. The terms of any contract or policy issued by any insurance company or third-party Administrator shall be controlling for all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters.
3. The Administrator is responsible for ensuring completion of all forms and documents needed to receive the above-described insurance coverage.
4. The Board, by payment of the premium payments required to provide insurance coverage for the programs as provided in Addendum A, shall be relieved from all liability with respect to insurance benefits.

#### **U. PROFESSIONAL DEVELOPMENT/CONFERENCES**

1. Participation in work-related professional development activities or conferences shall be subject to prior approval. Upon approval by the Superintendent or designee, the District may authorize attendance and pay for eligible costs.
2. Attendance at a work-related professional development activities or conferences will not be charged against Administrator's earned sick time leave/vacation allowance.

#### **V. SCHOOL-RELATED INJURY/LITIGATION**

The Administrator's temporary absence from duties resulting from a school-related assault or litigation arising from the scope of the Administrator's duties at the East Lansing Public Schools shall not be charged to the Administrator's Earned Sick Time Leave as long as the Administrator did not engage in misconduct or gross negligence as determined by the Superintendent. Further, this provision does not apply to any proceeding brought by the Administrator against the District or for a proceeding in which the Administrator is testifying against the District.

#### **W. DISABILITY or INCAPACITY**

In the event of the Administrator's mental and/or physical incapacity to perform the duties of their office, they shall be granted an initial leave of ninety (90) work days for purpose of recovery. The Administrator shall first exhaust any accumulated Earned Sick Time and accrued vacation time. The balance of the ninety (90) work day period shall be paid under the District's short-term disability plan (60%). Health plan premium payments shall be made on behalf of the Administrator during



## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

this interval to the extent required by law. Upon utilizing leave under this provision, the Administrator 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 the Administrator, it may require a second opinion, at Board expense.

The Administrator may request a ninety (90) work day unpaid leave extension in the event of their physical and/or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is reasonable likelihood that the Administrator will be able to resume their duties at the end of the extended leave interval. Medical certification shall be supplied by the Administrator as a condition to any leave extension. Any extensions of leave for this purpose shall be at the discretion of the Board.

If the Administrator is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any extension thereof), their 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, the Administrator shall provide to the Board a fitness for duty certification from the Administrator'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.

#### **X. MEDICAL EXAMINATION**

The Administrator shall submit to such medical examinations (including drug or alcohol tests, as well as psychological or psychiatric evaluation), 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, or as may be directed by the Board to determine the Administrator's ability to perform the essential job functions required by her assignment, with or without reasonable job accommodation(s).

1. Upon request of the Board or Superintendent, the Administrator shall authorize the release of medical information necessary to determine if the Administrator is capable of performing the essential job functions required by their assignment, with or without reasonable job accommodation(s).
2. Any medical examination or disclosure of such information required of the Administrator by the Board shall be job-related and consistent with business necessity.
3. Any medical examination under this section shall be at Board expense and shall be conducted by appropriate medical personnel of the Board's choice.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

4. Any information obtained from medical examinations or inquiries shall be confidential. The Administrator may receive the results of Board-ordered tests and examinations upon written request.

#### **Y. ERRORS AND OMISSIONS INSURANCE**

The Board agrees to pay the premium amount for errors and omissions insurance coverage for the Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of their authority. The policy limits for this coverage shall be not less than Five Million Dollars (\$5 million).

1. The terms of the errors and omissions insurance policy shall control the Administrator's defense and indemnity. The Board's sole obligation shall be limited to the payment of premium amounts for the above errors and omissions coverage.
2. If such insurance coverage cannot be purchased in the above amounts or at a reasonable premium rate, the Board shall have the right to discontinue said coverage and shall notify the Administrator. In that event, the Board agrees on a case-by-case basis to consider providing legal defense or indemnification to the Administrator as authorized under MCL 691.1408 and MCL 380.11a(3)(d).

#### **Z. TENURE**

The Administrator agrees that they shall not be deemed to be granted continuing tenure in the administrative position initially assigned or to which they 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 District.

#### **AA. LAYOFF**

This Contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board. The Administrator shall be given at least thirty (30) days' notice of termination before the effective date of layoff. In the event of layoff, the Board has no further obligation under this Contract.

#### **BB. RETIREMENT**

Within sixty (60) days of separation from employment with the District for purposes of retirement pursuant to the Michigan Public School Employees Retirement Act, the Administrator will receive payment of One Hundred Dollars (\$100) for each accumulated sick leave day up to a maximum of Twelve Thousand Five Hundred Dollars (\$12,500).

1. Proof of retirement application is required for this payment.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

2. In the event of the Administrator's death, this benefit will be paid to the beneficiary designated in writing by the Administrator or according to the priorities specified in MCL 408.480 if the Administrator has given proper notice of retirement.
3. The Administrator must have a minimum of ten (10) years of service with the district to be eligible for this payment.

#### **CC. NONRENEWAL**

The Board's decision not to continue or renew the Administrator's employment for any subsequent period in any capacity (other than as a classroom teacher as may be required by the Michigan Teachers' Tenure Act) shall not be deemed a breach of this Contract or a discharge or demotion under the Michigan Teachers' Tenure Act.

#### **DD. TERMINATION**

The Board is entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that the Administrator has engaged in any act of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, or if the Administrator materially breaches the terms and conditions of this Contract, or for any other reason determined to be sufficient by the Board.

1. The foregoing standards for termination of this Contract during its term do not apply to nonrenewal of this Contract at the expiration of its term, of which decision is discretionary with the Board and are governed by Section 1229 of the Revised School Code, MCL 380.1229.
2. If the Board undertakes to dismiss the Administrator during the term of this Contract, the Administrator shall be entitled to written notice of charges and an opportunity for a hearing before the Board.
3. If the Board terminates the Administrator's employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further contractual obligation to the Administrator.

#### **EE. ARBITRATION**

If a dispute relating to the Administrator's termination arises during the term of this Contract, the parties agree to submit such dispute 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, and shall comply with the Michigan Uniform Arbitration Act, MCL 691.1681 et seq.

1. The parties intend that this process of dispute resolution shall include all contract and statutory claims advanced by the Administrator arising from their termination 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 the

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

Administrator 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 the Administrator. Instead, this agreement to arbitrate claims applies to those matters which would otherwise be subject to state or federal court proceedings.

2. This agreement to arbitrate means that the Administrator is waiving their right to adjudicate discrimination claims in a judicial forum and is instead opting to arbitrate those claims. In any such arbitration proceeding, the Administrator has the right to representation by counsel of their choice, the right to appointment of a neutral arbitrator, the right to reasonable discovery, and the right to a fair hearing. However, the Administrator, through this agreement to arbitrate such claims, does not waive any statutory rights or remedies in the context of such arbitration proceedings.
3. The arbitrator's fee and the costs imposed by the American Arbitration Association shall be shared equally by the Board and the Administrator, subject to the Administrator's right to seek to tax such fees as costs against the Board.
4. 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 the Administrator's termination during the term of this Contract. The arbitrator's Decision and Award shall be final and binding on the parties. Judgment thereon may be entered in a court of competent jurisdiction.

#### **FF. LIMITATIONS**

The Administrator agrees that any claim or suit for breach of this Contract or otherwise arising out of the Administrator's employment with the Board must be filed no more than six (6) months after the date of the act or omission that is the subject of the claim or suit. The Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by this contractual six (6) month limitations period and waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, it is the parties' intent that the court will enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

#### **GG. ENTIRE AGREEMENT**

This Contract contains the entire agreement and understanding between the Board and the Administrator as to the employment of the Administrator. Prior or current representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

1. Any prior agreement (written or oral) pertaining to, connected with, or arising in any manner out of the employment of the Administrator by the Board, are terminated and shall have no effect. Provided, however, that this Contract is voidable under the Revised School Code's provisions pertaining to criminal history and records checks.
2. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Superintendent.
3. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.

#### **HH. SEVERABILITY PROVISION**

If any provision of this Contract 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).

#### **AUTHORIZATION**

This Contract is executed on behalf of the School District pursuant to the authority granted by the Board of Education of the City of East Lansing pursuant to Board action taken on July 14, 2025.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names and in the case of the Board of Education and School District, by its President, Secretary and Superintendent.

\_\_\_\_\_  
Date By: \_\_\_\_\_  
Administrator

EAST LANSING PUBLIC SCHOOLS

\_\_\_\_\_  
Date By: \_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date By: \_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Date By: \_\_\_\_\_  
Secretary of the Board of Education

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

#### ADDENDUM A

Insurance premiums paid by the district on behalf of the Administrator and their eligible dependents include:

#### HEALTH INSURANCE

The Administrator shall have the option to enroll in the available health insurance plans offered by the Board. The annual limit the Board shall contribute for healthcare on behalf of the Administrator and their eligible dependents shall be eighty percent (80%) of the annual cost for the lowest premium health care plan option and the approved Health Savings Account (HSA) contribution. Should the Administrator select the lowest premium healthcare plan, they will be responsible for the remaining twenty percent (20%).

Should the Administrator elect coverage with a premium higher than the Board's eighty percent (80%) contribution, the Administrator shall be responsible for paying the difference between the Board's contribution and the total cost of their selected plan.

Note: Insurance benefits are available on a pro-rata basis if the Administrator works less than full-time. The District will pay the premium cost represented by the Administrator's then-current percentage of time working for the District; the remaining portion of the insurance cost will be paid by the Administrator through payroll deduction.

#### HEALTH SAVINGS ACCOUNT (HSA)

If the Administrator elects to enroll in a High Deductible Health Plan (HDHP), the Board shall deposit an amount equal to 70% of the minimum annual deductible as established by the IRS for the applicable plan year. This contribution will be based on the coverage level selected by the Administrator (self-only or family coverage). The Board's contribution shall be deposited into the Administrator's Health Savings Account (HSA) to assist with eligible medical expenses incurred under the HDHP.

#### CASH-IN-LIEU (CIL)

If the Administrator does not elect medical coverage, they shall receive a \$243 monthly CIL benefit, provided the Administrator signs the District's Waiver of Medical Coverage form and proof that another qualified plan covers them.

#### DENTAL INSURANCE

The Board shall provide, at no cost during the life of this Agreement, a dental insurance program covering 100% of Class I benefits, 80% of Class II benefits, and 80% of Class III benefits, with an annual maximum of \$1,500. Additionally, the program includes an 80% orthodontics benefit with a lifetime maximum of \$1,500.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

#### VISION INSURANCE

The Board shall provide, at no cost to the Administrator, the MESSA Vision Services Plan 3 (VSP-3).

#### TERM LIFE INSURANCE

The District shall provide without cost to the Administrator group life insurance protection at a rate two (2) times the sum of the Administrator's current contracted salary; said insurance policy is payable to the Administrator's designated beneficiary thereof with provisions for double indemnity in the event of accidental death (AD&D). Group life insurance protection shall not exceed \$225,000.

#### SHORT TERM/LONG-TERM DISABILITY

The Board shall provide the Administrator with an insured income continuation plan for disability extending the Administrator's income from the tenth (10th) working day following the exhaustion of sick days and continuing for ninety (90) calendar days. At this time, the long-term disability (LTD) policy will activate. The benefits of this plan are summarized per MESSA's "Negotiated LTD Plan Highlights" document.