

Union City Community Schools

“Striving For Excellence in Everything We Do”

Union City, Michigan 49094 / Superintendent’s Office (517) 741-3300 – Fax (517) 741-5205

Board of Education Agenda

Special Meeting - Superintendent Contract	High School Media Center
Wednesday, June 30, 2021	6:30 PM

I. **Call To Order**

a. **Pledge of Allegiance**

b. **Opening Statement**

Welcome to the Union City Community Schools Board meeting. Our meeting agenda is available for you to follow. The expectation for our board meeting is to follow this agenda closely. We operate under the Open Meetings Act and utilize Roberts Rule of Order to govern our discussion and decision making process.

There is an opportunity for public comment during our set agenda. We welcome the public to express their opinions during this time of our agenda. However, public participation is limited to only these times unless requested by the board president.

If there are questions about the agenda or the board meeting process, please seek out one of the Board members for clarification.

II. **Addition or Deletion of Items to the Agenda**

III. **Comments From the Audience**

a. **Public Comments Statement**

This is the section of the meeting in which the public may make comments or share their opinions about the Union City Community School District. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak. This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

IV. **Action Item**

a. **Superintendent Contract Approval**

Board action is required to approve the superintendent contract for Chris Katz as presented.

V. **Comments From the Audience**

a. **Public Comments Statement**

This is the section of the meeting in which the public may make comments or share their opinions about Union City Community Schools. We ask you to limit your comments to no longer than 5 minutes per

person to allow others the opportunity to speak. This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

VI. Board Roundtable

VII. Adjournment

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda items three (III) and five (V).

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact, Kelly AcMoody at 517-741-8091 at least one week prior to the meeting or as soon as possible.

**Union City Community Schools
Superintendent Employment Contract**

Pursuant to Section 1229 (1) of the Revised School Code and in accordance with the action found in the June 30, 2021 meeting minutes of the Board of Education ("Board") of the **Union City Community Schools** ("District"), the Board employs Christopher Katz ("Superintendent") as its Superintendent of Schools according to the terms and conditions of this Contract.

1. **Term.** The Superintendent's contract term is for two (2) years and shall begin on July 1, 2021 and end on June 30, 2023 according to the terms and conditions of this Contract as specifically described below.
2. **Certification/Qualifications.** The Superintendent represents that he possesses and will maintain or acquire the requisite certification or qualifications to the position assigned. This Contract is subject to termination if it is determined by the Board, the Michigan Department of Education, or other proper authority that the Superintendent does not possess the requisite certificates or qualifications to perform the responsibilities associated with his position.

This provision is intended to enable the district to comply with applicable state laws pertaining to the certification or qualifications of the position of Superintendent and to avoid any jeopardy to the district's operation or funding, or subjecting the Board, its members, or the District to fine, penalty, or sanction of any nature.

3. **Duties.** The Superintendent shall faithfully and diligently perform the duties of Superintendent as required by state and federal law and as prescribed by the Board through its policies, regulations, and directives, as well as those duties that may be further established, modified, or amended from time to time by the Board.
 - A. The Superintendent acknowledges the ultimate authority of the Board as to his duties and will comply with Board directive to implement its policies and education programs.
 - B. The Superintendent will devote his time, talents, skills, efforts, and abilities toward competently and proficiently fulfilling all duties of the position assigned.
 - C. As the chief executive officer of the District, the Superintendent will administer the District's instructional, personnel, and business affairs, subject to the direction of the Board.
 - D. The Superintendent shall act as an advisor to the Board on matters pertaining to school administration, and shall inform the Board about administrative action taken on its behalf.
 - E. The Superintendent is subject to assignment and transfer to another administrative position of employment with the District at the Board's discretion. In the event of such assignment/transfer, the Superintendent's salary, annuity, and other group benefits shall be those as stated in this Contract, or as such other terms that may be mutually agreed by the Superintendent and Board.
4. **Compensation.** In consideration of his performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board, the Superintendent shall receive the following remuneration:

- A. The Superintendent shall be paid at an annual (12-month) salary rate of not less than (\$116,000). While future increases to the Superintendent's base salary will be determined by the Board, the parties agree that the Superintendent's base salary will automatically adjust as follows:

The Superintendent's base salary shall automatically increase by the same percentage as any increase to the teachers' wage scale, effective the same date as the increase to the teachers' wage scale. Salary shall be prorated based upon actual work time in the event of unpaid leave or resignation.

- B. The Superintendent will receive an amount equal to \$4000 if he completes his goals each year at a rate of \$1000 for each goal. This will be considered Merit Pay.
- C. The Board retains the right to additionally increase the Superintendent's annual salary during the term of this Contract, but in no event shall the salary be less than that for the previous Contract year.
- D. On an annual basis, an amount of \$5000 shall be paid to an investment instrument of the Superintendent's choice. Fifty percent (50%) of that amount shall be paid by December 31st, with the balance to be paid by March 31st of each year. The Superintendent may elect to increase his contribution to this investment instrument by authorizing the District to deduct additional sums of money from his bi-weekly paychecks.
- E. 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 Superintendent and the Board, shall become a part of this Contract.
- F. Consistent with Section 1250 of the Revised School Code, the Superintendent's job performance and job accomplishment will be significant factors in determining any adjustment to the Superintendent's compensation. See MCL 380.1250. Payroll deductions may be made as required by law or as authorized by the Superintendent.
- G. The annual salary shall be paid in twenty-six (26) substantially equal bi-weekly installments (unless otherwise agreed to by the parties), beginning with the commencement of the Contract year (July 1 - June 30).
5. **Tuition Reimbursement.** The Superintendent shall be reimbursed up to \$7500 per contract year upon submission of proof of successful completion of relevant graduate school course credit. Preapproval of the Board is required.
6. **Insurance Programs.** Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder, or third-party administrator, the Board shall make premium payments on behalf of the Superintendent and his eligible dependents for the following listed group insurance plans, subject to possible modification as stated below:
- Health and hospitalization insurance
 - Dental insurance
 - Vision insurance
 - Long-term disability insurance

Those insurance plans shall be identical to those available to other District administrators. The Board has the right to allocate to the Superintendent the responsibility for a portion of the benefit plan costs for the insurance coverage specified above, as may be determined by the Board, in its discretion. This contribution, however, shall not be less than the statutory "hard cap" amount (as adjusted annually by the State Treasurer) necessary to comply with the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Adjustments will be applied at the beginning of the medical benefit plan coverage year which begins on January 1 of each calendar year. The Board will notify the Superintendent of the amount for which he is responsible in excess of the Board-paid benefit plan costs contributions. The amount of benefit plan cost contributions designated by the Board as the Superintendent's responsibility shall be payroll-deducted from the Superintendent's wages.

- A. *Insurance Option.* If the Superintendent elects to not be covered by health and hospitalization insurance, he shall instead receive a cash in lieu payment equal to the single subscriber hard cap amount in Section 3 of the Publicly Funded Health Insurance Contribution Act, MCL 15.563 as adjusted by the State Treasurer. This amount may, at the Superintendent's election, be applied toward any insurance options chosen by the Superintendent and offered by the District, or may be received as a cash option through the District's cafeteria plan. The Superintendent may direct the cash option to a tax deferred annuity through the District's Section 403b plan as a voluntary contribution.
 - B. *Life Insurance.* The Board will pay the premium for term life insurance with benefits equal to the Superintendent's annual salary if the Superintendent is insurable at customary rates. If not able to be insured at customary rates, the Superintendent will be covered at the maximum allowable coverage amount under the district employee group plan, up to \$100,000. The Superintendent shall be permitted to purchase (at his cost) additional life insurance.
7. ***Insurance Contracts.*** The Board reserves the right to change the identity of the insurance carrier, policyholder, or third-party administrator for any of the coverage for the plans and programs identified in paragraph A, provided that comparable coverage (as determined by the Board) is maintained during the term of this Contract.
- A. The Board shall not be required to remit premiums for any insurance coverage for the Superintendent and his eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third-party administrator.
 - B. 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.
 - C. The Superintendent is responsible for ensuring the completion of all forms and documents needed to receive the above-described insurance coverage.
 - D. The Board, by remitting the premium payments required to provide the above-described insurance coverage(s), shall be relieved from all liability as to insurance benefits.
8. ***Errors and Omission Insurance.*** The Board will pay the premium amount for errors and omissions insurance coverage for the Superintendent while engaged in the performance of a governmental function and while the Superintendent is acting within the scope of his authority.

The policy limits for this coverage shall be not less than One Million Dollars (\$1 million).

- A. The terms of the errors and omissions insurance policy shall control the Superintendent'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.
 - B. If such insurance coverage cannot be purchased in the above amount or at a reasonable premium rate, the Board will promptly notify the Superintendent of that fact and the parties will promptly meet and confer to reach a mutually agreeable solution to address that situation. In that event, the Board agrees on a case-by-case basis to consider providing legal defense or indemnification to the Superintendent as authorized under MCL 691.1408 and MCL 380.1 la(3)(d).
9. **Performance Evaluation.** The Superintendent's performance shall be evaluated by the Board, by June 30 of each year. This evaluation process shall comply with Section 1249b of the Revised School Code (or its successor provision), using multiple rating categories that take into account student growth data as a significant factor. See MCL 380.1249b. The Superintendent shall annually and in a timely manner provide written notice to the Board of its responsibility to evaluate his performance.
 10. **Reimbursed Expenses.** The District shall reimburse the Superintendent for all reasonable expenses resulting from the performance of his duties as Superintendent, including travel, meals, and lodging in accordance with the District's per diem expense and reimbursement procedures.
 11. **Mileage.** The District shall reimburse the Superintendent at the current IRS mileage rate for use of his vehicle in conducting District-related business. The Superintendent shall keep contemporaneous records of such business mileage and shall submit a monthly mileage reimbursement form to the Business Office.
 12. **Professional Dues.** The District shall pay the Superintendent's association dues for membership in the American Association of School Administrators (AASA), the Michigan Association of School Administrators (MASA) and the MASA region in which the District is located. The District will pay the costs of other memberships for the Superintendent with prior approval from the Board President. The District shall also pay the membership dues for a local community organization of the Superintendent's choice.
 13. **Professional Development.** The Superintendent may attend appropriate professional meetings, conferences, or workshops at the local and state levels, as well as training related to professional development and certification. Authorization to attend a national conference requires approval from the Board President. The District shall pay the Superintendent's reasonable expenses related to that attendance including registration fees, tuition, travel, lodging, and meal expenses for himself in accordance with Board policy.
 14. **Sick Leave.** If the Superintendent is absent from duty due to personal illness, he shall be allowed full pay for a total of 12 (twelve) days per Contract Year.
 - A. Unused sick leave days shall accumulate up to one hundred sixty five (165) days.
 - B. After a minimum of five (5) consecutive Contract years of employment with the District, the Superintendent, upon his voluntary employment separation from the

District, shall receive a payment of \$50/day for each unused sick leave accumulated, up to a maximum of one hundred and sixty five (165) days.

15. **Bereavement Leave.** The Superintendent may use up to five (5) days per Contract Year, without loss of pay, related to the death of the Superintendent's spouse, child, parent, grandparent, grandchild, or sibling, as well as for the same relatives for the Superintendent's spouse. If needed, the Superintendent may use sick leave for additional bereavement-related leave.
16. **Vacation.** The Superintendent is employed based on fifty-two (52) weeks of work per contract year (July 1 - June 30), as scheduled by the Board. The Superintendent shall be granted paid vacation time of twenty five (25) working days per Contract Year, in addition to the holidays recognized by the district and identified in paragraph 17 below.
 - A. The Superintendent shall schedule use of vacation days in a manner to minimize interference with the District's business and orderly operation. All vacation scheduling is subject to the approval of the Board President.
17. **Holidays.** Consistent with the District's calendar, the Superintendent is entitled to the following holidays for which no service to the District is required: Independence Day, Friday before Labor Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Day, New Year's Day, two (2) floating days during winter break, Good Friday, Memorial Day. Holidays falling on non-workdays will be honored on the closest workday before or after that holiday.
18. **Personal Business Days.** The Superintendent shall receive three (3) personal business days per Contract year, which shall not accumulate.
19. **Disability Leave.** In the event of the Superintendent's mental or physical incapacity to perform the duties of his office, he shall be granted an initial leave of ninety (90) workdays for purpose of recovery. 12 weeks of FMLA leave shall count towards this disability leave. Paid sick leave shall be concurrent with FMLA and disability leave. Upon using leave under this provision, the Superintendent shall furnish medical certification to the Board (or its designee) as to the necessity for the leave.
 - A. If the Board (or designee) has reason to doubt the validity of the medical certification supplied by the Superintendent, it may require a second opinion, at Board expense.
 - B. The Superintendent may request a ninety (90) work-day unpaid leave extension in the event of his physical or mental inability to return to work at the expiration of the initial leave interval, as described above, if there is a verified prognosis that the Superintendent will be able to resume his duties at the end of the extended leave interval. Medical certification shall be supplied by the Superintendent as a condition to any leave extension. Any extensions of leave for this purpose shall be at the Board's discretion.
 - C. If the Superintendent is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any leave extension), his employment and this Contract may be terminated at the Board's option. However, no such termination shall occur when restoration after leave is required by the Family and Medical Leave Act.
 - D. Before any resumption of duty after an unpaid leave of absence for a serious health condition, the Superintendent shall provide to the Board a fitness for duty

certification from the Superintendent's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion is precluded by the Family and Medical Leave Act.

20. **Medical Examination.** The Superintendent shall submit to such medical examinations (including drug or alcohol tests), 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 Superintendent's ability to perform the essential job functions required by that assignment, with or without reasonable job accommodation(s).
- A. Upon the Board's request, the Superintendent shall authorize the release of medical information necessary to determine if the Superintendent is able to perform the essential job functions required by his assignment, with or without reasonable job accommodation(s).
 - B. Any medical or psychological examination or disclosure of such information required of the Superintendent by the Board shall be job-related and consistent with business necessity.
 - C. Any medical or psychological examination under this section shall be at Board expense and shall be conducted by appropriate medical personnel of the Board's choice.
 - D. Any information obtained from medical or psychological examinations or inquiries shall be confidential. The Superintendent may receive the results of Board-ordered tests and examinations upon written request.
21. **No Tenure in Position.** The Superintendent agrees that he is not granted continuing tenure in the position of Superintendent or in any other capacity by virtue of this Contract or any employment assignment within the district.
22. **Nonrenewal.** The Board's decision not to continue or renew the Superintendent'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) is not a breach of this Contract or a discharge or demotion under the Michigan Teachers' Tenure Act. If the Board determines to not renew the Superintendent, The Board shall adopt a resolution of non-renewal of the contract in its final year as provided by section 1229(1) of the Revised School Code MCL 380.1229(1). The administrator will be notified in writing of his opportunity to meet with the Board within thirty (30) days. The Board will, by resolution, at least ninety (90) days before June 30, decide on non-renewal of the contract. Failure to notify the administrator in writing at least ninety (90) days before June 30, of the Board's consideration of non-renewal, failure to notify in writing of the opportunity to meet with the Board, or failure to take action and notify the administrator in writing at least ninety (90) days before June 30, of the Board's action by resolution on non-renewal will cause the contract to automatically be extended for one (1) year.
- The Board may act by June 30 each year to extend the contract one additional year.
23. **Suspension and Termination.** The Board is entitled to suspend or terminate the Superintendent's employment at any time during the term of this Contract for a material breach of this Contract or for no arbitrary and capricious reasons.

- A. The foregoing standard for termination of this Contract during its term shall not apply to nonrenewal of this Contract at the expiration of its term, which decision is discretionary with the Board and shall be governed by Section 1229 of the Revised School Code, MCL 380.1229.
 - B. If the Board undertakes to suspend or terminate the Superintendent during the term of this Contract, he shall be entitled to a hearing before the Board, which shall be scheduled no sooner than ten (10) calendar days after providing to the Superintendent written notice of the charges. This time line may be waived if mutually agreed by the parties.
 - C. The Superintendent may be represented by legal counsel at this hearing, but at his expense.
 - D. If the Board terminates the Superintendent's employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further contractual obligation to the Superintendent.
24. **Contract Termination by Superintendent.** This Contract may be terminated by the Superintendent upon written notice to the Board at least ninety (90) calendar days before the termination date specified in the Superintendent's written notice. The Board, in its sole discretion, may waive part or all of this ninety (90) day notice requirement.
25. **Arbitration.** If an unreconciled dispute relating to any provision of this Contract 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.
- A. The parties intend that this process of dispute resolution shall include all contract and statutory claims advanced by the Superintendent arising from his 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 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 the Superintendent. Instead, this agreement to arbitrate claims applies to those matters which would otherwise be subject to state or federal court proceedings.
 - B. This agreement to arbitrate means that the Superintendent waives his right to adjudicate discrimination claims in a judicial forum and is instead opting to arbitrate those claims. In any such arbitration proceeding, the Superintendent has the right to representation by counsel of his choice, the right to appointment of a neutral arbitrator, the right to reasonable discovery, and the right to a fair hearing. However, the Superintendent, through this agreement to arbitrate such claims, does not waive any statutory rights or remedies in the context of such arbitration proceedings.

- C. The arbitrator's fee and the costs imposed by the American Arbitration Association shall be shared equally by the Board and the Superintendent, subject to the Superintendent's right to seek to tax such fees as costs against the Board.
 - D. 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 Superintendent's termination during the term of this Contract. The arbitrator's Decision and Award shall be final, and binding and judgment thereon may be entered in the Calhoun County Circuit.
26. **Limitations Period.** The Superintendent agrees that any claim or suit arising out of his employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. The Superintendent 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 the six (6) month period of limitation set forth in this Contract and expressly 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 should 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.
27. **Entire Agreement.** This Contract contains the entire agreement and understanding between the Board and the Superintendent about his employment with the District. Prior or concurrent representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.
- A. Any prior agreement (written or oral) pertaining to the terms of this Contract is cancelled and superseded by this Contract. Provided, however, that this Contract is voidable under the Revised School Code's provisions pertaining to criminal history and records checks.
 - B. 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 and the President and Secretary of the Board.
 - C. 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.
28. **Severability.** 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).
29. **Applicable Law.** This Contract shall be governed by and interpreted in accordance with the laws of the State of Michigan.
30. **Authorization.** This Contract is executed on behalf of the District pursuant to the authority contained in the Board resolution adopted on June 30, 2021, the same being incorporated herein by reference.

The parties agree to the above terms and conditions and affix their signatures to this Contract as dated below.

June 30, 2021,

Superintendent

Christopher Katz

June 30, 2021,

**Board of Education of the
Union City Community Schools**

Jennifer Searls, Board President