

## **DISTRICT ADMINISTRATOR CONTRACT**

IT IS HEREBY AGREED by and between the School Board of the School District of Bonduel (hereinafter designated as the "Board") and \_\_\_\_\_ (hereinafter designated as the "Administrator"), that the Board does employ the Administrator in the position of District Administrator or such administrative positions as assigned. This contract shall cover a period beginning on July 1, 20\_\_\_\_ and ending on June 30, 20\_\_\_\_.

### **RESPONSIBILITIES**

The Administrator agrees to perform at a professional level of competence the services, duties and obligations, required by the laws of the State of Wisconsin and the rules, regulations and policies of the Board which now exist or which may be hereinafter enacted by the Board. The Board agrees to furnish the Administrator with a written copy of all such rules, regulations, and policies now in effect or becoming effective during the term of this contract upon the request of the Administrator.

In case of direct conflict between any rules, regulations, or policy of the Board and any specific provision of this contract, the contract shall control.

The Administrator agrees to devote full time to the duties and responsibilities normally expected of the position during the term of this contract or such other duties as may be assigned by the Board and shall not engage in any pursuit which interferes with the proper discharge of such duties and responsibilities.

The Administrator agrees to participate in professional meetings and college level courses for the purpose of professional growth. Participation shall be in accordance with Board rules, policies and statutory requirements. Necessary expenses will be paid for these meetings as provided by Board policy.

The Board shall provide the Administrator with a written job description of the Administrator's services, duties, and obligations.

### **SALARY**

In consideration for the services rendered, the Board will pay the Administrator an annual salary to be hereafter adopted by the Board, but not less than \$\_\_\_\_\_, the salary paid during the period of July 1, 20\_\_\_\_ through June 30, 20\_\_\_\_ year. The Board shall pay the salary in twenty-four equal payments on the fifteenth and last day of each month, less deductions as permitted by board policy.

## **INDIRECT COMPENSATION**

- (a) The Administrator shall be entitled to 12 sick leave days annually, cumulative to a total of 120 days.
- (b) The Administrator shall be entitled to the provisions for paid and unpaid leave specified in Part I of the Employee Handbook.
- (c) The Board shall pay the full premium for a long-term disability income policy selected by the Board with coverage determined by the Board.
- (d) The Administrator shall be entitled to 20 days of vacation each fiscal year. No more than 10 vacation days shall be carried over from the previous year.
- (e) The Employee shall be entitled to time off for New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and the day after Christmas.
- (f) Authorized use of the Administrator's personal car in the Administrator's work shall be reimbursed at the rate specified in Part I Section 7.01 of the Employee Handbook.
- (g) The Board shall pay 88% of the premium for a policy of single or family coverage for hospital-surgical and major medical insurance selected by the Board.
- (h) The Board shall pay in full the employer required deposit to the Wisconsin Retirement Fund on behalf of the Administrator.
- (i) The Board shall pay 29% of the premium for a policy of term life, accidental death and dismemberment insurance selected by the Board.
- (j) The Board shall pay 88% of the premium for a policy of single or family coverage for dental insurance selected by the Board.
- (k) The Board shall pay the full premium of a liability policy for the Administrator selected by the Board.
- (l) The Board shall pay dues and fees for the administrator's participation in the Association of Wisconsin School Administrators and for the national affiliate.
- (m) The Board will reimburse the administrator for tuition expenses resulting from the successful completion of a maximum of six (6) semester graduate credits during the contract year subject to a carryover of three years. The reimbursement shall be paid upon receipt of grade reports on or before January 30th and September 30th.

- (n) The Administrator will be allowed to attend at district expense one national convention annually limited to conventions held within the 48 contiguous states.
- (o) The Board shall pay retirement benefits to the Administrator in accordance to Board Policy CDHA--Administrator Retirement.
- (p) None of the indirect compensation benefits is cumulative unless specifically stated. No compensation will be paid upon termination of this contract for any unused or accumulated benefits including vacation days.
- (q) The Board will maintain a full Section 125 premium deduction and comprehensive flexible spending plan and a Health Reimbursement account (HRA) covering from \$251 to \$2,000 for the single and from \$501 to \$4,000 of the health insurance deductible.

### **TERMINATION BY MUTUAL CONSENT**

Upon mutual written agreement by the Board and the Administrator this contract and employment of the Administrator may be terminated without penalty or prejudice against either the Board or the Administrator. In this event, the Board shall pay the Administrator all remuneration and benefits accrued but unpaid during the period of employment immediately prior to such termination.

### **LIQUIDATED DAMAGES**

It is further agreed by the parties hereto that, in the event said Administrator breaches this contract by termination of services during the term hereof, reasonable liquidated damages in the amount of \$1,300 within the first three years of employment and after three years of employment \$0 prior to June 1<sup>st</sup>, \$200 from June 1<sup>st</sup> through June 30<sup>th</sup>, \$500 from July 1<sup>st</sup> to July 31<sup>st</sup>, \$1,000 from August 1<sup>st</sup> through August 20<sup>th</sup>, and \$1,500 from August 20<sup>th</sup> through February 1<sup>st</sup> which the parties, looking forward, reasonably anticipate will follow from such a breach and the Board may, at its option, demand the recovery from the Administrator such amount of liquidated damages; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the school district expected from such a breach is not the exclusive remedy or right of the Board but is , rather, an alternative right and remedy and shall not unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by said Administrator.

### **EVALUATIONS**

The Administrator shall receive a written evaluation at least once each year.

**CONTRACT TERMINATION**

The Board may terminate this contract during its term and discharge the administrator from employment for just cause provided that the Administrator has received prior notice in writing from the Board of its intent and the alleged reason or reasons for such discharge. Upon written request, a hearing shall be conducted with full regard for due process.

**CONTRACT RENEWAL-NONRENEWAL**

Wis. Stat. Sec. 118.24 shall govern renewal and nonrenewal of this contract.

**INVALID PROVISIONS**

If any article or part of this contract is held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any part should be restrained by any tribunal, the remainder of the contract shall not be affected thereby.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Board Clerk

Bonduel School Board  
400 West Green Bay Street  
Bonduel, Wisconsin 54107