

EMPLOYMENT CONTRACT FOR ADMINISTRATIVE PERSONNEL

IT IS HEREBY AGREED by and between the Madison Metropolitan School District (herein referred to as the "District") and ~~«First Name» «Last Name»~~ (hereinafter referred to as the "Administrator") that the District does hereby employ the Administrator under the terms and conditions specified herein.

This contract shall cover a period of one year, beginning on July 1, ~~32012~~ and ending on June 30, ~~20142013~~.

RESPONSIBILITIES

The Administrator agrees to perform his/her assigned services, duties, and responsibilities at a professional level of competence, and in compliance with the laws and regulations of the State of Wisconsin and the rules, regulations and policies of the District which are now existing or which may be hereinafter enacted by the District.

At all times, the Administrator shall maintain such licensure (i.e., active and in good standing) with the State of Wisconsin (1) as is required by the State for an individual performing the administrative duties assigned to the Administrator by the District, and (2) as may be separately and additionally required by the District as a discretionary qualification for the assigned position/duties. Failure to maintain such licensure is sufficient grounds for termination of this Contract and the Administrator's employment with the District.

The Administrator agrees to devote full time to the duties and responsibilities normally expected of the Administrator's position during the term of this contract, and shall not engage in any pursuit which interferes with the proper discharge of such duties and responsibilities.

The Superintendent of Schools shall have the right to make such assignments or transfers of the Administrator's services as the interests of the District may demand.

The Administrator shall have the responsibility to become familiar with the contents of the District's Affirmative Action Plan and shall take an active role in implementing its policies and practices.

SALARY AND LENGTH OF CONTRACT

For the 2013-14 school year the Administrator will be placed on the Administrator's salary schedule at Salary Grade ~~«Grade»~~, Step ~~«M_20112012_Step»~~.

In consideration for services rendered, the District will pay the Administrator a salary of ~~«M_201112_Annual_Salary_Rate»~~ for a minimum of ~~«Contract_Days»~~ days worked (July 1, 2012 through June 30, 2013), as such days are defined by the District's Human Resources Department for payroll purposes. Additional work at times such as weekends, after typical business hours, etc. may sometimes be necessary or required, but does not entitle the Administrator to additional compensation (except as provided herein in regard to additional assigned summer work).

The function of specifying a number of working days within this contract is to define the extent to which the Administrator's annual salary is pro-rated off the annual amount that would be applicable to a "225 day" (i.e., 100% of specified salary) contract at the same salary Grade and Step. Administrative personnel employed on a less than 225 day basis shall be available for additional employment during the summer months when requested/required by the Superintendent of Schools. When such additional summer work is expressly requested or required by written direction from the Superintendent, the Administrator shall receive additional compensation at a daily salary rate of ~~«M_201112_Daily_Rate»~~ for the number of full additional days requested or required.

Madison Metropolitan School District
Office of the Superintendent of Schools
Madison, Wisconsin

EMPLOYMENT CONTRACT FOR ADMINISTRATIVE PERSONNEL

The administrative salary schedule and all placement and movement within said Schedule within a given Grade (e.g., via step advancement or via merit-based advancement according to a plan for merit-based salary increases) remains at the sole and exclusive discretion of the School Board, and such advancement/movement shall not be construed as a contractual right or entitlement, except that during the term of this Agreement, the Administrator shall receive a total gross salary that is no less than the annual salary specified above. In the event that the School Board increases the administrative salary schedule applicable to this contract and the period of time covered by the term of this Contract, the Administrator shall be entitled to receive a salary adjustment commensurate any applicable increase.

INDIRECT COMPENSATION

The Administrator shall be entitled to the non-salary benefits currently in effect and outlined in the current document entitled *Benefits for Administrative Personnel*. It is expressly understood that these benefits may be modified by the District at any time and that the Administrator is only entitled to such benefits, as modified.

RESIGNATION

Resignation to take effect at the end of a fiscal year (i.e., June 30) should be made in writing to the Executive Director of Human Resources for presentation to the Board of Education at least 30 days before the resignation is to become effective. Resignation is subject to approval by the Board of Education. Such resignations made with less than 30 days notice and any resignations that are to take effect at any time during the term of this Agreement may be subject to claims for damages or such other conditions (including denial of a release from the contract) as may be established at the discretion of the School Board.

CONTRACT TERMINATION

The District may terminate this contract and discharge the Administrator from employment provided that the Administrator has received notice in writing from the District of its intent and the alleged reason or reasons for such discharge and the Administrator has been accorded any due process rights required by law.

CONTRACT RENEWAL/NON-RENEWAL

Renewal and non-renewal of this contract shall be governed by Section 118.24 Wis. Stat.

ASSIGNMENT

The position to which the Administrator is currently assigned is «Title», and such assignment remains subject to the provisions regarding reassignment and transfer as are contained herein. Except by mutual agreement, in no case shall any involuntary transfer or reassignment of positions or duties cause a reduction in the Administrator's annual salary amount, as specified herein, during the term of this Agreement.

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.

Madison Metropolitan School District
Office of the Superintendent of Schools
Madison, Wisconsin

EMPLOYMENT CONTRACT FOR ADMINISTRATIVE PERSONNEL

Madison Metropolitan School District
Office of the Superintendent of Schools
Madison, Wisconsin

EMPLOYMENT CONTRACT FOR ADMINISTRATIVE PERSONNEL

SPECIAL PROVISIONS

Not applicable.

ACCEPTANCE

This agreement must be signed and returned to the Executive Director of Human Resources no later than ten days from the date shown below or it shall expire and become null and void.

FOR THE SCHOOL BOARD

July 24, 2011

Dated



Interim Superintendent of Schools

ACCEPTANCE BY THE ADMINISTRATOR

I accept employment under contract with the Madison Metropolitan School District pursuant to all provisions and conditions contained herein.

Dated

Signature of Administrator – «First Name» «Last Name»

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IT IS HEREBY AGREED by and between the Madison Metropolitan School District (herein referred to as the "District") and «First Name» «Last Name» (hereinafter referred to as the "Administrator") that the District does hereby employ the Administrator under the terms and conditions specified herein.

This contract shall cover a period of two years, beginning on July 1, 32012 and ending on June 30, 20152013.

RESPONSIBILITIES

The Administrator agrees to perform his/her assigned services, duties, and responsibilities at a professional level of competence, and in compliance with the laws and regulations of the State of Wisconsin and the rules, regulations and policies of the District which are now existing or which may be hereinafter enacted by the District.

At all times, the Administrator shall maintain such licensure (i.e., active and in good standing) with the State of Wisconsin (1) as is required by the State for an individual performing the administrative duties assigned to the Administrator by the District, and (2) as may be separately and additionally required by the District as a discretionary qualification for the assigned position/duties. Failure to maintain such licensure is sufficient grounds for termination of this Contract and the Administrator's employment with the District.

The Administrator agrees to devote full time to the duties and responsibilities normally expected of the Administrator's position during the term of this contract, and shall not engage in any pursuit which interferes with the proper discharge of such duties and responsibilities.

The Superintendent of Schools shall have the right to make such assignments or transfers of the Administrator's services as the interests of the District may demand.

The Administrator shall have the responsibility to become familiar with the contents of the District's Affirmative Action Plan and shall take an active role in implementing its policies and practices.

SALARY AND LENGTH OF CONTRACT

For the 2013-14 school year the Administrator will be placed on the Administrator's salary schedule at Salary Grade «Grade», Step «M_20112012_Step».

In consideration for services rendered, the District will pay the Administrator a salary of «M_201112_Annual_Salary_Rate» for a minimum of «Contract_Days» days worked (July 1, 2012 through June 30, 2013), as such days are defined by the District's Human Resources Department for payroll purposes. Additional work at times such as weekends, after typical business hours, etc. may sometimes be necessary or required, but does not entitle the Administrator to additional compensation (except as provided herein in regard to additional assigned summer work).

The salary for the second year of the contract shall be determined by the Board of Education. It is understood that the salary for the second year shall not be less than the amount that is stated above as the salary for the first year of this contract, unless this contract is otherwise appropriately modified or terminated.

The function of specifying a number of working days within this contract is to define the extent to which the Administrator's annual salary is pro-rated off the annual amount that would be applicable to a "225 day" (i.e., 100% of specified salary) contract at the same salary Grade and Step. Administrative personnel employed on a less than 225 day basis shall be available for additional employment during the summer

Madison Metropolitan School District
Office of the Superintendent of Schools
Madison, Wisconsin

EMPLOYMENT CONTRACT FOR ADMINISTRATIVE PERSONNEL

months when requested/required by the Superintendent of Schools. When such additional summer work is expressly requested or required by written direction from the Superintendent, the Administrator shall receive additional compensation at a daily salary rate of ~~«M 201112 Daily Rate»~~ for the number of full additional days requested or required.

The administrative salary schedule and all placement and movement within said Schedule within a given Grade (e.g., via step advancement or via merit-based advancement according to a plan for merit-based salary increases) remains at the sole and exclusive discretion of the School Board, and such advancement/movement shall not be construed as a contractual right or entitlement, except that during the term of this Agreement, the Administrator shall receive a total gross salary that is no less than the annual salary specified above. In the event that the School Board increases the administrative salary schedule applicable to this contract and the period of time covered by the term of this Contract, the Administrator shall be entitled to receive a salary adjustment commensurate any applicable increase.

INDIRECT COMPENSATION

The Administrator shall be entitled to the non-salary benefits currently in effect and outlined in the current document entitled *Benefits for Administrative Personnel*. It is expressly understood that these benefits may be modified by the District at any time and that the Administrator is only entitled to such benefits, as modified.

RESIGNATION

Resignation to take effect at the end of a fiscal year (i.e., June 30) should be made in writing to the Executive Director of Human Resources for presentation to the Board of Education at least 30 days before the resignation is to become effective. Resignation is subject to approval by the Board of Education. Such resignations made with less than 30 days notice and any resignations that are to take effect at any time during the term of this Agreement may be subject to claims for damages or such other conditions (including denial of a release from the contract) as may be established at the discretion of the School Board.

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Madison Metropolitan School District
Office of the Superintendent of Schools
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EMPLOYMENT CONTRACT FOR ADMINISTRATIVE PERSONNEL

INVALID PROVISIONS

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Madison Metropolitan School District
Office of the Superintendent of Schools
Madison, Wisconsin

EMPLOYMENT CONTRACT FOR ADMINISTRATIVE PERSONNEL

SPECIAL PROVISIONS

Not applicable.

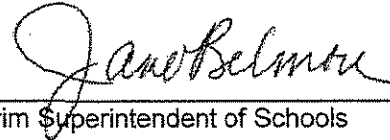
ACCEPTANCE

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FOR THE SCHOOL BOARD

July 24, 2011

Dated



Interim Superintendent of Schools

ACCEPTANCE BY THE ADMINISTRATOR

I accept employment under contract with the Madison Metropolitan School District pursuant to all provisions and conditions contained herein.

Dated

Signature of Administrator – «First Name» «Last Name»

MADISON METROPOLITAN SCHOOL DISTRICT
BENEFITS FOR ADMINISTRATIVE PERSONNEL
2012 - 2013

The Madison Metropolitan School District provides the following summary of benefits. These benefits are available to eligible employees who are scheduled to work a minimum of 50% contract. The following information is intended only to provide a brief description and comparison of the major benefits of each plan. It is not a complete description of the actual policies. Please refer to each plan's publications for specific coverage, limitations, and exclusions. The plan documents will govern any and all errors or omissions.

Personal Illness Leave: Personal illness leave in any contract period is earned as identified below:

Eleven days - contracts of 197 and 202 days
Twelve days - contracts of 207, 214 and 218 days
Thirteen days - contracts of 225 days

The unlimited accumulation of sick leave is allowed.

Family Illness Leave: Charged against personal illness leave for severe illness in the immediate family requiring the presence of the employee. Interpretation of immediate family for this subsection shall be limited to the following relatives of the employee:

- 1) Husband, Wife or Designated Family Partner
- 2) Child (includes foster and step-children)
- 3) Father or Mother of employee or spouse (including step-parents)
- 4) Brother or Sister of employee or spouse
- 5) Son-in-law or Daughter-in-law*
- 6) Grandfather or Grandmother*
- 7) Grandchild*

*Limited to five (5) days unless residing in same household

Insurance Escrow: One hundred percent (100%) of accumulated personal illness leave, up to 200 days plus fifty percent (50%) of all days over 200, is available upon retirement for purposes of paying group insurance premiums.

Bereavement Leave: Up to five (5) days for death in the immediate family as defined under Family Illness Leave. One day of personal illness leave may be used for the death of a friend.

Group Term Life Insurance: The amount of life insurance available is based on age and projected annual earnings. The District contributes, but employee contributions are also required. Coverage commences on the first of the month following one month of employment.

Wisconsin Retirement System: The District currently pays 50% of the required contribution and the employee pays 50% of the required contribution.

Administrator's Retirement Plan: Qualifying administrators are eligible for retirement benefits. A summary of the terms of the Administrator's Retirement Plan is available upon request from the Department of Human Resources.

Dental Insurance: Coverage commences on the first of the month following one month of employment. The District currently pays 90% of either single or family coverage, the employee pays 10% of the premium on a pre-tax basis.

Long-Term Care Insurance: This insurance is available through the District at group rates. Many family members are eligible for coverage.

Long Term Disability Insurance: The District provides long term disability insurance up to 80% of salary to age 65 (or possibly longer). There is no employee contribution or enrollment required.

Health Insurance: The District offers three health insurance companies to choose from, Group Health Cooperative of South Central Wisconsin (GHC-SCW), Dean Health Plans and Physicians Plus. Within each health plan you may choose from an HMO, a POS, or, if you live outside the local service area, a PPO plan. If elected, coverage commences the first of the month following one month of employment. The District pays 90% of the full monthly premium for each of the HMO plans and you pay 10% of the monthly cost on a pre-tax basis. If you select the POS or PPO plans your monthly premiums will be higher, please discuss with Benefits.

403 (b) Plan: Pre-tax payroll deductions are available for the purchase of annuities or mutual funds to supplement retirement benefits.

Liability Insurance: The District provides liability coverage for all employees while performing their District jobs at no cost to the employee.

Car Allowance: Authorized use of the Administrator's personal car for work related purposes is reimbursed at the IRS allowable rate.

Holidays: The Administrator is entitled to 9 scheduled unpaid holidays and one unpaid floating holiday. All Administrators receive Martin Luther King, Jr. Day as a paid holiday.

Legal Leave: The Administrator is eligible for up to two (2) days per contract period without loss of compensation for legal reasons such as adoption proceedings, settlement of wills, real estate closings, etc.

Personal Leave: The Administrator is provided for each contract period up to four (4) personal leave days without pay for any purpose. An Administrator is able to take one (1) personal leave day which will be charged against their personal sick leave.

Merit Pay: The District offers a merit pay plan, which allows an Administrator to earn above the maximum salary step 12, depending on performance and years of service.

Vacations: The following unpaid vacation days are allocated to associated contract lengths:

<u>Contract:</u>	225	218	214	207	202	197
<u>Vacation:</u>	25	32	36	43	48	53

Note: *For more specific information concerning the above-listed benefits, please consult the Department of Human Resources.*