

**UNIFIED SCHOOL DISTRICT OF ANTIGO
DISTRICT ADMINISTRATOR EMPLOYMENT AGREEMENT
2022 through 2024**

IT IS HEREBY AGREED by and between the Unified School District of Antigo Board of Education (hereinafter designated as the "Board") and DR. JULIE SPRAGUE (hereinafter designated as the "Administrator") that said Board does hereby employ Administrator in the position of DISTRICT ADMINISTRATOR.

TERM

This contract shall cover a period of two (2) years beginning on July 1, 2022, and ending on June 30, 2024. The contract shall be automatically extended, on July 1, 2023, and each July 1 thereafter, for an additional one (1) contract year (July 1 – June 30), unless on or before January 15, 2023, and each January 15 thereafter (if the contract has been extended), the Board gives written notice to the Administrator to prevent the automatic extension of the contract; except, the contract shall not be extended if the Administrator declines such extension, in writing, delivered to the Board President on or before the January 31 immediately following any automatic extension. Any such extended contract shall be pursuant to the same terms and conditions. The Board, in its sole discretion, and with or without cause, and with or without a hearing, may decline to extend this contract for an additional year, in which case the contract shall continue only for the term applicable (that is, the remaining portion of the current year and the remaining year of the term). The contract year shall be July 1 through June 30, and any pro-rations applicable to this contract shall be determined on the basis of 260 working days.

DUTIES AND RESPONSIBILITIES

Throughout the employment term, Administrator shall devote his/her full-time effort to the business and affairs of the District, except during agreed upon periods of vacation and periods of illness or incapacity, performing such duties as are assigned from time to time to the Administrator at a professional level of competence consistent with the laws of the State of Wisconsin and the rules, regulations and policies established by the Board. Such duties include representing the needs of the district and the board to the community at large as well as advocating for the best interests of the district at a state level in policy and regulatory rule development.

Administrator agrees to perform the duties and responsibilities normally expected of the Administrator's position during the employment term and shall not knowingly perform any act contrary to the best interests of the District or engage in any pursuit which interferes with the proper discharge of such duties and responsibilities.

SALARY

The District shall pay Administrator for all services rendered hereunder an annual salary of \$155,924 or such higher amount as the Board shall from time to time determine, which shall be paid in accordance with the usual manner of payment for employees of the District.

FRINGE BENEFITS

The employment year for purposes of salary and fringe benefits shall be considered as the 52-week period beginning July 1 and ending June 30. Administrator shall be eligible for the following fringe benefits each employment year of the contract:

- (a) Twenty (20) days of paid sick leave to be used for Administrator's illness and/or in the case of illness of immediate family members. Unused annual sick leave may be accumulated to a maximum of 200 days.
- (b) The Administrator is entitled to five (5) emergency and/or funeral absence days at full pay. These days are not subtracted from the accumulated sick leave.
- (c) Up to two (2) days of absence at full pay to conduct personal business.
- (d) The Administrator shall be entitled to time off on those holidays designated by the Board: New Year's Eve Day; New Year's Day; Good Friday; Memorial Day; July 4th; Labor Day; Thanksgiving Day; the day after Thanksgiving; Christmas Eve Day; Christmas Day.
- (e) Full payment by the District of the premium for term life insurance equivalent to the Administrator's annual salary.

- (f) Full payment by the District of a long-term disability income policy.
- (g) A Board contribution equal to 87.85% of the total premium for single or family plan coverage under the District's group medical insurance plan including participation in the Wellness Insurance Premium Program which requires completion of a Health Assessment survey. Administrator payment of the health insurance deductible, as determined by the board each year and dependent upon the health insurance option chosen.
- (h) District payment equal to 100% of the total premium for single or family plan coverage under the District's group dental insurance plan.
- (i) Contributions to Wisconsin Retirement System by the Board of the employer contribution with Administrator paying employee contribution.
- (j) Full payment by the District of the dues for national and state professional organizations as approved by the Board President.
- (k) Reimbursement for annual dues for membership in any service clubs or other organizations approved by the Board President.
- (l) Reimbursement for all expenses incurred for attendance at such national and/or state conferences as approved by the Board President.
- (m) Reimbursement for out of district travel at the current IRS rate; \$250 monthly in-district allowance.
- (n) Twenty (20) days of paid vacation each employment year with appropriate notification provided Board President. The Administrator shall have until September 30 of the next contract year in which to use the previous year's unused vacation. Any unused vacation as of September 30 will be forfeited.
- (o) Payment of \$720/year for use of personal technology for District-related purposes.
- (p) A contribution shall be made by September 1 annually in the Administrator's name in the amount of \$12,500.00 to a Roth IRA and/or TSA of the Administrator's choice, to a vendor approved in the District's 403 (b) plan. The Administrator shall have full ownership of the annuity account.
- (q) The board shall pay for errors and omissions insurance to cover the Administrator's acts or omissions taken within the scope of employment.

EVALUATION

The Administrator shall receive a written evaluation of his/her performance at least once each employment year, and the evaluative structure/process shall be mutually agreed upon by the Board and the Administrator.

TERMINATION

- (a) **BY MUTUAL CONSENT:** This employment agreement and the Administrator's employment by the District may be terminated by mutual written agreement between the District and Administrator without penalty or prejudice against either the District or Administrator. In such event, the District shall pay Administrator all remuneration and benefits earned but unpaid during the period of employment immediately prior to such termination.
- (b) **JUST CAUSE:** The District may terminate Administrator's employment prior to the end of the employment term for just cause provided the Administrator has received prior notice in writing from the Board of Education of its intent and the alleged reason(s) for such termination. Upon written request, a hearing shall be conducted with full regard for due process.
- (c) **DUE TO MEDICAL CONDITION:** Administrator's physical or mental disability, if such disability either results in Administrator receiving permanent disability payments pursuant to any District provided disability insurance policy or disability benefits allowable to employee under state or federal

law or which prevents Administrator from the normal performance of his/her duties for a continuous period of at least six (6) months.

LIQUIDATED DAMAGES

Resignation Period:	Liquidated Damages Amount:
Prior to July 1	\$1000
July 1 - August 1	\$1500
August 1 - End of Contract	\$3000

CONTRACT RENEWAL OR NONRENEWAL

Renewal or nonrenewal of this agreement at the end of the employment term shall be governed exclusively by Section 118.24 of the Wisconsin Statutes.

INVALID PROVISIONS

If any article or part of this agreement 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 agreement shall not be affected thereby.

AMENDMENTS AND WAIVERS

No amendments or additions to the agreement shall be binding unless in writing and signed by both the District and Administrator. The waiver of either party of a breach or violation of any part of this agreement shall not operate or be construed as a waiver of any subsequent breeches thereof.

PRIOR AGREEMENT

Unless otherwise specifically referred to herein, this agreement shall, from and after the effective date, supersede, in all respects, all previous agreements in regard to employment between Administrator and the Board and the Administrator shall, as of the effective date, unless specifically referred to herein, have no rights under such agreements. This agreement shall not be altered, modified, amended or terminated except by written instrument signed by each of the parties hereto.

ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties

Dated this _____ day of _____, 20 _____.
Denny Pharratt

President

Administrator

Kirst Matule

Clerk

UNIFIED SCHOOL DISTRICT OF ANTIGO
120 SOUTH DORR STREET
ANTIGO, WISCONSIN