
Superintendent Term Contract

This Contract is entered into between the Board of Trustees (the “Board”) of Red Oak Independent School District (the “District”) and Brenda Sanford (the “Superintendent”).

The Board and the Superintendent, for and in consideration for the terms stated in this Contract, hereby agree as follows:

1. **Term.** The Board agrees to employ the Superintendent on a twelve-month basis per school year, beginning November 11, 2019, and ending June 30, 2022. The Board and the Superintendent (the “Parties”) may extend the term of this Contract by agreement.
2. **Certification.** The Superintendent agrees to maintain the required certification throughout the term of employment with the District. If the Superintendent’s certification expires, is canceled, or is revoked, this Contract is void.
3. **Representations.** The Superintendent makes the following representations:
 - 3.1 **Beginning of Contract:** At the beginning of this Contract, and at any time during this Contract, the Superintendent specifically agrees to submit to a review of his or her national criminal history record information (NCHRI) if required by the District, TEA, or SBEC. The Superintendent understands that a criminal history record acceptable to the Board, at its sole discretion, is a condition precedent to this Contract.
 - 3.2 **During Contract:** The Superintendent also agrees that, during the term of this Contract, the Superintendent will notify the Board in writing of any arrest or of any indictment, conviction, no contest or guilty plea, or other adjudication of the Superintendent. The Superintendent agrees to provide such notification in writing within seven calendar days of the event or any shorter period specified in Board policy.
 - 3.3 **False Statements and Misrepresentations:** The Superintendent represents that any records or information provided in connection with his or her employment application are true and correct. Any false statements, misrepresentations, omissions of requested information, or fraud by the Superintendent in or concerning any required records or in the employment application may be grounds for termination or nonrenewal, as applicable.
4. **Duties.** The Superintendent shall be the educational leader and chief executive officer of the District. The Superintendent agrees to perform his or her duties as follows:
 - 4.1 **Authority:** The Superintendent shall perform such duties and have such powers as may be prescribed by the law and the Board. The Board shall have the right to assign additional duties to the Superintendent and to make changes in responsibilities or work at any time during the contract term. All duties assigned by the Board shall be appropriate to and consistent with the professional role and responsibility of the Superintendent.

- 4.2 **Standard:** Except as otherwise permitted by this Contract, the Superintendent agrees to devote his or her full time and energy to the performance of his or her duties. The Superintendent shall perform his or her duties with reasonable care, skill, and diligence. The Superintendent shall comply with all Board directives, state and federal laws and rules, Board policy, and regulations as they exist or may hereafter be amended.
5. **Compensation.** The District shall pay the Superintendent an annual salary as follows:
- 5.1 **Salary.** The District shall pay the Superintendent an annual salary of ONE HUNDRED SIXTY THOUSAND AND NO/100 DOLLARS. The annual salary shall be paid to the Superintendent in equal monthly installments consistent with the Board's policies.
- (a) **Widespread Salary Reduction.** If the Board implements a widespread salary reduction under Texas Education Code section 21.4023, the Superintendent's annual salary shall be reduced by the percent or fraction of a percent that is equal to the average percent or fraction of a percent by which teacher salaries have been reduced.
- (b) **Furlough.** If the Board implements a furlough under Texas Education Code section 21.4021, the Superintendent shall be furloughed for the same number of days as other contract personnel and the Superintendent's salary shall be reduced in proportion to the number of furlough days.
- 5.2 **Benefits:** The District shall provide benefits to the Superintendent as provided by state law and Board policies. The Board reserves the right to amend its policies at any time during the term of this Contract to reduce or increase these benefits, at the Board's sole discretion.
- 5.3 **Civic Activities.** The Superintendent is encouraged to participate in community and civic affairs. The expense of these activities, subject to Board approval in advance, may be borne by the District.
- 5.4 **Professional Organizations.** The Superintendent shall devote the Superintendent's time, attention, and energy to the direction, administration, and supervision of the District. The Board, however, encourages the continued professional growth of the Superintendent through the Superintendent's active attendance and participation in appropriate professional meetings, seminars, conferences, or courses at the local, regional, state, and national level. In its encouragement of the Superintendent to grow professionally, the Board shall permit a reasonable amount of release time for the Superintendent as the Superintendent and the Board deem appropriate, to attend such meetings, seminars, conferences, or courses. The District does hereby agree to provide in the District's budget per contract year an amount to be used for registration, travel, meals, lodging, and other related expenses. The District shall pay for the Superintendent's membership dues to the Texas Association of School Administrators and one other professional organization selected by the Superintendent.
- 5.5 **Communications Allowance.** The District shall provide the Superintendent with a

communications allowance (to cover all expenses, if any, for mobile telephone, PDA and home internet access expenses) in the sum of ONE HUNDRED AND NO/100 Dollars (\$100.00) per month. The Superintendent shall maintain a personal account for mobile telephone service, PDA, and home internet access ("Personal Accounts") and shall not open an account in the name of the District. The Superintendent shall have total responsibility for payment of the Personal Accounts and the District shall have no obligation or responsibility related to such Personal Accounts other than the monthly payment to the Superintendent of the communications allowance stated herein. The Superintendent understands that communications information related to Personal Accounts concerning District business may be subject to disclosure in accordance with law.

- 5.6 **Travel Allowance.** The District shall provide the Superintendent a travel allowance in the amount of FIVE HUNDRED AND NO/100 (\$500.00) per month, in consideration for the use, fuel, maintenance, and normal wear and tear on the Superintendent's personal vehicle for job-related travel, including attendance at District-related curricular and extra-curricular events. This payment is in lieu of other District reimbursements or stipends for mileage expense, gasoline, insurance or other charges associated with travel on District business.
- 5.7 **Residence in District.** As a condition of employment with the Red Oak Independent School District, the Superintendent shall reside within the geographic boundaries of the District at all times while employed by the District.
- 5.8 **Residence Option.** As a condition of employment with the District, the Superintendent shall have the option to reside on District property in a District owned house ("Teacherage") in order to better conserve, maintain and manage District property and facilities, and insure adequate supervision of District activities. The Board of Trustees and Superintendent may enter into a lease agreement for the Teacherage for the benefit and convenience of the District. In accordance with a written lease agreement, the Superintendent will be responsible for paying monthly rent and home telephone bill for the Teacherage. The District shall pay for all other utilities, and shall be responsible for all routine repairs and maintenance of the Teacherage, including lawn and garden maintenance.
- 5.9 **Relocation/Moving Expenses:** The District shall reimburse the Superintendent for necessary and reasonable expenses incurred in moving the Superintendent, her family and personal possessions, up to a maximum amount of FIVE THOUSAND and No/1000 (\$5000.00). The Superintendent shall documents all expenses with receipts, canceled checks or credit card statements.
6. **Suspension.** In accordance with Texas Education Code chapter 21, the Board may suspend the Superintendent without pay during the term of this Contract for good cause as determined by the Board.
7. **Termination and Nonrenewal of Contract.** Termination or nonrenewal of this contract, or resignation under this contract, will be pursuant to Texas Education Code chapter 21.

8. **General Provisions.**

- 8.1 **Amendment:** This Contract may not be amended except by written agreement of the Parties.
- 8.2 **Severability:** If any provision in this Contract is, for any reason, held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision of the Contract. This Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been a part of the Contract.
- 8.3 **Entire Agreement:** All existing agreements and contracts, both verbal and written, between the Parties regarding the employment of the Superintendent are superseded by this Contract. This Contract constitutes the entire agreement between the Parties.
- 8.4 **Applicable Law and Venue:** Texas law shall govern construction of this Contract. The Parties agree that venue for any litigation relating to the Superintendent's employment with the District, including this Contract, shall be the county in which the District's administration building is located. If litigation is brought in federal court, the Parties agree that venue shall be the federal district and division in which the district's administration building is located.
- 8.5 **Paragraph Headings:** The headings used at the beginning of each numbered paragraph in this Contract are not intended to have any legal effect; the headings do not limit or expand the meaning of the paragraphs that follow them.
- 8.6 **Legal Representation:** Both Parties have been represented by legal counsel of their choice, or have had the opportunity to consult with legal counsel, in the negotiation and execution of this Contract.

9. **Notices.**

- 9.1 **To Superintendent:** The Superintendent agrees to keep a current address on file with the District's human resources office and the Board President. The Superintendent agrees that the Board may meet any legal obligation it has to give the Superintendent written notice regarding this Contract or the Superintendent's employment by hand-delivery, or by certified mail, regular mail, and/or express delivery service to the Superintendent's address of record.
- 9.2 **To Board:** The Board agrees that the Superintendent may meet any legal obligation to give the Board written notice regarding this Contract or the Superintendent's employment by providing one copy of the notice to the President of the Board and one copy to the Vice President of the Board. The Superintendent may provide such notices by hand delivery, or by certified mail, regular mail, and/or express delivery service, to the Board President and Vice President's addresses of record, as provided to the District.

I have read this Contract and agree to abide by its terms and conditions:

Superintendent: Bruce Scafaro

Date signed: 11/5/2019

By: 
President, Board of Trustees

Date signed: 11/5/19

FIRST CONTRACT ADDENDUM

Red Oak Independent School District ("District") by and through its Board of Trustees ("Board"), and Brenda Sanford ("Superintendent") hereby agree to amend the Superintendent's Employment Contract ("Superintendent's Contract") entered into on November, 5, 2019, with an initial term of November 11, 2019 through June 30, 2022. The District and Superintendent now desire to amend the terms of the Superintendent's Contract, as follows:

Paragraph 1 of the Superintendent's Contract shall be amended and the following shall replace Paragraph 1:

Term. The Board agrees to employ the Superintendent on a twelve-month basis per school year, beginning July 1, 2020 and ending on June 30, 2023. The Board and the Superintendent ("Parties") may extend the term of this Contract by agreement.

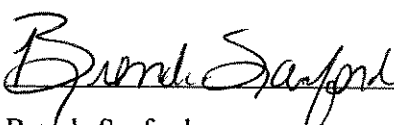
Paragraph 5.1 of the Superintendent's Contract shall be amended and the following shall replace Paragraph 5.1:

Salary. The District shall pay the Superintendent an annual salary of ONE HUNDRED SIXTY TWO THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$162,500.00). The annual salary shall be paid to the Superintendent in equal monthly installments consistent with the Board's Policies.

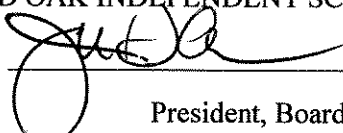
- (a) **Widespread Salary Reduction.** If the Board implements a widespread salary reduction under Texas Education Code section 21.4023, the Superintendent's annual salary shall be reduced by the percent or fraction of a percent that is equal to the average percent or fraction of a percent by which teacher salaries have been reduced.
- (b) **Furlough.** If the Board implements a furlough under Texas Education Code section 21.4021, the Superintendent shall be furloughed for the same number of days as other contract personnel and the Superintendent's salary shall be reduced in proportion to the number of furlough days.

The Board and the Superintendent agree that there have been no oral modifications to the Superintendent's Contract. All other terms and conditions of the Superintendent's Contract, as amended, shall remain in full force and effect.

I have read this Addendum and agree to abide by its terms and conditions.

Superintendent: 
Brenda Sanford
Date signed: 6/17/20

RED OAK INDEPENDENT SCHOOL DISTRICT:

By: 
President, Board of Trustees
Date signed: 6/18/2020