

## 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 July 1, 2022 and ending June 30, 2025. 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 the employment with the District. If the Superintendent's certification expires, is canceled, or is revoked, this Contract is void.
3. **Representation:** The Superintendent makes the following representations:
  - 3.1 **Beginning of the 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.
  - 3.1 **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.
  - 3.2 **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 this 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.

**4.3 Board Meetings:** The Superintendent shall attend all open meetings of the Board. The Superintendent shall also attend all closed meetings of the Board, with the exception of those closed meetings devoted to the consideration of any action or lack of action on the Superintendent's Contract, or the Superintendent's evaluation, or for purposes of resolving conflicts between individual Board members, or when the Board requests to meet without the Superintendent. In the event of illness or Board approved absence, a designee of the Superintendent approved by the Board shall attend such meetings.

**4.4 Reassignment:** The Superintendent shall not be reassigned from the position of Superintendent to another position without the Superintendent's express written consent.

**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 Two Hundred and Twenty Five Thousand Two Hundred and no/100 Dollars (\$225,200.00). The Annual salary shall be paid to the Superintendent in equal monthly installments consistent with the Board's policies.

**5.1.1 Optional Performance Bonus:** Upon completing the Superintendent's annual performance evaluation each year of this Contract, the Board may at their discretion elect to pay the Superintendent, as salary, on or before December 31 of each year of the Contract, an additional Salary Performance Incentive, payable in the event the Superintendent meets the goals established by the Superintendent and the Board pursuant to Board review of said Superintendent goals.

**5.1.2 Salary adjustments:** At any time during the term of this contract, the Board may in its discretion, review and adjust the salary of the Superintendent as may be permitted by law, but in no event shall the Superintendent be paid less than the salary set forth pursuant to subsection 5.1 of this contract except by mutual agreement of the parties. Such adjustments, if any, shall be in the form of a written addendum to this Contract or a new contract, and such adjustment shall be exclusive of any other benefits unless specifically provided in the addendum or new contract. If such adjustments are made during the school year, the new salary shall not be effective until the beginning of the next school year unless made effective at a different date by action of the Board and permitted by law.

**5.1.3 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.

**5.1.4 Furlough:** If the Board implements a furlough under Texas Education Code section 21.4021, the Superintendent shall be furloughed 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 Districts 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 two other professional organizations selected by the Superintendent.
- 5.5 Travel Reimbursement:** The District will reimburse the Superintendent for required business travel outside the jurisdictional boundaries of the District at the maximum Federal Standard Mileage Rate then allowable by the U.S. Internal Revenue Service. The Superintendent shall comply with all policies, procedures and documentation requirements established by the Board, the District's independent auditors and the state and federal laws regarding the reimbursement.
- 5.6 Residence in District:** As a condition of employment with Red Oak Independent School District, the Superintendent shall reside within the geographic boundaries of the District at all times while employed by the District.
- 5.7 Residence Option:** As a condition of employment with the District, the Superintendent will 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 of Two Thousand and no/100 Dollars (\$2,000.00) 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.
- 5.8 Teacher Retirement System.** Provided that the Superintendent meets certain previously agreed-upon goals for each year of this Agreement, established by both the Board and Superintendent, the District shall supplement the Superintendent's compensation by an



amount equal to Eight percent (8%) of the Superintendent's annual salary in Section 5.1 as a contribution to the Texas Teacher Retirement System ("TRS"), with any extensions made by the Board for performance of Superintendent duties. If earned, this supplement shall include both the retirement and TRS-Care parts of the TRS member contribution, as applicable. The additional salary supplement shall be paid to the Superintendent as determined by the Board and shall be reported as creditable compensation by the District for purposes of TRS, to the extent permitted by TRS.

**5.8.1 Weighted Goals:** The goals agreed-upon by the Board and the Superintendent shall be weighted to provide an option for partial payment and contribution in the event that some, but not all, goals are met.

**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: Brenda Sanford (Brenda Sanford)  
Date Signed: 6/13/2022

Red Oak ISD Board President: John Anderson (John Anderson)  
Date Signed: 6/13/2022

**CONTRACT ADDENDUM**

Red Oak Independent School District ("District") by and through its Board of Trustees ("Board"), and Brenda Sanford ("Superintendent") hereby agree to the amendment of the Superintendent's Employment Contract originally entered into on June 13, 2022; collectively the ("Superintendent's Contract"). 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, 2023, and ending on June 30, 2026. 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 Two hundred thirty-one thousand nine hundred and fifty-six dollars (\$231,956.00). The annual salary shall be paid to the Superintendent in equal monthly installments consistent with the Board's Policies.

**5.1.1 Optional Performance Bonus:** Upon completing the Superintendent's annual performance evaluation each year of this contract, the Board may at their discretion elect to pay the Superintendent, as salary, on or before December 31 of each year of the Contract, an additional Salary Performance Incentive, payable in the event the Superintendent meets the goals established by the Superintendent and the Board pursuant to Board review of said Superintendent goals.

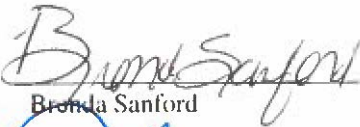
**5.1.2 Salary adjustments:** At any time during the term of this contract, the Board may in its discretion, review and adjust the salary of the Superintendent as may be permitted by law, but in no event shall the Superintendent be paid less than the salary set forth pursuant to subsection 5.1 of this contract except by mutual agreement of the parties. Such adjustments, if any, shall be in the form of a written addendum to this Contract or a new contract, and such adjustment shall be exclusive of any other benefits unless specifically provided in the addendum or new contract. If such adjustments are made during the school year, the new salary shall not be effective until the beginning of the next school year unless made effective at a different date by action of the Board and permitted by law.


**5.1.3 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.


**5.1.4 Furlough:** If the Board implements a furlough under Texas Education Code section 21.4021, the Superintendent shall be furloughed 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

Board President:   
John Anderson

Date Signed:   
5/15/23