

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, 2024 and ending June 30, 2027. 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 records 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 her time and energy to the performance of her duties. The Superintendent shall perform 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, the Deputy Superintendent or 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 Fifty Thousand and no/100 Dollars (\$250,000.00). The Annual salary shall be paid to the Superintendent in equal monthly installments consistent with the Board's policies.
- **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, an additional Salary Performance Incentive of \$10,000.00, payable in the event the Superintendent meets the goals established by the Superintendent and the Board pursuant to Board review of said Superintendent goals.
 - **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.

- **Yearly Raise:** The Superintendent will receive the same % of raise that other administrators receive each year in the district and/or 3% of the Superintendent's annual salary each year whichever is greater.
- **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.
- **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:** The District shall pay the Superintendent a \$750.00 per month stipend for travel within the district and shall reimburse the Superintendent for 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. **Residence Requirement:** As a condition of employment with the District, the Superintendent shall 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 shall 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 One Thousand and no/100 Dollars (\$1,000.00) 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.
- 5.7 Teacher Retirement System.** The District shall pay the Superintendent an additional compensation by an amount equal to Eight and a quarter percent (8.25%) {or if the % has been increased by TRS for that school year then the higher of the percentages} of the Superintendent's annual salary in Section 5.1 as a contribution to the Texas Teacher Retirement System (TRS). This 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 on a monthly basis and shall be reported as creditable compensation by the District for purposes of TRS.

5.8 Insurance: The District shall pay at least the same premiums for hospitalization and major medical insurance coverage, dental, vision and any other insurances provided by the District, for the Superintendent pursuant to the group health care plan as provided by the District for its other administrative employees.

5.9 Vacation: Superintendent shall be entitled to vacations and all other time off received by ISD administrators including but not limited to District Holidays, District Breaks, and State personal leave and State Sick Leave days in accordance with Policy DEC (Local), to be used within the Superintendent's discretion as long as such use does not interfere with the carrying out of duties and obligations as Superintendent of the District, and such leave shall be cumulative from year to year as in accordance with local Board policy. The Superintendent will be allowed an additional ten days of vacation that may be used at the Superintendent's discretion as long as such use does not interfere with the carrying out of duties and obligations as Superintendent of the District.

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. In the event the Board terminates this Contract during the term for good cause, the Superintendent shall be afforded all rights set forth in Board Policies and state and federal law.

8. General Provisions:

8.1 Amendment: This Contract may not be amended except by written mutual 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 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.

Signed this the 13th day of May, 2024.




Superintendent, Brenda Sanford

School Board President, Melanie Petersen