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M E M O R A N D U M

TO: Frank H. Kovach, Chair
Caroline Zucker, Vice-Chair
Shirley Brown
Jane Goodwin
Carol L. Todd
Lori White, Superintendent

FROM: Art Hardy

RE: Actions required under contract with
Superintendent of Schools

DATE: April 12, 2011

The purpose of this memorandum is to remind the Board of certain deadlines/timeframes established for actions required under the contract between the School Board and the Superintendent of Schools:

1. On or before June 30 of each year, the Board must meet and formally evaluate the Superintendent. Prior to this time, each Board member is to meet individually with the Superintendent to discuss the evaluation.

2. On or before June 30 of each year the Board must decide whether to extend the Superintendent's contract for an additional year. The contract currently expires on June 30, 2012. The decision in June 2011 is whether to add an additional year extending the contract until June 30, 2013. If the Board takes no action, the contract automatically extends another year. In other words, the contract automatically rolls-over for another year unless the Board takes affirmative action, by majority vote, not to extend the contract for an additional year.

3. As of July 1st of each year, the Superintendent's base salary automatically increases 3%. The Board, in its discretion, may approve an additional increase. Although she is entitled to this increase, in 2009 the Superintendent refused the increase and, additionally, reduced her salary 3.25%. In 2010, the Superintendent once again refused this increase.

4. As of July 1st of each year, the Superintendent's reimbursement for automobile and miscellaneous business expenses automatically adjusts based upon the previous year's CPI for urban consumers. Despite this provision, the Superintendent has not accepted any increase in these reimbursements since she originally signed the contract in 2008.

As always, if you have any questions, please do not hesitate to call.