

Employment Contract: Director of School Operations

This Contract is made and entered into this 15 day July, 2020, by and between the Sovereign Community School, ("Sovereign"), and Stacie Thrasher ("Director of School Operations").

Whereas, Sovereign hereby agrees to hire the Director of School Operations to be employed as Director of School Operations hereby agrees to accept this offer of employment;

Therefore, the parties hereby enter into this contract, subject to the following terms and conditions:

Term

In consideration of the premises contained herein, Sovereign hereby employs, and Director of School Operations hereby accepts employment as Director of School Operations for the term commencing July 1, 2020, and ending on July 1, 2021, subject to such conditions and limitations as may be prescribed by law. At the discretion of the Superintendent and Sovereign School Board of Directors, shall annually consider and not unreasonably withhold this contract for renewal.

Certification

Must possess or be willing to work towards acquiring certification or Bachelors degree in Business or have at least 5 years of experience in Business.

Duties and Responsibilities

Director of School Operations agrees to perform in good faith the duties required of Sovereigns Director of School Operations. Said duties shall include but not be limited to those prescribed by federal and state law, any contractual agreements regarding the sponsorship of Sovereign, Oklahoma State Department of Education regulations, policies established by Sovereign Board of Education, the job description of Director of School Operations, and all evaluation documents concerning Director of School Operation. Director of School Operation also has the responsibility to obtain all necessary training pertaining to the performance of Director of School Operation duties.

- Management: helps address general office and administrative needs, and ensures the smooth operation of the administrative office, including mailings, attendance reporting, office machine maintenance, support of the academic team with managing substitutes, teacher attendance, and extra duty pay, etc.
- Student Recruitment: Manages student recruitment, admissions applications, enrollment, registration, and wait list and engages new families in school activities
- Teacher Recruitment: Coordinate career fairs and compile materials (banners, flyers, etc.), post positions and conduct HR duties
- External Relations: Acts as point person in hosting visitors for school tours and for community presentations.
- Facilities: Manages and oversees the school's facility maintenance, design and strategic development in collaboration with School leadership.
- Finance and Purchasing: Assists Superintendent to create and oversee the school's budget and finances; oversees school-based purchasing
 - Incumbrance clerk duties
- Ensures adherence to school's fiscal policy and procedures.
- Logistics (school, trips, and events): Plans and coordinates logistics for multi-day end-of-year grade level events, and other logistically complex activities and events, including school-wide family events and advancement ceremonies.
- Calendars: Parent Data Meetings, Parent-Teacher Student Organizations, Professional Development, security and drills.

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- Maintain all school communications: Including social media and school website updates and communications.
- Technology: Oversees the strategic procurement and maintenance of technology equipment in partnership with IT.
- Student Information and Reporting: Oversees the integrity of the school's student information system
- Student Support: Manage morning duty, lunch duty, end of the day duty, cafeteria duty, and all vendors and guest
- Compliance: Assists the Superintendent to ensure school-wide compliance with accreditation, health and safety laws, teacher certification and fingerprinting, city and state education mandates, and all federal and state workplace regulations and statutes.
- Human Resources: Ensure that school-based employees receive timely and accurate payroll and benefits.
 - other necessary HR duties
- Testing Coordinator: Assist school leader with state and mandated NWEA Testing logistics.
- And other duties as necessary

Salary

Employee shall receive an annual base salary of ~~\$55,000~~ ^{\$59,000} effective 07/1/2020, payable on a bi-monthly basis. Employer shall deduct or withhold from compensation any and all sums required for federal income and social security taxes, as well as all state or local taxes now applicable or that may become applicable to Employee or Employer in the future. The method of payment hereunder shall be the same as is utilized by Sovereign for the compensation of its 12-month employees.

Fringe Benefits

In addition to the salary provided herein, Director of School Operations shall receive the following fringe benefits:

- Access to a health insurance plan of their choice through the Oklahoma Employee Benefits program
- 100% of premium costs for vision, dental, and disability insurance will be covered by Sovereign
- 100% of premium costs for 100,000 in supplemental life insurance coverage will be covered by Sovereign.

Travel Expenses

Employee shall be reimbursed for itemized expenses incurred in conjunction with board authorized Sovereign-related travel in accordance with Sovereign's policy for travel reimbursement.

Leave

Vacation: Employee shall receive on an annual basis 13 days of vacation leave accumulated at the pace of half a day every two week pay cycle. Vacation leave requests must be submitted in writing to the school board President within a reasonable amount of time. Care should be taken to avoid vacation days when school is in session. Vacation leave can be taken in half-day increments. Only two days of vacation leave can be rolled over into a new school year and the first

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day of school in each school year marks the start of a new annual leave accumulation cycle. At termination of this contract, accumulated vacation leave is not paid out.

Personal/Emergency: Employee shall receive on an annual basis 2 days of emergency leave that can be taken at any time with a written notification to the school Superintendent.

Sick: Employee shall receive on an annual basis 5 days of sick leave. The employee may transfer any accumulated sick leave to another school Sovereign in Oklahoma or to the Oklahoma Teachers Retirement Systems as may be allowed by Oklahoma Law. Sick leave does not roll over at the start of a new school year and the first day of school of a new school year marks the refresh date of sick leave.

Retirement Contributions

For the contract term, Sovereign agrees to pay the employer's statutory contributions to the Oklahoma Teacher Retirement System (OTRS) for the benefit of the Employee.

Jurisdiction and Severability

This contract is entered in the State of Oklahoma and shall be performed in the State of Oklahoma. The laws of the State of Oklahoma shall govern this contract. Should any provision of this contract be found contrary to the law by a court of competent jurisdiction, all other provisions of this contract shall remain in full force and effect.

Legal Defense

Sovereign agrees that it shall provide a full and complete defense of the Director of School Operations in her official and individual capacities, in any action or legal proceeding resulting from the good faith performance of her duties as Director of School Operations, so long as she was acting within the scope of her employment, provided such liability coverage is within the authority of the school board to provide under state law. Said representation shall include the payment of costs, including depositions, witness fees, filing fees, expert witness fees, transcript costs, investigation and or action. Sovereign agrees to indemnify and hold the Director of School Operations harmless from any judgments brought or obtained against the Director of School Operations in his individual capacity, provided the claim arose while the Director of School Operations was acting within her employment. If Sovereign or its counsel determines that a conflict exists and counsel cannot represent Director of School Operations in said action, then Sovereign shall be responsible for payment of all reasonable and documented attorney fees and costs incurred in behalf of the defense of the Director of School Operations, **except in any controversy between the board and the Director of School Operations**. In no event shall Sovereign be required to defend or indemnify the Director of School Operations for any actions related to the dismissal or non-re-employment of his/her employment with Sovereign. In no case will individual board members be considered personally liable for indemnifying the Director of School Operations against such demands.

Legislative Action

In the event the Oklahoma Legislature acts in a manner to affect this contract, all such action required by law to be a part of this contract is hereby adopted and incorporated herein.

At-Will Employment

Director of School Operations is an at-will employee subject only to the terms of this Agreement. Either party may provide 30-day written notice to terminate this Agreement with or without cause. If Sovereign terminates this Agreement without cause, Sovereign agrees to pay the Director of School Operations the value of ninety (90) days of the salary only set forth herein and the Director of School Operations shall have no other claims for further compensation. If Sovereign terminates for cause, Sovereign shall have no obligation to pay the Director of School Operations any compensation for said termination.

Termination or Non-renewal of Contract


This contract may be terminated or non-renewed in accordance with Oklahoma Law and set forth herein.

For Sovereign Community School:



Superintendent, Sovereign Community School

For Employee:



Printed name



Signed name

Director of School Operation