**Employment Contract: Founding Principal**

This Contract is made and entered into this 8th day of May, 2019, by and between the Sovereign Community School, (“Sovereign”), and Matthew Wilson (“Head of School”).

Whereas, Sovereign hereby agrees to hire Head of School to be employed as Head of School of Sovereign, and Heaa11`d of School 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 Head of School hereby accepts employment as Head of School of Sovereign for a term commencing July 1, 2019, and ending on June 30, 2022, subject to such conditions and limitations as may be prescribed by law. The Board of Education shall annually consider and not unreasonably withhold this contract for renewal.

**Certification**

Head of School acknowledges that they shall work toward acquiring a valid principal certification to serve as a Head of School in the State of Oklahoma and agrees to keep such certificate on file in Sovereign’s administrative office and attain such certificate during the term of this contract.

**Duties**

Head of School agrees to perform in good faith the duties required of Sovereign’s Head of School. 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 Head of School, and all evaluation documents concerning Head of School. Head of School also has the responsibility to obtain all necessary training pertaining to the performance of Head of School’s duties.

Head of School shall be required to qualify for a surety bond in the amount of $100,000 as per 70 O.S. § 5-116a. Failure to qualify for a surety bond shall be enough reason to terminate Head of School’s employment in accordance with 70 O.S. § 6-101.13.

**In addition to the duties listed above, Head of School shall have the responsibility for filing a copy of this contract, and any subsequent addenda, with the Oklahoma State Department of Education within fifteen (15) days of execution.**

**Salary**

Head of School shall be paid the sum of eighty-six thousand five-hundred (dollars) ($86,500.00) for the performance of the first year of this contract commencing on July 1, 2019, and ending on June 30, 2022. The Head of School will be evaluated annually by the Sovereign Board of Education. Should the principal maintain good standing and quality performance, he shall receive a 6.5% raise in salary at the beginning of the second year of the contract and a 6.5% raise in salary at the beginning of the third year of the contract. Such a raise shall be subject to approval of a majority approval by the majority of the Sovereign Board of Education. Any adjustments made shall be filed with the State Department of Education as an addendum to this contract. 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, Head of School 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**

Head of School shall be reimbursed for itemized expenses incurred in conjunction with board authorized Sovereign-related travel in accordance with Sovereign’s policy for travel reimbursement.

**Vehicle Reimbursement**

Head of School, when using the Head of School’s personal vehicle for the performance of duties as set forth herein, shall be reimbursed for expenses related to such duties at a rate in accordance with board policy. Head of School shall be responsible for carrying the appropriate amount of auto insurance and for all maintenance work required on the vehicle.

**Leave**

***Vacation:***  Head of School 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 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:*** Head of School 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 board President.

***Sick:*** Head of School shall receive on an annual basis 5 days of sick leave. The Head of School 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.

**Professional Organizations**

The board desires that the Head of School hold membership in state and national professional organizations as well as local civic organizations. Whenever possible, the membership shall be entered in Sovereign’s name, and the Head of School shall serve as the Sovereign representative. For professional and community organizations that require individual membership, the board agrees to pay the membership dues as part of this contract; provided however, that the Head of School must remain in good standing with these organizations. Such dues shall be reported as income to appropriate state and federal taxing authorities. Sovereign as provided by policy shall pay expenses for the Head of School to attend professional meetings at the local, state and national level. The Head of School should also attend local civic functions as time permits.

**Retirement Contributions**

For the contract term, Sovereign agrees to pay the employer’s statutory contribution to the Oklahoma Teacher Retirement System (OTRS) for the benefit of the Head of School.

**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 Head of School in his official and individual capacities, in any action or legal proceeding resulting from the good faith performance of his duties as Head of School, so long as he was acting within the scope of his 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 Head of School harmless from any judgments brought or obtained against the Head of School in his individual capacity, provided the claim arose while the Head of School was acting within the scope of his employment. If Sovereign or its counsel determines that a conflict exists and counsel cannot represent Head of School 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 Head of School, **except in any controversy between the board and the Head of School**. In no event shall Sovereign be required to defend or indemnify the Head of School for any actions related to the dismissal or non-re-employment of his/her employment with Sovereign. In no event shall Sovereign be required to pay any punitive damages rendered against the Head of School. In no case will individual board members be considered personally liable for indemnifying the Head of School 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**

Superintendent 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 Head of School the value of ninety (90) days of the salary only set forth herein and the Head of School shall have no other claims for further compensation. If Sovereign terminates for cause, Sovereign shall have no obligation to pay the Head of School 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 as set forth herein.

**For Sovereign Community School:**

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AVice President, Board of Education

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Secretary of the Board of Education

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Interim Executive Director

For Employee:

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**Founding Principal**