

**MENIFEE COUNTY BOARD OF EDUCATION
FRENCHBURG, KENTUCKY**

CONTRACT EMPLOYING SUPERINTENDENT

This Agreement, made and entered into, effective April 17, 2025, by and between THE BOARD OF EDUCATION OF MENIFEE COUNTY, KENTUCKY (hereinafter referred to as the "BOARD"), and JOSHUA KINCAID (herein referred to as the "SUPERINTENDENT"), and authorized by action at the lawful meeting of the Board held on the 17th day of April, 2025.

The Board and Superintendent, for the consideration hereinafter specified, agree as follows:

- I. TERM OF EMPLOYMENT: Superintendent is hereby employed for a term commencing on July 1, 2025 and ending on June 30, 2029, as Superintendent of the Menifee County Schools.
- II. DUTIES: The duties and responsibilities of the Superintendent shall be all of those duties incident to the Office of Superintendent imposed by the laws and regulations of the Commonwealth of Kentucky and in keeping with the policies of the Board, and such other duties and responsibilities as may be assigned to the Superintendent from time to time by the Board.
- III. OUTSIDE ACTIVITIES: Superintendent shall devote his time, attention and energy to the business of the Menifee County Schools.

The Superintendent and Board recognize the advisability and on occasion the necessity of the Superintendent to attend seminars, courses or programs conducted or sponsored at the local, state or national levels. The Board shall permit a reasonable amount of time for the Superintendent to attend such meetings and agree to pay the necessary fees, travel and subsistence expenses as it may approve or as may be provided for in local Board policy. The attendance herein provided for shall be limited to seminars, courses or other programs that will benefit the Menifee County School System and the Board shall have ultimate discretion in determining the Superintendent's attendance and the amount of money to be provided to the Superintendent to defray reasonable and necessary travel and subsistence expenses.

Should the Superintendent attend any function, meeting, seminar or program where his attendance is paid for by a third party or for which he is compensated as a lecturer or consultant, the time spent away from the school system while attending such function shall not be considered as part of his 240 required working days and the Board shall not be required to pay the Superintendent's expenses incurred as result of such attendance.

- IV. COMPENSATION: The salary for serving as the Superintendent per the school /

fiscal year shall be calculated by use of the teacher salary schedule based on the rank and experience step of the Superintendent each school / fiscal year plus eighty percent (80 %). The salary shall be paid in bi-monthly installments on the same dates that administrators who work 12 months are paid. In the event all other certified employees of the Board, as a group, are granted an annual increase or increases in salary during the term of this agreement, the Superintendent shall also receive an increase in his annual salary equal in percentage to that given by the Board to all of its other certified employees.

The Board may adjust the salary of the Superintendent during the term of this Agreement but in no event shall the salary be less than specified above. Any adjustment in salary shall become a part of this Agreement but shall not be deemed a new Agreement nor shall it be deemed that the termination date of the existing Agreement has been extended. Although the Superintendent's salary may be increased at the discretion at the Board, nevertheless, this provision shall not be construed as an expectation by the Superintendent that any such increase will occur.

- V. EVALUATION: The Board shall, on an annual basis, conduct an evaluation of the Superintendent and devote a portion of at least one meeting annually to an evaluation of the Superintendent's performance and to a discussion of the working relationship between the Superintendent and the Board. The Board agrees that it will provide the Superintendent with notice of its intention to re-appoint or not to re-appoint the Superintendent no later than January 31, of the first year in which the board is allowed to issue a new contract. (KRS 160.350). If the Superintendent is notified that the Board intends to re-appoint him, a new Contract confirming the terms of the re-appointment shall be executed by the parties on or before the Board's regular February Board meeting in the same year. The Superintendent agrees that in the event that he terminates this Contract prior to the end of the Contract term, he will provide a minimum of sixty (60) days notice of his intention to so terminate the Contract to the Board, and will, upon request, assist the Board with the selection of a new superintendent, and transition to the new administration.

VI. WORKING DAYS AND BENEFITS:

- a. Working Days. It is understood and agreed that each school year during the term of this Agreement shall begin on July 1st and extend through June 30th and shall consist of 240 working days.
- b. Non-Contract Days. The Superintendent shall have five (5) vacation days that shall be taken during non-contract days and such days not taken during the school year shall not accumulate and will not be carried forward beyond the last day of the school year.
- c. Leaves. The Superintendent shall also be entitled to ten (10) days per year of annual leave to be used at the discretion of the Superintendent. These annual leave days shall accumulate with a maximum of sixty (60) unused annual leave

days. At the conclusion of his service as superintendent, the SUPERINTENDENT shall be paid for any unused annual leave days with a maximum of sixty (60) days. KRS 161.540(1).

- d. Expenses. The Board shall pay or reimburse the Superintendent for reasonable expenses approved by the Board and incurred in the continuing performance by the Superintendent of his duties under this Agreement.
- e. Professional and Civic Dues. The Board recognizes the mutual benefits derived by reason of the Superintendent's membership in certain professional and civic organizations. The Board agrees to pay dues for the Superintendent for membership in the Kentucky Association of School Superintendents (KASS), the Kentucky Association of School Administrators (KASA), and one civic club of the Superintendent's choice.
- f. Automobile expenses. The Superintendent shall be reimbursed for mileage as specified in Board policy when using his personal vehicle on the business of the school district.
- g. Retirement benefits. The Superintendent shall have the same retirement benefits as provided to certified employees under the Kentucky Teachers Retirement System and as contained in Board policy.

VII. BOARD POLICY: The Superintendent's duties and obligations are governed by Board Policy unless otherwise specifically modified herein. All employment benefits provided to the Superintendent are as specifically enumerated in this Agreement and shall supersede any general policy applicable to other employees of the Board.

VIII. TERMINATION OF EMPLOYMENT AGREEMENT: This Agreement may be terminated as specified in the Board's Policy and shall also be subject to termination as follows:

- a. By expiration of the term of this Agreement;
- b. Mutual agreement of the parties in writing;
- c. Disability which prevents the Superintendent from performing the essential duties of his office; or
- d. Discharge for cause.

The parties additionally acknowledge and recognize that the Superintendent is viewed by students, teachers, administrators and the community as a role model and that as such the Board expects Superintendent not to violate any statutory law regarding the use of intoxicating beverages, controlled substances, or any other convictions of a statutory criminal offense with the exception of routine traffic

violations. To the extent that the Superintendent is convicted of any such offense under any court in any state of competent jurisdiction, the Board may by a four-fifths (4/5) vote of its members discharge Superintendent from his employment without any further obligation to compensate him or provide other benefits under this agreement.

IX. NOTICE:

Any notice or communication permitted or required under the terms of this Agreement shall be in writing and shall become effective on the day of mailing thereof by registered or certified mail, postage prepaid and addressed:

If to the Board, addressed to:

Chairperson
Board of Education
Menifee County Schools
P.O. Box 110
Frenchburg, KY 40322

or current address of the Board of Education.

If to the Superintendent, addressed to the current residence address reflected in the Superintendent's personnel file, or such other method of delivery as is reasonably calculated to ensure prompt delivery and actual receipt of the notice by the Superintendent.

- X. SAVINGS CLAUSE. If, during the term of this Agreement, it is found that a specific clause hereof is illegal or otherwise unenforceable, the remainder of the Agreement not affected thereby shall remain in full force and effect.
- XI. MISCELLANEOUS. This Agreement, which shall be executed in duplicate originals, contains all of the terms agreed upon by the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements, understandings and communications between the parties concerning the subject matter hereof, whether oral or written and shall be construed in accordance with the laws of the Commonwealth of Kentucky.

