
Superintendent Term Contract

This Contract is entered into between the Board of Trustees (the "Board") of CHILTON INDEPENDENT SCHOOL DISTRICT (the "District") and BRANDON HUBBARD (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, 2025, and ending June 30, 2028. 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 employment with the District. If the Superintendent's certification expires, is canceled, or is revoked, this Contract is void.
3. **Representations.** The Superintendent makes the following representations:
 - 3.1 **Beginning of 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 national criminal history record information (NCHRI) if required by the District, TEA, or SBEC. The Superintendent understands that a criminal history record acceptable to the Board, at its sole discretion, is a condition precedent to this Contract.
 - 3.2 **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.
 - 3.3 **False Statements and Misrepresentations:** The Superintendent represents that any records or information provided in connection with his 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 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 his full time and energy to the performance of his duties. The Superintendent shall perform his duties with reasonable care, skill, and diligence. The Superintendent shall comply with all written Board directives, state and federal laws and rules, Board policy,

and regulations as they exist or may hereafter be amended.

5. **Compensation.** The District shall pay the Superintendent an annual salary as follows:

5.1 **Base Salary:**

One hundred forty-six thousand sixty-one dollars (\$146,061) per year. The district also agrees to contribute \$400 per month (\$4800 annually) to a 403(b) account on behalf of the Superintendent.

- (a) **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, but in no event shall the Superintendent be paid less than the salary set forth in Section 5.1 of this contract except by mutual agreement of the two parties. Such adjustments, if any, shall be made pursuant to a lawful Board resolution. In such event, the parties agree to provide their best efforts and reasonable cooperation to execute a new contract incorporating the adjusted salary.

- 5.2 **Benefits:** The District shall pay the higher of the standard annual contribution of \$6276 per year or the single employee coverage premium toward the Superintendent's health plan. For all other healthcare coverage, the district shall pay the same premiums provided by the District for its other employees.

- 5.3 **Holidays and Leave:** The Superintendent may take ten (10) vacation days per contract year, the days to be in a single period or at different times. The vacation days taken by the Superintendent will be taken at such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this contract. Vacation days taken by the Superintendent as provided herein are to be reported to the Board President and the Superintendent's assistant for record keeping purposes. The Superintendent may carry over unused vacation days to succeeding years, however, the total number of accrued vacation days may not exceed ten (10) days. Each year on or before June 30th, at the Superintendent's option, the District will pay the Superintendent for up to ten (10) unused vacation days at his current daily rate of pay. The Superintendent's then-current salary shall be calculated by dividing the Superintendent's then-current salary by 226. Upon the Superintendent's separation from employment with the District for any reason, voluntarily or involuntarily, the Superintendent will be entitled to be paid the value of the vacation days not used during that contract year according to the Superintendent's daily rate of pay. The Superintendent is hereby granted the same number of personal, sick, and other leave benefits as authorized by Board policies for administrative employees on twelve-month contracts.

- 5.4 **Civic Activities.** The Superintendent is encouraged to participate in community and civic affairs. The Superintendent may hold offices or accept responsibilities in such civic organizations provided that such responsibilities do not interfere with the performance of his duties as Superintendent; the Board shall notify the Superintendent if the activity presents a conflict or interferes with the performance of his duties as Superintendent. The District shall reimburse the Superintendent for the cost of membership in all local civic organizations, if any, in which the Superintendent participates and related travel outside of the District, subject to advance Board approval.

- 5.5 **Professional Organizations:** The Superintendent is encouraged to participate in various

professional educational organizations. The reasonable cost of membership in professional organizations shall be borne by the District. The Superintendent will represent Chilton ISD in the following state and national organizations: The American Association of School Administrators (AASA), The Texas Association of School Administrators (TASA), The Texas Rural Education Association (TREA), The Texas Alliance of Black School Educators (TABSE), The Equity Center, and The Texas Association of Latino Administrators and Superintendents (TALAS).

- 5.6 **Professional Growth:** The Superintendent shall devote the Superintendent's time, attention, and energy to the direction, administration, and supervision of the District. However, the Board encourages the continued professional growth of the Superintendent through the Superintendent's active attendance at and participation in appropriate professional meetings at the local, regional, state and national levels. The Board shall encourage the use of data and information sources, and shall encourage the participation of the Superintendent in pertinent education seminars and courses offered by public and private institutions or by educational associations, as well as the expertise, or backgrounds would serve to improve the capacity of the Superintendent to perform the Superintendent's professional responsibilities for the District. In its encouragement of the Superintendent to grow professionally, the Board shall permit a reasonable amount of release time for the Superintendent, not to exceed twenty (20) school days per year, to attend such seminars, courses or meetings. The District shall bear the reasonable costs and expenses for such attendance or membership.
- 5.7 **Expenses:** The District shall reimburse the Superintendent for reasonable expenses actually incurred by the Superintendent in the continuing performance of the Superintendent's duties under this Agreement. The District agrees to pay the actual and incidental costs incurred by the Superintendent for travel. Such actual or incidental costs may include, but are not limited to, gasoline, hotels and accommodations, meals, rental car, and other expenses incurred in the performance of the business of the District. The Superintendent shall comply with all procedures and documentation requirements in accordance with Board policy and District procedures, or as otherwise approved by the Board. The Board shall retain the authority to refuse any reimbursement request that is determined to be excessive or outside the scope of the Superintendent's performance of his duties.
- 5.8 **Outside Consultant Activities:** The Superintendent may serve as a consultant or undertake speaking engagements, writing, teaching or other professional duties and obligations outside the District (referred to collectively herein as "Consulting Services" that do not conflict or interfere with the Superintendent's professional responsibilities to the District. The Superintendent may accept a reimbursement of expenses for such Consulting Services at no expense to the District. Consulting Services provided by the Superintendent under the terms and conditions of this paragraph must be consistent with state and federal law.
- 5.9 **Superintendent of the Year Incentive:** If the Superintendent is named as Superintendent of the Year for the Region 12 education service area or any other regional organization while employed by the District under this Contract (or any extension of this Contract), the Board agrees to pay the Superintendent an additional three thousand and NO/100 (\$3000.00) dollars in that year. If the Superintendent is named as Superintendent of the Year for the State of Texas or any other state organization while employed by the District under this Contract (or any extension of this Contract), the Board agrees to pay the Superintendent an additional six thousand and NO/100 (\$6000.00) dollars in that year. If

the Superintendent is named as the national Superintendent of the Year for any national organization while employed by the District under this Contract (or any extension of this Contract), the Board agrees to pay the Superintendent an additional ten thousand and NO/100 (\$10000.00) dollars in that year. The payment will be made by the District on the date the award is confirmed.

6. **Suspension.** In accordance with Texas Education Code chapter 21, the Board may suspend the Superintendent with 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.
8. **General Provisions.**
 - 8.1 **Amendment:** This Contract may not be amended except by written 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 **To Superintendent:** The Superintendent agrees to keep a current address on file with the District's administration office. 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.

10. **Review of Performance**

- 10.1 **Time and Basis of Evaluation:** The Board shall evaluate and assess in writing the performance of the Superintendent at least once each year during the term of this Contract. The Board's evaluation and assessment of the Superintendent shall be reasonably related to the duties of the Superintendent as outlined in the progress of the Superintendent's job description and shall be based on the District's progress towards accomplishing the District goals.
- 10.2 **Confidentiality:** Unless the Superintendent expressly requests otherwise in writing, the evaluation of the Superintendent shall at all times be conducted in executive session and shall be considered confidential to the extent permitted by law. Nothing herein shall prohibit the Board or the Superintendent from sharing the content of the Superintendent's evaluation with their respective legal counsel.
- 10.3 **Evaluation Format and Procedures:** The evaluation format and procedure shall be in accordance with the Board's policies and state and federal law. In the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances where the Board deems performance to be unsatisfactory. A copy of the written evaluation shall be delivered to the Superintendent. The Superintendent shall have the right to make a written response to the evaluations within thirty (30) days of receipt of the written evaluation from the board. That response shall become a permanent attachment to the evaluation in the Superintendent's personnel file. Within sixty (60) days of the delivery of the written evaluation to the Superintendent, the Board shall meet with the Superintendent to discuss the evaluation. The Board shall devote a portion of, or all of, one executive session annually to a discussion of the working relationship between the Superintendent and the Board. In the event the Board deems that the evaluations instrument, format, and/or procedure is to be modified by the Board and such modifications would require new or different performance expectations, the Superintendent shall be provided a reasonable period of time to demonstrate such expected performance before being evaluated.

11. **Indemnification and Defense**

- 11.1 **Indemnification Clause:** The District shall indemnify, defend, and hold the Superintendent harmless regarding any claims, demands, suits, actions or other legal proceedings against the Superintendent for any act or failure to act involving the exercise of judgment and discretion within the normal course and scope of his duties as Superintendent of the District, to the extent and to the limits permitted by law or public policy. The District may, at its sole discretion, fulfill its obligations under this paragraph by purchasing appropriate insurance coverage for the benefit of the Superintendent. No individual member of the Board shall be personally liable for indemnifying or defending the Superintendent under this paragraph. The

District's obligation to indemnify, defend and hold the Superintendent harmless under this paragraph survives the termination of this Contract.

I have read this Contract and agree to abide by its terms and conditions:

Superintendent: 

Date signed: 2/25/2025

Chilton Independent School District

By: 
President, Board of Trustees

Date signed: 2/25/2025