

Traverse City Area Public Schools

Employee Job Transmittal

Ann Cardon Hire date 8/1/19 Check Dist: BF

Position ~~Assistant~~ A 2010 Superintendent Bldg: BF Union AS FTE: 1.0

Assignment 1: 70200 Superintendent Tentative Days 252 Holidays 10 Status A

Assignment 2: Type: P Personnel Date: 8/1/19 Type: C

Assignment 3: Effective Date: 8/1/19 End Date: # of Pays: 26

Salary Lane: ANSUPT Step - Rate: * Daily Hours 8 Shift: Dist Code: P

ASN: SUB600 100

Position _____ Bldg: _____ Union _____ FTE: _____

Assignment 1: _____ Tentative Days _____ Holidays _____ Status _____

Assignment 2: _____ Type: _____ Personnel Date: _____ Type: _____

Assignment 3: _____ Effective Date: _____ End Date _____ # of Pays: _____

Salary Lane: _____ Step _____ Rate: _____ Daily Hours _____ Shift: _____ Dist Code: _____

ASN: _____

ADD:

Position _____ Bldg: _____ Union _____ FTE: _____

Assignment 1: _____ Tentative Days _____ Holidays _____ Status _____

Assignment 2: _____ Type: _____ Personnel Date: _____ Type: _____

Assignment 3: _____ Effective Date _____ End Date _____ # of Pays: _____

Salary Lane: _____ Step _____ Rate: _____ Daily Hours _____ Shift: _____ Dist Code: _____

ASN: _____

ADD:

Position _____ Bldg: _____ Union _____ FTE: _____

Assignment 1: _____ Tentative Days _____ Holidays _____ Status _____

Assignment 2: _____ Type: _____ Personnel Date: _____ Type: _____

Assignment 3: _____ Effective Date _____ End Date _____ # of Pays: _____

Salary Lane: _____ Step _____ Rate: _____ Daily Hours _____ Shift: _____ Dist Code: _____

ASN: _____

Total Current FTE: 0 Toal Change/New FTE: _____

Prepared by: Eubank Santi Authorization: C. J. Beck

\$184,000 base (prorated to 8/1/19)
+ pert. pay
+ 6 per diem days in July 2019 by timesheet
at \$690/day

25 vacation days
12 sick days
2 pers. days

car allowance \$6,200 (annual)
TSA = .25% monthly 10/19/20



REQUEST FOR PAYMENT

Business Office Use Only
Processed for payment:

By: _____ Date: _____

Check No. _____

I. VENDOR/EMPLOYEE ID NO.

556895

Name: Ann M. Cardon

Address: _____

Zip: _____

II. INFORMATION FOR CHECK:

Invoice Date	Invoice Number	Item Description	Account Number	Amount
7/18/2019	E23594	Moving Expenses	SU23900	\$4,000.00
Discount				
Total Payment				\$4,000.00

III. DISPOSITION OF CHECK:

Date needed or due at destination ASAP

- ☒ Return to Superintendent
- ☐ To be mailed by Business Office. (If there are enclosures to accompany check, please attach.)

IV. APPROVED FOR PAYMENT:

Authorized Signature(s)

Kelly Walter
(Teacher or Sponsor)

Christopher Hill
(Principal or Supervisor)

Date 8/5/2019

INSTRUCTIONS TO PERSONS MAKING REQUEST FOR CHECK FROM BUSINESS OFFICE

- Complete and sign above form and forward both white and yellow copies to School Business Office at least five (5) days prior to date check is needed.
- A copy of the invoice or invoices to be paid **must accompany** this form or request will be returned and payment will be delayed.
- If copies of documents are to accompany check, PLEASE provide copies for mailing as well as for Accounts Payable with your request.**
- When request is processed for payment by the Business Office, the yellow copy will be returned to approving authority indicating date processed.

INVOICE

REMIT TO

CALLAN & WOODWORTH MOVING
900 HIGHWAY 212
MICHIGAN CITY, IN 46360
PHONE (219)874-3274 FAX (219)872-0776
EMAIL:

INVOICE #	DATE	PAGE
E23594	07/18/19	1
B/L #	P.O#	

LOCAL COD'S

CODLOC
CARDON, ANN

ORDER NUM E23594

ORIGIN:

DEST:

LOAD DATE 07/18/19

DESCRIPTION	QUANTITY	RATE	GROSS AMT	NET AMT
Transportation Charges	8680.00		3,103.01	3,103.01
FUEL SURCHARGE	1.00	260.61	260.61	260.61
VALUATION - INTRA	1.00	560.00	560.00	560.00
\$40,000 Declared Value / \$0 Deductible				
TV CARTONS		125.00/EA	250.00	250.00
CONTAINER			906.15	906.15
PACKING			1,128.10	1,128.10

CONTAINER

PACK

UNPACK

CONTAINERS	QTY	AMT	QTY	AMT	QTY	AMT
1.5 CARTON	11	39.60	11	95.70	0	0.00
3.0 CARTON	14	63.00	14	179.90	0	0.00
4.5 CARTON	13	77.35	13	184.60	0	0.00
6.0 CARTON	4	25.00	4	65.60	0	0.00
DISHPACK CARTON	7	86.45	7	226.10	0	0.00
MIRROR PACK	9	173.70	9	175.50	0	0.00
WARDROBE CARTON	16	321.60	16	140.00	0	0.00
SINGLE MATTRESS CTN	5	76.25	5	38.00	0	0.00
QUEEN/KING MATTRESS CT	2	43.20	2	22.70	0	0.00

AMOUNT DUE	PAY BY	6,207.87
	PAY AFTER	6,207.87
	07/18/19	
	07/18/19	



Kelly Walter <walterke@tcapsstudent.net>

New Employee - Ann M. Cardon

1 message

Kelly Walter <WalterKe@tcaps.net>

Thu, Jul 11, 2019 at 1:26 PM

Reply-To: WalterKe@tcaps.net

To: Stacey Hozak <hozakst@tcaps.net>

Cc: Bill Wellman <wellmanbi@tcaps.net>, Brittanie Stevens-Baker <stevensbr@tcaps.net>, LahtiEr <lahtier@tcaps.net>

Hi Stacey,

Ann M. Cardon has completed her New Hire Paperwork and is now ready to begin employment as the **Superintendent!**

- Start date: **8/1/2019**
- Employee ID number: [REDACTED]
- Orientation date: **7/10/2019**
- Ann received her ID/access badge to the district on 7/10.

As we discussed, please click here for the [New Hire Checklist](#) to be completed with her as soon as possible.

Please let me know if you have any questions. Thanks!

Kelly Walter

Executive Assistant - Human Resources

Traverse City Area Public Schools

412 Webster Street, Traverse City, MI 49686

p: 231-933-1713

f: 231-933-1721

www.tcaps.net

Checklist for Site Supervisors: TCAPS Employee Onboarding



Employee Name: _____ Location: _____

Position: _____ Hire Date: _____ Start Date: _____

Direct Supervisor / Site Responsibilities

Date Completed

- | | |
|---|-------|
| ✓ Employee contacted prior to start date to arrange first day of work details <ul style="list-style-type: none">○ Where to park and enter building○ Where to report and who will greet them○ Dress code | _____ |
| ✓ Tour of building and staff introductions | _____ |
| ✓ Submit Technology SchoolDude to receive phone, computer, etc. | _____ |
| ✓ Contact Communications to update School page on Website | _____ |
| ✓ Assign a mentor or buddy with the same/similar job title to assist with questions during initial transition time. <ul style="list-style-type: none">○ Name of buddy/mentor: _____○ Job responsibilities○ Helpful tips and resources | _____ |
| ✓ Explain how to use ID badge to enter building & interior key check out/system (if applicable) | _____ |
| ✓ Review attendance procedures <ul style="list-style-type: none">○ Absence reporting○ Overtime○ Holidays○ Snowdays | _____ |
| ✓ Review and explanation of building communication procedures (phone, voicemail, email, etc.) | _____ |
| ✓ Review paid and unpaid break procedure <ul style="list-style-type: none">○ When breaks should be taken○ Location of staff lounge○ Getting and paying for lunch (if applicable) | _____ |
| ✓ Training expectations explained and necessary training completed | _____ |
| ✓ Emergency/drill procedures explained
Safety dogs explained (secondary buildings only) | _____ |
| ✓ Accident reporting procedures | _____ |
| ✓ Verification all necessary assets have been assigned and training provided (keys, laptop, software, passwords, etc.) | _____ |

Within one week of the employee's first day, please return this form to your HR Generalist for placement in Employee Personnel File.

UNPROFESSIONAL CONDUCT REPORT - RECORDS REQUEST

SECTION 1: TO BE COMPLETED BY PROSPECTIVE EMPLOYEE

I hereby authorize that:

Previous Employer: *

St. Joseph Public Schools

Attn (Supervisor):

Barry Conybeare

Previous Employer Mailing
Address: *

(Street Address, City, State, Zip)

3275 N. Lincoln
St. Joseph, MI 49085

Previous Employer Phone
Number *

269-926-3101

(XXX-XXX-XXXX)

Previous Employer Email
Address:

spatzer@sjschools.org

Previous Employer Fax
Number

269-429-5042

(XXX-XXX-XXXX)

may release and forward information request in section 2 (below) of this document concerning my conduct while employed with my current/previous employer to my prospective employer.

PROSPECTIVE EMPLOYER:

Traverse City Area Public Schools
Attn: Dr. Cindy J. Berck, Executive Director
Human Resources and Labor Relations
412 Webster Street
Traverse City, MI 49686

T: 231-933-1710

F: 231-933-1721

CONSENT TO OBTAIN RECORDS

I have applied for employment with the District. Pursuant to the requirements of Michigan law, I make the following authorization, release, and waiver.

I authorize all prior and current employers to disclose any and all information that the District believes is pertinent to my application for employment, including any unprofessional conduct in which I engaged while in their employ, and to make available to the District copies of all documents in my personnel record relating to my employment.

I release and hold harmless all prior and current employers, and the District, their agents and employees from any civil or criminal liability for providing such information. I waive any rights I may have under the Bullard-Plawecki Employee Right to Know Act to rwritten notification from all prior and current employers regarding the release of information described above.

For purposes of this Authorization and Release, the term "unprofessional conduct" means one or more acts of misconduct; one or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or the commission of a crime involving a minor. A criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct.

I understand that the District will not hire me if I refuse to sign this Authorization and Release. I further understand that the District may require me to provide additional information not described in this Authorization and Release. I also understand that until the report is received and reviewed, I am considered as a conditional employee and my contract is considered voidable at the option of the District, based on information contained in the report.

The District will use any information it receives pursuant to this Authorization and Release only for the purpose of evaluating my qualifications for employment in the position for which I have applied. The District will not disclose any information it receives to any person, other than me, who is not directly involved in the process of evaluating my qualifications for employment.

Digital Signature: *

Ann M Cardon

Please type full name (first and last) to digitally sign this consent form.

Date: *

07/07/2019



(mm/dd/yyyy)

SECTION 2: TO BE COMPLETED BY PREVIOUS EMPLOYER

As a result of checking our personnel records of the above named individual, please be informed that (please check one of the following):

☒ There was not unprofessional conduct on the part of this individual while he/she was employed here.

☐ Copies of documents relating to unprofessional conduct by this individual are attached as per Michigan Public Act 189 of 1996.

We would appreciate you providing the requested information about this applicant by completing this form. To expedite matters you may fax your reply initially and mail the original. Public Act 189 requires current or former employers to provide the requested information no later than 20 business days after receiving this request.

Section 2 (above) Completed By:

Signature:

BSRL

Date:

7/10/19

Barry Conybeare
Board President

Please print full name:

Please indicate title/position with organization:

SECTION 3: TO BE COMPLETED BY PROSPECTIVE EMPLOYER

This form was (check one):

☐ Faxed to Previous Employer

☒ E-Mailed to Previous Employer

Completed by:

Signature: Kelly L. Walter Date: 7-9-19

Please print full name:

Please indicate title/position with district:

Information received from previous employer on:

ANN CARDON

Completed: 7/7/2019 3:31:52 PM

New Employee Information Questionnaire

HR Copies

(First, MI, Last)

1. Full Name:

Ann M. Cardon

Emp. ID # [REDACTED]

(Street Address, City, State, Zip)

Present Address:

[REDACTED]

(XXX-XXX-XXXX)

Home Phone Number:

[REDACTED]

(XXX-XXX-XXXX)

Mobile/Cell Phone Number:

[REDACTED]

Email Address:

[REDACTED]

(XXX-XX-XXXX, include dashes)

Social Security Number:

[REDACTED]

(mm/dd/yyyy)

Date of Birth:

[REDACTED]

2. Highest Degree Awarded

Other

Name of College/University, if applicable:

GVSU

3. Previous employment with Traverse City Area Public Schools

Years of previous FULL-TIME employment 0

Years of previous PART-TIME employment 0

4. Have you ever worked in another Michigan public school district or for the State of Michigan?

Yes

If yes, state total number of years in another Michigan public school district and/or for the State of Michigan:

24

State credit years you believe are available to you (including years) you have purchased or in process of purchasing, which would apply toward retirement credit:

29

Years for Military Service: 0

Years for maternity/paternity/
child-care leave: 0

Years for out-of-state public
school employment: 0

(please select only one)

5. Part A. Not Hispanic/Latino (complete Part B below)
What is your ethnicity?

(please select only one)

5. Part B. White: A person having origins in any of the original peoples of Europe, the
What is your race? Middle East, or North Africa.

Note: If either question above is not answered, the U.S. Department of Education requires the school district to supply an answer on your behalf.

6. Position you are being hired for: Superintendent

Building/Site: Boardman Administration Building

7. Marital Status: Married

Spouse's Name: James David Cardon

8. For Teacher's Only - Please select the number of pay periods you would like your contract paid.

Please provide their full name (First and Last)

9. Emergency Contact Person: James David Cardon

(XXX-XX-XXXX)

Emergency Contact Phone
Number:



Relationship to Emergency
Contact: spouse

Please type your full name (first and last) to digitally sign this document

Digital Signature: Ann M Cardon

(mm/dd/yyyy)

Date Signed: 07/07/2019

Employee Directory Option

We publish annually a staff directory listing employee's name, work location, home phone number and address. If you prefer that your home number and/or address NOT appear in this directory, please check below.

☐ Please do not list my home phone number.

☒ Please do not list my home address.

[please type your full name \(first and last\) to digitally sign.](#)

Digital Signature:

Ann M Cardon

PRIOR CONVICTION FORM

Pursuant to Public Act 68 of 1993, Public Act 83 of 1995 and Public Acts 121-135 of 2005, I hereby represent that (check one): *

- ☒ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest), to any crime(s) including misdemeanors or felonies.
- ☐ 2. I have been convicted of, or pled guilty or nolo contendere (no contest), to the following(s) including misdemeanors or felonies (please explain below).

If you answered with #2 to the question above, please explain:

I UNDERSTAND AND AGREE THAT PURSUANT TO PUBLIC ACT 68 OF 1993, PUBLIC ACT 83 OF 1995 AND PUBLIC ACTS 121-135 OF 2005:

1. the Traverse City Area Public Schools' (TCAPS) Board of Education ("School Board") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police and the Federal Bureau of Investigation (FBI);
2. until that report is received and reviewed by the School District, if the School District contracts with me, that contract of employment is a conditional contract and I am regarded as a conditional employee; and
3. if the report from the Michigan Department of Education of State Police or the FBI is not the same as my representations(s) above respecting either the absence of any conviction(s) or any crime(s) of which I have been convicted, my employment contract is voidable at the option of the School District. If the School District voids my conditional contract of employment, my employment (and any attendant contractual statutory and/or common law rights) shall be considered terminated and TCAPS, its Board of Education, individual members of the Board, administrators, employees and agents shall not be liable for the termination of my contract and of my employment.

Digital Signature: *

Ann M Cardon

Please type full name (first and last) to digitally sign.

ANN CARDON

Completed: 7/7/2019 3:48:34 PM

MICHIGAN IN USA
DRIVER LICENSE



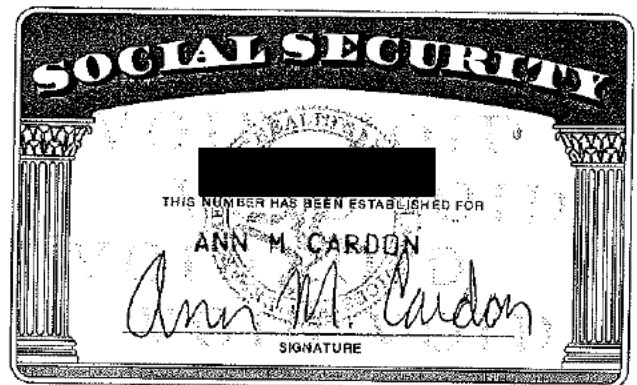
ANN MARIE CARDON

Sex **F** Hgt **503** Eyes **BLU**
Lic Type **D** End **NONE**
Restrictions **NONE**

Ann M Cardon

DONOR
Rev 01-21-2011

SOCIAL SECURITY



ANN M. CARDON

Ann M. Cardon
SIGNATURE



Erika <lahtier@tcapsstudent.net>

New Hire Onboarding Paperwork

1 message

Erika Lahti <LahtiEr@tcaps.net>

Fri, Jun 21, 2019 at 8:19 AM

Reply-To: LahtiEr@tcaps.net

To: [REDACTED]

Cc: Kelly Walter <walterke@tcapsstudent.net>, BerckCi <berckci@tcaps.net>

Bcc: Brittanie Stevens-Baker <stevensbr@tcaps.net>

Good Morning Ann,

Congratulations and welcome to TCAPS!

Our district uses an online records management system which will enable you to easily complete most of your new hire documentation from home. You are receiving this message because you have been assigned the New Employee Onboarding Paperwork checklist. Please complete the assigned documents as soon as you are able, to prevent any delays in processing. As a reminder, you will also need to bring your I-9 identify verification documents to the central office before you begin your employment. *Your responses are kept confidential and are visible only to authorized parties.* **Please complete ALL of the forms prior to your visit to the TCAPS Boardman Administration Building (8 forms in total).** We do have hard copies of the new hire forms available in the event you do not wish to complete them electronically.

To log in to the records management system please [follow the link here and at the bottom of this message](#). Your username is: **annmcardon@gmail.com** (this will eventually be changed to your TCAPS email). When you attempt to log in for the first time please click the "Logging in for the first time?" link at the bottom of the log in page to reset your password. Your temporary password, in the event you need it is: **TCAPS2019!**

Four Products. One Login.

Introducing an easier way to access all of your TalentEd products.

☐ Remember username on this computer

[Logging in for the first time?](#)

[Forgot your password?](#)



If you are an applicant and have reached this page in error, please go to our [Careers Homepage](#).

Prior to your first day with TCAPS, please complete the following:

1. Fingerprinting: One of our Human Resources Generalists will be working with your current school district to have your fingerprint background check released to TCAPS. We will be reaching out early next week to begin the fingerprint transfer process.

2. New Employee Paperwork (electronic) and Supporting Documents: When you are next in the District, please bring your **Social Security Card** and **Driver's License** (or other State issued photo ID) to be photocopied. We will get you set up in our employee database, issue a TCAPS ID number, and a TCAPS employee badge.

[LOGIN TO THE TCAPS RECORDS MANAGEMENT SYSTEM HERE](#)

If you have any questions or concerns, please call the TCAPS Human Resources Department at (231) 933-1710. We look forward to having you join us.

Thank you, Ann, and I look forward to meeting you!

Erika Lahti

Employee Services Coordinator

Human Resources

Traverse City Area Public Schools

Office: 231-933-1719

Fax: 231-933-1721

Checklist for Human Resources: TCAPS New Employee Onboarding



Name: Ann Cardon Phone #: _____ ID# [REDACTED]
 Badge # 58862 Position: Superintendent Union: AN Start Date: 8-1-2019

Human Resources

Date Completed

- ✓ Contact direct supervisor to initiate asset mgt. process & supervisor's call to employee (Supervisor to inform employee where/when and to whom to report) N/A
- ✓ New hire paperwork sent via TalentEd Hire 6-21-19
- ✓ Personalized Employment Confirmation Letter emailed to employee BOE Contract email
- ✓ Transmittal Submitted _____
- ✓ Confirm and Print New Hire Paperwork from TalentEd Hire 7-9-19
 - ☒ Print Application Packet (see Search Binder)
- ✓ New Employee Orientation scheduled 7-10-19
 - ☒ Added to Calendar
- ✓ Schedule Supervisor Follow-Up Emails _____
 - ☐ 30 day _____
 - ☐ 75 day _____
- ✓ Verify Transcripts, Certificates, Licenses emailed RE: this 7-10-19 7-17-19
- ✓ Livescan Form & MI Waiver received, copy of ID made, packet filed prints to be done 7-10-19 here 7/10/19
- ✓ Fingerprint background report received _____
- ✓ Social security card verified/copied & Photo ID (DL, Passport, etc.) copied ✓ 7-10-19
- ✓ Employee entered in MIS 7-10-19
- ✓ ID badge received/key card access, Update MIS 7-10-19
- ✓ Email AA or Department Supervisor, cc: Technology and RaeAnn 7-11-19
 - ☒ Include AA Checklist to Stacey Horak
 - ☒ Inform K.W. to update email distribution lists + A.T. Roster
 - ☐ Inform Liisa Szarapski if new hire is Admin Asst.
- ✓ Create TalentEd Hire Account, if applicable (AN, TCAA) EL
- ✓ I9 completed and filed 7-10-19
- ✓ Unprofessional Conduct Form - completed and sent 7-9-19 emailed
- ✓ Payroll Forms sent 7-10-19
- ✓ Employee entered or updated in SafeSchools ✓
 - ☒ SafeSchools email sent
- ✓ Reminder Email Sent - New Hire Orientation N/A
- ✓ After Orientation
 - ☐ Timesheet Submitted for Approval
 - ☐ Update SafeSchools with BBP Date
 - ☐ Send D2L Memo

TRAVERSE CITY AREA PUBLIC SCHOOLS SUPERINTENDENT CONTRACT

THIS CONTRACT is entered into as of this 10th day of June, 2019, between the Board of Education of the School District of Traverse City Area Public Schools of Grand Traverse, Leelanau, and Benzie Counties, Michigan, hereinafter called "Board" and "District", respectively, and Ms. Ann Cardon as Superintendent of Schools, hereinafter called "Superintendent."

A. **TERM.** The Board agrees to hire the Superintendent for a term commencing on August 1, 2019 and terminating on June 30, 2022 subject to the terms and conditions of this contract.

B. **QUALIFICATIONS.** Superintendent represents that she possesses, holds and will maintain all certificates, credentials and qualifications required by law, including the provisions of Sections 1246 and 1536 of the Revised School Code, the regulations of the Michigan Department of Education, and those required by the law and/or by the State Board of Education. If at any time the Superintendent fails to maintain all certificates, credentials, continuing education requirements and/or qualifications assigned as required herein, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

C. **PROFESSIONAL RESPONSIBILITIES OF SUPERINTENDENT.** The Superintendent shall perform the usual and necessary duties and tasks of the chief executive officer of a school district in a competent and professional manner, subject to the satisfaction, direction, and control of the Board of Education of the District, which shall be the sole judge of performance. Without limiting the generality of the preceding, such duties and tasks shall include and be subject to the following:

1. **Duties.** The Superintendent shall have charge of the administration of the schools under the direction of the Board of Education and shall administer the District according to applicable law and regulations, Board policy and the requirements, directives, regulations and guidelines of the Board of Education. She shall be the chief executive officer of the District and shall, in general, perform all duties incident to the office of superintendent of schools and such other duties as may be prescribed by the Board.

2. **Services.** This Contract is intended by the parties to be a full-time contract. The Superintendent shall devote her full time, energies and attention to the functions of superintendent at all times during the term of this Contract. Superintendent shall remain available to meet the responsibilities of the superintendent of schools on such occasions as are necessary.

3. Relationship to the Board. The Board and Superintendent mutually desire to work cooperatively with the objective of advancing the interests of the District through providing effective and successful District leadership. To that end, the Board shall promptly refer all criticisms, complaints, and suggestions called to its attention to the Superintendent for study and recommendation unless the Board determines that the welfare of the District, its students or its staff requires action inconsistent with this provision. The Superintendent shall have the obligation, unless excused, to attend all board meetings and serve as an ex-officio member of all board committees. Should a concern arise regarding the Superintendent's relationship with the Board, the parties may agree to utilize a mutually selected outside facilitator. In that event, the cost of the facilitation shall be paid by the Board.

4. Outside Activities. The Superintendent shall devote the necessary time, attention, and energy to the business of the District. Participation in outside professional activities by the Superintendent shall be subject to approval by the Board in its discretion where the time requirement for such activities is anticipated to be substantial (e.g., conferences, which require the Superintendent's absence from the District for two or more regular business days). In the event the Board, in its sole discretion, determines that any such outside activities interfere with the Superintendent's satisfactory performance or the time necessary for satisfactory performance of her duties, it may require the Superintendent to cease some or all of such activities. Superintendent shall use personal or vacation time to conduct professional activities for which she receives fees for services or she shall provide the fees to the District.

The Superintendent may undertake consultative work or lecturing when such activities will not impinge upon the time and effort required to be exerted by the Superintendent in the discharge of responsibilities under this Contract unless the Board gives prior consent to such activities. When such consultative activities are approved by the Board, the Superintendent shall use vacation leave to perform such activities and may retain any honorarium paid. In no case will the district be responsible for any expense related to the performance of consultative activities.

5. Incorporation of Laws. Notwithstanding and not as a modification of any other specification or reference herein, this Contract is subject to and includes all applicable laws of the federal and state governments and all duly adopted policies, rules, and regulations of the District as are in effect or become in effect during the term of this Contract; and the Board specifically reserves the right to change such policies, rules, and regulations at any time.

6. Residence. The Superintendent is encouraged to establish and maintain her primary residence within the boundaries of the District during the term of this Contract. A one-time moving expense reimbursement will be provided not to exceed Four Thousand dollars (\$4,000). Itemized moving expense receipts must be submitted for reimbursement within ninety (90) days of the execution of this contract.

D. COMPENSATION. The District shall pay the Superintendent as remuneration for her services the annual base salary of \$184,000 prorated and effective August 1, 2019 for the 2019/20 year, the annual base salary of \$187,000 for 2020/2021, and the annual base salary of \$190,000 for 2021/2022. As part of her salary remuneration for services under this contract, the Board agrees to provide the Superintendent a tax-sheltered annuity equivalent of .25% monthly of her annual base salary for 2019/2020, .50% for 2020/2021, and .50% monthly for 2021/2022. The Superintendent will select the tax-sheltered annuity from the district's recognized list of plans qualifying under Section 403(b) of the Internal Revenue Code. In addition, performance pay of Two Thousand Dollars (\$2,000) annually shall be provided for an effective evaluation rating or Three Thousand (\$3,000) annually shall be provided for a highly effective evaluation rating.

The Board, at the request of the Superintendent and in accordance with law, will withhold and transfer an amount of salary annually, semi-annually or monthly, said amount to be determined by the Superintendent, permitting the Superintendent to participate, if she so desires, in a tax-deferred annuity program.

E. FRINGE BENEFITS. Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third party administrator, the Board shall make premium payments on behalf of Superintendent and her eligible dependents for enrollment in the following insurance programs:

1. The Superintendent will be covered at Board expense under the Board's then current standard group long-term disability (60% of monthly earnings, 90 day waiting period), and term life insurance policy with a death benefit thereunder equal to two times the Superintendent's then current base salary. If the Superintendent elects, in writing, to not receive the group long-term disability protection or the term life insurance, she will be provided cash in lieu of the monthly premiums for the insurance coverage she declines.

2. The Superintendent and her dependent family will be covered at the same rate as the non-affiliated administrators' current group health, dental, and vision insurance policies.

The Superintendent may select cash in lieu of the monthly premiums afforded her under the above-listed health and/or dental and/or vision insurance coverage. The monthly amount available will be as limited by the Board and will be added to the Superintendent's gross income with the Superintendent accordingly responsible for signing a "Salary Reduction Agreement" to cover same. With the cash the Superintendent may select a tax-sheltered annuity or mutual fund from the district's recognized list of plans qualifying under Section 403(b) of the Internal Revenue Code. In order to participate in this program, the Superintendent must show proof of health and/or dental and/or vision insurance under another plan.

3. The Superintendent shall be entitled to twenty-five (25) vacation days, with pay, per contract year. A maximum of five (5) unused vacation days may accrue and be carried over into the next succeeding fiscal year.

4. The Superintendent shall be allowed twelve (12) sick days per contract year which may be banked or accumulated from year to year, up to a maximum of one-hundred-eighty (180) allotted and unused days at the start of any contract year. Any time off due to illness in excess of the allotted and accumulated sick days then in effect shall not be compensated, except as may otherwise be provided pursuant to the terms of the above disability policy or except as the Board, at its discretion, may otherwise decide.

5. The Superintendent may take up to two (2) personal days, with pay, per contract year to conduct personal business. Any such days unused and remaining at the end of each contract year shall convert to sick leave.

6. The Superintendent shall submit to such medical examinations, supply such information and execute such documents as may be required by any underwriter, policyholder or third party administrator providing insurance programs specified under this Contract. Additionally, upon request of the Board, Superintendent shall authorize the release of medical information necessary to determine if Superintendent is capable of performing the essential job functions required by her assignment, with or without reasonable job accommodation(s). Any physical or mental examination or disclosure of such information required of Superintendent by the Board shall be job related and consistent with business necessity. Any medical or psychological examination under this section shall be at Board expense. Any information obtained from medical or psychological examinations or inquiries shall be considered and treated as confidential.

7. The Superintendent will be paid a car allowance at an annual rate of \$6,200 for 2019/2020, 2020/2021, and 2021/2022 (to be paid on a monthly basis) to compensate the Superintendent for obtaining and maintaining a suitable business automobile of her choice. All automobile travel required of the Superintendent within the district is intended to be deemed fully compensated by said car allowance. All costs of maintenance, insurance, tires, gas, oil, and the like relating to the automobile will be the responsibility of the Superintendent.

8. The Board shall reimburse the Superintendent for reasonable traveling outside the District (at the standard District rate) and business expenses incurred by her in the performance of her duties hereunder on the basis of detailed expense accounts rendered by her to the Board in accordance with the Board's regular accounting requirements and policies regarding reimbursement of expenses. The Board will provide the Superintendent with a credit card to facilitate the tracking and payment of such expenses, which shall be used solely for ordinary and necessary business expenses, and for no other purposes. Also, the Superintendent may incur reasonable expenses for

professional association dues and fees, and costs for professional conferences and meetings on national, state, and local levels. The Board of Education will be notified prior to out-of-state travel.

9. Bereavement absence without loss of salary shall be allowed up to eight (8) days upon the death of spouse, child, parent, parent-in-law, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, or dependent.

Absence may be approved for the death of other individuals as approved by the Board President and/or Secretary.

10. Ten (10) days of time off with pay will be included in the Superintendent's work year for holidays in which district offices are closed [Fourth of July (1), Labor Day (1), Thanksgiving break (2), December break (2), New Year's (2), Good Friday (1), and Memorial Day (1)].

11. To assist the Superintendent with career development, continuing education is offered which pays tuition at a rate of 50% upon proof of successful completion of executive leadership development programs.

12. The Board shall maintain travel accident insurance for all approved school district trips in the sum of \$100,000 for accidental death.

13. Retirement pay will be granted to the Superintendent at the rate of thirty percent (30%) of the Superintendent's base pay on the effective date of the termination of this contract for any of the reasons in section G including, but not limited to dismissal, if the Superintendent satisfies all of the following conditions:

- a. As of the effective date of contract termination, she has completed a minimum of ten (10) years of employment with the District; and
- b. As of the effective date of contract termination, she has not less than seventy-five (75) remaining unused accumulated sick leave days; and
- c. She submits verification not later than the effective date of contract termination that within twelve (12) months of the contract termination she will be eligible to receive unreduced pension benefits under the Public School Employees Retirement Act, in conformance with the rules and procedures of the Michigan Public School Employees Retirement System; and
- d. In the event that this contract is terminated under Section G 1., 2. or 3., she submits a letter of resignation to the Board of Education not less than sixty (60) days prior to the effective date of her resignation. The Board may waive this requirement.

Payment will be remitted through the Superintendent's choice of her 403b or 401a account, subject to any applicable contribution limitations. In the event that the amount of the retirement benefit exceeds the contribution limitation, the excess shall either be contributed in the next year or the parties will make other mutually acceptable arrangements for satisfaction of this obligation.

In the event of the Superintendent's death between the time that she has satisfied all of the above conditions and the remittance of the retirement pay benefit, the amount owing will instead be paid to a beneficiary designated by the Superintendent, in writing, and on file in the Human Resources Office. If no such beneficiary designation is on file, the amount will be paid in accordance with MCL 408.480 or its successor provision.

F. EVALUATION AND RENEWAL. The Board will evaluate the Superintendent's performance at least annually and in writing, using an evaluation instrument with multiple rating categories, that takes into account data on student growth as a significant factor and established performance goals, and that is mutually agreeable, provided that the Board will establish the evaluation instrument and criteria in the absence of agreement.

The Board shall review this contract with the Superintendent on or before June 30, and take official action determining whether or not to extend the contract and to notify the Superintendent of its action in writing. The Superintendent shall provide a reminder to the Board President by March 1 regarding this provision.

G. TERMINATION. This contract may be terminated by any of the following methods:

1. Mutual agreement of the parties.
2. Voluntary retirement of the Superintendent with a minimum of ninety (90) days' notice.
3. Voluntary resignation of the Superintendent with a minimum of ninety (90) days' notice.
4. Incapacity of the Superintendent, in accordance with Board Policy.
5. The Superintendent shall be subject to discharge only for reasons that are not arbitrary and capricious. If the Board proposes to discharge the Superintendent, it shall provide the Superintendent with a written notice of the basis for the discharge. The Board shall also permit the Superintendent to have a hearing before the Board. If the Superintendent chooses to be accompanied by legal counsel at the hearing, all fees related to the Superintendent's legal counsel shall be the sole responsibility of the Superintendent.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Superintendent during the term of this Contract, she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

6. The death of the Superintendent.

7. Normal expiration of the term or any extended term of this contract in accordance with its provisions, which shall not be construed as a discharge. The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this contract at the expiration of its term, which decision is discretionary with the Board.

H. **PROFESSIONAL LIABILITY.** The Board agrees to pay the premium amount for errors and omissions insurance coverage for Superintendent while engaged in the performance of a governmental function and while the Superintendent is acting within the scope of her authority. The policy limits for this coverage shall be not less than \$1,000,000. The terms of the errors and omissions insurance policy shall be controlling respecting defense and indemnity of Superintendent. The sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above errors and omissions coverage. In the event that such insurance coverage cannot be purchased in the above amounts and/or at a reasonable premium rate, the Board shall have the right to discontinue said coverage and shall so notify Superintendent. In that event, the Board agrees to a case-by-case basis to consider providing legal defense and/or indemnification to Superintendent as is authorized under MCL 691.1408 and MCL 380.11a(3)(d).

I. **TENURE.** It is expressly understood that the Superintendent shall not be deemed to be granted continuing tenure as an administrator in the School District of Traverse City Area Public Schools, and the conferral of tenure in this position is hereby expressly withheld.

J. **BINDING EFFECT.** This contract shall inure to the benefit of and be binding upon the heirs, personal representatives, successors, and assigns of the respective parties hereto, except that the Superintendent may not assign his obligations hereunder. This contract may be changed only in writing, signed by both parties. The invalidity of any paragraph, provision or part hereof shall not affect the validity of any other paragraph, provision or part.

K. **MICHIGAN.** This contract shall be interpreted and enforced in accordance with the laws of the State of Michigan. In the event of litigation arising under or in connection herewith, each

party consents to the exclusive jurisdiction of the courts of the State of Michigan, with venue in Traverse City, Michigan.

L. **ENTIRE AGREEMENT.** This Contract sets forth the entire agreement between the parties concerning employment of the Superintendent and as of 6-10-19 supersedes all prior agreements and understandings between the parties, whether written or verbal, concerning these matters. Except as otherwise stated herein, changes to this Contract, whether by way of addition, deletion or both, are not binding unless in writing and signed by both parties. In signing this Contract, Superintendent does not rely upon any representation or inducement other than those set forth herein. It is agreed that no individual Board member has any authority to enter into any new or different Contract of Employment with Superintendent other than as set forth herein.

IN WITNESS WHEREOF, the parties have executed this contract as of the day and year first above written.

Signed in the Presence of:

BOARD OF EDUCATION
Traverse City Area Public Schools

Stacey Hayak

By:

Sue Kelly
Sue Kelly

Its: President

Date:

6/10/19

Stacey Hayak

By:

Pamela Forton
Pamela Forton

Its: Secretary

Date:

6/10/19

SUPERINTENDENT OF SCHOOLS

Stacey Hayak

By:

Ann Cardon
Ann Cardon

Date:

6-5-19

GRAND VALLEY STATE UNIVERSITY

Office of the Registrar

Ann M. Cardon

Page: 1

Date Produced: 08-MAR-2011

Issued To: Ann M. Cardon

SUBJ NO.	COURSE TITLE	CRED	GRD	R	PTS
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Course Level: Masters

Ed Specialist

College : College of Education
Major : Leadership

Awarded Master of Education 08-AUG-2000

Ehrs: 33.000 QPts: 129.00
GPA-Hrs: 33.000 GPA: 3.909

College : College of Education
Major : General Education

Maj/Concentration : Educational Leadership

Awarded Certificate 23-MAY-2001

Ehrs: 0.000 QPts: 0.00
GPA-Hrs: 0.000 GPA: 0.000

College : Grand Valley State University
Major : Elementary Professional

Awarded Ed Specialist 26-APR-2008

Ehrs: 69.000 QPts: 261.00
GPA-Hrs: 66.000 GPA: 3.955

College : College of Education
Major : Leadership

Awarded Certificate 02-OCT-2008

Ehrs: 0.000 QPts: 0.00
GPA-Hrs: 0.000 GPA: 0.000

College : Grand Valley State University
Major : Administrator-Central Office

SUBJ NO.	COURSE TITLE	CRED	GRD	R	PTS
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INSTITUTION CREDIT:

Fall 1996

Grand Valley State University
Non Degree Graduate

ED 553	School Learning	3.000	A		12.00
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***** CONTINUED ON NEXT COLUMN *****

Institution Information continued:

Ehrs: 3.000 QPts: 12.00
GPA-Hrs: 3.000 GPA: 4.000

Winter 1997

Grand Valley State University
Non Degree Graduate

ED 672	Issues Multicultural Ed	3.000	A		12.00
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Ehrs: 3.000 QPts: 12.00
GPA-Hrs: 3.000 GPA: 4.000

Fall 1997

College of Education
General Education

ED 660	Ed Evaluation & Research	3.000	B+		9.90
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Ehrs: 3.000 QPts: 9.90
GPA-Hrs: 3.000 GPA: 3.300

Fall 1998

College of Education
General Education

EDG 665	Educational Leadership	3.000	A		12.00
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Ehrs: 3.000 QPts: 12.00
GPA-Hrs: 3.000 GPA: 4.000

Winter 1999

College of Education
General Education

EDG 670	School Law	3.000	A		12.00
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Ehrs: 3.000 QPts: 12.00
GPA-Hrs: 3.000 GPA: 4.000

Spring/Summer 1999

College of Education
General Education

***** CONTINUED ON PAGE 2 *****



Jerry Montag

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University Registrar

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Office of the Registrar

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Page: 2

Date Produced: 08-MAR-2011

SUBJ NO.	COURSE TITLE	CRED GRD PTS	R	SUBJ NO.	COURSE TITLE	CRED GRD PTS	R
Institution Information continued:				Institution Information continued:			
EDG 569	School Finance	3.000 A		Ehrs:	3.000 QPts:	12.00	
				GPA-Hrs:	3.000 GPA:	4.000	
EDS 566	Curric Devlp Sped Admin	3.000 A		12.00 Winter 2005			
Ehrs:	6.000 QPts:	24.00		College of Education			
GPA-Hrs:	6.000 GPA:	4.000		General Education			
Fall 1999				EDG 673	School Board Relations	3.000 A	12.00
College of Education				Ehrs:	3.000 QPts:	12.00	
General Education				GPA-Hrs:	3.000 GPA:	4.000	
EDG 668	Personnel Administration	3.000 A-		11.10 Winter 2006			
Ehrs:	3.000 QPts:	11.10		College of Education			
GPA-Hrs:	3.000 GPA:	3.700		General Education			
Winter 2000				EDG 675	Administrative Behavior	3.000 CR	00
College of Education				Ehrs:	3.000 QPts:	0.00	
General Education				GPA-Hrs:	0.000 GPA:	0.000	
EDG 667	Elem Supervision & Eval	3.000 A		12.00 Spring/Summer 2006			
Ehrs:	3.000 QPts:	12.00		College of Education			
GPA-Hrs:	3.000 GPA:	4.000		General Education			
Spring/Summer 2000				EDL 705	Org Behav Ethics Dec	3.000 A	12.00
College of Education				Ehrs:	3.000 QPts:	12.00	
General Education				GPA-Hrs:	3.000 GPA:	4.000	
EDG 685	F:Elementary Principal	3.000 A		12.00 Fall 2006			
EDG 695	F:Ed Leadership	3.000 A		College of Education			
Ehrs:	6.000 QPts:	24.00		General Education			
GPA-Hrs:	6.000 GPA:	4.000		EDL 700	Ed Leadership & Change	3.000 A	12.00
Winter 2002				Ehrs:	3.000 QPts:	12.00	
College of Education				GPA-Hrs:	3.000 GPA:	4.000	
General Education				Winter 2007			
ED 601	Dynamic Leadership II	3.000 A		College of Education			
				General Education			

***** CONTINUED ON NEXT COLUMN ***** CONTINUED ON PAGE 3 *****



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Page: 3

Date Produced: 08-MAR-2011

SUBJ NO.	COURSE TITLE	CRED GRD PTS	R	*****	TRANSCRIPT TOTALS *****		
				INSTITUTION	Ehrs:	69.000 Qpts:	261.00
					GPA-Hrs:	66.000 GPA:	3.955
Institution Information continued:							
EDL 715	Data Decision Technology	3.000 A	12.00	TRANSFER	Ehrs:	0.000 Qpts:	0.00
					GPA-Hrs:	0.000 GPA:	0.000
Ehrs:	3.000 Qpts:	12.00		OVERALL	Ehrs:	69.000 Qpts:	261.00
GPA-Hrs:	3.000 GPA:	4.000			GPA-Hrs:	66.000 GPA:	3.955
***** END OF TRANSCRIPT *****							
Spring/Summer 2007							
College of Education							
Leadership							
EDL 720	Org & Comm Relations	3.000 A	12.00				
EDL 725	Ed Law Policy & Practice	3.000 A	12.00				
Ehrs:	6.000 Qpts:	24.00					
GPA-Hrs:	6.000 GPA:	4.000					
Fall 2007							
College of Education							
Leadership							
EDG 710	Instruct Mgt. & Supervision	3.000 A	12.00				
EDL 740	The Superintendency	3.000 A	12.00				
Ehrs:	6.000 Qpts:	24.00					
GPA-Hrs:	6.000 GPA:	4.000					
Winter 2008							
College of Education							
Leadership							
EDL 744	Edu Finance & Eco Issues	3.000 A	12.00				
EDL 770	Leadership Theory into Pract	3.000 A	12.00				
Ehrs:	6.000 Qpts:	24.00					
GPA-Hrs:	6.000 GPA:	4.000					

***** CONTINUED ON NEXT COLUMN *****



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Page: 1

Date Produced: 08-MAR-2011

Issued To: Ann M. Cardon

Course Level: Undergraduate

Comments:

Cum Gpa: 3.857

Major: Language Arts

Minor: Elementary Distributed

Awarded Bachelor of Arts 29-APR-1995

Ehrs: 57.000 QPts: 258.40

GPA-Hrs: 67.000 GPA: 3.857

College: Arts and Humanities Division

Major: English

Maj/Concentration: Language Arts

Minor: Elementary Distributed

Inst. Honors: Cum Laude

Awarded Certificate 26-JUL-1995

Ehrs: 0.000 QPts: 0.00

GPA-Hrs: 0.000 GPA: 0.000

College: Grand Valley State University

Major: Elementary Provisional

SUBJ NO.	COURSE TITLE	CRD GRD PTS	R
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TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

FLL91-SUM93 Muskegon Comm College

AH 100.1	General Credit	3.000 TA	
ART 230	Art For Classroom Teacher	3.000 TA	
BIO 100.1	General Credit	1.000 TA	
BIO 100.2	General Credit	1.000 TA	
BIO 100.3	General Credit	1.000 TA	
BIO 100.4	General Credit	1.000 TA	
CTH 366	Theatre For Children	3.000 TA	
ENG 150	Eng Comp: Expos & Argumt	3.000 TB+	
ENG 170	Eng Comp: Intro To Lit	3.000 TA	
ENG 308	Teaching Rdy: Nec Skills	3.000 TA	
ENG 309	Literature For Children	3.000 TA	
HST 108	American Hist Since 1877	3.000 TA-	
MTH 097	Elementary Algebra	0.000 TA	
MTH 110	Algebra	4.000 TA	

***** CONTINUED ON NEXT COLUMN *****

SUBJ NO.	COURSE TITLE	CRD GRD PTS	R
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Transfer Information continued:

MTH 221	Math For Elem Tchrs 1	4.000 TA	
NS 100.1	General Credit	4.000 TB+	
PED 150	Beginning Swimming	1.000 TA	
PLS 100.1	General Credit	3.000 TA	
PLS 102	American Govt & Politics	3.000 TA	
PSY 101	Introductory Psychology	4.000 TA	
SPA 101	Elementary Spanish 1	4.000 TA	
SPA 102	Elementary Spanish 2	4.000 TA	
Ehrs:	57.000 QPts:	0.00	
GPA-Hrs:	0.000 GPA:	0.000	

INSTITUTION CREDIT:

Fall 1993

Arts and Humanities Division

English

CS 205	Computers In Education	2.000 A-	7.40
ENG 247	Sws Amer Writers 1	3.000 A	12.00
ENG 312	Sws Shakespeare	3.000 A	12.00
ENG 361	Structure Modern English	3.000 B+	9.90
SPA 201	Intermediate Spanish 1	4.000 A-	14.80

Ehrs: 15.000 QPts: 56.10

GPA-Hrs: 15.000 GPA: 3.740

Dean's List

Winter 1994

Arts and Humanities Division

English

ED 300	Intro To Education	3.000 A	12.00
ENG 201	Sws Classcl Liter	3.000 A-	11.10
ENG 219	Creative Writing	3.000 A-	11.10
ENG 380	The Artist In Society	3.000 B+	9.90
PSY 301	Child Development	3.000 A	12.00

***** CONTINUED ON PAGE 2 *****



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Page: 2

G00316136

Date Produced: 09-MAR-2011

SUBJ NO.	COURSE TITLE	CRED	GRD	R	***** TRANSCRIPT TOTALS *****			
					INSTITUTION	Ehrs:	Qpts:	
			PTS					
Institution Information continued:								
	Ehrs:	15.000	Qpts:	56.10	TRANSFER	Ehrs:	57.000	Qpts:
	GPA-Hrs:	15.000	GPA:	3.740		GPA-Hrs:	0.000	GPA:
Dean's List								
Spring/Summer 1994					OVERALL	Ehrs:	124.000	Qpts:
Arts and Humanities Division						GPA-Hrs:	67.000	GPA:
English					***** END OF TRANSCRIPT *****			
ENG 250	Sws British Wrt 1	3.000	A	12.00				
ENG 310	Teaching Writing	3.000	A	12.00				
	Ehrs:	6.000	Qpts:	24.00				
	GPA-Hrs:	6.000	GPA:	4.000				
Fall 1994								
Arts and Humanities Division								
English								
303	Elem Teacher Assisting	6.000	A	24.00				
ED 304	Mainstreaming Pub School	1.000	A	4.00				
ED 320	Mat & Methods Elem Rdg	3.000	A	12.00				
ENG 400	Lang Arts For Teaching	3.000	A-	11.10				
PSY 325	Psy Applied To Teaching	3.000	A	12.00				
	Ehrs:	16.000	Qpts:	63.10				
	GPA-Hrs:	16.000	GPA:	3.944				
Dean's List								
Winter 1995								
Arts and Humanities Division								
English								
ED 403	Student Teaching: Elem	12.000	A	48.00				
ENG 495	Language & Literature	3.000	A-	11.10				
	Ehrs:	15.000	Qpts:	59.10				
	GPA-Hrs:	15.000	GPA:	3.940				
Dean's List								
***** CONTINUED ON NEXT COLUMN *****								



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STATE OF MICHIGAN

State Board of Education Department of Education

SCHOOL ADMINISTRATOR CERTIFICATE RENEWAL

awarded to

ANN MARIE CARDON

In accordance with the provisions of Act 451 of the Public Acts of 1976, the holder of this certificate has completed all state requirements for Administrator Certification.

ENDORSEMENTS
CENTRAL OFFICE (CO)

PROFESSIONAL LEARNING
SPECIALTY - DISTRICT LEVEL LEADERSHIP IMPROVEMENT (MILIFE)



Sheila A. Alles
Interim State Superintendent

Issue Date : 01/29/2018
Expiration Date : 06/30/2023
License Number : AD0002244

Certification requirements are subject to change. The certificate holder is responsible for being knowledgeable about current and revised regulations. It is the responsibility of the certificate holder to maintain a valid appropriate certification by meeting the requirements for certificate renewal as prescribed by statute and/or the State Board of Education.

MICHIGAN PROFESSIONAL EDUCATOR'S CODE OF ETHICS

The following ethical standards address the professional educator's commitment to the student and the profession:

- Service toward common good -** The professional educator's primary goal is to support the growth and development of all learners for the purpose of creating and sustaining an informed citizenry in a democratic society.
- Mutual respect -** Professional educators respect the inherent dignity and worth of each individual.
- Equity -** Professional educators advocate the practice of equity. The professional educator advocates for equal access to educational opportunities for each individual.
- Diversity -** Professional educators promote cross-cultural awareness by honoring and valuing individual differences and supporting the strengths of all individuals to ensure that instruction reflects the realities and diversity of the world.
- Truth and honesty -** Professional educators uphold personal and professional integrity and behave in a trustworthy manner. They adhere to acceptable social practices, current state law, state and national student assessment guidelines, and exercise sound professional judgment.

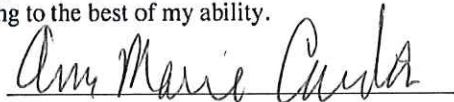
ADVISORY TO EDUCATOR

In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to : use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged educator certificate, or a certificate of another person.

TO BE EMPLOYED AS AN EDUCATOR IN MICHIGAN THE EDUCATOR OATH MUST BE SIGNED, NOTARIZED, AND SUBMITTED TO YOUR EMPLOYER. THIS IS AN OFFICIAL CERTIFICATE ONCE SIGNED AND NOTARIZED.

EDUCATOR OATH - STATE OF MICHIGAN

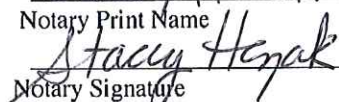
I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of educator according to the best of my ability.



Educator Signature

This certificate was subscribed and sworn to before me, along with picture identification, on July 17, 2019

Stacey Hozak
Notary Print Name



Notary Signature

Commission Expires: July 19, 2024

Notary Seal

EMPLOYERS MUST VERIFY EDUCATOR CERTIFICATIONS AT: <https://mdoe.state.mi.us/MOECSPublicCredentialSearch.aspx>
For information on the renewal or advancement requirements of this educator certificate please go to www.michigan.gov/teachercert

STATE OF MICHIGAN
State Board of Education Department of Education
PROFESSIONAL TEACHING CERTIFICATE RENEWAL

awarded to
ANN MARIE CARDON

In accordance with the provisions of Act 287 of the Public Acts of 1964, the holder of this certificate is authorized to teach in any Michigan school all subjects and grades indicated.

Elementary K-5 all subjects (K-8 All Subjects Self Contained Classroom)

LANGUAGE ARTS (BX) K-8


Sheila A. Alles

Interim State Superintendent

Issue Date : 01/11/2016
Expiration Date : 06/30/2021
License Number : CC-050360151934

Certification requirements are subject to change. The certificate holder is responsible for being knowledgeable about current and revised regulations. It is the responsibility of the certificate holder to maintain a valid appropriate certification by meeting the requirements for certificate renewal as prescribed by statute and/or the State Board of Education.

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- Mutual respect -** Professional educators respect the inherent dignity and worth of each individual.
- Equity -** Professional educators advocate the practice of equity. The professional educator advocates for equal access to educational opportunities for each individual.
- Diversity -** Professional educators promote cross-cultural awareness by honoring and valuing individual differences and supporting the strengths of all individuals to ensure that instruction reflects the realities and diversity of the world.
- Truth and honesty -** Professional educators uphold personal and professional integrity and behave in a trustworthy manner. They adhere to acceptable social practices, current state law, state and national student assessment guidelines, and exercise sound professional judgment.

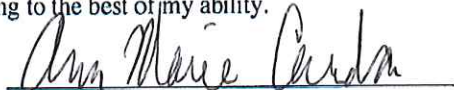
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TO BE EMPLOYED AS AN EDUCATOR IN MICHIGAN THE EDUCATOR OATH MUST BE SIGNED, NOTARIZED, AND SUBMITTED TO YOUR EMPLOYER.
THIS IS AN OFFICIAL CERTIFICATE ONCE SIGNED AND NOTARIZED.

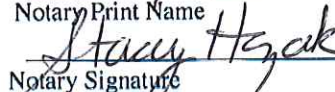
EDUCATOR OATH - STATE OF MICHIGAN

I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of educator according to the best of my ability.


Educator Signature

This certificate was subscribed and sworn to before me, along with picture identification, on July 17, 2019

Stacey Hozak
Notary Print Name


Notary Signature

Commission Expires: July 19, 2024

Notary Seal

EMPLOYERS MUST VERIFY EDUCATOR CERTIFICATIONS AT: <https://mdoe.state.mi.us/MOECs/PublicCredentialSearch.aspx>
For information on the renewal or advancement requirements of this educator certificate please go to www.michigan.gov/teachercert

Ann M. Cardon



April 29, 2019

HR/Advantage Advisory
500 Woodward Avenue
Suite 3500
Detroit, MI 48826

Attn: Andrea Greb

I am writing to express my sincere interest in the superintendent position currently open with Traverse City Area Public Schools. I have served in many roles during my twenty-four years in public education – and I have loved them all. Through the years I had the tremendous opportunity to serve in urban, rural and suburban school districts, and by serving in each of these unique settings it helps me to have a deeper understanding of families and community needs.

I have served at all levels of the educational flow chart beginning my career as a fifth grade teacher at Muskegon Public Schools; however, through each of my moves I always knew that I wanted to impact at a larger scale.

As a teacher I loved meeting a new group of students every year and working to build a sense of family/community within each class I had the privilege to teach. There were ups and downs but this is where I started my journey as an educator realizing it all comes down to providing as many opportunities for children as is possible and that the relationship you form is critical if you want to impact the life of a child. I still have an invitation to a graduation open house that I received from a graduate of Muskegon Public Schools. She wrote many nice things as she remembered our time together in elementary school but the line that struck me was when she wrote, "You made school fun for me and you made me feel important."

As I advanced to a content specialist and principal I carried my beliefs about providing opportunities and building relationships while constantly looking for ways to provide different paths for kids. I can quantitatively say that my efforts and approaches in each position I have held produced increased achievement scores at Muskegon, Mona Shores, Holton and St. Joseph – but I think just as important – I have continued to help kids find a love for learning.

Through each move my impact audience continued to grow and sometimes the efforts were a little harder to quantify. As a curriculum director for Mona Shores Public Schools we transformed the way we approached discipline and challenged the thinking about culture in schools. We also had some very difficult conversations about opening up opportunities for kids in taking Advanced Placement classes. I think hearing staff talk about kids in a different, and perhaps more hopeful way, when it came to the possibility that they could be successful in tougher courses, was one of my most fulfilling moments.

Leaving Mona Shores and moving to Holton Public Schools was a difficult decision, but I knew that I wanted to serve as a superintendent and that I could make positive changes for the students and families in Holton. My responsibilities at Holton were all encompassing and I dare say – serving as a superintendent in a small district is the best training ground for all superintendents because you simply must attend to all aspects of running a district. My strong background in instruction was key in the academic achievement success we had at Holton. Specifically, when it came to providing solid instruction and using assessments to help guide future instruction and analyze gaps in our K-12 curriculum.

I was serving in Holton when we all faced the downward financial trend in Michigan and the difficult reductions with the foundation allowance. These were very difficult times for districts across the state and we were no different in Holton. We had to make tremendously difficult decisions, and in a small community that rallied around the school it was quite intense. I believe the positive relationships we had with the different labor groups and community members allowed us to weather the storm, make the reductions and still provide quality programming for our students.

When I decided to apply for the job in St. Joseph, it was a very emotional and challenging conversation with the Holton Board of Education. However, I was ready for a challenge and ready to move to a larger district where my impact could be delivered to a larger audience. My time at SJPS has been nothing short of fabulous. I had the privilege to step in and oversee a \$38 million dollar bond project that touched every facility in the district. We are a high achieving school district ranked in the state and the nation and yet we continue to grow and stretch our thinking when it comes to offering as many opportunities for our kids as possible. We have a high functioning Education Foundation, and through their efforts, we are able to provide teacher grants in areas of innovation that our general fund would not be able to support. We have also received four 1 million dollar donations from local benefactors who respect the work we do and want to help financially. Most recently, we received a donation of 1.3 million dollars to build a robotics innovation center attached to our high school.

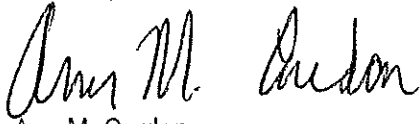
I don't want to give the impression that it is rosy all of the time. When I arrived at SJPS they had been deficit spending for three years and it was time to right the ship and make some tough decisions. This was quite challenging, but with the support of a strong school board and a top-notch administrative staff we were successful. I am proud to say that except for the first year at SJPS we have added to our fund balance. We have also had our share of tough personnel issues that required a fair but firm approach.

So why do I want to leave SJPS and come to TCAPS? That is a tough question -- I have a great job and I am very content to remain! Our labor relations are stronger than ever, financially we are in a sound position, the administrative team is rock solid and the Board of Education is a true governing body with a laser focus on what is best for kids. However, once again, I am ready to bring my skills and impact at a larger scale.

Furthermore, I am excited to help continue the implementation of the MI Excel Blueprint Plan. Systems level work based on student need to align current district systems, which includes all stakeholders, is a model that fits my beliefs. While I haven't had first hand experience, I have maintained my contacts at the Muskegon Area Intermediate School District where I have had some rich conversations about the process and I am willing to suit up and take a deeper dive.

In closing, if you are looking for an articulate, enthusiastic, student focused and passionate superintendent with strong leadership skills – I believe I can meet your expectations. My leadership style is one of collaboration with an underlying tenet that everything starts with a positive relationship. While I firmly believe that the teaching and learning that takes place in the classrooms everyday is what defines the success of a district, I fully understand that the foundation for this success is the underlying relationships between all stakeholders in the community. A superintendent must be approachable by all students, parents, staff and community members; a superintendent must be highly visible, a superintendent must be honest, possess a high level of integrity, and possess the skills of a true communicator. I am confident that I possess these skills and I am eager to join the team in Traverse City.

Sincerely,



Ann M. Cardon

ANN M. CARDON

Strengths and Traits

Curriculum Finance Strategic Planning Communications

Professional Goal: Current superintendent possessing strong leadership and interpersonal skills in the areas of teaching and learning, budget and finance, and personnel/negotiations pursuing a professional challenge. I am a passionate, results-oriented leader with proven success in increasing student achievement while maintaining a positive work environment. I have the ability to problem-solve and make difficult decisions while moving forward in a positive direction. I have the ability to delegate authority appropriately while maintaining high levels of accountability.

Core Competencies

- | | | |
|------------------------|----------------------|-----------------------|
| • Visionary Leadership | • Budget Development | • Strong Communicator |
| • Team Building | • Administration | • Ethical/Honest |
| • Systems Thinking | • Collaborative | • Data Driven |
-

EDUCATION

- Ed.S. Educational Leadership
Grand Valley State University
Allendale, MI 2008
GPA 4.0
- M.A. Major: Education General
Emphasis: Educational Leadership
Grand Valley State University
Allendale, MI 2000
GPA 3.9
- B.A. Major: English Language Arts & Literature
Minor: Elementary Distributed
Emphasis: Language Arts
Grand Valley State University
Allendale, MI 1995
Honors: Cum Laude

PROFESSIONAL EXPERIENCE

St. Joseph Public Schools, St. Joseph, MI

2012 – Present

Superintendent

Responsibilities: provide leadership in all aspects of school operations, facilitate research-based, and best practices in the area of curriculum/instruction and assessment. Responsibly monitor and maintain all financial aspects of the school district. Work collaboratively with administrative team, fostering trust and teamwork while supporting members to reach their maximum level of effectiveness.

During this time the district:

- Planned and facilitated district strategic planning process
- Balanced the budget from deficit spending to surplus
- Successfully and amicably settled labor agreements with all units
- Hired new CTE Director increasing offerings locally
- Oversaw completion of a \$38 million bond project on schedule and within budget
- Negotiated the frequency of late starts to enable increased PLC time
- Increased AP and Direct Credit Opportunities
- Implemented Marzano Teacher Evaluation system with fidelity
- Successfully ran series bond campaign producing a sustainability plan through 2028
- Successfully Implemented a 1:1 and BYOD environment

Holton Public Schools, Holton, MI

2009 – 2012

Superintendent

Responsibilities: provide leadership in all aspects of school operations, facilitate research based, and best practices in the area of curriculum/instruction and assessment. Responsibly monitor and maintain all financial aspects of the school district. Work collaboratively with administrative team, fostering trust and teamwork while supporting members to reach their maximum level of effectiveness. Engage community and media to better promote the good things taking place at Holton Public Schools.

During this time the district:

- Improved quality of the learning experience at Holton Public Schools
- Successfully and amicably settled a three-year labor agreement with professional staff
- Oversaw energy bond project/implemented energy savings protocols
- Maintained instructional programs with diminishing resources
- Improved image of the district
- Restructured delivery model for interventions at the elementary level
- Facilitated the creation of an RtI model for the middle school
- Restored a healthy environment to the district
- Fostered a data driven environment for decision making
- Increased educational opportunities for all students

Mona Shores Public Schools, Norton Shores, MI

2007 – 2009

Director of Curriculum, Instruction and Assessment

Responsibilities: provide leadership and coordination for the district in the area of curriculum, instruction and assessment. Responsible for the assurance of an articulated, well-balanced Pre-K-12 instructional program with emphasis on the improvement of instruction and student achievement. Provide planning, support, and assessment of instructional delivery; planning, support, and assessment of orientation, training, and evaluation of personnel; and general support of the mission of the school district regarding student achievement. Coordinate all State and Federal Programs, and communicate new State and Federal mandates.

During this time the district:

- Facilitated the completion of curriculum maps and pacing guides in grades Pre-K-12
- Prepared and administered State and Federal Grants, and the district curriculum budget
- Member on district negotiation team 2007-2009
- Collaborated with personnel office regarding hiring, evaluations, professional development
- Facilitated the creation, delivery and analysis of K-12 common assessments
- Coordinated and led K-12 principal meetings/professional development
- Facilitated two elementary buildings through Title I Schoolwide Process
- Member on the district's successful Bond Campaign Committee

Muskegon Public Schools, Muskegon, MI
Steele Middle School
Bunker Middle School

2006 – 2007

Academic Excellence Administrator

Responsibilities: work with the administration and staff to facilitate, support, and supervise best classroom practices and maintain ongoing professional development to improve student achievement.

During this time the district:

- Collaborated with both building administrators to improve instructional leadership
- Coordinated the creation of master schedules
- Facilitated grade level and content meetings
- Provided leadership with analyzing data and using data to guide instruction
- Conducted regular observations and conferences
- Developed a strong system of accountability
- Organized and delivered professional development

Muskegon Public Schools, Muskegon, MI
Nelson Elementary School

2001 – 2006

Elementary School Principal

Responsibilities: supervise the implementation of board adopted curriculum by all staff, manage the Nelson School Title 1 and general fund budgets, supervise and facilitate the school improvement teams at Nelson School, direct supervisor of several special education classrooms, building maintenance, discipline, all staff evaluations, promote positive building environment, parental involvement.

During this time the district:

- Improved MEAP scores through systematic monitoring of instruction and modeling of high expectations
- Member on district negotiation team 2003-2005 – successfully negotiated labor agreements for teachers
- Administered school based budget process and Federal Grant dollars
- Board of Directors for MPS Education Fund
- Participant on districtwide teacher evaluation committee to improve current evaluation process
- Served three years on districtwide student discipline committee
- Worked in conjunction with the Michigan Department of Education on reading and scoring Comprehensive School Reform Grants
- Participated on districtwide peer review teams as a teacher and administrator

Muskegon Public Schools, Muskegon, MI
Nelson Elementary School

1995 – 2001

5th Grade Teacher

Responsible for implementing board adopted curriculum, planning, assessing student progress, differentiating instruction based on need, parent contact.

Accomplishments

- Worked in conjunction with the Michigan Department of Education on writing the science portion of the MIClMB document
- Coordinated alignment of the district curriculum in the area of literacy
- Chaired districtwide Martin Luther King, Jr. writing contest for four years
- Member of the school improvement team and action core team
- Presented at Michigan Reading Association in the area of writing

PROFESSIONAL COMMUNITY AFFILIATIONS

- MASA Council
- MASA Region 7 President
- MASA Trained Mentor for New Superintendents
- Berrien RESA superintendent advisory council
- Berrien RESA Chair of legislative committee
- Berrien College Access Network steering committee
- Michigan Great Southwest Strategic Leadership Council Board of Directors
- Michigan Great Southwest Strategic Leadership Council Co-Chair of Education
- United Way Board Chair
- Kinexus Board of Directors
- St. Joseph/Benton Harbor Rotary
- St. Joseph Public Schools Foundation

References

Marios Demetriou
Assistant Superintendent Finance and Operations
Ann Arbor Public Schools
demetriou@a2schools.org
(734) 994-2250

Dr. Nicholas Ceglarek
Superintendent
TBAISD
nceglarek@tbaisd.org
(231) 922-6212

Dr. Trevor Kubatzke
President
Lake Michigan College
tkubatzke@lakemichigancollege.edu
(269) 927-8602

Barry Coneybeare
Board President
St. Joseph Public Schools
barry@ConeybeareLaw.com
(269) 983-0561

Amy Porritt-Peirce
Former Board President
St. Joseph Public Schools



Matt Culver
President
St. Joseph Education Association
mculver@sjschools.org
(517) 862-1192

EMPLOYMENT APPLICATION

The employer provides equal employment opportunities to all qualified persons without regard to age, race, color, sex, religion, national origin, pregnancy, marital status, familial status, height, weight, veteran status, physical or mental disability unrelated to the employee's ability to perform his/her job, genetic information, and/or any other characteristic protected by federal, state or local law.

Reasonable Accommodations for Disabilities Under Michigan Law. Applicants and employees in Michigan have 182 days from the date they knew or reasonably should have known that an accommodation was needed to submit a written request for such an accommodation.

APPLICANT INFORMATION										
Last Name	Cardon			First	Ann		M.I.	M	Date	April 30, 2019
Street Address	[REDACTED]						Apartment/Unit #			
City	[REDACTED]			State	[REDACTED]		ZIP	[REDACTED]		
Phone	[REDACTED]			E-mail Address	[REDACTED]					
Desired Start Date	TBD									
Position Applying for	Superintendent									
Are you legally authorized to work in the United States?				YES	☒	NO	☐			
Have you ever worked for TCAPS?				YES	☐	NO	☒	If so, when?		
EDUCATION										
College	Grand Valley State University			Address	Allendale, MI					
No. of Years Attended	2	Did you graduate?	YES	☒	NO	☐	Degree	Ed.S		
College	Grand Valley State University			Address	Allendale, MI					
No. of Years Attended	2	Did you graduate?	YES	☒	NO	☐	Degree	M.A.		
Other	Grand Valley State University			Address	Allendale, MI					
No. of Years Attended	4	Did you graduate?	YES	☒	NO	☐	Degree	B.A.		
SKILLS										
Please list any other skills that may be relevant to the position.										
Please see my application packet.										
OTHER RELEVANT INFORMATION										
Please list any additional information you would like us to consider regarding your experience or qualifications.										
Please see my application packet.										
REFERENCES										
Please list four professional references.										
Full Name	Nicholas Ceglarek				Relationship	Professional				
Company	TBAISD				Phone	(231) 922-6212				
Address	1101 Red Drive, Traverse City, MI 49684									
Full Name	Trevor Kubatzke				Relationship	Professional				
Company	Lake Michigan College				Phone	(269) 927-8602				

Address	2755 E. Napier Ave., Benton Harbor, MI 49022		
Full Name	Barry Conybeare	Relationship	Board President
Company	St. Joseph Public Schools	Phone	[REDACTED]
Address	3275 Lincoln Ave., St. Joseph, MI 49085		
Full Name	Amy Porritt-Peirce	Relationship	Former Board President
Company	St. Joseph Public Schools	Phone	[REDACTED]
Address	3275 Lincoln Ave., St. Joseph, MI 49085		
CURRENT AND PREVIOUS EMPLOYMENT			
Company	St. Joseph Public Schools	Phone	(269) 926-3101
Address	3275 Lincoln Avenue	Supervisor	Board of Education
Job Title	Superintendent	Starting Salary	\$ 125,000 (base) Ending Salary \$ 148,241 (base)
Responsibilities Provide leadership in all aspects of school operations. Please see application packet for more information			
From	2012	To	Current
Reason for Leaving		Interested in new opportunities and professional challenges.	
Were you terminated or asked to resign?		YES ☐	NO ☒
May we contact your previous supervisor?		YES ☒	NO ☐
Company	Holton Public Schools	Phone	(231) 821-1700
Address	8897 Holton-Duck Lake Rd.	Supervisor	Board of Education
Job Title	Superintendent	Starting Salary	\$ 101,000 (base) Ending Salary \$ 110,000 (base)
Responsibilities Provide leadership in all aspects of school operations. Please see application packet for more information			
From	2009	To	2012
Reason for Leaving		To serve as superintendent at St. Joseph Public Schools.	
Were you terminated or asked to resign?		YES ☐	NO ☒
May we contact your previous supervisor?		YES ☒	NO ☐
Company	Mona Shores Public Schools	Phone	[REDACTED]
Address	3374 McCracken, Norton Shores, MI 49441	Supervisor	Terry Babbitt (retired superintendent)
Job Title	Superintendent	Starting Salary	\$ Ending Salary \$ 115,000 (base)
Responsibilities Provide leadership in all aspects of school operations. Please see application packet for more information			
From	2007	To	2009
Reason for Leaving		To serve as superintendent of Holton Public Schools	
Were you terminated or asked to resign?		YES ☐	NO ☒
May we contact your previous supervisor?		YES ☒	NO ☐
MILITARY SERVICE			
Branch	N/A	Rank at Discharge	
Type of Discharge	If other than honorable, explain		

CRIMINAL HISTORY

Have you ever been convicted of a misdemeanor or felony?

YES ☐NO ☒

If yes, complete the information below. A conviction will not necessarily prohibit employment.

Do not identify any conviction that has been sealed, pardoned, expunged, annulled, statutorily eradicated, judicially dismissed, impounded, erased, dismissed under First Offender law, or which state law allows you to deny.

Date and Place		Offense		Disposition	
Date and Place		Offense		Disposition	
Date and Place		Offense		Disposition	

APPLICANT'S CERTIFICATION AND AGREEMENT**PLEASE READ CAREFULLY AND SIGN**

In consideration for my agreement to the terms contained in this Agreement, the employer will consider me for employment, which may lead to possible hire and compensation. I certify that my answers and assertions in this application, my resume and any other materials I have submitted to the employer are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in these materials or resulting interview will result in termination.

I request that previous employers contacted by the employer in connection with this application fully respond to all inquiries concerning previous employment, and I specifically waive prior written notice of disclosure of my personnel record information, including salary information, disciplinary records, and job performance. In consideration of the acceptance of my application, I release the employer, its agents, and previous employers of any claimed liability arising out of such response and disclosure.

I agree that, unless prohibited by state law, that any action, suit, claim or charge against the employer or any of its subsidiaries, affiliates, employees or agents arising out of or relating to the application process, employment, or separation from employment, including but not limited to, claims arising under state or federal civil rights statutes, must be brought within 180 days of the event giving rise to the claim or within the limitations period contained in the statute I am suing under, whichever is shorter. I waive any limitations period to the contrary. I understand and agree that any action or lawsuit filed outside this limitations period is barred forever. I understand that although this provision does not prohibit me from filing of a charge of discrimination under federal law within the time permitted by law, I agree to waive my right to recover money damages or other relief unless I have filed my charge within 180 days of the event giving rise to the claim. Filing a charge or claim with an administrative agency does not toll the 180 calendar day period for filing a civil suit.

I understand that completing this Employment Application and Applicant's Certification and Agreement does not constitute an offer or promise of employment.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS AND CONDITIONS.

Signature Ann M. Cardon

Date April 30, 2019

ADDITIONAL QUESTIONS

Please answer the following questions. Your responses will be reviewed and considered as part of the application process.

1. In Michigan, our student achievement efforts are stagnate. What would you do to confront the current situation?

There are so many facets that come into play when we talk about student achievement. From the school front, the first step is to ensure that we are providing solid tier one instruction to all students. However, before we can provide that instruction we must be very clear on knowing exactly what we want students to learn, how we are going to assess what they know, and then how we will meet the needs of our students who need more time, as well as, the students who are ready to move faster. This is difficult work that requires time for teachers to work together collaboratively to reach clarity around the standards and have a common understanding of what mastery looks like. Our students today are also facing higher levels of stress, and consequently, the need to have solid social and emotional learning supports for all students is paramount. By implementing the blueprint and creating a sense of urgency, it is the perfect opportunity to align the best practices of all systems.

2. Describe a situation in which you had to prioritize student learning needs over the needs of other stakeholders?

We have the distinct point of pride to have many teachers on staff at the high school who also serve as adjunct faculty at our local college. Therefore, we can award direct credit to our students. When we learned six years ago that we could not charge parents for the college credit, we had some pretty tough conversation at the board level. The program had grown tremendously and six years ago when we were working hard to balance the budget an additional \$200,000 out of the general fund to award college credit to students in our own facility was a tricky situation. Many other districts put prerequisites in place to lessen the number of students allowed to participate in direct credit, but as a district, we felt it was too valuable of an opportunity for our students to add limitations. While it is most definitely a financial stressor -- when I speak with students as they are moving on to their post secondary experience and they are thrilled that they have enough credits to transfer in as a sophomore, I know it was the right decision.

3. Describe a current professional problem you are facing and why it is so?

I have made a commitment throughout my career to help foster leadership in others and help them to achieve their goals. In St. Joseph we have invested a great deal of time and resources to provide professional development opportunities for several aspiring leaders. A year ago, one of our teacher leaders interviewed and won the position of elementary principal, where she has quickly gained the respect of all stakeholders and is knocking it out of the park -- a true success for growing your own! On the other hand, I have been working with an administrator who aspires for more responsibility and it is becoming clear that he may not have the skill set for the position he aspires to attain. As you can imagine, we have had some very difficult conversations in trying to convey the areas where his skills are deficient and creating pathways to assist him, when self reflection is one of those deficit skills.

4. How do you define collective responsibility and what steps do you take to build it in your district?

Collective responsibility is collaboration to define what the expectations are and what roles and actions are required to achieve success for all. For example, at the teacher level, collective responsibility is evident as we collaborate on all aspects of the curriculum, the instructional practices and the assessments we use to measure the success of the students. I can walk into a grade level or department meeting at any of our schools and the collective responsibility is for ALL students -- not just the students assigned to your particular classroom. To achieve this sense of collective responsibility we have built in a "late start" practice where teachers gather to do the very challenging work of examining their practices and monitoring progress of all students. At an administrative level, we have done a great deal of work using multiple resources (Blue Angels, Stanley McChrystal, Simon Sinek just to mention a few) revolving around the power of team and the collective responsibility our administrative team has to each other, our students and all stakeholders in the district.

FRED UPTON
11TH DISTRICT, MICHIGAN

COMMITTEE ON
ENERGY AND COMMERCE

ENERGY
CHAIRMAN

HEALTH

DIGITAL COMMERCE AND
CONSUMER PROTECTION



Congress of the United States
House of Representatives

April 29, 2019

Traverse City Area Schools
HR/Advisory
Suite 3500
Detroit, MI 48226
Attn: Andrea Greb

To whom it may concern,

I am writing on behalf of Ann Cardon (current Superintendent of St. Joseph Public Schools), who is applying for open Superintendent job for Traverse City Area Schools.

I have known Ann since she came to St. Joseph to take over as Superintendent here. While St. Joseph has always had a fine school system, Ann has taken the district to a new level.

Her passion for the students and school employees has been second to none. She is able to work with her staff on many levels and has their respect as a real leader. Her grasp of the school financial issues is a real benefit, not only to the schools but to the citizens who support St. Joseph Schools.

I whole heartedly recommend Ann for this position. It will be a loss to our schools and community but a real gain for Traverse City.

Thank you for your consideration,


Fred Upton
Member of Congress

DC OFFICE:

□ 2183 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-2206
(202) 225-3761
FAX: (202) 225-4986

MICHIGAN HOME OFFICES:

□ 350 E. MICHIGAN AVENUE
SUITE 130
KALAMAZOO, MI 49007
(269) 385-0039
FAX: (269) 385-2888

□ 720 MAIN STREET
ST. JOSEPH, MI 49085
(269) 982-1986
FAX: (269) 982-0237

<http://upton.house.gov>

She is ... The best

April 26, 2019

To Whom It May Concern:

I am writing to enthusiastically recommend that you consider Ann Cardon as a top candidate for the next Superintendent of Traverse City Area Public Schools. Ann's knowledge and experience tightly align to your needs as a district, but it's her passionate pursuit of collaborative excellence on behalf of students and unique skills as a leader that will set her apart from the rest of your candidates. Ann Cardon is quite simply the best!

As a veteran administrator who has worked with many educational leaders around the state, I recommend Ann with confidence. She is one of those rare leaders that Kouzes and Posner would describe as exemplary. Ann leads by example and inspires excellence in those around her as she *models the way, inspires a shared vision, challenges the process, enables others to act, and encourages the heart*. These five practices of exemplary leadership outlined in The Truth About Leadership (2010) are evident in all that Ann Cardon does. As a result, her impact as a leader is immeasurable!

Ann is a vision to action leader. Her inspirational leadership style comes from her unique ability to connect with individuals, see the promise of tomorrow, and strategically align resources toward essential district priorities. There is no doubt that she's the learning leader TCAPS is seeking to "lead the systemic reconfiguration of the district, while sustaining the organization's sense of urgency in realizing dramatic improvement in student, teacher, and leader performance." Her experience and expertise will help ensure TCAPS realizes the goal of success for EACH and EVERY student while continuing a culture of collective responsibility that is collegial, collaborative and professional.

While it would be an incomprehensible loss for our district if she were to be offered the position with TCAPS, the promise of over 10,000 students, 54 administrators, and 528 teachers getting to benefit from Ann's positive and focused leadership is exciting to me! Her professional connections, demonstrated commitment, and diverse experiences around the state make Ann a natural fit for this position of expanded influence in Michigan's public education system. What an amazing opportunity for your community!

I wish you all the best in your quest to hire a candidate that can lead the district's continual improvement efforts. If I can be of any help to you in realizing Ann's potential as your next Superintendent of Schools, please don't hesitate to call.

Sincerely,



Michelle Allen, Principal

Dear Search Committee,

I am writing in strong support of Ann Cardon for the superintendency of Traverse City Area Public Schools. Ann is a passionate, driven, inspiring, and successful educational leader who always makes decisions with the best interest of her students in mind. I first met Ann in the spring of 2011 when she was a candidate for our superintendency. I noticed, immediately, Ann's ability to draw people in with her genuine, warm personality and excellent communication skills. These traits, combined with her knowledge and skillful leadership were key in bringing her to St. Joseph.

When Ann was hired at St. Joseph Public Schools, I was transitioning to my current role as Director of K-12 Curriculum. I could not have transitioned under a better leader. Ann brought a wealth of experience as an instructional leader to St. Joseph that was needed. Ann and I developed a wonderful working relationship as she mentored, challenged, and helped me to grow into my district role. I have been closely involved with the projects and decisions that Ann has made for SJPS over the past seven years. These seven years have seen our district grow in learning for our students and staff, in achievement and enrollment, and in many community partnerships. We have grown impressive facilities, with bond projects completed on time and within budget, in safety and technology through a successful tech bond project, in student centered spaces like the Innovation Center, and in financial stability by making tough decisions that would least impact students. Most impressive to me, is the growth of our students academically under Ann's leadership by implementing our strategic plan. SJPS has continually been closing our achievement gap with Ann's data-driven focus on growing ALL students. Professional learning about effective collaboration and strategies for student achievement has allowed effective late-start collaboration time within the school day for teacher teams.

Ann is a compassionate, energetic, caring, hands-on superintendent. You can find her in classrooms regularly, allowing her to build excellent relationships with students, teachers, and support staff. Her concern for our students' growth academically, socially, and emotionally is highly evident. Students regularly have lunch with Ann and share with her their triumphs, concerns, and daily experiences in our schools. Ann has built relationships in the community leading to powerful partnerships with the SJPS Foundation, Whirlpool Corporation and other area employers, Lake Michigan College, Kinexus, and government officials at all levels. Ann's knowledge of our community has allowed programming that benefits our student opportunities in Career Technical Education, STEAM courses and clubs, additional AP courses, early middle college, direct credit (up to 99 credits available to our students) and social and emotional curricula offered daily in elementary classrooms.

SJPS has grown in so many ways under Ann's leadership, and so have I. I recommend her without reservation to become the next superintendent in Traverse City Public Schools. I know she will embrace the opportunity fully and with relentless energy to continue to increase excellence in Traverse City Area Public Schools.

Please contact me if I can provide any further perspective.

Sincerely,



Kelly Gaideski
Director of Curriculum
kgaideski@sjschools.org

April 26, 2019

Traverse City Public Schools Superintendent Search Committee:

This letter is to recommend Ann Cardon for the position of superintendent of the Traverse City Area Public School System. It is with great honor and sadness that I write this letter of endorsement. It is an honor to recommend such an outstanding educational leader to a position she desires.. However, it is also sad to know that the St. Joseph Public School System could be losing their ultimate leader, who has lead our district further than ever expected.

Ann Cardon is the type of superintendent that an administrative team loves to work with. She exemplifies the leadership qualities we all need to possess, and she continually pushes our team, including myself, to improve our administrative and leadership skill set. I have learned more leadership traits from Ann Cardon than any other educator that I have worked with or worked for in my twenty-four years at St. Joseph High School. Ann is **intentional** about leading both her administrative team and the district.

I have been very fortunate to work side by side with Ann on a few projects, specifically an out of the box professional development initiative for our entire district. To kick off the 2018-19 school year, Ann brought in a peak performance coach whose clients are usually NCAA and professional sporting teams. Ann's leadership allowed her to think unconventionally, and brought in this speaker to energize and motivate our entire staff (both teaching staff and support staff) to start the new year. Ann's wisdom on this speaker, and her subsequent follow up with staff, was a huge success, leading to the best school culture we have had in our district for many years. Ann Cardon was **intentional** about energizing our staff and creating a culture that inspired teachers to have their best year ever.

As the athletic director, Ann and I have built a relationship based on trust and common values. We both share the perspective of educational athletics and realize that high school sports are extensions of the educational setting, teaching life-long values and lessons. Ann trusts me to do my job without interfering, yet is not afraid to give me constructive advice as needed. Because of her investment in me as a leader, I welcome any input from Ann at all times, knowing that she has the best interest or our students, staff, and district with her at all times.

Mr. Kevin J. Guzzo
Athletic Director

Ann Cardon is not only well liked by the staff, students, and parents in our district, she is also very well respected. Her influence stretches far beyond the walls of our buildings, as she has built relationships within our community that in return has led to increased investment in our schools. Ann is not only a great superintendent, she is also a first-class individual. She is dedicated, loyal, honest, hard-working, and team orientated. It has been a pleasure to work side by side with Ann for her time in our district. I am confident that if you select Ann Cardon as your next superintendent, she will have an immediate impact on the success of your district.

Please contact me directly if you have any questions, as I would be more than happy to speak about Ann's ability to do an amazing job for you.

Sincerely,

Kevin J. Guzzo

Kevin J. Guzzo

Kathleen Hamilton, CFO
Business Office

April 28, 2019

Recommendation for Ann M. Cardon:

I have had the privilege of working with Superintendent Ann Cardon while CFO at Holton Public Schools and St. Joseph Public Schools. I come in contact with many different types of people in both the workplace and the community. I have not met a more professional, passionate, dedicated and exemplary team leader in my 23 years in public education.

Ann exemplifies a leadership style that is second to none. It is difficult to express her strongest characteristic because she has many. My personal desire to take a position at St. Joseph Public Schools (130 miles from my home) is the result of her ability to build positive and long lasting relationships. Her professional ethics, integrity, and trust are displayed every single day. People want to work with Ann, for Ann, and around Ann because she is a phenomenal person.

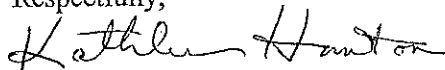
Ann always has the vision of the district in the forefront. As an example, robotics is a strong passion in St. Joseph. Just recently, Ann was able to pursue this district vision by securing \$1.3 million in donations to complete a new Innovation Center for robotics. Within 12 months, the facility was opened for our students under her leadership. She clearly understands school finance and the fact that we need a collaborative effort to make things happen. The community not only supports Ann's work but does so with open arms because she displays such a strong commitment to public education and student achievement.

There is not one aspect of being Superintendent where Ann does not excel. Leading the administrative team and teaching staff to provide the highest quality education for students is the ultimate goal. She does this with extreme passion and dedication. The relationship she has built with the staff, students, and families is unmatched. She is everywhere all the time. Ann understands the importance of being visible in the district and goes out of her way to do so. Visiting classrooms, meeting students for lunch, walking the halls, attending events, collaborating with local districts, being a voice in Lansing, are just a few examples of her very active style.

Ann always treats people fairly and openly. There is no question of her high level of trust and integrity. She is able to connect and make all of us feel a part of the process to move the district forward. Ann is always planning and preparing for the next level of achievement.

In summary, Ann Cardon is a superb superintendent and has represented each community with a very caring stewardship. Personally, I believe there is no superintendent that can outmatch her ability and passion. Simply put, she is fantastic! You will not find a better candidate to lead Traverse City Area Public Schools. Please feel free to contact me at any time to further elaborate on this recommendation.

Respectfully,



Kathleen Hamilton, CFO
St. Joseph Public Schools
khamilton@sjschools.org
(269) 926-3112



GLOBAL HEADQUARTERS ■ BENTON HARBOR, MI 49022

D. JEFFREY NOEL
CORPORATE VICE PRESIDENT
COMMUNICATIONS AND PUBLIC AFFAIRS

April 26, 2019

Ms. Sue Kelly, President
Traverse City Area Public Schools
% HR/Advantage Advisory
500 Woodward Ave.
Suite 3500
Detroit MI. 48226

Re: Ann Cardon, Superintendent Search

Dear Ms. Kelly,

My mother spent 35 years as a public and private school teacher, garnering multiple awards and most importantly, a large and loyal following of former students who even today proclaim her to have "most impacted" their lives. Her influence enabled me to lead the global communications and public affairs function within the world's leading home appliance company. With over 4,000 highly technical and extremely mobile employees here in our Southwest Michigan community of 60,000, the ability to attract and retain talent at Whirlpool Corporation is almost exclusively dependent upon the quality of our local schools.

It is within this context that I offer my sincere recommendation on behalf of Ann Cardon, a leader who has made a lasting and positive impact on our community along Lake Michigan. It is challenging for me to put into words how moved I am every time I attend a First Robotics competition, a community meeting or walk the hallways of the St. Joseph schools and see students so visibly connected to and respectful of Ann. It is one of the most emotionally honest things to witness, and whilst I am biased, is a parallel to what I experienced watching my mother interact with any of her students.

Whenever I have a global talent that we are trying to bring into Whirlpool, I know that Ann will gladly meet with any one of these highly educated and often demanding parents. To the person, they share with me how impressed they were with her ability to articulate the vision of where she is taking the school and in her ability to succinctly answer tough questions with

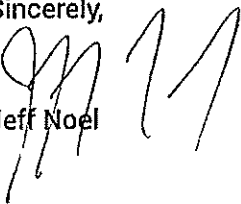
strategic precision and back it up with personal stories as examples of success. It mattered not whether the parent had a special needs child, was coming from a highly acclaimed private school or had a child that did not speak English, Ann and the St. Joseph School system has always delivered.

It is Anns ability to engage her staff, take on any challenge of the day with grace and not lose site of the strategic direction of managing change with smart innovative tools and processes, all while holding true to positive student achievement that has earned Ann the respect of the Whirlpool leadership team.

Yet, the most important reason I am sending this letter, is because I know just how well Ann is respected and trusted by those who do not live in her school district. You need to appreciate the uniqueness of the divergent cities of Benton Harbor and St. Joseph that while physically divided by a river, wrestle with a far more challenging racial and social gulf between them. These realities often makes everything we do in this community the centerpiece of traditional and social media. Ann has been front and center in our local "fishbowl", deftly handling media and most importantly engaging with the community at large by always winning people over with her sincerity, integrity and willingness to listen.

Leadership is the key to any successful enterprise, whether in business or in education. Ann Cardon is truly a peer among peers when it comes to effective leadership. She has the wisdom to think big, the courage to make tough decisions, the ability to engage in straight talk and a compassionate spirit that wins people over from all ages and walks of life. The Traverse City Area Public Schools would be most fortunate to have Ann Cardon as its Superintendent.

Sincerely,


Jeff Noel



700 Broad Street • St. Joseph, Michigan 49085-1276 • www.sjcity.com

DEPARTMENTS

ASSESSOR
269-983-1231

ATTORNEY
269-983-5541

CLERK
269-983-6325

COMMUNICATIONS
& MARKETING
269-983-0349

ENGINEER
269-983-5541

FINANCE/TREASURER
269-983-4731

HOWARD ICE ARENA
269-983-8795

INSPECTIONS &
CODE ENFORCEMENT
269-983-1212

MANAGER
269-983-5541

PERSONNEL
269-983-0443

PLANNING & ZONING
269-983-1212

PUBLIC SAFETY:
EMERGENCY 9-1-1

DISPATCHER
269-983-3060

POLICE
ADMINISTRATION
269-985-0300

FIRE
ADMINISTRATION
269-983-4641

PUBLIC WORKS:
PARKS & CEMETERY
STREETS & SANITATION
269-983-6341

WATER/SEWER BILLING
269-983-6324

WATER TREATMENT
PLANT
269-983-1240

WEST BASIN MARINA
269-983-5432

To: The Traverse City Area Public Schools Board of Education

To Whom It May Concern;

I have been asked to write a letter of recommendation to you on behalf of Ann Cardon, superintendent of the St. Joseph Public Schools, knowing Ann for the years she has worked and lived in the St. Joseph community it would be easy to list her accomplishments in a check list format but that would leave out her most important gifts both professionally and personally.

Six years ago the communities of northern Berrien County came together to create the Strategic Leadership Council for the purpose of putting in place long term processes to improve our area in the areas of housing, education, health and governance, it was in this format that I came to understand and appreciate Ann's passion for public education regardless of one's economic or social background. She encouraged new ideas to solve both current and historical problems that face our public school system in Michigan and she was able to build better relationships with neighboring communities along with our community college.

In my role as mayor I've witnessed firsthand through our public safety department her handling of the challenges of social media, the dangerous use of hateful and threatening language and its impact on the student, parents, the school and community. Her ability to balance all of the interests involved and to remain both objective and compassionate is a wonderful gift.

Ann has been a great leader in our community, a positive voice for all students and a good friend.

P.S. My personal highlight, she arranged to have the World Series trophy displayed for one morning in our gym shortly after the Cubs victory in 2016.

Mike Garey,

Mayor, City of St. Joseph

•• *A Special Place on the Lake* ••

Traverse City Area Public Schools
Employee Job Transmittal

ANN MARIE CARDON

Hire date 7/15/2019

Check Dist: BF

Position	A2010	SUPERINTENDENT	Bldg:	BF	Union	AS	FTE:	1
Assignment 1:	70200	SUPERINTENDENT	Tentative Days	252	Holidays	10	Status	A
Assignment 2:			Type:	P	Personnel Date:	8/1/2019	Type:	C
Assignment 3:			Effective Date:	8/1/2019	End Date:		# of Pays:	26
Salary Lane:	ANSUPT	Step 0	Rate:	82.69	Daily Hours	8	Shift:	
ASN:	SU00600	100					Dist Code:	P

Position			Bldg:		Union		FTE:	
Assignment 1:			Tentative Days		Holidays		Status	
Assignment 2:			Type:		Personnel Date:	10/18/19	Type:	
Assignment 3:			Effective Date:		End Date:	10/18/19	# of Pays:	
Salary Lane:		Step	Rate:		Daily Hours		Shift:	
ASN:	Voluntary Resignation (see attached)							

ADD:								
Position			Bldg:		Union		FTE:	
Assignment 1:			Tentative Days		Holidays		Status	
Assignment 2:			Type:		Personnel Date:		Type:	
Assignment 3:			Effective Date		End Date		# of Pays:	
Salary Lane:		Step	Rate:		Daily Hours		Shift:	
ASN:								

ADD:								
Position			Bldg:		Union		FTE:	
Assignment 1:			Tentative Days		Holidays		Status	
Assignment 2:			Type:		Personnel Date:		Type:	
Assignment 3:			Effective Date		End Date		# of Pays:	
Salary Lane:		Step	Rate:		Daily Hours		Shift:	
ASN:								

Total Current FTE: 1 Total Change/New FTE: _____

Prepared by: _____ Authorization: *cyberch*

- ☐ MIS
- ☐ Technology S.S.
- ☐ SafeSchools
- ☐ DNA
- ☐ Set Up 30-day Check-in
- ☐ Set Up 60-day Check-In

Medical insurance effective through 10.31.19
See separation agreement (attached)

SEPARATION AGREEMENT AND RELEASE OF CLAIMS

This Agreement is entered into by and between the Traverse City Area Public Schools (hereafter the "School District"), and Ann Cardon (hereafter the "Superintendent"), collectively referred to as the Parties.

WHEREAS, the Superintendent and School District have decided to amicably terminate their relationship, with the Superintendent pursuing other professional opportunities; and

WHEREAS, the Parties desire to put finality to the terms of separation.

THEREFORE, the School District and the Superintendent agree as follows:

1. The Superintendent hereby irrevocably resigns her employment as an employee of the School District effective October 18, 2019, and by the signature of its Board President hereto, the School District hereby acknowledges and accepts the Superintendent's resignation. It is understood and agreed that the Superintendent is resigning from all duties and positions.

2. In consideration for the promises set forth in this Agreement, the District agrees to pay the Superintendent a one-time lump sum in the amount of \$180,000.00 as soon as practicable following the revocation period noted in paragraph 9. The District shall deduct required taxes and withholdings from such payments. The District shall have no further obligation to the Superintendent for salary or compensation of any type, kind or nature.

3. Superintendent agrees that the payment made herein constitute legally adequate and sufficient consideration for her promises and undertakings herein. Superintendent also agrees that the District is not required to provide, and she shall not receive, any additional or other payments or fringe benefits except those as are explicitly described within this Agreement. Superintendent accepts the payments described herein as a complete accord and satisfaction of all salary and benefits owed to her by the District. The Board shall have no further or additional obligation to pay for or provide any other insurance benefits, fringe benefits or compensation to the Superintendent of any kind or nature whatsoever.

4. A resignation letter shall be provided to the District at the time this agreement is signed by the Superintendent.

5. Superintendent hereby releases and forever discharges the School District, its current and former Board of Education members, its current and former officers, employees and agents, as well as its officers, employees and agents, from any and all claims, grievances, causes of action, damages and liability of every type and description and of whatever nature (including but not limited to attorneys' fees), known or unknown, related to or arising directly or indirectly from the Superintendent's employment or the separation of that employment with the School District, to which the Superintendent may be, entitled, including but not limited to, any and all constitutional, statutory, common law and contract claims, including - without limitation - claims under the Age Discrimination in Employment Act (ADEA), 29 USC 621 et seq. , the Michigan Teachers' Tenure Act, the Elliott-Larsen Civil Rights Act, the Americans With Disabilities Act,

and the Michigan Persons With Disabilities Civil Rights Act, the Family Medical Leave Act, or similar statutes. The Superintendent further acknowledges that she has received all salary, wages and benefits, including insurances and leave time, to which she was entitled as of the date of this Agreement. It is understood that with respect to claims of age discrimination under the ADEA, or any other civil rights complaint, this release does not waive the Superintendent's right to file a charge or complaint with the Equal Employment Opportunity Commission (EEOC), participate in any investigation or proceeding conducted by the EEOC, or waive any rights or claims under the ADEA, or other civil rights laws, that may arise after the effective date of this Agreement (provided that with respect to any EEOC proceeding, it is understood and agreed that the Superintendent shall not be entitled to obtain any additional benefits or consideration beyond that provided in this agreement for matters that arose prior to the date of this Agreement). It is further understood and agreed that the terms and conditions of this Agreement represent a full and complete disposition and satisfaction of the School District's legal, employment, contractual and statutory obligations to the Superintendent.

6. Superintendent waives any right to be re-employed by the School District in the future and she agrees not to file any application for employment by the District in the future. Any pending grievances, complaints, lawsuits, or charges of any kind filed with any forum, if any, related to the Superintendent, shall be deemed withdrawn.

7. Superintendent further states and affirms that as of the date she signs this agreement, she has not suffered any work-related injury, illness or disability, and she does not have any present or known reason to believe that she has any factual or medical basis for filing any claim under the state's workers disability compensation laws.

8. This Agreement does not constitute and shall not be construed as an admission of wrongdoing or liability by any party in any forum.

9. The Superintendent acknowledges that she has been provided with at least twenty-one (21) days from receipt of this Agreement to consider the terms and conditions of this Agreement and has been advised to consult with his attorney, and has consulted with an attorney, prior to executing this Agreement. Further, the Superintendent acknowledges that after the execution of this Agreement, she will have seven (7) days to revoke her acceptance of this Agreement and that the Agreement does not become enforceable until the expiration of the revocation period.

10. Superintendent acknowledges that if she signs this Agreement before the running of the twenty-one (21) day statutory review period, she has done so with the full knowledge and understanding that she is entitled to the full twenty-one (21) days within which to consider this Agreement. Superintendent further acknowledges that any decision by her not to utilize the full twenty-one (21) day review period is done of her own volition and not at the urging of the School District and has not been obtained by the School District through fraud, misrepresentation, threat to withdraw or modify this Agreement, or by any promise by the School District to provide Superintendent with extra benefits in exchange for taking less than twenty-one (21) days to consider this Agreement.

11. The Parties agrees not to make any statement, written or oral, or cause or encourage others to make any statements, written or oral, that defame or disparage each other's reputation, practices or conduct. The District's disclosures, if any, in response to a FOIA request shall not be deemed to constitute disparagement of the Superintendent or in any way a violation of this agreement. The Superintendent expressly acknowledges the District's statutory obligation to respond to such requests, and waives any claims she may have now or in the future with respect to District disclosures made in accordance with applicable law.

12. This Agreement contains the entire agreement of the parties relative to the subject matter hereof, and supersedes all prior or contemporaneous, oral or written understandings, statements, representations or promises, and cannot be changed except in writing, signed by all parties. In the event any part of this Agreement is found to be void, the remaining provisions of the Agreement shall nevertheless be binding with the same effect as though the voided parts were deleted. This Agreement shall be binding upon and inure to the benefit of the parties, their heirs, representatives, successors and assigns.

The parties have read this Agreement, fully understand it, and signify their assent to it by their signatures below.

TRAVERSE CITY AREA PUBLIC SCHOOLS

By: M. Sue Kelly
Its: TCAPS Board President

Date: 10-18-19

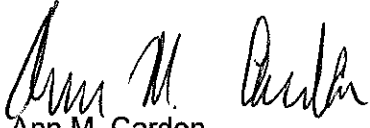
SUPERINTENDENT

Ann Cardon
ANN CARDON

Date: 10-15-19

It is with disappointment that I tender my resignation and all employment duties with TCAPS effective immediately. Unfortunately, things are not working out well and I believe it is in the best interest for all concerned that I resign -- I wish nothing but the best for the district.

I appreciate all of the support I have received and I ask the community to please respect this decision. It was not a decision I arrived at lightly but it is the right decision for all concerned.



Ann M. Cardon