

**CONTRACT OF EMPLOYMENT  
ASSISTANT SUPERINTENDENT  
GROTON, CONNECTICUT**

It is hereby agreed by and **between** the **Board of Education of the Town of Groton, Connecticut** (hereinafter referred to as the "Board") and **Susan Austin** of Shelton, Connecticut, (hereinafter referred to as "Assistant Superintendent") that the Board hereby employs Susan Austin as its Assistant Superintendent and Susan Austin hereby accepts such employment as Assistant Superintendent for the Groton School District upon the terms and conditions hereinafter set forth.

1. **Duties.** The Assistant Superintendent shall perform duties assigned by the Superintendent for the administration of the schools, consistent with the job description for Assistant Superintendent of the Groton Public Schools.
2. **Outside Professional Activities.** The Assistant Superintendent may undertake outside professional activities for personal income, only with prior approval of the Superintendent. If, in the judgment of the Superintendent, such outside activities interfere with the duties of the position of Assistant Superintendent, such outside activities shall be curtailed, or discontinued, as appropriate.
3. **Term.** The term of this agreement shall begin August 18, 2014 and remain in effect until terminated pursuant to Section 7.
4. **Compensation.** The base salary of the Assistant Superintendent shall consist of two components:
  - a. The Assistant Superintendent shall be paid a prorated bi-weekly installment as follows:

An annual salary of \$160,000 (to be prorated when applicable).
  - b. An additional sum of \$2,000 (to be prorated when applicable) to be contributed to a qualified Tax Sheltered Annuity account, as directed by the Assistant Superintendent. At the Assistant Superintendent's option all or any portion of this \$2,000 sum may be paid directly to the Assistant Superintendent as additional salary. The Assistant Superintendent shall be solely responsible for the tax consequences of this subparagraph.

Any future changes to compensation will be done with Board approval and Superintendent recommendation.

5. **Fringe Benefits.**

- a. **Sick Days.** The Board shall provide the Assistant Superintendent with eighteen (18) sick days annually (prorated when applicable), credited on July 1<sup>st</sup> of each year, cumulative to one hundred and sixty-five (165). This shall be no payment by the Board for unused sick leave. Sick leave is to be used for the actual illness or disability of the employee.
- b. **Long Term Disability Insurance.** The Board shall pay the premium for a Group Long-Term Disability insurance policy.
- c. **Term Life Insurance.** The Board shall provide term Group Term Life Insurance in the amount of \$200,000 during the term of this agreement.
- d. **Vacation.** The Assistant Superintendent shall be entitled to twenty-two (22) days of paid vacation per year exclusive of legal holidays credited on July 1<sup>st</sup> of each year. During the month of July of each year of this Contract, the Board shall pay to the Assistant Superintendent, upon request, any unused vacation at the Assistant Superintendent's per diem rate of pay, up to a maximum of five (5) unused vacation days per year. The per diem payment for vacation days shall be based on a 261 day work year. The vacation period is July 1 through June 30. Vacation days earned in one period must be used in that period or no later than October 31. Accumulated vacation (but not including any extended rollover from a prior year mentioned in the preceding sentence) shall be paid to the Assistant Superintendent upon separation from the school system. Use of vacation time shall have the prior approval of the Superintendent.
- e. **Personal Leave.** The Assistant Superintendent is entitled to leaves with pay as follows:
  1. Three (3) personal days per year, not to accumulate credited on July 1<sup>st</sup> of each year. Personal leave must be taken with the prior approval of the Superintendent. If advanced notice is not possible, notice shall be given within 24 hours after return.
  2. Jury Duty. If summoned for jury duty the Assistant Superintendent shall immediately notify the Superintendent of the date of the assignment. The Assistant Superintendent shall receive her full salary (compensation paid for jury duty to be reimbursed to the Board) for the period that the Assistant Superintendent must serve on jury duty during her work year.

3. Seven (7) non-cumulative days for religious observances, involuntary legal involvements, or critical situations resulting from illness or death in the immediate family (spouse, child, parent, sibling, grandparent, grandchild, in-law, or persons residing in the same household as the employee) credited on July 1<sup>st</sup> of each year.
4. Three (3) additional days for employees own marriage, when needed.

f. **Holidays and Floating Holidays.** The following are paid holidays:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas School Vacation

Plus one additional holiday either the day before or the day after the day on which Independence Day is celebrated, at the discretion of the Superintendent.

- g. **Insurance.** Health and Dental Insurance will be provided to the Assistant Superintendent and her dependents. The Assistant Superintendent shall share in the cost of the insurances at a premium sharing rate as determined by the Board of Education from time to time. The Assistant Superintendent will contribute seventeen percent (17%) of the total cost of the coverage for themselves and any eligible dependents. The Board shall pay the remaining cost of the insurance. The Board may also increase the percentage of employee contribution in future years consistent with increases made with other employee groups.
- h. **Continued Health Insurance.** Upon application and retirement with Teacher Retirement Board (TRB), the Assistant Superintendent shall be eligible for continued health insurance coverage until the age of sixty-five (65) for the employee and the insured spouse and dependent, upon prepayment of 25% of each month's insurance premium for the employee, spouse, and dependents. The Board will pay the remaining portion of such insurance premium selected. Insurance coverage will include the spouse and dependent of the Assistant Superintendent, if elected; however, the premium cost attributable to a spouse other than the spouse of the Assistant Superintendent at the retirement date, will be fully paid by the retired Assistant Superintendent. The benefits within this provision are provided as long as the Assistant Superintendent has actively served in this position for at least fifteen (15) years, has reached the age of sixty (60), and is employed by the District at the time of retirement.

- i. **Professional Memberships and Development.** The Board encourages the continued professional growth of the Assistant Superintendent through participation in professional associations, educational conferences and other programs. To that end, the Board shall permit a reasonable amount of released time without loss of pay for the Assistant Superintendent to participate in such activities as approved by the Superintendent. The Board shall pay the full cost of Professional memberships and 50% of the full tuition cost of college course work (tied to University of Connecticut rates) of the Assistant Superintendent that are directly related to this position, increase her expertise and that are mutually agreed by the Board and the Superintendent to result in a benefit to the School District.
  - j. **Travel Expenses.** The Board shall provide the Assistant Superintendent with a \$150 monthly automobile stipend allowance as reimbursement for ordinary and necessary business travel in town in her personal automobile.
  - k. **Severance Pay.** If the Assistant Superintendent has served in the Groton School System for a minimum of fifteen (15) years then upon application for retirement through the Teacher Retirement Board, she shall receive a severance benefit equivalent to one day's salary (1/261 of the final year's salary) for each year of certified service, up to a maximum of thirty-five (35) years.
6. **Evaluation Format.** The Superintendent shall evaluate and assess in writing the performance of the Assistant Superintendent at least annually during the term of this Agreement. The evaluation format shall be consistent with the approved District's Evaluation Plan.
7. **Termination.**
- a. The parties may, by mutual consent, terminate this Contract at any time.
  - b. The Assistant Superintendent shall be entitled to terminate this Contract upon written notice of ninety (90) days.
  - c. The Board may terminate this Contract of Employment prior to its expiration for one or more of the following reasons:
    - 1. Inefficiency or incompetence;
    - 2. Insubordination against reasonable rules of the Board;
    - 3. Moral misconduct, including conduct unbecoming the Assistant Superintendent of Schools;

4. Disability of a nature, which would substantially impair the performance of the essential functions of the Assistant Superintendent's duties, as shown by a competent medical evidence;
5. Other due and sufficient cause.

In the event the Board seeks to terminate this Contract, it shall serve on the Assistant Superintendent written notice that termination of her contract is under consideration. Such notice shall be accompanied by a written statement of the reasons why contract termination is under consideration. The Assistant Superintendent may file with the Board within twenty days of such notice of written request for a hearing before the Board which hearing shall be held within thirty days after receipt of such request. The Board shall render its decision within thirty days from the conclusion of such hearing and shall send a copy of its decision to the Assistant Superintendent setting forth the reasons for termination and the evidence relied on. The Board's decision shall be based on the evidence presented at the hearing. Such hearing shall be in executive or public session at the option of the Assistant Superintendent. The Assistant Superintendent shall have the right to counsel at such hearing at her own expense. Nothing herein shall deprive the Board of the authority to immediately suspend the Assistant Superintendent from duty, with pay, when serious misconduct is charged, without prejudice.

Any time limits established herein may be waived by mutual agreement of the parties.

**8. General Provisions.**

- a. If any part of this Agreement is determined by competent authority to be invalid, such invalidity shall not affect the remainder of the Agreement but the remainder shall be binding and effective between the parties.
- b. This Agreement contains the entire agreement between the parties. It may not be amended orally but may be amended by an agreement in writing signed by both parties.
- c. The Agreement is subject to the Assistant Superintendent maintaining appropriate certification as Assistant Superintendent from the Connecticut Department of Education.
  - c. This Agreement shall become effective on August 18, 2014.

IN WITNESS WHEREOF, the parties hereunto have signed this Agreement and a duplicate thereof this 4 day of August, 2014.

  
\_\_\_\_\_  
Susan Austin  
Assistant Superintendent

  
\_\_\_\_\_  
Rita Volkmann, Chairperson  
Groton Board of Education

**CONTRACT OF EMPLOYMENT  
BUSINESS MANAGER  
GROTON, CONNECTICUT**

It is hereby agreed by and **between the Board of Education of the Town of Groton, Connecticut** (hereinafter referred to as the "Board") and **Kenneth Knight** of Lisbon, CT (hereinafter referred to as "Business Manager") that the Board hereby appoints Kenneth Knight as its Business Manager and Kenneth Knight hereby accepts such employment as Business Manager for the Groton School District upon the terms and conditions hereinafter set forth.

1. **Duties.** The Business Manager shall perform duties assigned by the Superintendent for the administration of the schools, consistent with the job description for Business Manager of the Groton Public Schools.
2. **Outside Professional Activities.** The Business Manager may undertake outside professional activities for personal income initiated after the start of this contract, only with prior approval of the Superintendent. If, in the judgment of the Superintendent, such outside activities interfere with the duties of the position of Business Manager, such outside activities shall be curtailed, or discontinued, as appropriate.
3. **Term.** The term of this agreement shall begin on the first day of employment and remain in effect until terminated pursuant to Section 7.
4. **Compensation.** The base salary of the Business Manager shall consist of two components:
  - a. The Business Manager shall be paid a prorated bi-weekly installment as follows:

An annual salary of \$110,000 (to be prorated when applicable).
  - b. An additional sum of \$2,000 (to be prorated when applicable) to be contributed to a qualified Tax Sheltered Annuity account, as directed by the Business Manager. At the Business Manager's option all or any portion of this \$2,000 sum may be paid directly to the Business Manager as additional salary. The Business Manager shall be solely responsible for the tax consequences of this subparagraph.

Any future changes to compensation will be done with Board approval and Superintendent recommendation.

5. **Fringe Benefits.**

- a. **Sick Days.** The Board shall provide the Business Manager with eighteen (18) sick days annually, credited on July 1<sup>st</sup> of each year, cumulative to one hundred and sixty-five (165). There shall be no payment by the Board for unused sick leave. Sick leave is to be used for the actual illness or disability of the employee.
- b. **Long Term Disability Insurance.** The Board shall pay the premium for a Group Long-Term Disability insurance policy. An expanded policy can be made available to the employee at no cost with proper application to and acceptance by the insurer.
- c. **Term Life Insurance.** The Board shall provide term Group Term Life Insurance in the amount of \$200,000 during the term of this agreement.
- d. **Vacation.** The Business Manager shall be entitled to twenty-two (22) days of paid vacation per year exclusive of legal holidays credited on July 1<sup>st</sup> of each year (prorated upon hire, if applicable). During the month of July of each year of this Contract, the Board shall pay to the Business Manager, upon request, any unused vacation at the Business Manager's per diem rate of pay, up to a maximum of five (5) unused vacation days per year. The per diem payment for vacation days shall be based on a 261 day work year. The vacation period is July 1 through June 30. Vacation days earned in one period must be used in that period or no later than October 31. Accumulated vacation (but not including any extended rollover from a prior year mentioned in the preceding sentence) shall be paid to the Business Manager upon separation from the school system. Use of vacation time shall have the prior approval of the Superintendent.
- e. **Personal Leave.** The Business Manager is entitled to leaves with pay as follows:
  1. Three (3) personal days per year, not to accumulate credited on July 1<sup>st</sup> of each year. Personal leave must be taken with the prior approval of the Superintendent. If advanced notice is not possible, notice shall be given within 24 hours after return.
  2. Jury Duty. If summoned for jury duty the Business Manager shall immediately notify the Superintendent of the date of the assignment. The Business Manager shall receive his full salary (compensation paid for jury duty to be reimbursed to the Board) for the period that the Business Manager must serve on jury duty during his work year.
  3. Seven (7) non-cumulative days for religious observances, involuntary legal involvements, or critical situations resulting from illness or death

in the immediate family (spouse, child, parent, sibling, grandparent, grandchild, in-law, or persons residing in the same household as the employee) credited on July 1<sup>st</sup> of each year.

4. Three (3) additional days for employees own marriage, when needed.

f. **Holidays and Floating Holidays.** The following are paid holidays:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas School Vacation

Plus one additional holiday either the day before or the day after the day on which Independence Day is celebrated, at the discretion of the Superintendent.

Any work done during the Christmas central office shutdown, with prior approval from the superintendent, will be paid a per diem stipend.

g. **Insurance.** Health and Dental Insurance will be provided to the Business Manager and his dependents. The Business Manager shall share in the cost of the insurances at a premium sharing rate as determined by the Board of Education from time to time. The Business Manager will contribute seventeen percent (17%) of the total cost of his coverage for himself and any eligible dependents. The Board shall pay the remaining cost of the insurance. The Board may also increase the percentage of employee contribution in future years consistent with increases made with other employee groups.

h. **Continued Health Insurance.** Upon application and retirement with Groton Town Retirement, the Business Manager shall be eligible for continued health insurance coverage until the age of sixty-five (65) for the employee and the insured spouse and dependent, upon prepayment of 25% of each month's insurance premium for the employee, spouse, and dependents. The Board will pay the remaining portion of such insurance premium selected. Insurance coverage will include the spouse and dependent of the Business Manager, if elected; however, the premium cost attributable to a spouse other than the spouse of the Business Manager at the retirement date, will be fully paid by the retired Business Manager. The benefits within this provision are provided as long as the Business Manager has actively served in this position for at least fifteen (15) years, has reached the age of sixty (60), and is employed by the District at the time of retirement.

i. **Professional Memberships and Development.** The Board encourages the continued professional growth of the Business Manager through participation in professional associations, educational conferences and other programs. To that end, the Board shall permit a reasonable amount of released time without loss of pay for the Business Manager to participate in such activities as approved by the Superintendent. The Board shall pay the full cost of Professional memberships and 50% of the full tuition cost of college course work (tied to University of Connecticut rates) of the Business Manager that are

directly related to his position, increase his expertise and that are mutually agreed by the Board and the Superintendent to result in a benefit to the School District.

- j. **Travel Expenses.** The Board shall provide the Business Manager with a \$150 monthly automobile stipend allowance as reimbursement for ordinary and necessary business travel in town in his personal automobile.
- k. **Severance Pay.** If the Business Manager has served in the Groton School System for a minimum of fifteen (15) years then upon application for retirement through the Groton Town Retirement Plan, she shall receive a severance benefit equivalent to one day's salary (1/261 of the final year's salary) for each year of certified service, up to a maximum of thirty-five (35) years.
- l. **Vesting.** No employee shall have a vested interest in any funds of the retirement system, other than in an amount equal to his/her own contributions plus regular interest thereon, except that upon termination of employment after at least five years of continuous service an employee shall be 100% vested in the Town's contributions.

6. **Evaluation Format.** The Superintendent shall evaluate and assess in writing the performance of the Business Manager at least annually during the term of this Agreement. The evaluation format shall be consistent with the approved District's Evaluation Plan.

7. **Termination.**

- a. The parties may, by mutual consent, terminate this Contract at any time.
- b. The Business Manager shall be entitled to terminate this Contract upon written notice of ninety (90) days.
- c. The Board may terminate this Contract of Employment prior to its expiration for cause.

In the event the Board seeks to terminate this Contract, it shall serve on the Business Manager written notice that termination of his contract is under consideration. Such notice shall be accompanied by a written statement of the reasons why contract termination is under consideration. The Business Manager may file with the Board within twenty days of such notice of written request for a hearing before the Board which hearing shall be held within thirty days after receipt of such request. The Board shall render its decision within thirty days from the conclusion of such hearing and shall send a copy of its decision to the Business Manager setting forth the reasons for termination and the evidence relied on. The Board's decision shall be based on the evidence presented at the hearing. Such hearing shall be in executive or public session at the option of the Business Manager. The Business Manager shall have the right to counsel at such hearing at his own expense. Nothing herein shall deprive the Board of the authority to immediately suspend the Business Manager from duty, with pay, when serious misconduct is charged, without prejudice.

Any time limits established herein may be waived by mutual agreement of the parties.

8. **General Provisions.**

- a. If any part of this Agreement is determined by competent authority to be invalid, such invalidity shall not affect the remainder of the Agreement but the remainder shall be binding and effective between the parties.
- b. This Agreement contains the entire agreement between the parties. It may not be amended orally but may be amended by an agreement in writing signed by both parties
- c. This Agreement shall become effective on the first day of employment.

IN WITNESS WHEREOF, the parties hereunto have signed this Agreement and a duplicate  
Thereof this 5th day of Sept., 2017.

  
\_\_\_\_\_  
Kenneth Knight  
Business Manager

  
\_\_\_\_\_  
Kim Watson, Chairperson  
Groton Board of Education

**CONTRACT OF EMPLOYMENT  
DIRECTOR OF FACILITIES  
GROTON, CONNECTICUT**

It is hereby agreed by and between the **Board of Education of the Town of Groton, Connecticut** (hereinafter referred to as the "Board") and **Samuel Kilpatrick Jr.** of Ledyard Center, Connecticut (hereinafter referred to as "Director of Facilities") that the Board hereby employs Samuel Kilpatrick Jr. as its Director of Facilities and he hereby accepts such employment as Director of Facilities for the Groton School District upon the terms and conditions hereinafter set forth.

1. **Duties.** The Director shall perform duties assigned by the Superintendent for the administration of the schools, consistent with the job description for Director of Facilities of the Groton Public Schools.
  
2. **Outside Professional Activities.** The Director of Facilities may undertake outside professional activities for personal income, only with prior approval of the Superintendent. If, in the judgment of the Superintendent, such outside activities interfere with the duties of the position of Director of Facilities, such outside activities shall be curtailed, or discontinued, as appropriate.
  
3. **Term.** The term of this agreement shall begin August 1, 2014 and remain in effect until terminated pursuant to Section 7.
  
4. **Compensation.** The base salary of the Director of Facilities shall consist of the following components:
  - a. The Director of Facilities shall be paid a prorated bi-weekly installment as follows:

An annual salary of \$105,000 (to be prorated when applicable).
  
  - b. An additional sum of \$2,000 (to be prorated when applicable) to be contributed to a qualified Tax Sheltered Annuity account, as directed by the Director of Facilities. At the Director of Facilities' option all or any portion of this \$2,000 sum may be paid directly to the Director of Facilities as additional salary. The Director of Facilities shall be solely responsible for the tax consequences of this subparagraph.

Any future changes to compensation will be done with Board approval and Superintendent recommendation.

5. **Fringe Benefits.**

- a. **Sick Days.** The Board shall provide the Director of Facilities with eighteen (18) sick days annually, credited on July 1<sup>st</sup> of each year, cumulative to one hundred and sixty-five (165). There shall be no payment by the Board for unused sick leave. Sick leave is to be used for the actual illness or disability of the employee.
- b. **Long Term Disability Insurance.** The Board shall pay the premium for a Group Long-Term Disability insurance policy. An expanded policy can be made available to the employee at no cost with proper application to and acceptance by the insurer.
- c. **Term Life Insurance.** The Board shall provide term Group Term Life Insurance in the amount of \$200,000 during the term of this agreement.
- d. **Vacation.** The Director of Facilities shall be entitled to twenty-two (22) days of paid vacation per year exclusive of legal holidays credited on July 1<sup>st</sup> of each year. During the month of July of each year of this Contract, the Board shall pay to the Director of Facilities, upon request, any unused vacation at the Director of Facilities' per diem rate of pay, up to a maximum of five (5) unused vacation days per year. The per diem payment for vacation days shall be based on a 261 day work year. The vacation period is July 1 through June 30. Vacation days earned in one period must be used in that period or no later than October 31. Accumulated vacation (but not including any extended rollover from a prior year mentioned in the preceding sentence) shall be paid to the Director of Facilities upon separation from the school system. Use of vacation time shall have the prior approval of the Superintendent.
- e. **Personal Leave.** The Director of Facilities is entitled to leaves with pay as follows:
  1. Three (3) personal days per year, not to accumulate credited on July 1<sup>st</sup> of each year. Personal leave must be taken with the prior approval of the Superintendent. If advanced notice is not possible, notice shall be given within 24 hours after return.
  2. Jury Duty. If summoned for jury duty the Director of Facilities shall immediately notify the Superintendent of the date of the assignment. The Director of Facilities shall receive his full salary (compensation paid for jury duty to be reimbursed to the Board) for the period that the Director of Facilities must serve on jury duty during his work year.

3. Seven (7) non-cumulative days for religious observances, involuntary legal involvements, or critical situations resulting from illness or death in the immediate family (spouse, child, parent, sibling, grandparent, grandchild, in-law, or persons residing in the same household as the employee) credited on July 1<sup>st</sup> of each year.
4. Three (3) additional days for employees own marriage, when needed.

f. **Holidays and Floating Holidays.** The following are paid holidays:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas School Vacation

Plus one additional holiday either the day before or the day after the day on which Independence Day is celebrated, at the discretion of the Superintendent.

Any work done during the Christmas central office shutdown, with prior approval from the superintendent, will be paid a per diem stipend.

g. **Insurance.** Health and Dental Insurance will be provided to the Director of Facilities and his dependents. The Director of Facilities shall share in the cost of the insurances at a premium sharing rate as determined by the Board of Education from time to time. The Director of Facilities will contribute seventeen percent (17%) of the total cost of his coverage for himself and any eligible dependents. The Board shall pay the remaining cost of the insurance. The Board may also increase the percentage of employee contribution in future years consistent with increases made with other employee groups.

h. **Continued Health Insurance.** Upon application and retirement with Groton Town Retirement, the Director of Facilities shall be eligible for continued health insurance coverage until the age of sixty-five (65) for the employee and the insured spouse and dependent, upon prepayment of 25% of each month's insurance premium for the employee, spouse, and dependents. The Board will pay the remaining portion of such insurance premium selected. Insurance coverage will include the spouse and dependent of the Director of Facilities, if elected; however, the premium cost attributable to a spouse other than the spouse of the Director of Facilities at the retirement date, will be fully paid by the retired Director of Facilities. The benefits within this provision are provided as long as the Director of Facilities has actively served in this position for at least fifteen (15) years, has reached the age of sixty (60), and is employed by the District at the time of retirement.

- i. **Professional Memberships and Development.** The Board encourages the continued professional growth of the Director of Facilities through participation in professional associations, educational conferences and other programs. To that end, the Board shall permit a reasonable amount of released time without loss of pay for the Director of Facilities to participate in such activities as approved by the Superintendent. The Board shall pay the full cost of Professional memberships and 50% of the full tuition cost of college course work (tied to University of Connecticut rates) of the Director of Facilities that are directly related to his position, increase his expertise and that are mutually agreed by the Board and the Superintendent to result in a benefit to the School District.
  - j. **Travel Expenses.** The Board shall provide the Director of Facilities with a \$650 monthly automobile stipend allowance as reimbursement for ordinary and necessary business travel in town in his personal automobile. This amount will be adjusted after the first quarter of employment based upon actual travel distance or may be eliminated in the future if a district vehicle becomes available for use.
  - k. **Severance Pay.** If the Director of Facilities has served in the Groton School System for a minimum of fifteen (15) years then upon application for retirement through the Groton Town Retirement Plan, he shall receive a severance benefit equivalent to one day's salary (1/261 of the final year's salary) for each year of certified service, up to a maximum of thirty-five (35) years.
  - l. **Vesting.** No employee shall have a vested interest in any funds of the retirement system, other than in an amount equal to his/her own contributions plus regular interest thereon, except that upon termination of employment after at least five years of continuous service an employee shall be 100% vested in the Town's contributions.
6. **Evaluation Format.** The Superintendent shall evaluate and assess in writing the performance of the Director of Facilities at least annually during the term of this Agreement. The evaluation format shall be consistent with the approved District's Evaluation Plan.
7. **Termination.**
  - a. The parties may, by mutual consent, terminate this Contract at any time.
  - b. The Director of Facilities shall be entitled to terminate this Contract upon written notice of ninety (90) days.
  - c. The Board may terminate this Contract of Employment prior to its expiration for cause.

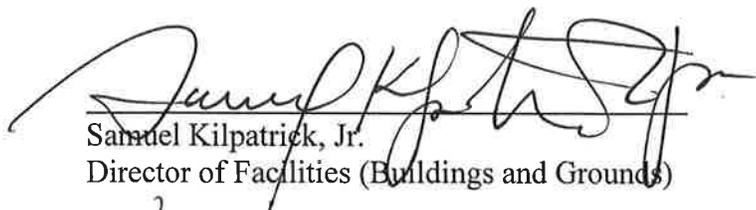
In the event the Board seeks to terminate this Contract, it shall serve on the Director of Facilities written notice that termination of his contract is under consideration. Such notice shall be accompanied by a written statement of the reasons why contract termination is under consideration. The Director of Facilities may file with the Board within twenty days of such notice of written request for a hearing before the Board which hearing shall be held within thirty days after receipt of such request. The Board shall render its decision within thirty days from the conclusion of such hearing and shall send a copy of its decision to the Director of Facilities setting forth the reasons for termination and the evidence relied on. The Board's decision shall be based on the evidence presented at the hearing. Such hearing shall be in executive or public session at the option of the Director of Facilities. The Director of Facilities shall have the right to counsel at such hearing at his own expense. Nothing herein shall deprive the Board of the authority to immediately suspend the Director of Facilities from duty, with pay, when serious misconduct is charged, without prejudice.

Any time limits established herein may be waived by mutual agreement of the parties.

**8. General Provisions.**

- a. If any part of this Agreement is determined by competent authority to be invalid, such invalidity shall not affect the remainder of the Agreement but the remainder shall be binding and effective between the parties.
- b. This Agreement contains the entire agreement between the parties. It may not be amended orally but may be amended by an agreement in writing signed by both parties.
- c. This Agreement shall become effective with the first day of work.

IN WITNESS WHEREOF, the parties hereunto have signed this Agreement and a duplicate Thereof this 2<sup>nd</sup> day of Dec, 2014.

  
\_\_\_\_\_  
Samuel Kilpatrick, Jr.  
Director of Facilities (Buildings and Grounds)

  
\_\_\_\_\_  
Kim Watson, Chairperson  
Groton Board of Education

**CONTRACT OF EMPLOYMENT  
DIRECTOR OF HUMAN RESOURCES  
GROTON, CONNECTICUT**

It is hereby agreed by and **between** the **Board of Education of the Town of Groton, Connecticut** (hereinafter referred to as the "Board") and **Laurie Le Pine** of Brooklyn, Connecticut, (hereinafter referred to as "Director of Human Resources") that the Board hereby employs Laurie Le Pine as its Director of Human Resources and Laurie Le Pine hereby accepts such employment as Director of Human Resources for the Groton School District upon the terms and conditions hereinafter set forth.

1. **Duties.** The Director shall perform duties assigned by the Superintendent for the administration of the schools, consistent with the job description for Director of Human Resources of the Groton Public Schools.
  
2. **Outside Professional Activities.** The Director of Human Resources may undertake outside professional activities for personal income, only with prior approval of the Superintendent. If, in the judgment of the Superintendent, such outside activities interfere with the duties of the position of Director of Human Resources, such outside activities shall be curtailed, or discontinued, as appropriate.
  
3. **Term.** The term of this agreement shall begin immediately and remain in effect until terminated pursuant to Section 7.
  
4. **Compensation.** The base salary of the Director of Human Resources shall consist of two components:
  - a. The Director of Human Resources shall be paid a prorated bi-weekly installment as follows:

An annual salary of \$91,178 (to be prorated when applicable).
  
  - b. An additional sum of \$2000 (to be prorated when applicable) to be contributed to a qualified Tax Sheltered Annuity account, as directed by the Director of Human Resources. At the Director of Human Resources' option all or any portion of this \$2000 sum may be paid directly to the Director of Human Resources as additional salary. The Director of Human Resources shall be solely responsible for the tax consequences of this subparagraph.

Any future changes to compensation will be done with Board approval and Superintendent recommendation.

5. **Fringe Benefits.**

- a. **Sick Days.** The Board shall provide the Director of Human Resources with eighteen (18) sick days annually (prorated when applicable), credited on July 1<sup>st</sup> of each year, cumulative to one hundred and sixty-five (165). There shall be no payment by the Board for unused sick leave. Sick leave is to be used for the actual illness or disability of the employee.
  
- b. **Long Term Disability Insurance.** The Board shall pay the premium for a Group Long-Term Disability insurance policy. An expanded policy can be made available to the employee at no cost with proper application to and acceptance by the insurer.
  
- c. **Term Life Insurance.** The Board shall provide term Group Term Life Insurance in the amount of \$115,000 during the term of this agreement.
  
- d. **Vacation.** The Director of Human Resources shall be entitled to twenty-two (22) days of paid vacation per year exclusive of legal holidays credited on July 1<sup>st</sup> of each year. During the month of July of each year of this Contract, the Board shall pay to the Director of Human Resources, upon request, any unused vacation at the Director of Human Resources' per diem rate of pay, up to a maximum of five (5) unused vacation days per year. The per diem payment for vacation days shall be based on a 261 day work year. The vacation period is July 1 through June 30. Vacation days earned in one period must be used in that period or no later than October 31. Accumulated vacation (but not including any extended rollover from a prior year mentioned in the preceding sentence) shall be paid to the Director of Human Resources upon separation from the school system. Use of vacation time shall have the prior approval of the Superintendent.
  
- e. **Personal Leave.** The Director of Human Resources is entitled to leaves with pay as follows:
  - 1. Three (3) personal days per year, not to accumulate credited on July 1<sup>st</sup> of each year. Personal leave must be taken with the prior approval of the Superintendent. If advanced notice is not possible, notice shall be given within 24 hours after return.
  
  - 2. Jury Duty. If summoned for jury duty the Director of Human Resources shall immediately notify the Superintendent of the date of the assignment. The Director of Human Resources shall receive her full salary (compensation paid for jury duty to be reimbursed to the Board) for the period that the Director of Human Resources must serve on jury duty during her work year.
  
  - 3. Seven (7) non-cumulative days for religious observances, involuntary legal involvements, or critical situations resulting from illness or death

in the immediate family (spouse, child, parent, sibling, grandparent, grandchild, in-law, or persons residing in the same household as the employee) credited on July 1<sup>st</sup> of each year.

4. Three (3) additional days for employees own marriage, when needed.

f. **Holidays and Floating Holidays.** The following are paid holidays:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas School Vacation

Plus one additional holiday either the day before or the day after the day on which Independence Day is celebrated, at the discretion of the Superintendent.

Any work done during the Christmas central office shutdown, with prior approval from the superintendent, will be paid a per diem stipend.

- g. **Insurance.** Health and Dental Insurance will be provided to the Director of Human Resources and her dependents. The Director of Human Resources shall share in the cost of the insurances at a premium sharing rate as determined by the Board of Education from time to time. During the 2011-2012 year, the Director of Human Resources will contribute seventeen percent (17%) of the total cost of her coverage for herself and any eligible dependents. The Board shall pay the remaining cost of the insurance. The Board may also increase the percentage of employee contribution in future years consistent with increases made with other employee groups.
- h. **Continued Health Insurance.** Upon application and retirement with Groton Town Retirement, the Director of Human Resources shall be eligible for continued health insurance coverage until the age of sixty-five (65) for the employee and the insured spouse and dependent, upon prepayment of 25% of each month's insurance premium for the employee, spouse, and dependents. The Board will pay the remaining portion of such insurance premium selected. Insurance coverage will include the spouse and dependent of the Director of Human Resources, if elected; however, the premium cost attributable to a spouse other than the spouse of the Director of Human Resources at the retirement date, will be fully paid by the retired Director of Human Resources. The benefits within this provision are provided as long as the Director of Human Resources has actively served in this position for at least fifteen (15) years, has reached the age of sixty (60), and is employed by the District at the time of retirement.
- i. **Professional Memberships and Development.** The Board encourages the continued professional growth of the Director of Human Resources through participation in

professional associations, educational conferences and other programs. To that end, the Board shall permit a reasonable amount of released time without loss of pay for the Director of Human Resources to participate in such activities as approved by the Superintendent. The Board shall pay the full cost of Professional memberships and 50% of the full tuition cost of college course work (tied to University of Connecticut rates) of the Director of Human Resources that are directly related to her position, increase her expertise and that are mutually agreed by the Board and the Superintendent to result in a benefit to the School District.

- j. **Travel Expenses.** The Board shall provide the Director of Human Resources with a \$150 monthly automobile stipend allowance as reimbursement for ordinary and necessary business travel in town in her personal automobile.
- k. **Severance Pay.** If the Director of Human Resources has served in the Groton School System for a minimum of fifteen (15) years then upon application for retirement through the Groton Town Retirement Plan, she shall receive a severance benefit equivalent to one day's salary (1/261 of the final year's salary) for each year of certified service, up to a maximum of thirty-five (35) years.
- l. **Vesting.** No employee shall have a vested interest in any funds of the retirement system, other than in an amount equal to his/her own contributions plus regular interest thereon, except that upon termination of employment after at least five years of continuous service an employee shall be 100% vested in the Town's contributions.

6. **Evaluation Format.** The Superintendent shall evaluate and assess in writing the performance of the Director of Human Resources at least annually during the term of this Agreement. The evaluation format shall be consistent with the approved District's Evaluation Plan.

7. **Termination.**

- a. The parties may, by mutual consent, terminate this Contract at any time.
- b. The Director of Human Resources shall be entitled to terminate this Contract upon written notice of forty-five (45) days.
- c. The Board may terminate this Contract of Employment prior to its expiration for cause.

In the event the Board seeks to terminate this Contract, it shall serve on the Director of Human Resources written notice that termination of her contract is under consideration. Such notice shall be accompanied by a written statement of the reasons why contract termination is under consideration. The Director of Human Resources may file with the Board within twenty days of such notice of written request for a hearing before the Board which hearing shall be held within thirty days after receipt of such request. The Board shall render its decision within thirty days from the conclusion of such hearing and shall send a copy of its decision to the Director

of Human Resources setting forth the reasons for termination and the evidence relied on. The Board's decision shall be based on the evidence presented at the hearing. Such hearing shall be in executive or public session at the option of the Director of Human Resources. The Director of Human Resources shall have the right to counsel at such hearing at her own expense. Nothing herein shall deprive the Board of the authority to immediately suspend the Director of Human Resources from duty, with pay, when serious misconduct is charged, without prejudice.

Any time limits established herein may be waived by mutual agreement of the parties.

**8. General Provisions.**

- a. If any part of this Agreement is determined by competent authority to be invalid, such invalidity shall not affect the remainder of the Agreement but the remainder shall be binding and effective between the parties.
- b. This Agreement contains the entire agreement between the parties. It may not be amended orally but may be amended by an agreement in writing signed by both parties
- c. This Agreement shall become effective July 1, 2012.

IN WITNESS WHEREOF, the parties hereunto have signed this Agreement and a duplicate Thereof this \_\_\_\_ day of \_\_\_\_\_, 2012.



\_\_\_\_\_  
Laurie Le Pine  
Director of Human Resources



\_\_\_\_\_  
Kirsten Hoyt Ed/D, Chairperson  
Groton Board of Education

**CONTRACT OF EMPLOYMENT  
DIRECTOR OF TECHNOLOGY  
GROTON, CONNECTICUT**

It is hereby agreed by and **between** the **Board of Education of the Town of Groton, Connecticut** (hereinafter referred to as the “Board”) and **Dennis Colclough** of Oxford, CT (hereinafter referred to as “Director of Technology”) that the Board hereby appoints Dennis Colclough as its Director of Technology and Dennis Colclough hereby accepts such employment as Director of Technology for the Groton School District upon the terms and conditions hereinafter set forth.

1. **Duties.** The Director shall perform duties assigned by the Superintendent for the administration of the schools, consistent with the job description for Director of Technology of the Groton Public Schools.
2. **Outside Professional Activities.** The Director of Technology may undertake outside professional activities for personal income initiated after the start of this contract, only with prior approval of the Superintendent. If, in the judgment of the Superintendent, such outside activities interfere with the duties of the position of Director of Technology, such outside activities shall be curtailed, or discontinued, as appropriate.
3. **Term.** This position begins with a 6 month probationary period in which the Director of Technology is an at will employee. The term of this agreement shall begin on January 6, 2016. Following the successful completion of the 6 month probationary period, this agreement will remain in effect until terminated pursuant to Section 7.
4. **Compensation.** The base salary of the Director of Technology shall consist of two components:
  - a. The Director of Technology shall be paid a prorated bi-weekly installment as follows:

An annual salary of \$115,000 (to be prorated when applicable).
  - b. An additional sum of \$2,000 (to be prorated when applicable) to be contributed to a qualified Tax Sheltered Annuity account, as directed by the Director of Technology. At the Director of Technology’s option all or any portion of this \$2,000 sum may be paid directly to the Director of Technology as additional salary. The Director of Technology shall be solely responsible for the tax consequences of this subparagraph.

Any future changes to compensation will be done with Board approval and Superintendent recommendation.

5. **Fringe Benefits.**

- a. **Sick Days.** The Board shall provide the Director of Technology with eighteen (18) sick days annually, credited on July 1<sup>st</sup> of each year, cumulative to one hundred and sixty-five (165). There shall be no payment by the Board for unused sick leave. Sick leave is to be used for the actual illness or disability of the employee.
- b. **Long Term Disability Insurance.** The Board shall pay the premium for a Group Long-Term Disability insurance policy. An expanded policy can be made available to the employee at no cost with proper application to and acceptance by the insurer.
- c. **Term Life Insurance.** The Board shall provide term Group Term Life Insurance in the amount of \$200,000 during the term of this agreement.
- d. **Vacation.** The Director of Technology shall be entitled to twenty-two (22) days of paid vacation per year (prorated upon hire, if applicable) exclusive of legal holidays credited on July 1<sup>st</sup> of each year. During the month of July of each year of this Contract, the Board shall pay to the Director of Technology, upon request, any unused vacation at the Director of Technology's per diem rate of pay, up to a maximum of five (5) unused vacation days per year. The per diem payment for vacation days shall be based on a 261 day work year. The vacation period is July 1 through June 30. Vacation days earned in one period must be used in that period or no later than October 31. Accumulated vacation (but not including any extended rollover from a prior year mentioned in the preceding sentence) shall be paid to the Director of Technology upon separation from the school system. Use of vacation time shall have the prior approval of the Superintendent.
- e. **Personal Leave.** The Director of Technology is entitled to leaves with pay as follows:
  1. Three (3) personal days per year, not to accumulate credited on July 1<sup>st</sup> of each year. Personal leave must be taken with the prior approval of the Superintendent. If advanced notice is not possible, notice shall be given within 24 hours after return.
  2. Jury Duty. If summoned for jury duty the Director of Technology shall immediately notify the Superintendent of the date of the assignment. The Director of Technology shall receive his full salary

(compensation paid for jury duty to be reimbursed to the Board) for the period that the Director of Technology must serve on jury duty during his work year.

3. Seven (7) non-cumulative days for religious observances, involuntary legal involvements, or critical situations resulting from illness or death in the immediate family (spouse, child, parent, sibling, grandparent, grandchild, in-law, or persons residing in the same household as the employee) credited on July 1<sup>st</sup> of each year.
4. Three (3) additional days for employees own marriage, when needed.

f. **Holidays and Floating Holidays.** The following are paid holidays:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas School Vacation

Plus one additional holiday either the day before or the day after the day on which Independence Day is celebrated, at the discretion of the Superintendent.

Any work done during the Christmas Central Office shutdown, with prior approval from the Superintendent, will be paid a per diem stipend.

g. **Insurance.** Health and Dental Insurance will be provided to the Director of Technology and his dependents. The Director of Technology shall share in the cost of the insurances at a premium sharing rate as determined by the Board of Education from time to time. The Director of Technology will contribute seventeen percent (17%) or the defined employee contribution of the total cost of his coverage for himself and any eligible dependents. The Board shall pay the remaining cost of the insurance. The Board may also increase the percentage of employee contribution in future years consistent with increases made with other employee groups.

h. **Continued Health Insurance.** Upon application and retirement with Groton Town Retirement, the Director of Technology shall be eligible for continued health insurance coverage until the age of sixty-five (65) for the employee and the insured spouse and dependent, upon prepayment of 25% of each month's insurance premium for the employee, spouse, and dependents. The Board will pay the remaining portion of such insurance premium selected. Insurance coverage will include the spouse and dependent of the Director of Technology, if elected; however, the premium cost attributable to a spouse other than the spouse of the Director of Technology at the retirement date, will be fully paid by the retired Director of Technology. The benefits within this provision are provided as long as the Director of Technology has actively served in this position for at

least fifteen (15) years, has reached the age of sixty (60), and is employed by the District at the time of retirement.

- i. **Professional Memberships and Development.** The Board encourages the continued professional growth of the Director of Technology through participation in professional associations, educational conferences and other programs. To that end, the Board shall permit a reasonable amount of released time without loss of pay for the Director of Technology to participate in such activities as approved by the Superintendent. The Board shall pay the full cost of Professional memberships and 50% of the full tuition cost of college course work (tied to University of Connecticut rates) of the Director of Technology that are directly related to his position, increase his expertise and that are mutually agreed by the Board and the Superintendent to result in a benefit to the School District.
  - j. **Travel Expenses.** The Board shall provide the Director of Technology with a \$150 monthly automobile stipend allowance as reimbursement for ordinary and necessary business travel in town in his personal automobile.
  - k. **Severance Pay.** If the Director of Technology has served in the Groton School System for a minimum of fifteen (15) years then upon application for retirement through the Groton Town Retirement Plan, he shall receive a severance benefit equivalent to one day's salary (1/261 of the final year's salary) for each year of certified service, up to a maximum of thirty-five (35) years.
  - l. **Vesting.** No employee shall have a vested interest in any funds of the retirement system, other than in an amount equal to his/her own contributions plus regular interest thereon, except that upon termination of employment after at least five years of continuous service an employee shall be 100% vested in the Town's contributions.
6. **Evaluation Format.** The Superintendent shall evaluate and assess in writing the performance of the Director of Technology at least annually during the term of this Agreement. The evaluation format shall be consistent with the approved District's Evaluation Plan.
7. **Termination.**
- a. The parties may, by mutual consent, terminate this Contract at any time.
  - b. The Director of Technology shall be entitled to terminate this Contract upon written notice of ninety (90) days.
  - c. The Board may terminate this Contract of Employment prior to its expiration for cause.

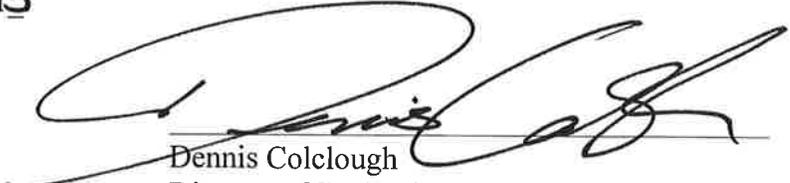
In the event the Board seeks to terminate this Contract, it shall serve on the Director of Technology written notice that termination of his contract is under consideration. Such notice shall be accompanied by a written statement of the reasons why contract termination is under consideration. The Director of Technology may file with the Board within twenty days of such notice of written request for a hearing before the Board which hearing shall be held within thirty days after receipt of such request. The Board shall render its decision within thirty days from the conclusion of such hearing and shall send a copy of its decision to the Director of Technology setting forth the reasons for termination and the evidence relied on. The Board's decision shall be based on the evidence presented at the hearing. Such hearing shall be in executive or public session at the option of the Director of Technology. The Director of Technology shall have the right to counsel at such hearing at his own expense. Nothing herein shall deprive the Board of the authority to immediately suspend the Director of Technology from duty, with pay, when serious misconduct is charged, without prejudice.

Any time limits established herein may be waived by mutual agreement of the parties.

**8. General Provisions.**

- a. If any part of this Agreement is determined by competent authority to be invalid, such invalidity shall not affect the remainder of the Agreement but the remainder shall be binding and effective between the parties.
- b. This Agreement contains the entire agreement between the parties. It may not be amended orally but may be amended by an agreement in writing signed by both parties
- c. This Agreement shall become effective January 6, 2016.

IN WITNESS WHEREOF, the parties hereunto have signed this Agreement and a duplicate  
Thereof this 24 day of DEC, 2015

  
Dennis Colclough  
Director of Technology

  
Kim Watson, Chairperson  
Groton Board of Education

## **EMPLOYMENT CONTRACT FOR GROTON SUPERINTENDENT OF SCHOOLS**

It is hereby agreed by and between the Board of Education of the Town of Groton (hereinafter called the "Board") and Michael H. Graner (hereinafter called the "Superintendent") that the said Board in accordance with its action on November 4, 2013 by election pursuant to section 10-157 of the Connecticut General Statutes, has and does hereby employ the said Michael H. Graner as Superintendent of Schools and that Michael H. Graner hereby accepts employment as Superintendent of Schools of upon the terms and conditions hereinafter set forth.

### **1. CERTIFICATION:**

As a condition precedent to this Agreement taking full force and effect, the Superintendent shall hold and present to the Board a valid certificate issued by the State of Connecticut enabling him/her to serve as Superintendent. Failure to provide said certificate shall make this Agreement null and void. Should any such certification terminate and the Superintendent not otherwise hold valid certification to serve as Superintendent of Schools, this Agreement shall terminate immediately by its terms.

### **2. DUTIES:**

- A. The Superintendent is the chief executive officer of the Board. In harmony with the policies of the Board and state law, the Superintendent has executive authority over the school system and the responsibility for its supervision. He/she has the general authority to act at his/her discretion, subject to later approval by the Board, upon all emergency matters and those as to which his/her powers and duties are not expressly limited or are not particularly set forth. He/she advises the Board on policies and plans that the Board takes under consideration, and he/she takes the initiative in presenting to the Board policy and planning issues for the Board's attention.
- B. The Superintendent or his/her designee as approved by the Board of Education shall attend all meetings of the Board of Education and shall participate in all Board deliberations, except by Board invitation only when matters relating to his/her own employment are under consideration. The Superintendent shall receive notice of all Board Committee meetings.

**3. TERM:**

The term of this agreement is from July 1, 2017 to June 30, 2020. The Superintendent and the Board agree they shall adhere to the following procedures to extend the Superintendent's employment under this contract for an additional period not to exceed three (3) years at any time:

- A. Prior to the end of the first year of a three-year agreement, the Board of Education, at the request of the Superintendent, may vote for a new agreement.
- B. Prior to the end of the second year of a three-year agreement (or prior to the last year of this Agreement), the Board shall vote for a new agreement. At least three months prior to that time, the Superintendent shall notify the Board that his/her contract is about to expire and shall provide the Board this contract clause.
- C. Anything in this paragraph to the contrary notwithstanding, the provisions of section 8 shall take precedence and the Superintendent's employment may be terminated under the provisions of said section.

**4. BASE SALARY:**

- A. The annual base salary of the Superintendent shall be the annualized sum of (a) one hundred eighty eight thousand four hundred and ninety seven dollars (\$188,497) in periodic payments in accordance with the established pay dates for the school district, and (b) an additional amount of ten thousand dollars (\$10,000.00) to be paid to the Superintendent in substantially equal installments during the contract year as to which amount the Superintendent will arrange to have an elective deferral deducted from his/her salary on a pre-tax basis as permitted under Section 403(b)(12)(A)(ii) of the Internal Revenue Code, as amended, including the applicable catch-up limit of Section 414(v) of the Internal Revenue Code, and then contributed toward the purchase of a 403(b) annuity with a tax sheltered annuity company he/she chooses from the Board's list of approved 403(b) vendors pursuant to the Board's 403(b) plan available to Board employees generally in accordance with Section 403(b) of the Internal Revenue Code, as amended.
- B. The annual base salary for any subsequent year of this Agreement shall be negotiated between the parties and agreed prior to the commencement of the new contract year. If no agreement concerning annual base salary is reached, the Superintendent's salary shall continue at the rate of the preceding year. Any adjustment in salary made during the life of this contract shall be in the form of an amendment and shall become part of this Agreement, but any such amendment shall not be considered a new

contract with the Superintendent or an extension of the termination date of the existing contract.

**5. FRINGE BENEFITS:**

- A. The Board shall provide the Superintendent with 18 sick days annually cumulative to 165 days. Unused sick days shall not be compensated when employment terminates.
- B. The Board shall provide the Superintendent with 25 vacation days annually, with such days to be taken during the year in which they are earned. With prior written notification to the Board, the Superintendent may carry over unused vacation year as of June 30<sup>th</sup> each year into the next fiscal year. Vacation for a partial year of service shall be prorated. Subject to limitations above, upon termination of employment the Superintendent will be paid for unused vacation days at the daily rate of 1/261 of annual salary times the number of accumulated days. In the event of death, unused and accrued vacation pay will be paid to the Superintendent's estate.
- C. During the month of July each year of this contract, the Board shall pay to the Superintendent upon request, any unused vacation at the Superintendent's per diem rate of pay, up to a maximum of five (5) days unused vacation days per year. The per diem payment for vacation days shall be based upon 261 day work year.
- D. The Superintendent shall have the holidays on which the Board offices are closed.
- E. Personal Time:
  - 1. Three (3) personal days per year, not to accumulate credited on July 1<sup>st</sup> of each year. Personal leave must be taken with the prior approval of the Board. If advanced notice is not possible, notice shall be given within 24 hours after return.
  - 2. Jury Duty. If summoned for jury duty the Superintendent shall immediately notify the Board of the date of the assignment. The Superintendent shall receive his full salary (compensation paid for jury duty to be reimbursed to the Board) for the period that the Superintendent must serve on jury duty during his work year.
  - 3. Seven (7) non-cumulative days for religious observances, involuntary legal involvements, or critical situations resulting from illness or death in the immediate family

(spouse, child, parent, sibling, grandparent, grandchild, in-law, or persons residing in the same household as the employee) credited on July 1<sup>st</sup> of each year.

4. Three (3) additional days for employees own marriage, when needed.

- F. The Board of Education shall provide the Superintendent and his/her dependents with the same health insurance coverage as is provided to a majority of school district administrators at the time this contract is signed. The Superintendent shall pay the same premium cost share as such other administrators. Should say health insurance coverage for such other administrators change, the Board and the Superintendent shall negotiate over changes to this provision.
- G. The Superintendent of Schools shall receive remuneration in the amount of 50% of the COBRA rate for Employee + 1 for medical insurance by the Board if the Superintendent elects to waive all health insurance benefits. The Superintendent choosing this option shall be able to change his option on July 1, for any reason, and/or at one other time during the year, if there has been a significant change in the Superintendent's circumstances, such as divorce, death of a spouse, etc. which warrants such change in option. Such request for change must be presented, in writing, to the Board of Education at least sixty (60) days prior to the beginning of the month in which the change is to take effect. Upon receipt of the revocation of waiver, coverage by the insurer shall be subject to any regulations, including waiting periods, which may then be in effect. Waivers under this section are subject to the approval of the applicable insurance carrier.
- H. The Board shall provide the Superintendent with term life insurance during the term of this Agreement in an amount equal to two times his base salary rounded to the nearest \$1,000.
- I. The Board shall pay the premium for a long-term disability insurance policy for Superintendent to compensate the Superintendent for seventy percent (70%) of the Superintendent's base salary under this Agreement after a suitable qualifying period as may be provided for and in accordance with any such policy as may be obtained.
- J. The Superintendent of Schools shall be reimbursed for out-of-pocket expenses reasonably incurred in the performance of his/her professional duties.

- K. The Board agrees to provide the Superintendent with a monthly stipend of \$500 to reimburse the Superintendent for his/her travel expenses incurred in the performance of his/her duties under this Agreement.
- L. The Board will contribute a total of \$3,392 towards a long-term health care insurance policy.

**6. OUTSIDE ACTIVITIES:**

- A. It is understood that the Superintendent will be active in local, state, regional, and national educational and professional activities as the leader and representative of the Groton Public Schools. Out-of-pocket expenses, as provided for in the district budget, for such activities will be borne by the Board, and the Board will expect periodic reports on these activities.
- B. The Board shall pay the full cost of the Superintendent's professional association memberships in the Connecticut Association of Public School Superintendents and the American Association of School Administrators. In addition, the District shall pay for other professional and civic group memberships which the Superintendent feels are appropriate to maintain and improve professional skills and community obligations, provided that these memberships are approved in writing in advance by the Chairperson of the Board.
- C. The Superintendent may undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations provided such activities do not interfere with the meeting of his/her responsibilities as Superintendent. When such activities provide remuneration to the Superintendent, he/she shall provide the Chairperson written notice of such activities

**7. EVALUATION:**

- A. The Board shall evaluate and assess in writing the performance of the Superintendent at least annually during the term of this agreement in accordance with guidelines and criteria as may be mutually agreed between the Board and the Superintendent. Said evaluation and assessment shall be reasonably related to the goals and objectives of the District for the year in question. The Superintendent shall submit to the Board a recommended format for said written evaluation and assessment of his/her performance. The evaluation format shall be reasonably objective and shall contain at least the following criteria: educational leadership, organizational management, community and board of education relations, and personal and professional qualities and relationships. The Board shall meet and discuss the evaluation format with the Superintendent and attempt in good faith to agree on the development

and adoption of a mutually agreeable evaluation format. The Board shall adopt an evaluation format within ninety (90) days of the commencement of each year of this agreement.

- B. The Board shall evaluate the Superintendent prior to the expiration of each year during the term of this Agreement. Prior to preparing a written evaluation, the Board shall discuss the Superintendent's performance with him/her in executive session unless the Superintendent requires that such discussion be held in open session. A copy of the written evaluation shall be delivered to the Superintendent within ten (10) days of its completion, and the Superintendent shall have the right to submit a written response to the evaluation which shall become a permanent attachment to the Superintendent's personnel file.
- C. In the event that the Board determines that the performance of the Superintendent is deficient in any respect, it may describe any performance concerns in writing in reasonable detail, indicating specific instances where appropriate. In addition, the Chairperson of the Board may appoint a committee of not fewer than two (2) members of the Board to meet in executive session with the Superintendent and endeavor to assist the Superintendent in improving his/her performance as to such matters; Said committee may report to the full Board on its activities and the results thereof, either verbally or in writing, and a copy of any written report shall be provided to the Superintendent.

**8. TERMINATION:**

- A. The parties may, by mutual consent, terminate the contract at any time.
- B. The Superintendent shall be entitled to terminate the contract voluntarily upon written notice of ninety days, except that the ninety day notice is not required if termination is part of an action to implement a new contract in which case verbal notice by the Superintendent, duly witnessed and recorded in the minutes, is acceptable.
- C. The Board may terminate the contract of employment during its term for cause.
- D. If the Superintendent is terminated on account of disability as shown by competent medical evidence, the Board shall pay the accumulated sick leave, vacation and insurance benefits provided in this Agreement.

9. GENERAL PROVISIONS:

- A. If any part of this agreement is invalid, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.
- B. This contract contains the entire agreement between the parties. It may not be amended orally but may be amended only by an agreement in writing signed by both parties. Upon signing, it supersedes all prior agreements between the parties.

GROTON BOARD OF EDUCATION

MICHAEL H. GRANER

By   
Kim Shepardson Watson, Chairperson



9/5/2017  
Date

9/7/17  
Date