

REGIONAL SCHOOL DISTRICT 17
EMPLOYMENT CONTRACT
DISTRICT DIRECTOR OF FISCAL OPERATIONS

THIS AGREEMENT, made as of the 1st day of July 2017, by and between the Regional School District 17 Board of Education and Martha Vaughn (hereinafter referred to as "The District Director of Fiscal Operations") specifies the terms of employment, along with the attached document marked "A" regarding compensation and benefit entitlements.

This agreement will continue in full force and effect until June 30th, 2018 or until a successor is executed by the School District and the Director of Fiscal Operations, whichever comes first.

In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT:** The Board hereby employs Martha Vaughn as The District Director of Fiscal Operations and she hereby accepts employment on the following terms and conditions:
2. **TERM:** The District Director of Fiscal Operations shall be employed commencing on July 1, 2017, and terminating on June 30, 2018. Any extension or renewal of this contract shall be in accordance with the provisions set forth by the Regional School District 17 Board of Education.
3. **COMPENSATION:** The District Director of Fiscal Operations shall be paid an annual salary of \$121,423.10. The salary is payable in equal installments once every two weeks or as denoted in the payroll schedule for the District.
4. **TERMINATION:** In the event that said District Director of Fiscal Operations desires to terminate this contract before the term of this Agreement shall have expired, she may do so by giving at least a 90-day notice of her intention to the Board of Education. The Board of Education shall give at least a 90-day notice of its intention not to renew this contract.
5. **DUTIES:** The District Director of Fiscal Operations shall perform faithfully, to the best of her ability, the duties of The District Director of Fiscal Operations, as outlined in the approved job description. Other duties may be assigned by the Superintendent of Schools or by direction of the Board of Education.
6. **CERTIFICATION:** The District Director of Fiscal Operations shall furnish evidence to the Superintendent of Schools and shall maintain throughout the term of her contract any valid and appropriate certification necessary for qualifying her to act as a District Director of Fiscal Operations as delineated in the job description as approved by the Board of Education.
7. **BENEFITS:** The District Director of Fiscal Operations shall be entitled to other employment benefits, which are incorporated into this Agreement by reference thereto, and submitted with this Agreement and marked "A".
8. **WORK YEAR:** The District Director of Fiscal Operations shall work a twelve-month year defined as 260 days.

- 9. PROFESSIONAL ACTIVITIES:** The District Director of Fiscal Operations may accept speaking, writing, lecturing or other engagements of a professional nature as she sees fit, provided they do not derogate from her duties. She may not accept monetary compensation for such activity other than reimbursement for expenses incurred in the performance of said activity.
- 10. EVALUATION:** The Superintendent of Schools shall evaluate and assess, in writing, the performance of The Director of Fiscal Operations at least annually during the term of this agreement. Said evaluation and assessment shall be reasonably related to the goals and objectives of the district for the year in question, the job requirements as delineated in the approved job description for the position, and any reasonable requests made by the Superintendent and/or the Board of Education.
- 11. REIMBURSEMENT FOR EXPENSES:** The Board shall reimburse The District Director of Fiscal Operations for all budgeted expenses reasonably incurred in the performance of her duties under this contract. Some examples of such expenses are: costs of transportation and registration fees at appropriate local, state, and national meetings and conferences and legal fees incurred as a result of any action brought against her which arises out of employment, with the exception of intentional torts and criminal actions.
- 12. RELATIONSHIP BETWEEN THE DISTRICT DIRECTOR OF FISCAL OPERATIONS AND SUPERINTENDENT:** The District Director of Fiscal Operations shall meet with the Superintendent at least twice each year for the purpose of discussing with the Superintendent her performance as well as the working relationship between The District Director of Fiscal Operations and the Superintendent.
- 13. TERMINATION:** The parties may, by mutual consent, terminate the contract at any time. The District Director of Fiscal Operations shall be entitled to terminate the contract upon written notice of ninety (90) days, except that the ninety (90) days notice is not required if termination is part of an action to implement a new contract in which case verbal notice by The District Director of Fiscal Operations, duly witnessed and recorded in the minutes, is acceptable.

The Board may terminate this contract of employment during its term for one or more of the following reasons

1. Inefficiency or incompetence;
2. Insubordination against reasonable rules of the Board of Education;
3. Moral misconduct;
4. Disability as shown by competent medical evidence
5. Unsatisfactory service rating as determined by the Superintendent of Schools
6. Other due and sufficient cause

In the event the Board seeks to terminate the contract for one of the above reasons, it shall provide The District Director of Fiscal Operations written notice of that termination within seven days of taking such action.

- 14. SEPARATION:** If The District Director of Fiscal Operations leaves employment in the District during the contract period, days worked will be paid at a per diem rate. Monies owed to The District Director of Fiscal Operations or the School District will be reimbursed within 30 days of the last worked day.

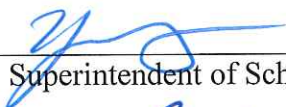
15. GENERAL PROVISIONS: If any part of this agreement is invalid, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.

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. Commencing upon signing, it supersedes all prior agreements between the parties.

This Agreement shall be executed in two counterparts, each of which shall be deemed to be an original, and both of which taken together shall be deemed one and the same instrument.

IN WITNESS WHERE OF, the parties have hereunto signed this Agreement and a duplicate.

By:



Superintendent of Schools (For the Board)



Date



The Director of Fiscal Operations



Date

“A”

REGIONAL SCHOOL DISTRICT 17

DISTRICT DIRECTOR OF FISCAL OPERATIONS

BENEFITS PACKAGE

The following is a list of the benefits provided to The District Director of Fiscal Operations by the Regional School District 17 Board of Education:

1. **Holidays:** The District Director of Fiscal Operations is entitled to the following holidays:

Independence Day	Thanksgiving Day	Martin Luther King’s Birthday
Labor Day	Day after Thanksgiving	Presidents’ Day
Columbus Day	Christmas Eve Day &	Good Friday
Veterans’ Day	Christmas Day	Memorial Day
	New Year’s Day	

1. **Medical Insurance:** The Board of Education shall provide The Administrative Assistant to the Director of Fiscal Operations with the same HDHP/HSA Health Insurance as is provided to the school district administrators (referenced in Appendix B of the HKAA Contract) at the time this contract is signed. The District will pay eighty-two percent (82%) of the cost and the Director of Fiscal Operations will pay eighteen percent (18%) of the premium. Deductions will be made in equal installments from each paycheck during the year. Should said HDHP/HAS health insurance coverage for such other administrators change, the Board and/or Superintendent and the Director of Fiscal Operations shall negotiate over changes to this provision. The Board has the discretion to change insurance carriers or programs at any time provided that the replacement carrier(s) coverage is comparable but not necessarily the same as the existing coverage in benefits and function. The Board will make every effort to consult with The District Director of Fiscal Operations before changing carriers or programs.
2. **Life Insurance:** The District Director of Fiscal Operations will participate in a term life insurance plan paid for by the district valued at two times her salary.
3. **Pension:** The Board of Education shall contribute five (5%) percent of an eligible employee’s base salary into the pension plan. Participation in the pension plan will begin after the completion of one year of service.
4. **Disability Insurance:** The District Director of Fiscal Operations will also be entitled to participate in the long term disability insurance as delineated in the agreement between the Regional School District Board of Education and the Haddam-Killingworth Administrators Association. In contract year 2006-07 and thereafter, the total disability insurance annual premium not to exceed \$7,150 (seven thousand one hundred fifty dollars) for The District Director of Fiscal Operations shall be paid by the Board. It is the Board's intention to expend the \$7,150 (seven thousand one hundred fifty dollars) annual premium for the disability insurance. The same company chosen by the HKAA, given any plan restrictions the company may impose, shall insure all administrators including The District Director of Fiscal Operations.

5. **Worker's Compensation:** The Board shall provide The District Director of Fiscal Operations with one hundred twenty (120) days of salary, less any funds received from Workers' Compensation, for absence due to an accident arising out of such employment with such absence not chargeable to sick leave accumulation. After 120 days, The District Director of Fiscal Operations will continue to receive sick pay, less Worker's Compensation, for absence due to an accident arising out of such employment with such absence charged to sick leave in the same proportion that sick pay benefits received from the Board represent to the total amount of benefits received from both the Board and Worker's Compensation.
6. **403B:** The Board of Education shall match an employee contribution of \$1000.00 to a 403B account of employee's choosing. The 403B account must be selected from the list of District approved 403B providers.
7. **Absence/Leaves:** The District Director of Fiscal Operations shall be entitled to the following absences/leaves:
 - a. A maximum of three (3) days of paid absence will be allowed for religious observances during the fiscal year.
 - b. The Board agrees to remunerate the difference between The District Director of Fiscal Operations wages, on a per diem basis, and any compensation received for time spent on Jury Duty
 - c. Two (2) personal days may be taken per fiscal year. Personal days may be taken only to take care of personal, business, or legal matters which could not ordinarily be accomplished during non-working hours, but not before or after holidays or school vacations. Prior approval to take a personal day must be obtained from the Superintendent at least twenty-four (24) hours before the day is actually taken.
 - d. Five (5) calendar days leave of absence may be taken at one time in the event of death in the immediate family. Immediate family will be considered to be spouse, sons, daughters, step-children, adopted and foster relations, father, and mother. Five (5) calendar days of leave may be taken for the death of brothers, sisters, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandchildren, and grandparents.
 - e. Eighteen (18) sick days per year. Up to fifteen (15) of the eighteen (18) day annual entitlement may be used for the care of a sick immediate family member. Immediate family member shall be defined as spouse, sons, daughters, step-children, adopted and foster children, father and mother. The accumulation of unused sick leave days shall not exceed 220 days. In no event shall the Board be obligated to pay for sick time accrued at the time of the termination of The District Director of Fiscal Operations employment.
 - f. Twenty-Five (25) vacation days annually, exclusive of legal holidays.
 - g. In special circumstances and with the approval of the Superintendent, The District Director of Fiscal Operations may carry over a maximum of five (5) vacation days from one year to the next. However, the number of vacation days The District Director of Fiscal Operations is normally entitled to in any given year shall not exceed thirty (30) days. However, in unique circumstances with special Board of Education approval, The District Director of Fiscal Operations may carry over up to an additional five (5) days.
8. **Retirement Savings:** The District Director of Fiscal Operations shall be eligible to contribute to

an annuity or a tax sheltered plan (TSA) chosen by her. The amount of the contribution shall be deducted from the salary compensation. The District Director of Fiscal Operations shall have the right to increase or decrease the amount contributed to either an annuity or tax sheltered plan at any time over the life of this contract, subject to the terms of the annuity or TSA provider.