

## **EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION**

It is hereby agreed by and between the Board of Education of Regional School District 17 (hereinafter called the "Board") and Holly Hageman (hereinafter called the "Assistant Superintendent") that the said Board in accordance with its action on October 7, 2014 has and does hereby employ the said Holly Hageman as Assistant Superintendent and that Holly Hageman hereby accepts employment as Assistant Superintendent upon the terms and conditions hereinafter set forth.

### **1. CERTIFICATION:**

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

### **2. DUTIES:**

The Assistant Superintendent is the Chief Academic Officer of the district. She shall be responsible for supervising all aspects of the District related to curriculum and instruction as assigned by the Superintendent of schools. She will work with the District Administration and the Board of Education to oversee the development, implementation and review/revisions of the District curriculum. She will serve as District Testing coordinator overseeing the administration of federal, state, or local standardized measures. The Assistant Superintendent shall carry out all these duties and any other assigned to her by the Superintendent within the framework of all Board Policies and administrative regulations.

### **3. TERM:**

The term of said employment is from 7/1/2017 to 6/30/20.

### **4. BASE SALARY:**

The annual base salary of the Assistant Superintendent shall be the sum of (a) One Hundred Fifty Eight Thousand Six Hundred and Two Dollars and thirty-five cents (\$158,602.35) in periodic payments in accordance with the established pay dates for the school district, and (b) an additional amount of Nine Thousand Two Hundred and Sixteen Dollars and eight cents (\$9,216.08), to be paid to the Assistant Superintendent in substantially equal installments during the contract year as to which amount the Assistant Superintendent will arrange to have an elective deferral deducted from 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 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.

The annual salary for any subsequent year of this Agreement shall be negotiated between the parties and agreed prior to the commencement of the new school year. If no agreement concerning annual salary is reached, the Assistant 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.

**5. FRINGE BENEFITS:**

A. The Board of Education shall provide the Assistant Superintendent with 20 sick days annually cumulative to 220 days. The Board agrees that in the first year of this contract the Assistant Superintendent will start with 20 sick days accumulated in addition to the annual allotment for the first year. Unused sick days shall not be compensated when employment terminates.

B. The Board of Education shall provide the Assistant 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 Assistant Superintendent may carry over up to 5 days, provided that the Assistant Superintendent may not accumulate more than 35 days in addition to the annual vacation entitlement. Vacation for a partial year of service shall be prorated. Subject to limitations above, upon termination of employment the Assistant Superintendent will be paid for unused vacation days at the daily rate of 1/260 of annual salary times the number of accumulated days.

In the event of death, unused and accrued vacation pay will be paid to the Assistant Superintendent's estate.

C. The Assistant Superintendent shall have the holidays on which the Board offices are closed.

D. The Board of Education shall provide the Assistant Superintendent annually with 4 personal absence days to be used at her discretion for pressing personal business that cannot be conducted outside of school hours.

E. The Board of Education shall provide the Assistant Superintendent and her dependents with the same HDHP/HAS 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. Should said HDHP/HAS health insurance coverage for such other administrators change, the Board and the Assistant Superintendent shall negotiate over changes to this provision.

- F. The Board shall provide the Assistant Superintendent with 2.5 times salary of term life insurance during the term of this Agreement.
- G. The Board shall pay the premium for a long-term disability insurance policy as is provided to a majority of school district administrators at the time this contract is signed. Should said long-term disability insurance coverage for such other administrators change, the Board and the Assistant Superintendent shall negotiate over changes to this provision.
- H. The Assistant Superintendent of Schools shall be reimbursed for out-of-pocket expenses reasonably incurred in the performance of her professional duties.
- I. The Board agrees to provide the Assistant Superintendent with a monthly stipend of \$200.00 to reimburse the Assistant Superintendent for her travel expenses and expenses associated with the use of her own automobile incurred in the performance of her duties under this Agreement.

**6. OUTSIDE ACTIVITIES:**

- A. It is understood that the Assistant Superintendent will be active in local, state, regional, and national educational and professional activities as the leader and representative of the Regional District 17 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 Assistant Superintendent's professional association memberships in the Connecticut Association of Public School Assistant Superintendents, and the American Association of School Administrators. In addition, the District shall pay for other professional and civic group memberships which the Assistant 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 Superintendent. An amount equal to (2%) two percent of the Assistant Superintendent's salary will be set aside for Professional Development related to her position and responsibilities.
- C. The Assistant 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 her responsibilities as Assistant Superintendent. When such activities provide remuneration to the Assistant Superintendent, she shall provide the Superintendent written notice of such activities.

**7. EVALUATION:**

The Superintendent shall evaluate the Assistant Superintendent prior to the expiration of each year during the term of this Agreement. Prior to preparing a written evaluation, the Superintendent shall discuss the Assistant Superintendent's performance with her. A copy of

the written evaluation shall be delivered to the Assistant Superintendent within ten (10) days of its completion, and the Assistant Superintendent shall have the right to submit a written response to the evaluation which shall become a permanent attachment to the Assistant Superintendent's personnel file.

**8. TERMINATION:**

- A. The parties may, by mutual consent, may terminate the contract at any time.
- B. The Assistant 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 Assistant Superintendent, duly witnessed and recorded in the minutes, is acceptable.
- C. The Board may terminate the 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) Other due and sufficient cause.
- D. Prior to initiating any termination proceedings as set forth below, the Board may offer to engage a mediator to assist the parties in resolving any dispute over the Assistant Superintendent's employment, upon such terms as the parties may agree or otherwise as the Board may offer.
- E. In the event the Board seeks to terminate the contract for one of the above reasons, 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 reasons. Within fifteen (15) days after receipt from the Board of written notice that contract termination is under consideration, the Assistant Superintendent may file with the Board a written request for a hearing before the Board which shall be held within thirty (30) days after receipt of such request. The Board shall render its decision within fifteen (15) days of such hearing and shall send a copy of its decision setting forth the reasons and evidence relied on to the Assistant Superintendent. The Board's decision shall be based on the evidence presented at the hearing. Such hearing may be in executive or public session, at the option of the Assistant Superintendent. The Assistant Superintendent shall have the right to her own counsel, at her own expense.  
Nothing in this provision shall be deemed to give tenure, or an statutory rights associated with tenure, to the Assistant Superintendent at an earlier date than provided in Section 10-151 of the Connecticut General Statutes.

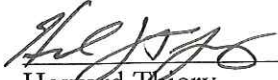
**9. GENERAL PROVISIONS:**

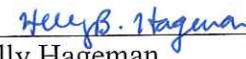
- A. If any part of this agreement is invalid, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.

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.

REGIONAL SCHOOL DISTRICT 17  
BOARD OF EDUCATION

ASSISTANT SUPERINTENDENT

  
Howard Thiery      Date  
Superintendent  
RSD17

 6/20/17  
Holly Hageman      Date