

**REGIONAL SCHOOL DISTRICT 17**  
**EMPLOYMENT CONTRACT**  
**Director of Buildings and Grounds**

THIS AGREEMENT, made as of the 1st day of July, 2017, by and between the Regional School District 17 Board of Education and Michael Distefano (hereinafter referred to as “Director of Buildings and Grounds”) agrees to this Employment Contract and 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 District Director of Buildings and Grounds, whichever comes first.

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

1. **EMPLOYMENT:** The Board hereby employs Michael Distefano as the District Director of Buildings and Grounds, and he hereby accepts employment on the following terms and conditions:
2. **TERM:** The District Director of Buildings and Grounds 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 Buildings and Grounds shall be paid an annual salary of \$121,794.11 effective 7/1/17 through 6/30/18. 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 Buildings and Grounds desires to terminate this contract before the term of services shall have expired, he may do so by giving at least a 90-day notice of her intention to the Board of Education. The Board shall give at least a 90-day notice of its intention not to renew this agreement.
5. **DUTIES:** The District Director of Buildings and Grounds shall perform faithfully, to the best of his ability, the duties of District Director of Buildings and Grounds, and other duties as may be assigned from time to time by the Superintendent of Schools or by direction of the Board of Education.
6. **CERTIFICATION:** The District Director of Buildings and Grounds shall furnish to the Superintendent of Schools and maintain throughout the term of his contract any valid and appropriate certification necessary for qualifying him to act as a District Director of Buildings and Grounds as delineated in the job description as approved by the Board of Education.

7. **BENEFITS:** The District Director of Buildings and Grounds 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 Buildings and Grounds shall work a twelve-month year defined as 260 days.
9. **PROFESSIONAL ACTIVITIES:** The District Director of Buildings and Grounds may accept speaking, writing, lecturing or other engagements of a professional nature as he sees fit, provided they do not derogate from his duties.
10. **REIMBURSEMENT FOR EXPENSES:** The Board shall reimburse the District Director of Buildings and Grounds 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 attendance 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 and with the exception of intentional torts and criminal actions.
11. **RELATIONSHIP BETWEEN THE DISTRICT DIRECTOR OF BUILDINGS AND GROUNDS AND SUPERINTENDENT:** The District Director of Buildings and Grounds shall meet with the Superintendent at least twice each year for the purpose of discussing with the Superintendent his job description and performance as well as the working relationship between the District Director of Buildings and Grounds and the Superintendent.
12. **SEPARATION:** If the District Director of Buildings and Grounds 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 Buildings and Grounds or the School District will be reimbursed within 30 days of the last worked day.
13. **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.



“A”

## REGIONAL SCHOOL DISTRICT 17

### DISTRICT DIRECTOR OF BUILDINGS AND GROUNDS

#### BENEFITS PACKAGE

The following is a list of the benefits provided to the District Director of Buildings and Grounds by the Regional School District 17 Board of Education:

1. **Holidays:** The District Director of Buildings and Grounds 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	

2. **Medical Insurance:** All arrangements for the District Director of Buildings and Grounds to participate in group hospital, surgical, and health plans through payroll deduction will be made by the District Director of Buildings and Grounds through the Business Office of Regional School District 17. The District will pay eighty-two percent (82%) of the cost of the current or subsequently modified health plan generally offered to school employees and the District Director of Buildings and Grounds will pay eighteen percent (18%) of the premium of such plan. Deductions will be made in equal installments from each paycheck during the year.
3. **Life Insurance:** The District Director of Buildings and Grounds will participate in a \$50,000 term life insurance plan paid for by the district.
4. **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.
5. **Disability Insurance:** The District Director of Buildings and Grounds 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.
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 Buildings and Grounds 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 Buildings and Grounds wages, on a per diem basis, and any compensation received for time spent on Jury Duty
- c. Four (4) 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 Buildings and Grounds employment.
- f. Twenty-Seven (27) vacation days annually, exclusive of legal holidays. Vacation days may not be carried over between fiscal years or accumulated without expressed, written authorization of the Superintendent of Schools.