



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

September 7, 2022

Employment Agreement for : Shane Babbitt

Position: IT Tech Level II

Wages: \$24.35

Employee Status: Non-exempt - you are entitled to overtime pay at one and one-half times your hourly rate. Unless due to an emergency, overtime must be approved in advance by your supervisor.

Work Week: 40 Hour work week with 30 minute lunch break paid daily

Vacation: Twenty (20) vacation days annually, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day

Martin Luther King Day

Presidents' Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans' Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

either the last day of work before Christmas
or the first day of work after Christmas
(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

- 5 consecutive years of service - 5% of accumulated sick leave
- 10 consecutive years of service - 10% of accumulated sick leave
- 15 consecutive years of service - 15% of accumulated sick leave
- 20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the IT Tech Level II, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum thirty (30) day prior notice.

Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

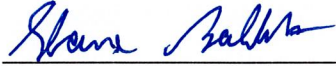
After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,

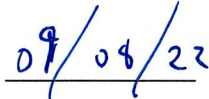


Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.



Name



Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

August 31, 2022

Employment Agreement for : Ashley Brackett

Position: School Suspension Coordinator

Wages: \$23.11

Work Week: Follows the student school schedule.

Employee Status: Non-exempt - you are entitled to overtime pay at one and one-half times your hourly rate. Unless due to an emergency, overtime must be approved in advance by your Supervisor.

Group Life Insurance: \$20,000

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute three percent (3%) of base pay to the plan.

Leaves Without Pay: Leaves of absence without pay shall be granted upon application in cases of extreme personal hardship such as, but not limited to, extended illness of employee, illness of immediate family member, or other reasons, approved by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Jury Duty: Entitled to full pay at current base rate for absence(s) due to jury duty provided that reimbursement for same and regular pay together does not exceed your regular wage. Adequate notice and proof of duty to serve shall be provided to the supervisor.

Sick Leave: Accrues at the rate of one (1) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of sixty (60) days.

Absence for spouse for birth or adoption of child not to exceed two (2) days in any school year.

Justification of excessive absenteeism may be required by the immediate supervisor. After four (4) consecutive absences a doctor's note will be required. No more than six (6) sick days per year may be used for the care of a member of the immediate family, defined as spouse, parent, brother, sister child, grandparent or grandchild. Sick leave can be taken in one-quarter ($\frac{1}{4}$), one half ($\frac{1}{2}$) or full day increments.

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Evaluation: Performed by your immediate supervisor at least annually in accordance with the evaluation form established per your job description.

Please understand that as the School Suspension Coordinator, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum two (2) week prior notice.


After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,



Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.


Name Ashley Brackett

9/11/22
Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

August 31, 2022

Employment Agreement for : William Bradley

Position: IT Tech Level I

Wages: \$20.00/hr.

Employee Status: Non-exempt - you are entitled to overtime pay at one and one-half times your hourly rate. Unless due to an emergency, overtime must be approved in advance by your supervisor.

Work Week: 40 Hour work week with 30 minute lunch break paid daily

Vacation: Fifteen (15) vacation days annually for the first year, with the ability to rollover up to five (5) days with approval of the superintendent. After the first year of employment it increases to twenty (20) vacation days annually, with the ability to rollover up to five (5) day with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day

Martin Luther King Day

Presidents' Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans' Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

either the last day of work before Christmas
or the first day of work after Christmas
(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of

employee. Entitled to three (3) days paid for death of immediate family members (spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

- 5 consecutive years of service - 5% of accumulated sick leave
- 10 consecutive years of service - 10% of accumulated sick leave
- 15 consecutive years of service - 15% of accumulated sick leave
- 20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the IT Tech Level I, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum thirty (30) day prior notice.

Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

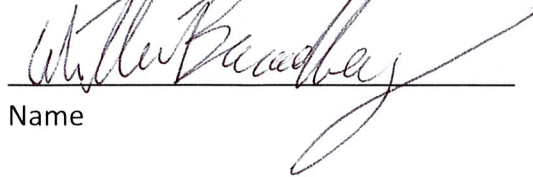
After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,

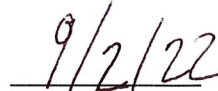


Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.



Name



Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

August 31, 2022

Employment Agreement for : Michelle Bychowsky

Position: Front Door Security

Wages: \$16.85

Work Week: Follows the student school schedule.

Employee Status: Non-exempt - you are entitled to overtime pay at one and one-half times your hourly rate. Unless due to an emergency, overtime must be approved in advance by your Supervisor.

Group Life Insurance: \$20,000

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute three percent (3%) of base pay to the plan.

Leaves Without Pay: Leaves of absence without pay shall be granted upon application in cases of extreme personal hardship such as, but not limited to, extended illness of employee, illness of immediate family member, or other reasons, approved by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Jury Duty: Entitled to full pay at current base rate for absence(s) due to jury duty provided that reimbursement for same and regular pay together does not exceed your regular wage. Adequate notice and proof of duty to serve shall be provided to the supervisor.

Sick Leave: Accrues at the rate of one (1) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of sixty (60) days.

Absence for spouse for birth or adoption of child not to exceed two (2) days in any school year.

Justification of excessive absenteeism may be required by the immediate supervisor. After four (4) consecutive absences a doctor's note will be required. No more than six (6) sick days per year may be used for the care of a member of the immediate family, defined as spouse, parent, brother, sister child, grandparent or grandchild. Sick leave can be taken in one-quarter ($\frac{1}{4}$), one half ($\frac{1}{2}$) or full day increments.

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Evaluation: Performed by your immediate supervisor at least annually in accordance with the evaluation form established per your job description.

Please understand that as the Front Door Security, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum two (2) week prior notice.

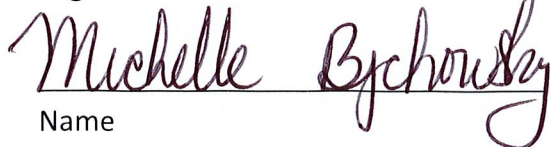
After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,



Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.


Name
Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

Employment Agreement for: Finance Associate

Dear Suzanna Clark

I am pleased to confirm your employment as Finance Associate for the Colchester Public Schools effective October 24, 2022.

Annual Salary: \$ 62,200.40 pro-rated

Vacation: For the remainder of the fiscal year 2022-2023 fifteen (15) vacation days will be provided with the ability to rollover up to five (5) days. Thereafter twenty (20) vacation days will be provided annually, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day	Veterans' Day
Martin Luther King Day	Columbus Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Juneteenth	either the last day of work before Christmas
Independence Day	or the first day of work after Christmas
Labor Day	(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. The district will advance the Finance Associate sick leave so that she has forty six (46) days of paid sick leave available upon initial employment with still accruing sick time as stated above. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

- 5 consecutive years of service - 5% of accumulated sick leave
- 10 consecutive years of service - 10% of accumulated sick leave
- 15 consecutive years of service - 15% of accumulated sick leave
- 20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the Finance Associate, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum two (2) weeks prior notice.

Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,

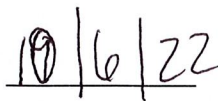


Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.



Name



Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Jeffrey E. Burt
Superintendent of Schools

Phone (860) 537-7208
Fax (860) 537-1252

August 30, 2021

Kathleen Epperson

Re: Employment Agreement – August 30, 2021 – June 30, 2022

Dear Kathy,

We are pleased to confirm your continued employment as an Occupational Therapist (1.0 FTE) for the Colchester Public Schools. The following conditions of employment apply:

Annual Salary: \$92,290
Includes additional \$1,000 due to PhD

457 Plan: The Colchester Board of Education will contribute an amount equal to 4% of your yearly salary to your 457 Plan.

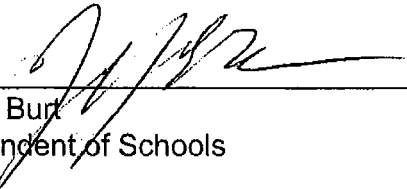
You are also eligible for the following benefits which are aligned with the union contract that covers our Teachers (The Colchester Federation of Teachers Local #1827 AFT-AFL-CIO):

- Article 14 – Personal Days
- Article 16 – Sick Leave
- Article 21 – Jury Duty
- Article 30 – Insurance Benefits
 - o Health/Dental Insurance
 - o Life Insurance
 - o Section 125 – Medical/Dependent Care Reimbursement

Please understand that as an Occupational Therapist, you are an employee at will and your employment is subject to termination without just cause and notice. At the same time, you are free to terminate your employment with a minimum two (2) week prior notice.

After reviewing this document carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,



Jeffrey E. Burt
Superintendent of Schools

MAR 11 2022
Date

I agree with the terms and conditions of this employment agreement.



Kathleen Epperson

3/14/22
Date

cc: Clare Strickland, Accounts Payable/Payroll Manager
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

September 7, 2022

Employment Agreement for : Santos Figueroa

Position: IT Tech Level I

Wages: \$20.00

Employee Status: Non-exempt - you are entitled to overtime pay at one and one-half times your hourly rate. Unless due to an emergency, overtime must be approved in advance by your supervisor.

Work Week: 40 Hour work week with 30 minute lunch break paid daily

Vacation: Twenty (20) vacation days annually, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day

Martin Luther King Day

Presidents' Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans' Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

either the last day of work before Christmas
or the first day of work after Christmas
(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

5 consecutive years of service - 5% of accumulated sick leave
10 consecutive years of service - 10% of accumulated sick leave
15 consecutive years of service - 15% of accumulated sick leave
20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the IT Tech Level I, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum thirty (30) day prior notice.

Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

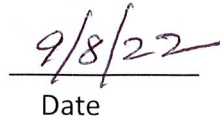
After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,



Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.


Name
Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

Employment Agreement for: Assistant Superintendent

Dear Dr. Hewes,

I am pleased to confirm your employment as Assistant Superintendent for the Colchester Public schools from July 1, 2022 to June 30, 2023. The following conditions of employment apply:

Annual Salary: \$160,519.00

Vacation: Thirty (30) vacation days annually, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At twice the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day	Veterans' Day
Martin Luther King Day	Columbus Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Juneteenth	either the last day of work before Christmas
Independence Day	or the first day of work after Christmas
Labor Day	(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days with no loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance. **The 190 days of sick leave accumulated will be rolled over to this position.**

5 consecutive years of service - 5% of accumulated sick leave
10 consecutive years of service - 10% of accumulated sick leave
15 consecutive years of service - 15% of accumulated sick leave
20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

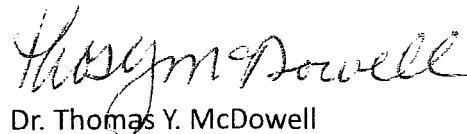
Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the Assistant Superintendent, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum thirty (30) day prior notice.

Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

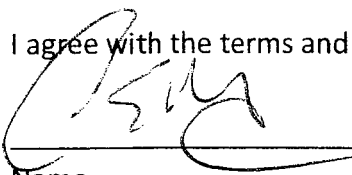
Sincerely,

 7/19/22

Dr. Thomas Y. McDowell

Superintendent

I agree with the terms and conditions of this employment contract.


Name


Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

To: Rachel Linkkila, Business Director
Shannon Ramsby, Director of Human Resources

From: Dr. Thomas Y McDowell, Superintendent of Schools

Re: Assistant Superintendent Retirement Contributions

Date: July 19, 2022

In addition to the retirement benefits in the contract the district will contribute \$7,000.00 to the plan into installments of \$3,500.00 to be paid July 2022 and January 2023.



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

July 1, 2022

Employment Agreement for: Director of Education Operations

Dear Mario,

Annual Salary: \$100,053.00

Vacation: Twenty (25) vacation days annually, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day	Veterans' Day
Martin Luther King Day	Columbus Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Juneteenth	either the last day of work before Christmas
Independence Day	or the first day of work after Christmas
Labor Day	(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days with no loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

5 consecutive years of service - 5% of accumulated sick leave
10 consecutive years of service - 10% of accumulated sick leave
15 consecutive years of service - 15% of accumulated sick leave
20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

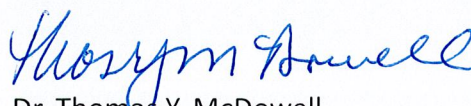
Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the Director of Education Operations, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum thirty (30) day prior notice.

Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

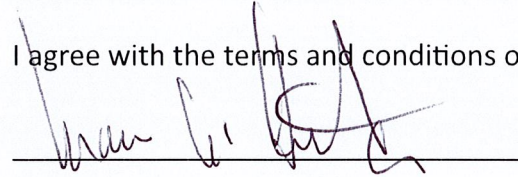
After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,

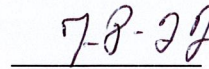
 7/8/22

Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.



Name



Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

August 31, 2022

Employment Agreement for : Kayla Ingalla

Position: Front Door Security

Wages: \$16.85

Work Week: Follows the student school schedule.

Employee Status: Non-exempt - you are entitled to overtime pay at one and one-half times your hourly rate. Unless due to an emergency, overtime must be approved in advance by your Supervisor.

Group Life Insurance: \$20,000

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute three percent (3%) of base pay to the plan.

Leaves Without Pay: Leaves of absence without pay shall be granted upon application in cases of extreme personal hardship such as, but not limited to, extended illness of employee, illness of immediate family member, or other reasons, approved by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Jury Duty: Entitled to full pay at current base rate for absence(s) due to jury duty provided that reimbursement for same and regular pay together does not exceed your regular wage. Adequate notice and proof of duty to serve shall be provided to the supervisor.

Sick Leave: Accrues at the rate of one (1) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of sixty (60) days.

Absence for spouse for birth or adoption of child not to exceed two (2) days in any school year.

Justification of excessive absenteeism may be required by the immediate supervisor. After four (4) consecutive absences a doctor's note will be required. No more than six (6) sick days per year may be used for the care of a member of the immediate family, defined as spouse, parent, brother, sister child, grandparent or grandchild. Sick leave can be taken in one-quarter ($\frac{1}{4}$), one half ($\frac{1}{2}$) or full day increments.

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Evaluation: Performed by your immediate supervisor at least annually in accordance with the evaluation form established per your job description.

Please understand that as the Front Door Security, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum two (2) week prior notice.

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,



Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.



Name

9.1.22

Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

August 31, 2022

Employment Agreement for : Kathryn Katkowski

Position: Occupational Therapist

Annual Salary: \$90,623

457 Plan: The Colchester Board of Education will contribute an amount equal to 4% to your yearly salary to your 457 Plan.

Benefits: You are eligible for the following benefits which are aligned with the current union contract that covers out Teachers (The Colchester Federation of Teachers Local #1827 AFT-AFL-CIO)

- Article 14 - Personal Days
- Article 16 - Sick Leave
- Article 21 - Jury Duty
- Article 30 - Insurance Benefits
- Health and Dental Insurance
- Life Insurance
- Section 125 - Medical/Dependent Care Reimbursement

Please understand that as the Occupational Therapist, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum two (2) week prior notice..

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,

Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.

Name

Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

July 1, 2022

Employment Agreement for : Human Resource Assistant

Dear Dawn,

Wages: \$25.31

Employee Status: Non-exempt - you are entitled to overtime pay at one and one-half times your hourly rate. Unless due to an emergency, overtime must be approved in advance by your supervisor.

Work Week: 40 Hour work week with 30 minute lunch break paid daily

Vacation: Twenty (20) vacation days annually, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day

Martin Luther King Day

Presidents' Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans' Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

either the last day of work before Christmas

or the first day of work after Christmas

(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

- 5 consecutive years of service - 5% of accumulated sick leave
- 10 consecutive years of service - 10% of accumulated sick leave
- 15 consecutive years of service - 15% of accumulated sick leave
- 20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the Human Resource Assistant, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum thirty (30) day prior notice.

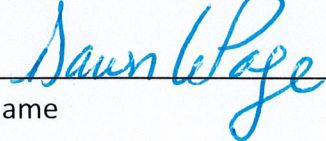
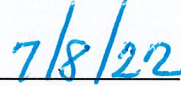
Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,


Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.


Name 
Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

July 1, 2022

Employment Agreement for: Business Director

Dear Rachel,

Annual Salary: \$120,000.00

Vacation: Twenty (25) vacation days annually, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day	Veterans' Day
Martin Luther King Day	Columbus Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Juneteenth	either the last day of work before Christmas
Independence Day	or the first day of work after Christmas
Labor Day	(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

5 consecutive years of service - 5% of accumulated sick leave
10 consecutive years of service - 10% of accumulated sick leave
15 consecutive years of service - 15% of accumulated sick leave
20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the Business Director, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum thirty (30) day prior notice.

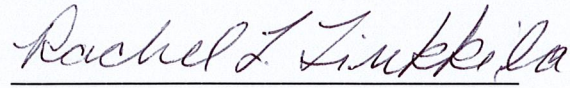
Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

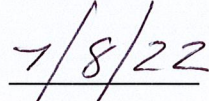
Sincerely,


Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.



Name


Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

August 31, 2022

Employment Agreement for : Selvon Luke

Position: Front Door Security

Wages: \$16.85

Work Week: Follows the student school schedule.

Employee Status: Non-exempt - you are entitled to overtime pay at one and one-half times your hourly rate. Unless due to an emergency, overtime must be approved in advance by your Supervisor.

Group Life Insurance: \$20,000

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute three percent (3%) of base pay to the plan.

Leaves Without Pay: Leaves of absence without pay shall be granted upon application in cases of extreme personal hardship such as, but not limited to, extended illness of employee, illness of immediate family member, or other reasons, approved by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Jury Duty: Entitled to full pay at current base rate for absence(s) due to jury duty provided that reimbursement for same and regular pay together does not exceed your regular wage. Adequate notice and proof of duty to serve shall be provided to the supervisor.

Sick Leave: Accrues at the rate of one (1) days per month to a total of eighteen (10) days per fiscal year. Sick leave can be accumulated to a maximum of sixty (60) days.

Absence for spouse for birth or adoption of child not to exceed two (2) days in any school year.

Justification of excessive absenteeism may be required by the immediate supervisor. After four (4) consecutive absences a doctor's note will be required. No more than six (6) sick days per year may be used for the care of a member of the immediate family, defined as spouse, parent, brother, sister child, grandparent or grandchild. Sick leave can be taken in one-quarter ($\frac{1}{4}$), one half ($\frac{1}{2}$) or full day increments.

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Evaluation: Performed by your immediate supervisor at least annually in accordance with the evaluation form established per your job description.

Please understand that as the Front Door Security, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum two (2) week prior notice.

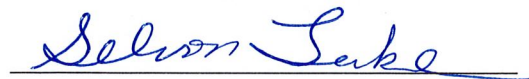
After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,



Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.



Name



Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

Employment Agreement for: Accountant

Dear Michelle Marceau,

I am pleased to confirm your employment as Accountant for the Colchester Public Schools effective July 1, 2022.

Annual Salary: \$87,800.00

Vacation: For the first year twenty-five vacation days will be provided annually with the ability to rollover up to five (5) days. After the first year twenty (20) vacation days annually, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day	Veterans' Day
Martin Luther King Day	Columbus Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Juneteenth	either the last day of work before Christmas
Independence Day	or the first day of work after Christmas
Labor Day	(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. The district will advance the Accountant sick leave so that she has fourteen (14) days of paid sick leave available upon initial employment with still accruing sick time as stated above. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

5 consecutive years of service - 5% of accumulated sick leave
10 consecutive years of service - 10% of accumulated sick leave
15 consecutive years of service - 15% of accumulated sick leave
20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the Accountant, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum thirty (30) day prior notice.

Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,

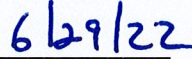


Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.



Name



Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

July 1, 2022

Employment Agreement for: Executive Assistant to the Superintendent

Dear Heather,

Work Week: 40 Hour work week with 30 minute lunch break paid daily

Annual Salary: \$67,000.00

Vacation: Twenty (20) vacation days annually, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day

Martin Luther King Day

Presidents' Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans' Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

either the last day of work before Christmas
or the first day of work after Christmas
(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days with no loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

- 5 consecutive years of service - 5% of accumulated sick leave
- 10 consecutive years of service - 10% of accumulated sick leave
- 15 consecutive years of service - 15% of accumulated sick leave
- 20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the Executive Assistant to Superintendent, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum thirty (30) day prior notice.

Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,

Thomas Y. McDowell 7/6/22

Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.

Heath Peto
Name

7/6/22
Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

July 1, 2022

Employment Agreement for: Director of Human Resources

Dear Shannon,

Annual Salary: \$119,325.00

Vacation: Twenty (25) vacation days annually, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day

Martin Luther King Day

Presidents' Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans' Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

either the last day of work before Christmas

or the first day of work after Christmas

(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

- 5 consecutive years of service - 5% of accumulated sick leave
- 10 consecutive years of service - 10% of accumulated sick leave
- 15 consecutive years of service - 15% of accumulated sick leave
- 20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the Director of Human Resource, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum thirty (30) day prior notice.

Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

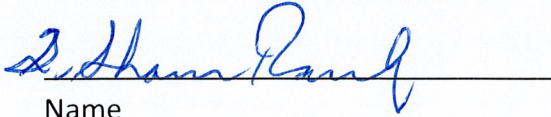
After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,



Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.



Name

7.12.2022

Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

August 31, 2022

Employment Agreement for : Dennis Reid

Position: School Safety Officer

Wages: \$30.00

Employee Status: Non-exempt - you are entitled to overtime pay at one and one-half times your hourly rate. Unless due to an emergency, overtime must be approved in advance by your Supervisor.

Work Day: 7:00 to 2:30 with a 30 minute lunch break paid daily.

Group Life Insurance: \$20,000

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute three percent (3%) of base pay to the plan.

Holidays: At per diem rate of \$225.00 for each holiday

New Year's Day

Martin Luther King Day

Presidents' Day

Good Friday

Memorial Day

Labor Day

Veterans' Day

Columbus Day

Thanksgiving Day

Day After Thanksgiving

Christmas Day

Either the last day of work before Christmas
or the first day of work after Christmas
(depending on whether school is in session)

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Leaves Without Pay: Leaves of absence without pay shall be granted upon application in cases of extreme personal hardship such as, but not limited to, extended illness of employee, illness of immediate family member, or other reasons, approved by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Jury Duty: Entitled to full pay at current base rate for absence(s) due to jury duty provided that reimbursement for same and regular pay together does not exceed your regular wage. Adequate notice and proof of duty to serve shall be provided to the supervisor.

Sick Leave: Accrues at the rate of one (1) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of sixty (60) days.

Absence for spouse for birth or adoption of child not to exceed two (2) days in any school year.

Justification of excessive absenteeism may be required by the immediate supervisor. After four (4) consecutive absences a doctor's note will be required. No more than six (6) sick days per year may be used for the care of a member of the immediate family, defined as spouse, parent, brother, sister, child, grandparent or grandchild. Sick leave can be taken in one-quarter ($\frac{1}{4}$), one half ($\frac{1}{2}$) or full day increments.

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Evaluation: Performed by your immediate supervisor at least annually in accordance with the evaluation form established per your job description.

Please understand that as School Safety Officer, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum two (2) week prior notice.

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,

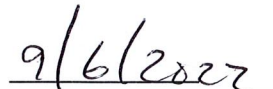


Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.



Name



Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

Employment Agreement for: Finance Associate

Dear Alexis Salvagna

I am pleased to confirm your employment as Finance Associate for the Colchester Public Schools effective October 24, 2022.

Annual Salary: \$ 61,700.40 pro-rated

Vacation: In the first paycheck you will receive payment for 10 vacation days in addition to your regular pay. For the remainder of the fiscal year 2022-2023 fifteen (15) vacation days will be provided with the ability to rollover up to five (5) days. Thereafter twenty (20) vacation days will be provided annually, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day	Veterans' Day
Martin Luther King Day	Columbus Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Juneteenth	either the last day of work before Christmas
Independence Day	or the first day of work after Christmas
Labor Day	(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. The district will advance the Finance Associate sick leave so that she has five (5) days of paid sick leave available upon initial employment with still accruing sick time as stated above. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

- 5 consecutive years of service - 5% of accumulated sick leave
- 10 consecutive years of service - 10% of accumulated sick leave
- 15 consecutive years of service - 15% of accumulated sick leave
- 20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the Finance Associate, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum two (2) weeks prior notice.

Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

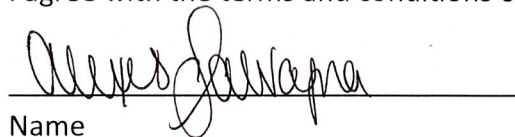
Sincerely,



Dr. Thomas Y. McDowell

Superintendent

I agree with the terms and conditions of this employment contract.



Name

10/6/22

Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

July 1, 2022

Employment Agreement for: Director of Information Technology

Dear Darren,

Annual Salary: \$112,906.00

Vacation: Twenty (25) vacation days annually, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day	Veterans' Day
Martin Luther King Day	Columbus Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Juneteenth	either the last day of work before Christmas
Independence Day	or the first day of work after Christmas
Labor Day	(depending on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days with no loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

5 consecutive years of service - 5% of accumulated sick leave
10 consecutive years of service - 10% of accumulated sick leave
15 consecutive years of service - 15% of accumulated sick leave
20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides a LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.


Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the Director of Information Technology, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum thirty (30) day prior notice.

Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,


Dr. Thomas Y. McDowell

Superintendent

7/8/22

I agree with the terms and conditions of this employment contract.



Name

7/8/2022

Date

cc: Payroll
Personnel File



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

August 31, 2022

Employment Agreement for : Michele Smith

Position: Physical Therapist

Annual Salary: \$94,116 that includes additional \$1,000.00 for your Ph.D

457 Plan: The Colchester Board of Education will contribute an amount equal to 4% to your yearly salary to your 457 Plan.

Benefits: You are eligible for the following benefits which are aligned with the current union contract that covers out Teachers (The Colchester Federation of Teachers Local #1827 AFT-AFL-CIO)

- Article 14 - Personal Days
- Article 16 - Sick Leave
- Article 21 - Jury Duty
- Article 30 - Insurance Benefits
- Health and Dental Insurance
- Life Insurance
- Section 125 - Medical/Dependent Care Reimbursement

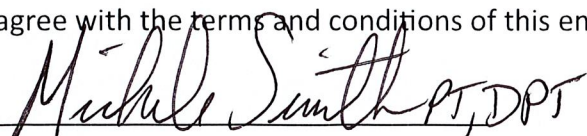
Please understand that as the Physical Therapist, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum two (2) week prior notice..

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,


Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.


Name

9/12/2022
Date

cc: Payroll
Personnel File


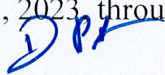
**CONTRACT BETWEEN THE SUPERINTENDENT OF
SCHOOLS AND THE BOARD OF EDUCATION OF
COLCHESTER, CONNECTICUT**

It is hereby agreed by and between the Board of Education of Colchester, Connecticut (hereinafter called the "Board") and Daniel P. Sullivan III (hereinafter called the "Superintendent") that the said Board in accordance with the election held pursuant to 10-157 of the Connecticut General Statutes, on the 17th day of November, 2022 has and does hereby employ the said Daniel P. Sullivan III as Superintendent of Schools of Colchester and that Daniel Sullivan hereby accepts employment as Superintendent of Schools of Colchester upon terms and conditions hereinafter set forth in this "Agreement".

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 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 or be otherwise permitted by law to serve as Superintendent of Schools, this Agreement shall terminate immediately by its terms.

2. TERM

A. **Initial Term.** The term of the Superintendent's employment is for three (3) years,  from January 1, 2023, through January 2, 2026. 

B. **Renewal.** The Superintendent and the Board agree they shall adhere to the following procedures to extend the Superintendent's employment under this Agreement for an additional period not to exceed three (3) years at any time:

- (1) Prior to the end of the first year of a three-year agreement, the Board, at the request of the Superintendent, may vote for a new agreement.
- (2) 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 on whether to enter into a new agreement. At least three (3) months prior to that time, the Superintendent shall notify the Board that his contract is about to expire and shall provide the Board with this contract clause.
- (3) In the event a new agreement is entered into, the time remaining under the old contract shall be incorporated into the new contract. At no time shall the Superintendent be under contract or contracts to the Board for a period greater than three (3) years.

- (4) The parties agree that the first such extension will coincide with the term of the contract with the Board's fiscal year.
- (5) Anything in this paragraph to the contrary notwithstanding, the provisions of Section 10 shall take precedence and the Superintendent's employment may be terminated under the provisions of said Section.

3. DUTIES

- A. **Authority.** 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 has the general authority to act at his discretion, subject to later approval by the Board, upon all emergency matters and those as to which his powers and duties are not expressly limited or are not particularly set forth. He advises the Board on policies and plans that the Board takes under consideration, and he takes the initiative in presenting to the Board policy and planning issues for such consideration.
- B. **Meetings.** The Superintendent or his designee as approved by the Board shall attend all meetings of the Board, and shall participate in all Board deliberations, except when matters relating to his own employment and Board self-evaluation are under consideration. The Superintendent shall receive notice of all Board committee meetings and he or his designee may attend such meetings. The Superintendent shall receive a summary of all committee meetings he or his designee does not attend.
- C. **Job Description.** It shall be the responsibility of the Superintendent to successfully perform all of the responsibilities as set forth in his job description (a copy of which is attached as Exhibit A).

4. COMPENSATION

- A. **Base Salary for January 1, 2023 through January 2, 2024.** The base salary of the Superintendent for January 1, 2023 through January 2, 2024 shall be the sum of (a) Two Hundred and Fifteen Thousand Dollars and No Cents (\$215,000.00), paid in periodic payments in accordance with the established pay dates for the school district, and (b) an additional amount of eight percent (8%) of the part (a) salary referenced above (\$17,200.00), 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 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 chooses from the Board's list of approved 403(b) vendors pursuant to the Board's 403(b) plan available to Board employees in accordance with Section 403(b) of the Internal Revenue Code, as amended.

- B. **Base Salary for Subsequent Years.** For each year after January 3, 2023 during which this Agreement is in effect, the annual base salary for any subsequent year of this Agreement shall be negotiated between the parties and agreed at least ninety (90) days prior to the commencement of the new contract term, and shall include an elective tax-sheltered annuity of at least 8% of the part (a) base compensation applicable during the contract year. The parties shall make good faith efforts to meet the timeline described in this section. If no agreement concerning annual base salary is reached, the Superintendent's salary shall continue at the rate of the preceding contract year.
- C. **Salary Adjustments.** Any adjustment in salary made during the life of this Agreement shall be in the form of an amendment and shall become part of this Agreement. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new contract with the Superintendent or that the termination date of the existing contract has been extended. Under no circumstances shall the base salary for subsequent years be less than the base salary for the previous year.
- D. **Pro-ration, Deductions.** Annual salary shall be pro-rated for partial years of employment, and shall be subject to required deductions for applicable United States Withholding Tax, applicable State of Connecticut Withholding Tax and other applicable deductions mandated by state or federal law and the Superintendent's contributions toward the cost of fringe benefits.

5. FRINGE BENEFITS AND WORKING CONDITIONS

- A. **Pro-ration of Leave.** The number of sick days, vacation days and other leave days shall be pro-rated for any partial years of service as Superintendent.
- B. **Sick Leave.**
 - (1) The Superintendent shall start this Agreement with ninety (90) days of accumulated sick leave.
 - (2) The Board shall provide the Superintendent with twenty (20) sick days annually, beginning July 1 of each year, to be used for legitimate illness.
 - (3) Sick days may be accumulated from year to year up to two hundred and twenty-five (225) days.

C. Vacation Leave.

- (1) The Board shall provide the Superintendent with thirty (30) vacation days annually, exclusive of legal holidays, prorated to be earned at a rate of two and one-half (2.5) days per month for twelve months beginning July 1, and ending June 30. Except as noted below, such vacation days are to be taken during the contract year in which they are earned.
- (2) The Superintendent shall be entitled to "carry over" vacation time earned the previous contract year into July and August of the subsequent contract year. As of the first day of the student school year, the Superintendent may carry over up to a maximum of five (5) earned vacation days.
- (3) The Superintendent shall be paid for up to five (5) days per contract year for any unused vacation time in the previous contract year, on a per diem basis based upon the Superintendent's salary for the contract year in which the days were earned.
- (4) If the Superintendent wishes to take vacation, he shall notify the Board Chair of the dates of such vacation.
- (5) In the event that the Superintendent resigns or retires from employment with the Board during or at the end of the term of this Agreement, he shall be entitled to be paid for unused vacation credited during the contract year in which he retires or resigns on a pro-rated basis, based on the number of months remaining in the contract year as of the effective date of the Superintendent's resignation or retirement. In order to be eligible for any such payment for unused vacation days upon resignation or retirement, the Superintendent must provide the Board with written notice of such resignation or retirement at least ninety (90) days prior to the effective date of such resignation or retirement.
- (6) Any days to be paid to the Superintendent or the Superintendent's estate in accordance with this Agreement shall be paid at the Superintendent's per diem rate, which shall be calculated at 1/222 of the Superintendent's annual base salary.

D. **Holidays.** The Superintendent shall have the holidays on which the Board offices are closed. *Plus one floating holiday. ACO DVA*

E. **Personal Leave.** The Board shall provide the Superintendent annually with six (6) personal absence days, which shall not accumulate. The Superintendent shall provide notice to the Board Chair of the use of any such days. Personal days may be used for pressing personal business that cannot be conducted outside of school hours. The Superintendent will not be paid or reimbursed for unused personal days.

F. **Funeral Leave.** In each instance, a leave of absence not to exceed three (3) days immediately following the date of death shall be granted to the Superintendent for the death of a spouse, parent, brother, sister, in-laws, child, grandparent, grandchild. Such leave shall be with pay.

G. Medical, Dental and Vision Insurance.

- (1) Medical Insurance Plan. The Board shall provide the Superintendent and his dependents with medical insurance through the same plan design as district certified administrators: a High Deductible Health Plan (the “HDHP Plan”) with a Health Savings Account (“HSA”) component, with deductibles of \$2,000 for single coverage, and \$4,000 for dependent coverage. The Board shall provide prescription drug coverage with family coverage for the HDHP Plan through the applicable formulary, with employee retail co-payments of \$10/\$25/\$40 (generic/preferred brand/nonpreferred brand) and mail order co-payments of \$20/\$50/\$80 (generic/preferred brand/non-preferred brand) for a 90-day supply. Prescription coverage shall be subject to the applicable HDHP deductible in the first instance.
- (2) Deductible Funding. The Board will fund fifty percent (50%) of the applicable HSA deductible. The Board shall deposit the employer’s share into the Superintendent’s HSA account in the first month of the contract year.
- (3) No Deductible Funding Obligation on Separation. The parties acknowledge that the Board’s contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for the Superintendent while he is actively employed. The Board shall have no obligation to fund any portion of the HSA deductible upon the Superintendent’s separation from employment with the Colchester Public Schools.
- (4) Dental Insurance. The Board shall provide the Superintendent with the following family dental insurance coverage:
 - (a) The Blue Cross/Blue Shield FLEX Plan for Dental Care which shall not have any deductible (first dollar coverage) for diagnostic/ preventative dental services which shall include, but not be limited to, oral examination, x-rays, simple extractions, emergency treatment, prophylaxis (cleaning), fluoride treatments, repair of dentures, fillings, and endodontics as described in the plan provided.
 - (b) There will be twenty-five dollars (\$25.00) per insured individual, per year front end deductible for all other basic benefits covered by the FLEX Dental Plan.
 - (c) Payments are to be based on reasonable and customary charges.
 - (d) Dental coverage shall also include all Rider A benefits (inlays [not part of bridge], crowns [not part of bridge], space maintainers, oral surgery and apicoectomy) payable to eighty percent (80%) of reasonable and customary charges.

- (e) Dental coverage shall also include all Rider D benefits (orthodontist) payable at the rate of sixty percent (60%) of covered expenses until the insurance carrier has paid six hundred dollars (\$600.00) per insured individual under the age of 19; the six hundred dollars (\$600.00) is a lifetime maximum.
- (f) Insured/spouse and unmarried dependents to age 26.
- (g) Coverage will be limited to a maximum benefit of \$2,000 per person per calendar year for Diagnostic & Preventive and Basic services as outlined in Appendix B.

(5) Vision Rider. The Board shall provide the Superintendent with the following vision rider coverage according to policy schedule:

- (a) Visual examination, including refractions.
- (b) Lens, including coverage for:
 - (i) Single lenses
 - (ii) Bi-Focal lenses
 - (iii) Tri-Focal lenses
 - (iv) Contact lenses
 - (v) Frames

(6) Premium Contributions. The Superintendent shall pay the following insurance premium contributions, which will be deducted on a pre-tax basis in equal payments as a regular part of the bi-weekly payroll program:

HDHP Plan	Dental	Vision
15%	15%	15%

(7) Change in Insurance by Other Administrators. Should the medical, dental and vision insurance coverage for other certified administrators employed by the Board change during the term of this Agreement, the Board and the Superintendent shall negotiate over changes to this provision.

H. **Life Insurance**. The Board shall provide the Superintendent with term life insurance equal to twice the annual salary with no limit, but rounded to the nearest one thousandth (\$1,000) dollars, plus an equal amount of coverage for accidental death and dismemberment for the Superintendent.

- I. **Long-term Disability.** After a suitable qualifying period as may be provided for and in accordance with the policy on file in the Board offices, the Board shall provide the Superintendent with a long-term disability plan. The benefit shall provide an income to the disabled Superintendent of 60% of base salary payable until age sixty-five (65). In no event shall any combination of any paid sick leave, workers' compensation, or disability pay exceed the Superintendent's regular per diem salary during any period of disability.
- J. **Insurance Benefits/General Provisions.** Participation by the Superintendent in any of the insurance plans described in this Agreement shall be subject to the eligibility requirements of the carrier(s). The Board reserves the right to change the specific insurance plan(s) or carrier(s) for such insurance coverage at any time during the term of this Agreement.
- K. **Retirement Benefits.**
- (1) **Insurance purchase.** Upon retirement under the Connecticut State Teachers' Retirement System, the Superintendent shall be allowed to purchase any of the above insurance coverages offered to actively employed certified administrators, as may be permitted by law and the insurance carrier(s).
 - (2) **Sick Leave Payment.** Upon retirement under the Connecticut State Teachers' Retirement System, the Superintendent shall be entitled to a retirement benefit as follows:
 - (a) after the conclusion of 5 years of service as Superintendent – 27% payment of accumulated sick time
 - (b) after the conclusion of 7.5 years of service as Superintendent – 32 % payment of accumulated sick time
 - (c) after the conclusion of 10 years of service as Superintendent – 37% payment of accumulated sick time
- L. **Death Benefits.**
- (1) **Sick Leave Payment.** Upon the Superintendent's death, the Superintendent's estate shall be entitled to a death benefit as follows:
 - (a) after the conclusion of 5 years of service as Superintendent – 27% payment of accumulated sick time
 - (b) after the conclusion of 7.5 years of service as Superintendent – 32 % payment of accumulated sick time
 - (c) after the conclusion of 10 years of service as Superintendent – 37% payment of accumulated sick time

- (2) Vacation Leave Payment. In the event that the Superintendent dies during or at the end of the term of this Agreement, his estate shall be entitled to be paid for unused vacation credited during the fiscal year in which he dies on a pro-rated basis, based on the number of months remaining in the contract year as of the effective date of the Superintendent's death.
- M. Tuition Reimbursement. The Board agrees to reimburse the Superintendent for no more than two (2) courses per contract year for work in appropriate subject areas that have been pre-approved by the Board Chair.
- N. Holidays. The Superintendent shall have the holidays on which the Board offices are closed.
- O. Transportation Stipend. In lieu of mileage reimbursement, the Board shall provide an allowance for the use of the Superintendent's personal automobile in carrying out the Superintendent's responsibilities under this Agreement, in the amount of Six Thousand Dollars and No Cents (\$6,000.00) per year. Payment of the automobile allowance shall be subject to any and all applicable tax withholding and reporting requirements.

6. EXPENSES

- A. Out of Pocket Expenses. The Superintendent shall be reimbursed for out-of-pocket expenses reasonably incurred in the performance of his professional duties in an amount not to exceed the budgetary allotment for such expenses. Vouchers submitted in accordance with district procedures for such expenses shall be processed monthly.
- B. Professional Development. The Board encourages the Superintendent to continue his professional development and expects him to participate in relevant learning experiences and professional meetings at local, state, and national levels. Out-of-pocket expenses for such activities will be borne by the Board, as provided for and approved by the Board in the district budget.
- C. Professional Associations. The Board shall pay the full cost of the Superintendent maintaining professional association memberships in AASA, ASCD, CAPSS, CASCD, and the University Area Superintendents' Association (URSA).

7. PROFESSIONAL LIABILITY

- (1) Section 10-235 Application. In connection with its provision to the Superintendent of the defense and the indemnifications called for by Section 10-235 of the Connecticut General Statutes, in the event that Section 10-235 applies to a specific situation and the Board and the Superintendent agree that the interests of the Superintendent differ from the interest of the Board, the Board agrees to reimburse the Superintendent for all reasonable legal fees he incurs as a result of his engaging

an attorney to represent his interests. Such reimbursement may be made under a reservation of the rights of the Board and the Board must consent to the selection of counsel by the Superintendent.

- (2) **Dispute as to application of Section 10-235.** In the event the Board and the Superintendent disagree as to whether Section 20-235 applies, whether the interests of the Superintendent differ from the interests of the Board thereunder, or the selection of counsel for the Superintendent, any such disputed issues shall be presented to a neutral third party, to be designated by the parties' respective counsel, for final decision.
- (3) **Section 10-235 Rights on Separation.** The Board's obligation to indemnify and defend the Superintendent pursuant to Section 10-235 of the Connecticut General Statutes shall extend to the period following his separation from employment as Superintendent with respect to any claims made that relate to the period of time that he was in the position of Superintendent.

8. EVALUATION

- (1) **Evaluation Format.** The Board shall evaluate and assess in writing the performance of the Superintendent at least annually during the term of this Agreement. Said evaluation and assessment shall be reasonably related to the goals and objectives of the Board for the year in question. The Superintendent shall submit to the Board a recommended format for said written evaluation and assessment of his performance (hereafter called "evaluation format"). The evaluation format shall be reasonably objective and shall contain at least the following criteria: Board-Superintendent relations, community relations, personnel relations, educational program, business matters, professional and educational leadership and personal qualities. The evaluation format shall provide for a rating system both as to overall performance and as to the specific criteria set forth in the evaluation format. 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. The parties shall make good faith efforts to meet the timeline described in this section.
- (2) **Evaluation Procedures.**
 - (a) **Annual Evaluation Timeline.** The Board shall evaluate the Superintendent pursuant thereto within one hundred sixty (160) days but not less than thirty (30) days prior to the expiration of each contract year during the term of this

Agreement. The parties shall make good faith efforts to meet the timeline described in this section.

- (b) Discussions. Prior to preparing a written evaluation, the Board shall discuss the Superintendent's performance with him in executive session unless the Superintendent requires that such discussion be held in open session. Within thirty (30) days of delivery of the written evaluation to the Superintendent, the Board in Executive Session shall meet with the Superintendent to discuss the evaluation.
- (c) Written Evaluation and Response. A copy of the written evaluation shall be delivered to the Superintendent within thirty (30) days of its completion and the Superintendent shall have the right to make a written reaction or response to the evaluation which shall become a permanent attachment to the Superintendent's personnel file.
- (3) **Performance Concerns**. In the event that the Board determines under the evaluation format 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. The evaluation shall include recommendations as to areas of improvement in all instances where the Board deems performance to be deficient and all other instances where the Board deems such to be necessary or appropriate.

10. TERMINATION

- (1) **Mutual Consent**. The parties may, by mutual consent, terminate the contract at any time.
- (2) **Superintendent's Notice**. The Superintendent shall be entitled to terminate the contract upon written notice of ninety (90) days, except that the ninety (90) 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.
- (3) **Reasons for Board Termination**. The Board may terminate the contract of employment during its term for cause under one or more of the following reasons:
 - (i) Inefficiency, incompetence or ineffectiveness,
 - (ii) Insubordination against reasonable rules of the Board,

- (iii) Moral misconduct,
 - (iv) Disability as shown by competent medical evidence,
 - (v) Other due and sufficient cause.
- (4) **Mediation.** 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 Superintendent's employment, upon such terms as the parties may agree or otherwise as the Board may offer.
- (5) **Superintendent's Hearing Rights.** In the event the Board seeks to terminate this Agreement pursuant to Section 10.C. above, the Board shall notify the Superintendent in writing of the reasons therefore. Within fifteen (15) days after receipt from the Board of written notice that contract termination is being sought, the Superintendent may file with the Board a written request for a hearing before the Board, which will be held within twenty (20) days of receipt of such request. The Board shall render a 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 Superintendent. The decision of the Board shall be based on the evidence presented at the hearing. Such hearing may be in public session at the option of the Board or the Superintendent. The Superintendent shall have the right to his own counsel at his own expense. Any time limits established herein may be waived by mutual written agreement of the parties.
- (7) **Suspension.** Nothing herein contained shall deprive the Board of the power to suspend the Superintendent from duty immediately when serious misconduct is alleged without prejudice to the rights of the Superintendent as otherwise provided in this Agreement.
- (8) **Disability Termination.** If the Superintendent is terminated on account of disability as shown by competent medical evidence, the Board shall pay the accumulated sick leave and accrued vacation benefits provided in this Agreement.

11. GENERAL PROVISIONS

- A. **Severability.** This Agreement shall be deemed severable, and any part hereof which may be held invalid by a court or other entity of competent jurisdiction shall be deemed automatically excluded from this Agreement and the remaining parts shall remain in full force and effect.
- B. **Entire Understanding.** This Agreement contains the entire understanding of the parties hereto and constitutes the only agreement between the Board and the Superintendent regarding the employment of the Superintendent by the Board. This

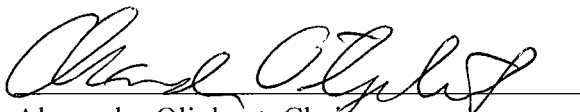
Agreement supersedes all prior agreements, either express or implied, between the parties hereto regarding the employment of the Superintendent by the Board.

- C. **Modification.** None of the terms or conditions of this Agreement shall be amended or modified unless expressly consented to in writing and signed by each of the parties hereto.
- D. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Connecticut.
- E. **Counterparts.** This Agreement may be executed and delivered in counterparts, each of which shall constitute an original, but all of which when taken together shall constitute but one and the same Agreement. The parties further acknowledge that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation "electronic signature" shall include faxed versions of an original signature, electronically scanned and transmitted versions (e.g., via pdf) of an original signature, or signature via DocuSign or other similar electronic signature program.
- F. **Headings.** The headings in this Agreement are solely for the convenience of reference and shall not affect its meaning or interpretation.

SIGNATURE PAGE

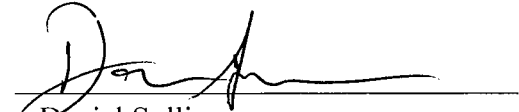
IN WITNESS WHEREOF, the undersigned have executed this contract the day and year aforesaid.

COLCHESTER BOARD OF EDUCATION


Alexander Oliphant, Chair

11/18/22
Date

SUPERINTENDENT


Daniel Sullivan

11/18/2022
Date



Colchester Public Schools

127 Norwich Avenue, Suite 202
Colchester, CT 06415

Dr. Thomas Y. McDowell
Superintendent of Schools

Phone (860) 537-7208
tmcdowell@colchesterct.org

November 9, 2022

Employment Agreement for: District Data Specialist, Start Date 11/28/2022

Dear Jesse,

Work Week: 40 Hour work week with 30-minute lunch break paid daily

Annual Salary: \$63,000.00, July 1 to June 30, prorated

Vacation: Fifteen (15) vacation days annually year 1 and 2, twenty (20) thereafter, with the ability to rollover up to five (5) days with approval of the superintendent.

Group Life Insurance: At the annual salary level, rounded to the nearest one thousandth (\$1,000) dollars, with an equal amount of coverage for accidental death and dismemberment.

Retirement: 457 Deferred Compensation Plan - The Board of Education will contribute five percent (5%) of base pay to the plan.

Holidays:

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day

Veterans' Day
Columbus Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
either the last day of work before Christmas or
the first day of work after Christmas (depending
on whether school is in session).

When a holiday falls on a weekend date, it shall be celebrated on the Friday before or the Monday thereafter in accordance with state law or otherwise as designated by the Superintendent.

Funeral Leave: Entitled to four (4) days paid for the death of spouse, child or parents of employee. Entitled to three (3) days paid for death of immediate family (parents of current spouse, grand-parents, grandchildren, brothers, sisters, and any relation who resides in the employee's household).

Personal Days: Allowed a maximum of four (4) personal days without loss of pay per year. These are granted only for matters of pressing personal needs which cannot legitimately be performed outside the work day. Other than in an emergency personal day requests must be made in writing at least two (2) business days prior.

Sick Leave: Accrues at the rate of one and a half (1.5) days per month to a total of eighteen (18) days per fiscal year. Sick leave can be accumulated to a maximum of one hundred forty (140) days. Upon separation from employment (other than termination for cause) employees are entitled to receive payment at the following payout scale, provided that the employee provides written notification of intent to separate from employment no less than thirty (30) days in advance.

- 5 consecutive years of service - 5% of accumulated sick leave
- 10 consecutive years of service - 10% of accumulated sick leave
- 15 consecutive years of service - 15% of accumulated sick leave
- 20 consecutive years of service - 20% of accumulated sick leave

Health Insurance: High Deductible Health Plan with an employee contribution of seventeen percent (17%) effective July 1, 2022. Vision and Dental insurance are available (with family coverage) with the employee paying 18% cost share. The Board will contribute fifty percent (50%) of the applicable HDHP deductible amount. This amount will be deposited into the employee's HSA in two (2) equal installments on the 1st regular payroll date after July 1st and the 1st regular payroll date after September 1st.

Disability Insurance: The Board provides an LTD plan beginning after 90 days. This benefit provides the disabled employee 60% of base salary up to a max benefit of \$4,000 per month to age 65.

Section 125 – Dependent Care: Eligible to participate in this tax-exempt benefit to reimburse yourself for qualified expenses incurred in the care of qualified dependent(s).

Please understand that as the District Data Specialist, you are an employee at will and your employment is subject to termination with just cause and notice. At the same time, you are free to terminate your employment with a minimum thirty (30) day prior notice.

Employment is contingent upon positive reference checks and a criminal background check and Department of Children and Family Services background check.

After reviewing this letter carefully, please signify your agreement with its terms and conditions by signing below.

Sincerely,


Dr. Thomas Y. McDowell
Superintendent

I agree with the terms and conditions of this employment contract.

Name

Date

cc: Payroll
Personnel File