

FARMINGTON PUBLIC SCHOOLS

Assistant Superintendent of Curriculum and Instruction Employment Agreement

School Year: 2024-2025 (January 1, 2025-June 30, 2025)

I. Duties

The Assistant Superintendent shall be responsible for all duties and assignments in the job description as provided by the Board of Education as referenced in the Board Policy #2132, Duties and Responsibilities:

"The Assistant Superintendent shall be responsible to the Superintendent of Schools and shall assist him/her in the administration of the schools. The Assistant Superintendent, under the direction of the Superintendent, shall have the general responsibility for the curriculum development, implementation, assessment and improvement, and the recruitment, selection, evaluation and professional development for certified personnel."

II. Evaluation

The Assistant Superintendent shall be evaluated by the Superintendent in accordance with Section 10-151b of the Connecticut General Statutes. The procedure for evaluation shall be the Evaluation for Effective Performance Plan as implemented by the Farmington Public Schools.

III. Compensation

The salary for the Assistant Superintendent shall be determined annually by the Board upon the recommendation of the Superintendent of Schools. Annual base salary for the fiscal year 2024-2025 shall be the prorated sum of (a) Two Hundred One Thousand, Nine Hundred Thirty-Seven Dollars (\$201,937) and (b) an additional amount of Six Thousand Five Hundred Dollars (\$6,500) payable in periodic installments in accordance with the established pay dates of the Board, as to which amount the Assistant Superintendent will then arrange pursuant to a salary reduction agreement to have contributed as an elective deferral on a pre-tax basis as permitted by Internal Revenue Code Section 403(b), as amended, including the catch-up limit of IRC Section 414(v), toward the purchase of a 403(b) annuity with a tax sheltered annuity company of her choice or as a contribution into a 403(b)(7) custodial account 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, provided said amount shall in no event exceed the applicable IRS dollar limits set forth in Sections 403(b) and 414(v) of the Internal Revenue Code for said year. For the purposes of reporting the Assistant Superintendent's annual base salary to the Connecticut State Teachers' Retirement System, the Board shall include the full amount of her annual base salary, as specified in this section, without regard to any further salary reduction elected by the Assistant Superintendent.

A written notice must be submitted to the Superintendent of Schools 60 days prior to your resignation.

IV. Insurance

- A. CIGNA High Deductible Health Plan with Health Savings Account, as outlined in the FASA contract. The Board annual contribution toward the cost of the deductible shall be \$1,000/\$2,000 which amounts shall be paid into the employees' accounts as detailed in the FASA contract.
- B. CIGNA Full Service Dental Plan with Rider C.
- C. Prescription Drug Rider
- D. Vision Care Rider – Plan A
- E. If the Assistant Superintendent participates in any of the above plans, they shall contribute 25.5%. This contribution shall be subject to Section 125 of the IRS Tax Code.
- F. The Board will provide the Assistant Superintendent with life insurance at an amount equal to three times the Assistant Superintendent's salary.
- G. The Assistant Superintendent will be covered for an additional \$150,000 when on business-related travel.
- H. The Board will provide the Assistant Superintendent with Long Term Disability Insurance with a cap of \$7,000 monthly.

V. Use of Personal Vehicle

- A. The Assistant Superintendent shall receive an annual stipend of twenty five hundred dollars (\$2,500) for in-state travel (payable in two installments).
- B. Approved out-of-state travel shall be reimbursed at the rate of not less than the prevailing IRS rate.

VI. Retirement Benefit

The Assistant Superintendent shall receive a one-time benefit of \$25,000 upon retirement after fifteen years of administrative service to the Farmington Public Schools, with an additional \$700 for each year of administrative service beyond fifteen (15) years, not to exceed a total of \$30,000, if upon retirement the Assistant Superintendent is entitled to immediate benefits under the Connecticut State Teachers' Retirement System, Conn. General Statute Section 10-183b et seq.

1. Payable over three years in equal installments in July of the three succeeding fiscal years following retirement.
2. Other manner mutually agreed to between the Assistant Superintendent and the Superintendent, but only to the extent that the applicable requirements of Section 409A of the Internal Revenue Code are met.
3. Said benefit is intended to be excluded from Section 457(f)(1) of the Internal Revenue Code either as a severance pay plan or as an employment retention plan.

In the event of the Assistant Superintendent's death the unpaid balance of the above will be paid to the Assistant Superintendent's estate.

VII. Vacation and Holidays

The Assistant Superintendent shall receive the same vacation and holiday benefits as set forth in Article VII of the FASA contract with the additional provision that, with the approval of the Superintendent, the Assistant Superintendent may carry up to 15 unused vacation days into the next contract year.

VIII. Absences and Leaves

The Assistant Superintendent will receive up to twenty (20) days leave per year for personal illness, accumulative to two hundred and twenty (220) days. Extension of sick leave beyond the accumulated days shall be subject to the recommendation of the Superintendent of Schools and approval of the Board of Education.

Notification of Planned Absences - A total of five (5) additional days without salary deductions shall be granted subject to application by the Assistant Superintendent to the Superintendent of Schools five (5) days or as soon as possible, whichever notice is longer, before the requested absence (except in cases of emergency) and the approval of the Superintendent, which shall not be unreasonably withheld for the following:

1. Religious days (not to exceed three [3] per year).
2. Serious illness or death in family or his/her spouse (for example: father, mother, brother, sister, husband, wife, son, daughter, father-in-law, or mother-in-law).
3. Necessary attendance in court or legal demands outside the Assistant Superintendent's control.
4. Other specified reasons necessitating absence from work if approved by the Superintendent of Schools.
 1. Additionally, one (1) discretionary personal day with prior notification given to the Superintendent will be allowed each fiscal year.

IX. Outside Professional Activities

The Assistant Superintendent may undertake speaking engagements, teaching, writing, lecturing or other professional duties and obligations provided such activities do not interfere with the meeting of her responsibilities as Assistant Superintendent.

X. Duration

The foregoing salary and benefits are subject to review and renegotiation on an annual basis. These conditions of employment shall apply while you are assigned to the position of Assistant Superintendent. Your contract status under the Teacher Tenure Act shall be governed by Connecticut General Statutes Section 10-151.

Signed:

Date

Veronica Ruzek, Assistant Superintendent

Date

Kathleen C. Greider, Superintendent of Schools