

# Manchester Public Schools

45 North School Street  
Manchester, Connecticut 06042



## ADMINISTRATIVE OFFICES

Dr. Richard Kisiel  
Interim Superintendent of Schools  
860-647-3441

Mrs. Patricia F. Brooks  
Assistant to the Superintendent  
Finance and Management  
860-647-3445

Assistant Superintendent  
for Curriculum and Instruction  
860-647-3447

Mrs. Shelly Matfess  
Assistant Superintendent  
for Pupil Personnel Services  
860-647-3448

June 5, 2013

Ms. Amy Radikas  
125 Three Mile Road  
Glastonbury, CT 06033

Dear Ms. Radikas:

I am pleased to extend to you an offer of the position of Assistant Superintendent for Curriculum and Instruction. This position is effective July 22, 2013. Following are the terms of your contract:

- 1) Your salary for the 2013-2014 school year is \$135,000, prorated. Your work year will consist of 260 days.
- 2) You will report directly to the Superintendent of Schools.
- 3) This is a three-year contract, covering the period of July 22, 2013 through June 30, 2016. The Board is committed to retaining you in this position for the next three years and, accordingly, should you be terminated prior to June 30, 2016, except for the reasons stated below, the Board will owe you the remaining salary due to be paid out during that time period. Any further extension of the contract will be solely on an annual basis.

However, you may be terminated for cause. This contract may be terminated by the Board of Education for the following reasons:

- a) inefficiency or incompetence,
- b) insubordination against reasonable rules of the Board,
- c) moral misconduct,
- d) malfeasance,
- e) disability, as shown by competent medical evidence, that renders you unable to perform the essential functions of your position.

Should you be terminated for cause, the Board of Education will not owe you any further salary than that earned to that date.

- 4) You will receive health insurance benefits, including prescription and dental, as provided to the Manchester Unaffiliated Administrators. You may choose to cover your spouse and any qualified dependents. You will pay premiums at the same rate as the Unaffiliated Administrators.
- 5) Upon retirement from the district, after 10 years of employment, you will be permitted to participate in the health insurance plan(s) offered to actively employed Unaffiliated Administrators. As a retiree, you

will pay the full costs for such health insurance. When eligible for Medicare, you must join the Medicare system.

- 6) You will receive \$200,000 of term life insurance.
- 7) You will receive an annual mileage allotment of \$3,000, paid monthly, for the use of your personal vehicle for work-related duties.
- 8) You will receive a doctoral stipend of \$2,500 <sup>annually</sup> effective the July 1<sup>st</sup> following the receipt of your doctoral degree.
- 9) The following days will be paid holidays:

New Year's Day	Martin Luther King Day
President's Day	Good Friday
Memorial Day	July 4 <sup>th</sup> Holiday
Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day
The day following Thanksgiving	Christmas Day Holiday

- 10) You will receive 25 days of paid vacation per year, which will accrue on a monthly basis. There is no payout of unused vacation time at termination of employment.
- 11) You will receive 15 sick days annually, accrued on a monthly basis. There will be no payout of accrued sick leave upon termination of employment.
- 12) Each year, you will receive 5 personal days for general purposes and 3 personal days for the critical illness/death of an immediate family member. These days are non-accruable and there is no payout for any unused days.
- 13) Dues and professional fees to organizations related to your employment with Manchester Public Schools will be paid, as approved by the Superintendent.
- 14) You are not a member of any bargaining group, and will be considered to be an unaffiliated employee. You will be subject to tenure rules under the Connecticut General Statutes.

Sincerely,



Patricia F. Brooks  
Assistant to the Superintendent for  
Finance and Management

Your signature indicates acceptance of this contract.

  
Signature

6.6.13  
Date

MANCHESTER PUBLIC SCHOOLS  
2013 JUN - 6 AM 8:35



# Manchester Public Schools

Kennedy Education Center  
45 North School Street  
Manchester, CT 06042

[www.mpspride.org](http://www.mpspride.org)

Mr. Matthew Geary  
Superintendent of Schools  
860-647-3441

Mrs. Patricia F. Brooks  
Assistant Superintendent  
Finance and Management  
860-647-3445

Dr. Amy F. Radikas  
Assistant Superintendent  
Curriculum and Instruction  
860-647-3447

Mrs. Shelly Mattess  
Assistant Superintendent  
Pupil Personnel Services  
860-647-3448

June 16, 2016

Dr. Amy Radikas  
Assistant Superintendent  
Curriculum & Instruction  
45 North School Street  
Manchester, CT 06042

Dear Amy:

As a member of Manchester Public Schools' unaffiliated group, this letter is to acknowledge the fine work that you have demonstrated throughout the past school year. A great part of our accomplishments is due to our excellent employees.

I am pleased to inform you that effective July 1, 2016, you will receive a salary adjustment of 2%, increasing your salary to \$157,269, plus a doctoral stipend of \$2,500, for a total of \$159,769.

Thank you again for your dedication and loyalty in providing a wonderful service to our students in Manchester. I wish you continued success this school year.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew Geary".

Matthew Geary  
Superintendent

cc: Payroll  
Personnel File

