

EMPLOYMENT AGREEMENT

1. Preamble

This agreement is made by and between the Manchester Board of Education (hereinafter the "Board"), acting through its Superintendent of Schools, and Karen L. Clancy. The Board hereby employs Karen L. Clancy as its Director of Finance and Management and Karen L. Clancy (hereinafter sometimes referred to as the "Director of Finance and Management") hereby accepts employment as the Director of Finance and Management, subject to the terms and conditions set forth in this agreement.

2. Duties

Under the supervision of the Superintendent of Schools, the Director of Finance and Management will be responsible for planning, coordinating, supervision and evaluating all business, financial, and other related services supporting the educational programs of the school district. This includes, but is not limited to, financial planning and budgeting, accounting, purchasing, operation and maintenance of the plant, custodial services, transportation, food services, union contract negotiations, and any other assignments as directed by the Superintendent of Schools.

3. Certification

As a condition of employment, the Director of Finance and Management shall maintain the applicable Connecticut certification allowing her to serve in this role, in accordance with all applicable statutes and regulations, throughout the term of this Agreement.

4. Term

The term of this agreement is from August 1, 2016 through June 30, 2019.

5. Salary and Fringe Benefits

- a. **Salary:** For the period of August 1, 2016 through June 30, 2019, the annual base salary ("salary") for the Director of Finance and Management shall total One Hundred Forty Thousand dollars (\$140,000) prorated for the 2016-2017 fiscal year, and paid in periodic installments in accordance with the Board's regular payroll practices. Each year during which this contract is in effect, the Superintendent and the Director of Finance and Management, shall meet and negotiate to determine the salary for the Director of Finance and Management, for the subsequent year. 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.

- b. **Fringe Benefits:** For the period of August 1, 2016 through June 30, 2019, the Board shall pay for the following fringe benefits for the Director of Finance and Management:
- i. An allowance of \$5,000 annually, pro-rated for the 2016-2017 fiscal year, payable in equal monthly installments, in lieu of any other allowance or reimbursement, for the use of her personal automobile for travel necessary to carry out her duties as Director of Finance and Management.
 - ii. A total sum of \$5,000, for an annuity under a Section 403(b) of the Internal Revenue Code.
 - iii. Medical insurance and full service dental care plans, for the Director of Finance and Management and any dependent coverage equal to that provided to other Manchester Public Schools Unaffiliated Administrators. The Director of Finance and Management will contribute toward the cost of such insurance at the same premium contribution percentage as other Manchester Public Schools Unaffiliated Administrators.
 - iv. Upon retirement from the district, after ten (10) years of employment, you will pay the full costs for such health insurance. When eligible for Medicare, you must join the Medicare system.
 - v. Life Insurance coverage of \$200,000.
 - vi. The Director of Finance and Management must participate in the Town of Manchester Defined Contribution Plan as an unaffiliated employee.
 - vii. On an annual basis during the term of this agreement, twenty (20) days of paid vacation. Up to fifteen (15) unused vacation days may be carried forward to the next year. Upon termination of employment, the Director of Finance and Management, shall be paid for all unused vacation days. Such payment shall be based upon the per diem compensation (1/260th).
 - viii. Thirteen (13) paid holidays: New Year's Day; Martin Luther King Day; Lincoln's Birthday; Washington's Birthday; Good Friday; Memorial Day; Independence Day, Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day and the Friday thereafter; and Christmas Day. If school is in session on any of the above days, they will be floating holidays and may be taken by agreement with the Superintendent.

- ix. Fifteen (15) days of sick leave annually, accrued on a monthly basis. You will begin with a base of 30 sick days. There will be no payout of accrued sick leave upon termination of employment.
- x. A maximum of five (5) days in any fiscal year for absence caused by:
 - a. family business
 - b. illness of a family member
 - c. court appearances
 - d. attendance at a ceremony awarding a degree
 - e. other pressing personal business which cannot reasonably be conducted outside work hours
- xi. A maximum of three (3) days for a death in the immediate family. Immediate family is defined as an employee's spouse (or person considered by the employee to be like a spouse), child, parent, sibling, grandparent, spouse's parent, child, sibling, or grandparent, or any other relative of the employee or employees' spouse who at the time of his/her death was domiciled in the employee's household. Additional days may be granted at the discretion of the Superintendent.
- xii. The Board shall pay the costs (airfare, lodging, meals, registration fees, etc.) of the Director of Finance and Management's attendance at all professional conferences on the state and national level that the Board deems pertinent to her position, as approved in advance by the Superintendent.
- xiii. Upon presentation of evidence of course completion at an accredited college or university, the Director of Finance and Management, shall be reimbursed eighty-five percent (85%) of tuition costs and lab fees.

6. Evaluation

The Director of Finance and Management, shall be evaluated at least annually by the Superintendent of Schools. The format for the evaluation and the evaluation itself shall be discussed and share with the Director of Finance and Management.

7. **Resignation**

The Board requests the Director of Finance and Management, provide sixty (60) days notice of her resignation.

8. **Termination**

The Board may terminate the employment of the Director of Finance and Management, upon the recommendation of the Superintendent at any time for cause. In the event that the Superintendent wishes to recommend such action, the Superintendent shall provide the Director of Finance and Management, with written notice of the reasons(s) for recommending termination. Upon the written request of the Director of Finance and Management, the Board of Education shall, within twenty (20) days of receiving such request, conduct a hearing in executive session (subject to the right of the Director of Finance and Management, to require that such hearing be held in public session) concerning the recommendation for termination. After such hearing, the Board shall vote in public session on such recommendation, and any such action shall be final.

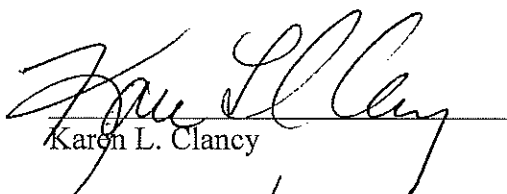
9. **Severability**

In the event that any provision or portion of this Agreement is ultimately ruled invalid by an authority of establish and competent legal jurisdiction, the balance and remainder of this agreement shall remain in full force and effect.

10. **Complete Agreement**

This Agreement constitutes the full and complete agreement between the parties and the Director of Finance and Management, and the Board acknowledges that no other promises or commitments were made not contained in this agreement unless they were reduced to writing and mutually signed by both parties.

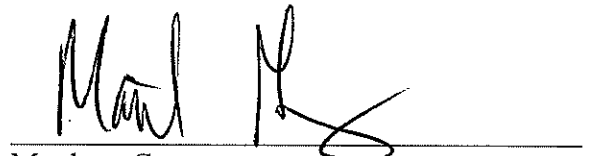
FOR THE
MANCHESTER BOARD OF EDUCATION



Karen L. Clancy

6/1/16

Date



Matthew Geary

6/1/15

Date