


# Regional School District 12

11A School Street / P.O. Box 386 ~ Washington Depot, CT 06794  
Bridgewater ~ Roxbury ~ Washington

## EMPLOYMENT AGREEMENT

This agreement is between Shepaug Valley Regional School District 12 (District) and Nicole Grant. The purpose of this agreement is to specify work year, salary, leaves and benefits for the position of Director of Finance. This position reports directly to the District's Superintendent of Schools (Superintendent).

### 1. Term

This agreement shall be in effect beginning January 1, 2019 through June 30, <sup>2022</sup>~~2021~~ (the "Term") unless terminated earlier pursuant to section 12 of this Agreement. Prior to the end of the ~~2020~~<sup>2021</sup> fiscal year, the Director of Finance may request of the Superintendent and the Board of Education (the "Board"), and the Board shall consider, whether to extend this Agreement. 

### 2. Work Year

The Director of Finance shall have a work year of twelve (12) months beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

### 3. Certification

As a condition precedent to this Agreement taking full force and effect, the Director of Finance shall hold and present to the Board a valid certificate issued by the State of Connecticut enabling her to serve as Director of Finance. Failure to provide said certification shall make this Agreement null and void.

### 4. Performance Review/Evaluation

The Superintendent shall evaluate and assess in writing the performance of the Director of Finance at least annually during the term of this agreement in accordance with guidelines and criteria consistent with the responsibilities set forth in section 5 of this agreement and Board policies, and as assigned by the Superintendent for the year in question.

### 5. Responsibilities of the Director of Finance

The Director of Finance shall be responsible to provide sound fiscal management and leadership in all business related matters in Regional School District 12 including: daily coordination of the business office; development, preparation, management and monitoring of the annual budget, creation and oversight of long-term capital planning; implementation of innovative strategies to ensure fiscal efficiency; active contribution and participation with target groups including but not limited to central office leadership team, building administrators, Selectmen/Finance Boards from Bridgewater, Roxbury, and Washington, and the Board of Education. During the Term of this Agreement, the Director of Finance duties and

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responsibilities shall remain consistent with the forgoing.

**6. Salary**

The Director of Finance will be paid an annual salary of one hundred and thirty thousand dollars (\$130,000.00) for the school year 2018-19 and (\$145,000) for the school year 2019-20 and 2020-21. This salary is subject to the required deductions for withholding taxes and other managed or agreed upon deductions. The District Board of Education (Board) shall establish the salary for any subsequent work year beyond the initial term of this Agreement during the month of June in each year respectively. The salary shall be pro-rated for partial-year employment.

**7. IRA 401(k) Contribution**

The Board agrees to match up to six percent (6%) of Finance Director's annual base salary to a qualified tax-sheltered 401(k) of the Finance Director's choosing. The District will contribute one dollar (\$1) for each one dollar (\$1) the employee contributes to their 401(k) up to the maximum amount set forth above. Matching shall be based on the employee's automated 401(k) payroll deduction capped at six percent (6%) per paid period amount.

**8. Holiday and Vacation Schedule**

For each Work Year, the Finance Director shall be entitled up to a maximum of twenty (20) vacation days and fifteen (15) paid holidays, designated by the Board. Vacation days are accrued at a rate of 3 days per month until the twenty (20) day cap is met. Vacation days are to be approved in advance by the Superintendent of Schools. If the Finance Director wishes to schedule her vacation days while school is in session, it shall be at the discretion of the Superintendent. With the written approval of the Superintendent, up to five (5) vacation days may be carried over to the following year, provided that such days carried over must be used in the following work year. Upon retirement or resignation of the employee, the employee will be paid the per diem rate for unused vacation days for the current fiscal year. Notwithstanding the forgoing, in light of the fact that the Term of this Agreement is commencing in the middle of the fiscal year and that the Director of Finance is leaving her employment with a prior employer, the Director of Finance shall be deemed to have accrued ten (10) vacation days upon the commencement of the Term which shall be available for use through September 1, 2019 in addition to any other vacation days accrued. In no event, however shall the Director of Finance accrued vacation days exceed the twenty (20) day cap.

**9. Sick Days**

The Director of Finance shall be granted fifteen (15) days sick leave with full pay each work year. Unused sick leave shall accumulate from work year to work year, so long as the Director of Finance remains continuously employed in the service of Region 12. Sick leave shall be cumulative up to 180 days.

### **10. Personal Days and Family Illness**

A maximum of three (3) days paid leave per year, non-cumulative, will be granted by the Superintendent by prior arrangement for personal matters which cannot be arranged for a time when school is not in session or during off duty hours.

In addition, the Director of Finance may take up to three (3) Family Illness Days and three (3) Death in Immediate Family Days per year, non-cumulative. For such purposes "Family" shall be defined as spouse, children or other dependent residing in the Finance Director's household.

### **11. Insurance Benefits**

The Board shall provide group term life insurance coverage in the amount of 2x the Finance Director's base salary. For the 2018-19 agreement year, this amount shall be prorated based on the employees start date and the end of the work year. For the work year 2019-20, the amount is two hundred and sixty thousand dollars (\$260,000.00).

The Board shall make available to the Finance Director the option to receive health insurance benefits, family medical benefits as set forth in the Region 12's Administrators' agreement as negotiated by the Board and the Administrators' Association from time to time assuming responsibility for the same percentage of the premium cost as administrators.

The Board shall have the right to change carriers/plans for any of the types of insurance described above, provided that the overall level of benefits, when considered as a whole, remain substantially comparable.

### **12. Other Provisions**

The Director of Finance hereby agrees that for the Term she will well, faithfully, and to the best of her knowledge, ability, and skill serve the District as the Director of Finance as the Board and Superintendent may require of her.

This agreement may be terminated prior to the end of the then current Term as follows:

- a. The parties may, by mutual consent, terminate this Agreement at any time.
- b. The Director of Finance may terminate this Agreement upon sixty (60) days written notice to the Superintendent of Schools.
- c. *The Superintendent may terminate this Agreement for "good cause" as hereinafter defined. Should the Superintendent decide to terminate this agreement for good cause,*

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*he or she shall serve on the Director of Finance written notice of termination. Such notice shall be accompanied by written statement of reason. Within fifteen (15) days after receipt from the Superintendent of written notice of termination for good cause, the Finance Director may file with the Board a written request for a hearing before the Board which shall be held within twenty (20) days after receipt of such request. The Board shall render its decision within fifteen (15) days of such hearing and shall send a copy of this decision to the Finance Director, setting forth the reasons and evidence for such decision. The Finance Director shall have the right to her own counsel, at her own expense. Any time limits established herein may be waived by mutual agreement of the parties in writing. The Board's decision shall be final. For purposes of this agreement, "good cause" shall be defined as:*

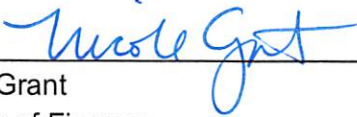
If any of the provision, terms or clauses of this Agreement are determined to be illegal, unenforceable or ineffective in a legal forum or by operation of the law, those provisions, terms and clauses shall be deemed severable, such that all other provisions, terms and clauses of this Agreement shall remain valid and binding upon both parties.

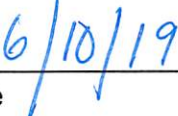
THIS SECTION INTENTIONALLY OMITTED

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This Agreement contains the entire agreement between parties. It may not be amended orally but may be amended by an agreement in writing signed by all parties. Commencing upon the effective date, it supersedes any and all prior agreements between the parties.

  
\_\_\_\_\_  
Nicole Grant  
Director of Finance

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Megan Bennett  
Superintendent of Schools

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Anthony C. Amato  
Chairman, Board of Education

  
\_\_\_\_\_  
Date

**EMPLOYMENT CONTRACT FOR DIRECTOR OF FINANCE  
AMENDMENT 1**

It is hereby agreed by and between the Board of Education of Shepaug Valley Regional School District No. 12 (hereinafter called the "Board") and Nicole E. Grant (hereinafter called the "Director of Finance") that the said Board in accordance with its action on 14 June, 2021 to amend the Employment Contract for the Director of Finance dated in accordance with Section 12: *This Agreement contains the entire agreement between parties. It may not be amended orally but may be amended by an agreement in writing signed by all parties, as follows:*

**Term:**

The term of said employment is extended through June 30, 2024

**Base Salary:**

The annual base salary of the Director of Finance shall be the sum of One Hundred Sixty-Five Thousand Eight Hundred Eighty Dollars (\$165,880) in periodic payments in accordance with the established pay dates for the school district for certified staff effective 1 July 2021.

**Fringe Benefits:** Section 8 Holiday and Vacation Schedule shall be replaced in its entirety: For each Work Year, The Finance Director shall be entitled up to a maximum of twenty (20) vacation days and fifteen (15) paid holidays, designated by the Board. Vacation days are to be approved in advance by the Superintendent of Schools. If the Finance Director wishes to schedule her vacation days while school is in session, it shall be at the discretion of the Superintendent. With the written approval of the Superintendent, up to five (5) vacation days may be carried over to the following year, provided that such days carried over must be used in the following work year. Upon the completion of each fiscal year (30 June) or the date of termination of this Agreement (regardless of reason), the Director of Finance will be paid for unused, accrued vacation days up to a maximum of five (5) days per fiscal year at the daily rate of 1/260 of annual salary times the number of accrued and unused days. Upon retirement or resignation of the employee, the employee will be paid the per diem rate for unused vacation days for the current fiscal year.

Board of Education of Shepaug Valley  
Regional School District No. 12


By   
\_\_\_\_\_  
Gregory J. Cava  
Its Chairperson

Date:

Superintendent of Shepaug Valley  
Regional School District No. 12

 8/31/2021  
\_\_\_\_\_  
Megan L. Bennett

Director of Finance for Shepaug Valley  
Regional School District No. 12

 8/31/21  
\_\_\_\_\_  
Nicole E. Grant

Date:

