

# **WOODBIDGE BOARD OF EDUCATION EMPLOYMENT AGREEMENT**

This contract is an agreement, made this 21<sup>st</sup> day of May 2024 between the Board of Education of the Town of Woodbridge, (hereafter referred to as the “Board”) and Donna Coonan.

The Board has assigned Donna Coonan to the position of Director of Business Services & Operations of the Woodbridge School District. This employment agreement is for the period beginning July 1, 2024 through June 30, 2027.

As an employee of the Board, Ms. Coonan will diligently perform her assigned duties to the best of her ability in accordance with the policies, procedures, practices of, and under directives and supervision of, the Board and its Superintendent of Schools and consistent with applicable state and federal laws and regulations. In addition to the foregoing, Ms. Coonan, while employed in the position of Director of Business Services/Operations, will faithfully discharge the duties and responsibilities of the job description for that position as approved by the Board, a copy of which is attached.

As compensation for her service, Ms. Coonan shall receive an annual salary of \$133,900 for the 2024-25 school year, paid in biweekly installments. Her employment shall be full-time and her work shall be deemed to be twelve (12) months from July 1st to June 30th based on a 260 -day work year. Her salary for 2025-26 and 2026-27 shall be as determined by the Board but shall not be less than the previous year.

In addition, each year of the contract the Board shall make a contribution on Ms. Coonan’s behalf to a tax-sheltered annuity in an amount of \$5,000.

Ms. Coonan shall receive eighteen (18) sick days for the 2024-25 school year, to be taken when she is physically unable to perform her work assignments. If a successor agreement to this agreement is executed, then any unused sick days at the end of the fiscal may be carried over to the next year, which sick days cumulative to maximum of two hundred (200) days. Ms. Coonan shall also receive three (3) personal days for the 2024-25 school year.

For the 2024-25 school year, twenty-five (25) vacation days will be granted. The vacation days will be credited on July 1, 2023. If a successor agreement to this agreement is executed, then any unused vacation days at the end of the fiscal year, up to a limit of fifteen (15) days, may be carried over to the next year; any additional accumulated days beyond fifteen (15) will be lost at the end of the fiscal year. If Ms. Coonan resigns or is terminated prior to the end of the employment year, Ms. Coonan is eligible to be paid for accrued vacation days only and the District is to be reimbursed at the per diem rate for any credited days taken that were not accrued at the time of departure.

Ms. Coonan shall be granted life insurance in the amount of two times his/her salary. She is entitled to the same medical insurance benefits and co-pay/premium share as members of the Woodbridge Association of School Administrators.

As an administrator, and as a condition of employment, Ms. Coonan shall, at all times, possess a valid School Business Manager Certificate (#085) issued by the Connecticut State Department of Education.

Ms. Coonan shall be evaluated at least annually by the Superintendent of Schools or his/her designee.

This contract shall be in effect from July 1, 2024 through and including June 30, 2027. It may be terminated at any time by mutual agreement of the parties or through Ms. Coonan’s resignation or death, provided that in case of resignation, Ms. Coonan shall give at least sixty (60) days written notice of resignation, unless the Board in its discretion accepts a shorter notice period. Since Ms. Coonan is employed by the Board

pursuant to the provisions of Section 10-145(d) of the Connecticut General Statutes, she may be terminated at any time for cause after notice and an opportunity for hearing before the Superintendent, in which case this contract will be terminated and of no further force and effect as of the date of her termination.

This entire agreement between the parties supersedes any and all other agreements previously reached, whether verbal or written. This agreement shall become final upon its approval and execution by Ms. Coonan and upon its subsequent execution by the Superintendent of the Woodbridge School District.

Donna Coonan

Director of Business Services & Operations

6-27-2024

Date

Wanda J. Milner

Superintendent

June 27, 2024

Date