

DIRECTOR OF STUDENT SERVICES ADMINISTRATORS CONTRACT  
SALARIES, BENEFITS, HOURS OF WORK, AND OTHER  
CONDITIONS OF EMPLOYMENT

This employment contract does not supersede or replace the protections and provisions of Connecticut's Teacher Tenure Act which applies to all certified educator positions (teacher and administrator) with the exception of the Superintendent of Schools.

Section 1 – Definition

Administrator is defined as the Director of Student Services.

Section 2 – Salary

The Director of Student Services shall be paid a salary as indicated below. Salary will be paid in 26 equal payments.

Position	Salary SY2025-26	Salary SY2026-27	Salary SY2027-28
Director of Student Services	\$135,445	\$138,153	\$141,952

Doctorate Stipend

The Board will pay \$1,200.00 additional per year upon attainment of an earned doctorate.

Annuity

After one year of service the Board of Education will establish a 403(b) account with a yearly contribution of \$1,000.00. After the second year of service the Board of Education will establish a 403(b) account with a yearly contribution of \$2,000.00. Such annuity shall be paid as an elective deferral, and be reported as salary to the Teachers' Retirement Board, consistent with the law.

Section 3 – Work Year

The Director of Student Services is a twelve (12) month employee, 260 workdays (or equivalent) per year.

Section 4 – Holidays

1. Administrators receive thirteen (13) paid holidays per year. The list is as follows:

New Year's Day	Columbus Day
Martin Luther King	Thanksgiving Day
Presidents' Day	Day after Thanksgiving
Memorial Day	Veteran's Day
Independence Day	Christmas Day
Floating Holiday	Labor Day
(to be designated annually by the Superintendent)	Good Friday

2. For any holiday that falls on a Saturday or Sunday, the holiday for administrators shall be the same as granted to all employees by the Board of Education.

Section 5 – Vacations

1. The Director of Student Services will be granted twenty seven (27) non-cumulative vacation days annually in their entirety on July 1 of the new contract year, with such days to be taken during the school year.



2. The Director of Student Services may carryover up to ten (10) days from one year into the next, without any further accumulation. Vacation for a partial year of service shall be prorated. Unused vacation days shall not be compensated when employment terminates.
3. The Director of Student Services vacation time must be scheduled with the Superintendent's approval at least two (2) weeks prior to the anticipated vacation except in cases of emergency. Vacation time to be taken during summer recess must be scheduled with the Superintendent's approval. Administrators will not take vacation time during scheduled school days without the permission of the Superintendent.

#### Section 6 – Sick Leave

1. The Director of Student Services shall receive twenty (20) sick days each year, cumulative up to but not in excess of the number of days in a teacher's work year, unless increased by state statutes.

#### Section 7 – Remote Work

1. The Director of Student Services will be granted fifteen (15) on-call remote flex days annually during the summer between July 1 and the first staff day of the school year and will be available for administration, staff and faculty.

#### Section 8 – Personal Leave

1. The Director of Student Services will receive five (5) days per year non-cumulative leave for personal reasons without loss of pay. Requests for leave must be in writing and forwarded to the Superintendent at least two (2) days before the leave is taken. Said leave may be denied by the Superintendent if it is felt that such leave will cause a hardship on the system.
2. The Director of Student Services is allowed up to three (3) days of funeral leave for each occurrence of death in the immediate family (spouse, children and other members at the same household; father and mother; brothers and sisters; grandfathers and grandmothers; father-in-law; mother-in-law).
3. Extended Unpaid Personal Leave: A personal leave of absence without pay may be granted by the Board for illness or other personal reasons. The leave shall extend only for one (1) school year, beginning in September. The Director of Student Services on a personal leave of absence must notify the Superintendent in writing prior to February 1 if he/she intends to return to the Salem School District the following year. In the event the administrator so indicated his/her intention to return, the administrator shall be given the right to be reappointed to his/her original position. Personal leave of absence shall be taken without pay or seniority increments and will terminate at the end of the approved period of time. An administrator on personal leave shall retain the sick leave accumulated prior to the commencement of leave. During leaves granted under this section, no sick leave, service increment, or seniority will be accumulated; however, medical and insurance benefits may be continued at the expense of the administrator.

#### Section 9 - Insurance

1. The Director of Student Services shall receive term life insurance coverage of \$150,000 with accidental death and dismemberment. Premiums for said life insurance will be paid by the Board of Education.
2. The Board shall provide the Director of Student Services and their families with the same medical and dental insurance as currently offered to the members of the certified union as of the time of the signing of this contract. Should said insurance coverage for such members of the certified union change, the Board and the Director shall negotiate over changes to this provision



3. The Board of Education will pay the same premium share towards the Director of Student Services medical and dental insurance as is currently provided in the certified union contract as of the time of the signing of this contract. Should said premium share for such members of the certified union change, the Board and the Director shall negotiate over changes to this provision
4. Any administrator not desiring all of the aforementioned medical and dental coverage shall be eligible to receive an annual payment of \$3,500, providing the employee notifies the Board of his/her desire to discontinue coverage by July 1 of the school year. The decision to eliminate a coverage will remain in effect to the following July 1 unless extenuating circumstances (such as marriage, etc.) require a change and is permissible by the company. Such change must be with the approval of the Superintendent. Payments will be prorated in these cases.

#### Section 10 – Professional Development

1. The Board shall reimburse the Director of Student Services up to \$1,000 per year (July 1 – June 30) to cover reasonable costs directly associated with Professional Development opportunities, conferences, or mini courses which are in the interest of the school system, subject to the prior consent of the Superintendent. Costs may include tuition, materials, and/or travel expenses.
2. The Board shall reimburse the Director of Student Services up to 75% for those reasonable costs directly associated with courses taken in connection with a planned program of study, and/or additional graduate work in a major field, and/or courses which are in the interest of the school system, subject to the prior consent of the Superintendent. Costs directly associated with courses shall be limited to tuition, fees and books, and shall be limited to the school year in which the Director of Student Services commences work in the course.

#### Section 11 – Travel

The Director of Student Services shall be reimbursed for travel as authorized by the Superintendent of Schools.

#### Section 12 – Membership

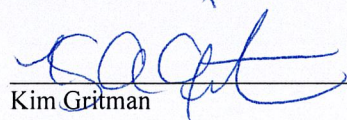
The Board agrees to pay membership dues not to exceed \$1,000.00 per administrator per year for membership in professional organizations approved by the Superintendent and upon submission of a voucher.

Board of Education

  
Sean Reith, Chairman

Date: 1-13-2025

Director of Student Services

  
Kim Gritman

Date: 1/13/2025