

PLYMOUTH PUBLIC SCHOOL

ASSISTANT SUPERINTENDENT AGREEMENT

JULY 1, 2025 - JUNE 30, 2029

It is hereby agreed by and between the Board of Education for the Town of Plymouth, Connecticut (hereinafter referred to as the "Board") and Beth Melillo (hereinafter referred to as the "Assistant Superintendent"), that the Board does hereby employ Beth Melillo as the Assistant Superintendent of Schools and that Beth Melillo hereby accepts such employment upon the terms and conditions set forth in this Agreement.

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1. Duties

The Assistant Superintendent serves as the Special Education Director for the District. She is responsible for the overall management and supervision of the provision of special education and related services, assuring compliance with applicable laws, regulations, and policies. In addition, the Assistant Superintendent assists the Superintendent in management and the leadership of the District in all aspects of its operation. The Assistant Superintendent shall perform duties as assigned by the Superintendent and acts as the Superintendent's designee as requested at times and serves in lieu of the Superintendent on days when the Superintendent is unavailable.

2. Term of Agreement

- A. The term of this Agreement shall be July 1, 2025, through June 30, 2029.
- B. Prior to July 1, 2027, the Board may vote for a new three-year agreement to take effect after the expiration of the existing second year of the contract. Prior to July 1, 2028, the Board shall vote for a new agreement to take effect after the expiration of the existing third year of the contract.
- C. If the Board approves a new three-year agreement to commence following the conclusion of the current contract's second year, the Assistant Superintendent will automatically

receive the top step high school principal compensation increase in the Plymouth School Administrators' Association contract for the additional year added to the agreement.

D. Anything in this section to the contrary notwithstanding, the provisions of the section entitled "Termination of Agreement" shall take precedence and the Assistant Superintendent's employment may be terminated under the provisions of said section at any time during the term of this Agreement.

3. Work Year

The work year for the Assistant Superintendent shall be twelve months. As used in this Agreement, the terms "year" and "contract year" shall be defined as the fiscal year, which begins on July 1 and ends on June 30.

4. Base Salary

The annualized base salary amounts set forth in this Agreement shall be prorated for any partial year of service as Assistant Superintendent.

A. Effective July 1, 2025, Beth Melillo's base annual salary from July 1, 2025, through June 30, 2026, shall be as follows:

- 1) A cash component in accordance with the Middle School Principal Step 4 salary in the Plymouth School Administrators' Association contract; and
- 2) An additional sum of equal to five percent (5%) of the cash component set forth in Section 4.A(1) above, over and above that cash component, as to which amount the Assistant Superintendent will arrange to have an elective deferral deducted from the Assistant Superintendent's salary on a pre-tax basis as permitted under IRC Section 403(b), as amended, and then contributed toward the purchase of a 403(b) annuity with a tax sheltered annuity company the Assistant Superintendent chooses from the Board's list of approved 403(b) vendors pursuant to the Board's 403(b) plan available to Board employees in accordance with IRC Section 403(b), as amended; and

Beth Melillo's base annual salary, as set forth in Sections 4.A(1) and 4.A(2) above, shall be payable in equal installments throughout the contract year, minus all applicable withholdings, in accordance with the procedures governing payment of certified staff members employed by the Board. The total base annual salary compensation, as set forth in Sections 4.A(1) and 4.A(2) above, shall be subject to the State Teachers' Retirement Board contribution.

B. Effective July 1, 2026, Beth Melillo's base annual salary from July 1, 2026, through June 30, 2027, shall be as follows:

- 1) A cash component in accordance with the High School Principal Step 2 salary in the Plymouth School Administrators' Association contract; and
- 2) An additional sum of equal to five percent (5%) of the cash component set forth in Section 4.B(1) above, over and above that cash component, as to which amount the Assistant Superintendent will arrange to have an elective deferral deducted from the Assistant Superintendent's salary on a pre-tax basis as permitted under IRC Section 403(b), as amended, and then contributed toward the purchase of a 403(b) annuity with a tax sheltered annuity company the Assistant Superintendent chooses from the Board's list of approved 403(b) vendors pursuant to the Board's 403(b) plan available to Board employees in accordance with IRC Section 403(b), as amended; and

Beth Melillo's base annual salary, as set forth in Sections 4.B(1) and 4.B(2) above, shall be payable in equal installments throughout the contract year, minus all applicable withholdings, in accordance with the procedures governing payment of certified staff members employed by the Board. The total base annual salary compensation, as set forth in Sections 4.B(1) and 4.B(2) above, shall be subject to the State Teachers' Retirement Board contribution.

C. Effective July 1, 2027, Beth Melillo's base annual salary from July 1, 2027, through June 30, 2028, shall be as follows:

- 1) A cash component in accordance with the High School Principal Step 3 salary in the Plymouth School Administrators' Association contract; and
- 2) An additional sum of equal to five percent (5%) of the cash component set forth in Section 4.C(1) above, over and above that cash component, as to which amount the Assistant Superintendent will arrange to have an elective deferral deducted from the Assistant Superintendent's salary on a pre-tax basis as permitted under IRC Section 403(b), as amended, and then contributed toward the purchase of a 403(b) annuity with a tax sheltered annuity company the Assistant Superintendent chooses from the Board's list of approved 403(b) vendors pursuant to the Board's 403(b) plan available to Board employees in accordance with IRC Section 403(b), as amended; and

Beth Melillo's base annual salary, as set forth in Sections 4.C(1) and 4.C(2) above, shall be payable in equal installments throughout the contract year, minus all applicable withholdings, in accordance with the procedures governing payment of certified staff members employed by the Board. The total base annual salary compensation, as set forth in Sections 4.C(1) and 4.C(2) above, shall be subject to the State Teachers' Retirement Board contribution.

D. Effective July 1, 2028, Beth Melillo's base annual salary from July 1, 2028, through June 30, 2029, shall be as follows:

- 1) A cash component in accordance with the High School Principal Step 4 salary in the Plymouth School Administrators' Association contract; and
- 2) An additional sum of equal to five percent (5%) of the cash component set forth in Section 4.D(1) above, over and above that cash component, as to which amount the Assistant Superintendent will arrange to have an elective deferral deducted from the Assistant Superintendent's salary on a pre-tax basis as permitted under IRC Section 403(b), as amended, and then contributed toward the purchase of a 403(b) annuity with a tax sheltered annuity company the

Assistant Superintendent chooses from the Board's list of approved 403(b) vendors pursuant to the Board's 403(b) plan available to Board employees in accordance with IRC Section 403(b), as amended; and

Beth Melillo's base annual salary, as set forth in Sections 4.D(1) and 4.D(2) above, shall be payable in equal installments throughout the contract year, minus all applicable withholdings, in accordance with the procedures governing payment of certified staff members employed by the Board. The total base annual salary compensation, as set forth in Sections 4.D(1) and 4.D(2) above, shall be subject to the State Teachers' Retirement Board contribution.

5. Benefits

A. Proration of Benefits: Except as otherwise expressly provided in this Agreement, all vacation, leave time and other benefits shall be prorated for any partial years of service as Assistant Superintendent. There shall be no compensation for unused vacation or leave time except as otherwise expressly provided in this Agreement.

B. Sick Leave: The Board shall provide the Assistant Superintendent with twenty (20) sick days per fiscal year for personal illness of the Assistant Superintendent. Such sick days shall be credited to the Assistant Superintendent at the beginning of each contract year. Sick days shall be cumulative to a maximum of two hundred twenty (220) days. The Assistant Superintendent shall be entitled to payment for his accrued, unused sick leave upon retirement or resignation from employment with the Board, subject to the provisions of this paragraph. The per diem rate shall be paid for each accrued, unused sick day, subject to a maximum of 55 days. In order to be eligible for the payment set forth in this section, the Assistant Superintendent must provide at least ninety (90) days' prior written notice of resignation/retirement to the Board. The per diem rate shall be calculated at 1/260th of base annual salary

C. Vacation: The Board shall provide the Assistant Superintendent with thirty (30) days of vacation per fiscal year, exclusive of legal holidays as observed in the school calendar. Such vacation days shall be credited to the Assistant Superintendent at the beginning of each

contract year. If the Assistant Superintendent wishes to take one (1) week or more of vacation at a time, he/she shall notify the Superintendent of the dates of such vacation. The Assistant Superintendent may not take more than three (3) consecutive weeks of vacation without the prior approval of the Board.

Vacation days shall be taken during the contract year that they are earned, except that the Assistant Superintendent may carry over five (5) days of vacation from one contract year to the next contract year. Effective June 30th at the end of each contract year, the Assistant Superintendent shall be compensated at her per diem salary rate for up to ten (10) days of unused vacation. The Assistant Superintendent shall forfeit any other unused vacation days not carried over and not paid for in accordance with this contract section. The per diem rate shall be calculated at 1/260th of base annual salary.

D. Personal Days: The Assistant Superintendent shall be entitled to up to five (5) days for personal leave to conduct personal business that cannot be conducted at any other time upon prior notification to the Superintendent. Such days may be used in half-day or full-day increments.

E. Bereavement Days: The Assistant Superintendent shall be allowed five (5) working days leave with pay, in the case of death of spouse, child, legal guardian, sister, brother, grandparent, grandchild, mother in-law, or father in-law, foster child, foster parent, step parent, and step child. The employee shall be allowed two (2) working days leave, with pay in case of the death of a sister in-law, brother in-law, aunt, uncle, niece, nephew, or any other domiciled in the employee's household at the time of said death. Additional bereavement days may be granted at the discretion of the Superintendent.

F. Holidays: The Assistant Superintendent shall be entitled to the following paid holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, 1 Floating Holiday.

G. Health and Dental Insurance Benefits: The Assistant Superintendent shall have the right to enroll herself, her spouse and her eligible dependents in the health and dental insurance plans provided to certified administrators employed by the Board. The Assistant Superintendent shall pay, through payroll deduction, the following percentage of the premiums for such insurance coverage:

	2025-2026	2026-2027	2027-2028	2028-2029
Health Plan	20%	23.0%	23.0%	23.0%
Dental Plan	20%	25.0%	25.0%	25.0%

Upon retirement from the Plymouth BOE, the Assistant Superintendent shall have the option of purchasing health insurance benefits as available, at the group rate, until the age 65.

H. Life Insurance: The Board shall provide group term life insurance for the Assistant Superintendent that equals two and one-half (2.5) times her annual base salary.

I. Insurance Benefits/General Provisions: Participation in any of the insurance plans described in this Agreement shall be subject to the eligibility requirements of the carrier(s). The Board reserves the right to change the specific insurance plan(s) or carrier(s) for such insurance coverage at any time during the term of this Agreement.

J. Automobile Reimbursement: The Board shall reimburse the Assistant Superintendent for use of his automobile on school district business (excluding commuting to and from work) at the IRS mileage reimbursement rate.

6. Evaluation Format

The Superintendent shall evaluate and assess in writing the performance of the Assistant Superintendent at least annually during the term of this Agreement. This evaluation and assessment shall be reasonably related to the goals and objectives of the district for the year in question.

7. Evaluation

The Superintendent shall evaluate the Assistant Superintendent no later than June 1st of each year of this agreement. The evaluation shall include recommendations as to areas of improvement in areas where the Superintendent deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Assistant Superintendent no later than June 30 of each year of this Agreement.

8. Professional Meetings

The Board encourages the Assistant Superintendent to continue her professional development and expects her to participate in relevant learning experiences. Subject to budgeted appropriations and advance approval of the Board, the Assistant Superintendent may attend professional meetings, seminars and conferences related to the performance of her duties as Assistant Superintendent, with the expenses to be paid by the Board.

9. Outside Professional Activities

The Assistant Superintendent may undertake with prior approval of the Board .consultative work, speaking engagements, writing, lecturing or other professional duties and obligations provided such activities do not interfere with her responsibilities as Assistant Superintendent.

10. Termination of Agreement

1. In the event that the conditions set forth in Section 1 of this Agreement should not be met at any time during the term of this Agreement, this Agreement shall terminate immediately by its terms.
2. The parties may, by mutual consent, terminate this Agreement at any time.
3. The Assistant Superintendent shall be entitled to terminate this Agreement upon written notice of ninety (90) days, except that the ninety (90) day notice is not required if termination is part of an action to implement a new contract between

the parties hereto in which case verbal notice by the Assistant Superintendent, duly witnessed and recorded in the minutes, is acceptable.

4. The Board may terminate this Agreement during its term for one or more of the following reasons:

- (1) Inefficiency or incompetence;
- (2) Insubordination against reasonable rules of the Board of Education;
- (3) Moral misconduct;
- (4) Disability which renders the Assistant Superintendent unable to carry out the essential functions of the Assistant Superintendent's position, as shown by competent medical evidence;
- (5) Other due and sufficient cause.

In the event the Board seeks to terminate this Agreement for one or more reasons set forth in Section 11.D of this Agreement, it shall serve on the Assistant Superintendent written notice that termination of his contract is under consideration. Such notice shall be accompanied by a written statement of reasons. Within fifteen (15) days after receipt from the Board of written notice that contract termination is under consideration, the Assistant Superintendent may file with the Board a written request for a hearing before the Board which shall be held within thirty (30) days after receipt of such request. The Board shall render its decision within fifteen (15) days of the completion of such hearing and shall send a copy of its decision to the Assistant Superintendent, setting forth the reasons and evidence for its decision. Such hearing may be in executive or public session at the option of the Assistant Superintendent. The Assistant Superintendent shall have the right to her own counsel at her own expense in such proceedings. Any time limits established herein may be waived by mutual agreement of the parties.

11. General Provisions

1. If any of the provisions, terms or clauses of this Agreement are determined to be illegal, unenforceable or ineffective in a legal forum or by operation of 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.
2. This Agreement contains the entire agreement between the parties. It may not be amended orally but may be amended only by an agreement in writing signed by both parties. Commencing upon the effective date, it supersedes any and all prior agreements between the parties.
3. This Agreement shall be construed under the laws of the State of Connecticut.

Plymouth Board of Education



Karen Kulesa, Chair
Plymouth Board of Education

6.4.25
Date

Beth Melillo



Beth Melillo,
Assistant Superintendent of Schools
Plymouth Public Schools

6/4/25
Date