

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 Nicolas Jones. The Board hereby employs Nicolas Jones as its Assistant Superintendent for Human Capital and Talent Development, and Nicolas Jones (hereinafter sometimes referred to as the "Assistant Superintendent for Human Capital and Talent Development") hereby accepts employment as the Assistant Superintendent for Human Capital and Talent Development, subject to the terms and conditions set forth in this agreement.

2. Duties

Under the supervision of the Superintendent of Schools, the Assistant Superintendent for Human Capital and Talent Development shall direct and coordinate all Human Capital and Talent Development services for both certified and non-certified personnel that support and facilitate school success and accountability including: recruitment, compensation, negotiations, employee relations, talent development, and any other assignments as directed by the Superintendent of Schools.

3. Certification

As a condition of employment, the Assistant Superintendent for Human Capital and Talent Development shall maintain the applicable Connecticut certification allowing him 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 18, 2025, through June 30, 2028. This is a 52 week position.

5. Salary and Fringe Benefits

- a. **Salary:** The annual salary for the position of the Assistant Superintendent for Human Capital and Talent Development is One Hundred and Eighty-Five Thousand Dollars (\$185,000). For the period of August 18, 2025 through June 30, 2026, the prorated salary ("salary") shall total One Hundred Sixty thousand Eight Hundred and Eight Dollars, \$160,808, 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 Assistant Superintendent for Human Capital and Talent Development, shall meet and negotiate to determine the salary for the Assistant Superintendent for Human Capital and Talent Development, 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 18, 2025 through June 30, 2028, the Board shall pay for the following fringe benefits for the Assistant Superintendent for Human Capital and Talent Development:
 - i. An allowance of Five Thousand Dollars (\$5,000) annually, payable in equal monthly installments, in lieu of any other allowance or reimbursement, for the use of his personal automobile for travel necessary to carry out his duties as Assistant Superintendent for Human Capital and Talent Development.

- ii. A total sum of Seven Thousand and Five Hundred Dollars (\$7,500), paid in equal installments, for an annuity under Section 403(b) of the Internal Revenue Code.
- iii. Medical insurance and full service dental care plans, for the Assistant Superintendent for Human Capital and Talent Development and any dependent coverage equal to that provided to other Manchester Public Schools Unaffiliated Administrators. The Assistant Superintendent for Human Capital and Talent Development 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, the Assistant Superintendent for Human Capital and Talent Development will pay the full costs for such health insurance. When eligible for Medicare, the Assistant Superintendent for Human Capital and Talent Development must join the Medicare system.
- v. Life Insurance coverage of \$200,000.
- vi. On an annual basis during the term of this agreement, twenty-five (25) days of paid vacation. Up to five (5) unused vacation days may be carried forward to the next year. Upon termination of employment, the Assistant Superintendent for Human Capital and Talent Development, shall be paid for all unused vacation days. Such payment shall be based upon the per diem compensation (1/260th).
- vii. Fourteen (14) paid holidays: New Year's Day; Martin Luther King Day; President's Day; Good Friday; Memorial Day; Juneteenth; Independence Day; Labor Day; Indigenous People's Day; Veteran's Day; Thanksgiving Day and the Friday thereafter; and Christmas Day and the day thereafter. 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.
- viii. Fifteen (15) days of sick leave annually, accrued on a monthly basis. Sick days shall be cumulative to a maximum of one hundred and fifty (150) days. Upon reaching ten or more years of employment at the Central Office level with Manchester Public Schools, the Assistant Superintendent for Human Capital and Talent Development shall be paid one-third of the sick leave days accrued at the current year's per diem rate, upon his retirement from Manchester Public Schools.
- ix. 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
- x. 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.

- xi. The Board shall pay the costs (airfare, lodging, meals, registration fees, etc.) of the Assistant Superintendent for Human Capital and Talent Development's attendance at all professional conferences on the state and national level as well as any coaching experiences that the Board deems pertinent to her position, as approved in advance by the Superintendent.
- xii. Upon presentation of evidence of course completion at an accredited college or university, the Assistant Superintendent for Human Capital and Talent Development, shall be reimbursed eighty-five percent (85%) of tuition costs and lab fees.

6. Evaluation

The Assistant Superintendent for Human Capital and Talent Development, shall be evaluated at least annually by the Superintendent of Schools. The format for the evaluation and the evaluation itself shall be discussed and shared with the Assistant Superintendent for Human Capital and Talent Development.

7. Resignation

The Board requests the Assistant Superintendent for Human Capital and Talent Development, provide sixty (60) days notice of his resignation.

8. Termination

The Board may terminate the employment of the Assistant Superintendent for Human Capital and Talent Development, 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 Assistant Superintendent for Human Capital and Talent Development, with written notice of the reasons(s) for recommending termination. Upon the written request of the Assistant Superintendent for Human Capital and Talent Development, 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 Assistant Superintendent for Human Capital and Talent Development, 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 established and competent legal jurisdiction, the balance and remainder of this agreement shall remain in full force and effect.

10. Outside Professional Activities

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

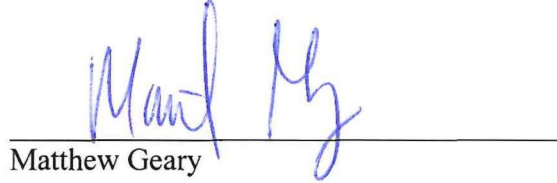
11. Complete Agreement

This Agreement constitutes the full and complete agreement between the parties and the Assistant Superintendent for Human Capital and Talent Development, 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.

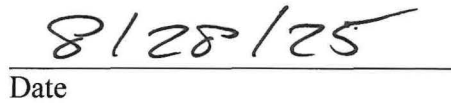
FOR THE
MANCHESTER BOARD OF EDUCATION



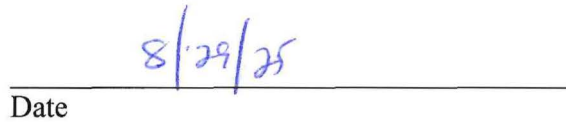
Nicolas Jones



Matthew Geary



Date



Date