RECEIVED
19 OCT -7 PM 12:37
TOWN CLERK
MIDDLETOWN, CONN.

**EMPLOYMENT CONTRACT BETWEEN**
**Chief of Administration**
**AND THE**
**MIDDLETOWN BOARD OF EDUCATION**
**MIDDLETOWN PUBLIC SCHOOLS**

This Employment Contract made and entered into this 6 day of September 2019, by and between the Middletown Board of Education of the Middletown Public Schools of Middletown, Connecticut, hereinafter referred to as DISTRICT or BOARD, acting herein by Dr. Michael T. Conner, Superintendent of Schools and Christine Bourne, hereinafter referred to as CHIEF OF ADMINISTRATION.

I. ***TERM***

The DISTRICT, in consideration of the promises herein contained, hereby agrees to employ Christine Bourne, and Christine Bourne hereby accepts employment as CHIEF OF ADMINISTRATION for a term commencing **September 30, 2019 and ending June 30, 2022.**

II. ***PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES***

The CHIEF OF ADMINISTRATION shall hold either a valid 092 Administrator Certificate or an 085 School Business Administrator Certificate issued by the Connecticut Department of Education. The job description shall be as attached as Exhibit A. At least three (3) months prior to the end of each fiscal year, the Superintendent may extend the contract, at least one (1) additional year, on mutually agreeable terms.

III. ***COMPENSATION***

The DISTRICT shall pay CHIEF OF ADMINISTRATION an annual base salary which shall consist of a salary at the following rate:

**2019-2020 $115,000.00 pro-rated with a start date of September 30, 2019**
**2020-2021 $118,001.00**
**2021-2022 $120,727.00**

An elective deferred annuity shall be paid in the sum of ***$10,000 per school year for the duration of this contract.*** Said amount shall be paid to CHIEF OF ADMINISTRATION in accordance with the paycheck payment schedule in effect for other certified employees or in some other way mutually agreed to by both parties. Such compensation shall be based upon 224 work days.

IV. ***WORK YEAR***

Annual work year will be 224 days, inclusive of paid vacation days and paid holidays.

V. ***FRINGE BENEFITS***

a. The CHIEF OF ADMINISTRATION shall receive the same health insurance coverage and pay the same cost share as Administrators per the Middletown Public School Administrator Association contract.

b. The Board reserves the right to change the insurance carrier any time, provided equivalent coverage is provided.

c. Subject to any eligibility requirements of the insurance carrier, the DISTRICT shall provide the CHIEF OF ADMINISTRATION with paid term life insurance equal to annual salary.

d. The CHIEF OF ADMINISTRATION shall be entitled to twenty (20) vacation days annually, and unused vacation days up to five (5) days may be carried over each year.

e. The CHIEF OF ADMINISTRATION shall have fifteen (15) days of sick leave per year cumulative to a maximum of 210 days. The CHIEF OF ADMINISTRATION will be given twenty (20) additional sick days to start with upon hire. There shall be no compensation for unused accumulated sick days upon resignation, retirement, death or other termination of employment.

f. The CHIEF OF ADMINISTRATION shall be entitled to paid holidays which the Middletown Board of Education follows as outlined by the City of Middletown.

g. Three (3) personal days will be afforded the CHIEF OF ADMINISTRATION per year. These days may be used for personal business which cannot be conducted except on a school day; and must be approved by the Superintendent. Reasons for the leave will be identified in general terms. Except in cases of emergencies, personal day notification shall be given to the Superintendent at least forty-eight (48) hours in advance.

h. The Board of Education shall provide, at no cost to the Administrator, a long term disability policy, the full premium cost of which shall not exceed one-half of one percent (.5%) of bargaining unit payroll.

i. In addition, the CHIEF OF ADMINISTRATION shall be entitled to purchase through the Board, at his own expense, additional group life insurance coverage up to two (2) times the CHIEF OF ADMINISTRATION salary.

j. CHIEF OF ADMINISTRATION shall be compensated for mileage as per the State of CT mileage reimbursement guidelines.

## VI. *TERMINATION*

a. This agreement may be terminated by mutual consent at any time, without cause. The CHIEF OF ADMINISTRATION may terminate this Agreement provided written notification has been given forty-five (45) days prior to termination date.

b. This contract may be terminated by the Board during its term pursuant to the provisions of Connecticut General State Statutes, Section 10-151.

## VII. *SAVINGS CLAUSE*

Should any clause, sentence, provision, paragraph or part of this contract for any reason whatsoever, be adjudged by any court of competent jurisdiction, or be held by any other competent governmental authority having jurisdiction (and that is not a party to this contract), to be invalid, unenforceable, or illegal, such judgment or holding shall not affect, impair, or invalidate the remainder of this contract, but shall be confined in its operation to the specific clause, sentence, provision, paragraph, or part of this contract directly involved, and the remainder of this Agreement, to the extent possible, shall remain in full force and effect. Moreover and accordingly, the parties hereto shall use best efforts to revise this contract to impact its purpose in such a way that it will be as acceptable to both parties as possible.

VIII. ***General Provisions***

This Employment 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. It shall be governed by and construed under the laws of the State of Connecticut.

IN WITNESS WHEREOF, BOARD has caused this Employment Contract to be executed on its behalf by, Dr. Michael T Conner, Superintendent of Schools, Middletown Board of Education, duly authorized on this the 6 day of September 2019, and has executed this Employment Contract on this the 6 day of September 2019.

**CHIEF OF ADMINISTRATION EDUCATION**

**Christine Bourne**

Date 9/6/19

**MIDDLETOWN BOARD OF**

**Dr. Michael T Conner, Superintendent**

Date 9/6/2019

**MIDDLETOWN PUBLIC SCHOOLS**
**Job Description**
**CHIEF OF ADMINISTRATION**

**Position Definition:**

The Chief of Administration will report to the Superintendent of Schools and exercise fiduciary and managerial responsibility of district resources in a prudent and ethical manner that supports and complements the strategic operating goals and vision of the Board of Education. The position will be called upon to directly counsel the Superintendent on varied financial executive matters including those pertaining to the District's operational needs.

This is a highly responsible Administrator position which will oversee the Department Head(s)/Manager(s) responsible for the Finance, Payroll, Café, Department(s).

**Essential Duties and Responsibilities:**

The Chief of Administration responsibilities will include, but not be limited to the following:

- Advises and counsels the Superintendent regarding district/school financial operations.
- Develops and establishes strategies for non-instructional activities in a way that highly supports the educational goals and the Strategic Operating Plan of the district.
- Provides comprehensive understanding of key instructional activities and establishes and implements goals to maximize performance between the instructional and non-instructional areas of the district.
- Develops and implements short and long term operational plans and budgets based on the district's Strategic Operation Plan objectives.
- Provides and conducts training and workshops for all staff members to increase their knowledge and ability to accurately use the assigned financial software programs.
- Talks with business and payroll software vendor(s) to maintain and request enhancements to software systems and provide end user support.
- Works with district personnel to identify areas of improvements through technology, and works to identify issues and research solutions.
- Creates and modifies programs to address specific district needs.
- Directs and supervises the process of accounting and business applications
- Reviews and evaluates all business operations and assures uniform and coordinated business system processes and management strategies.
- Oversees budget of transportation, cafeteria and facilities department.

- Oversees the district with their development of Equity Based Budgeting and the decentralized budgetary functions, and works closely with all departments.
- Provides oversight of the five-year financial model.
- Responsible for the design, execution and effectiveness of a system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable and applicable laws, regulations, policies, and procedures are in compliance.
- Responsible for the accurate and timely development of an annual fiscal year budget and related interim reports as required or requested by the Superintendent of Schools or Board of Education.
- Assists in the preparation of the District's strategic and operational planning and the District's annual budget planning and creative processes. Develops and implements short and long-term operational plans and financial budgets based on District's established strategic and tactical objectives. Conducts research and maintains statistics as needed in support of District projects and programs.
- Assists District departments with development of financial and budgetary data.
- Conducts research and maintains statistics on District projects and programs; formulates program strategies, goals and objectives to align with District mission.
- Maintains files, information, and records.
- Oversees District response to Freedom of Information requests and ensures adherence to applicable statutes regarding disclosure.
- Participates in Central Office Cabinet meetings.
- Participates in collective bargaining negotiations with Administrators, Teachers, Paraprofessionals and City unions as needed. Participates in the effective negotiation of contracts that enhance the educational environment for schools in a cost-effective way
- Performs other duties as assigned by the Superintendent.

**Reports to**: Superintendent of Schools.

**SKILLS AND COMPETENCIES REQUIRED:** The following characteristics and physical skills are important for the successful performance of assigned duties.

**Empathy and commitment to cause:**

- Deep understanding of the urban school system environment and commitment to improving student achievement.
- Passionately believes that all students can achieve at high levels.
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing urban families.

**Communication, interpersonal and team skills:**

- Builds and maintains strong relationships.
- Works successfully alone or on a team.

- Coaches and coordinate teams.
- Strong verbal and written communication skills; tailors message for the audience, context, and mode of communication.
- Actively listens to others and able to effectively interpret others' motivations and perceptions.
- Builds consensus and resolves conflicts; exhibits willingness to have difficult conversations.
- Skillfully navigates existing political structures/systems.

**Problem solving and systems thinking:**

- Understands how various systems / departments interact to achieve the long term goal.
- Understands systematic continuous improvement processes.
- Makes decisions using data and technology.
- Takes initiative to solve problems and create stakeholder buy-in.
- Identifies and prioritizes mission critical issues with alignment of people, time and resources.
- Offer innovative solutions to seemingly intractable problems.
- Exhibits strong focus on goals and results. Sets clear metrics for success.
- Thrives in achievement-oriented and fast-paced environment.
- Removes barriers or obstacles that make it difficult for principals or Senior Advisory Team to achieve their goals and ensures that leaders have the resources they need to succeed.
- Demonstrates excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.

**Leadership skills:**

- Motivates, inspires, and moves other adults to action to achieve ambitious goals.
- Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort.
- Builds and maintains positive relationships with individuals and groups.
- Moves groups to consensus and resolves conflicts. Exhibits willingness to have difficult conversations.
- Builds coalitions and works collaboratively with diverse stakeholders at all levels including but not limited to district personnel, students, families, communities, and/or advocacy groups.
- Establishes clear expectations, deliverables and deadlines.
- Sets clear agendas and facilitates effective meetings.
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skill sets

## QUALIFICATIONS & CERTIFICATION REQUIREMENT:

Master's degree or Bachelor's degree with five (5) years' experience in business administration, public administration, finance, education or related field, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Certification as an Intermediate Administrator (092) or School Business Administrator (085). Experience at the principal, director/manager level preferred but not required. Experience in government institution, school district, college or university environment preferred.

**SALARY AND TERMS OF EMPLOYMENT:**

12-Month work year. Certified Non-Bargaining Position.
Salary by individual employment contract.

**EVALUATION:**

Evaluated annually

**Travel Requirements & Office Location**

Travel throughout the District is required. Occasional but limited travel for trainings, conferences or other District supportive events may be necessary, as pre-approved by the Superintendent. No City vehicle is provided for this position. The position will be housed at the Board of Education's Central Offices.

**UNION AFFILIATION:**

Certified Non-Bargaining Position

**NOTE:** The above description covers the principle duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.