

**EMPLOYMENT CONTRACT BETWEEN  
CHIEF OF ADMINISTRATION & FINANCE  
AND  
THE MIDDLETOWN BOARD OF EDUCATION  
MIDDLETOWN PUBLIC SCHOOLS**

This Employment Contract made and entered into this 30<sup>th</sup> day of June, 2020, by and between the Middletown Board of Education of the Middletown Public Schools of Middletown, Connecticut, hereinafter referred to as DISTRICT, acting herein by Dr. Michael T. Conner, Superintendent of Schools and Christine Bourne, hereinafter referred to as CHIEF OF ADMINISTRATION AND FINANCE (hereinafter referred to as "CHIEF").

**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 AND FINANCE for an initial term commencing July 1, 2020 and ending June 30, 2023.

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.

**II. PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES**

The CHIEF of ADMINISTRATION AND FINANCE shall hold a valid 085 School Business Administrator Certificate issued by the Connecticut Department of Education. The job description shall be as attached.

**III. COMPENSATION**

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

2020-2021	\$145,000.00
2021-2022	\$149,350.00
2022-2023	\$153,800.00
Extended Years	To be negotiated by the parties hereto based on market conditions and/or other BOARD employee contracts but in no event less than the most recent base pay

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 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 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 with paid term life insurance equal to annual salary.

- c. The CHIEF shall be entitled to twenty (20) paid vacation days annually. The vacation shall be approved in advance by the Superintendent of Schools or his/her designee. Unused vacation days up to five (5) days may be carried over each year. If vacation days are unused, the CHIEF may request in writing/email, payment of 25% of unused vacation days in the final two (2) weeks of a fiscal year. The request must be made to the Superintendent of Schools and must be reasonably granted barring unforeseen fiscal or operational considerations.
- e. The CHIEF shall have fifteen (15) days of paid sick leave per year cumulative to a maximum of 210 days. If accumulated sick days are unused, the CHIEF may request in writing/email, payment of 10% of unused accumulated sick days upon resignation, retirement, death or other termination of employment. The request must be made to the Superintendent of Schools and must be reasonably granted barring unforeseen fiscal or operational considerations.
- f. The CHIEF shall be entitled to paid holidays which the Middletown Board of Education follows as outlined by the City of Middletown.
- g. Three (3) paid personal days will be afforded the CHIEF 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 of Schools at least forty-eight (48) hours in advance. Personal days must be used during the assigned work year or forfeited on June 30<sup>th</sup> of the contract year.
- h. The CHIEF shall be entitled to a total of three (3) days on each occurrence, for bereavement of CHIEF's loss of his or her immediate family. An additional two (2) days of bereavement leave may be granted by the Superintendent of Schools on each occurrence.
- i. The CHIEF shall be reimbursed for mileage per the State of Connecticut mileage guidelines.
- j. The Board of Education shall provide, at no cost to the CHIEF, a long term disability policy, the full premium cost of which shall not exceed one-half of one percent (.5%) of bargaining unit payroll.
- k. In addition, the CHIEF shall be entitled to purchase through the Board, at his/her own expense, additional group life insurance coverage up to two (2) times the CHIEF's salary.

## VI. **TERMINATION**

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

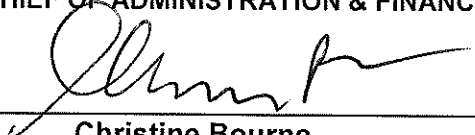
## VII. **SAVINGS CLAUSE**

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.

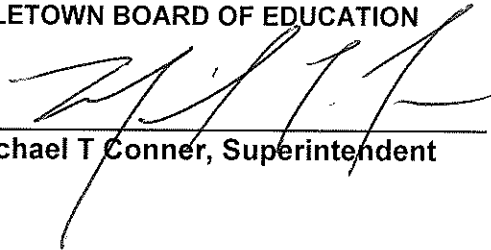
IN WITNESS WHEREOF, BOARD has caused this Employment Contract to be executed on its behalf by, Dr. Michael T Conner, Superintendent of Schools, Middletown Board of Education, duly authorized on this the 30<sup>th</sup> day of June, 2020 and has executed this Employment Contract on this the 30<sup>th</sup> day of June, 2020.

CHIEF OF ADMINISTRATION & FINANCE

  
\_\_\_\_\_  
Christine Bourne

Date 6/30/20

MIDDLETOWN BOARD OF EDUCATION

By:   
\_\_\_\_\_  
Dr. Michael T Conner, Superintendent

Date 6-30-20