# MONTVILLE BOARD OF EDUCATION

## DIRECTOR OF FINANCE & OPERATIONS
## EMPLOYMENT AGREEMENT

It is hereby agreed by and between the Board of Education of the Town of Montville (hereinafter "the Board"), acting through Dianne Vumback, its Superintendent, and Deborah Martin (hereinafter "Director of Finance & Operations") that the Board hereby employs Deborah Martin as Director of Finance & Operations for the Montville Public Schools upon the terms and conditions hereinafter set forth in this Employment Agreement (the "Agreement").

## I. CERTIFICATION & EMPLOYMENT VERIFICATION.

This Agreement subject to and contingent on the Director of Finance & Operations possessing and presenting to the Board a valid school business administrator (085) certificate issued by the State of Connecticut and successful completion of the school district's employment verification procedures. Failure to provide a valid certificate or successfully complete the necessary employment verification procedures shall make this Agreement null and void. Should the Director of Finance & Operations' certification terminate during the term of this Agreement, this Agreement shall terminate accordingly by its terms.

## II. DUTIES.

The position of the Director of Finance & Operations is a full-time, twelve-month position. The duties of the Director of Finance & Operations shall be those set forth in the Job Description for the position (as it may be amended from time to time) and otherwise as determined by the Superintendent.

## III. TERM OF EMPLOYMENT.

The term of employment of the Director of Finance & Operations shall be effective upon execution of this Agreement and continue through June 30, 2027. On or before May 1, 2026, the Superintendent shall inform the Director of Finance & Operations in writing whether the Superintendent will be recommending an extension of this Agreement. Notwithstanding the foregoing, this Agreement is subject to termination in accordance with Section VII. On or before April 1, 2026, the Director of Finance & Operations shall present the Superintendent with this clause.

## IV. COMPENSATION.

The Director of Finance & Operations' salary shall be paid in equal biweekly installments on the same schedule as for other twelve-month employees of the school district. Salary payments shall be pro-rated for partial years of employment.

A. The Director of Finance & Operations' salary for the 2026-2027 fiscal years shall consist of the sum of the following:

   1) a cash component in the amount of One Hundred and Sixty four thousand eight hundred Dollars and No Cents ($164,800.00).

B. All payments will be subject to required deductions for the State of Connecticut and United States Withholding Taxes, and other appropriate deductions which the Director of Finance & Operations may authorize, in writing.

C. Per diem unpaid leave deductions shall be calculated by dividing the cash component of the Director of Finance & Operations' annual salary (as set forth in Section IV.B.1 above) by two hundred and sixty (cash component/260).

**V. <u>FRINGE BENEFITS</u>. Commencing on July 1, 2026**

A. <u>Sick Leave</u>. The Board shall provide the Director of Finance & Operations with eighteen (18) sick days annually, which shall accrue on July 1 each year and be accumulated from year to year, cumulative to a maximum of Two Hundred and Twenty-five (225) days. Up to ten (10) days per year may be used for illness in the immediate family. Should absences due to illness continue beyond the period of time for which compensation is provided, upon the recommendation of the Superintendent, the Board will consider an extension of sick leave benefits on a paid or unpaid basis. Length and quality of service shall be a factor in any such consideration. Sick days are not accumulated for the purposes of retirement or severance benefit.

B. <u>Vacation</u>. The Board shall provide the Director of Finance & Operations with twenty-seven (27) vacation days annually, with such days to be taken during the year in which they are earned. With prior approval by the Superintendent, the Director of Finance & Operations may carry over up to five (5) days in addition to the annual vacation entitlement and any remaining vacation days will be forfeited. Vacation days for a partial year of service shall be prorated. Vacation will not accumulate or be carried over from year to year, except up to five (5) days carryover as set forth above. Given unusual and extenuating circumstances, the Superintendent may extend the number of carryover days in this provision. Scheduling of vacation days will be subject to the prior approval of the Superintendent. Subject to limitations above, upon termination of employment, the Director of Finance & Operations will be paid for up to ten (10) accrued but unused vacation days.

C. <u>Holidays</u>. The Director of Finance & Operations shall have the holidays on which the Board offices are closed.

D. <u>Personal Leave</u>. The Board shall provide the Employee annually with four (4) personal absence days for business which cannot be conducted outside of normal working hours. Personal days may not be used to extend a vacation or holiday. Such days shall not be carried over from year to year and shall not be paid upon resignation, termination or retirement.

A request for personal leave shall be submitted via the electronic absence management system, the reason for the request must be entered at least three (3) work-days in advance, whenever possible.

Upon request, the Superintendent is authorized to grant additional days of personal leave for any reasons the Superintendent believes meritorious.

E. Bereavement Leave. The Board shall provide the Employee with five (5) days of bereavement leave annually to be utilized for the death of an immediate family member, specifically child, spouse, parent, grandparent, sibling, in-laws, aunt or uncle, niece or nephew.

F. Health and Dental Insurance. The Board shall provide the Director of Finance & Operations and her dependents with the same health and dental insurance coverage, with the same premium cost share, as is provided to district administrators under the collective bargaining agreement between the Board and the Montville Administrators' Association at the time this Agreement is signed. Should such health and dental insurance coverage change, this provision is subject to revision.

G. Group Life Insurance. The Board shall provide the Director of Finance & Operations term life insurance in the amount of Four Hundred Thousand Dollars ($400,000).

H. Terms of retirement shall be determined by the Connecticut Municipal Employees Retirement System (CMERS), as administered through the Town of Montville.

I. Conference Leaves:

1) When it is evident that conference attendance will contribute to the effectiveness of district operations, the Superintendent may grant such leave to the Director of Finance & Operations without loss of pay. All requests for conference leave are to be submitted by the Director of Finance & Operations at least one week in advance to the Superintendent through the electronic Absence Management System on a Conference Request Form. Conferences may be approved within the discretion of the Superintendent, subject to budgeted appropriations.

2) The Board agrees to reimburse the Director of Finance & Operations attending a convention or conference as follows:

a. Reimbursement is granted only upon completion of a Conference Request Form which may then be approved by the Superintendent.

b. Reimbursement will be granted for approved expenses only and shall be paid within thirty (30) days after the leave ends.

3) Such leave will be considered professional leave and will not be charged to the Director of Finance & Operations' personal days.

When the Director of Finance & Operations is called to jury duty, she shall promptly notify the Superintendent. If the Director of Finance & Operations cannot be excused, leave shall be granted. This leave shall not be deducted from sick leave or from personal days. The Director of Finance & Operations shall receive a rate of pay equal to the difference between the professional salary and the jury fee.

J. The Board agrees to reimburse the Director of Finance & Operations for one three (3) credit course per year at state universities in appropriate subject areas. An appropriate subject area is defined as one that falls within the scope of the Director of Finance & Operations' supervisory responsibilities. The Director of Finance & Operations must receive prior approval from the Superintendent before enrolling in a course if she is to receive reimbursement for said course. In every instance, the Superintendent shall make the determination as to whether or not the course in question is deemed appropriate.

## VI. EVALUATION.

The Director of Finance & Operations shall be evaluated annually by the Superintendent. Such evaluation shall be in writing and shall be based primarily upon a set of goals mutually agreed upon by the Superintendent and the Director of Finance & Operations and in accordance with the position description. In the event that no mutual agreement on goals is reached, the Superintendent shall set the Director of Finance & Operations goals for the contract year. If the Superintendent determines that the Director of Finance & Operations performance is deficient in any respect, the Superintendent shall describe in writing said deficient performance. The evaluation shall contain recommendations as to areas of improvement in all instances where the Superintendent deems performance to be deficient and all other instances where the Superintendent deems such to be necessary and appropriate.

## VII. TERMINATION.

A. This Agreement may terminate by mutual agreement in writing at any time.

B. This Agreement may terminate in accordance with its terms if it is not extended or the Director of Finance & Operations no longer possesses valid certification.

C. The Director of Finance & Operations may terminate this Agreement by submitting her resignation in writing to the Superintendent with no less than sixty (60) calendar days' advance notice prior to the effective date of the resignation.

D. During the contract term, this Agreement may be terminated as follows:

1) This contract shall terminate if the Board eliminates the position of Director of Finance & Operations, on the effective date of such elimination.

2) The Superintendent may terminate this Agreement if the Director of Finance & Operations does not demonstrate effective performance in her position, as determined by the Superintendent. The Superintendent may effectuate termination under this section by providing written notification of such termination to the Director of Finance & Operations after providing reasonable notice and an opportunity to improve.

3) The Superintendent may terminate this Agreement for cause. The Superintendent may effectuate termination under this section by providing written notification of reasons for consideration of termination to the Director of Finance & Operations and providing the Director of Finance & Operations with the opportunity to meet with the Superintendent to respond to the statement of reasons.

## VIII. **MISCELLEANOUS.**

A. If any part if this Agreement is determined by a court of final authority to be invalid, that portion shall be severed from the Agreement, and the remainder of the Agreement shall remain in full force and effect.

B. This Agreement contains the entire agreement of the parties. It may not be amended orally but may be amended only by an agreement in writing, signed by both parties.

C. This Agreement shall be construed under the laws of the State of Connecticut.

D. No change or modification of this Agreement shall be valid unless it is in writing and executed by all parties to this Agreement.

| SUPERINTENDENT | DIRECTOR OF FINANCE & OPERATIONS |
|---|---|
| By ______________________________ | ______________________________ |
| Dr. Dianne Vumback Date | Deborah Martin Date |