

## **PRINCIPAL – EASTFORD ELEMENTARY SCHOOL**

This employment agreement is entered into this 28<sup>th</sup> day of June, 2021, by and between the Eastford Board of Education, hereafter called the “Board” and Carole McCombe, hereafter called the “Principal.”

In accordance with the provisions of this Agreement, the Board does hereby employ Carole McCombe as Principal for the Eastford Elementary School, and Carole McCombe does hereby accept employment as Principal under the terms and conditions hereinafter set forth in this Agreement. The Board and the Principal, for the consideration herein specified, agree as follows:

### **CERTIFICATION**

The Principal shall obtain, maintain, and furnish to the Board evidence of, throughout the life of this contract, a valid and appropriate certificate to act as Principal in accordance with the laws of the State of Connecticut.

### **DUTIES**

1. The Principal shall serve as the Principal of Eastford Elementary School. In harmony with the policies of the Board, State Laws and State Board of Education regulations, the Principal has the authority over Eastford Elementary School and the responsibility for its supervision, as directed by the Superintendent on behalf of the Board, consistent with any applicable job descriptions.

2. The Principal shall be expected to attend all Board of Education meetings.

### **TERM**

This Agreement shall become effective on July 1, 2021 and shall remain in effect until terminated under the provisions of this Agreement. Effective upon signing, this Agreement shall supersede any and all prior contracts and/or other agreements between the Board and the Principal, and all of such prior contracts and/or agreement shall be rendered null and void effective on such date.

### **COMPENSATION**

1. For the period commencing July 1, 2021 through June 30, 2022, the Board shall pay the Principal an annual salary of one hundred twenty thousand and eight hundred thirty-six dollars and 73 cents (\$120,836.73). This salary will be paid in equal bi-weekly installments. In no event shall the Principal’s salary be reduced during the year, except for suspension, dismissal or leave without pay. Any adjustment in terms and conditions of employment, including salary and benefits, made during the life of this contract shall be in the form of an amendment and shall become part of this Agreement.

2. The Board shall negotiate the terms and conditions of employment, including salary and benefits, for the succeeding contract year at least thirty (30) days prior to the end of each fiscal year, unless an alternate time schedule is agreed to by mutual consent. If no agreement between the parties concerning Principal's terms and conditions of employment is reached, Principal's terms and conditions of employment shall continue on the terms and conditions of the preceding year until a new agreement is made, at which time the negotiated salary increases, if any, shall be retroactive to July 1.

3. The Principal must have paychecks electronically deposited to the financial institution of her choice. Necessary forms for the implementation of direct deposit of paychecks shall be provided by the Board. In addition to the payroll deductions required by law, the payroll deductions may be made to a credit union, tax sheltered annuity plan, and/or flexible benefits plan. All requests for deductions must be in writing on approved authorization forms.

### **EVALUATION AND PERSONNEL FILE**

1. Evaluations shall be conducted annually in accordance with Connecticut General Statutes and the Eastford Educator Evaluation Plan.

2. The Principal, upon request, has the right to review the contents of her personnel file at any reasonable time.

3. The Principal has the right to reply to any document within ten (10) days of notice that the document has been placed in her file, with a formal letter addressed to the Superintendent. This letter will be placed in the file.

### **FRINGE BENEFITS AND WORKING CONDITIONS**

#### **A. WORK YEAR/ADMINISTRATIVE YEAR**

The work year of the Principal shall be twelve (12) months. The Principal shall carry out her professional responsibilities to the extent required by the education program of the Eastford Board of Education.

#### **B. INSURANCE BENEFITS**

1. On behalf of herself and any eligible dependents, the Principal may elect to participate in the health insurance plan provided for employees of the Board Connecticut Partnership 2.0. The employee premium share for the years 2021-2024 is 20.5%.

2. On behalf of herself and any eligible dependents, the Principal may elect to participate in the dental and vision insurance plans provided for employees of the Board. If the Principal elects dental and/or vision coverage, she shall contribute to the premium based on the premium cost-sharing rate of 20.5% for the years 2021-2024.

3. In subsequent years, premium shares will be negotiated with the Board when negotiating subsequent contract agreements

**C. LIFE INSURANCE**

The Board will pay all costs for the Principal for a \$50,000 term life insurance policy, subject to the Principal's insurability.

**D. LEAVE PROVISIONS**

**1. Sick Leave**

- a. The Principal will be granted fifteen (15) days of sick leave with full pay upon commencement of employment at the beginning of the contract year and annually thereafter.
- b. Unused sick leave may be accumulated for further use but the total accumulation shall not exceed one hundred twenty (120) workdays.
- c. The Principal shall be informed of her accrued sick leave during the month of August in each school year.
- d. The Superintendent may require a physician's statement for absences of more than five (5) consecutive days for personal illness.
- e. Five (5) sick days may be used for family illness. For the purposes of this section, "family" is defined as immediate family.
- f. No absence will be charged against sick time based on a personal injury, assault on the job, or jury duty.

**2. Personal Leave**

- a. The Principal may be allowed up to four (4) days of absence without loss of pay for personal leave, including legal obligations, religious holidays that require absence during work hours, professional obligations and personal business that cannot be transacted outside of regular work hours. Additional days may be granted at the discretion of the superintendent.
- b. Except in cases of emergency, when requesting personal leave, the Principal must notify the Superintendent in writing at least two (2) school days prior to taking such leave.
- c. Personal leave shall not be used to extend vacations or holidays except in the case of emergency as determined by the Superintendent.

**3. Vacation**

The Principal shall receive a total of twenty (20) days of vacation during the fiscal year. Vacation shall not be cumulative and under ordinary circumstances, shall be taken during the summer vacation period or pupil recess periods. All vacation scheduling shall be granted at the discretion of the Superintendent. Vacation that is not used in the twelve (12) months during the fiscal year in which it is earned cannot be carried over into a subsequent year.

**4. Unpaid Leave**

a. The Board will provide unpaid family and medical leave, pursuant to the Family and Medical Leave Act, as amended. The Board will continue to pay the district's share of the employee's health benefits during family and medical leave.

**b. Child-rearing Leave**

i. The Principal may be granted, subject to the Board's approval, an unpaid leave of absence not to exceed twenty (10) school months for the care of a newborn child, a newly adopted child or a newly placed foster child. Such leave must commence with the date of birth or placement of the child. If the Principal is eligible for, and entitled to, any sick or FMLA leave during the period of child-rearing leave, such leave(s) will run concurrently and the Principal will receive sick leave pay until the accrued sick leave is exhausted.

ii. A written request for such leave must be made to the Superintendent at least one (1) month before the expected delivery or placement.

iii. When unpaid child-rearing leave has been approved, the Principal will have the option of continuing insurance benefits, the total cost being borne by the Principal. This option must be initiated prior to the commencement of the child-rearing leave.

## **5. Holidays**

The Principal shall be entitled to paid holidays on the days designated as holidays by the Board.

### **E. INCLEMENT WEATHER**

In the event that school closes due to inclement weather, the Superintendent may excuse the Principal from reporting to school if, due to weather conditions, it would be impossible or unreasonable for the Principal to report.

### **F. TRAVEL**

The Principal will be provided with a travel allowance at the published I.R.S. rate per mile. This will include reimbursement of travel for Board business at which the Principal's presence is expected, but shall exclude all travel between the Principal's home and the school district. The Principal shall be required to submit monthly expense reports in order to receive the aforementioned reimbursements, which should be made in the next Accounts Payable check run. A maximum travel allowance will be included in each fiscal year's budget.

### **G. PROFESSIONAL DEVELOPMENT**

The Board shall reimburse the Principal for reasonable and necessary costs for participation in and attendance at appropriate local, state and national meetings, in-service sessions and conferences as long as the cost shall not exceed the budget per fiscal year.


## **TERMINATION OF AGREEMENT**

- A. The parties may, by mutual consent, terminate this Agreement at any time.
- B. The Principal may unilaterally terminate this Agreement at any time for any reason during its term upon ninety (90) days written notice, except that the ninety (90) days notice is not required if termination is part of an action to implement a new contract between the parties hereto, in which case the execution of the new agreement shall serve to terminate the prior agreement between the parties.
- C. The Board may terminate the Principal's employment in accordance with the provisions of Connecticut General Statutes Section 10-151 et seq. The Board, upon recommendation of the Superintendent, may reassign the Principal to another certified position. If the Principal is assigned to a teaching position, the terms and conditions of the collective bargaining agreement with the teachers' bargaining unit shall control.

**GENERAL PROVISIONS**

- A. The Principal shall be bound by all rules and regulations of the Board and all applicable state and federal laws.
- B. If any part of 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.
- C. 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.
- D. This Agreement shall be construed under Connecticut law.

**For the Eastford Board of Education**

  
Donna P. Leake, PhD, Superintendent

June 29, 2021  
Date

**Principal**

  
Carole McCombe

June 29, 2021  
Date