

LISBON PUBLIC SCHOOLS
Director of Special Education / Early Childhood Coordinator
2017 – 2018

This agreement is entered into by and between Alison Orcutt and the Lisbon Board of Education. Both parties hereby agree as follows:

1. EMPLOYMENT

The Lisbon Board of Education hereby employs Alison Orcutt as Director of Special Education / Early Childhood Coordinator for the Lisbon School District.

2. DUTIES

The duties are set forth in the Director of Special Education / Early Childhood Coordinator's job description.

3. TERM

- (a) This contract shall be in effect from: July 1, 2017 until June 30, 2018, unless sooner terminated by either party in accordance with applicable provisions herein contained.
- (b) The Director of Special Education / Early Childhood Coordinator shall work a 12-month schedule. This contract shall be reviewed prior to completion.

4. TERMINATION

Termination of this contract may be accomplished by:

- (a) Mutual consent of the parties at any time.
- (b) Written notification to the Board, by the Director of Special Education / Early Childhood Coordinator, at least 60 days in advance of the date.
- (c) Just cause – in the event Employee is discharged for "Cause" (defined below), the term of this contract shall terminate immediately upon giving written notice of termination to Employee. In such event, the liability of the Board for the payment of compensation and all other amounts due under any provision hereof shall cease and be terminated as of the date of notice of termination, except for amounts accrued and owed to Employee as of such date. "Cause" shall mean (i) the refusal, neglect or inability of Employee to perform his/her duties and services hereunder, or (ii) Employee's dishonesty or moral turpitude, or (iii) failure to abide by Board policies and procedures, or (iv) conduct which injures the Board's reputation.
- (d) Reduction in administration caused by budgeting constraints
- (e) In accordance with Connecticut Statute 10-151.

5. COMPENSATION

- (a) The Director of Special Education / Early Childhood Coordinator's salary for the period commencing July 1, 2017 and ending June 30, 2018 is set at **\$92,000.00**.

6. FRINGE BENEFITS

- (a) The Director of Special Education / Early Childhood Coordinator shall be entitled to observe all holidays as included in the Municipal Employees' Union.
- (b) The Director of Special Education / Early Childhood Coordinator shall be entitled to sick leave with full pay up to fifteen (15) days in each year. Unused sick leave shall be accumulated to a total of one hundred and ninety (190) sick leave days. One-half of such accumulation shall be paid (per diem rate) as severance upon termination following five (5) years of employment in the Lisbon School System, or to a designated beneficiary in the event of death.
- (c) The Director of Special Education / Early Childhood Coordinator shall be entitled to six (6) personal days. Three (3) days may be used at the employee's discretion.
- (d) The Director of Special Education / Early Childhood Coordinator shall be entitled to the fringe benefits provided to the teachers under Article VI Section I, II, III, IV and V. The Director Coordinator shall be entitled to tuition reimbursement per the teacher's contract Article X Section B.
- (e) Professional memberships not to exceed \$500.00
- (f) The Director of Special Education / Early Childhood Coordinator shall have a \$50,000 life insurance policy paid for by the Lisbon Board of Education, the expense of which shall be borne by the Board.
- (g) The Director of Special Education / Early Childhood Coordinator shall be entitled to twenty (20) vacation days which shall be with the approval of the Superintendent of Schools. Up to ten (10) days may be accumulated and taken as vacation days at the discretion of the Superintendent of Schools.

7. EVALUATION

The Superintendent shall annually conduct an evaluation regarding the Director of Special Education / Early Childhood Coordinator's performance in accordance with the provisions of Section 10-151 of the Connecticut Statutes.

8. PROFESSIONAL MEETINGS

Subject to budget appropriations, the Director of Special Education / Early Childhood Coordinator may attend any educationally or professionally related meetings at his own discretion or at the Superintendent's direction, the expense of which shall be borne by the Board.

9. REIMBURSEMENT FOR EXPENSES

- (a) The Director of Special Education / Early Childhood Coordinator, with the approval of the Board and upon presentation of vouchers attesting to such expenses, shall be reimbursed for "out of pocket" expenses incurred in the course of carrying out his official duties and responsibilities. Such vouchers shall be presented in the month following that in which the expenses were incurred.

- (b) The Director of Special Education / Early Childhood Coordinator shall be reimbursed at a rate equivalent to that allowed federal employees using their personal vehicles for official travel when done incidental to carrying out the duties and responsibilities under this contract. Travel to and from work on days when regularly scheduled to be in the office is excluded from this provision. Reimbursement under this provision shall not exceed budgeted amount except as the Board grants advance approval.

10. GENERAL PROVISION

- (a) If any part of the contract is invalid, it shall not affect the remainder of said contract, but said remainder shall be binding and effective against all parties. This contract 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.

11. OUTSIDE EMPLOYMENT/ACTIVITIES

The Director of Special Education / Early Childhood Coordinator, with approval of the Superintendent or designee, may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations provided such activities do not interfere with her overall administrative responsibilities.

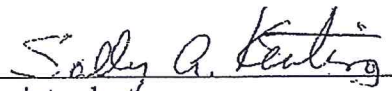
IN WITNESS WHEREOF, the undersigned have executed this contract the day and year aforesaid.



Director of Special Education / Early Childhood
Coordinator

5/24/17

Date



Superintendent

5/23/17

Date