



Torrington Board of Education

DENISE L. CLEMONS
SUPERINTENDENT OF SCHOOLS

COORDINATOR OF STUDENT SUPPORT SERVICES AGREEMENT TORRINGTON BOARD OF EDUCATION

It is hereby agreed by and between the Board of Education for the Town of Torrington, Connecticut (hereinafter referred to as the "Board") and Althea Barnes, (hereinafter referred to as the "Coordinator of Student Support Services"), that the Board does hereby employ Althea Barnes as the Coordinator of Student Support Services, and that Althea Barnes hereby accepts such employment, upon the terms and conditions hereinafter set forth.

1. DUTIES

Under the direction and supervision of the Director of Student Services or his/her designee, the Coordinator of Student Support Services shall perform the duties set forth in the job description for the position of Coordinator of Student Support Services and shall perform related duties as determined by the Director of Student Services or his/her designee as designee of the Superintendent of Schools.

2. TERM

The contract with the Coordinator of Student Support Services shall be for a term commencing July 31, 2017 through June 30, 2018 at 1.0 FTE. The Coordinator of Student Support Services will follow the Board approved school year calendar.

3. SALARY

The annual base salary for the Coordinator of Student Support Services shall be one hundred thousand dollars (\$100,000). Salary will be paid in installments in accordance with the Board's established payroll procedures.

4. BENEFITS

- A. Sick Leave:** The Board shall provide the Coordinator of Student Support Services with fifteen (15) paid sick leave days per year for the duration of this contract. The Coordinator of Student Support Services will report unavailability due to illness to Kelly Services and to the Director of Student Services. A medical certificate signed by a licensed physician or other licensed practitioner whose method of healing is recognized by State of Connecticut authorities may be required for a period of absence of more than five (5) consecutive working days or when the Coordinator of Student Support Services' attendance shows frequent or habitual absences because of claimed illness or injury. There will be no payout for unused sick days.

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790
www.torrington.org • (860) 489-2327 • fax (860) 489-0726

The Torrington Board of Education does not discriminate in any of its programs, activities or employment practices on the basis of any protected class status.

Coordinator of Student Support Services Agreement

- B. Personal Leave:** Two (2) days of personal leave per school year may be granted to the Coordinator of Student Support Services at the discretion of the Director of Student Services. Such leave shall be for emergencies and other matters of pressing personal concern that cannot be addressed outside of work hours. The Coordinator of Student Support Services will not be paid for any unused personal days either during the course of employment or upon separation from employment.
- C. Holidays:** shall be entitled to thirteen (13) full paid days for the following holidays: July 4, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve (if a school holiday, otherwise the day after Christmas), Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, and Memorial Day.
- D. Vacation:** The Board shall provide the Coordinator of Student Support Services with twenty-two (22) vacation days, exclusive of the holidays set forth in Section C above. The Coordinator of Student Support Services may carry over up to five (5) vacation days into the next work year. The Coordinator of Student Support Services will not be paid for any unused vacation days either during the course of employment or upon separation from employment.
- E. Medical and Dental:** The Coordinator of Student Support Services shall have the right to enroll him/herself, his/her spouse and his/her eligible dependents in the following health insurance plan provided by the Board, as may be amended from time to time. The Coordinator of Student Support Services shall be subject to the cost sharing provisions and other limitations or restrictions applicable to the medical program selected as set forth in the following sections:

The health insurance for the Coordinator of Student Support Services will be provided through a High deductible Health Plan/Health Savings Account (HSA) plan, as set forth below:

	In-Network	Out-of-Network
Annual Deductible (individual/aggregate family)	\$2,000/4,000	
Co-insurance	N/A	20% after deductible up to co-insurance maximum
Co-insurance Maximum (individual/aggregate family)	N/A	\$3,000/6,000
Cost Share Maximum (individual/aggregate family)	\$5,000/10,000	
Lifetime Maximum	Unlimited	Unlimited
Preventive Care	Deductible not applicable	20% co-insurance after deductible, subject to co-insurance limits
Prescription Drug Coverage	Treated as any other medical expense, subject to the post-deductible co-payments set forth below.	

Coordinator of Student Support Services Agreement

Following exhaustion of the deductible, prescription drugs shall be subject to post-deductible co-payments of \$0/15/30 (retail), and a two times co-payment for mail order.

The Board will fund fifty percent (50%) of the applicable HSA deductible amount. For the 2017-18 contract year, one-half of the Board's contribution toward the HSA plan deductible will be deposited into the HSA accounts in July, and the remaining one-half of the Board's contribution will be deposited into the HSA accounts in January.

The above scheduled deposits shall be made on or about the first business day of each stated month. The HSA accounts shall be held at the Torrington Municipal and Teachers Federal Credit Union.

The parties acknowledge that the Board's contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed staff. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment. The Board's contribution will be pro-rated if the Coordinator of Student Support Services is enrolled in the plan for only a portion of the year.

The Coordinator of Student Support Services shall pay 12% of the premiums for the HSA plan. Accordingly, the Board shall pay eighty-eight percent (88%) of the cost of coverage for the 2017-18 school year.

Health Reimbursement Account: A Health Reimbursement Account ("HRA") shall be made available for any TPS staff enrolling in the HDHP who is precluded from participating in a Health Savings Account ("HSA") because the TPS staff member receives Medicare and/or veterans' medical benefits. The annual maximum reimbursement by the Board for TPS staff participating in the HRA shall not exceed the dollar amount of the Board's annual HSA contribution for TPS staff enrolled in the HSA.

2. Dental Benefits:

The Coordinator of Student Support Services shall pay 19% of the premiums for dental coverage and the Board shall pay 81% of the cost of coverage.

The Board shall adopt an Internal Revenue Code Section 125 pre-tax premium conversion account for the Coordinator of Student Support Services so that health insurance premium payments may be made from pre-tax compensation.

- F. Life Insurance:** The Board shall provide and pay for life insurance in an amount equal to the annual base pay of the employee and shall provide an Accidental Death and Dismemberment Benefit equal to the annual base pay.
- G. Long-Term Disability Insurance:** The Board shall, at no cost to itself, make available to the Coordinator of Student Support Services a long-term disability plan which commences ninety (90) days after the onset of the disability and provides for sixty percent (60%) of base pay, to a maximum of \$6,000.00 per month until the Coordinator of Student Support Services reaches age 65. The provision of this plan shall be subject to eligibility and underwriting requirements of the insurance carrier. The employee electing coverage hereunder shall pay the full cost of coverage hereunder through payroll deduction.
- H. Insurance Benefits (General Provisions):** Participation in any of the insurance plans described in Sections C and D above shall be subject to the eligibility requirements of the carrier(s). The

Coordinator of Student Support Services Agreement

specific elements of coverage under any such plan shall be governed by the plan documents issued by the insurance carrier/administrator. The Board reserves the right to change the specific insurance plan(s) or carrier(s) for health insurance coverage at any time during the term of this Agreement.

- I. **Annuity:** The Board shall pay to an annuity of the Coordinator of Student Support Services' choice (403(b)) an amount equivalent to 4% of the base salary. The Coordinator of Student Support Services may participate by payroll deduction within the limits provided under law.
- J. **Travel Reimbursement:** The Board shall provide the Coordinator of Student Support Services with a travel stipend of \$300 per month for the use of his/her automobile for in-district and in-state travel.

5. **EVALUATION**

The Director of Student Services shall evaluate the performance of the Coordinator of Student Support Services at least annually.

6. **TERMINATION OF EMPLOYMENT**

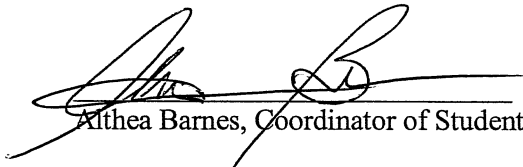
- A. The parties may, by mutual consent, terminate this agreement at any time.
- B. The Coordinator of Student Support Services shall be entitled to terminate this agreement upon written notice of thirty (30) days.
- C. The Board may terminate this Agreement for any reason, upon ten (10) business day's written notice to the Coordinator of Student Support Services.

7. **GENERAL PROVISIONS**

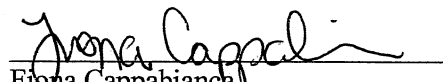
- A. If any of the provisions, terms or clauses of this Agreement are determined to be illegal, unenforceable or ineffective in a legal forum or by operation of law, those provisions, terms and clauses shall be deemed severable, such that all other provisions, terms and clauses of this Agreement shall remain valid and binding upon both parties.
- B. This 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. Commencing upon the effective date, it supersedes any and all prior agreements between the parties.
- C. This Agreement shall be construed under the laws of the State of Connecticut.

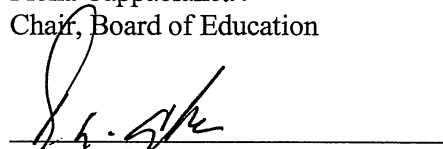
Coordinator of Student Support Services Agreement

IN WITNESS WHEREOF, the undersigned have executed this Agreement on the dates hereinafter set forth.

 Date: 7/25/17
Althea Barnes, Coordinator of Student Support Services

For the Board of Education

 Date: 7/26/17
Fiona Cappabianca
Chair, Board of Education

 Date: 7/25/17
Denise L. Clemons
Superintendent of Schools

cc: Personnel File
Business Administrator
Payroll
Benefits