



# **Torrington Board of Education**

LYNDA T. REITMAN  
INTERIM SUPERINTENDENT

## **DIRECTOR OF STUDENT 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 LeTanya Lawrence, (hereinafter referred to as the "Director of Student Services"), that the Board does hereby employ LeTanya Lawrence as Director of Student Services, and that LeTanya Lawrence hereby accepts such employment, upon the terms and conditions hereinafter set forth.

### **1. DUTIES**

Under the direction and supervision of the Superintendent of Schools, the Director of Student Services shall be responsible for all aspects of special education and PPS services in the district. In carrying out such responsibilities, the Director of Student Services shall perform the duties set forth in the job description for the position of Director of Student Services and shall perform related duties as determined by the Superintendent of Schools.

### **2. TERM**

Subject to the provisions of Section 6 of this Agreement, the term of employment covered by this Agreement shall be from 5 16, 2016 through June 30, 2017.

### **3. SALARY**

The Director of Student Services' base annual salary for the term of this Agreement shall be One Hundred Thirty-Seven Thousand Dollars (\$137,000.00) to be paid in installments in accordance with the Board's established payroll procedures. The Board shall pay to an annuity (403(b)) of the Director of Student Services' choice an amount equivalent to 2% of your base salary. The Director of Student Services may participate by payroll deduction within the limits provided under law.

### **4. BENEFITS**

A. **Sick Leave.** The Board shall provide the Director of Student Services with fifteen (15) sick days per year to be used for personal illness. The Director of Student Services will not be paid for unused sick days upon separation from employment.

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*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.*

- B. **Personal Leave.** Two (2) days of personal leave may be granted to the Director of Student Services at the discretion of the Superintendent of Schools. Such leave shall be for emergencies and other matters of pressing personal concern that cannot be addressed outside of work hours. Except in emergencies, personal day notification shall be given to the Superintendent at least forty-eight (48) hours in advance. The Director of Student Services will not be paid for any unused personal days either during the course of employment or upon separation from employment.
- C. **Holidays.** The Director of Student Services 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 Director of Student Services with twenty-two (22) vacation days, exclusive of the holidays set forth in Section C above. The Director of Student Services may carry over up to five (5) vacations days into the next work year. Upon resignation or retirement, the Director of Student Services will not be paid for any unused vacation days.
- E. **Health and Dental Insurance.** The Director of Student services shall have the right to enroll herself, her spouse and her eligible dependents in the following health insurance plan provided by the Board, as may be amended from time to time

High Deductible Health Plan/Health Savings Account ("HSA Plan")

The HSA plan shall include the following components:

	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.	

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.

For the 2016-17 contract year, the Board will fund fifty percent (50%) of the applicable HSA deductible amount. For the 2016-17 contract year, the Board's contribution toward the HSA plan deductible will be deposited into the HSA account in July.

For the 2017-18 contract year, 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 account in July, and the remaining one-half of the Board's contribution will be deposited into the HSA account in January.

For the 2018-19 contract year, the Board will fund fifty percent (50%) of the applicable HSA deductible amount. For the 2018-19 contract year, one-half of the Board's contribution toward the HSA plan deductible will be deposited into the HSA account in July, and the remaining one-half of the Board's contribution will be deposited into the HSA account in January.

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

For only the 2016-2017 contract year, if the Director of Student Services voluntarily terminates her employment with the Torrington BOE prior to the start of the school year, the Director of Student Services may be held liable to repay an amount equal to the Torrington Board of Education's contribution to her HSA.

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 the Director of Student Services. The Board shall have no obligation to fund any portion of the HSA deductible for upon separation from employment.

The Board's contribution will be pro-rated if the Director of Student Services is enrolled in the plan for only a portion of the year.

The Director of Student Services shall pay the following percentage of the premiums for the HSA plan:

<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
10%	11%	12%

Accordingly, the Board shall pay ninety percent (90%) of the cost of coverage for the 2016-17 school year and the Director of Student Services shall pay ten (10%) of the cost. The Board shall pay eighty-nine percent (89%) of the cost of coverage for the 2017-18 school year and the Director of Student Services shall pay eleven percent (11%) of the cost. The Board shall pay eighty-eight percent (88%) of the cost of coverage for the 2018-19 school year and the Director of Student Services shall pay twelve percent (12%) of the cost.

#### Dental Benefits

The Director of Student Services shall pay the following percentage of the premiums for dental coverage:

<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
17%	17.5%	18%

The Board shall pay eighty-three percent (83%) of the cost of coverage for the 2016-17 school year and the Director of Student Services shall pay seventeen percent (17%) of the cost. The Board shall pay eighty-two point five percent (82.5%) of the cost of coverage for the 2017-18 school year and the Director of Student Services shall pay seventeen point five percent (17.5%) of the cost. The board shall pay eighty-two percent (82%) of the cost of coverage for the 2018-19 school year and the Director of Student Services shall pay eighteen percent (18%) of the cost.

- F. **Long-Term Disability insurance:** The Board shall, at no cost to itself, make available to the Director of Student 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 Director of Special Education 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.
- G. **Insurance Benefits (General Provisions).** Participation in any of the insurance plans described in Sections E and F above shall be subject to the eligibility requirements of the carrier(s). The 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.
- H. **Travel Reimbursement:** The Board shall reimburse the Director of Student Services at the IRS mileage rate for use of her automobile on school district business in accordance with the Board's established procedures regarding such reimbursement.

- I. **Membership in Professional Organizations:** Subject to budgeted appropriations and prior approval of the Superintendent of Schools, the Director of Student Services may maintain membership in professional organizations at Board expense, provided that such membership is relevant to the performance of the Director of Student Services' job duties.

5. **EVALUATION**

The Superintendent of Schools shall evaluate the performance of the Director of Student Services at least annually.

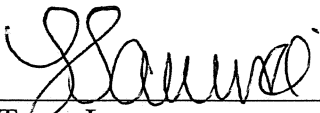
6. **TERMINATION OF EMPLOYMENT**

- A. The parties may, by mutual consent, terminate this Agreement at any time.
- B. The Director of Student Services shall be entitled to terminate this Agreement upon written notice of forty-five (45) days.
- C. The Board may terminate this Agreement for any reason, upon ten (10) days written notice to the Director of Student Services.

7. **GENERAL PROVISIONS**

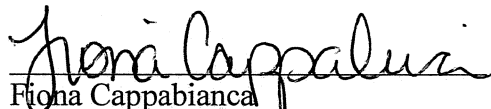
- A. At all times during the term of this Agreement, the Director of Student Services shall possess and maintain Connecticut State Department of Education certification both as an Intermediate Administrator and Supervisor (092 certification) and cross-endorsement in Comprehensive Special Education or Pupil Personnel services.
- B. 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.
- C. 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.
- D. This Agreement shall be construed under the laws of the State of Connecticut.

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

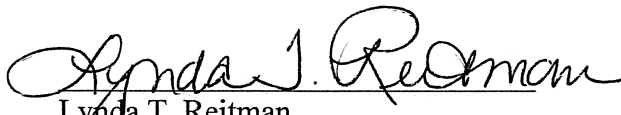
  
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LeTanya Lawrence

Date: 5/10/2016

For the Torrington Board of Education:

  
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Fiona Cappabianca  
Chair, Board of Education

Date: 5/12/16

  
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Lynda T. Reitman  
Interim Superintendent of Schools

Date: 5-10-16

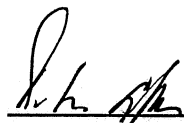


## Torrington Board of Education


DENISE L. CLEMONS  
SUPERINTENDENT OF SCHOOLS

### 2017-2018 Salary and Benefits Director of Student Services

Salary: \$138,370 (1%) \$1,370 All other terms and conditions remain	Annuity: 4%	Travel Stipend: \$300/month
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Denise L. Clemons  
Superintendent of Schools

7/5/17  
Date

  
\_\_\_\_\_  
Director of Student Services

7/6/17  
Date

  
\_\_\_\_\_  
Fiona Cappabianca  
Chair of the Board of Education

7/26/17  
Date

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