

MAY 23 2025

Colebrook Board of Education
Colebrook School District Colebrook, Connecticut 06021

COLEBROOK TOWN CLERK

Contract of Employment Superintendent of Schools

This agreement is entered into between the Colebrook Board of Education (hereinafter referred to as the "Board"), acting through its Chair, Sarah Robichaud, and Robert Gilbert, (hereinafter referred to as the "Superintendent"). The Board and the Superintendent, for the consideration herein specified, agree as follows:

1. Duties

The Superintendent is the chief executive officer of the Board. In harmony with the policies of the Board and state laws, the Superintendent has executive authority over the school system and responsibility for its supervision. He has the general authority to act at his discretion, subject to later approval by the Board upon all emergency matters and those to which his powers and duties are not expressly limited or are not particularly set forth. He advises the Board on policies and plans that the Board takes under consideration and takes the initiative in presenting to the Board policy and planning issues for the Board's attention.

The Superintendent or his designee, as approved by the Board, shall attend all meetings of the Board and shall participate in all Board deliberations except when matters relating to his own employment are under consideration. The Superintendent shall receive notice of Board Committee meetings and he or his designee may attend such meetings.

2. Outside Professional Activities

By agreement with the Board, the Superintendent may undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations that do not interfere with his obligations under this agreement.

3. Term and Work Year

The term of employment under this agreement is July 1, 2025 to June 30, 2028. The Superintendent will work an average of 8.67 days per month for a total of 104 days per school year. The Superintendent will schedule these days based on district needs and the Superintendent shall provide the Board Chair with his schedule of work days each month for the succeeding month. If needed, the Superintendent may work up to ten (10) additional days a year at the per diem rate, after consultation with the Board Chair. These 10 days shall not be considered part of the "base salary" for future school years. The Superintendent can work remotely up to 3 days per month based on need/circumstance.

The Superintendent and the Board of Education agree they shall adhere to the following procedures to extend the Superintendent's employment under this contract for an additional period not to exceed three years at any time:

A. Prior to the end of the first year of a 3 year agreement, the Board of Education, at the request of the Superintendent, may vote for a new agreement.

B. Prior to the end of the second year of a 3 year agreement, the Board of Education shall vote for a new agreement. At least 3 months prior to that time, the Superintendent shall notify the Board that his/her contract is about to expire and shall provide the Board this contract clause.

C. Anything in this paragraph to the contrary notwithstanding, the provisions of section 8 shall take precedence and Superintendent's employment may be terminated under the provisions of said section.

4. Compensation

The salary shall be \$75,748 for 2025-26. The annual salary for any subsequent year of this agreement shall be negotiated between the parties and agreed prior to the commencement of the new contract term. If no agreement concerning salary is reached, the Superintendent's salary shall continue at the rate of the preceding year

5. Travel Reimbursement

For use of his automobile on school business, the Superintendent shall be reimbursed at the IRS mileage rate for all business related travel outside of district. In addition, the Superintendent will be paid a stipend of \$2,500 or travel costs relating to commuting to work.

6. Benefits

Life Insurance: During the term of his employment, the Board will provide the Superintendent Term Life Insurance in the amount of \$100,000. **Medical Insurance:** The Colebrook Board of Education will permit the Superintendent and Spouse to participate in the district's health insurance plan (medical, dental, vision, etc.) until the Superintendent enrolls in a Medicare Plan. If the Superintendent is employed by the Colebrook Board of Education and enrolls in a Medicare plan, his wife can elect to be covered by the Districts Health plan through COBRA. Once the Superintendent retires from the Colebrook Board of Education, his spouse will be able to return to the Districts Health Insurance Plan under a retired division until she turns 65 years old. The full cost of the health plan will always be borne by the Superintendent or his estate. The Board will reimburse the Superintendent a total of \$2,250 annually for deductible costs during the time of his employment. The Board will reimburse the Superintendent up to \$375. to renew his certification.

7. Evaluation Format

The Board shall evaluate and assess the performance of the Superintendent at least annually during the term of this agreement and assessment shall be reasonably related to the goals and objectives of the school district for the year in question. The Superintendent shall submit to the Board a recommended format for the written evaluation and assessment of his performance (hereinafter "evaluation format"). The evaluation format shall be reasonably objective and shall contain at least the following criteria: Board-Superintendent relations, community relations, personnel relations, education program, business matters, professional leadership and personal qualities. The evaluation format shall provide for a narrative.

8. Evaluation

The Board shall evaluate the Superintendent in executive session pursuant to the evaluation format no later than May 31. In the event that the Board determines under the evaluation format that the performance of the Superintendent is deficient in any respect, it may describe in writing in reasonable detail, where the Board deems the performance to be deficient and in all other instances where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Superintendent within thirty (30) days of its completion and the Superintendent shall have the right to make a written reaction or response to the evaluation which shall become a permanent attachment to the Superintendent's personnel file. Within thirty (30) days of delivery of the written evaluation to the Superintendent, the Board shall meet in executive session with the Superintendent to discuss the evaluation.

Whenever the Board has evaluated the Superintendent's performance to be deficient in whole or in part, or has made recommendation as to areas of improvement, the Chair of the Board may appoint a committee of not less than two (2) members of the Board to meet in executive session with the Superintendent and endeavor to assist the Superintendent in improving his performance as to such matters. Such committee shall report in writing to the Board, with a copy to the Superintendent, its activities and the results thereof, within ninety (90) days after its meeting with the Superintendent. Thereafter the Board may continue the committee and require additional reports where necessary.

9. Termination

A. The parties may, by mutual consent, terminate the contract at any time.

B. The Superintendent shall be entitled to terminate the contract voluntarily upon written notice of ninety days, except that the ninety day notice is not required if termination is part of action to implement a new contract in which case, verbal notice by the Superintendent, duly witnessed and recorded in the minutes, is acceptable.

C. The Board may terminate this agreement during its term for one or more of the following reasons:

1. Inefficiency of incompetence; 2. Insubordination against reasonable rules of the Board; 3. Moral misconduct; 4. Disability as shown by competent medical evidence; 5. Other due and sufficient cause.

In the event the Board seeks to terminate this Agreement for one of the above reasons, it shall serve on the Superintendent written notice that termination of his Agreement is under consideration. Such notice shall be accompanied by a written statement of reasons. Within fifteen (15) days after receipt from the Board of written notice that termination is under consideration, the Superintendent may file with the Board a written request for a hearing before the Board which shall be held within twenty (20) days after receipt of such request. The Board shall render its decision within f such hearing, and if the decision is to terminate this agreement, the Board shall inform the Superintendent in writing of the reasons for its decision and the evidence relied on. The Board's decision shall be based on evidence presented at the hearing. Such hearing may be in executive or public session at the option of the Superintendent. The Superintendent shall have the right to legal counsel at her own expense.

Should the Superintendent be unable to perform any or all of her duties by reason of illness, accident, or other cause beyond her control, and said disability, as determined by a physician for the Board, exists for a period of more than fifty two (52) working days during any fiscal year, the Board may place the Superintendent on disability leave, and if such disability continues for more than six (6) months or if said disability is permanent, irreparable, or of such nature as to make the performance of her duties impossible, the Board may terminate this agreement.

Any time limits established herein may be waived by agreement of both parties.

10. General Provisions

This agreement contains the entire agreement between the parties. It may not be amended orally but may be amended by written agreement of both parties. If any part of this Agreement is invalid, such invalidity shall not affect the remainder of the Agreement which shall be binding and effective against all parties.

In witness whereof, the undersigned have executed this agreement on the day and year set forth below:-

5/20/2025
Date

5/20/25
Date

S. Robichaud
By: Sarah Robichaud
Board of Education, Chair

[Signature]
By: Robert Gilbert
Superintendent