

**EMPLOYMENT CONTRACT BETWEEN
DIRECTOR OF COMMUNICATIONS
THE MIDDLETOWN BOARD OF EDUCATION
MIDDLETOWN PUBLIC SCHOOLS**

This Employment Contract made and entered into this 17th day of August, 2021, by and between the Middletown Board of Education of the Middletown Public Schools of Middletown, Connecticut, hereinafter referred to as DISTRICT, acting herein by Dr. Michael T. Conner, Superintendent of Schools and Jessica Lavorgna hereinafter referred to as DIRECTOR OF COMMUNICATIONS (hereinafter "DIRECTOR")

TERM

The DISTRICT, in consideration of the promises herein contained, hereby agrees to employ Jessica Lavorgna, and Jessica Lavorgna hereby accepts employment as DIRECTOR OF COMMUNICATIONS for an initial term commencing TBD and ending June 30, 2022.

The DIRECTOR and the DISTRICT agree that they shall adhere to the following procedures to extend the employment under the contract for an additional period of time. At least three (3) months prior to the end of each fiscal year, the Superintendent of Schools may extend the contract one (1) additional year on mutually agreeable terms.

II. COMPENSATION-Compensation shall be based upon a 12-month work year. The DISTRICT shall compensate the DIRECTOR at the following terms:

- 2021-2022 Base Salary-One hundred thirty-two thousand dollars (\$132,000) prorated based on start date
- Extended Years: To be negotiated by the parties hereto based on market conditions and/or other BOARD employee contracts but in no event less than the most recent base pay
- Elective Deferred Annuity: An elective deferred annuity shall be paid in the sum of \$6,000 for the 2021-22 School Year prorated based on start date. Said amount shall be paid to DIRECTOR in accordance with the paycheck payment schedule in effect for other certified employees or in some other way mutually agreed to by both parties.

IV. WORK YEAR/PAYMENT SCHEDULE

Payments will be made bi-weekly, subject to required deductions for state and federal taxes and applicable deductions authorized by the employee or required by law. Annual work year will be 12 months, inclusive of paid vacation days and paid holidays.

V. FRINGE BENEFITS

- a. The DIRECTOR shall receive the same health insurance coverage and pay the same cost share as the Teachers per the Middletown Federation of Teachers (MFT) contract
- b. The Board reserves the right to change the insurance carrier any time, provided equivalent coverage is provided.
- c. The DIRECTOR shall be entitled to twenty (20) paid vacation days annually, prorated for the 2021-22 school year to sixteen (16) days. The vacation shall be approved in advance by the Superintendent of Schools or his/her designee. Unused vacation days up to five (5) days may be carried over each year. If vacation days are unused, the DIRECTOR may request in writing/email, payment of 25% of unused vacation days in the final two

- (2) weeks of a fiscal year. The request must be made to the Superintendent of Schools and must be reasonably granted barring unforeseen fiscal or operational considerations.
- d. The DIRECTOR shall have fifteen (15) days of paid sick leave per year cumulative to a maximum of 210 days. If accumulated sick days are unused, the DIRECTOR may request in writing/email, payment of 10% of unused accumulated sick days upon resignation, retirement, death or other termination of employment. The request must be made to the Superintendent of Schools and must be reasonably granted barring unforeseen fiscal or operational considerations.
 - e. The DIRECTOR shall be entitled to paid holidays which the Middletown Board of Education follows as outlined by the City of Middletown.
 - f. Three (3) paid personal days will be afforded the DIRECTOR per year. These days may be used for personal business which cannot be conducted except on a school day, and must be approved by the Superintendent. Reasons for the leave will be identified in general terms. Except in cases of emergencies, personal day notification shall be given to the SUPERINTENDENT OF SCHOOLS at least forty-eight (48) hours in advance. Personal days must be used during the assigned work year or forfeited on June 30th of the contract year.
 - g. The DIRECTOR shall be entitled to a total of three (3) days on each occurrence, for bereavement of DIRECTOR's loss of his or her immediate family. An additional two (2) days of bereavement leave may be granted by the Superintendent of Schools on each occurrence.
 - h. The DIRECTOR shall be reimbursed for mileage on a stipend basis of \$1500 annually to be paid on or about June 30 of each year.

Y. TERMINATION

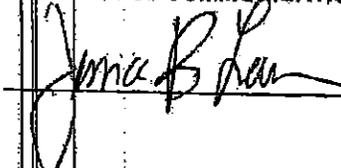
This agreement may be terminated by mutual consent at any time without cause. The DIRECTOR may terminate this Agreement provided written notification has been given forty-five (45) days prior to termination date.

VI. SAVINGS CLAUSE

Should any clause, sentence, provision, paragraph or part of this contract for any reason whatsoever, be adjudged by any court of competent jurisdiction, or be held by any other competent governmental authority having jurisdiction (and that is not a party to this contract), to be invalid, unenforceable, or illegal, such judgment or holding shall not affect, impair, or invalidate the remainder of this contract, but shall be confined in its operation to the specific clause, sentence, provision, paragraph, or part of this contract directly involved, and the remainder of this Agreement, to the extent possible, shall remain in full force and effect. Moreover, and accordingly, the parties hereto shall use best efforts to revise this contract to impact its purpose in such a way that it will be as acceptable to both parties as possible.

IN WITNESS WHEREOF, BOARD has caused this Employment Contract to be executed on its behalf by Dr. Michael J. Conner, Superintendent of Schools, Middletown Board of Education, duly authorized on this the 11 day of August, 2021 and has executed this Employment Contract on this the 17 day of August, 2021.

DIRECTOR OF COMMUNICATIONS



MIDDLETOWN BOARD OF EDUCATION

By: _____

Jessica Lavorgna

Date

8/14/21

Dr. Michael T Conner, Superintendent

Date

8/17/2021



**Middletown
Public Schools**

Office of Talent & Performance Management
"Unlocking the Potential in ALL Students"

Chief of Talent & Performance Management Geen Thazhampallath
311 Hunting Hill Avenue, Middletown, CT 06457 Telephone: (860) 638-1404
Email: thazg@mpsct.org, Web: www.middletownschoools.org

August 12, 2021

Jessica Lavorgna
383 Hubbard Road
Higganum, CT 06441

RE: Communications Director Offer Letter

Dear Jessica:

Welcome to the Middletown Public School District (District). Please accept this as an official offer/hire letter of employment with the District. Please review the following parameters:

- You have been selected for the position of **Communications Director**.
- The position, the expectations for your performance, while serving the District in the position, your responsibilities and the expectations for your personal and professional conduct, are governed by any applicable professional rules of conduct, Federal, State and/or City of Middletown or District policies, procedures, regulations or codes of conduct.
- This position is one based on an individual employment contract. See attached agreement.
- With your acceptance, you agree to employment with the District within the parameters of time, compensation, Board policies and procedures and/or other specific allocations as provided within the employment agreement with the Middletown Board of Education.
- Your starting salary for the position will be **\$132,000**.
- The position reports to the Superintendent of Schools.
- **Your start date is TBD after consultation with your current employer.**
- The position will be located at the District Central Office at 311 Hunting Hill Avenue or a District facility.
- By State law, the District is required to obtain the fingerprints of all newly hired employees and to provide those prints for appropriate Federal and State background checks. Authorization forms under separate cover or attachment are available and/or will be sent to you electronically and it is necessary they are returned to the District.



**Middletown
Public Schools**

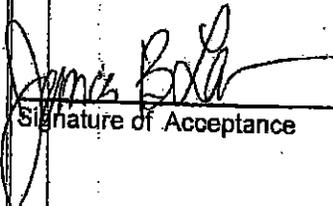
Office of Talent & Performance Management
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- By State law, the District is also required to process Connecticut Department of Children and Families background checks. Forms under separate cover or attachment will be electronically sent to you and it is necessary they are returned to the District.
- By State law, the District is also required to process Public-Act 16-67 background checks. Forms under separate cover or attachment will be electronically sent to you and it is necessary they are returned to the District.
- Please understand that if you knowingly provide false information or knowingly fail to disclose information requested in any employment documentations you could be subject to discipline by the District that may include denial of employment or immediate termination. Please understand that employment with the District is contingent upon the results of DCF, State and Federal background checks, and the Public Act 16-67 Employer Verifications.
- In addition, other employment verification forms (I-9) and supporting documents, specific payroll documents, including but not limited to, direct deposit form(s), state and/or federal tax forms, need to be returned to the District either directly or through our online system.

If you have any questions regarding your position, please contact the District Talent Office at (860) 638-1446. Again, welcome to the Middletown Public Schools.

Sincerely,
Geen Thazhampallath
Middletown Public Schools
Talent Office


Signature of Acceptance

8/14/21
Date of Acceptance