

**CONTRACT OF EMPLOYMENT
SUPERINTENDENT OF SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 20
LITCHFIELD, GOSHEN, MORRIS and WARREN, CONNECTICUT**

It is hereby agreed by and between the Board of Education of the Regional School District No. 20 (hereinafter called the "Board") and Dr. Jeffrey Villar (hereinafter called the "Superintendent") that the said Board in accordance with its action on March 20, 2025 by election pursuant to section 10-157 of the Connecticut General Statutes, has and does hereby employ the said Dr. Jeffrey Villar as Superintendent of Schools and that Dr. Jeffrey Villar hereby accepts employment as Superintendent of Schools upon the terms and conditions hereinafter set forth.

1. CERTIFICATION:

As a condition precedent to this Agreement taking full force and effect, the Superintendent shall hold and present to the Board a valid certificate issued by the State of Connecticut enabling him to serve as Superintendent. Failure to provide said certificate shall make this Agreement null and void. Should any such certification terminate and the Superintendent not otherwise hold valid certification or be otherwise permitted by law to serve as Superintendent of Schools, this Agreement shall terminate immediately by its terms.

2. DUTIES:

A. The Superintendent is the chief executive officer of the board. In harmony with the policies of the Board and state law, the Superintendent has executive authority over the school system and the responsibility for its supervision. He has the general authority to act at his discretion, subject to later approval by the Board of Education, upon all emergency matters and those as 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 he takes the initiative in presenting to the Board policy and planning issues for such consideration.

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

3. TERM:

The term of said employment is from to May 1, 2025 through April 30, 2028. The Superintendent and the Board 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 (3) years at any time:

- A. Prior to the end of the first year of a three-year agreement, the Board, at the request of the Superintendent, may vote for a new agreement.
- B. Prior to the end of the second year of a three-year agreement (or prior to the last year of this Agreement), the Board shall vote on whether or not to enter into a new agreement. At least three months prior to that time, the Superintendent shall notify the Board that his 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 the Superintendent's employment may be terminated under the provisions of said section.

4. BASE SALARY:

- A. The annual base salary of the Superintendent for the 2024-2025 fiscal year shall be Two Hundred and Sixty Thousand Five Hundred and Seventy-Seven Dollars and No Cents (\$260,577.00). Effective July 1, 2025, the annual base salary shall increase to Two Hundred and Seventy-One Thousand Dollars and No Cents (\$271,000.00).
- B. The annual base 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 and may include an increase of up to 4.25% annually, based on the Superintendent's performance as determined by the Board. If no agreement concerning annual base salary is reached, the Superintendent's salary shall continue at the rate of the preceding year. Any adjustment in salary made during the life of this contract shall be in the form of an amendment and shall become part of this Agreement, but any such amendment shall not be considered a new contract with the Superintendent or an extension of the termination date of the existing contract.
- C. Salary payments shall be payable in periodic payments in accordance with the established pay dates for the school district, shall be pro-rated based on partial years of employment and shall be subject to required deductions for the State of Connecticut and United States Withholding Taxes and other appropriate deductions which the Superintendent may authorize, in writing.
- D. Per diem unpaid leave deductions shall be calculated by dividing the Superintendent's annual salary by two hundred and sixty (annual salary/260).

5. FRINGE BENEFITS:

- A. The Board shall provide the Superintendent with eighteen (18) sick days annually, and two (2) family sick days, cumulative to two hundred (200) days. Unused sick days shall not be compensated when employment terminates.

B. In the last payroll of the 2025-2026 fiscal year, in addition to the compensation described in this Agreement, the Board shall pay the Superintendent the monetary value of ten (10) vacation days, calculated at the Superintendent's per diem rate. Such payment shall be subject to required deductions for the State of Connecticut and United States Withholding Taxes

C. The Board shall provide the Superintendent with twenty-five (25) vacation days annually, with such days to be taken during the fiscal year in which they are earned. Vacation days shall be approved by the Board. With prior written notification to the Board, the Superintendent may carry over up to five (5) days, provided that the Superintendent may not accumulate more than five (5) days in addition to the annual vacation entitlement. Vacation for a partial year of service shall be prorated. Subject to limitations above, upon termination of employment the Superintendent, will be paid for unused vacation days at the daily rate of 1/260 of annual salary times the number of accumulated days. In the event of death, unused and accrued vacation pay will be paid to the Superintendent's estate.

D. The Superintendent shall have the holidays on which the Board offices are closed.

E. The Board shall provide the Superintendent annually with three (3) personal absence days to be used at his discretion for pressing personal business that cannot be conducted outside of school hours.

F. Upon the Superintendent's election, the Board shall provide the Superintendent and his dependents with the same health and dental insurance coverage as is provided to a majority of school district administrators at the time this contract is signed. The Superintendent shall pay the same premium cost share as such other administrators. Should said health and dental insurance coverage for such other administrators change, the Board and the Superintendent shall negotiate over changes to this provision.

G. In the event that the Superintendent declines health and dental insurance for any specific fiscal year, the Board shall provide the Superintendent with a payment in lieu of insurance coverage in the amount of Seven Thousand Dollars (\$7,000). Such payment shall be payable in as nearly equal as practicable periodic installments in accordance with the established pay dates for the school district. Such payment shall be subject to required deductions for the State of Connecticut and United States Withholding Taxes.

H. The Board shall provide the Superintendent with life insurance coverage with a face value of Two Hundred and Fifty Thousand Dollars (\$250,000) during the term of this Agreement.

I. The Board shall pay the premium for a long-term disability insurance policy to compensate the Superintendent under a long-term disability plan with an elimination period of six months, paying 75% of basic monthly earnings up to a maximum of Ten Thousand Dollars (\$10,000) per month in accordance with the policy on file in the Board offices.

J. The Superintendent shall be reimbursed for out-of-pocket expenses reasonably incurred in the performance of his professional duties under the terms of the Board policy pertaining to expense reimbursement as it may change from time to time, and within budgetary appropriations. The Board shall provide the Superintendent with all business supplies necessary for the conduct of their position, including a cell phone and a computer. All expenses related to the maintenance of such devices shall be administered by the Business Operations office.

K. The Board agrees to provide the Superintendent with a monthly stipend of Four Hundred Dollars (\$400) to reimburse the Superintendent for his travel expenses incurred in the performance of his duties under this Agreement. Such payment shall be subject to required deductions for the State of Connecticut and United States Withholding Taxes.

6. OUTSIDE ACTIVITIES:

A. It is understood that the Superintendent will be active in local, state, regional, and national educational and professional activities as the leader and representative of the Regional School District No. 20 Public Schools. The Board will pay up to Four Thousand Five Hundred Dollars (\$4,500) in expenses associated with the Superintendent's professional development in each fiscal year of this Agreement, subject to prior approval by the Board. The Board may in its discretion provide for payments more than Four Thousand Five Hundred Dollars (\$4,500) for the Superintendent's professional development in any year of the Agreement.

B. The Board shall pay the full cost of the Superintendent's professional association memberships in the Connecticut Association of Public School Superintendents ("CAPSS"), the American Association of School Administrators ("AASA") and the New England Association of School Superintendents ("NEASS"). In addition, the District shall pay for other professional and civic group memberships which the Superintendent feels are appropriate to maintain and improve professional skills and community obligations, provided that these memberships are approved in writing in advance by the Chairperson of the Board and within budgetary appropriations.

C. The Superintendent may undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations provided such activities do not interfere with the meeting of his responsibilities as Superintendent. When such activities provide remuneration to the Superintendent, he shall provide the Chairperson written notice of such activities.

7. EVALUATION:

A. The Board shall evaluate and assess in writing the performance of the Superintendent at least annually during the term of this agreement in accordance with guidelines and criteria as may be mutually agreed between the Board and the Superintendent. Said evaluation and assessment shall be reasonably related to the goals and objectives of the District for the year in question. The Superintendent shall submit to

the Board a recommended format for said written evaluation and assessment of his performance. The evaluation format shall be reasonably objective and shall contain at least the following criteria: educational leadership, organizational management, community and board of education relations, and personal and professional qualities and relationships. The Board shall meet and discuss the evaluation format with the Superintendent and attempt in good faith to agree on the development and adoption of a mutually agreeable evaluation format. The Board shall adopt an evaluation format within ninety (90) days of the commencement of each year of this agreement.

B. The Board shall evaluate the Superintendent prior to the expiration of each year during the term of this Agreement. Prior to preparing a written evaluation, the Board shall discuss the Superintendent's performance with him in executive session unless the Superintendent requires that such discussion be held in open session. A copy of the written evaluation shall be delivered to the Superintendent within ten (10) days of its completion, and the Superintendent shall have the right to submit a written response to the evaluation which shall become a permanent attachment to the Superintendent's personnel file.

C. In the event that the Board determines that the performance of the Superintendent is deficient in any respect, it may describe any performance concerns in writing in reasonable detail, indicating specific instances where appropriate. In addition, the Chairperson of the Board may appoint a committee of not fewer 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. Said committee may report to the full Board on its activities and the results thereof, either verbally or in writing, and a copy of any written report shall be provided to the Superintendent.

8. 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 (90) days, except that the ninety-day notice is not required if termination is part of an 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 the contract of employment during its term for one or more of the following reasons:

- (1) Incompetence or inefficiency;
- (2) Insubordination against reasonable rules of the Board of Education;
- (3) Moral misconduct;
- (4) Disability as shown by competent medical evidence;
- (5) Other due and sufficient cause.

D. Prior to initiating any termination proceedings as set forth below, the Board may offer to engage a mediator to assist the parties in resolving any dispute over the Superintendent's employment, upon such terms as the parties may agree or otherwise as the Board may offer.

E. In the event the Board seeks to terminate the contract for one of the above reasons, it shall serve on the Superintendent written notice that termination of his contract 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 contract 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 thirty (30) days after receipt of such request. The Board shall render its decision within fifteen (15) days of such hearing and shall send a copy of its decision setting forth the reasons and evidence relied on to the Superintendent. The Board's decision shall be based on the 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 his own counsel, at his own expense. Any time limits established herein may be waived by mutual written agreement of the parties.

F. Nothing herein contained shall deprive the Board of the power to suspend the Superintendent from duty immediately when serious misconduct is alleged without prejudice to the rights of the Superintendent as otherwise provided in this Agreement.

9. GENERAL PROVISIONS:

A. If any part of this agreement is invalid, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.

B. 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. Upon signing, it supersedes all prior agreements between the parties.

C. This Agreement shall be governed and construed in accordance with the laws of the State of Connecticut, and the parties consent to the exclusive jurisdiction of the appropriate state or federal court in Connecticut.

IN WITNESS WHEREOF, the undersigned have executed this agreement on the day and year set forth below.

By:



Jeffrey Villar, Ph.D.
Superintendent of Schools

Date

3-20-25

By:



Tiffany Parkhouse
Board Chair
Regional School District No. 20
Board of Education

Date

3/20/25