



Derby Public Schools

Employment Agreement

Executive Assistant to Superintendent

EMPLOYMENT:

The Derby Board of Education (the Board) does hereby agree to employ Debra Bova as Executive Assistant to Superintendent for the Derby Public Schools and does hereby agree to serve in such capacity, all in accordance with the provisions of this Agreement.

DUTIES:

The Executive Assistant to Superintendent agrees to fulfill the responsibilities of the position of Executive Assistant to Superintendent for the Derby Public Schools in an efficient and effective manner. The job responsibilities for this position include but are not limited to:

- Maintain the Superintendent's calendar
- Develop and process Superintendent's correspondence
- Maintains accurate and complete files for the Superintendent
- Schedules and arranges meetings and events for Superintendent and Board of Education
- Address and/or forward phone calls or emails to Administrators for resolution
- Maintains up-to-date information for school closings and early dismissals, includes posting closings on websites and notification to media
- Prepares and maintains the school calendar
- Prepares and distributes Board of Education materials for board meetings and other reports as designated by the Superintendent
- Prepares agendas for all BOE regular, special and committee meetings
- Maintains files on Board agendas, minutes, policies and Board-related matters
- Prepares correspondence resulting from Board of Education meetings
- Processes expulsion paperwork as appropriate per Board of Education Policy
- Prepares, submits and maintains records of State and Federal reports on behalf of the Board of Education
- Other duties as assigned by the Superintendent

This is a twelve month assignment.

TERM:

This Agreement shall commence on October 12, 2020 and expire on June 30, 2023. The parties agree that in the event the Board or the Executive Assistant to Superintendent do not agree to extend this Agreement beyond June 30, 2023 or do not negotiate a successor agreement, the Executive Assistant to Superintendent's employment with the Board shall terminate effective on June 30, 2023.

EVALUATION

The Executive Assistant to Superintendent shall be evaluated, in writing, at least annually by the Superintendent or his/her designee; the evaluation will be conducted with respect to how she performs the duties set forth above and also with respect to any other legitimate purpose or standard determined by the Superintendent. The Executive Assistant to Superintendent will be entitled to receive a copy of the written evaluation and to meet with the Superintendent to review the evaluation. The Executive Assistant to Superintendent will be entitled to attach a response to such written evaluation which will be included in her personnel file. The evaluation will be provided to the Board before the Board notifies the Executive Assistant to Superintendent of its intention to re-elect the Executive Assistant to Superintendent or permit the employment relation to end upon the expiration of this agreement.

TERMINATION FOR CAUSE:

The Board may terminate this Agreement for cause. "Cause" shall be defined as: (i) any act or omission that constitutes a breach by the Executive Assistant to Superintendent of her duties and responsibilities as the Executive Assistant to Superintendent for the Board; (ii) incompetence; (iii) insubordination against the reasonable rules of the Board; (iv) the continued and repeated failure or refusal of the Executive Assistant to Superintendent to perform the duties required of her as an employee of the Board; (v) any violation by the Executive Assistant to Superintendent of any law or regulation or the Executive Assistant to Superintendent's conviction of a felony, or any perpetration by the Executive Assistant to Superintendent of a common law fraud; or (vi) any other misconduct by the Executive Assistant to Superintendent which is injurious to the financial condition or reputation of, or is otherwise injurious to the Board. The Board shall provide the Executive Assistant to Superintendent with the opportunity to be heard on this matter. Such meeting shall be held in executive session (unless the Executive Assistant to Superintendent requests that the meeting be held in public session) and shall be held within fifteen (15) days of receipt of the Executive Assistant to Superintendent's request for such a meeting.

TERMINATION WITHOUT CAUSE:

Either party may terminate this Agreement for any reason. If this Agreement is terminated by the Board, the Board shall provide sixty (60) days advance written notice to the Executive Assistant to Superintendent. If this Agreement is terminated by the Executive Assistant to Superintendent, the Executive Assistant to Superintendent shall provide sixty (60) days advance written notice to the Board.

COMPENSATION:

For all services rendered by under this Agreement, for the period from October 12, 2020 through June 30, 2023, the Executive Assistant to Superintendent shall be paid the following:

- a. For the period from October 12, 2020 through June 30, 2021 a base annual salary of (\$60,000);
- b. The Superintendent shall recommend a salary for the subsequent twelve-month periods from July 1, 2021 through June 30, 2023. Any salary adjustments shall be discussed by the parties prior to the commencement of the period to which the adjustment is applicable, provided, however, that if no salary adjustment is agreed upon, then the current salary shall remain in place.

BENEFITS:

The Executive Assistant to Superintendent shall receive the following employment benefits:

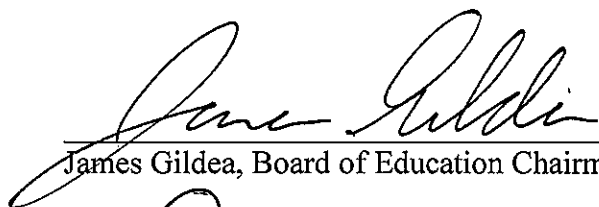
1. Paid Time Off:
 - a. Fifteen (15) days of vacation annually (non-cumulative), to be scheduled with the approval of the Superintendent;
 - b. All holidays designated on the district calendar when the Central Office is closed;
 - c. Fifteen (15) days of sick leave annually, cumulative to ninety (90) days. Any unused days to be compensated at the Executive Assistant to Superintendent's per diem rate upon her retirement or death, to a maximum of forty-five (45) days; and
 - d. Five (5) personal business days (non-cumulative).
2. Health and medical insurance benefits as set forth in the applicable contract year to be the same as the unaffiliated staff.
3. Term life insurance coverage in the amount of \$15,000.
4. Accidental Death & Dismemberment insurance coverage in the amount of \$15,000.
5. Reimbursement for reasonable expenses related to the Executive Assistant to Superintendent's continuing professional development, as approved by the Superintendent.

SIGNED:



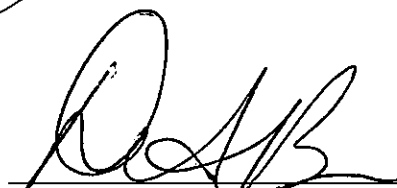
Dr. Matthew J. Conway, Jr. Superintendent

3/31/2021
Date



James Gildea, Board of Education Chairman

4/6/21
Date



Debra Bova, Executive Assistant to Superintendent

4/16/21
Date