

BRISTOL BOARD OF EDUCATION

DEPUTY SUPERINTENDENT EMPLOYMENT AGREEMENT

It is hereby agreed by and between the Board of Education of the City of Bristol (hereinafter “the Board”), acting through Ms. Iris White, its Superintendent, and Mary Hawk (hereinafter “Deputy Superintendent”) that the Board hereby employs Mary Hawk as Deputy Superintendent for the Bristol Public Schools upon the terms and conditions hereinafter set forth.

I. CERTIFICATION.

This Agreement shall be effective on the date of execution by both the Deputy Superintendent and the Superintendent, subject to and contingent on the Deputy Superintendent possessing and presenting to the Board a valid administrative and supervisory (092) certificate issued by the State of Connecticut enabling her to serve as Deputy Superintendent. Failure to provide said certificate shall make this Agreement null and void. Should any such certification terminate, this Agreement shall terminate accordingly by its terms.

II. DUTIES.

The position of the Deputy Superintendent is a full-time, twelve-month position. The duties of the Deputy Superintendent shall be those set forth in the Job Description for the position and otherwise as determined by the Superintendent.

III. TERM OF EMPLOYMENT.

The term of employment of the Deputy Superintendent shall be for the period from May 8, 2025, to June 30, 2028. On or before May 1, 2028, the Superintendent shall inform the Deputy Superintendent in writing whether she will be recommending an extension of this contract. Notwithstanding the foregoing, this contract is subject to termination in accordance with Section VI. On or before April 1, 2028, the Deputy Superintendent shall present the Superintendent with this clause.

IV. COMPENSATION.

The annual base salary of the Deputy Superintendent shall be Two Hundred Thousand Dollars (\$200,000) to be paid in periodic payments in accordance with the established pay dates for the school district for certified staff. Effective July 1, 2026, the annual base salary shall increase by 2.5%. Effective July 1, 2027, the annual base salary shall increase by 2.5%.

V. FRINGE BENEFITS.

- A. Sick Leave. The Board shall provide the Deputy Superintendent with 20 sick days annually, cumulative to a maximum of two hundred forty (240) days. When the Deputy Superintendent commences employment under this contract, she will be credited with the sick days she has accumulated as of June 30, 2025, in addition to the annual allotment. Unused sick days shall not be compensated when employment terminates. A medical certificate may be requested for sick leave if the absence recurs frequently or, if in the judgment of the Chairperson, there is reasonable cause for requiring such a certificate. The Board recognizes that there are times when prolonged illness or accident that incapacitates for an extended period of time will cause the Superintendent to exhaust all accumulated sick leave. The Board, at its sole discretion, may review the circumstances for consideration and grant additional sick days with or without pay. Should the Board elect to provide short-term disability insurance, the accumulated sick leave may be adjusted to reflect the additional coverage.
- B. Vacation. The Board shall provide the Deputy Superintendent with twenty-five (25) vacation days annually. Such days shall be taken during the year in which they are earned. Vacation for any partial year of service shall be pro-rated. The Deputy Superintendent shall be paid for any unused days at the close of each fiscal year, up to a maximum of twenty-five (25) days.
- C. Holidays. The Deputy Superintendent shall have the holidays on which the Board offices are closed.
- D. Personal Leave. The Deputy Superintendent shall annually be entitled to five (5) personal absence days to be used at her discretion for pressing personal business that cannot be conducted outside of school hours.
- F. Health Insurance. The Board shall provide the Deputy Superintendent and her dependents with the same health insurance coverage, with the same premium cost share, as is provided to district administrators under the collective bargaining agreement between the Board and the Bristol Association of Principals & Supervisors at the time this Agreement is signed. Should such health insurance coverage change, this provision is subject to revision.

- G. Group Life Insurance. The Board shall provide the Deputy Superintendent term life insurance in the amount of One Hundred Fifty Thousand (\$150,000) Dollars. The Deputy Superintendent is responsible for payment of taxes resulting from the payment of this benefit. Such coverage is subject to requirements of the insurance carrier, which may include a physical examination as defined by insurance provider.
- H. Automobile Allowance. The Deputy Superintendent shall receive a transportation allowance of \$2,500 annually to defray the expenses of the maintenance and operation of an automobile and for other transportation costs while performing obligations pursuant to this Agreement, which shall be reported to the Deputy Superintendent as additional taxable income in accordance with the applicable IRS requirements. Travel outside of the district for school business will continue to be fully reimbursable in accordance with Board policy.

VI. TERMINATION.

- A. This Agreement may terminate by mutual agreement in writing at any time.
- B. This Agreement may terminate in accordance with its terms if it is not extended or the Deputy Superintendent no longer possesses valid certification for the position.
- C. The Deputy Superintendent may terminate this Agreement by submitting her resignation in writing to the Superintendent with no less than sixty (60) calendar days' advance notice prior to the effective date of the resignation.
- D. During the contract term, this Agreement may be terminated as follows:
 - 1. Non-renewal or termination of employment in accordance with the Teacher Tenure Act, Conn. Gen. Stat. § 10-151, shall operate to terminate this Agreement.
 - 2. This contract shall terminate if the Board eliminates the position of Deputy Superintendent, on the effective date of such termination.
 - 3. In addition, the Superintendent may terminate this Agreement by providing written notification of such termination to the Deputy Superintendent after providing notice and support if the Deputy Superintendent does not demonstrate effective performance in her position, as determined by the Superintendent. Upon such termination, the Superintendent may reassign the Deputy Superintendent to another certified position within the Bristol Public Schools.

At the request of the Deputy Superintendent, the Board of Education will review the Superintendent's decision to terminate this Agreement in accordance with this Section D(3) as follows:

- a. Within five (5) business days after receipt from the Superintendent of notice of termination of this Agreement, the Deputy Superintendent may request from the Superintendent a written statement of the reasons for such termination, which the Superintendent shall provide within the next succeeding five (5) business days. The Deputy Superintendent may then request that the Board of Education convene a meeting to review the Superintendent's decision, in executive or open session as requested by the Deputy Superintendent. The Board shall convene such meeting promptly, and it shall hear from both the Superintendent and the Deputy Superintendent. The Board shall then either affirm or reverse the Superintendent's decision to terminate this Agreement, provided that it shall affirm the decision of the Superintendent unless the Board finds such decision to be unreasonable.
- b. During such proceedings, reassignment of the Deputy Superintendent shall be held in abeyance, provided that the Superintendent reserves the right to place the Deputy Superintendent on administrative leave with pay and without prejudice pending the Board's decision.

VII. MISCELLEANOUS.

A. Evaluation

The Superintendent shall evaluate the Deputy Superintendent in writing at least annually. Such evaluation shall be based on the evaluation procedures of the administrator evaluation and support plan developed in accordance with Conn. Gen. Stat. § 10-151b, as the Superintendent may modify such evaluation and support plan in consultation with the Deputy Superintendent to address the specific responsibilities of the Deputy Superintendent.

B. Outside activities

The Deputy Superintendent may undertake limited consultative work, speaking engagements, writing, lecturing or other professional duties and obligations, including but not limited to teaching, provided such activities do not interfere with the meeting of her responsibilities as Deputy Superintendent. When such activities provide remuneration, the Deputy Superintendent shall obtain permission from the Superintendent in advance.

C. Amendment

This Agreement incorporates the entire understanding of the parties hereto and supersedes any and all agreements reached by the parties prior to the execution of this Agreement, whether oral or written.

No change or modification of this Agreement shall be valid unless it is in writing and executed by all parties to this Agreement.

D. Applicable Law and Severability

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.

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

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 parties have set their hands this 8th day of May, 2025.

SUPERINTENDENT

EMPLOYEE

By Iris White 5/8/25
Iris White Date

Mary Hawk 5/8/25
Mary Hawk Date