

**CONTRACT OF EMPLOYMENT  
BETWEEN THE  
EXECUTIVE DIRECTOR OF  
CURRICULUM, INSTRUCTION & ASSESSMENT AND THE  
WINDSOR LOCKS SCHOOL DISTRICT**

THIS EMPLOYMENT AGREEMENT is made by and entered into between the WINDSOR LOCKS PUBLIC SCHOOLS, Connecticut (hereinafter called the "District") and Ms. Rebecca Bissonnette (hereinafter called the "Executive Director").

WHEREAS, Ms. Rebecca Bissonnette hereby accepts employment as Executive Director of Curriculum, Instruction and Assessment upon terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties agree as follows:

**1. Certification**

Within 90 days of July 1, 2025 and at all times during the term of this Agreement, the Executive Director shall possess and maintain appropriate certification, 093, from the Connecticut State Department of Education to serve as Executive Director.

**2. Duties**

The Executive Director is responsible for the planning, development and implementation of the curriculum, instruction, assessments, and professional development for the Windsor Locks Public Schools.

The Executive Director manages and facilitates professional development, teacher evaluation plans and instructional technology.

The Executive Director will chair the Board of Education Curriculum Committee and conduct monthly meetings with a posted agenda, packet of materials and minutes on the Windsor Locks Public School's website.

The Executive Director is required to attend all Board of Education meetings and prepare a written Executive Director report to be included in the agenda and packet of materials and orally shared at the meeting.

The Executive Director serves as the Superintendent in the absence of the Superintendent of Schools.

All other duties and responsibilities of the Executive Director are outlined in the Job Description of the Executive Director of Curriculum.

The Executive Director is expected to perform any and all other relevant duties and attend any and all events as assigned by the Superintendent.

In the event that Windsor Locks Public Schools is closed due to inclement weather and administrators are permitted to work remotely, the Executive Director will be granted the same remote work option.

### **3. Term**

The term of employment under this Agreement is July 1, 2025, to June 30, 2028. The Executive Director and the District agree that they shall adhere to the following procedures to consider extension of the Executive Director's employment under this Agreement for an additional period of time:

- (a) At least one hundred twenty (120) days (i) prior to June 30, 2026, and (ii) prior to June 30 of any fiscal period in which there are two (2) years remaining in the Agreement, the Executive Director may notify the District of her contract expiration date, and may request that the District, in its discretion, take such vote prior to June 30 of such year to extend the contract term.
- (b) At least one hundred twenty (120) days prior to June 30 of any fiscal period in which there is one year remaining on the Agreement, the Executive Director shall notify the District of her contract expiration date and shall inform the District of the extension clause. Prior to June 30 of any year in which there is one (1) year remaining in the Agreement, the District shall vote on whether the Agreement is to be extended and the duration and terms of such extension.

### **4. Compensation**

The base salary for the Executive Director for the period of July 1, 2025, through June 30, 2026 shall be the sum of the following:

- A. A cash payment in the amount of One Hundred Eighty Two Thousand Dollars (\$182,000), paid in equal bi-weekly payments; and
- B. An additional sum of Five Thousand Dollars (\$5,000) paid in equal bi-weekly payments, which amount the Executive Director will arrange to have an elective deferral deducted from the Executive Director's salary on a pre-tax basis as permitted under Internal Revenue Code Section 403(b), as amended, and then contributed toward the purchase of a 403(b) annuity with a tax sheltered annuity company of the Executive Director's choice and/or into a 403(b)(7) custodial account of the Executive Director's choice under the 403(b) plan available to District employees in accordance with Section 403(b) of the Code. Any and all portions not elected to her 403(b) account will be added to the Executive Director's base salary and paid out bi-weekly starting July 1 of each year.
- C. For the purposes of reporting the Executive Director's annual salary to the Connecticut State Teachers' Retirement System for the years covered by this Agreement and for determining the amount of mandatory contributions payable to

the Executive Director to TRB, the District shall include the full amount of the total annual salary as specified in Sections 4.A and 4.B, respectively.

**5. Insurance**

- A. The Executive Director shall be covered under the District's health and dental insurance policies, subject to the same coverage and employee premium cost share as offered to Non-Union Administrators.
- B. The District shall provide, at its expense, term life insurance in the amount of Three Hundred Thousand (\$300,000) Dollars, subject to her insurability, for the life of the contract.

**6. Fringe Benefits**

- A. The District shall provide the Executive Director with fifty (50) paid time-off days annually, beginning July 1st of each year. Up to twenty-five (25) paid time off days annually may be carried over from one year to the next. The Executive Director may elect to have up to five (5) paid time off days paid out in one lump sum on or before June 30, 2026, and each year thereafter throughout the duration of this contract.
- B. The District will allow the Executive Director to bank her forty-four (44) sick leave days that he has accumulated as of July 1, 2025, which days can be used in the event of any long-term illness.
- C. The Executive Director shall be reimbursed for out-of-pocket expenses incurred in the performance of her professional duties, in an amount not to exceed Seven Hundred Fifty (\$750) Dollars per year. Vouchers for such expenses shall be processed monthly.
- D. The District shall pay the Executive Director a travel allowance of Two Thousand Dollars (\$2,000) per year, paid over the twenty-six (26) pay periods for the use of the Executive Director's own automobile in carrying out school district business. Payment of the travel allowance shall be subject to any and all applicable tax withholding and reporting requirements.
- E. Should the District provide the Executive Director a cell phone to facilitate district operations, it shall be responsible for the costs of such cell phone.
- F. The District encourages the Executive Director to continue her professional development and expects her to participate in relevant learning experiences. The District shall provide reimbursement of

reasonable expenses incurred by the Executive Director at one national professional association meeting, conference, or convention per year. The Executive Director may also participate in association meetings at the regional and state levels as long as such participation does not interfere with her duties within the district. The amount of reimbursement for all professional meetings, conferences, or conventions at a national, regional, or state level shall not exceed, in aggregate, Three Thousand (\$3,000) Dollars per year unless expressly approved by the Superintendent.

- G. The District shall pay the full cost of the Executive Director maintaining professional association memberships in AASA, CAPPS, NEASS, ASCD, and current associations of superintendents in the area of Windsor Locks.

## **7. Outside Professional Activities**

The Executive Director may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations outside of the Windsor Locks school district, provided such activities do not interfere with the meeting of her responsibilities as Executive Director.

## **8. Evaluation**

The Superintendent shall evaluate and assess in writing the performance of the Executive Director at least annually during the term of this Agreement. The criteria used to assess performance shall be developed jointly by the Executive Director and the Superintendent.

## **9. Termination**

- A. The parties may, by mutual consent, terminate this Agreement at any time.
- B. The Executive Director shall be entitled to terminate this Agreement upon written notice of ninety (90) days, except that the ninety (90) day notice is not required if termination is part of an action to implement a new contract between the parties hereto in which case verbal notice by the Executive Director, duly witnessed and recorded in the minutes, is acceptable.
- C. The Superintendent may terminate this Agreement during its term for one or more of the following reasons:
- (1) Inefficiency or incompetence;
  - (2) Insubordination against reasonable rules of the Board of Education;
  - (3) Moral misconduct;
  - (4) Disability which renders the Executive Director unable to carry


out the essential functions of the Executive Director's position, as shown by competent medical evidence; and

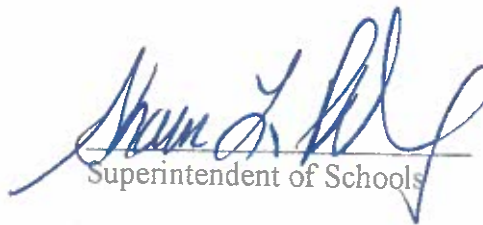
(5) Other due and sufficient cause

**10. General Provisions**

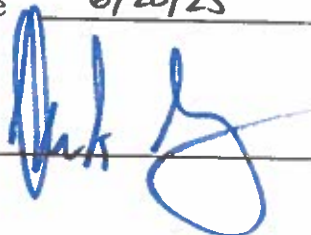
- A. If any part of the Agreement is found to be invalid, it shall not affect the remainder of said Agreement, but said remainder shall be binding and effective against all parties.
- B. The contract contains the entire agreement between the parties. It may not be amended orally but may be amended only by an agreement in writing signed by both parties. Commencing upon signing, it supersedes all prior
- C. agreements between the parties.

IN WITNESS WHEREOF, the undersigned have executed the contract on the 20<sup>th</sup> day of June 2025.

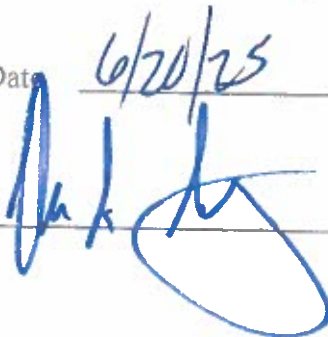
  
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Executive Director

  
\_\_\_\_\_  
Superintendent of Schools

Date 6/20/25

  
\_\_\_\_\_  
Witness

Date 6/20/25

  
\_\_\_\_\_  
Witness