

**CONTRACT OF EMPLOYMENT  
BETWEEN THE  
SUPERINTENDENT OF  
SCHOOLS AND THE  
WINDSOR LOCKS BOARD OF  
EDUCATION**

THIS EMPLOYMENT AGREEMENT is made by and entered into between the BOARD OF EDUCATION OF WINDSOR LOCKS, Connecticut (hereinafter called the "Board") and Mr. Shawn L. Parkhurst (hereinafter called the "Superintendent").

WHEREAS, the Board hereby employs Mr. Shawn L. Parkhurst as Superintendent of Schools of Windsor Locks, subject to and in accordance with the provisions of § 10-157 of the Connecticut General Statutes; and

WHEREAS, Mr. Shawn L. Parkhurst hereby accepts employment as Superintendent of Schools of the Windsor Locks Public Schools upon terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties agree as follows:

**1. Certification**

Before commencing work under this Agreement, and at all times during the term of this Agreement, the Superintendent shall possess and maintain appropriate certification from the Connecticut State Department of Education to serve as Superintendent of Schools.

**2. Duties**

The Superintendent of Schools is the chief executive officer of the Board. In harmony with the policies of the Board, State laws, and State Board of Education regulations, 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, 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 may take under consideration, and he takes the initiative in presenting to the Board policy and planning issues for the Board's attention.

The Superintendent or his designee, as approved by the Board, shall attend all meetings of the Board and shall participate in all Board deliberations, except when matters relating to his own employment are under consideration. The Superintendent shall give/receive notice of all committee meetings, and his designee may attend such meetings. It shall be the responsibility of the Superintendent to meet all of the performance requirements outlined in his job description.

In the event that Windsor Locks Public Schools is closed due to inclement weather and administrators are permitted to work remotely, the Superintendent 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 Superintendent and the Board agree that they shall adhere to the following procedures to consider extension of the Superintendent'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 Superintendent may notify the Board of his contract expiration date, and may request that the Board, 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 Superintendent shall notify the Board of his contract expiration date and shall inform the Board of the extension clause. Prior to June 30 of any year in which there is one (1) year remaining in this Agreement, the Board shall vote on whether the Agreement is to be extended and the duration and terms of such extension.

In the event a three-year agreement is entered into, the time remaining under the previous contract shall be incorporated into the new contract; provided, however, at no time shall the Superintendent be under contract to the Board for a period of greater than three (3) years. Anything in this paragraph to the contrary, notwithstanding the provisions of Section 9, shall take precedence, and the Superintendent's employment may be terminated under the provisions of said Section.

### 4. Compensation

The base salary for the Superintendent 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 Two Hundred Twenty Two Thousand Nine Hundred Eighty Dollars and Ninety Seven Cents (\$222,980.97), paid in equal bi-weekly payments; and
- B. An additional sum of Twelve Thousand Five Hundred Dollars (\$12,500) paid in equal bi-weekly payments, which amount the Superintendent will arrange to have an elective deferral deducted from the Superintendent'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 Superintendent's choice and/or into a 403(b)(7) custodial account of the Superintendent's choice under the 403(b) plan available to Board employees in accordance with Section 403(b) of the Code. Any and all portions not elected to his 403(b) account will be added to the Superintendent's base salary and paid out bi-weekly starting July 1 of each year.



- C. For the purposes of reporting the Superintendent'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 Superintendent to TRB, the Board shall include the full amount of the total annual salary as specified in Sections 4.A and 4.B, respectively.

The cash component of the Superintendent's base annual salary for the 2026-27 contract year (i.e., July 1, 2026 through June 30, 2027) and 2027-28 contract year (i.e., July 1, 2027 through June 30, 2028) shall be negotiated by the Board and the Superintendent prior to July 1 of each respective contract year. Any adjustment made to salary made during the life of the Agreement shall be in the form of an amendment and shall become part of this Agreement. It is provided, however, that by doing so it shall not be considered that the Board has entered into a new contract with the Superintendent nor that the termination date of the existing contract has been extended. In the event that the Board and the Superintendent are unable to reach an agreement on terms with regard to the Superintendent's base salary for a particular year, the base salary in effect for the preceding year shall remain in effect.

**5. Insurance**

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

**6. Fringe Benefits**

- A. The Board shall provide the Superintendent 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 Superintendent may elect to have up to ten (10) 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 Board will allow the Superintendent to bank his sixty-three (63) sick leave days that he has accumulated as of July 1, 2024, which days can be used in the event of any long-term illness.
- C. The Superintendent shall be reimbursed for out-of-pocket expenses incurred in the performance of his 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 Board shall pay the Superintendent a travel allowance of Three Thousand Five Hundred Dollars (\$3,500) per year, paid over the twenty-six (26) pay periods for the use of the Superintendent'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 Board provide the Superintendent a cell phone to facilitate district operations, it shall be responsible for the costs of such cell phone.
- F. The Board encourages the Superintendent to continue his professional development and expects him to participate in relevant learning experiences. The Board shall provide reimbursement of reasonable expenses incurred by the Superintendent at one national professional association meeting, conference, or convention per year. The Superintendent may also participate in association meetings at the regional and state levels as long as such participation does not interfere with his 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 Board.
- G. The Board shall pay the full cost of the Superintendent maintaining professional association memberships in AASA, CAPPS, NEASS, ASCD, and current associations of superintendents in the area of Windsor Locks.
- H. The Board will provide a \$10,000 incentive to the Superintendent on or before June 30, 2026, if the agreed-upon goals set in September 2025 are met/achieved.

#### **7. Outside Professional Activities**

The Superintendent 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 his responsibilities as Superintendent.

#### **8. Evaluation**

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



9. Termination

- A. The parties may, by mutual consent, terminate this Agreement at any time.
- B. The Superintendent 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 Superintendent, duly witnessed and recorded in the minutes, is acceptable.
- C. The Board 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 Superintendent unable to carry out the essential functions of the Superintendent's position, as shown by competent medical evidence; and
  - (5) Other due and sufficient cause


10. General Provisions

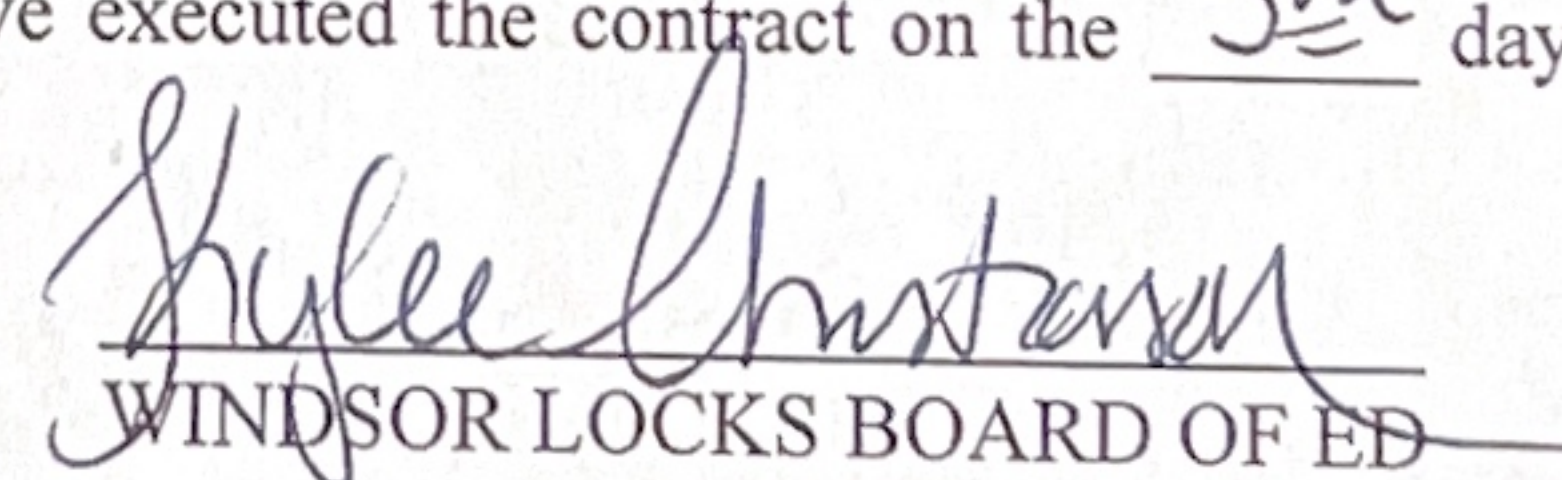
- A. If any part of the Agreement is found to be invalid, it shall not affect the remainder of said Agreement, but said remainder shall be binding and effective against all parties.
- B. The contract contains the entire agreement between the parties. It may not be amended orally but may be amended only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

IN WITNESS WHEREOF, the undersigned have executed the contract on the 5<sup>th</sup> day of June 2025.

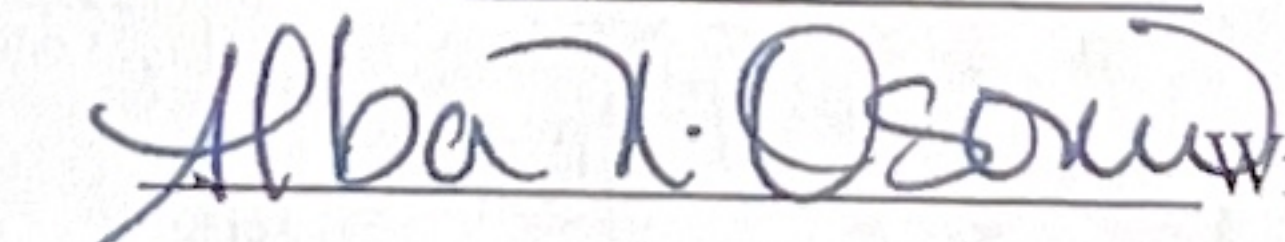
  
SUPERINTENDENT

Date 6/6/25

  
Witness

  
WINDSOR LOCKS BOARD OF ED

Date 6/5/2025

  
Witness