

**BETHANY BOARD OF EDUCATION**  
**EMPLOYMENT AGREEMENT FOR UNAFFILIATED ADMINISTRATOR**  
**JULY 1, 2022 to JUNE 30, 2025**

It is hereby agreed by and between the Board of Education of the Town of Bethany (hereinafter called the "Board") and **Thomas Reed-Swale** (hereinafter called the "Principal") that the said Board has and does hereby employ the said Thomas Reed-Swale, as Principal of Bethany Community School and that Thomas Reed-Swale hereby accepts employment as the Principal of Bethany Community School upon the terms and conditions hereinafter set forth.

**1. CERTIFICATION**

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

**2. DUTIES**

The Principal of the Bethany Community School responsibilities will be determined by the Superintendent of Schools and may, from time to time, be modified in accordance with state law, Board policy, and established employment practices.

**3. TERM**

The term of said employment is from **July 1, 2022 to June 30, 2025**.

**4. SALARY**

- A. The 2022-2023 school year annual base salary schedule of the Principal shall be the sum of \$147,346 paid on a bi-weekly basis for twelve (12) months in accordance with the established pay dates for the School District. Subsequent pay adjustments will be determined prior to the end of each school year during the term of this contract.
- B. The Board shall make a non-elective Board contribution of \$2,000 annually on a pre-tax basis to a 403(b) custodial account satisfying the requirement under Section 403(b)(12)(A)(ii) of the Internal Revenue Code. The Principal shall choose from the Board's list of approved tax-sheltered annuity companies and 403(b) vendors pursuant to the Board's 403(b) plan available to Board employees generally, and the contributions made shall count toward the IRS limit for a non-elective tax-sheltered annuity or non-elective 403(b) contribution as set forth in Section 414(c)(1) of the Internal Revenue Code in effect for the applicable period.

- C. The Principal shall be eligible to participate in an elective 403(b) custodial account. The Principal shall choose from the Board's list of approved tax-sheltered annuity companies and 403(b) vendors pursuant to the Board's 403(b) plan available to Board employees generally.
- D. If the Principal commences or ends employment as the Principal during the course of a contract year, the Principal's salary shall be prorated based on the number of days worked during that contract year.

**5. COURSE REIMBURSEMENT**

The Principal shall be eligible for course reimbursement after satisfactory completion of a course not to exceed \$1,000 per school year. Courses must have prior approval from the Superintendent. All courses must carry academic credit at a fully accredited institution of higher learning in a course of study directly related to the Principal's assignment or education. The decision of the Superintendent is final.

**6. SICK LEAVE**

- A. The Principal shall be entitled to fifteen (15) days sick leave with full pay for each school year.
- B. Unused sick leave shall be accumulated from year to year, as long as the Principal remains continuously in the service of the Board, up to one hundred eighty-eight (188) days.
- C. All accumulated sick leave shall cease to exist on the day of termination of this Agreement.
- D. In the case of prolonged illness beyond five (5) consecutive days, the Principal may be asked to furnish a medical certificate stating the nature of the illness.
- E. Up to five (5) days per year of accumulated sick leave may be used for the care of an ill parent, child, spouse, or member of the Principal's household.

**7. BEREAVEMENT**

Up to five (5) non-cumulative bereavement days per year shall be granted due to a death in the Principal's immediate family (defined as spouse, parent, sibling, child, grandparent, grandchild, parent-in-law, sibling-in-law, daughter/son-in-law, step or foster child).

**8. PERSONAL DAYS**

- A. The Principal shall be entitled to four (4) non-cumulative personal absence days with each school year to be used at his discretion for personal business that cannot be conducted outside of school hours. These personal days shall be in addition to any sick leave accumulated.

- B. A personal day must be requested at least forty-eight (48) hours before taking such leave except in the case of emergencies.
- C. Personal days shall not be granted prior to or immediately following holidays or vacations unless requested in writing and approved by the Superintendent.

**9. JURY DUTY**

The Principal who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave, personal days, or vacation time. The Principal shall receive a rate of pay equal to the difference between her professional salary and jury fee. The Principal called for such jury duty shall cooperate fully with the Superintendent in an attempt to cancel or postpone such jury duty, if necessary.

**10. EXTENDED LEAVES OF ABSENCE**

Leaves not covered in Sections 6 through 9 may be granted at the discretion of the Board only upon recommendation of the Superintendent.

**11. VACATION DAYS**

- A. The Board of Education shall provide the Principal with twenty (20) vacation days annually, with such days to be taken during the year in which they are earned. The Principal will not be compensated for unused days off.
- B. With prior written notification to the Superintendent, the Principal may carry over up to five (5) days, provided that the Principal may not accumulate more than five (5) days in addition to the annual vacation entitlement. Any carryover vacation days must be used by August 15<sup>th</sup> of the following school year.
- C. Under ordinary circumstances, days off shall be taken during student vacation periods. If the Principal desires to schedule his day off at times other than student vacation periods, he shall consult with and seek the approval of the Superintendent.
- D. All scheduling of days off shall be granted at the discretion of the Superintendent.

**12. HOLIDAYS**

The Principal shall be paid for the following holidays when school is closed to celebrate the holiday:

New Year's Eve  
New Year's Day  
Dr. Martin Luther King, Jr. Day  
President's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Thanksgiving Day  
Day following Thanksgiving  
Christmas Eve  
Christmas Day

Additional holidays such as Rosh Hashanah and/or Yom Kippur may be provided in any given year at the discretion of the Superintendent.

**13. HEALTH and DENTAL INSURANCE**

The Principal shall have access to the HDHP/HSA insurance plan.

The Board shall provide 78% of the cost of the health and dental insurance premium and any of their eligible dependents. The Principal shall pay 22% of the health and dental insurance premium.

**14. HEALTH SAVINGS ACCOUNT (HSA)**

- A. The Board will contribute fifty percent (50%) of the applicable HSA deductible amount.
  
- B. The Board's contribution toward the HSA deductible will be deposited into the HSA account in two installments, the first installment shall be deposited on the first payroll date in September and the second installment shall be made in February of each school year. The Principal acknowledges that the Board's contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active employees. The Board shall have no obligation to fund any portion of the HSA deductible for the Principal upon his separation from employment.

**15. LIFE and ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE**

The Board shall provide the Principal with \$100,000 of term life insurance during the term of this Agreement.

**16. INSURANCE “BUYOUT” OPTION**

- A. If the Principal is eligible for Family or Employee + One coverage he may receive an annual insurance buyout of \$2,000 in lieu of health (medical and dental) insurance coverage paid in two (2) installments (September and February). The buyout is not considered as part of the base salary for the purpose of calculating an annuity benefit.
- B. The availability of this benefit and the reinstatement of any insurance benefits are subject to the terms of the Board’s insurance policies prevailing at the time the Principal seeks payment in lieu of insurance or reinstatement and is contingent upon no additional cost being assessed against the Board above the normal group rate as a result of the Principal’s exercise of his options under this section. At no time shall the Board be deemed a self-insurer.

**17. IRS SECTION 125 PLAN**

The Board shall maintain a “Section 125” Salary Reduction Plan which shall be designed to permit exclusion from taxable income of the Principal’s share of health, dental, and life insurance premiums. The Board makes no representations or guarantees as to the initial or continued viability of such a Salary Reduction Plan and shall continue to make this plan available if the costs are not administratively burdensome.

**18. AUTHORIZED DEDUCTIONS**

The Board of Education authorizes deductions from employee salary payments as requested, or as required by law. (For example withholding tax, social security, credit union, Medicare, annuities, etc.) It is the implicit responsibility of each employee to verify the accuracy of these deductions as they occur.

**19. TERMINATION**

- A. The parties may, by mutual consent, terminate this Agreement at any time.
- B. The Principal shall be entitled to terminate the Agreement voluntarily upon written notice to the Superintendent of sixty (60) days, except that the sixty (60) days’ notice is not required if termination is part of an action to implement a new Agreement. Upon receipt of such notice of termination, the Superintendent may elect to terminate this Agreement sooner than sixty (60) days.
- C. The employment of the Principal may be terminated in accordance with the provisions of Connecticut General Statutes Section 10-151.
- D. Nothing herein contained shall deprive the Superintendent of the power to suspend the Principal from duty immediately when misconduct is alleged without prejudice to the rights of the Principal as otherwise provided in this Agreement.

**20. 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 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.

BETHANY BOARD OF EDUCATION

PRINCIPAL

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Colleen M. Murray, Superintendent

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Thomas Reed-Swale

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Date Signed

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Date Signed