**RSD 17 BOARD OF EDUCATION**

**EMPLOYMENT CONTRACT FOR**

**Sharon Shettleworth**

RECEIVED
JUN 23 2026
Regional School District 17
Superintendent's Office

This agreement, made by and between the Regional School District 17 Board of Education and **Sharon Shettleworth** (hereinafter referred to as "**Director of Food Services**"), specifies the terms of employment. This agreement will continue in full force and effect until **6/30/2026**, or until a successor is executed by the School District and the **Director of Food Services** or this agreement is terminated, whichever comes first. In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT**: The Board hereby employs **Sharon Shettleworth** as the **Director of Food Services** and they hereby accept employment on the following terms and conditions.

2. **DUTIES:** The employee shall be the **Director of Food Services** of the RSD 17 Public Schools. The duties of the **Director of Food Services** are set forth in the job description. The **Director of Food Services** shall diligently perform all of the duties stated in said job description and such other duties as may reasonably be assigned to him/her by the Superintendent of Schools.

3. **TERM**: The **Director of Food Services** shall be employed under the provisions of this agreement for the time period **7/1/2025** through **6/30/2026**. Anything in this paragraph to the contrary notwithstanding, the provisions of Section 6 shall take precedence, and the Employee's employment may be terminated under the provisions of said section.

4. **COMPENSATION**: The **Director of Food Services** shall be paid **an annual salary of $76,298, and the employee is eligible for a performance-based bonus of up to 1% of their annual salary at the discretion of the Superintendent at the close of the 25/26 school year**. The salary is payable in equal installments once every two weeks or as denoted in the payroll schedule for the District. Any salary payments shall be subject to withholding for all payments required by State and Federal Law, including Connecticut subject to withholding for all payments required by State and Federal Law, and all voluntary deductions authorized by the Employee in writing.

5. **WORK YEAR**: The **Director of Food Services** shall work **a total of 223 days inclusive of holidays**.

6. **TERMINATION:** The parties may, by mutual consent, terminate the contract at any time. The **Director of Food Services** shall be entitled to terminate the contract upon written notice of **90** days, except that the **90** days notice is not required if termination is part of an action to implement a new contract, in which case verbal notice by the **Director of Food Services**, is acceptable**.** The Board shall give at least a **90** days notice of its intention not to renew this contract. The Board may terminate this Agreement at any time for good cause, as determined by the Board, or upon ten (10) calendar days' written notice to the **Director of Food Services**.

7. **CERTIFICATION/LICENSURE**: The **Director of Food Services** shall maintain any licensure or certifications required for her/his role and will provide a copy of the appropriate certification/licensure to the Superintendent to be placed in their personnel file.

8. **FRINGE BENEFITS AND WORKING CONDITIONS:**

The parties hereto agree as follows:

The following is a list of the benefits provided to the **Director of Food Services** by the Regional School District 17 Board of Education:

A. **Holidays**: The **Director of Food Services** is entitled to the following holidays:

**Labor Day, Columbus Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents' Day, Good Friday, Memorial Day, Independence Day**

B. **Medical Insurance**: All arrangements for the **Director of Food Services** to participate in group hospital, surgical, and health plans through payroll deduction will be made by The **Director of Food Services** through the Business Office of Regional School District 17. The District will pay **75.5%** of the cost of the current or subsequently modified health plan generally offered to school employees and the **Director of Food Services** will pay **24.5%** of the premium of such plan and will pay co-pays commensurate with the Unaffiliated employee's health plan. Deductions will be made in equal installments from each paycheck during the year. The Board has the discretion to change insurance carriers or programs at any time provided that the replacement carrier(s) coverage is comparable but not necessarily the same as the existing coverage in benefits and function.

C. **Life Insurance**: The Board shall provide a term life insurance policy on the life of the employee in the amount of **$50,000.00**. The Board agrees to pay the total cost of the premium.

D. **Pension / Retirement Savings:** The Board of Education shall contribute five (5%) percent of an eligible employee's base salary into the pension plan (or a plan identified by the **Director of Food Services**). Participation in the pension plan will begin one year after the employee has been retained as a permanent employee.

The **Director of Food Services** shall be eligible to contribute to an annuity or a tax-sheltered plan (TSA) chosen by him/her. The amount of the contribution shall be deducted from the salary compensation. The **Director of Food Services** shall have the right to increase or decrease the amount contributed to either an annuity or tax-sheltered plan at any time over the life of this contract, subject to the terms of the annuity or TSA provider.

E. **Absence/Leaves**: The **Director of Food Services** shall be entitled to the following absences/leaves:

a. Vacation – **0** days annually, exclusive of legal holidays. Vacation days may not be carried over between fiscal years or accumulated without the express written authorization of the Superintendent of Schools. The carried over vacation days may not be used for service credit, but for purposes of taking only. The **Director of Food Services** shall not be paid for unused vacation upon termination of employment. Vacation time must be requested in advance and approved by the supervisor.

b. A maximum of three (3) days of paid absence will be allowed for **religious observances** during the fiscal year.

c. The Board agrees to remunerate the difference between the **Director of Food Services** wages, on a per diem basis, and any compensation received for time spent on **Jury Duty.**

d. Two (2) personal **days** may be taken per fiscal year. Personal days may be taken only to take care of personal, business, or legal matters, which could not ordinarily be accomplished during non-working hours, but not before or after holidays or school vacations. Prior approval to take a personal day must be obtained from the Superintendent at least twenty-four (24) hours before the day is actually taken.

Personal leave does not accumulate, and the **Director of Food Services** shall not be paid for unused personal leave upon termination of employment.

e. Five (5) calendar days' leave of absence may be taken at one time in the event of death in the immediate family. Immediate family will be considered to be spouse, sons, daughters, stepchildren, adopted and foster relations, father, and mother. Five (5) calendar days of leave may be taken for the death of brothers, sisters, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandchildren, and grandparents.

f. **15 sick days** per year. Up to **12** days of the **15** day's annual entitlement may be used for the care of a sick immediate family member. An immediate family member shall be defined as a spouse, son, daughter, stepchild, adopted and foster children, father, and mother. In the event that an employee is sick in excess of three (3) consecutive working days, the Superintendent may require a doctor's certificate. The accumulation of unused sick leave days shall not exceed **220** days. In no event shall the Board be obligated to pay for sick time accrued at the time of the termination of The **Director of Food Services**'s employment.

9. **EVALUATION:** The **Director of Food Services** will be subject to a performance evaluation after the first 90 calendar days of employment. The Superintendent of Schools or his/her designee shall evaluate and assess, in writing, the performance of the Employee at least annually during the term of his/her Agreement.

10. **GENERAL PROVISIONS:** 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 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 WHERE OF, the parties have hereunto signed this Agreement and a duplicate.

By: Patricia Sullivan-Knudsen

Superintendent of Schools (For the RSD17 BOE)
Date

Sharon Sletta 6-23-26

The **Director of Food Services** Date