

**WARREN COUNTY SCHOOL DISTRICT
EMPLOYMENT AGREEMENT OF THE
21ST CENTURY PROJECT MANAGER**

This agreement is made and entered into this _____ day of _____, 2012, by and between the Board of School Directors of the Warren County School District (hereinafter "School District" or "District"), with offices located at 589 Hospital Drive, Suite A, in North Warren, Pennsylvania 16365 and Lori L. Trisket (hereinafter "Project Manager").

WHEREAS, the board of School Directors of the Warren County School District at a meeting of said Board duly and properly called on the 12th day of March, 2012, appointed Lori L. Trisket to the position as 21st Century Project Manager; and

WHEREAS, the parties have agreed upon certain terms and conditions of employment and desire to reduce said terms and conditions to writing:

NOW, THEREFORE, the parties, intending to be legally bound and in consideration of mutual covenants herein contained, do hereby agree as follows:

ARTICLE I – DURATION AND ACCEPTANCE OF AGREEMENT

The District hereby employs Lori L. Trisket in the capacity of 21st Century Project Manager commencing on March 26, 2012 and ending September 30, 2014.

The terms of this employment will be based on a 220-day work year within the July 1st through June 30th fiscal year with flexible hours required.

ARTICLE II – DUTIES AND QUALIFICATIONS

During the term of this Agreement, the Project Manager agrees to perform the duties of the position in a competent and professional manner in accordance with the laws of the Commonwealth of Pennsylvania, the policies of the District and the provisions of this agreement. The Project Manager shall be responsible for:

1. Coordination of all activities of the 21st Century Program;
2. Supervision and evaluation of the 21st Century Program staff;
3. Convening and facilitation of monthly team meetings and other required meetings;
4. Overseeing and coordination of data collection, preparation of reports; and communication of information with all relevant constituencies;

5. Establishment and maintenance of regular communication with classroom teachers and building administration to ensure that programming continues to reflect student needs;
6. Working with grant partners to:
 - a. Coordinate all parent activities and programs to encourage parent participation,
 - b. Establish physical activities at each location,
 - c. Organize enrichment activities at each location,
 - d. Establish an effective tutoring/homework help program at each location.
7. Attendance at all mandated professional development related to the 21st Century Program;
8. Working with building and district administrators to coordinate necessary custodial services for the after-school program;
9. Processing purchase orders, paying requests and requisitions;
10. Preparing marketing materials and a monthly calendar of program schedules;
11. Other duties as assigned by the Director of Curriculum, Instruction and Learning.

Qualifications:

1. Bachelor's Degree;
2. Experience in school guidance or social services preferred;
3. Working knowledge of word processing, spreadsheet, database and other computerized office programs;
4. Basic knowledge of publication layout and design preferred;
5. Act 34, Act 151 and FBI clearances free of any arrests or convictions of an offense or offenses enumerated under 24 P.S. §1-111(e) ("Reportable Offense(s)").

ARTICLE III – COMPENSATION AND BENEFITS

A. Compensation

The Project Manager shall be paid an annual salary of \$30,000 prorated based on the days worked each fiscal year of this Agreement.

The established annual salary shall be paid in equal installments, minus the necessary and lawful deductions, in accordance with the District's prevailing payroll practices.

B. Health Insurance

The Board will make available to the Project Manager a Preferred Provider Organization Plan for health insurance equal to that which is provided for in the negotiated agreement between the Warren County School District and the Warren County Education Association.

Whenever changes are made in the medical insurance provided to professional employees, whether in benefits provided or employee contribution required, the same changes will be applicable to the Project Manager.

A summary plan description for health insurance, life, dental, and disability insurance will be provided to the Project Manager upon enrollment.

C. Life Insurance

The District will provide group term life insurance coverage for the Project Manager. The face amount of coverage is \$60,000.00.

D. Dental Insurance

The Board pays the full current cost for individual and dependent dental coverage for the Project Manager under the same basic dental program as is in effect for professional employees of the District. If there is an increase in the cost of the program in excess of 15% in any year, the amount of the increase in excess of 15% shall be shared equally by the District and the Project Manager. The Project Manager contribution toward the cost of coverage shall be handled by payroll deduction.

E. Disability Insurance

The District maintains a disability insurance plan in which employees are eligible to participate at their own expense. Details of the plan and information concerning costs are available through the Business Office.

F. Retirement Participation

The Project Manager will participate in the Pennsylvania State Employees Retirement System.

G. Activity Pass

The Project Manager will be provided a nontransferable pass to all activities within the District where students are participants.

H. Travel Reimbursement

Mileage reimbursement will be paid to the Project Manager when required to use his/her own vehicle in pursuance of assigned job related activities at the current IRS maximum allowable rate, provided the Project Manager has been authorized to use such transportation by his/her Supervisor, Director or the Director of Business Services.

I. Time Off With Pay

1. Sick Leave – The Project Manager shall be granted an annual allowance of ten (10) days of sick leave (one day per month) for use in the event of personal illness or injury which prevents the Project Manager from working. Sick leave may be accumulated indefinitely for the duration of this Agreement. Any unused accumulated sick days will expire with the termination of this Agreement.

The Project Manager may use up to five (5) days of his/her sick leave in any one year to tend to the needs of a sick member of the employee's immediate family. For this purpose, immediate family shall be defined as the Project Manager's children, spouse or parents residing in the same household at the time of illness. The Project Manager may also be eligible for additional benefits for leave to care for a close relative under the District's FMLA policy. The terms of the policy will control entitlements that may be available.

2. Personal Leave – The Project Manager is entitled to two (2) days of personal leave each fiscal year. Personal days should be scheduled by the Project Manager with approval of his/her immediate supervisor. Ordinarily, requests should be made five (5) working days prior to the anticipated commencement of the personal day(s) except where emergency circumstances prevent advance approval.
3. Bereavement Leave – The Project Manager shall be paid for up to five (5) consecutive calendar days at any one time for absence from work because of the death of his/her father, mother, brother, sister, child, spouse, parent-in-law, grandparent, grandchild, step-parent or foster parent with whom the Project Manager has made his/her home. Said five (5) day period shall begin on the date of death of such relative or the date of the funeral. The Project Manager shall also be paid for absence from work on the day of the funeral because of the death of any near relative. A near relative is defined as first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.
4. Jury Duty - Whenever the Project Manager is summoned for jury duty or witness duty, he/she shall be entitled to a leave of absence for time lost and shall be granted any difference between the amount of daily compensation to which he/she is entitled as a juror or witness and the amount of his/her daily compensation as an employee for up to ten (10) days of the leave. The employee must provide

proof of such service and the amount of pay received for such service to be eligible for this payment.

5. Military Reserve – If the Project Manager is a member of a Military Reserve or National Guard unit and is required to participate in annual active duty for training shall be granted a leave of absence for the period of required training and shall be paid the difference between the military pay received and the Project Manager's regular pay for such period up to a maximum of two (2) weeks per year. Proof of military service and of the amount of pay received therefore, must be provided to be eligible for this payment.

J. Evaluation

The Project Manager will be evaluated on an annual basis by his/her immediate supervisor or the Director of Curriculum, Instruction and Learning.

ARTICLE IV – TERMINATION

This Agreement, all obligations under it, and the employment of the Project Manager shall terminate upon the expiration of its term.

The District may terminate this Agreement, all obligations under it, and the employment of the Project Manager at any time with good cause. Funding for this position is contingent on the existence of the 21st Century grant. In the event that this grant is no longer available to the Warren County School District, the position of Project Manager will be eliminated immediately and all obligations under this agreement will cease.

ARTICLE V – COMPLETE AGREEMENT

This Agreement represents the complete agreement of the parties. Modifications must be in writing and signed by the parties to be effective. All prior agreements between the parties, written or oral, are declared void and of no effect. If a specific clause of this Agreement is found to be illegal under federal or state law, the unaffected portion of the Agreement will remain in force.

Executed this _____ day of _____, 2012 by the undersigned, intending to be legally bound thereby.

Attest:

WARREN COUNTY SCHOOL DISTRICT

Secretary, Board of School Directors

President, Board of School Directors

Date: _____

Date: _____

Witness: _____

21st Century Project Manager

Date: _____