

21ST CENTURY PROJECT MANAGER EMPLOYMENT AGREEMENT

BETWEEN

THE WARREN COUNTY SCHOOL DISTRICT AND

CHRISTINE HASLETT

THIS AGREEMENT, is made the 1st day of October, 2019, by and between the Warren County School District (herein "District" or "Board") and Christine Haslett (herein "Employee").

WHEREAS:

A. District has employed Employee as 21st Century Project Manager pursuant to a contract of employment that expired September 30, 2019; and

B. Employee remains interested and available to fill the position, and at the current time the District continues to have at least a temporary need for the position as well as the finances available to keep the position in existence; and

C. The parties believe it is in their mutual interest to extend their contractual relationship; and

D. The parties desire that the terms of this new Agreement be set forth in detail herein.

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

1. EMPLOYMENT.

The District hereby employs Employee, and Employee hereby accepts employment, as 21st Century Project Manager for the District, continuing upon the expiration of her most recent Employment Agreement and continuing for the term hereinafter set forth.

2. TERM.

The term of this Employment Agreement ("Agreement") shall commence on October 1, 2019, and shall expire December 31, 2019. This Agreement replaces the Prior Agreement, which will expire by its own terms or to the extent it does not expire shall be replaced in its entirety with this Agreement.

This Agreement shall expire automatically at the conclusion of the stated term and notwithstanding any other reference to the term of this Agreement may be terminated early at such time as District determines that the 21st Century Grant funding is no longer available to the District or District otherwise determines that Employee's services no longer are necessary or fail to meet the performance standards expected by District. Any such early termination of this Agreement shall be at the sole discretion of the District. Employee also understands that, even notwithstanding the District desire to enter into this successor Agreement, District may choose in its sole discretion to enter or not to enter into any future agreements.

3. RESPONSIBILITIES.

A. General Responsibilities

Employee shall carry out the duties described on Exhibit A, which is attached hereto and made a part hereof. Employee also acknowledges that she possesses the required qualifications identified on Exhibit A.

Employee also will be required to observe all work requirements of the District and will abide by all District policies and applicable laws. Employee will perform all duties in a prompt and efficient manner.

B. Work Schedule

Employee will be required to work 220-day work schedule each year, with the precise schedule to be determined by the Employee's supervisor and as dictated by District needs. Employee understands this schedule will require flexible availability.

4. SALARY.

Employee shall receive an annual salary of \$44,861.64, minus the necessary and lawful deductions, to be paid in accordance with the District's normal payroll practices. The annual salary shall be increased by two percent (2%) each year, so long as Employee's performance is rated satisfactory for the preceding year.

5. BENEFITS.

A. Health Insurance.

Employee will be eligible to participate in the health insurance plan available to teachers who are covered by the collective bargaining agreement between the District and the Warren County Education Association, offered on the same terms and conditions as prevail from time to time. Any change in the teachers' plan will be incorporated into the Employee's medical insurance benefits.

B. Dental Insurance.

Employee will be eligible to participate in the dental insurance plan available to teachers who are covered by the collective bargaining agreement between the District and the Warren County Education Association, offered on the same terms and conditions as prevail from time to time. Any change in the teachers' plan will be incorporated into the Employee's dental insurance benefits.

C. Life Insurance.

The District will provide at no cost to Employee, a term insurance policy of \$60,000 for the duration of this Agreement. Coverage and benefits of the District plan are more fully explained in the Employee Group Benefits booklet.

D. Disability Insurance.

Employee may at her own expense participate in the disability insurance program maintained for Employees. Details of the plan and information concerning costs are available through the Business Office.

E. Retirement Participation.

Employee will participate in the Pennsylvania State Employees Retirement System.

F. Expenses.

Employee shall be reimbursed for District-related travel incurred in the performance of her duties in accordance with the prevailing IRS reimbursement rate and District procedures.

G. Judicial Leave.

If Employee is required to serve on a jury or is subpoenaed as a witness, she shall receive time off with no loss of pay. This benefit shall not be available in any action initiated by Employee or in which she has an interest in the outcome.

H. Personal Days.

Employee is entitled to two (2) paid personal days, to be scheduled with approval of the immediate supervisor. Ordinarily, approval should be sought five (5) working days prior to the anticipated commencement of the personal day(s) except where emergency circumstances prevent advanced approval.

I. Sick Leave.

Employee is entitled to ten (10) paid sick days per year. Any unused accumulated sick days will expire on the termination of this Agreement. Employee may use up to five days of her sick leave in any one year in order 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 Employee's children, spouse, or parents residing in the same household at the time of illness.

J. Funeral Leave.

Employee 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.

6. TERMINATION.

All of the other provisions hereof notwithstanding, the parties agree that Employee's employment and this Agreement may be terminated by:

- a. Mutual agreement of the parties;
- b. Death of Employee;
- c. Physical or mental impairment of Employee that extends beyond any available sick leave, which makes Employee unable to perform any essential function of

the position despite any reasonable accommodation of the condition; and

- d. Discharge for cause.
- e. Termination by District for convenience.
- f. Unavailability or other non-receipt by District of 21st Century Grant funding. Specifically, and without limiting the prior general statement, both parties acknowledge that funding for this position is contingent on the existence of the 21st Century grant and that 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.

7. SEVERABILITY.

In the event that any provision of this Agreement is found to be unlawful, such provision shall be null and void. If appropriate, the parties shall attempt to reach agreement on a substitute provision. The remainder of the Agreement shall not be affected by such determination and shall remain in full force and effect.

8. ENTIRE AND FINAL AGREEMENT.

This Agreement sets forth the entire understanding of the parties on all matters related to the employment of Employee. The District shall not be bound by claims, representations or agreements not set forth herein.

No amendments to this Agreement shall be effective unless reduced to writing and signed by the parties.

Executed by the parties at Warren, Pennsylvania, this 21st day of October, 2019, intending to be legally bound hereby.

WITNESS

EMPLOYEE

WITNESS

DISTRICT

EXHIBIT A DUTIES

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.

Additionally, Project Manager hereby represents that she possesses the following required qualifications:

1. Bachelor's Degree;
2. Experience in school guidance or social services;

3. Working knowledge of computerized office programs;
4. Basic knowledge of publication layout and design;
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)”).