

BUSINESS MANAGER'S CONTRACT OF EMPLOYMENT

Board of Education East Haddam Public Schools

PREAMBLE

It is hereby agreed by and between the Board of Education of East Haddam Public Schools (the "Board") and Cynthia Hughson ("Business Manager" or "Ms. Hughson") that the Board does hereby employ Ms. Hughson and Ms. Hughson does hereby accept employment as Business Manager of East Haddam Public Schools upon the terms and conditions hereinafter set forth.

1. DUTIES. The Business Manager shall oversee, supervise and, subject to direction by the Superintendent of Schools and the Board, generally be responsible for and control the business operations that are under the jurisdiction of the Board. The Business Manager shall perform all the duties in accordance with the job description of Business Manager as promulgated by the Board, and as it may be amended from time to time in its sole discretion. The Business Manager shall abide by all policies, rules and regulations of the Board and shall attend all regular and special meetings of the Board for which her attendance is required. She shall report to, take day-to-day directions from, and be accountable and directly responsible to, the Superintendent of Schools.

The duties of the position of Business Manager in the East Haddam Public Schools are outlined in the job description for that position and includes such duties as may be established by the Board and/or assigned by the Superintendent of Schools. Duties include, but are not limited to, formulation and management of the budget and supplemental appropriation requests, supervising/revising accounting and financial functions and reporting, coordinating the transportation program, maintaining inventory of the school property, preparing financial reports and grant applications for state and federal agencies, coordinating the administration of personnel functions, supervising assigned central office staff, assisting the Superintendent of Schools in the upkeep and maintenance of the school fiscal plan, and all other duties as assigned by the Superintendent of Schools germane to general business functions.

2. TERM. This Agreement shall become effective December 1, 2022 and shall remain in effect through and including June 30, 2025. Prior to April 1, 2025 the Board shall vote upon whether to offer the Business Manager an extension of this contract of employment so as, if approved, to create a renewed term commencing on July 1, 2025. In the event the Board shall fail to vote to renew this contract, it shall expire at the end of the then current term and the Business Manager's employment shall terminate. In the event of any such contract extension, all of the terms of this Contract of Employment shall continue in full force and effect, except as modified in writing. Anything in this paragraph to the contrary notwithstanding, the provisions of the paragraph entitled "Termination" shall take precedence and the Business Manager's employment may be terminated under those conditions.

3. COMPENSATION: The Business Manager shall be paid an annual salary, in accordance with the Board's normal payroll practices, as follows:

a. From December 1, 2022 to June 30, 2023, an annual salary of \$115,000, prorated from commencement of employment on December 1, 2022.

b. The Superintendent of Schools shall evaluate the Business Manager's performance each year by June 1. The Superintendent will seek input from the Board prior to the evaluation and will subsequently share the evaluation with the Board. Assuming satisfactory performance, on July 1, 2023 the Business Manager's annual salary shall increase to \$118,163. Assuming satisfactory performance, on July 1, 2024, the Business Manager's annual shall increase to \$121,412.

c. The Business Manager may arrange, pursuant to a legally binding salary reduction agreement, to have an elective deferral deducted from her salary into the Board's 457 Plan, subject to IRS limits.

d. The Business Manager may join the Board's Defined Contribution 401a Plan with a matching contribution by the Board of up to 5% of pay, said plan being subject to IRS limits.

4. FRINGE BENEFITS: The Business Manager and her qualifying dependents shall be eligible to participate in the following benefits:

a. Health and Dental Insurance. The same health and/or dental plans provided for, and from time to time changed or eliminated, in the then-current East Haddam Administrator's Association collective bargaining agreement. The Business Manager shall contribute, by way of payroll withholding, the same percent of the premium/allocation rate for the health and/or dental plans she selects, if any, based on the annual rates for her selected coverage level (individual, dependent or family), as insurance coverage at the contribution levels provided for in the then current East Haddam Administrator's Association collective bargaining agreement and as changed from time to time. The Board shall make contributions to the Health Savings Account at the contribution levels provided for in the then current East Haddam Administrator's Association collective bargaining agreement and as changed from time to time.

b. Life and Disability Insurance. The same life insurance and disability insurance benefits as those described in the then-current East Haddam Administrator's Association collective bargaining agreement.

c. Life Insurance at Retirement. At retirement, the Business Manager may purchase not more than \$50,000 in life insurance, at the group rate, to the extent permitted by the carrier at the time of retirement.

d. Vacation. The Business Manager shall be entitled to twenty-five (25) days of paid vacation per fiscal year. In the event all vacation time is not used in any fiscal year, up to ten (10) days may be carried over for use during the following fiscal year subject to the approval of the Superintendent of Schools. At no time can there be more than thirty-five (35) days of vacation time accrued. Up to five (5) vacation days may be financially reimbursed based upon the per diem rate. There shall be no compensation for unused vacation days.

e. Sick Leave. The Business Manager shall be entitled to twelve (12) days of paid sick leave annually. Unused sick days are carried over to an accumulated amount up to a maximum of

260 days for so long as the Business Manager remains continuously employed with the Board. There shall be no compensation provided for unused sick days.

f. Personal Leave. The Business Manager shall be entitled to a maximum of six (6) paid personal leave days annually, with advance approval from the Superintendent of Schools, to attend to business or personal matters that cannot otherwise be scheduled during non-working hours. Personal leave is not cumulative and there shall be no compensation for unused personal leave days. With at least 7 days' notice, two (2) personal days may be approved without reason.

g. Holidays. The Business Manager shall be entitled to the following paid holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving and Christmas Day. If school is in session on Veteran's Day, the Business Manager shall be provided with a floating holiday.

h. Professional Memberships. The Board encourages the continued professional growth of the Business Manager through participation in professional associations and other programs. To that end and to the extent the operating budget permits, the Board shall pay the expenses for the Business Manager to maintain membership in appropriate organizations and to attend professional meetings and conferences related to the functions of her role as Business Manager, which have been approved in advance by the Superintendent of Schools. She shall also be entitled to reimbursement for course work associated with the attainment of credits toward advancing her professional growth, provided advance written notification of such reimbursement request is made and approved by the Superintendent of Schools.

5. CERTIFICATION. The position requires the Business Manager to hold a valid 085 certificate issued by the Connecticut State Board of Education. The Business Manager agrees that as a condition of this employment, she will promptly place on file with the Board a copy of the most recent such certificate. The Business Manager's maintenance and providing up-to-date copies to the Superintendent of Schools of such certification is a condition for continued employment. Failure to maintain or loss of such certification will constitute grounds for termination of Ms. Hughson's employment.

6. TERMINATION. The parties may, by mutual consent, terminate the contract at any time. The Business Manager may terminate the contract upon written notice of sixty (60) calendar days, after which the contract shall be null and void. Any portion of the sixty (60) days may be waived at the discretion of the Superintendent of Schools, with Board approval.

The Board may terminate this contract during its term for one or more of the following reasons:

- a. Inefficiency or incompetence;
- b. Insubordination against reasonable rules of the Board of Education or directives of the Superintendent of Schools;
- c. Moral misconduct;
- d. Disability as shown by competent medical evidence;
- e. Other due and sufficient cause.

In the event the Board seeks to terminate this contract for one of the above reasons, it shall serve on the Business Manager written notice that termination is under consideration together with a statement in writing of the reasons therefore.

Within fifteen (15) calendar days after receipt from the Board of written notice that contract termination is under consideration, the Business Manager may file with the Board a written request for a hearing before the Board which hearing shall be held within twenty (20) calendar days after receipt of such request. The Board shall render its decision with twenty (20) days of such hearing and shall send a copy of its decision in writing setting forth the reasons and evidence upon which the decision is based to the Business Manager. Any time limits established herein may be waived by mutual agreement of the parties.

7. **GENERAL PROVISIONS.** If any part of this contract is invalid, the remainder of this contract shall nevertheless be binding and effective against the 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. Upon execution, this contract supersedes all prior agreements between the parties. Notices to the Board, as required herein, shall be sent to the Secretary of the Board and notices to the Business Manager shall be sent to her at her home address.

IN WITNESS WHEREOF, the undersigned have executed this contract the day and year aforesaid.



Cynthia Hughson



Marc Pisciotto, Chairman
Board of Education
East Haddam Public Schools

12/13/2022

Date

12/13/22

Date