

**BUSINESS MANAGER
AGREEMENT
HEBRON BOARD OF EDUCATION**

It is hereby agreed by and between the Hebron Board of Education in Hebron, Connecticut (hereinafter referred to as the "Board") and Kaitlyn D. Shelar, (hereinafter referred to as the "Business Manager"), that the Board does hereby employ Kaitlyn D. Shelar as Business Manager, and that Kaitlyn D. Shelar hereby accepts such employment, upon the terms and conditions hereinafter set forth.

1. DUTIES

Under the direction and supervision of the Superintendent of Schools, the Business Manager shall be responsible for all aspects of the business operations in the district. In carrying out such responsibilities, the Business Manager shall perform the duties set forth in the job description for the position of Business Manager and shall perform related duties as determined by the Superintendent of Schools.

2. TERM

Subject to the provisions of Section 7 of this Agreement, the term of employment covered by this Agreement shall be from July 1, 2023 to June 30, 2026.

3. WORK YEAR/WORK DAY

The work year for the Business Manager shall be Two Hundred Sixty-One (261) work days, inclusive of holidays set forth in Section 5D. As used in this Agreement, the terms "year" and "contract year" shall be defined as the fiscal year, which begins on July 1 and ends on June 30.

In recognition of the early morning and early evening transportation responsibilities, the Business Manager will be granted thirty-six (36) hours/six (6) days of compensatory time per year to be used at her discretion. These days will be earned at a rate of a half (½) day per calendar month and used within a two (2) month time frame, with no more than one (1) day accumulated at a time.

4. SALARY

The annualized base salary amount set forth in this Agreement shall be pro-rated for any partial year of service as Business Manager.

The Business Manager's base annual salary rate for the 2023-2024 contract year shall be One Hundred Thirty-Nine Thousand, Fifty Dollars (\$139,050) to be paid in installments in accordance with the Board's established payroll procedures. Prior to July 1 of the

2024-2025 contract year, the Board and the Business Manager shall determine the base salary for the 2024-2025 contract year. In the event that the Board and the Business Manager are unable to reach agreement on such terms, the base salary in effect for the preceding year shall remain in effect.

5. **BENEFITS**

A. **Pro-ration of Benefits:** The number of sick days, personal leave days and vacation days shall be pro-rated for any partial years of service as Business Manager.

B. **Sick Leave.** The Board shall provide the Business Manager with 15 sick days annually to be used for personal illness of the Business Manager. Sick days may accumulate up to a maximum of one hundred and eighty-five (185) days. Unused sick days shall not be compensated when employment terminates.

C. **Personal Leave.** The Board shall provide the Business Manager annually with five (5) personal absence days to be used at her discretion for pressing personal business that cannot be conducted outside of school hours. The Business Manager will not be paid for any unused personal days either during the course of employment or upon separation from employment.

D. **Holidays.** The Business Manager shall be entitled to fourteen (14) paid holidays on the days designated as holidays by the Board of Education. Provided that school is not in session on any of the days set forth below, paid holidays are as follows:

Fourth of July	New Year's Day
Labor Day	Martin Luther King Day
Columbus Day	Presidents Day + 1 day to be designated
Veterans' Day	Good Friday
Thanksgiving Day	Memorial Day
The Day after Thanksgiving	
Christmas (2 days)	

E. **Professional Development.** The Board shall provide the Business Manager reimbursement of up to Two Thousand Dollars (\$2,000.00) per fiscal year for actual expenses incurred by the Business Manager for approved professional development activities and/or relevant learning experiences, as approved in writing in advance by the Superintendent of Schools.

F. **Vacation.** The Board of Education shall provide the Business Manager with twenty-five (25) days of vacation per contract year, exclusive of legal holidays on which the District's Central Office is closed. Such vacation days shall be credited to the Business Manager at the beginning of the contract year, provided that the number of vacation days shall be pro-rated for any partial year of service as Business Manager.

Requests by the Business Manager to take vacation time must be submitted to the Superintendent. Vacation days shall be taken during the contract year that they are earned, except that, upon the approval of the Superintendent, the Business Manager may be permitted to carry over up to 5 days of vacation into the next contract year, in the event that this Agreement is extended beyond its term. Any such days carried over into the next contract year shall be used within the next contract year, or such days shall be forfeited. In the event of the death of the Business Manager, any earned but unused vacation will be paid to the Business Manager's estate. In the event that the Business Manager resigns or retires from employment with the Board during or at the end of the term of this Agreement, she shall be entitled to be paid for unused vacation credited during the fiscal year in which she retires or resigns on a pro-rated basis, based on the number of months remaining in the contract year as of the effective date of the Business Manager's resignation or retirement. In order to be eligible for any such payment for unused vacation days upon resignation or retirement, the Business Manager must provide the Superintendent with written notice of such resignation or retirement at least ninety (90) calendar days prior to the effective date of such resignation or retirement. Any vacation days to be paid to the Business Manager in accordance with this section shall be paid at the Business Manager's per diem rate, which shall be calculated at 1/225 of the Business Manager's base annual salary.

G. **Health/Long-Term Disability Insurance.** On behalf of herself and any eligible dependents, the Business Manager may elect to participate in the same health and dental insurance coverage as is provided to the school district administrators at the time this contract is signed. The Business Manager shall pay the same premium cost share as such other administrators. Should said insurance coverage for such other administrators change, the Board and the Business Manager shall negotiate over changes to this provision. Any portion of premiums for such insurance for which the Business Manager is responsible shall be paid by the Business Manager through payroll deduction. To be eligible to receive these benefits, the Business Manager must submit a written wage deduction authorization permitting the Board to deduct from her salary the appropriate share of the cost of benefits set forth above. The Board shall provide the Business Manager with the long-term disability plan provided to certified administrators employed by the Board, as such plans may be amended from time to time.

H. **Life Insurance.** The Business Manager shall receive a life insurance policy equal to two times her annual base salary set forth in Section 4 above.

I. **Insurance Benefits (General Provisions).** Participation in any of the insurance plans described in Sections G and H above shall be subject to the eligibility requirements of the carrier(s). The specific elements of coverage under any such plan shall be governed by the plan documents issued by the insurance carrier/administrator. The Board reserves the right to change the specific insurance plan(s) or carrier(s) for health insurance coverage at any time during the term of this Agreement.

J. **Reimbursement of Expenses.** The Board shall reimburse the Business Manager for all expenses reasonably incurred in the performance of her duties under this Agreement in accordance with the Board's established procedures regarding such reimbursement, provided that such expenses have the prior written approval of the Superintendent of Schools. The Board shall reimburse the Business Manager at the IRS mileage rate for use of her automobile on school district business in accordance with the Board's established procedures regarding such reimbursement.

K. **Membership in Professional Organizations:** Subject to budgeted appropriations and prior approval of the Superintendent of Schools, the Business Manager may maintain membership in professional organizations at Board expense, including participation in CASBO and attendance at the annual CASBO conference, provided that such membership is relevant to the performance of the Business Manager's job duties.

L. **Pension.** The Business Manager shall have the option to participate in the Town's Pension Plan and shall adhere to all the terms and conditions contained within that plan, as may be amended from time to time.

6. **EVALUATION**

The Superintendent of Schools shall evaluate the performance of the Business Manager at least annually.

7. **TERMINATION OF EMPLOYMENT**

A. The parties may, by mutual consent, terminate this Agreement at any time.

B. The Business Manager shall be entitled to terminate this Agreement upon written notice of ninety (90) days.

C. The Board and/or the Superintendent may terminate this Agreement during its term for good cause.

8. **GENERAL PROVISIONS**

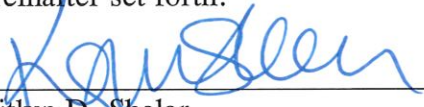
A. At all times during the term of this Agreement, the Business Manager shall possess and maintain Connecticut State Department of Education certification as a School Business Official (085 certification).

B. If any of the provisions, terms or clauses of this Agreement are determined to be illegal, unenforceable or ineffective in a legal forum or by operation of law, those provisions, terms and clauses shall be deemed severable, such that all other provisions, terms and clauses of this Agreement shall remain valid and binding upon both parties.

C. 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. Commencing upon the effective date, it supersedes any and all prior agreements between the parties.

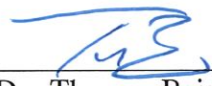
D. This Agreement shall be construed under the laws of the State of Connecticut.

IN WITNESS WHEREOF, the undersigned have executed this Agreement on the dates hereinafter set forth.



Kaitlyn D. Shelar
Business Manager

Date: 7/14/23



Dr. Thomas Baird
Superintendent of Schools

Date: 7/13/23