

**MONTVILLE BOARD OF EDUCATION
Business Manager
Contract**

The Montville Board of Education ("Board") hereby agrees to employ Kathy Lamoureux ("Employee") and Employee hereby agrees to serve as Business Manager for the public schools of said town for the 2017-2020 school years, subject to the conditions stated below.

Section I: Continuation of Contract and Salary Agreement

This contract begins July 1, 2017, and ends June 30, 2020, subject to Section II below, Termination.

Section II: Termination

This contract may be terminated at any time by mutual consent of the parties. It may also be terminated by the Board for cause. The Employee may resign or retire by submitting at least sixty (60) days written notice to the Board.

Section III: Duties and Responsibilities

The duties and responsibilities of the Employee shall be in accordance with Board of Education policy.

Section IV: Work Year

The Employee shall be employed under a twelve (12) month contract with time off as follows:

A. Vacation

The Employee shall be entitled to twenty-seven (27) vacation days annually, to be scheduled by mutual agreement with the Superintendent.

B. Legal Holidays

All legal holidays, including July 4th and Labor Day, for which the schools are closed, and the Friday after Thanksgiving, shall be considered non-work days for the Employee.

Section V: Sick Leave

- A. The Employee shall be entitled to twenty (20) days sick leave with full pay annually. Such leave, if unused, shall accumulate for leave purposes only to a maximum of two hundred (200) days.

Section VI: Personal Days

- A. The Employee shall be allowed eight (8) days leave, non-cumulative, with no pay deduction for any one of the following reasons:
1. Death or illness in the immediate family.
 2. Religious requirements.
 3. Legal requirements, including one day for marriage of self.
 4. Birth of a child.
 5. College graduation of self, or the spouse, or children of self.

- B. Immediate family consists of wife, husband, father, mother, grandparents, grandchildren, brother, sister, father-in-law, mother-in-law, son, daughter, spouse's son and daughter, son-in-law, and daughter-in-law.
- C. Upon request, the superintendent is authorized to grant additional days leave for any reason he believes meritorious.

Section VII: Professional Leave

The Employee shall be allowed to attend local, state and national meetings, workshops, and conferences that are designed for professional purposes, subject to approval of the Superintendent of Schools.

Section VIII: Salary

July 1, 2017 – June 30, 2018	\$123,756
	Reopen for salary for the remaining two years of the contract.

For Business Manager’s salary, see also, Article X.

Section IX: Pay Dates

The Employee will be paid on the dates specified for other Montville employees.

Section X: Tax Shelter Annuity Plan

- A. The Business Manager shall be eligible to participate in a "tax sheltered" Annuity Plan established pursuant to the United States Public Law No. 87-370.
- B. The Business Manager, using an authorized Tax Shelter Annuity Agent, shall have the Board of Education annually pay 3.75% or \$4,641 of Business Manager’s salary to said plan.

Section XI: Insurance Benefits

The Board shall provide the following insurance benefits or their equivalent:

- A. Insurance Waiver
 - 1) Notwithstanding the above, effective with the execution of this agreement, the Employee may voluntarily elect to waive in writing all health insurance coverages outlined below and, in lieu thereof, shall receive an annual payment of three thousand dollars (\$3,000) for family or member plus one election or eighteen hundred (\$1,800) for individual coverage. Payment to the Employee waiving such coverage shall be made at the conclusion of the fiscal year during which insurance was waived.
 - 2) Where a change in the Employee's status prompts the Employee to resume Board-provided insurance coverage, the waiver may, on written notice to the Board, be revoked. Upon receipt of revocation of the waiver, insurance coverage shall be reinstated as soon as possible; subject, however, to any regulations or restrictions, including waiting periods, which may then be prescribed by the appropriate insurance carriers. Depending upon the effective date of such reinstated coverage appropriate financial adjustments shall be made between the Employee and the Board to ensure that the Employee has been compensated, but not overcompensated, for any waiver elected in this section.
 - 3) Notice of intention to waive insurance coverage must be sent to the Superintendent no later than April1, to be effective in the following contract year.
 - 4) Waiver of premium procedures must be acceptable to the applicable insurance carrier.

B. Benefit Coverage

- 1) The Employee will be provided individual, individual plus one, or family health insurance coverage under a PPO Option Plan offered by Anthem BC/BS.
- 2) Blue Cross Full Service Dental Plan for the individual and family with the additional Basic Benefits Rider C periodontics and the additional Basic Benefits Rider A.
- 3) Through a payroll deduction, the Employee will copay for the above insurance as follows:

July 1, 2017 through June 30, 2018 – 19%
- 4) Group Life Insurance of two hundred thousand dollars (\$200,000).
- 5) If the Business Manager retires under the provisions of the Connecticut Municipal Employees' Retirement Fund, she shall be entitled to participate in full medical insurance benefits provided by the Board of Education that covers the regular administrative staff, provided it does not conflict with insurance carrier or state statutes. The Business Manager shall share a fifty percent (50%) cost with the Board of Education, with the Board of Education paying fifty percent (50%) of the cost. Employee when eligible for Medicare coverage shall transfer to Medicare supplemental coverage at age 65.
- 6) Group Personal Disability Insurance, with 180-day elimination period, not to exceed two thousand and two hundred dollars (\$2,200) in total premium. Premiums in excess of two thousand and two hundred dollars (\$2,200) can be borne by Business Manager who elects coverage under the disability plan.

Section XII: Professional Dues

The Board will pay the annual membership fees for the Employee's participation in the following professional organizations: CASBO (Connecticut Association of School Employees), ASBO (Association of Employees - National), and the Connecticut Society of Certified Public Accountants. The Board will also pay for renewal of your Certified Public Accountant license.

Section XIII: Course Reimbursement

Reimbursement for course credits, up to a maximum of eight (8) yearly, will be paid at the rate of one hundred percent (100%) of the cost per credit hour, not to exceed the cost per credit hour at the University of Connecticut.

Section XIV: Retirement

The Employee is eligible for participation in the Town Retirement Plan, subject to the provisions of that plan.

Section XV: Travel Allowance

The Board agrees to reimburse the Employee for all her travel expenses incurred in the performance of her duties under this contract, and agrees that for the use of her own automobile, within Connecticut, she shall receive as such reimbursement of three thousand five hundred dollars (\$3,500). For use of her own automobile outside of Connecticut on school business, she shall be reimbursed at the Internal Revenue service rate on voucher to be submitted by her.

Section XVI: Duration

This agreement shall become effective July 1, 2017, and shall remain in full force and effect until June 30, 2020.

SIGNED:

Superintendent
Montville Public Schools

Employee

Date

Date