

Bainbridge-Guilford Central School

Agreement between the Superintendent and the School Business Manager

July 1, 2024 - June 30, 2028

The following terms and conditions will apply to the administrative position of School Business Manager:

HOURS

As required to get the job done. Attendance is required at all Board of Education meetings and applicable committee meetings unless excused by the Superintendent or the President of the Board of Education.

SICK LEAVE:

Fifteen (15) days per year will be credited annually with unlimited accumulation. The administrator may use sick leave for family illness for either personal or family members (spouse, children, father, mother, grandparents, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, or other person residing in administrator's household).

If this position is eliminated, accumulated sick leave will be paid at a rate of \$50 per day, but shall not exceed 100 days.

PERSONAL LEAVE:

Four (4) personal business days will be credited annually. Unused personal days shall be added to accumulated sick leave at the end of each year.

If the administrator has personal business which cannot be transacted other than on a school day, it may be requested through the Superintendent. The administrator will not be required to give a reason to anyone concerning why a personal business day is being requested.

BEREAVEMENT LEAVE

Administrator will be allowed up to five bereavement days each year. If additional days are needed, the Superintendent may approve the time.

JURY DUTY

Time off for jury duty will be granted at the current rate of pay.

HOLIDAYS

Regardless of the day of the week on which they fall, the administrator shall be privileged to observe the following holidays with pay:

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|---------------------|----------------------------|
| 1. Independence Day | 9. New Year's Day |
| 2. Labor Day | 10. Martin Luther King Day |

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|------------------------|---|
| 3. Columbus Day | 11. President's Day |
| 4. Veterans Day | 12. Good Friday |
| 5. Thanksgiving | 13. Memorial Day |
| 6. Thanksgiving Friday | 14. Juneteenth (if observed in school calendar) |
| 7. Christmas Day | 15. Lunar New Year (if observed in school calendar) |
| 8. Day After Christmas | |

If a holiday falls on a weekend, alternate days for the observance will be designated by the Superintendent.

In addition to the specific holidays listed above, the administrator is eligible for one additional floating holiday. The date for use of this day can be chosen at the administrator's discretion provided the superintendent is given advance notice.

VACATION TIME

Vacation time will be granted on July 1 of each school year. The following schedule will be used with credit given for time employed in the district to-date:

- Beginning of 18th year – 29 days (2015-16 school year)
- Beginning of 20th year – 30 days (2017-18 school year)

Administrator will have the option to carryover a maximum of nine (9) vacation days and/or sell back up to nine (9) vacation days at the then daily rate of the Administrator for days not used on or before August 31st of the following school year. Payment will be made during the month of September.

Upon retirement, administrator will be paid in full for unused vacation after one full year of service. When an administrator separates from the district during a school year, vacation days will be prorated on a monthly basis.

EMERGENCY CLOSING LEAVE

Administrator is not required to work or use leave time for days when school is either closed for inclement weather situations (full day closing, hour delays, early dismissals, etc.) or closed in lieu of the use of a snow day.

OTHER FRINGE BENEFITS

Health Insurance

Administrator will receive the choice of District health plans as follows:

- Excellus BCBS \$15 Copay \$250 ER Copay; or
- HDHP Plan funded to maximum out-of-pocket costs with a choice of:
 - HSA/HRA stack. HSA funded annually at the IRS minimum deductible amount for either Single, Family, Emp/Spouse or Emp/Child(ren) plans; or
 - HRA Only
- Or a comparable plan beginning July 1, 2021

The District will contribute the following:

- 95% towards the cost of a Single plan
- 90% towards the cost of either an Employee/Spouse or Employee/Child(ren) plan
- 85% towards the cost of a Family plan

Retiree Health Insurance

District agrees to make available to the retired administrator the identical Health Plan they would enjoy if employed. The retired administrator will remit to the Business Office the amount payable on a monthly, quarterly, semi-annually, or annual basis as the retiree desires, based on the rates as outlined below:

The District will pay seventy percent (70%) of the premium of the single rate only for the retired administrator who meets the following conditions:

- a. The administrator must have served for ten (10) continuous years in the Bainbridge-Guilford Central School District.
- b. The administrator must retire under the New York State Employees' Retirement System.

The District will pay its share of the premium until the retired administrator reaches age sixty-five (65). The administrator may cover eligible dependents by paying the full premium. To continue coverage beyond age 65, the retired administrator will remit to the Business Office the full amount payable on a monthly, quarterly, semi-annually, or annual basis as the retiree desires based on the rates as charged the Board by the carrier.

Dental Insurance

Dental Insurance – Administrators will receive the District's dental plan with the District contributing the same percent toward an individual or family policy as is contributed for the professional staff.

Retiree Dental Insurance

District agrees to make available to the retired administrator the identical Dental Plan they would enjoy if employed. The retired administrator will remit to the Business Office the full amount payable on a monthly, quarterly, semi-annually, or annual basis as the retiree desires based on the rates as charged the Board by the carrier.

Flexible Spending Account Plan (IRS Cafeteria 125 Plan)

Administrator will be allowed to participate in the District's Flexible Spending Account Plan with the District paying the monthly administrative fee provided the Internal Revenue Service allows its continuation.

Life Insurance

Administrator is eligible to participate in the school district group life/accidental death and dismemberment insurance program. The Board of Education will pay 95% of the premium for a Single policy and 85% of the premium for a Family policy.

New York State Retirement Plan

Administrator will participate in the appropriate New York State Retirement System.

Mileage

When on approved school business, the administrator may take a school vehicle or if using own vehicle, administrator will be reimbursed for mileage at the rate established by the Board of Education.

RETIREMENT BONUS

Administrator must retire from the New York State Employees' Retirement System.

1. Payment shall be based on eighty percent (80%) of the total sick leave accumulation at the administrator's current daily salary rate (1/260th) and shall be paid into the administrator's non-elective 403(b) plan. This payment shall be made within one month of retirement. To the extent the amount exceeds the annual limit to the 403(b) account as defined by law in any year, any excess shall be carried over by the District without interest and the remainder would be paid into the account the following calendar year (January following the actual retirement) and will continue each subsequent January until all of the benefit has been paid. In order to preserve the status of the benefit as an employer non-elective contribution, failure to establish a qualified 403(b) plan prior to retirement from the District shall result in the forfeiture of any claim to the benefit.
2. The employee must notify the district in writing six months prior to the effective date of retirement to qualify for the retirement benefit. Notification must be in the form of a letter of resignation.

PROFESSIONAL DEVELOPMENT

The Bainbridge-Guilford Central School District recognizes the need and encourages the participation of the administrator in professional development activities with prior approval of the Superintendent. The activities listed below are examples of possible choices that the administrator may select, but the list is not intended to restrict professional development to the activities listed.

- Professional organizational dues except for those in which an organization/association is acting, or could be acting in the future, as the bargaining agent for the administrator. Such costs for dues should be reflected in the administrator's budget.
- The cost of attendance at professional development opportunities that benefit organizational goals. Whenever possible, these costs should be reflected in the administrator's budget.
- Subscriptions to education or administrative periodicals. Such costs for subscriptions should be reflected in the administrator's budget.

The administrator will be required to complete a final report of professional development activities by August 31st of each year.

JUST CAUSE

Administrator covered under this agreement shall not be dismissed, disciplined or reduced in rank without just cause in addition to Civil Service Section 75 rights.

SALARY

2024-25	Base salary of \$96,361 plus 6% increase
2025-26	4.5% increase
2026-27	4.0% increase
2027-28	4.0% increase

STIPENDS

2024-25	5.0% increase
2025-26	5.0% increase
2026-27	4.5% increase
2027-28	4.5% increase

Janice Rideout
Administrator

8/21/2024
Date

Erin L. P.
Superintendent

8-20-24
Date