

**TERMS AND CONDITIONS OF EMPLOYMENT
FOR
BUSINESS ADMINISTRATOR, DENISE WIST
FOR THE 2023-24, 2024-25, 2025-26 SCHOOL YEARS**

This is a confirmation of the terms and conditions of employment of Denise Wist in regard to her employment with the Cherry Valley-Springfield Central School District for the 2023-24, 2024-25, 2025-26 school years. Provided she remains in the employ of the District, and unless otherwise amended, these terms and conditions shall apply to future school years also.

At the meeting of the Board of Education of the Cherry Valley-Springfield Central School District held on August 25, 2014, Denise Wist was appointed to the position of School Business Administrator, on a part-time basis, effective August 25, 2014.

CERTIFICATION. At all times, the School Business Administrator shall be required to maintain the appropriate certification to act as School District Business Leader in the State of New York.

The term of appointment and employment of the School Business Administrator is controlled by and subject to the New York State Education Law and the Rules and Regulations of the Commissioner of Education, and is not established by this Agreement or the District's resolution. No rights as to term of employment or the continuation of compensation and benefits are conferred by this Agreement except those conferred by statute. During the term of her employment, the School Business Administrator is subject to termination in accordance to the Education Law and the Rules and Regulations of the Commissioner of Education. In the event of termination, this agreement shall be null and void.

COMPENSATION. The School Business Administrator's salary for the 2023-24 school year is Sixty-Six Thousand Seven Hundred Forty Four (\$66,744) Dollars and XX//100. For the 2024-25 school year Sixty-eight Thousand Seven Hundred Forty Six (\$68,746) Dollars and XX//100. For the 2025-26 school year Seventy Thousand Eight Hundred Eight (\$70,808) Dollars and XX//100.

Ms. Wist's salary, less deductions required by Law or authorized by said Business Administrator shall be paid in twenty-six (26) equal installments each year. The District agrees to negotiate with the Business Administrator any future increases in salary, but that her salary will not be decreased without her written consent.

INSURANCE. The School Business Administrator shall be entitled to participate in a District sponsored health insurance plan. The District shall pay 80% of the cost of the premium and the School Business Administrator shall pay the remaining 20% of the cost. Should the School Business Administrator decline coverage under the District plan for a full year, she will be paid One Thousand Two Hundred Dollars (\$1,200). The School Business Administrator shall make such an election in writing to the District by July 1st if choosing to opt out of health

insurance. Payment in lieu of health insurance will be made in two lump sum payments, half in January and half in June, following the election to decline health coverage. The School Business Administrator shall also be eligible to participate in District sponsored dental and vision plans, with the District paying 80% of the premiums and the School Business Administrator paying 20% of the premiums associated with such plans.

INSURANCE IN RETIREMENT. Upon her retirement from the District, under the rules of the New York State Teachers Retirement System, after fifteen (15) years of employment with the District, the Board will provide health and dental insurance coverage for the Business Administrator, her spouse and eligible dependent children, for the remainder of her life. The Business Administrator will pay the same percentage of the premium cost that she was paying at the time of retirement for an individual, two person or family insurance plan. Upon reaching the age of eligibility for Medicare, the District shall only provide the Business Administrator and her spouse with a supplemental plan, such as a Medicare Advantage Plan. The Business Administrator's spouse shall only be eligible for such coverage so long as they remain married. Only the Business Administrator's spouse at the time of retirement shall be eligible for such coverage; no subsequent spouse shall be eligible for coverage under the District plan. Should the Business Administrator spouse and/or eligible dependents survive her, they may remain on the District's insurance plans and continue to pay at the same rate. This benefit shall survive the term and be enforceable after the termination of this agreement, but shall only be available for so long as the Business Administrator remains retired.

WORK YEAR/WEEK. The School Business Administrator's work year shall be twelve (12) months and the School Business Administrator shall only be required to work three (3) days per week; with one day (1) has the option of working remotely. She is expected to work a minimum eight (8) hour day. In the event the School Business Administrator is scheduled to work on a day that is otherwise a federal or state holiday, the School Business Administrator shall not be required to work.

PAID LEAVE.

The School Business Manager is entitled to a total of nine (9) days of paid sick leave each year, credited on July 1, for the use of personal or family sick leave. Unused sick days are to be added to accumulated sick time at the end of the school year.

The School Business Manager will receive three (3) paid vacation days per year. Vacation days may not be carried over to the next school year. The School Business Manager may "flex" her three-day workweek to accommodate any vacation leave, upon prior approval of the Superintendent of Schools. The School Business Administrator shall inform the Superintendent of her intention to flex her days to accommodate vacation at least two weeks in advance of such vacation. In the event the School Business Administrator requires leave above and beyond the leave granted herein, she may make such a request to the Board of Education.

LONGEVITY. The School Business Manager is entitled to longevity payments as follows:

- After ten (ten) years \$1500
- After fifteen (15) years \$1500
- After twenty (20) years \$2000
- After twenty-five (25) years \$2000


MEMBERSHIP/CONFERENCES. The District shall pay 100% of the School Business Administrator's annual membership fee for her membership in the Association of School Business Officials. In addition and upon prior approval from the Board of Education, the District will cover expenses incurred in attending professional meetings and the local and state level, said amount shall not exceed \$2,000 annually.

EVALUATION. The School Business Administrator shall be evaluated annually by the Superintendent or her designee and such evaluation will be presented to School Business Administrator no later than May 15 of each school year.


REIMBURSEMENT. If the School Business Manager uses her own personal vehicle for school business, she will be paid for her mileage at the Board approved rate.

SNOW DAYS/EMERGENCIES. The School Business Administrator will be expected to report to work on all days that school is closed for snow or other emergency; either in person or remote. The School Business Manager must notify the Superintendent if she will be working remotely.

This Agreement is made and entered into on this 4th day of May 2023.



President of Board of Education, Amy Garretson/Date



Superintendent, Theri Jo Snyder/Date



School Business Administrator, Denise Wist//Date