

**TERMS AND CONDITIONS  
OF EMPLOYMENT  
FOR  
BUSINESS ADMINISTRATOR, DENISE WIST  
FOR THE 2020-21, 2021-22, 2022-23 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 2020-2021 school year. 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. It is understood that the part-time employment of Ms. Wist does not confer a probationary appointment upon her.

CERTIFICATION. At all times, the School Business Manager 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 2020-21 school year is Fifty-Three Thousand (\$53,000) Dollars and XX//100. Compensation for each year thereafter shall be determined no later than May 1<sup>st</sup>. 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 81% of the cost of the premium and the School Business Administrator shall pay the remaining 19% of the cost for the 2020-21 school year. The District shall pay 80% of the cost of the premium and the School Business Administrator shall pay the remaining 20% of the cost for the 2021-22 and 2022-23 school years. 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 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 two and half (2.5) days per week; the half day (.5) has the option of working remotely. She is expected to work a minimum eight (8) hour day and four (4) hour day during a half 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 four (4) days of paid sick leave each year, credited on July 1, for the use of personal or family sick leave. Sick leave shall not carry over to the following year. The School Business Manager may "flex" her two-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

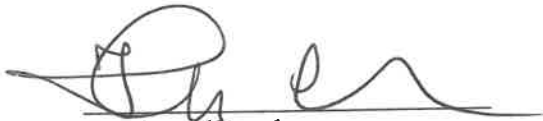
MEMBERSHIP/CONFERENCES. The District shall pay 100% of the School Business Administrator's annual membership fee for her membership in the Association of School Business Officials. In addition and upon prior approval from the Board of Education, the District will cover expenses incurred in attending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

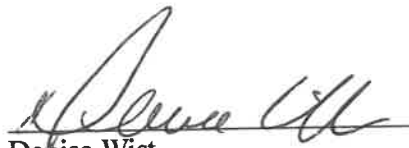
EVALUATION. The School Business Administrator shall be evaluated annually by the Superintendent or her designee and such evaluation will be presented to School Business Administrator and the Board of Education no later than May 1 of each school year.

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 eighteenth day of December, 2020.

  
TheriJo Climenhaga  
Superintendent

  
Denise Wist  
School Business Administrator

DATE:

  
Robert Tabor  
Board President

DATE:

DATE: 4/1/2021

**March 2, 2023**  
**ADDENDUM TO THE AGREEMENT**  
**BY AND BETWEEN**  
**THE CHERRY VALLEY-SPRINGFIELD CENTRAL SCHOOL DISTRICT**  
**AND**  
**DENISE WIST**

WHEREAS, the Cherry Valley-Springfield Central School District ("District" or "Board") and Denise Wist ("School Business Official") are parties to an employment agreement dated July 1, 2020, in effect until June 30, 2023 (the "Agreement"),

WHEREAS, the Board of Education of the District has met to consider amendments to the Agreement and has agreed to amend certain terms and conditions of the School Business Officials' employment; and

NOW, therefore, it is hereby agreed that:

A. **COMPENSATION** is hereby amended to provide:


The annual salary of the School Business Official shall be the following amount, effective March 17, 2023


3/17/2023      Sixty Four Thousand Eight Hundred Dollars (\$64,800)

Annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment to other full-time administrative employees of the District. Annual salary for each school year after 2022-23 school year shall be established annually (prior to July 1) by written agreement of the parties, but in no event shall such salary be less than the salary of the preceding school year. Salary shall be pro-rated for any partial school year.

C. All other provisions of the Agreement shall remain in full force and effect, in accordance with the terms of the Agreement.

This Agreement is made and entered into on this 2nd day of March 2023

 3-16-23  
\_\_\_\_\_  
President of Board of Education, Amy Garretson/Date

 3/10/2023  
\_\_\_\_\_  
Superintendent, Therio Snyder/Date

 3/21/23  
\_\_\_\_\_  
School Business Administrator, Denise Wist//Date