



## **Derby Public Schools**

### **Employment Agreement Assistant Business Manager**

#### **EMPLOYMENT:**

The Derby Board of Education (the Board) does hereby agree to employ Lynn Langridge as Assistant Business Manager for the Derby Public Schools and does hereby agree to serve in such capacity, all in accordance with the provisions of this Agreement.

#### **DUTIES:**

The Assistant Business Manager agrees to fulfill the responsibilities of the position of Assistant Business Manager for the Derby Public Schools in an efficient and effective manner. The job responsibilities for this position include but are not limited to:

- Payroll
- Accounts Payables
- Financial Planning, Budgeting & Reporting
- Transportation
- Other duties as assigned by the Business Manager and/or Superintendent

This is a twelve month assignment.

#### **TERM:**

This Agreement shall commence on July 1, 2018 and expire on June 30, 2021. The parties agree that in the event the Board or the Assistant Business Manager do not agree to extend this Agreement beyond June 30, 2021 or do not negotiate a successor agreement, the Assistant Business Manager's employment with the Board shall terminate effective on June 30, 2021.

#### **EVALUATION**

The Assistant Business Manager shall be evaluated, in writing, at least annually by the Superintendent or his/her designee; the evaluation will be conducted with respect to how she performs the duties set forth above and also with respect to any other legitimate purpose or standard determined by the Superintendent. The Assistant Business Manager will be entitled to receive a copy of the written evaluation and to meet with the Superintendent to review the

evaluation. The Assistant Business Manager will be entitled to attach a response to such written evaluation which will be included in her personnel file. The evaluation will be provided to the Board before the Board notifies the Assistant Business Manager of its intention to re-elect the Assistant Business Manager or permit the employment relation to end upon the expiration of this agreement.

### **TERMINATION FOR CAUSE:**

The Board may terminate this Agreement for cause. "Cause" shall be defined as: (i) any act or omission that constitutes a breach by the Assistant Business Manager of her duties and responsibilities as the Assistant Business Manager for the Board; (ii) incompetence; (iii) insubordination against the reasonable rules of the Board; (iv) the continued and repeated failure or refusal of the Assistant Business Manager to perform the duties required of her as an employee of the Board; (v) any violation by the Assistant Business Manager of any law or regulation or the Assistant Business Manager's conviction of a felony, or any perpetration by the Assistant Business Manager of a common law fraud; or (vi) any other misconduct by the Assistant Business Manager which is injurious to the financial condition or reputation of, or is otherwise injurious to the Board. The Board shall provide the Assistant Business Manager with the opportunity to be heard on this matter. Such meeting shall be held in executive session (unless the Assistant Business Manager requests that the meeting be held in public session) and shall be held within fifteen (15) days of receipt of the Assistant Business Manager's request for such a meeting.

### **TERMINATION WITHOUT CAUSE:**

Either party may terminate this Agreement for any reason. If this Agreement is terminated by the Board, the Board shall provide sixty (60) days advance written notice to the Assistant Business Manager. If this Agreement is terminated by the Assistant Business Manager, the Assistant Business Manager shall provide sixty (60) days advance written notice to the Board.

### **COMPENSATION:**

For all services rendered by under this Agreement, for the period from March 1, 2017 through June 30, 2019, the Assistant Business Manager shall be paid the following:

- a. For the period from July 1, 2018 through June 30, 2019 a base annual salary of fifty one thousand two hundred fifty (\$51,250);
- b. The Business Manager shall recommend a salary for the subsequent twelve-month periods from July 1, 2019 through June 30, 2021. Any salary adjustments shall be discussed by the parties prior to the commencement of the period to which the adjustment is applicable, provided, however, that if no salary adjustment is agreed upon, then the current salary shall remain in place.

### **BENEFITS:**

The Assistant Business Manager shall receive the following employment benefits:

1. Paid Time Off:

Assistant Business Manager

- a. Fifteen (15) days of vacation annually (non-cumulative), to be scheduled with the approval of the Business Manager;
  - b. All holidays designated on the district calendar when the Central Office is closed;
  - c. Fifteen (15) days of sick leave annually, cumulative to ninety (90) days. Any unused days to be compensated at the Assistant Business Manager's per diem rate upon her retirement or death, to a maximum of forty-five (45) days; and
  - d. Five (5) personal business days (non-cumulative).
2. Health and medical insurance benefits as set forth in the applicable contract year to be the same as the unaffiliated staff.
  3. Term life insurance coverage in the amount of \$100,000.
  4. Accidental Death & Dismemberment insurance coverage in the amount of \$100,000.
  5. Reimbursement for reasonable expenses related to the Assistant Business Manager's continuing professional development, as approved by the Superintendent.

**SIGNED:**

\_\_\_\_\_  
Dr. Matthew J. Conway, Jr. Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
James Gildea, Board of Education Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lynn Langridge, Assistant Business Manager

\_\_\_\_\_  
Date