

Lisbon Public Schools
Business Manager
2023-2024

This agreement is entered into by and between Rachel Ricard and the Lisbon Board of Education. Both parties hereby agree as follows:

1. EMPLOYMENT

The Lisbon Board of Education hereby employs Rachel Ricard as Business Manager for the Lisbon School District.

2. DUTIES

The duties are set forth in the Business Manager's job description.

3. TERM

- (a) This contract shall be in effect from July 1, 2023 until June 30, 2024, unless sooner terminated by either party in accordance with applicable provisions herein contained.
- (b) The Business Manager shall work a 12-month schedule. This contract shall be reviewed prior to its completion.

4. TERMINATION

Termination of this contract may be accomplished by:

- (a) Mutual consent of the parties at any time.
- (b) Written notification to the Board, by the Business Manager at least 60 days in advance of the date.
- (c) Just cause – in the event Employee is discharged for “Cause” (defined below), the term of this contract shall terminate immediately upon giving written notice of termination to Employee. In such event, the liability of the Board for the payment of compensation and all other amounts due under any provision hereof shall cease and be terminated as of the date of notice of termination, except for amounts accrued and owed to Employee as of such date. “Cause” shall mean (i) the refusal, neglect or inability of Employee to perform his/her duties and services hereunder, or (ii) Employee's dishonesty or moral turpitude, or (iii) failure to abide by Board policies and procedures, or (iv) conduct which injures the Board's reputation.
- (d) Reduction in administration caused by budgeting constraints.

5. COMPENSATION

The Business Manager's salary for the period commencing July 1, 2023 through June 30, 2024 is set at **\$88,580**.

6. FRINGE BENEFITS

- (a) The Business Manager shall be entitled to observe all holidays as included in the Municipal Employees Union contract.

- (b) The Business Manager shall be entitled to sick leave with full pay up to fifteen (15) days in each year. Unused sick leave shall be accumulated to a total of 190 sick leave days. One-half of such accumulation shall be paid (per diem rate) as severance upon termination following five (5) years of employment in the Lisbon School System, or to a designated beneficiary in the event of death.
- (c) The Business Manager shall be entitled to six (6) personal days. Three (3) days may be used at the employee's discretion.
- (d) The Business Manager shall be entitled to the fringe benefits provided to the teachers under Article VI Section I, II, III, IV and V of the contract between the Board and the Teacher's Union including longevity pay provided under the salary schedule for teachers. The Business Manager shall be entitled to tuition reimbursement per the Teacher's contract Article X Section B.
- (e) Professional memberships not to exceed \$500.00.
- (f) Membership into the Municipal Employees' Retirement System (MERS) with the employee contributions and benefits provided for in accordance with MERS and the Connecticut General Statutes, as amended from time to time.
- (g) The Business Manager shall have a \$50,000 life insurance policy paid for by the Lisbon Board of Education, the expense of which shall be borne by the Board.
- (h) The Business Manager shall be entitled to twenty (20) vacation days which shall be with the approval of the Superintendent of Schools. Up to ten (10) days may be accumulated and taken as vacation days at the discretion of the Superintendent of Schools.

7. EVALUATION

The Superintendent shall annually conduct an evaluation regarding the Business Manager's performance in accordance with Board of Education procedures.

8. PROFESSIONAL MEETINGS

Subject to budget appropriations, the Business Manager may attend any educationally or professionally related meetings at her own discretion or at the Superintendent's direction, the expense of which shall be borne by the Board.

9. REIMBURSEMENT FOR EXPENSES

- (a) The Business Manager, with the approval of the Board and upon presentation of vouchers attesting to such expenses, shall be reimbursed for "out of pocket" expenses incurred in the course of carrying out her official duties and responsibilities. Such vouchers shall be presented in the month following that in which the expenses were incurred.
- (b) The Business Manager shall be reimbursed at a rate equivalent to that allowed federal employees using their personal vehicles for official travel when done incidental to carrying out the duties and responsibilities under this contract. Travel to and from work on days when regularly scheduled to be in the office is excluded from this provision. Reimbursement under this provision shall not exceed budgeted amount except as the Board grants advance approval.

10. GENERAL PROVISION

If any part of the agreement is invalid, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties. This contract contains the entire agreement between the parties. It may not be amended orally, but may be amended only by an agreement in writing signed by both parties.

11. OUTSIDE EMPLOYMENT/ACTIVITIES

The Business Manager, with approval of the Superintendent or designee, may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations provided such activities do not interfere with her overall administrative responsibilities.

IN WITNESS WHEREOF, the undersigned have executed this contract the day and year aforesaid.

Business Manager

Superintendent

Date

Date