

EMPLOYMENT CONTRACT Monica Kim LaClair  
Assistant Superintendent for Business  
Onteora Central School District  
July 18, 2022 – June 30, 2026

1. ARTICLE ONE – LEAVES

- a. Sick Leave – The Assistant Superintendent for Business shall be granted eighteen (18) paid days per year for personal and/or family illness in the immediate family with maximum accumulation of 220 days. Accumulated sick leave may only be used for personal illness.
  - i. Upon commencement of employment, the Assistant Superintendent shall be credited with twenty-four (24) sick leave days in a bank solely for personal use. As sick leave days are accumulated, this credited allotment shall be decreased by the corresponding number of accumulated days until the credited allotment is depleted.
- b. Bereavement – Death in the immediate family – five (5) days paid leave per occurrence. A maximum of three (3) days paid leave for death in the non-immediate family.
- c. Personal Leave – Four (4) days paid leave per year, unused days transferred to sick leave.
- d. Jury Duty or Court Leave – no charge.

2. ARTICLE TWO – WORKING YEAR

- a. 12-month employee – July 1 to June 30 in school years
- b. Vacation – Twenty-six (26) days paid vacation annually (prorated first year), may carry over ten (10) days from one year to next. The district may buy back up to ten (10) unused vacation days annually at 1/240<sup>th</sup> of annual salary per day, subject to scheduling approved by the Superintendent. If the Assistant Superintendent for Business resigns or retires mid-year, the annual allotment of vacation days will be pro-rated, and all remaining unused vacation days will be paid at the rate of 1/240<sup>th</sup> of annual salary per day.
- c. Holidays – All holidays listed in the school calendar, which include the following: Fourth of July, Labor Day, Rosh Hashanah (provided school is closed), Yom Kippur (provided school is closed), Columbus Day, Veteran's Day, Thanksgiving Day and the day following, Christmas (2 days), New Year's Day, Martin Luther King, Jr. Birthday, President's Day, Good Friday, Memorial Day, and Juneteenth. The Assistant Superintendent is expected to work during school recess periods, unless she elects to utilize vacation time.

d. Snow Days – Employee will not be expected to report to work when school is closed due to inclement weather. This implies adherence to project and report deadlines. If school is closed for a reason other than inclement weather, employees will be expected to report to work at the Superintendent's discretion.

### 3. ARTICLE THREE – NEGOTIATIONS PROCEDURE

- a. Length of Agreement - This agreement is for school years 2022-2023, 2023-2024, 2024-2025, 2025-2026.
- b. Termination of Agreement - Either party may give a minimum of sixty (60) days written notice to extend or terminate the agreement.
- c. Successor Agreement Timeline - The Superintendent shall commence discussions and analysis for a successor agreement no later than April 1, 2026.

### 4. ARTICLE FOUR – INSURANCE BENEFITS

- a. Health Insurance – The district will pay 85% of individual or family premium for health insurance. If the Assistant Superintendent chooses to waive coverage, she must demonstrate that she has adequate alternative coverage. The Assistant Superintendent shall be entitled to an annual payment in lieu of health insurance prorated for the length of employment in the work year as follows:
  - a. Family: \$3,000
  - b. Individual: \$2,000
- b. Health Insurance Upon Retirement – Upon retirement from the District, with at least ten years of cumulative service with the district, the district contribution for health insurance premium payments for retirees shall be at the same percentage of District contribution in effect for the retiring employee as of the date of retirement. For family coverage, the District contribution for health insurance premium payments for retirees shall be 50% of the difference between the individual and family premium.
- c. Other - The district will pay \$400 annually for documented expenses or premiums for self or immediate family for disability coverage.
- d. Payroll Savings – The district will make available Tax Sheltered Annuities through payroll deduction. Payments for these annuities shall constitute a reduction in salaries as authorized by the administrator and will be deductible automatically by the district from each paycheck. The district will select one company to serve as forwarding agent.

- e. Flexible Benefit Plan (IRS Section 125 Plan) – The district shall make available a flexible benefit plan for medical premiums; un-reimbursed medical expenses, and dependent care expenses.
- f. Welfare Plan – As an Onteora administrator, the Assistant Superintendent for Business shall be eligible for membership in the OTA Benefit Trust. The district will fund the benefit trust and make payments for the total amount.

#### 6. ARTICLE SIX – EVALUATION AND TERMINATION

- a. Evaluation - The Superintendent will perform an annual evaluation prior to the renewal of the agreement.
- b. Terms of Employment - The Assistant Superintendent for shall be appointed effective July 18, 2022, through June 30, 2026.
- c. Termination - Any termination of employment during such probationary period will be according to Education Law §3031. In the event that the contract is terminated, the district only shall be responsible for salary and benefits through the effective date of termination.

#### 7. ARTICLE SEVEN – PAYMENT OF PROFESSIONAL DUES, CONFERENCES, AND TRAVEL REIMBURSEMENT, CELL PHONE AND LAPTOP COMPUTER

- a. Professional Membership Dues - The district will bear the cost of annual dues on behalf of the Assistant Superintendent for Business for membership in the New York State Association of School Business Officials and other school-related organizations, as approved by the Superintendent.
- b. Conference and Travel Reimbursement - When attending any school- related conference or function outside of the District, the District will reimburse the Assistant Superintendent for Business for use of her personal automobile at the mileage rate set by the district for all employees. Reasonable meals, lodging, conference registration fees, and charges to the administrator's cellular phone relating to district business will be reimbursed.
- c. Cell Phone and Laptop Computer – The District shall provide the Assistant Superintendent with a cell phone and a laptop computer for use for official District Business and incidental personal use. Such items shall be the property of the District and shall be returned to the District at the time the Assistant Superintendent leaves the active employment of the District. Alternatively, if the Assistant Superintendent chooses to use her personal cell phone for official District business, the District shall contribute \$50.00 per month towards the cost of her monthly cell phone bill.

8. ARTICLE EIGHT-COMPENSATION

- a. Annual Salary - The Assistant Superintendent for Business's base annual salary for the 2022-2023 school year shall be \$165,000.00 (pro-rated).
- b. Salary Increases - The Superintendent shall base salary increases upon performance and evaluation. Salary increases for the school year will be added to the prior year's base salary to be agreed upon by the Superintendent and Assistant Superintendent for Business and approved by the Board of Education.
- c. Reduction in Salary - The annual salary shall not be decreased below the amount paid in the preceding 12-month period.
- d. Longevity for administrative service with the Onteora Central School District shall be paid as follows:

5 years	\$1,000
7 years	\$1,500
10 years	\$2,000

- e. Payment for Unused Sick Leave – The Assistant Superintendent, upon retirement from the District shall be paid for unused sick leave days according to the following formula:

Number of Accumulated Days	Payment Amount Per Day
0-75	\$0
76-100	\$53
101-125	\$68
126-175	\$88
176-200	\$113
200-max 220	\$116

f. Retirement Incentive: If the Assistant Superintendent retires with at least five (5) years of service as an administrator within the Onteora Central School District and is eligible for retirement with the Teachers Retirement System (TRS), and submits an irrevocable letter of resignation for the purposes of retirement by December 1<sup>st</sup> of the school year in which the retirement is effective, she will receive a retirement incentive of \$32,000. The incentive will be payable within one month following the end of the school year in which the retirement is effective as an Employer non-elective contribution into an IRS 403(b) non-elective tax-sheltered annuity plan or a 457 plan within the allowable IRS rules and limitation for the benefit of the retiring administrator.

Administrator's Signature Monica J. U. Date 6/14/22  
Superintendent's Signature Victoria G. Clark Date 6/22/2022

