

AGREEMENT  
for  
SCHOOL BUSINESS  
ADMINISTRATOR

This Agreement made as of the 8<sup>th</sup> day of October, 2025, between the BOARD OF EDUCATION OF THE SAUQUOIT VALLEY CENTRAL SCHOOL DISTRICT, with offices located at 2601 Oneida Street, New York 13456 (hereinafter referred to as "Board" or "District"), and CHARLES COWEN, School Business Administrator of the Sauquoit Valley Central School District, residing at 10248 The Lane, West Edmeston, New York, 13485. (hereinafter referred to as the "Employee" or "Business Administrator").

WHEREAS, the parties desire to more fully set forth the terms and conditions of said Agreement;

NOW, THEREFORE, in consideration of the premises and the mutual promises herein contained, it is agreed that the terms and conditions of the Business Administrator's appointment shall be as follows:

1. Duties. The Business Administrator shall perform those services and duties, which are normally performed by the Business Administrator and Treasurer, and such other related duties as may be assigned by the Superintendent and/or Board from time to time.

2. Service as Business Administrator. The Business Administrator agrees that he will at all times faithfully and to the best of his ability, experience, and talent, perform all of the duties that may be required of him, pursuant to the terms hereof, to the reasonable satisfaction of the Superintendent of Schools.

3. Term. The term of this Agreement shall be for the period October 8, 2025 through June 30, 2026. The position will be required to work a minimum of 32.5 hours per week.

4. Compensation. The Board of Education shall pay the Business Administrator, and the Business Administrator agrees to accept an annual salary of \$124,480 for the 2025-26 school year, to be prorated for the period of this agreement.

5. Health and Dental Insurance. No additional benefits will be available to the Employee. Health and Dental contributions owed by Mr. Cowen as a retiree will be billed and collected in the same manner as that of other retirees.

6. Section 125 Flexible Benefits Plan. Mr. Cowen will have access to the district sponsored Flexible Benefits Plan for the duration of this agreement.

7. Vacation Leave. Mr. Cowen shall have fifteen (15) vacation days available to him for the duration of this agreement.

8. Sick Leave. Mr. Cowen shall have five (5) sick days available to him for the duration of this agreement.

9. Legal Holidays. Mr. Cowen shall be entitled to paid leave for legal holidays approved by the Board of Education for the duration of this agreement.

10. Termination of Agreement. Either party may terminate this agreement prior to its expiration upon ninety (90) days advance notice to the other party, the permanent incapacity or death of the Business Administrator, or upon such other terms and conditions as may be mutually agreed upon in writing by the parties, or as otherwise provided in accordance with law.

11. Governing Law. It is understood and agreed that the terms and conditions herein set forth are in every respect subject to the appropriate provisions of the laws of the State of New York and this Agreement shall be interpreted and administered pursuant to such law.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first above written.

SAUQUOIT VALLEY CENTRAL SCHOOL  
DISTRICT

---

David Stayton, Superintendent of Schools

---

Anthony Nicotera, BOE President

---

Charles Cowen, Business Administrator

## Project Goal & Methodology

By promoting the shared goals of Clear Path for Veterans - Operation Socrates and

Sanguoit Valley Central School District  
(School or District Name)

to support military service members and veterans transitioning into education careers. Candidates will receive resources, career counseling, and guidance support towards becoming an educator.

## Operation Socrates Services

1. **Veteran Mentorship** — Complementary guidance and mentorship to military service members and veterans. Operation Socrates candidate advisors who are fellow military veterans who have transitioned into teaching, are paired to meet with and counsel service members and veterans who are interested in teaching. Candidate advisors will help student veterans determine the teaching content, subject area, and grade level they would like to teach at the Sanguoit Valley Central School District School.
2. **Review of Military Experience Towards Teaching** – Clear Path for Veterans - Veteran Support Managers trained in Operation Socrates meet with student veterans to determine the skills they have learned and developed in the military and how they transition into the career of teaching. Additionally, they assess if any of the veteran's military training or certificates have the potential to assist with or earn teacher certification or access to other teaching opportunities.
3. **Professional Development and Networking Assistance** – Candidate advisors provide counseling and guidance within the teaching profession to student veterans. In partnership with the Veteran Support Manager, they offer guidance on teacher leadership modules, career pathways, professional development opportunities, career networking, and networking with other military veteran teachers and veteran service organizations. Additionally, Clear Path for Veterans provides resume development and other employment support services to Operation Socrates candidates.

## Operation Socrates - DoD Skillbridge Internship Scope of Collaboration

1. **Internship Application and Interview Process**— Operation Socrates personnel review candidate resumes, and experience, and conduct initial interviews. Once candidates have been approved by Operation Socrates, they are sent to the Sanguoit Valley CSD/ administration HR representative for school district acceptance and interviews. All candidates must have a bachelor's degree or be actively working towards a degree to be accepted into the internship program.
2. **Internship Dates** – Interns can accept 90, 120, or 180-day internship lengths that are pre-approved by their command. Internships occur at the end of their military service contract to assist with the ease of transition into the civilian workforce. The service member's end-of-service date will determine their internship start date. Service members are allowed to work during summer school hours at the school district's discretion. Service members are also allowed to coach or participate in after-school activities.
3. **Internship Framework**— The most common model of the internship is First 1/3 of the internship is spent observing the mentor teacher to gather an understanding of the classroom routines and procedures, it is up to the school district how they specifically want to utilize their interns. Followed by 1/3 of the internship working to support individual or small groups of students. The final 1/3 of

the internship is spent taking a more active leadership role in the classroom. The minimum goal by the end of the internship is for the intern to successfully plan and develop a lesson, teach a lesson, and effectively teach a classroom under the direct supervision of the mentor teacher. If and once the school district feels comfortable, they can begin utilizing the interns as substitute teachers after the midpoint of the internship.

4. **Intern Mentors** — Interns are paired up with a mentor in their preferred subject and grade level, if possible, for the duration of the internship. Interns may have multiple mentors and rotate between them at the school district's discretion. Many school districts pair their interns up with other military veterans who can help translate terminology and military experience into teaching.
5. **Partnership Success Meetings** – TBD as needed to gauge success and determine additional support opportunities.
6. **Background Check** – Background checks are conducted by the school district using the service and methodology of their choosing.
7. **Pay** – Interns are still on active duty and receiving their salary and benefits. There is no financial obligation to the hosting school district.
8. **Hiring** – At the end of the internship school districts can offer employment positions to the interns if interns meet the qualifications and positions are available. If no positions are available or the school district is not a good fit for the interns, then the school district can advise the interns of other possible teaching opportunities in their network.

### Non-Discrimination

The parties agree not to discriminate on the basis of religion, race, creed, national or ethnic origin, sex, age, handicap, political affiliation, sexual orientation, disability or veteran status.

Operation Socrates is open to ideas and requests outside of the project plan to best support your school district's teacher recruitment and education initiatives.



Ryan Woodruff  
Chief Executive Officer  
Clear Path For Veterans  
1223 Salt Springs Road  
Chittenango, NY 13037  
[ryan@clearpathforvets.com](mailto:ryan@clearpathforvets.com)  
315-687-3300



Signature

Signing Authority Name: Mr. David Stayton  
Job Title: Superintendent of Schools  
School or District Name: Saugus Valley Central School District  
Street Address: 2601 Oneida St.  
City, State, Zip Code: Saugus, NY 13456  
Email: dstayton@svcsd.org  
Phone: 315.839.6311  
Website Address: www.svcsd.org