

BUSINESS MANAGER EMPLOYMENT AGREEMENT

This employment agreement is between Charles A. Beard Memorial School Corporation ("School") and Stephanie Madison ("Employee").

1. **Employment Term.** The School hereby employs Employee for the full-time salaried position of Business Manager from 3.15.24 through 6.30.26.
2. **Renewal and Termination of Agreement.**
 - a. This agreement shall annually renew for another two-year term if written notice of termination is not provided at least 15 days prior to the then-current term.
 - b. This Agreement may be terminated at any time by either party by providing written notice of termination to the other party at least 15 days prior to the termination date.
 - c. This Agreement may be modified or terminated at any time with mutual agreement of the parties.
3. **Representative Duties.** The duties of the employee shall include, but not be limited to all duties contained within this position's official Job Description.
4. **Compensation.** Employee shall be paid an annual salary of \$95,000.00, payable in 26 installments every two weeks. In the event that the employee receives a rating of Effective or Highly Effective on the annual evaluation, a base salary increase of 4% will be granted for the second year of the contract.
5. **Vacation and Other Benefits.** The Employee shall be entitled to all benefits described in the Charles A. Beard Memorial School Corporation Support Staff Handbook applicable to the position, including paid holidays, health and any other forms of insurance protection, retirement program, choice of tax-sheltered annuities, and other employee benefits. Employee shall receive five weeks of paid vacation. The Board will contribute annually to a Qualified Health Savings Account in the amount of the annual maximum allowed by the IRS for that year. In lieu of mileage and technology reimbursements/claims submissions, the Business Manager will be granted a combined mileage/technology stipend of \$550 per month. The Business Manager acknowledges the tax implications of this provision and releases and holds the School Corporation harmless for any tax impact resulting from this provision. Mrs. Madison will be permitted, in December and June of each year of this contract, to submit a request to receive payment, at her regular daily rate, for unused vacation days allotted for that contract year only, up to a maximum of 20 days total within each contract year. Such request will be granted, provided the request is submitted by December 15 or June 15 of a particular contract half-year. The Corporation will pay the employee portion of PERF (3%). The corporation will pay all but \$0.25 of the employee's LTD insurance. The corporation will contribute up to 7% of the employee's full salary to a 403(b) or similar sheltered retirement plan as a match. The corporation will contribute 7% of the employee's full salary

to VEBA.

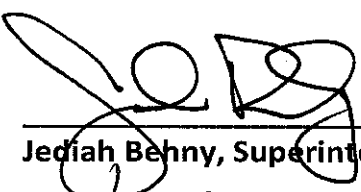
6. **Confidentiality.** The Employee shall keep all non-public information of the School, practices and procedures of all departments, and its students, employees, and Families, to which the Employee has access strictly confidential during the employment period and after, unless disclosure of the information is necessary for the performance of the Employee's job duties. Specifically, the Employee shall comply with all provisions of the Family Educational Rights and Privacy Act ("FERPA") and the School's Policy 8330, and shall not disclose information and records relating to the School's students unless permitted by FERPA and Policy 8330.

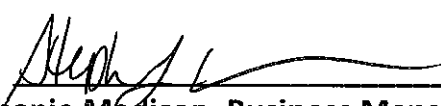
7. **Policies and Directions.** The Employee agrees to follow all rules and regulations set forth by the School and its designated supervisors to whom Employee is responsible.

8. **Miscellaneous.** The provisions of this agreement are separate and divisible, and to the extent any provision of this agreement is unenforceable or invalid for any reason, the enforceability or validity of the remainder of the agreement shall not be affected. This agreement constitutes the complete agreement of the parties with respect to its subject matter and may not be amended or supplemented except by written document signed by both parties. The Employee may not assign or transfer this agreement or any of his rights or obligations hereunder.

The parties have executed this agreement on the dates below.

DATE: 5/13/24


Jediah Behny, Superintendent


Stephanie Madison, Business Manager


Wade Beatty, Board President