TERMS AND CONDITIONS AGREEMENT
SCHOOL BUSINESS MANAGER

THE BOARD OF EDUCATION OF THE HALDANE CENTRAL SCHOOL DISTRICT, with offices at 15 Craigside Drive, Cold New York, hereinafter referred to as "The Board", does hereby establish the following benefits package for **Catherine Platt**, hereinafter referred to as the "School Business Manager" or the "Administrator", made effective the 1st day of July, 2026.

WHEREAS the parties are desirous of entering into a contract to set forth the terms and conditions of the Administrator's employment as School Business Manager;

NOW, THEREFORE, in consideration of the foregoing and other good and valuable considerations, the parties hereto agree as follows:

I. TERM

a. The Board and the Administrator acknowledge that this Agreement, which provides for the terms and conditions of her employment as School Business Manager, is of a non-durational nature and shall continue during the employment of the Administrator until the time of her retirement, resignation or termination from the School District.

b. The School Business Manager will hold proper certification as required under New York State Education Law. Certification shall be maintained in good standing with the State of New York.

c. The parties hereto agree that the duties of the School Business Manager shall be those duties now or hereafter prescribed by the Superintendent of Schools, and that the School Business Manager hereby agrees to devote her full time, skill, labor and attention to said employment during the term of this Agreement; provided, however, that the School Business Manager by agreement with the Superintendent of Schools may undertake consultation work, speaking engagements, writing, teaching, lecturing or other professional duties and obligations without reduction in compensation.

II. WORK YEAR/WORK DAY/WORK ETHIC

The work year for the School Business Manager shall be twelve (12) months and shall encompass 247 work days. The work day for the School Business Manager shall be as assigned by the Superintendent of Schools.

III. COMPENSATION

The District shall pay said School Business Manager as compensation for such services One Hundred Seventy-Nine Thousand Nine Hundred and Seventy-Three Dollars ($179,973) as an annual salary for the period July 1, 2026 continuing through June 30, 2027. Such salary, less deductions required by law or authorized by said School Business Manager, shall be paid in equal installments in accordance with the rules of the Board of Education governing payment of the professional staff members of the District. The future compensation of said School Business Manager shall be established by the Board of Education at least 30 days prior to the commencement of future school years of employment. The salary of the School Business Manager shall not be reduced from the previous year's amount upon annual review and determination.

The School Business Manager shall be entitled to a Three Thousand Five Hundred Dollar ($3,500) increase to her base salary on July 1 following the completion of 5 years of service to the District as an administrator. The School Business Manager shall be entitled to an additional Three Thousand Five Hundred Dollar ($3,500) increase to her base salary on July 1 following the completion of 10 years of service to the District as an administrator.

The School Business Manager shall receive an annual Five Hundred Dollar ($500) stipend for attending evening activities for the District.

IV. VACATION DAYS

The School Business Manager shall be credited with 25 vacation days at the start of each school year. The School Business Manager is eligible to cash out up to ten (10) unused vacation days each year with the approval of the Superintendent of Schools. These days shall be paid in salary at the salary rate in effect during the school year that they were not used in the first payroll in July. Up to five (5) unused vacation days may be rolled over to the School Business Manager's vacation allotment at the conclusion of each school year. Any remaining vacation days shall be rolled over to her accumulated sick leave.

V. SICK LEAVE

The School Business Manager is eligible for 15 days per year of sick leave with pay which may be accumulated to a maximum of 185 days, and entitlement to up to a maximum of 5 days for illness in the immediate family, not in addition to the 15 sick days noted above. Sick leave is subject to verification as required by the Board of Education. The Employer will continue to provide non-contributory coverage of converting, at retirement, the employee's unused sick leave credits to be applied as additional retirement service credits as provided by Section 41j of the New York State Retirement System. All unused sick days above the maximum used as provided by Section 41j will be sold back at the rate of $115 per day.

VI. HOLIDAYS

The School Business Manager shall be entitled to all regularly scheduled District paid holidays as described in the contract between the Board of Education and the CSEA.

VII. RECESS LEAVE DAYS

The School Business Manager shall be entitled to eight (8) Recess vacation days which must be used whenever teachers are not required to work during the period between September 1 and June 30, subject to prior authorization by the Superintendent of Schools. Such recess vacation days may not be carried over and shall not be subject to any of the buyout provisions in this Agreement.

VIII. WORKERS' COMPENSATION

The School Business Manager is covered by the provisions of the Workers' Compensation laws. If she is absent from work because of occupational injury or disease as defined by the Workers' Compensation Law, pending adjudication of her case, she will be granted leave with full pay. Such leave will not be charged against sick leave provided that she pays to the District the Workers' Compensation salary benefits received for such absence.

IX. PERSONAL LEAVE

The School Business Manager will be credited with four (4) personal leave days per year, which may not be accumulated from year to year. Personal leave is credited on July 1. Unused personal days shall be added to sick day accumulation.

X. BEREAVEMENT LEAVE

The School Business Manager shall be granted five (5) days leave with pay for each death in their immediate family to include wife, husband, father, mother, son, daughter, brother, or sister. Three (3) days leave with pay shall be granted for each death in their family to include grandmother, grandfather, mother-in-law, father-in-law, grandchildren, aunt, uncle, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, or any person who resides in the member's household.

XI. INSURANCES

a. Health Insurance - The School Business Manager shall be entitled to District funded individual or family health insurance coverage in the health insurance plan offered by the District to members of the Haldane Faculty Association, with the School Business Manager contributing 18% of the applicable premium. If the School Business Manager waives individual coverage, she shall receive a payment of $2,300. If she waives family coverage, she shall receive a payment of $6,000. If she changes coverage from family to individual, she shall receive a payment of $3,000.

b. Upon retirement from the District into the New York State Teachers' Retirement System, the School Business Manager shall receive individual or family health insurance, as applicable, with the District contribution towards the applicable premium being as follows:

- 5-10 Years 75% of Individual or Family Premium
- 10-15 years 80% of Individual or Family Premium
- 15 or more Years 85% of Individual or Family Premium

c. Dental/Welfare Benefits - The School Business Manager shall be entitled to the dental and vision insurance benefits offered to members of the CSEA bargaining unit.

XII. CONTRACT MODIFICATION

This Agreement may not be modified or amended except by written instrument signed by both of the parties hereto.

XIII. SEVERABILITY

Should any provision, term, condition, paragraph, phrase or portion of this Agreement be held or found void or illegal, the balance of the Agreement shall remain in full force and effect.

XIV. APPLICABLE LAW

This Agreement shall be interpreted in accordance with the provisions of the laws of the State of New York.

XV. JURY DUTY

In the event the School Business Manager is required to perform jury duty, she shall receive her full pay from the District and shall waive the pay for jury duty service.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date set forth above.

SO AGREED:

BOARD OF EDUCATION OF THE HALDANE CENTRAL SCHOOL DISTRICT

BY: _____
PEGGY CLEMENTS, PhD, PRESIDENT

BY: _____
CATHERINE PLATT
SCHOOL BUSINESS MANAGER