

**SPRAGUE BOARD OF EDUCATION
BUSINESS/FACILITIES MANAGER CONTRACT
JULY 1, 2017 – JUNE 30, 2020**

PROFESSIONAL AGREEMENT

It is hereby agreed by and between the Board of Education of Sprague, in New London County, in the State of Connecticut (hereinafter called the "Board") and Robert Gentes of the Town of Lebanon, Connecticut (hereinafter called the Business/Facilities Manager) that he hereby accepts employment as Business/Facilities Manager upon the terms and conditions herein set forth.

ARTICLE I – Certification

The Business/Facilities Manager shall maintain State Department of Education endorsement as a School Business Administrator (085), in accordance with all applicable statutes and regulations, throughout the term of this Agreement.

ARTICLE II – Duties

The Business/Facilities Manager shall serve as the Business/Facilities Manager for the Board. In harmony with the policies of the Board, State Laws, and State Board of Education regulations, the Business/Facilities Manager has authority over Sprague Public School business operations the responsibility for its supervision, as directed by the Superintendent on behalf of the Board, consistent with any applicable job descriptions as outlined in Business/Facilities Manager job description revised 2/24/2017.

ARTICLE III – Term

This Agreement shall become effective July 1, 2017 and shall remain in effect through and including June 30, 2020. Effective upon signing, this Agreement shall supersede any and all prior contracts and/or other agreements between the Board and the Business/Facilities Manager, and all of such prior contracts and/or agreements shall be rendered null and void effective on such date.

ARTICLE IV – Compensation

The Business/Facilities Manager's annual salary shall be as follows:

- Year One (July 1, 2017 to June 30, 2018) shall be Seventy Thousand dollars (\$70,000.00);
- Year two (July 1, 2018 to June 30, 2019), shall be Seventy-Two Thousand Eight Hundred dollars (\$72,800);
- Year three (July 1, 2019 to June 30, 2020, shall be Seventy-Five Thousand Seven Hundred Twelve dollars (\$75,712.00).

- In addition, at the start of this contract, the Board shall contribute annually an additional salary amount of 5% of the base salary to be paid to an annuity provider in accordance with Section 403(b) of the Internal Revenue Code towards the purchase of a 403(b) annuity with a tax shelter annuity company in accordance with the Board's Section 403(b) plan. Additionally, the Business/Facilities Manager may make additional deposits into the plan pre-tax up to the maximum allowed by law.

ARTICLE V – Fringe Benefits & Working Conditions

Sick Leave

- The Business/Facilities Manager shall be entitled to sick leave with full pay up to fifteen (15) working days in each year. Unused sick leave shall be accumulated from year to year, so long as the Business/Facilities Manager remains continuously in the service of the Board, up to one hundred eighty-five (185) days. Upon job elimination or retirement after five years of service and 62 years of age, accumulated sick days will be paid at a rate of \$25 per diem.
- The Business/Facilities Manager shall receive an accounting of the accumulated sick days credited to his with the first paycheck in September.

Personal Leave

- The Business/Facilities Manager may request up to four (4) personal days annually for the following matters of pressing personal concern which cannot be conducted outside of working hours:
 - Required attendance at a judicial or administrative hearing;
 - Graduation of a member of the immediate family;
 - House closing;
 - Illness of a member of the immediate family or household;
 - Religious holidays;
 - Emergency leave absence will be used solely for circumstances in which absence from service is necessary and unavoidable.
 - The Superintendent may request, and the Business/Facilities Manager must provide, a written explanation for the leave request. For up to two (2) of the four (4) personal days that may be requested, in lieu of a written explanation, the Business/Facilities Manager may certify in writing that the reason for the personal leave request is a matter of pressing personal concern, that cannot be conducted outside of working hours, the nature of which is too personally sensitive to disclose to the Superintendent.
- Personal leave shall not be used to extend or start a vacation period or holiday.
- Except in cases of emergency, application for personal leave shall be made at least three (3) days before the day is taken.

Annual Administrative Work Schedule

- The Business/Facilities Manager shall work a twelve-month schedule, from July 1st

through June 30th, and his working days will total two hundred and sixty (260) days. It is expected that the Business/Facilities Manager shall work each day that school is in session for the school district which he serves, except as provided by the terms of this Agreement.

- The Board will provide the Business/Facilities Manager with twenty-five (25) days of vacation annually, exclusive of legal holidays. The Business/Facilities Manager must obtain prior approval from the Superintendent for any vacation leave taken. The School Business Manager may carry-over five days of unused vacation.
- The Business/Facilities Manager shall be entitled to paid holidays on the days designated as holidays by the Board.

Insurance Benefits

- The Business/Facilities Manager shall be eligible for the same insurance benefits as the professional staff. For the fiscal year 2017-2018, the premium cost share amount shall be twenty-two percent (22%) to the employee.
- The Board shall provide for the Business/Facilities Manager, at its expense, term life insurance with Accidental Death and Dismemberment, coverage in the amount of one hundred thousand dollars (\$100,000), subject to the Business/Facilities Manager's insurability.
- The Board will provide a long-term disability plan.

Professional Growth and Development

- When it is evident that a conference, convention, or professional meeting will contribute to the Business/Facilities Manager's knowledge and skills, the Board shall incur the costs of such attendance/participation with the Superintendent's prior approval.

Evaluation

- The Business/Facilities Manager shall be evaluated at least annually by the Superintendent, in writing, or as otherwise determined by the Superintendent.

ARTICLE VI – Termination of Agreement

The parties may, by mutual consent, terminate this Agreement at any time.

The Business/Facilities Manager may unilaterally terminate this Agreement at any time for any reason during its term upon thirty (30) days written notice, except that the thirty (30) days' notice is not required if termination is part of an action to implement a new contract between the parties hereto, in which case the execution of the new agreement shall serve to terminate the prior agreement between the parties.

The Board may terminate the Business/Facilities Manager in accordance with the provisions of Connecticut General Statutes Section 10-151 et seq.

ARTICLE X – General Provisions

If any part of this Agreement is determined by a court of final authority to be invalid, that portion shall be severed from the Agreement, and the remainder of the Agreement shall remain in full force and effect.

This Agreement contains the entire agreement of the parties. It may not be amended orally but may be amended only by an agreement in writing, signed by both parties.

Notices to the Board, as required herein, shall be sent to the Secretary of the Board and notices to the School Business/Facilities Manager shall be sent to him at his home address.

This agreement is being executed on behalf of the Board by Michael Smith, Sprague Board of Education Chairman, pursuant to a vote taken by the Board of Education, at a meeting duly held on the first day of March, 2017 authorizing Michael Smith, Sprague Board of Education Chairman, to execute this agreement on behalf of the Board.

IN WITNESS WHEREOF, the Parties have caused this contract to be executed by their proper officers, hereunto duly authorized.

SPRAGUE BOARD OF EDUCATION

BY: 
MICHAEL SMITH
Board Chairman

DATE: 3/1/17

BY: 
ROBERT GENTES
School Business/Facilities Manager

DATE: 3/1/17