

**SCHOOL BUSINESS ADMINISTRATOR
AGREEMENT
NORWICH BOARD OF EDUCATION**

It is hereby agreed by and between the Board of Education for the City of Norwich, Connecticut (hereinafter referred to as the "Board") and Robert Sirpenski (hereinafter referred to as the "School Business Administrator"), that the Board does hereby employ Robert Sirpenski as the School Business Administrator, and that Robert Sirpenski hereby accepts such employment, upon the terms and conditions hereinafter set forth.

1. DUTIES

Under the direction and supervision of the Superintendent of Schools, and in accordance with Board policies and regulations and with all applicable laws and regulations, the School Business Administrator shall be responsible for all aspects of the business operation of the Norwich school district, including but not limited to: financial planning and control; developing financial plans, including but not limited to capital improvements plans; preparation and submission of the annual budget; accounting, including maintenance of internal accounts, payroll preparation and budget monitoring; financing and bond issues; data processing; purchasing; inventory control; fiscal and related reporting to the Board and state and federal agencies; and development and oversight of a program of retention for the District's administrative records. The School Business Administrator's responsibilities include managing the District's custodial and building maintenance program, and its food service program. The School Business Administrator shall handle all matters related to student transportation including but not limited to bid preparation, liaison with the school district's contractor, and handling transportation disputes. The School Business Administrator shall also be responsible for human resources issues for non-certified staff, including collective bargaining negotiations.

The School Business Administrator shall assist the Superintendent in any other capacity that the Superintendent deems necessary for the improvement, safety, and well-being of the children and schools in the City of Norwich.

The School Business Administrator shall maintain State certification as a School Business Administrator (085) for the duration of this Agreement.

2. TERM

Subject to the provisions of Section 6 of this Agreement, the terms of this agreement of employment for the School Business Administrator shall be July 1, 2024 to June 30, 2025.

3. **SALARY**

The School Business Administrator's base annual salary for the period July 1, 2024 through June 30, 2025 shall be equal to the sum of (A) and (B) below, as follows:

- A. One hundred eighty thousand, three hundred dollars (\$180,300.00) per year to be paid in installments in accordance with the Board's established payroll procedures, which sum shall be pro-rated for any partial year of service as School Business Administrator; and
- B. An additional sum of six thousand dollars (\$6,000.00) per year during the term of employment shall be paid to the School Business Administrator through payroll in biweekly installments, as to which amount the School Business Administrator will arrange to have an elective deferral deducted from his salary on a pre-tax basis as permitted under IRC Section 403(b), as amended, including the catch-up limit of Section 414(v) of the Internal Revenue Code, and then contributed toward the purchase of a 403(b) annuity with a tax sheltered annuity company of his choice from the Board's list of approved 403(b) vendors pursuant to the Board's 403(b) plan available to the Board's employees in accordance with IRC Section 403(b), as amended, which sum shall be pro-rated for any partial year of service as School Business Administrator.

The base annual salary for subsequent years of employment, if such term of employment is extended beyond June 30, 2025, shall be determined and approved by the Board.

4. **BENEFITS**

- A. **Sick Leave.** The Board shall provide the School Business Administrator with fifteen (15) sick days (which shall be pro-rated for any partial year of service as School Business Administrator) to be used for personal illness. Sick leave not used in one contract year shall accumulate to a maximum of 150 days. The School Business Administrator will not be paid for unused sick days either during the course of employment or upon separation from employment.
- B. **Personal Leave.** Five (5) days of personal leave (which shall be pro-rated for any partial year of service as School Business Administrator) may be granted to the School Business Administrator at the discretion of the Superintendent of Schools. Such leave shall be for emergencies and other matters of pressing personal concern that cannot be addressed outside of work hours. The School Business Administrator will not be paid for any unused personal days either during the course of employment or upon separation from employment.
- C. **Holidays.** The School Business Administrator shall be entitled to fifteen (15) paid holidays.

- D. **Vacation.** The Board shall provide the School Business Administrator with twenty-five (25) vacation days (which shall be pro-rated for any partial year of service as School Business Administrator) exclusive of the holidays set forth in Section C above. Unused vacation shall not carry over from one contract year to the next without approval of the Superintendent. Upon resignation or retirement, the School Business Administrator will not be paid for any unused vacation days.
- E. **Health and Dental Insurance.** The School Business Administrator shall have the right to enroll himself, his spouse and his eligible dependents in any of the health insurance plans provided to Administrators employed at the Norwich Public Schools, as may be amended from time to time. The School Business Administrator shall contribute seventeen and a half percent (17.5%) of the premium if enrolled in the Century Preferred Plan. The School Business Administrator shall also contribute the same employee premium cost share applicable to his selected health plan toward any individual dental plan for which he selects coverage. Two-person or family dental coverage is to be at the option of the School Business Administrator and is to be paid by the School Business Administrator.
- F. **Long-Term Disability/Life Insurance.** The Board shall provide to the School Business Administrator a long-term disability insurance plan which commences one hundred and eighty (180) days after the onset of the disability (the elimination period) and provides 60% of monthly salary to a maximum of \$9,000 per month in accordance with and subject to the terms, conditions and provisions of the plan. The provision of this plan shall be subject to eligibility and underwriting requirements of the insurance carrier. The Board will provide the School Business Administrator with group term life insurance coverage in the amount of two (2) times the School Business Administrator's salary listed in Section 3.A rounded to the next higher \$1000 if not already a multiple of \$1000, with accidental death and dismemberment benefits.
- G. **Insurance Benefits (General Provisions).** Participation in any of the insurance plans described in Sections E and F above shall be subject to the eligibility requirements of the carrier(s). The specific elements of coverage under any such plan shall be governed by the plan documents issued by the insurance carrier/administrator. The Board reserves the right to change the specific insurance plan(s) or carrier(s) for health insurance coverage at any time during the term of this Agreement.
- H. **Automobile Allowance.** For use of his own automobile in connection with school district business within the district, the School Business Administrator shall be paid a monthly stipend of three hundred dollars (\$300.00) per month. For automobile use outside of the school district, the School Business Administrator shall be reimbursed at the standard IRS rate per mile.

- I. **Membership in Professional Organizations.** Subject to budgeted appropriations and prior approval of the Superintendent of Schools, the School Business Administrator may maintain membership in professional organizations at Board expense, provided that such membership is relevant to the performance of the School Business Administrator's job duties.
- J. **Pension Plan.** The School Business Administrator shall participate in the city pension plan.

5. **EVALUATION**

The Superintendent of Schools shall evaluate the performance of the School Business Administrator in writing at least annually.

6. **TERMINATION OF EMPLOYMENT**

- A. The parties may, by mutual consent, terminate this Agreement at any time.
- B. The School Business Administrator shall be entitled to terminate this Agreement upon advanced written notice of thirty (30) days.
- C. Should this Agreement be extended for a period of time by the parties beyond June 30, 2025, the Board may non-renew this Agreement for any reason effective at the end of any contract year during the term of this Agreement with thirty (30) days' written notice to the School Business Administrator prior to the end of the contract year.
- D. The Board may terminate this Agreement at any time for good cause (including, but not limited to, inefficiency, incompetence or ineffectiveness, insubordination, moral misconduct, disability, elimination of position, or other due and sufficient cause), provided the Board gives the School Business Administrator written notice of the reasons for considering termination and provides an opportunity for the School Business Administrator to address the Board or a representative(s) of the Board concerning those reasons prior to final action to terminate this Agreement.

7. **GENERAL PROVISIONS**

- A. If any of the provisions, terms or clauses of this Agreement are determined to be illegal, unenforceable or ineffective in a legal forum or by operation of law, those provisions, terms and clauses shall be deemed severable, such that all other provisions, terms and clauses of this Agreement shall remain valid and binding upon both parties.

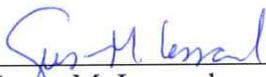
- B. This Agreement contains the entire agreement between the parties. It may not be amended orally but may be amended only by an agreement in writing signed by both parties. Commencing upon the effective date, it supersedes any and all prior agreements between the parties.
- C. This Agreement shall be construed under the laws of the State of Connecticut.
- D. This Agreement is being executed on behalf of the Norwich Board of Education by Susan M. Lessard, its Acting Superintendent.

IN WITNESS WHEREOF, the undersigned have executed this Agreement on the dates hereinafter set forth.



Robert Sirpenski
School Business Administrator

Date: 7-17-2024



Susan M. Lessard
Acting Superintendent of Schools
Norwich Board of Education

Date: 7/15/24