

EMPLOYMENT AGREEMENT FOR
ASSISTANT DIRECTOR OF FINANCE AND ADMINISTRATION

This Agreement is made by and between the Regional School District No. 5 (Amity) Board of Education (hereinafter called the "Board") and Kathleen Kovalik (collectively, the "Parties"). In consideration of the mutual covenants and agreements set forth herein, the Parties agree as follows:

1. Employment.

The Board hereby employs Kathleen Kovalik as Assistant Director of Finance and Administration for Amity Regional School District No. 5 (hereinafter called the "District"), and Kathleen Kovalik (hereinafter called the "Assistant Director of Finance and Administration") accepts such employment pursuant to the terms and conditions set forth herein.

2. Duties.

Under the direction and supervision of the Superintendent of Schools and the Director of Finance and Administration, the Assistant Director of Finance and Administration shall support the Director of Finance and Administration in all aspects of the business operations of the District including but not limited to: financial planning and control; preparation and submission of the annual budget; accounting, including maintenance of internal accounts; payroll preparation; budget monitoring; financing and bond issues; data processing; purchasing; inventory control; and preparing fiscal and related reports for the District and for state and federal agencies. The Assistant Director of Finance and Administration shall have direct supervisory responsibilities for food service operations; providing guidance to Finance Department staff, and other related duties as determined by the Superintendent of Schools.

3. Term.

This Agreement shall become effective July 1, 2025 and shall remain in effect through June 30, 2028, subject to prior termination in accordance with the provisions of the section of this Agreement entitled "Termination." The Parties agree that in the event that either the Board or the Assistant Director of Finance and Administration do not agree to either extend this Agreement beyond June 30, 2028, or do not negotiate a successor agreement, the Assistant Director of Finance and Administration's employment with the Board shall terminate effective on June 30, 2028. Upon execution of this Agreement by the Parties, the Agreement shall supersede all prior agreements between the Parties.

4. Work Year and Schedule.

The work year for the Assistant Director of Finance and Administration shall be twelve months, from July 1, until June 30. The Assistant Director of Finance and Administration

position is classified as exempt from the minimum wage and overtime provisions of state and federal law. Nevertheless, it is understood and agreed that the Assistant Director of Finance and Administration is expected to work during the District's normal office hours. In addition, it is understood and agreed that the Assistant Director of Finance and Administration shall be available outside the District's normal office hours to conduct the business of the District and that the Assistant Director of Finance and Administration is expected to be available to respond as needed to carry out the responsibilities of the position outside normal office hours.

5. Salary and Other Compensation.

As used in this Agreement, the terms "year" and "contract year" shall be defined as the fiscal year, which begins on July 1 and ends on June 30. Any and all components of the salary set forth in this Agreement and any and all provisions regarding leave benefits shall be pro-rated for partial years of service as Assistant Director of Finance and Administration.

a. Salary.

The salary of the Assistant Director of Finance and Administration shall be One Hundred Twelve Thousand, Four Hundred Seventeen Dollars (\$112,417) per year for the 2025-26 contract year.

The salary of the Assistant Director of Finance and Administration shall be One Hundred Fifteen Thousand, Five Hundred Eight Dollars (\$115,508) per year for the 2026-2027 contract year.

The salary of the Assistant Director of Finance and Administration shall be One Hundred Eighteen Thousand, Six Hundred Eighty-Five Dollars (\$118,685) per year for the 2027-2028 contract year.

b. Sick Leave.

The Board shall provide the Assistant Director of Finance and Administration with fifteen (15) days of sick leave per contract year, cumulative to one hundred eighty (180) days. Such sick leave shall accrue at the beginning of each contract year. The Assistant Director of Finance and Administration's use of such sick leave shall be in accord with the sick leave policies of the Board.

c. Vacation Leave.

The Board shall provide the Assistant Director of Finance and Administration with thirty (30) days of vacation leave per fiscal year, exclusive of legal holidays on which the Board's offices are closed, with such vacation leave to be taken during the fiscal year in which it is accrued. Such vacation leave shall accrue at the beginning of each contract year. The Assistant Director of Finance and Administration may not carry over any days of vacation leave from one contract year to another without prior approval from the Superintendent of Schools. The Assistant Director of Finance and Administration may carryover and use a maximum of ten (10) vacation days to the next contract year with the approval of the Superintendent of Schools; however at no time may the Assistant Director of Finance and

Administration have more than ten (10) vacation days banked in addition to their vacation time credited during the then current contract year. The scheduling of all vacation leave shall require the prior approval of the Superintendent of Schools.

In the event of the death of the Assistant Director of Finance and Administration, payment for any accrued but unused vacation leave will be made to the estate of the Assistant Director of Finance and Administration on a prorated basis at the Assistant Director of Finance and Administration's per diem rate as described below. In the event that the Assistant Director of Finance and Administration resigns or retires from employment with the Board during or at the end of the term of this Agreement, the Assistant Director of Finance and Administration shall be entitled to be paid for unused vacation leave accrued during the fiscal year in which the Assistant Director of Finance and Administration resigns or retires on a prorated basis at the Assistant Director of Finance and Administration's per diem rate, based on the number of months remaining in the contract year as of the effective date of such resignation or retirement. In order to be eligible for any such payment for unused vacation leave upon resignation or retirement, the Assistant Director of Finance and Administration must provide the Superintendent of Schools with written notice of such resignation or retirement at least sixty (60) days prior to the effective date of resignation or retirement.

Any payment for unused accrued vacation leave to be made to the Assistant Director of Finance and Administration in accordance with this section shall be paid at the per diem rate for the Assistant Director of Finance and Administration, which shall be calculated at 1/260th of the annual salary of the Assistant Director of Finance and Administration. Vacation days carried over in accordance with this subsection shall not be paid out upon separation from employment.

d. Personal Leave.

The Superintendent of Schools may provide the Assistant Director of Finance and Administration with up to five (5) days of personal leave per contract year in order to permit the Assistant Director of Finance and Administration to conduct personal business that cannot be conducted outside of the regular work day. Personal leave shall not carry over from one contract year to another. Except in emergencies, the Assistant Director of Finance and Administration shall submit requests to use personal leave to the Superintendent of Schools at least three (3) business days in advance of the date on which leave is requested to be used.

f. Leave for Critical Illness/Bereavement.

The Assistant Director of Finance and Administration shall be entitled to leave with pay as follows:

- i.** Each death or critical illness of a family member (parent, child, spouse, sibling, parent-in-law, stepchild): a maximum of five (5) days.

- ii. Each death or critical illness of a grandparent, aunt, uncle, sister-in-law, brother-in-law, or a person whose relationship to the Assistant Director of Finance and Administration warrants such attendance: a maximum of three (3) days.

g. Insurance Benefits (General Provisions).

Participation in any and all of the insurance plans described in this Agreement shall be subject to the eligibility requirements of the carrier(s) and/or plan administrator(s). The Board reserves the right to change the specific insurance plan(s) or carrier(s) for such insurance coverage, and/or to self-insure for such coverage, at any time during the term of this Agreement. The Parties agree that the Board shall not provide insurance benefits to the Assistant Director of Finance and Administration upon retirement, except as may be required by law.

h. Health and Dental Insurance.

The Board shall provide health and dental insurance coverage for the Assistant Director of Finance and Administration, her spouse, and any eligible dependents of the Assistant Director of Finance and Administration under the High Deductible Health Plan ("HDHP") health insurance plan and dental insurance plan provided for administrators employed by the Board as set forth in the collective bargaining agreement between the Amity Administrators' Group and the Board. For the period of this contract, the Assistant Director of Finance and Administration's premium costs contributions and the Board's funding of the HDHP deductible will be equal to the contributions of administrators employed by the Board as set forth in the applicable collective bargaining agreement between the Amity Administrators Group and the Board. The Board will maintain, to the extent provided by law, a plan under Section 125 of the Internal Revenue Code, in order to allow the Assistant Director of Finance and Administration to pay his insurance premium contributions on a pre-tax basis.

i. Life Insurance.

The Board shall provide and pay for term life insurance for the Assistant Director of Finance and Administration with a face amount of two and one-half (2 ½) times the annual salary of the Assistant Director of Finance and Administration.

j. Long-Term Disability Insurance.

The Board will provide and pay for long-term disability insurance for the Assistant Director of Finance and Administration. The disability insurance plan shall provide a benefit equal to sixty percent (60%) of the salary for the Assistant Director of Finance and Administration, subject to a maximum benefit of five thousand (\$5,000) dollars per month payable to age sixty-five (65), and subject to a one hundred eighty (180) day waiting period.

k. Pension.

The Assistant Director of Finance and Administration shall be covered by the District's Defined Contribution Plan, subject to all of the terms and conditions of such pension plan, as may be amended from time to time.

- On a calendar year basis, the Board will contribute the equivalent of five percent (5%) of the employee's base salary toward a 401(A) Plan established by the Board.

Such contribution will be made in each pay cycle.

- Employees may contribute up to the maximum allowed by the IRS toward such 401(A) Plan.
- In addition to the Board's five percent (5%) contribution, the employee may elect to make a voluntary after-tax contribution of three percent (3%) of earnings each pay period toward the defined contribution plan, which the Board will match.

7. Professional Associations.

The Board shall pay the annual dues for the memberships of the Assistant Director of Finance and Administration in the Connecticut Association of School Business Officials (CASBO). The Board shall pay for the Assistant Director of Finance and Administration to attend one national conference annually as deemed necessary by the Superintendent for the Director's professional growth and learning.

8. Termination.

- a. The Parties may by mutual consent and in writing terminate this Agreement at any time and for any reason.
- b. The Superintendent of Schools may terminate this Agreement for any reason with or without cause, upon written notice to the Assistant Director of Finance and Administration of thirty (30) days.
- c. The Assistant Director of Finance and Administration may terminate this Agreement upon written notice to the Superintendent of Schools of sixty (60) days.
- d. The Superintendent of Schools may terminate this Agreement at any time during the term of this Agreement for good cause. Prior to any such termination, the Superintendent of Schools shall provide the Assistant Director of Finance and Administration with notice of the reason(s) for consideration of the termination of this Agreement and an informal opportunity to be heard regarding consideration of the termination of this Agreement.

9. General Provisions.

- a.** The Assistant Director of Finance and Administration hereby agrees to comply with all policies, regulations and rules of the Board.
- b.** Unless entering into a successor agreement, upon termination of this Agreement, the Assistant Director of Finance and Administration shall deliver all property (including keys, records, notes, data, memoranda, and equipment) to the Board that is in the Assistant Director of Finance and Administration's possession or control, which is the Board's property or related to Board business.
- c.** This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut without regard to conflict of law provisions. Any claims, legal proceedings, or litigation arising in connection with this Agreement will be brought solely in Connecticut and all Parties consent to the jurisdiction of such courts.
- d.** If any part of the Agreement is found to be invalid or unenforceable, it shall not affect the remaining provisions of this Agreement, and the Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.
- e.** No amendment or modification of this Agreement shall be binding unless said modification or amendment specifically references this Agreement and is in writing and signed by the Parties hereto.
- f.** No waiver by any party of any breach of this Agreement shall be deemed to be waiver of any preceding or succeeding breach.
- g.** The titles of the sections in this Agreement are solely for the convenience of the Parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.
- h.** Any obligation of this Agreement which, by its nature, must be performed following termination of this Agreement shall be deemed to survive such termination. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Assistant Director of Finance and Administration.

10. This Agreement contains the entire agreement between the Parties with respect to the subject matter specifically referenced herein. Commencing upon signing, this Agreement supersedes all prior agreements and understandings, both oral and written, between the Parties relating to the subject matter of the Agreement. No person has any authority to make any representation or promise on behalf of any of the Parties not set forth herein, and this Agreement has not been executed in reliance upon any representation or promise except those contained herein.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the last date set forth below:

KATHLEEN KOVALIK

REGIONAL SCHOOL DISTRICT No. 5

Kathleen Kovalik

Kathleen Kovalik

DATE: 6/11/2025

Jennifer P. Byars

Dr. Jennifer P. Byars, Superintendent

DATE: 6/11/2025