

School Business Administrator – Contract of Employment

1. **THIS AGREEMENT** is made as of July, 1, 2010 by and between the Tyngsborough School Committee (“Committee”) and School Business Administrator (“Business Administrator”). In consideration of these promises, the parties mutually agree as follows:
2. **EMPLOYMENT:** The Committee employs Joseph D. Messina as School Business Administrator for the Tyngsborough Public Schools, and the Business Administrator accepts employment on the following terms and conditions:
3. **TERM:** The Business Administrator shall be employed for the period July 1, 2010 through June 30, 2013.

COMPENSATION: The Business Administrator shall be paid an annual salary, commencing as of the effective date of this agreement, a minimum of \$95,481 per year, payable in 26 payments. Annual percentage increases to be negotiated yearly.

4. **FRINGE BENEFITS:** The Business Administrator shall be entitled to all insurance (health, life, etc.) benefits and all other fringe benefits currently available to other school and municipal employees. Beginning on July 1, 2010 it is understood that the Business Administrator, as a member of the school administrator group, will pay the health insurance in the following manner: 75% Town contribution/25% Employee contribution.
5. **VACATIONS:** The Business Administrator shall receive twenty-five (25) working days as annual vacation, exclusive of legal holidays. The Committee agrees and accepts that the Business Administrator begins the contract with accumulated vacation time of twenty-five (25) days. The Business Administrator shall be entitled to carry as many as five (5) unused vacation days forward from one year to the next.
6. **SICK LEAVE:** The Business Administrator shall be entitled to sick leave in an amount equal to, but not in excess of, seventeen (17) days of sick leave for each year of this contract. The Business Administrator shall be permitted to use unearned sick leave, and unused sick leave shall be cumulative. It is further understood that the Business Administrator will carry forward all unused sick leave earned while working as Finance Director for the Tyngsborough Public Schools.
7. **SICK LEAVE BUYBACK:** The Business Administrator upon retirement or death will be entitled to buyback unused sick days at the same number of days and ratio of reimbursement as the other Administrators employed by the Tyngsborough School District.

8. OTHER BENEFITS: The Business Administrator shall also be entitled to the following:
- a) A long-term disability income protection plan will be provided, if said person physically qualifies, cost to be borne by the School Committee. The plan will provide income protection similar to the other Administrators employed by the Tyngsborough School District.
 - b) A \$150,000 term life insurance policy, if said person physically qualifies, cost to be borne by the School Committee, similar to the other Administrators employed by the Tyngsborough School District.

10. It is understood that the Business Administrator, in matters not covered by this agreement, will be afforded the same level of benefit and restriction as the other Administrators employed by the Tyngsborough School District.

IN WITNESS WHEREOF, the parties have signed and sealed this Agreement on this ____ day of _____ in the year _____.

Town of Tyngsborough

By _____
Chair, Tyngsborough School Committee

Joseph D. Messina
School Business Administrator