

**MONTVILLE BOARD OF EDUCATION  
Business Manager  
Contract**

The Montville Board of Education ("Board") hereby agrees to employ Kathy Lamoureux ("Employee") and Employee hereby agrees to serve as Business Manager for the public schools of said town for the **2024-2027** school years, subject to the conditions stated below.

**Section I: Continuation of Contract and Salary Agreement**

This contract begins **July 1, 2024**, and ends **June 30, 2027**, subject to Section II below, Termination.

**Section II: Termination**

This contract may be terminated at any time by mutual consent of the parties. It may also be terminated by the Board for cause. The Employee may resign or retire by submitting at least sixty (60) days written notice to the Board.

**Section III: Duties and Responsibilities**

The duties and responsibilities of the Employee shall be in accordance with Board of Education policy.

**Section IV: Work Year**

The Employee shall be employed under a twelve (12) month contract with time off as follows:

A. **Vacation**

The Employee shall be entitled to twenty-seven (27) vacation days annually, to be scheduled by mutual agreement with the Superintendent. The Employee may be paid out each year for up to 10 vacation days, provided the funds are available.

A maximum of five (5) vacation days may be carried from one contract year to the next, for a maximum starting balance of your annual accrual plus five (5) vacation days. If not used remaining time will be forfeited.

B. **Legal Holidays**

All legal holidays, including July 4th and Labor Day, for which the schools are closed, and the Friday after Thanksgiving, shall be considered non-work days for the Employee.

**Section V: Sick Leave**

- A. The Employee shall be entitled to twenty (20) days sick leave with full pay annually. Such leave, if unused, shall accumulate for leave purposes only to a maximum of two hundred (200) days.

#### Section VI: Personal Days

- A. The Employee shall be allowed eight (8) days leave, non-cumulative, with no pay deduction for any one of the following reasons:
  - 1. Death or illness in the immediate family.
  - 2. Religious requirements.
  - 3. Legal requirements, including one day for marriage of self.
  - 4. Birth of a child.
  - 5. College graduation of self, or the spouse, or children of self.
- B. Immediate family consists of wife, husband, father, mother, grandparents, grandchildren, brother, sister, father-in-law, mother-in-law, son, daughter, spouse's son and daughter, son-in-law, and daughter-in-law.
- C. Upon request, the superintendent is authorized to grant additional days leave for any reason he believes meritorious.

#### Section VII: Professional Leave

The Employee shall be allowed to attend local, state and national meetings, workshops, and conferences that are designed for professional purposes, subject to approval of the Superintendent of Schools.

#### Section VIII: Salary

July 1, 2024 – June 30, 2025	\$145,666
Reopen for salary for the remaining two years of the contract.	

For Business Manager's salary, see also, Article X.

#### Section IX: Pay Dates

The Employee will be paid on the dates specified for other Montville employees.

#### Section X: Tax Shelter Annuity Plan

- A. The Business Manager shall be eligible to participate in a "tax sheltered" Annuity Plan established pursuant to the United States Public Law No. 87-370.
- B. The Business Manager, using an authorized Tax Shelter Annuity Agent, shall have the Board of Education annually pay 3.75% or \$5,462 of Business Manager's salary to said plan.

#### Section XI: Insurance Benefits

The Board shall provide the following insurance benefits or their equivalent:

A. Insurance Waiver

- 1) Notwithstanding the above, effective with the execution of this agreement, the Employee may voluntarily elect to waive in writing all health insurance coverages outlined below and, in lieu thereof, shall receive an annual payment of three thousand dollars (\$3,000) for family or member plus one election or eighteen hundred (\$1,800) for individual coverage. Payment to the Employee waiving such coverage shall be made at the conclusion of the fiscal year during which insurance was waived.
- 2) Where a change in the Employee's status prompts the Employee to resume Board-provided insurance coverage, the waiver may, on written notice to the Board, be revoked. Upon receipt of revocation of the waiver, insurance coverage shall be reinstated as soon as possible; subject, however, to any regulations or restrictions, including waiting periods, which may then be prescribed by the appropriate insurance carriers. Depending upon the effective date of such reinstated coverage appropriate financial adjustments shall be made between the Employee and the Board to ensure that the Employee has been compensated, but not overcompensated, for any waiver elected in this section.
- 3) Notice of intention to waive insurance coverage must be sent to the Superintendent no later than April 1 to be effective in the following contract year.
- 4) Waiver of premium procedures must be acceptable to the applicable insurance carrier.

B. Benefit Coverage

1. High Deductible Plan (Primary Plan).

The Board shall offer a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) as an alternative to the PPO Plan. The key features of the HDHP/HSA Plan shall be as follows:

Deductible: \$2,000 individual/\$4,000 family combined for in-network and out-of-network (OON) services. In-network out-of-pocket maximum of \$3,000/\$6,000.

Co-insurance: 100% after deductible in-network/80% of maximum allowable amount after deductible OON up to out-of-pocket maximum of \$4,000 individual/\$8,000 family

Lifetime

Maximum: Unlimited in-network/\$1,000,000 OON

Preventive

Services: 100% (deductible does not apply)

Other: 100% after deductible in-network

80% after deductible OON

Prescription

Drugs: In network, after deductible, co-pays of:

- \$10 for generic
- \$30 for brand name preferred or formulary drugs
- \$40 for brand name non-preferred or non-formulary drugs
- Twice the above co-payments for a 90-day supply by mail order

OOB, 80% after deductible

The prescription drug program shall be the same MP4 plan subject to Exclusive Specialty Program as for the PPO.

The Board shall contribute to an employee's Health Savings Account up to \$1,000.00 annually for an individual and up to \$2,000.00 annually for an employee with family coverage. The Board's contribution shall be paid 50% in the first payroll of the school year and 50% in the first payroll in January. An employee may contribute to the Health Savings Account an additional amount provided that total Board and employee contributions may not exceed the amount permitted by law. Each employee shall set up his/her own Health Savings Account and shall execute an authorization for direct deposit of Board contributions to said account.

2. PPO Plan (Optional with Employee Buy-up).

Employees will be provided individual, individual plus one, or family health insurance coverage under a PPO Plan.

- There shall be a \$150 co-payment for outpatient surgery.
- There shall be a \$300 co-payment for any inpatient admission (general/medical surgical and maternity, mental health and substance abuse, rehabilitation facility, skilled nursing facility).
- The Durable Medical Equipment benefit shall be fifty percent (50%) with no annual maximum.
- Infertility benefits shall be limited to those required by State mandate.
- There shall be mandatory generic substitution on all prescriptions. See Appendix VI.
- The primary care physician office visit co-payment shall be \$30 per visit. (*Note that this co-pay does not apply to wellness visits.*)
- The co-payments for emergency services shall be as follows:

Walk-in Center - \$30

Urgent Care - \$75

Emergency Room - \$150 (waived if admitted)

HCD - \$75



- Prescription drugs shall be subject to the following co-payments:

\$10 for generic (Tier 1)

\$30 for brand name preferred or formulary drugs (Tier 2)

\$40 for brand name non-preferred or non-formulary drugs (Tier 3)

Twice the above co-payments for a 90-day supply by mail order

The existing \$2,000 calendar year maximum for prescription drugs shall remain in effect.

The prescription drug program shall be the MP4 plan subject to the Exclusive Specialty Program, which includes the following provisions that modify or add to the existing program:

- Quantity Limits.
- Step Therapy.
- Prior Authorization.
- Refill Too Soon - 85% of prescription needs to be completed before refill.

3. Dental Insurance. Blue Cross Full-Service Dental Plan will be provided for the individual and family with the additional Basic Benefits Rider C Periodontics the additional Basic Benefits Rider A.

4. Premium Cost Sharing. Employees shall pay the following percentages of the premium cost for the medical and dental plans.

Effective Date	Medical HDHP	Dental
<b>September 1, 2024</b>	<b>21%</b>	<b>21%</b>

Employees may elect to participate in the PPO plan; however, such employees shall be responsible for the difference in cost between the Board's costs for the HDHP/HSA plan exclusive of the Board's contribution toward the deductible and the PPO plan.

5. Excise Tax. Should any Federal Statute or Regulation pertaining to §4908I be mandated triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations on the excise tax in accordance with the Employee Negotiation Act, in which the parties agree to open negotiations over an insurance plan(s) that will reduce the cost of the plan(s) to under the excise tax thresholds or reduce the amount of

any applicable excise tax and to negotiate over the employee monetary contributions towards the costs of their insurance coverage.

The Board shall pay actively employed employees enrolled in the High Deductible Health Plan who are precluded from participating in an HSA, a cash equivalent in the same amount each year that it contributes into the accounts of employees who do qualify for an HSA.

The parties acknowledge that the Board's contribution toward the funding of the HSA is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed employees. The Board shall have no obligation to fund any portion of the HDHP deductible for retirees or other individuals upon their separation from employment.

6. Group Life Insurance of three hundred thousand dollars (\$300,000).

- A. If the Business Manager retires under the provisions of the Connecticut Municipal Employees' Retirement Fund, she shall be entitled to participate in full medical insurance benefits provided by the Board of Education that covers the regular administrative staff, provided it does not conflict with insurance carrier or state statutes. The Business Manager shall share a fifty percent (50%) cost with the Board of Education, with the Board of Education paying fifty percent (50%) of the cost. Employee when eligible for Medicare coverage shall transfer to Medicare supplemental coverage at age 65.
- B. Group Personal Disability Insurance, with 180-day elimination period, not to exceed two thousand and two hundred dollars (\$2,200) in total premium. Premiums in excess of two thousand and two hundred dollars (\$2,200) can be borne by Business Manager who elects coverage under the disability plan.

**Section XII: Professional Dues**

The Board will pay the annual membership fees for the Employee's participation in the following professional organizations: CASBO (Connecticut Association of School Employees), ASBO (Association of Employees - National), and the Connecticut Society of Certified Public Accountants. The Board will also pay for renewal of your Certified Public Accountant license.

**Section XIII: Course Reimbursement**

Reimbursement for course credits, up to a maximum of eight (8) yearly, will be paid at the rate of one hundred percent (100%) of the cost per credit hour, not to exceed the cost per credit hour at the University of Connecticut.

**Section XIV: Retirement**

The Employee is eligible for participation in the Town Retirement Plan, subject to the provisions of that plan.

**Section XV: Travel Allowance**

The Board agrees to reimburse the Employee for all her travel expenses incurred in the performance of her


duties under this contract, and agrees that for the use of her own automobile, within Connecticut, she shall receive as such reimbursement of three thousand five hundred dollars (\$3,500). For use of her own automobile outside of Connecticut on school business, she shall be reimbursed at the Internal Revenue service rate on voucher to be submitted by her.

**Section XVI: Duration**

This agreement shall become effective July 1, 2023, and shall remain in full force and effect until June 30, 2026.

SIGNED:

  
\_\_\_\_\_  
Superintendent  
Montville Public Schools

  
\_\_\_\_\_  
Employee

6-17-24  
Date

6/18/24  
Date