

WOODBIDGE BOARD OF EDUCATION EMPLOYMENT AGREEMENT

This contract is an agreement, made this ~~16th~~ day of June ~~2025~~ between the Board of Education of the Town of Woodbridge, (hereafter referred to as the “Board”) and Donna Coonan.

The Board has assigned Donna Coonan to the position of Director of Business Services & Operations of the Woodbridge School District. This employment agreement is for the period beginning ~~July 1, 2025~~ through ~~June 30, 2028~~.

As an employee of the Board, Ms. Coonan will diligently perform her assigned duties to the best of her ability in accordance with the policies, procedures, practices of, and under directives and supervision of, the Board and its Superintendent of Schools and consistent with applicable state and federal laws and regulations. In addition to the foregoing, Ms. Coonan, while employed in the position of Director of Business Services/Operations, will faithfully discharge the duties and responsibilities of the job description for that position as approved by the Board, a copy of which is attached.

As compensation for her service, Ms. Coonan shall receive an annual salary of ~~\$137,917~~ for the ~~2025-26~~ school year, paid in biweekly installments. Her employment shall be full-time and her work shall be deemed to be twelve (12) months from July 1st to June 30th based on a 260-day work year. Her salary for 2027-28 and 2028-29 shall be as determined by the Board but shall not be less than the previous year.

In addition, each year of the contract the Board shall make a contribution on Ms. Coonan’s behalf to a tax-sheltered annuity in an amount of \$5,000.

Ms. Coonan shall receive eighteen (18) sick days for the ~~2025-26~~ school year, to be taken when she is physically unable to perform her work assignments. If a successor agreement to this agreement is executed, then any unused sick days at the end of June 2026 may be carried over to the next year, which sick days cumulative to maximum of two hundred (200) days. Ms. Coonan shall also receive three (3) personal days for the ~~2025-26~~ school year.

For the ~~2025-26~~ school year, twenty-five (25) vacation days will be granted. The vacation days will be credited on July 1, 2025. If a successor agreement to this agreement is executed, then any unused vacation days at the end of June 2026, up to a limit of fifteen (15) days, may be carried over to the next year; any additional accumulated days beyond fifteen (15) will be lost at the end of the fiscal year. If Ms. Coonan resigns or is terminated prior to the end of the employment year, Ms. Coonan is eligible to be paid for accrued vacation days only and the District is to be reimbursed at the per diem rate for any credited days taken that were not accrued at the time of departure.

Ms. Coonan shall be granted life insurance in the amount of two times her salary. She is entitled to the same medical insurance benefits and co-pay/premium share as members of the Woodbridge Association of School Administrators.

As an administrator, and as a condition of employment, Ms. Coonan shall, at all times, possess a valid School Business Manager Certificate (#085) issued by the Connecticut State Department of Education.

Ms. Coonan shall be evaluated at least annually by the Superintendent of Schools or his/her designee.

This contract shall be in effect from July 1, ~~2025~~ through and including June 30, ~~2028~~. It may be terminated at any time by mutual agreement of the parties or through Ms. Coonan’s resignation or death, provided that in case of resignation, Ms. Coonan shall give at least sixty (60) days written notice of resignation, unless the Board in its discretion accepts a shorter notice period. Since Ms. Coonan is employed by the Board

pursuant to the provisions of Section 10-145(d) of the Connecticut General Statutes, she may be terminated at any time for cause after notice and an opportunity for hearing before the Superintendent, in which case this contract will be terminated and of no further force and effect as of the date of her termination.

This entire agreement between the parties supersedes any and all other agreements previously reached, whether verbal or written. This agreement shall become final upon its approval and execution by Ms. Coonan and upon its subsequent execution by the Superintendent of the Woodbridge School District.

Director of Business Services & Operations

Date

Superintendent

Date

Woodbridge School District

Position Description Director of Business Services & Operations

Reports to: Superintendent

SUMMARY

The Director of Business Services & Operations is responsible for the design, implementation, and operation of all business services and operations for the Woodbridge School District, a PreK-6 school district of approximately 165 permanent active employees and approximately 850 students.

MAJOR RESPONSIBILITIES:

- Establishes, supervises, and maintains all budget, payroll, purchasing, and financial systems, including proper disbursement of funds, and maintenance of complete records thereof consistent with local, State, and federal requirements and policies
- Ensures the maintenance of a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and federal accounting reports
- Advises the Superintendent on policies, procedures, regulations, and guidelines related to sound school business services and operations
- Supervises the management of all financial affairs of the Woodbridge School District and Beecher Road School
- Assists in the development, administration, and monitoring of grant requests and grant funds for the Woodbridge School District
- Prepares and presents ongoing reports and correspondence relevant to the business services and operations of the District, including monthly reports as required by local policy
- Maintains a continuous internal auditing program for the financial affairs of the Woodbridge School District and Beecher Road School, and supports the annual work of external auditors
- Collaborates with Town of Woodbridge staff and leaders in relation to the financial affairs of the Woodbridge School District, including supporting the development of bid specifications
- Supervises and evaluates the supervisors of the custodial/maintenance and food services departments, as well as Business Office staff
- Supports the Superintendent in developing, administering, and monitoring long-term capital projects
- Advises the Superintendent in labor negotiations and vendor contract approvals
- Participates in ongoing professional learning related to school business operations
- Carries out other duties as assigned by the Superintendent of Schools