

EMPLOYMENT AGREEMENT

This Employment Agreement (hereinafter "Agreement") is made by and between the Thomaston Board of Education (hereinafter the "Board") and Ms. Attallah Reynolds Roundtree (hereinafter "Ms. Reynolds Roundtree").

WHEREAS the Board desires to employ Ms. Reynolds Roundtree as the per diem Business Manager and Ms. Reynolds Roundtree desires to accept such employment, upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. EMPLOYMENT

The Board hereby employs Ms. Reynolds Roundtree as the Per Diem Business Manager and Ms. Reynolds Roundtree accepts such employment pursuant to the terms and conditions set forth in this Agreement.

2. TERM OF AGREEMENT/EMPLOYMENT

The Board shall employ Ms. Reynolds Roundtree as per-diem Business Manager commencing on October 6, 2025 and continue to employ Ms. Reynolds Roundtree in such capacity through June 30, 2030, except as set forth below. On an annual basis thereafter, this Agreement shall remain in full force and effect unless the Board advises Ms. Reynolds Roundtree that her employment with the Board is being discontinued by June 30th of the applicable calendar year.

Notwithstanding anything in this section to the contrary, the provisions of this Agreement entitled "AT WILL EMPLOYMENT/TERMINATION" shall take precedence, and Ms. Reynolds Roundtree's employment may be terminated at any time under the provisions of that section.

3. AT WILL EMPLOYMENT/TERMINATION

Ms. Reynolds Roundtree shall be employed by the Board as an "at will employee". This Agreement may be terminated by either the Board or Ms. Reynolds Roundtree at any time, with two (2) weeks (fourteen (14) calendar days) written notice to the other party (unless the parties mutually agree, in writing, to a shorter notice period).

4. WORK SCHEDULE

Ms. Reynolds Roundtree's workday shall be of a minimum length of eight (8) hours inclusive of a one-half (1/2) hour paid lunch break. At least four (4) hours of the workday must occur during Thomaston Central Office regular business hours.

5. COMPENSATION AND BENEFITS

For services rendered under this Agreement, unless otherwise specified, Ms. Reynolds Roundtree shall be paid on a per-diem basis at the rate of five hundred fifty-two dollars (\$552.00) in the 2025-2026 year; five-hundred eighty dollars (\$580.00) in the 2026-2027 school year. The per diem for any subsequent years of this Agreement shall be based on the "non union employee annual pay rate increase formula" adopted by the Board at its' meeting on February 12, 2024.

Each year of this contract, the Thomaston Board of Education shall pay an additional sum equal to five thousand dollars (\$5,000.00) payable in two or more installments in accordance with the Board's payroll practices to an annuity provider of Ms. Reynolds Roundtree's choosing.

As part of the Business Manager's duties and responsibilities, the Business Manager is expected to be accessible to the Board. Consequently, except as set forth below, at the Business Manager's expense, the Business Manager is required to secure and maintain cellular telephone equipment, cellular voice services and data services, in part, to provide the Board with access to her. In lieu of the Business Manager using her own cellular telephone, the Business Manager may be provided with a Board provided cellular telephone (at the Business Manager's option) in order to fulfill the duties and responsibilities of the Business Manager.

If the Business Manager uses her cellular telephone in order to comply with this provision of the Agreement (and does not choose to use a Board provided cellular phone), she shall receive a stipend of sixty-six dollars (\$66.00). Effective July 1, 2026, the monthly stipend will increase to sixty-eight dollars (\$68.00). On an annual basis commencing in June of 2027, the Board and Ms. Reynolds Roundtree will meet to address the monthly stipend for each contract year subsequent to June 30, 2027.

The stipend shall be withheld in the event that the Business Manager displays a pattern of inaccessibility. The stipend (or the Board provided phone) is afforded to the Business

Manager since such equipment is required to be used by the Business Manager: (a) in order to remain accessible; and (b) to perform duties and responsibilities required of her position with the Board.

Ms. Reynolds Roundtree shall NOT be eligible for any other benefits provided by the Board that are provided to other Board employees beyond the per-diem rate set forth herein.

6. INVALID PROVISION

The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and the Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

7. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the Board and Ms. Reynolds Roundtree with respect to the subject matter specifically referenced herein. No modification or amendment 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.


IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date last set forth below.


Attallah Reynolds Roundtree (Sep 30, 2025 13:53:12 EDT)

Attallah Reynolds Roundtree

09/30/2025
Date: _____

THOMASTON BOARD OF EDUCATION

By: 

Francine Coss, Superintendent of Schools

09/30/2025
Date: _____