

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/Human Resources (hereinafter the “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. The job description describing the duties for this position is attached to this Agreement.

2. TERM OF AGREEMENT/EMPLOYMENT

The Board shall employ Ms. Reynolds Roundtree as per-diem Business Manager commencing on July 1, 2026, and continue to employ Ms. Reynolds Roundtree in such capacity through June 30, 2031, 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 thirty (30) 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 (½) hour paid lunch break. At least four (4) hours of the workday must occur during Thomaston Central Office regular business hours.

Ms. Reynolds Roundtree shall be required to perform her duties at the Office a minimum of three (3) days per week and shall be permitted to perform her duties remotely for up to two (2)

days per week. The specific days designated for in-office and remote work shall be determined by mutual agreement between Ms. Reynolds Roundtree and the Superintendent.

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 eighty dollars (\$580.00) for the period from July 1, 2026, through June 30, 2027.

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.

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-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 any 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.

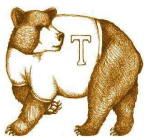
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date last set forth below.

Attallah Roundtree
Attallah Reynolds Roundtree

Dated: 7/15/2026

THOMASTON BOARD OF EDUCATION
Francine Coss
Francine Coss, Superintendent of Schools

Dated: July 22, 2026



THOMASTON BOARD OF EDUCATION

Thomaston, Connecticut

Position Description

JOB TITLE:	Business Manager
DEPARTMENT:	District
REPORTS TO:	Superintendent of Schools

POSITION SUMMARY/PURPOSE

Under the general supervision of the Superintendent, the Business Manager will act as the chief financial and operational officer, responsible for the fiscal and business management of the school district or individual school. This position oversees all financial, administrative, and operational functions to ensure the smooth, efficient, and compliant operation of the institution. The Business Manager works closely with the superintendent, principal, and school board to provide accurate financial information and support strategic planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Financial Management:**
 - Develop, manage, and present the annual budget to the administration and school board.
 - Monitor financial transactions, track expenditures, and oversee financial performance to ensure adherence to budgetary guidelines.
 - Prepare and submit financial reports, statements, and projections for internal and external stakeholders, including regulatory and advisory agencies.
 - Manage and reconcile all accounting functions, including accounts payable, accounts receivable, and payroll.
- **Operational Oversight:**
 - Supervise and coordinate the daily operations of the business office, including office management, procurement, and contract administration.
 - Manage support services such as food services, transportation, and maintenance of school facilities and grounds.
 - Oversee risk management policies, insurance coverage, and compliance with health and safety regulations.
- **Human Resources Administration:**
 - Oversee payroll processing and employee benefits administration.
 - Ensure compliance with all federal, state, and local employment laws and regulations.
 - Assist the administration in making recommendations regarding compensation, benefits, and contract negotiations.
- **Compliance and Reporting:**
 - Ensure strict compliance with all relevant federal, state, and local laws concerning school finance and business practices.
 - Act as the fiscal agent for state and federal grants, managing applications and ensuring appropriate financial oversight.
 - Organize and manage the annual financial audit process.
- **Strategic and Collaborative Responsibilities:**
 - Provide data-driven insights and financial analysis to inform administrative decision-making.
 - Collaborate with the leadership team on strategic and annual planning for the institution.
 - Act as a liaison between the school or district and external stakeholders, such as vendors, auditors, and government agencies.

Additional Duties: Performs other related tasks as assigned by the principal and Central Office Administrators.

NOTE: The above description is illustrative to tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

KNOWLEDGE AND SKILLS

- Thorough understanding of accounting principles (GAAP), budgeting, and financial reporting procedures.
- Expertise in financial software systems (e.g., MUNIS) and proficiency in Microsoft Office Suite.
- Familiarity with federal and state legislation related to public school funding and operations.
- Demonstrated ability to manage complex projects, supervise staff, and meet multiple deadlines.

PERSONAL ATTRIBUTES

- Excellent verbal and written communication skills.
- Strong organizational, analytical, and problem-solving skills.
- Exceptional interpersonal and collaborative skills to work effectively with diverse stakeholders.

QUALIFICATIONS PROFILE

Education: Bachelor's degree in Business Administration, Finance, or Accounting required; a Master's degree or CPA certification is often preferred.

Experience: A minimum of 3–5 years of experience in accounting or financial management, preferably within a school district or other public sector organization.

EQUIPMENT

Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

TRAVEL REQUIREMENTS

Travels to school district buildings and professional meetings as required.

WORK SCHEDULE

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. Attendance at Board meetings, Budget-Audit Committee meetings, and other meetings as needed.

SALARY RANGE/FRINGE BENEFITS

Salary and fringe benefits as set forth in the Business Manager's contract.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS

- Work is performed primarily in a standard office environment.

Business Manager

- Occasional travel may be required for board meetings, professional development, and site visits.
- The role involves prolonged periods of sitting and computer use.

Note: Also see the Summary of Physical, Sensory and Environmental Requirements Needed to Perform Essential Job Duties for this position.

FLSA Status: Exempt

This job description conforms to EEO and ADA requirements. This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised: September 2025