

**STATEMENT OF TERMS AND CONDITION
OF EMPLOYMENT AGREEMENT
FOR
THE ASSISTANT SUPERINTENDENT**

Agreement made this 9th day of July, 2025, by and between the **Board of Education of the Averill Park Central School District**, a School District duly organized and existing under and by virtue of the laws of the State of New York, having its offices in the City of Averill Park, County of Rensselaer, and State of New York (hereinafter “the District”), and

Carrie Nyc-Chevrier [REDACTED]

WHEREAS, the Board of Education of the District (hereinafter “the Board”) at a meeting duly held on July 8, 2021 passed a resolution appointing Carrie Nyc-Chevrier to an appointment as Assistant Superintendent for Business (hereinafter “Assistant Superintendent”) of the District for a three year term commencing November 1, 2021 and which is thereafter subject to a term as governed by this Agreement and the applicable Education Law and Regulations of the Commissioner of Education; and,

WHEREAS, the Assistant Superintendent was granted tenure effective November 1, 2024; and,

WHEREAS, the parties entered into an Addendum to the Agreement dated May 9, 2022 amending the Agreement regarding health insurance; and,

WHEREAS, the Board, at a meeting duly held on July 9, 2025, passed a resolution approving this new terms and conditions agreement; and,

WHEREAS, the parties wish to amend and replace any previously executed Agreement or Addendum to reflect the present terms and conditions of employment; and,

WHEREAS, the parties wish to enter into a new written Terms and Conditions Agreement (hereinafter “Agreement”) pursuant to the Education Laws of the State of New York setting forth the terms and conditions of said employment and the Board by its resolution authorized the President of the Board to enter into an Agreement with the Assistant Superintendent.

NOW, THEREFORE, in consideration of the mutual promises set forth herein and pursuant to the aforesaid Resolution, the parties agree as follows:

1. EMPLOYMENT

The Board of Education of the Averill Park Central School District ("District") wishes to continue to employ Carrie Nyc-Chevrier as the Assistant Superintendent and wishes to set forth,

in this statement, the terms and conditions of said employment. Carrie Nyc-Chevrier (hereinafter the "Assistant Superintendent") accepts said continued employment subject to the terms and conditions set forth herein and agrees to perform, to the best of her ability, the duties of such position.

The term of appointment and employment of the Assistant Superintendent is controlled by and subject to the New York State Education Law and the Rules and Regulations of the Commissioner of Education and is not established by this Agreement or the District's resolution. No rights as to term of employment or the continuation of compensation and benefits are conferred by this Agreement except those conferred by statute. During the term of his employment, the Assistant Superintendent's employment is subject to termination in accordance to the Education Law and the Rules and Regulations of the Commissioner of Education. In the event of termination, this Agreement shall be null and void.

2. ASSISTANT SUPERINTENDENT DUTIES AND RESPONSIBILITIES

A. The Assistant Superintendent shall faithfully perform the duties of Assistant Superintendent as prescribed by the laws of the State of New York, by the rules and regulations made thereunder and as assigned to the Assistant Superintendent by the Superintendent of Schools (hereinafter "Superintendent") and/or Board of Education.

B. During the term of this Agreement, the Assistant Superintendent shall faithfully, diligently, and in accordance with accepted professional standards perform and discharge the duties and responsibilities of said position as the same are set forth in the Education Law, Civil Service Law, and other applicable statutes, laws, rules, and/or regulations and the duties and/or responsibilities established by the Board and/or Superintendent pursuant to such statutes, laws, rules, and/or regulations.

C. During the term of this Agreement, the Assistant Superintendent shall devote full time, skills, labor, and attention to the performance and discharge of various prescribed and established duties and/or responsibilities, provided however, that upon the express prior consent of the Superintendent, the Assistant Superintendent may, on occasion, undertake consultation work, speaking engagements, and/or professionally related writing or lecturing provided that any such activity:

- a. is performed at no expense to the District;
- b. is done on other than District time;
- c. does not reflect poorly on the District;
- d. does not conflict with the District's interests; and
- e. does not interfere with or materially affect the performance and/or discharge of the Assistant Superintendent's duties and/or responsibilities under this Agreement.

D. The Assistant Superintendent represents that the Assistant Superintendent will, throughout the term of her employment, hold any valid certificate which may be required to perform the assigned duties. Failure to possess and retain required certification shall be grounds

for dismissal. If the facts upon which the Board based its decision to employ the Assistant Superintendent are found to be false, such inaccuracies shall be cause for the immediate termination of this Agreement and of the employment of the Assistant Superintendent.

3. WORK YEAR AND WORK DAY

A. The Assistant Superintendent shall be a twelve (12) month employee, from July 1st to June 30th.

B. On days when school is closed due to inclement weather or other emergency conditions, the Assistant Superintendent shall be required to report for work, unless directed otherwise by the Superintendent.

D. The Assistant Superintendent shall work an eight (8) hour day, including a one half (½) hour lunch period.

E. Holidays - Provided school is not in session, the Assistant Superintendent shall be granted leave with pay for the following holidays:

Independence Day	New Year's Eve and New Year's Day
Labor Day	Martin Luther King Day
Columbus Day	President's Day
Veteran's Day	Good Friday
Thanksgiving Day and the day after	Memorial Day
Christmas Eve & Christmas Day	Rosh Hashanah & Yom Kippur (When observed as Holidays by the District)
	Juneteenth (if school is closed)

4. COMPENSATION

The Assistant Superintendent's base salary for the school years covered under this Agreement shall be:

A. July 1, 2025 to June 30, 2026 – One Hundred and Seventy-Nine Thousand Four Hundred Dollars (\$179,400.00);

B. July 1, 2026 to June 30, 2027 – One Hundred and Eighty-Eight Thousand Six Hundred and Fifty-Six Dollars (\$188,656.00);

C. July 1, 2027 to June 30, 2028 – One Hundred and Ninety-Six Thousand Two Hundred and Two Dollars (\$196,202.00).

D. July 1, 2028 to June 30, 2029 – Two Hundred and Four Thousand Fifty Dollars (\$204,050.00).

E. Salary will be paid in equal installments in accordance with the rules of the Board governing salary payment to other District employees. Salary for future years will be determined by the Board, but in no event shall the Assistant Superintendent's salary be decreased in any school year from that which was received in the preceding year.

F. Effective July 1, 2025, the District will make an annual non-elective contribution of \$2,500 towards the Assistant Superintendent's 403b account and each July thereafter, in accordance with any applicable law.

G. Effective July 1, 2025, the Assistant Superintendent shall be paid a longevity payment in addition to her base pay which shall be added to her base pay for subsequent pay increases as follows: \$2,000 upon completion of four (4) years of continuous service as Assistant Superintendent; \$2,500 upon completion of eight (8) years of continuous service as Assistant Superintendent; and, \$3,000 upon completion of twelve (12) years of continuous service as Assistant Superintendent. These longevity payments are not cumulative (e.g. after eight years of service, the longevity payment is \$2,500). Longevity payments shall be paid upon the anniversary date of the Assistant Superintendent.

5. LEAVE BENEFITS

A. Vacation Leave -

(a) The Assistant Superintendent shall be entitled to twenty-five days of paid vacation leave each school year, exclusive of holidays, credited on July 1st of each year. Use of vacation leave is encouraged.

(b) All vacation must be approved, in advance, by the Superintendent of Schools.

(c) The Assistant Superintendent shall be entitled to carry over up to five (5) days of unused vacation leave each school year. At no time will the Assistant Superintendent have more than thirty (30) unused vacation leave days at the commencement of a year, inclusive of any current year's allotment. Any unused vacation days beyond that number shall be forfeit.

(d) The Assistant Superintendent is also eligible to annually cash in up to three (3) days of unused vacation leave at the Assistant Superintendent's per diem at the conclusion of each year. In order to exercise this right of cash in for vacation leave, the Assistant Superintendent must notify the Superintendent of Schools, or his/her designee, no later than June 1st of the school year of payment.

B. Sick and Personal Leave –

(a) The Assistant Superintendent shall be credited with twenty-five (25) sick leave days effective upon employment for use throughout the term of this Agreement as an initial "bank" of days above and beyond the annual allocation of sick leave described herein. The Assistant Superintendent shall be credited with fifteen (15) days of paid sick leave per school

year, which shall be credited on July 1 of each school year. Sick leave may be used for illness or injury to the Assistant Superintendent or a member of her immediate family. "Immediate family" shall be defined as spouse, children, parents, grandparents or siblings.

(b) Unused sick leave days may be accumulated by the Assistant Superintendent from year to year, if unused, up to a maximum limit of 240 days. Upon the accrual of thirty (30) sick leave days, not counting the initial bank of twenty-five (25) days, the Assistant Superintendent may choose to either accrue unused days, to the 240 maximum, or elect to cash in unused sick leave days and be paid \$100 for each unused sick leave day. In addition, upon retirement from the District in accordance with the rules of the New York State Teachers' Retirement System (NYSTRS), the Assistant Superintendent will be paid for all unused and accumulated sick leave days at the time of such retirement at the rate of \$100 per day which shall be paid into a non-elective deferral IRS 403(b) account designated by the Assistant Superintendent. Effective upon eight (8) years of continuous employment prior to retirement, the rate paid shall be \$150. Effective upon ten (10) years of employment prior to retirement, the rate paid shall be \$200. Effective upon twelve (12) years of continuous employment prior to retirement, the rate paid shall be \$250. When the Assistant Superintendent leaves the employment of the District she will not be entitled to payment for any unused or accumulated sick leave days, except as provided in this provision. The initial twenty-five (25) days of sick leave "bank" provided in "a" above, shall be excluded from any payment or payment calculation set forth herein. Such days are solely available for use as paid sick days during the Assistant Superintendent's employment.

(c) The Assistant Superintendent shall report the use of sick leave to the Superintendent, or other duly designated person, for the purpose of maintaining an accurate accounting of such leave.

(d) The Assistant Superintendent shall be credited with three (3) days of personal leave each year. Personal leave is meant to be taken only for the purpose of attending to personal business which cannot otherwise be addressed outside of normal business hours. Personal leave cannot be taken for recreational or vacation purposes. Any unused personal leave at the end of each year will be added to the Assistant Superintendent's accumulated sick leave. The Assistant Superintendent shall report the use of personal leave to the Superintendent, or other duly designated person, for the purpose of maintaining an accurate accounting of such leave.

C. Bereavement Leave –

(a) The Assistant Superintendent shall be entitled to five (5) consecutive calendar days of paid leave due to and immediately following a death in her immediate family. "Immediate family" is defined as spouse, children, parents, grandparents, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

(b) If the death occurs while the Assistant Superintendent is on sick or vacation leave, the days used for the bereavement leave shall not be deducted from her accumulated sick or vacation leave. Unused bereavement leave days shall not accrue or carry

over in any manner.

(c) The Board may grant additional bereavement leave days in circumstances where it determines that such additional leave is necessary and justified.

(d) The Assistant Superintendent shall report the use of bereavement leave to the Superintendent, or other duly designated person, for the purpose of maintaining an accurate accounting of such leave.

6. INSURANCE AND ANNUITIES

A. Health Insurance: The Assistant Superintendent shall be entitled to coverage under the District's health (with prescription drug) insurance plan, currently CDPHP Model EPO, for the Assistant Superintendent and her dependents, as such plan may be established by the Board, as set forth herein. Such plan(s) shall be the plan available to other employees in the District which may change from time to time. The District shall pay 75% of the premium cost of such coverage and the Superintendent shall pay the remaining 25% premium cost through payroll deduction or may be paid through the District's IRS Section 125 plan.

B. Health Insurance in Retirement – Provided she remains employed by the District for a minimum period of nine (9) continuous years, and upon her retirement from the District in accordance with the rules and regulations of the NYSTRS, the District will provide her with health (with prescription drug) coverage, for the remainder of her life. Payment for such coverage shall be on the same basis and subject to the same contributions, as such coverage was provided at the time of retirement for an individual plan, plus sixty-five (65%) percent of the cost of dependent coverage. Only dependents consisting of a spouse and dependent children the Assistant Superintendent has at the time of her retirement are eligible for dependent coverage under this provision. The Assistant Superintendent shall be afforded the ability to participate in the health (with prescription drug) plans in existence from the School District as such plans may change from time to time during the Assistant Superintendent's retirement.

C. Health Insurance Buy-Out – The Assistant Superintendent may elect to waive the health insurance set forth above during employment and receive an annual payment of \$1,500.00 for any coverage (individual or dependent), depending on her eligibility for such coverage under the following conditions:

a. She must provide written notice to the District's Business Office, with a copy to the Superintendent, on or before June 1st of the desire to waive coverage effective July 1st the following school year. This notice must be repeated each year;

b. She must submit proof with his request that she is covered by health insurance through hers spouse;

c. She may reinstate such coverage before the following July 1st for circumstances permitted by the District's carrier due to loss of alternative coverage; and,

d. The payment for waiver of coverage shall be made in June of the year in which coverage is waived, less any deductions. Should the Assistant Superintendent waive coverage for a partial year due to need to reinstate coverage, a pro-rata portion of the annual payment will be made.

D. Dental and Optical Insurance – The Assistant Superintendent shall be entitled to participate in dental and optical plans made available by the School District, for either individual or dependent coverage, with the District contributing 75% of the premium and the Superintendent contributing the remaining 25% of premium through payroll deductions.

E. Tax Deferred Annuities: The Assistant Superintendent may, in accordance with applicable State and Federal Law, elect to withhold and transfer an amount of salary, said amount to be determined by the Assistant Superintendent, to participate in a tax deferred annuity program of her choice, either a 403(b) and/or 457(b) plan. The Assistant Superintendent must elect to participate in such a program in writing, submitted to the District by June 1 of each school year to be effective July 1 of the subsequent school year.

F. The Assistant Superintendent shall be entitled to participate in the District's IRS §125 Plan.

7. OTHER BENEFITS

(a) Travel Reimbursement: Consistent with any travel reimbursement policy adopted by the District, the District shall reimburse the Assistant Superintendent for mileage resulting from out of District travel (other than commuting travel) relating to School District business at the rate established by the Board annually at the organizational meeting of the Board when she is required to use her personal car in the performance of official duties for such travel. The Assistant Superintendent shall submit a monthly voucher for reimbursement of travel expenses to the Superintendent.

(b) Cell Phone/Computer: The District shall provide the Assistant Superintendent with a cell phone and laptop computer for use for the conduct of School District business which may, as set forth below, include reasonable and incidental personal use. The cell phone and computer shall be the property of the District and shall be returned to the District at the time the Assistant Superintendent leaves the employment of the District. The cell phone and computer are to be used for business related to the School District. However, the Board understands that included within approved use of the cell phone and computer is some reasonable and incidental personal use.

(c) Conferences: The Assistant Superintendent shall be entitled to attend any conferences, meetings or workshops directly related to education and her position with the District, with the prior approval of the Superintendent. Attendance at any such approved conference will not be charged against any leave allocation provided herein.

(d) Professional Associations: The District shall reimburse the Assistant Superintendent for dues incurred through membership in professional associations, subject to the prior approval of the Superintendent of Schools.

8. PERFORMANCE EVALUATION

The Superintendent of School shall evaluate the performance of the Assistant Superintendent at least once per year and shall report the results of such evaluation to the Board of Education in executive session. The Assistant Superintendent may submit a written response to the evaluation which will also be included in her personnel file. The Superintendent, in consultation with the Assistant Superintendent, shall develop formal procedures for the review of work performance.

9. TERMINATION

The Assistant Superintendent's employment and this Agreement may be terminated by written agreement between the Board and the Assistant Superintendent, or by written notice to the Board of the resignation of the Assistant Superintendent, upon ninety (90) days' notice. Any other termination shall be governed by the applicable Education Law and Regulations of the Commissioner of Education.

10. MISCELLANEOUS

1. The validity or enforceability of any particular provision of this Agreement shall not affect its other provisions and this Agreement shall be construed in all respects as if such invalid or unenforceable provision has been omitted.

2. This Agreement shall be construed and enforced in accordance with the laws of the State of New York. Any action by either party concerning this Agreement shall be commenced in New York State Supreme Court for the County of Rensselaer.

3. The failure of either party at any time to require the performance by the other of any of the terms, provisions or agreement hereof shall in no way affect the right thereafter to enforce same and shall not constitute the waiver of either party hereto of any breach of any of the terms, provisions or agreement or be construed as a waiver of any succeeding breach.

4. The original of this Agreement shall be filed with the Clerk of the Board of Education.

5. This Agreement constitutes the entire contract between the parties and contains all the agreements between them with respect to the subject matter hereof. This shall supersede all prior agreements and/or resolutions in regard to the employment of the Superintendent.

The above terms and conditions of employment are offered in consideration of your satisfactory service to the Averill Park Central School District, subject to the approval of the Board of Education of the District.

Samuel H. Hills

President, Board of Education

7/7/25

Dated

I have read the above statement of Terms and Conditions of Employment and hereby accept employment in accordance with said terms and conditions.

Carrie Nyc-Chevrier

Carrie Nyc-Chevrier
Assistant Superintendent

7/1/25

Dated