



Scotia – Glenville

Central Schools

District Offices • 900 Preddice Parkway • Scotia, New York 12302

To: Susan Swartz

From: Drew Giaquinto

A handwritten signature in black ink, appearing to read 'Drew Giaquinto', is written over the printed name. The signature is fluid and cursive, with a prominent loop at the end.

Date : June 27. 2025

Re: Human Resources - Jill Bush

Jill Bush is recommended to continue as the HR - interim as of July 1, 2025 with responsibilities to include : all HR functions of classified support staff and HR functions of certified staff working in collaboration with the business office .

- employee onboarding, job descriptions, fingerprinting checks, employment eligibility, salary/wage calculations, Board of Education appointments, Directs and supports benefits administration, including health and dental insurance, new benefit development and implementation, COBRA, open enrollment coordination, flex spending, retiree processing/bridge payments/Medicare reimbursement, TSA and 403(b) plans, worker's compensation/safety, disability and medical file maintenance.
- Manages employment contracts and the labor relations function, which includes contract interpretation, labor management, contract administration/compliance, grievances and legal consults;
- Develops and ensures compliance with policies and procedures, including probation/tenure/seniority, certifications, civil service reporting, performance reviews and appraisals, personnel file maintenance; discrimination/harassment claims, resignation/retirement, terminations and compliance with federal and state mandates.
- Maintains HR processes for attendance, salary notifications, on-line training

Jill continues to closely align the HR personnel responsibilities with the business office operations and with her experience , can continue to provide leadership and support in many areas.

AGREEMENT
BY AND BETWEEN
THE BOARD OF EDUCATION OF
THE SCOTIA-GLENVILLE SCHOOL DISTRICT
AND
JILL BUSH

WHEREAS, the Scotia-Glenville Central School District ("District") is in need of a certified Administrator commencing July 1, 2025 for work ; specifically in the Human Resources area; and

WHEREAS, retired administrator, Jill Bush, ("Ms. Bush ") has agreed to assist the District with coverage occuring this time and to work as an HR Administrator in accordance with this agreement;

IT IS HEREBY AGREED AS FOLLOWS:

1. Ms. Bush shall be appointed as an Interim Administrator for the District with primary responsibilities as the Human Resources Administrator.
2. For acting as an Interim Administrator, Ms. Bush shall be paid \$500 per day, for each full day worked, prorated for any partial day worked.
3. Ms. Bush shall submit weekly timesheets.
4. Ms. Bush shall not be entitled to any benefits of any collective bargaining agreement, including but not limited to leave days and insurance coverage.
5. The term of this appointment shall be from July 1, 2025 to a date no later than June 30, 2026. The District shall give Ms. Bush at least five (5) days' notice of termination of her appointment and this agreement.

For the District:

Board President

Jill Bush