

BUSINESS ADMINISTRATOR/BOARD SECRETARY

**CONTRACT**

This employment contract is entered into between the Board of Education for the School District of Hopatcong in Sussex County, New Jersey (hereinafter referred to as the "Board") and Carolyn B. Joseph (hereinafter referred to as the "Business Administrator/Board Secretary").

The Board and the Business Administrator/Board Secretary agree to the following terms and conditions of employment for the time period beginning on April 1, 2018 and will remain effective through June 30, 2018.

I. Reporting

As Business Administrator, she will report to the Superintendent and as the Board Secretary she will report to the Board of Education as well as the Superintendent.

II. Salary and Work Year

- A. The Business Administrator/Board Secretary shall receive an annual pro-rated salary of \$150,000.
- B. The Business Administrator/Board Secretary shall be paid in semi-monthly installments.
- C. Business Administrator/Board Secretary Work Year
  - 1. Work year = 260 work days (July 1 – June 30).
  - 2. All days except otherwise scheduled off are considered work days.
  - 3. The Business Administrator/Board Secretary shall be entitled to the same holidays as set for all administrators of the Hopatcong Board of Education.
  - 4. The Business Administrator/Board Secretary shall be entitled to receive twelve (12) sick days per year. Unused sick leave shall be accumulated from year to year with no maximum limit.
  - 5. The Business Administrator/Board Secretary is entitled to three (3) personal business days. Unused personal days will accumulate as sick days in the next school year, however, no more than 15 sick days may be accumulated in any year, as per 18A:30-7.

III. VACATION

*CB/AST* <sup>four</sup> The Business Administrator/Board Secretary will be entitled to an annual vacation of twenty (24) working days, pro-rated, per year commencing on April 1, 2018, only after giving the Superintendent at least seven (7) days prior notice of intent to take such vacation. If the Business Administrator is unable to use her vacation days due to her job responsibilities and after approval of the Superintendent, no more than five (5) days may be carried forward for use in the next school year. Upon separation of employment, the Business Administrator will receive payment for any unused vacation days at the rate of 1/260<sup>th</sup> of her current salary. In the event of her death, payment will be made to her estate.

IV. SICK TIME

Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with *N.J.S.A. 18A:30-3.5*. Payment for accumulated and unused sick leave shall be payable only at the time of retirement in an amount equal to her accrued supplemental compensation based upon her accumulated unused sick leave but no more than the value of her said accrued supplemental compensation or not more than \$15,000, whichever is less.

V. BEREAVEMENT

Absence due to death in the Business Administrator/Board Secretary's family or household shall be allowed with pay not to exceed five (5) work days. The term "family" shall include mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, husband or wife, children, grandchildren and their respective spouses and grandparents.

VI. PROFESSIONAL MEMBERSHIP FEES AND ACTIVITIES

The Business Administrator will be eligible to join Sussex County School Business Administrators Association [SCASBO], and New Jersey Association of School Business Officials [NJASBO] annually with association dues to be paid by the Board. The Business Administrator/Board Secretary shall be reimbursed for the payment of costs of attendance at workshops and conferences that are relevant to the district's professional responsibilities, upon prior approval from the Board of Education.

The maximum per diem reimbursement permitted will be in accordance with State OMB rates.

VII. TRAVEL AND RELATED REIMBURSEMENT

The Board shall reimburse the Business Administrator/Board Secretary for all school business related sustenance and for all travel for which she uses her personal vehicle calculated at the rate established in accordance with State of New Jersey rates. The Business Administrator/Board Secretary shall follow Board Policy and State Law in supplying the requisite documentation when seeking reimbursement, which shall include a travel log containing the destination, purpose and miles traveled, along with a payment voucher on a semi-annual basis to the Superintendent of Schools.

All requests for travel reimbursement must be made to the Board through the Superintendent of Schools and have approval prior to the travel date. This approval by the Board will permit reimbursement at the established State of New Jersey rate per mile.

IX. INSURANCE PROTECTION

A full paid individual hospitalization/major medical, dental, vision and prescription benefits shall be granted for the term of the contract. The Business Administrator/Board Secretary shall contribute 10% to the cost of the premium, via a payroll deduction, toward the health insurance coverage pursuant to law.

X. MISCELLANEOUS PROVISIONS

A. Complete Agreement

This employment contract embodies the entire agreement between the Board and the Business Administrator/Board Secretary and cannot be varied except by written agreement of both parties.

B. Savings Clause

If, during the term of this employment contract, it is determined that a specific clause of the employment contract is illegal under federal or state law, the remainder of the employment contract not affected by such rulings shall remain in force.

C. Conflicts

In the event of any conflict between the terms, conditions and provisions of this employment contract and the provisions of the Board's policies, or any permissive federal or state law, then, unless otherwise prohibited by law, the terms of this employment contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of this employment contract.

D. Termination of this Employment Contract

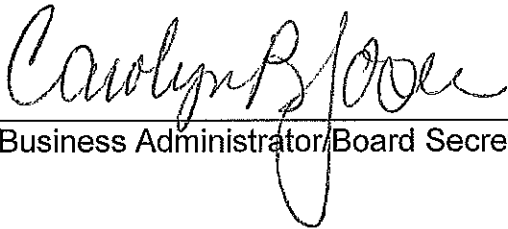
This employment contract may be terminated upon the following:

1. Mutual agreement of the parties.
2. Unilateral termination by the Business Administrator/Board Secretary. The Business Administrator/Board Secretary may terminate this employment contract upon sixty (60) days written notice to the Board.
3. The Board may terminate this employment contract with cause.

E. Executive County Superintendent Review

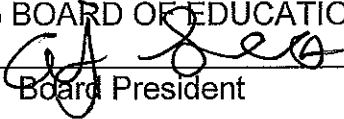
In accordance with *N.J.S.A. 18A:7-8(j)*, the parties understand that the Executive County Superintendent must review and approve this employment contract, prior to the Board's approval.

BY:

  
Business Administrator/Board Secretary

HOPATCONG BOARD OF EDUCATION

BY:

  
Board President