

PENNSAUKEN BOARD OF EDUCATION
School District Employment Contract
For Noreen Boston
School Business Administrator/School Board Secretary

The Board of Education of the Pennsauken School District in the County of Camden with offices at 1695 Hylton Road hereinafter "Board," and Noreen Boston, hereinafter "School Business Administrator/Board Secretary" "SBA/BS" hereby enter into this Employment Contract ("Employment Contract") for a 12 months term beginning July 1, 2017, until June 30, 2018.

1. COMPENSATION

The Board hereby employs the School Business Administrator at an annual salary of \$140,000.00. This annual salary will be paid in equal installments in accordance with the Board's regular payroll schedule and it will be prorated for any period of employment constituting less than one year.

2. SALARY DEDUCTIONS

Salary deductions shall include compulsory federal and state taxes and those required by the Teachers Pension and Annuity Fund. Board agrees to make additional salary deductions at the request of the employee.

3. WORKDAY

The work day for the School Business Administrator shall be similar to other administrative personnel except that it is understood that the School Business Administrator is employed for specific tasks and is expected to work beyond the regular workday in order to accomplish such tasks when necessary. Such employment shall be considered part of the contract and no additional remuneration shall be provided.

4. PERFORMANCE

The School Business Administrator agrees to faithfully perform the duties of the position as set forth in the job description for the position, and in accordance with all applicable laws, regulations, policies and directives.

5. VACATION

- (a) The School Business Administrator shall be entitled to 25 vacation days per school year, prorated with a maximum of 5 days to be carried over and used by January 1 of the following school year.
- (b) In determining vacation entitlement, Saturdays, Sundays, and legal holidays shall not be counted.

- (c) In the event that the School Business Administrator retires or resigns during the performance of this Employment Contract, vacation days shall be earned on a pro-rated basis.

6. HOLIDAYS

The School Business Administrator shall be entitled to time off with pay following the District Calendar.

7. PERSONAL LEAVE

The School Business Administrator shall be entitled to 2 days of personal leave with pay in each school year for the conduct of personal business that the SBA is unable to conduct outside of the usual work day. Unused personal leave shall convert and accumulate to sick leave and be governed by Section #8.

8. BEREAVEMENT DAYS

The School Business Administrator shall be entitled to the following bereavement days without the loss of pay:

- (a) In the event of a death in the immediate family an allowance up to five (5) days leave shall be granted. Such leave must be used within thirty (30) days of the death. The Board of Education shall have the discretion to extend these periods where he deems it appropriate. "Immediate family" shall be husband, wife, child, stepchild, father, mother, brother, sister, parents in-law, or any members of the employee's immediate household.
- (b) Two (2) days leave of absence shall be granted to attend the funeral of a grandparent.
- (c) An allowance of one (1) day shall be granted to attend the funeral of other relatives of the employee's, or brothers or sisters of the employee's spouse provided any leave is used within twelve (12) days of death. The Board of Education shall have the discretion to extend these periods where he deems it appropriate. This leave may be extended by the use of personal leave.

9. SICK LEAVE

- (a) Sick leave is defined to mean the absence from the School Business Administrators post of duty because of personal disability due to illness, injury, other medical/dental reasons, or because the School Business Administrator has been excluded from school by the school's medical authorities on account of a contagious disease or because of being quarantined for such a disease.
- (b) The School Business Administrator shall be entitled to 12 sick days per year with pay.

- (c) Unused sick days shall be cumulative and without limit. However, payment for unused sick leave shall be consistent with *N.J.S.A. 18A:30-3.5*.
- (d) Upon retirement and in accordance with the rules and regulations of the Teachers' Pension and Annuity Fund, and *N.J.S.A. 18A:30-3.5*, the Board shall provide compensation for accumulated sick leave days at the rate of \$100.00 per day with a cap of \$15,000.00
- (e) The Board will permit the SBA to bring 40 sick days into the district to be used in the case of extreme sick leave as outlined in 8A once all earned sick, personal and vacation are exhausted and not to be used upon retirement for compensation.

10. **INSURANCE**

The School Business Administrator shall be entitled to the following insurance benefits at the cost of the Board:

- (a) Enrollment in the district's hospitalization and medical insurance program, dental insurance program and prescription insurance program, including family coverage, if applicable and subject to Chapter 78 regulations.
- (b) The Prescription Coverage shall be: Retail: \$10.00 generic/\$20 brand; Mail In: \$15.00 generic/\$30 brand; Mandatory use of generics unless not available or Physician requires brand name.

11. **AUTOMOBILE EXPENSES/TRAVEL**

The board agrees to reimburse the School Business Administrator for the personal use of his/her vehicle at the reimbursement rate of \$0.31 per mile.

12. **TERMINATION**

During the period of non-tenured status of the School Business Administrator, either party may terminate this contract by giving 60 days' written notice of intent to resign and 3 months' notice of intent to retire. Notice from the School Business Administrator shall be in writing to both the Board President and the Superintendent at the address set forth for the Board in this Employment Contract.

13. **PROFESSIONAL ASSOCIATIONS**

The Board agrees to pay dues and fees on behalf of the School Business Administrator to ASBO International, NJASBO, SBO County Association, and any other organizations agreed to by the Board and SBA.

14. PROFESSIONAL DEVELOPMENT

The School Business Administrator shall be entitled to attend the Annual Conference of the New Jersey Association of School Business Officials, the NJ School Board Workshop Conference, and any other conference approved by the Superintendent and Board. In addition, the board agrees that the School Business Administrator may attend professional development programs sponsored by NJASBO, NJSBA and any other professional associations agreed to by the Superintendent or Board. All fees and related travel costs shall be reimbursed by the Board consistent with Board policy, state law, state regulations and applicable OMB Circulars.

15. OUTSIDE ACTIVITIES

The School Business Administrator shall devote his/her time, attention and energy to the business of the school district.

16. TECHNOLOGY

The Board will furnish a laptop computer and cellular telephone. The SBA may be called upon to be accessible during non-working hours, as well as when offsite from the district. The SBA will be responsible for loss or damage of this District owned property.

17. PROFESSIONAL LIABILITY

The Board agrees that it shall defend, hold harmless, and indemnify the School Business Administrator from any and all demands, claims, suits, actions, and legal proceedings brought against the School Business Administrator in his/her individual capacity or in his/her official capacity as agent and/or employee of the Board, provided that the incident arose while the School Business Administrator was acting within the scope of his/her employment, and where such liability coverage is within the authority of the Board to provide under state law.

18. SEVERABILITY

It is agreed that if any provision of this Employment Contract shall be determined to be void by any court of competent jurisdiction, then such determination shall not affect any other provision of this Employment Contract, all of which other provisions shall remain in full force and effect. It is the intention of the parties hereto that if any provision of this Employment Contract is capable of two constructions, one which would render the provision void and the other which would render the provision valid, then the provision shall be construed with the meaning which renders it valid.

In Witness Whereof, the parties have hereunto set their hands and seals on the dates set forth below:

For the Board:

_____/_____
School Business Administrator Date

_____/_____
President Date

_____/_____
Superintendent of Schools Date

THIS MODEL EMPLOYMENT CONTRACT SHALL NOT SUGGEST THAT A BOARD AND SCHOOL BUSINESS ADMINISTRATOR ARE LIMITED TO THE TERMS SET FORTH HEREIN. SUCH PARTIES ARE FREE TO NEGOTIATE ANY OTHER TERMS AND CONDITIONS PERMITTED BY LAW.