

South Bound Brook School District

*Carol L. Rosevear, Ed.D.
Superintendent of Schools*

District Office
122 Elizabeth Street
South Bound Brook, NJ 08851

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(732) 356-0018
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*Patricia Leonhardt
Business Administrator/Board
Secretary*

CONTRACT OF EMPLOYMENT

THIS AGREEMENT, made this 1st day of July, 2008

BETWEEN: South Bound Brook Board of Education (“Board”)

AND: Patricia A. Leonhardt (“Business Administrator”)

WITNESSETH:

WHEREAS, Business Administrator has been employed in the position of School Business Administrator/Board Secretary and holds the appropriate certificate as prescribed by the State Board of Education and as required by *N.J.S.A. 18A:17-14.2*; and

WHEREAS, a written employment contract is mutually desired in order to enhance administrative and financial stability and continuity within the school district, which the Board believes generally improves the quality of its overall educational program;

NOW, THEREFORE, in consideration of the following mutual promises and obligations of the parties and the rendering of the services of Business Administrator, as stated herein; the parties hereto agree as follows:

1. TERM

The Board hereby agrees to employ Patricia Leonhardt as Business Administrator/ Board Secretary for the period July 1, 2008 through June 30, 2009.

2. CERTIFICATION

The Business Administrator represents that she possesses a duly issued standard certificate with the endorsement of School Business Administrator. The Business Administrator will continue to hold the appropriate Business Administrator's Certification in full force and effect during the entire period of employment. The parties hereto agree that in the event the Business Administrator's certification is permanently revoked, or is otherwise not maintained in full force and effect, the Superintendent will immediately notify the Board and all provisions of this Contract shall immediately terminate.

3. SALARY

The Business Administrator's annual base salary will be in accordance with the salary guide adopted by the Board, more specifically as follows:

2008-2009: \$90,915

2009-2010: \$95,006

Per diem rate will be 1/240 of annual salary. Salary shall be paid in equal installments, in accordance with the policies of the Board concerning the payment of professional staff members.

4. DUTIES

In consideration of the employment, salary and fringe benefits established hereby, Business Administrator agrees to the following:

A. To faithfully perform the duties of School Business Administrator/Board Secretary for the Board in accordance with the Laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future. The specific job description adopted by the Board, applicable to the position of School Business Administrator/Board Secretary, shall be followed by Business Administrator.

B. To devote her full time, skills, labor and attention to this employment during the term of this contract.

C. To carry out the administration of business affairs of the district, with the assistance of staff, in accordance with the responsibilities as outlined above.

D. To attend appropriate professional meetings and conferences as a representative of the Board. The expenses incurred by Business Administrator in connection with such meetings shall be subject to the provisions of Paragraph 8 hereof, regarding reimbursement for professional expenses incurred by the School Business Administrator/ Board Secretary.

5. INSURANCE

A. The Board shall provide medical, prescription and dental insurance under the same terms as provided under the current Agreement between the South Bound Brook Board of Education and the South Bound Brook Administrators' Association.

B. The Board agrees to provide Disability Insurance Plan for the Business Administrator at a cost not to exceed \$1,250.00 per year.

6. VACATION

Business Administrator shall be entitled to, and shall accrue, one and two-thirds (1 2/3) paid vacation days per full contractual month of service, not to exceed twenty (20) days on an annual basis. Vacation days may be taken when school is in session only when the operation of the school system will not be detrimentally affected and, in any event, the Business Administrator shall take no school session vacation of three (3) days or longer without prior approval of the Superintendent. At least ten (10) of each year's vacation days must be taken when school is not in session, except that no vacation shall be taken during the full week immediately prior to September 1. The Business Administrator may carry over unused vacation days from one year to the next to a maximum of five (5) days of any year's vacation allowance, and not to exceed a total of ten (10) vacation days during the life of this contract. Business Administrator shall provide the Superintendent with reasonable prior notice of her intent to utilize vacation.

7. SICK DAYS

A. Business Administrator shall be entitled to twelve (12) sick leave days per school year. Unused sick days shall be accumulated in accordance with provisions of Title 18A with no maximum limit.

B. At the time of separation of employment from the South Bound School District, a tenured Business Administrator shall be reimbursed for all of his/her accumulated sick days at the rate of \$80.00 per day, for a maximum of 50 days, to be paid over a 2 year period, subject to any limitations imposed by N.J.S.A. 18A:30-3.5. Reimbursement is conditional based upon (1) separation must not be due to unsatisfactory performance as determined by the superintendent and (2) separation must not be due to any disciplinary action taken by the Board of Education.

8. HOLIDAYS

During the contract period, Business Administrator shall be entitled to 14 paid holidays annually according to Policy #~~4434~~ as listed for twelve-month employees, as well as winter break (the day before Christmas through and including New Year's Day) and Spring Break (Friday and the following week); provided, however, that the Business Administrator shall work two (2) days during the academic year when students are not in attendance. The actual dates for the two days will be designated by the Superintendent in consultation with the Business Administrator, with no less than (10) work days' notice of each designated work day to the Business Administrator.

9. WORKSHOPS, SEMINARS, CONFERENCES

The Board of Education shall pay for reasonable expenses (including fees, meals, lodging and/or transportation) incurred by Business Administrator relating to her participation in seminars, workshops, conferences and conventions. Business Administrator's attendance at conferences or conventions must be approved in advance by the Superintendent, and all reimbursements and payments will abide by the regulations as stated in OMB 08-19.

10. TUITION REIMBURSEMENT

The Board shall reimburse the Business Administrator under the same terms as provided under the current Agreement between the South Bound Brook Board of Education and the Robert Morris Education Association, with the noted exception that the Business Administrator is authorized to pursue a Master's Degree in Educational Administration.

11. TRAVEL

The Board agrees to reimburse the Business Administrator for expenses incurred in connection with all Board and/or school district business. Reimbursement for automobile travel shall be at the prevailing district rate per mile, which is the IRS mileage rate, and will be in accordance with all travel regulations.

12. PROFESSIONAL ASSOCIATIONS

The Business Administrator may attend, with prior Board approval, appropriate professional meetings, the expenses of said attendance to be paid by the District. Membership dues for the Somerset County Association of School Business Officials and New Jersey Association of School Business Officials will be paid by the District. The Business Administrator shall file an itemized expense voucher, with receipts attached, in order to be reimbursed for all authorized expenses.

13. PERSONAL LEAVE

Business Administrator may be absent from school duties during the term of this contract for three days without loss of pay for personal matters which require such absence during school hours. Business Administrator shall inform the Superintendent with reasonable prior notice of her intent to utilize a personal leave day, except in the case of emergency. All unused personal days in any contractual year shall be added to accumulated sick leave.

14. BEREAVEMENT LEAVE

A. DEATH IN THE IMMEDIATE FAMILY: An allowance of up to five consecutive work days or seven calendar days from the date of death, whichever is fewer, shall be granted. Immediate family shall be construed to mean parents, spouse, spouse's parents, grandparents, brother, sister, or child

B. DEATH IN THE EXTENDED FAMILY: An allowance of one work day shall be granted. Extended family shall be construed to mean brother-in-law, sister-in-law, niece, nephew, aunt or uncle.

15. EVALUATION

A. So long as the Business Administrator is non-tenured, she shall be evaluated by the Superintendent at least three times per year in accordance with the provisions of the applicable New Jersey statutes and regulations including *N.J.A.C. 6A:32-4.5*, during the life of this contract.

B. Upon the Business Administrator's attainment of tenure, the Superintendent shall evaluate the Business Administrator annually in accordance with the provisions of *N.J.A.C. 6A:32-4.4*.

C. Goals and objectives for each succeeding school year shall be established and mutually agreed upon by the Superintendent and Business Administrator by May 15th of each year.

16. TERMINATION/RESIGNATION

This contract shall terminate, Business Administrator's employment will cease, and no salary shall thereafter be paid, under any one of the following circumstances:

A. Failure to obtain a certificate or revocation of certificate;

B. Business Administrator's conviction of any crime or offense which would subject her to forfeiture under *N.J.S.A. 2C:51-2*;

D. If the Board certifies tenure charges based upon the Business Administrator's neglect, misbehavior or other offense which would warrant her removal from her position, and the Commissioner of Education orders such removal; or

E. Dissolution of the school district as the result of regionalization.

Business Administrator agrees that she shall not terminate this agreement except upon giving the Board at least sixty (60) days' prior written notice of such election to

terminate. Such notice shall be sent via certified mail, return receipt requested, addressed to the Superintendent.

17. MODIFICATION OF CONTRACT TERMS

This Contract embodies the entire agreement between the parties and may not be modified except by a writing approved and executed by both parties.

18. NEW JERSEY LAW

This Agreement shall be construed in accordance with the provisions of the laws of New Jersey.

19. SEPARABILITY

In the event that any provision of this Contract is deemed to be illegal by a court or agency of competent jurisdiction, then the remaining provisions shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals or caused these presents to be signed by their duly authorized officers and the proper corporate seal affixed hereto the day and year first above written.

BOARD OF EDUCATION OF THE
BOROUGH OF SOUTH BOUND BROOK
SOMERSET COUNTY

By: _____

Nancy Santora, Board President

Patricia Leonhardt

Attest: _____

Dr. Carol Rosevear, Superintendent