

**CONTRACT FOR BOARD SECRETARY/SCHOOL BUSINESS
ADMINISTRATOR**

THIS AGREEMENT made as of this 29th day of June Two Thousand Nine.

BETWEEN: KINNELON BOARD OF EDUCATION
("the Board")

AND: ALICE M. ROBINSON ("Mrs. Robinson")

WITNESSETH:

WHEREAS, for the purpose of mutual understanding in order that a harmonious relationship may exist between the Board and Mrs. Robinson to the end that continuous and efficient services will be rendered to and by both parties, for the benefit of both; and

WHEREAS, Mrs. Robinson had worked in the position of Board Secretary/School Business Administrator as set forth in N.J.S.A. 18A: 17-5 and N.J.S.A. 18A: 17-14.1; and

WHEREAS, the Board has adopted a resolution at a public meeting held on May 8, 2008 authorizing the appointment of Mrs. Robinson as Board Secretary/Business Administrator, effective July 1, 2008..

NOW, THEREFORE, in consideration of the following mutual promises and obligations of the parties and the rendering of the services of Mrs. Robinson as stated herein, the parties herein agree as follows:

EMPLOYMENT

- A. The Board hereby agrees to employ Mrs. Robinson as Board Secretary/School Business Administrator effective July 1, 2009 through June 30, 2010.
- B. The rate of salary for Mrs. Robinson shall be \$156,637 annually for the period of July 1, 2009 through June 30, 2010.

DUTIES

In consideration of the employment and salary benefits established herein, Mrs. Robinson hereby agrees to the following:

- A. To faithfully perform the duties of Board Secretary/School Business Administrator 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 from time-to-time. The specific job description adopted by the Board, applicable to the position of Board Secretary/School Business Administrator is incorporated by reference into this contract and shall be followed by Mrs. Robinson.
- B. To devote her professional time, skills, labor and attention to this employment during the term of this contract. However, Mrs. Robinson may also lecture, engage in writing activities and speaking engagements and engage in other activities which are of a short-term duration if she obtains prior approval of the Superintendent, which approval shall not be unreasonably withheld if the activities do not interfere with the performance of her duties to the district.
- C. To carry out the duties as may be assigned to her from time-to-time by the Board pertaining to the office of the Board Secretary and to make reports to the Board from time-to-time as may be required.
- D. Mrs. Robinson shall attend regular and special meetings of the Board without additional compensation, and any other meetings related to negotiations sessions with employee groups, grievance meetings, committee meetings and other meetings relevant to her job functions as directed by the Superintendent of Schools.
- E. Mrs. Robinson shall attend those county, regional and state meetings that are necessary to keep her informed of current matters affecting the functions of the Board/Business Office. The costs for attending these meetings shall be paid by the Board in accordance with the OBM regulations.

BENEFITS IN ADDITION TO SALARY

- A. Mrs. Robinson shall receive fifteen (15) sick days leave annually. Unused sick leave shall be cumulative in accordance with the provisions of Title 18A. Upon retirement from employment with the District, the Board will pay all accumulated sick days at a per diem rate (1/260), not to exceed \$15,000.
- B. Mrs. Robinson shall be entitled to have certain professional expenses, including dues for professional associations paid by the Board. These dues shall be limited to the following organizations: National A.S.B.O., N.J.A.S.B.O. and M.C.A.S.B.O. If Mrs. Robinson chooses, she may attend one state convention and one national convention annually. All costs for these conferences must be completely borne by Mrs. Robinson with no reimbursements by the District.
- C. Mrs. Robinson shall be entitled to an annual vacation of twenty-two (22) working days per year beginning on July 1 of each year. Mrs. Robinson shall take vacation time only after giving the Superintendent at least fourteen (14) days prior notice of intent to take such vacation. If Mrs. Robinson 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, Mrs. Robinson will receive payment for any unused vacation days. In the event of her death, payment will be made to her estate.
- D. Mrs. Robinson is entitled to the same holidays as set for all administrators of the Kinnelon Board of Education.
- E. Mrs. Robinson is entitled 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.
- F. Mrs. Robinson is entitled to ten (10) additional days for family illness or death in the family. If she does not utilize days under this subsection during any school year she will be credited with one (1) additional accumulated sick leave

in the following school year, however, no more than 15 sick days may be accumulated in any year.

- G. Mrs. Robinson shall receive full family health insurance via the District's Direct Access Health Benefits Plan and Dental Plan. Mrs. Robinson will reimburse the Board 1% of her salary for any health benefit premium coverage in excess of single coverage. Mrs. Robinson may elect to participate in the District's Health Benefits Incentive Plan.

EVALUATIONS

Mrs. Robinson's performance will be evaluated at least once a year in accordance with Board Policy 1330 and state law.

TERMINATION AND NON RENEWAL

Notwithstanding any other provisions of this agreement, either party hereto may elect, at their sole option, to terminate upon the giving of not less than sixty (60) days' notice of such termination to the other party. Such notice of termination shall be in writing and sent certified mail, return receipt requested, by the party electing to terminate pursuant to the Article.

MODIFICATION OF CONTRACT TERMS

The terms and conditions of the Contract shall not be modified, except by the written consent of both parties hereto, provided further that the consent of the Board can only be given by means of a lawfully adopted resolution. Any modifications to this contract must be approved by the Executive County Superintendent of Schools.

CONFLICTS AND SAVINGS CLAUSE

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

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

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

Alice Robinson

Board President

Attest: _____