

EMPLOYMENT CONTRACT
Between
SPARTA BOARD OF EDUCATION
18 MOHAWK AVENUE
SPARTA, NJ 07871
and
Joanne Black

AGREEMENT

IT IS HEREBY AGREED by and between the Board of Education of Sparta Township School District, located in Sussex County in the State of New Jersey (hereinafter referred to as the "Board"), and **Joanne Black** (hereinafter referred to as the "**School Business Administrator/Board Secretary**") that the said Board, in accordance with its action as found in the minutes of the meeting held on the **24th day of May, 2023**, has and does hereby employ **Joanne Black as School Business Administrator/Board Secretary** effective **July 1, 2023 through June 30, 2024**. Both parties agree that said employee shall perform the duties of the School Business Administrator/Board Secretary in and for the public schools in the Sparta Township School District (hereinafter referred to as the "District") as prescribed by the laws and rules and regulations of the State of New Jersey and by the policies and regulations made thereunder by the Board of said District.

1. **SALARY**: The School Business Administrator/Board Secretary will be paid a base salary of **\$174,675.00** beginning **July 1, 2023 through June 30, 2024**. The School Business Administrator/Board Secretary agrees to serve for said District as prescribed in the laws and rules and regulations and policies of said Board and in accordance with any amendments to said laws, rules, regulations or policies that may become effective during the period of this contract.
2. **PERFORMANCE GOALS**: The School Business Administrator/Board Secretary shall participate with the Superintendent in developing and implementing her annual performance goals and objectives and shall be evaluated by the Superintendent pursuant to existing New Jersey statutes, regulations and Board policy no later than **April 30, 2024**.

3. CERTIFICATE: The School Business Administrator/Board Secretary shall hold, throughout the life of this contract, a valid and appropriate certificate to act as School Business Administrator/Board Secretary in the State of New Jersey and the School Business Administrator/Board Secretary agrees to devote her full time, skill, labor and attention to said employment during the term of this contract. Should the School Business Administrator/Board Secretary's certificate be revoked, the contract will become null and void.
4. MEMBERSHIP DUES: The School Business Administrator/Board Secretary's membership dues in the following organizations and their constituent organizations shall be paid by the Board:
- Association of School Business Officials, International
 - Association of School Business Officials, New Jersey
 - Sussex County Association for School Business Officials

She may attend professional meetings at the local, county, state and national levels which in her judgment would benefit the District and are approved by the Board. The School Business Administrator/Board Secretary shall keep the Superintendent apprised of attendance at all professional meetings.

Subject to the Board's prior approval, the Board agrees to reimburse the School Business Administrator/Board Secretary for reasonable registration fees, permitted travel, meal and lodging expenses for attendance at professional activities and conferences in accordance with Board policy, N.J.S.A. 18A:11-12, the State's regulations regarding travel covered under Circular Letter 08-13-OMB, and any subsequent circular letters which may be issued by the State Office of Management and Budget. All reimbursable expenses shall be within the budgeted amount and shall be documented, submitted in a timely manner and paid in accordance with District procedures.

5. DUTIES: The School Business Administrator/Board Secretary shall perform all responsibilities contained in the job description for the School Business Administrator/Board Secretary as adopted by the Board.

6. TRANSPORTATION REIMBURSEMENT: According to Board Policy, the Board shall provide the School Business Administrator/Board Secretary with mileage reimbursement for school related transportation if she uses her own vehicle for out of district travel in an amount permitted by the State's regulations regarding travel covered under Circular Letter 08-13-OMB, and any subsequent circular letters which may be issued by the State Office of Management and Budget. The School Business Administrator/Board Secretary shall provide the Board with appropriate records and receipts.
7. MISCELLANEOUS COMPENSATION: The Board shall provide the School Business Administrator/Board Secretary with other compensation and fringe benefits as below noted:
- a. Cellular Telephone: The Board shall provide the School Business Administrator/Board Secretary with a cellular telephone and pay the monthly charges for data and voice plans or receive reimbursement for use of personal cell phone at a cost not to exceed \$1,200 for use in connection with duties as School Business Administrator/Board Secretary.
 - b. Sick Leave: The School Business Administrator/Board Secretary shall be allowed twenty-four (24) sick days in the first year of employment and twelve (12) sick days annually thereafter. The twelve additional days allowed in year one will be available to her on July 1, 2022 and shall not be included in the retirement compensation as described below. At the end of year one, the School Business Administrator/Board Secretary can carry over only the twelve (12) days accrued if they are still available. The twelve (12) sick bank days cannot be carried over to year two. The unused portion of sick leave, at the end of each school year, shall be cumulative in accordance with the provisions of Title 18A. Upon retirement from the District and the TPAF, reimbursement for unused sick days will be as follows:

The Board shall pay the School Business Administrator/Board secretary for accumulated, unused sick days at her per diem rate, up to a maximum of \$15,000.00. The Board shall make any payment hereunder to the School Business Administrator/Board secretary within thirty (30)

days of her last day of employment.

c. Annual Leave

- i. The School Business Administrator/Board Secretary will be entitled to twenty-four (24) vacation days per year. The scheduling of these vacation days, or portions thereof, shall require the prior written approval of the Superintendent. They shall be taken in the year in which they are earned, unless the School Business Administrator/Board Secretary does not take vacation because of business demands as determined by the Superintendent, in which case the School Business Administrator/Board Secretary shall be allowed to use the accrued vacation only during the next succeeding school year.
- ii. The School Business Administrator/Board Secretary shall be reimbursed for unused vacation days at the per diem rate (1/260th of annual salary), payable within sixty (60) days of the contract year end date upon retirement or resignation from the District, to a maximum of \$15,000.
- iii. If the School Business Administrator/Board Secretary dies before her contract period is completed, her estate shall receive payment for unused vacation days at the per diem rate (1/260th of annual salary) within sixty (60) days of death.

d. Holidays

The following holidays shall be in addition to and not charged against vacation days:

New Year's Day
President's Day
Good Friday
Memorial Day
Independence Day (and the day preceding if such holiday falls on a Tuesday and the day following if such holiday falls on a Thursday)
Labor Day
N.J.E.A. Convention Days
Thanksgiving and the day following
Christmas Eve and Christmas Day
Day following Christmas
New Years' Eve

e. Leave for Bereavement

- i) Absence due to a death in the School Business Administrator/Board Secretary employee's immediate family or household shall be allowed with pay for the required period not to exceed five school days, commencing with the date of death of a member of her immediate family.
- ii) The term "immediate family" shall include mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, daughter-in-law, sister, brother, sister-in-law, brother-in-law, husband, wife, grandparents, and grandchild.
- iii) Absence due to death of the School Business Administrator/Board Secretary's grandparent-in-law shall be allowed with pay for the required period not to exceed one (1) school day.

f. Personal Business

The School Business Administrator/Board Secretary shall be entitled to three (3) personal days, to attend to personal business during the school day, with full pay during the work year. Personal days may be taken during the school year with the prior written notification to the Superintendent to the extent possible. Personal day usage shall be reflected on time-off records. Personal days must be utilized in the year that they are granted or shall be forfeited. In addition to the leave rights the School Business Administrator/Board Secretary may have under federal and/or state law, the School Business Administrator/Board Secretary shall be permitted to take leave, without loss of pay, for up to four (4) additional days per school year to care for a family member (spouse or child) with a medical illness.

- g. Summer Flex Hours – The School Business Administrator/Board Secretary shall have the option to work eight hours per day, four days per week beginning the day after school is dismissed until the first day school resumes in September.
- h. Inclement Weather Closings - When school is closed due to inclement weather, office hours will be 10:00 A.M. to 3:00 P.M. or have the flexibility to work from home.

i. Remote – The Business Administrator has the discretion to work one day per week remotely.

j. Insurance Protection

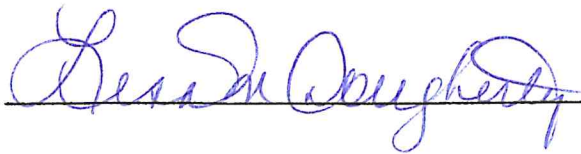
- 1) The Board shall pay the full premium health, prescription, and dental plans where applicable. The School Business Administrator/Board Secretary shall contribute to the payment of health benefits pursuant to Public Law 2011, Chapter 78. She shall pay the contribution required as a specified percentage of the cost of coverage for health care benefits for her salary range, but not less than 1.5% of her base salary, in accordance with the requirements of Public Law 2011, Ch. 78, as may be amended during the term of the Agreement.
- 2) Provisions of the health care insurance program shall be detailed in master policies and contracts agreed upon by the Board.
- 3) The Board of Education shall inform, in writing, of the nature of benefits to subscribe on a voluntary basis.
- 4) The Board shall provide, as part of the School Business Administrator/Board Secretary's compensation, full family health, dental and prescription benefits which are the same as those provided to the other certificated staff. The School Business Administrator/Board Secretary shall be responsible for all co-pays and deductibles. The Board will offer additional health plan options on a voluntary basis. In the event that a sufficient number of employees elects coverage in the EHP the cost to the District of providing health insurance coverage under the EHP is greater than the cost of providing such coverage under the prior plans prior to the implementation of the EHP, the Board has the option to convert the health insurance provided by the Board to the School Employees Health Benefits Plan (SEHBP) and the School Business Administrator/Board Secretary shall receive the level of benefits prescribed by the SEHBP. The prescription plan shall provide for a \$10.00 generic co-pay, \$20.00 brand co-pay and 1X co-pay for ninety (90) day mail order supply.

- 5) In the event members who are eligible for coverage elect to waive insurance coverage (inclusive of health and prescription and/or dental), the School Business Administrator/Board Secretary shall be entitled to receive payments of twenty-five percent (25%) of the employer's net premium cost (which shall be defined as the amount of the premium less the School Business Administrator/Board Secretary's contribution), or \$5,000, whichever is less, as applicable, of health and prescription plans premiums and/or dental premiums, regardless of which coverage the School Business Administrator/Board Secretary had previously received, payable two (2) times per year, after coverage has been waived for the preceding six (6) months. Nothing contained herein shall prevent the School Business Administrator/Board Secretary from rescinding her waiver should there be a major change in her life which would warrant the need for insurance coverage, subject to the requirements of the carrier; however, the School Business Administrator/Board Secretary shall not be entitled to payment unless coverage has been waived for the preceding six (6) months. Unless otherwise prohibited by law, the Section 125 Plan will enable payment for waiver of coverage without subjecting School Business Administrator/Board Secretary to taxation of insurance benefits. Opt out waiver payment choices will be offered once annually during designated open enrollment periods.
- 6) Pursuant to applicable Public Law 2011, Chapter 78, the District will offer voluntary Flexible Spending Accounts (FSA) through a qualifying Section 125 pre-tax benefit plan.
8. TERMINATION OF CONTRACT – Either party may terminate this employment contract upon (60 days) written notice.
9. ENFORCEMENT - If, during the life of this Agreement, it is found that a specific clause is illegal under federal or state law, the remainder of the Agreement not so affected shall remain in force. This Agreement shall be enforced in accordance with New Jersey Law.

10. SCOPE OF AGREEMENT - The School Business Administrator/Board Secretary is not entitled to any other compensation and/or benefits not specifically defined in this Agreement, unless said compensation and/or benefit is mandated by law.
11. ENTIRE AGREEMENT - This Agreement embodies the full understanding of the parties and cannot be changed without Board approval. Any modifications to this Agreement must be agreed to by the parties and must be in writing.

IN WITNESS WHEREOF, the parties have executed this agreement on this **24th day of May, 2023**.

WITNESS:



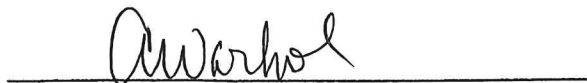
SPARTA TOWNSHIP BOARD OF
EDUCATION

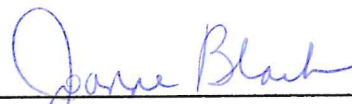
By: 

Kurt Morris
Board President

Dated:

WITNESS:





Joanne Black
School Business Administrator/Board
Secretary

Dated: 6/6/23