

This agreement made the 1<sup>st</sup> day of July, 2016 between the WYCKOFF BOARD OF EDUCATION, BERGEN COUNTY, NEW JERSEY, herein referred to as "the Board" and \_\_\_\_\_, residing at \_\_\_\_\_.

WITNESSETH:

1. The Board hereby engages and employs \_\_\_\_\_, herein referred to as "the Employee" to perform all duties in the Wyckoff Public School System pursuant to the job description of \_\_\_\_\_ in the Wyckoff Public School System Job Description Manual as is more particularly set forth herein and made a part hereof, for the period from July 1, 2016 through June 30, 2017, at an annual salary of \$ \_\_\_\_\_. All paychecks shall be paid via direct deposit. A service payment of \$1,000 shall be added to base salary after completing ten (10) years of service in the Wyckoff School District, and a service payment of \$1,500 shall be added to base salary after completing fifteen (15) years of service. Said payment shall be pensionable.
2. The work day shall be seven (7) hours in length, excluding lunch. The normal work week, therefore, will be 35 hours plus lunch. The daily lunch period will be established by the immediate supervisor and will be no more than one (1) hour, in length. A fifteen (15) minute break shall be provided. A six (6) hour day during the summer will take effect from July 1<sup>st</sup> to August 15<sup>th</sup>. The parameters of the work day shall be established by the immediate supervisor.
3. When overtime is requested, the supervisor shall inform the employee whether the compensation will be in time or money, as follows:
  - Time in excess of 35 hours per week but not more than 40 hours per week will be compensated at one and one-half (1½) times the normal rate.
  - Time in excess of 40 hours per week will be compensated at two (2) times the normal rate.
4. The Employee shall have a prorated annual vacation as follows: 0–4 years of employment in the District, 10 days; 5–9 years of employment, 15 days; and over 9 years of employment in the District, 20 days, which shall accrue monthly. Said vacation days must be taken before September 1st of the fiscal year following the year they accrued or else be forfeited. If the Employee has been employed in the District for at least 12 years, the Employee, upon written notification to the immediate supervisor, may carryover five (5) unused vacation days into the next year. All requests for vacation must be submitted for approval in writing to the immediate supervisor two (2) weeks in advance of the desired vacation. If the Employee cannot utilize the total number of vacation days due to the Employee because of actions by the Board, or its agents, then the Employee shall request in writing to the immediate supervisor permission to extend the September 1st deadline to October 15th. If the Employee cannot utilize the total number of vacation days by October 15th because of actions by the Board, or its agents, then the Employee shall be paid for all unused vacation days on the last payroll date in October.

5. The Employee shall receive twelve (12) prorated sick days and three (3) prorated family sick leave days each year. Unused sick days shall accumulate from year to year. Unused family sick leave days shall convert to unused accumulated sick days from year to year. If the Employee who has ten (10) full years of service in Wyckoff and who retires under the provisions of the Public Employees Retirement System (PERS) shall be paid \$52 for each unused sick day up to a maximum of ninety (90) unused sick days. The Employee may elect to have the money deposited into a qualified 403(b) plan, in accordance with the District's plan document.
6. The Employee shall receive annual paid holidays as approved annually by the Board for twelve month employees. In addition, the December recess will be considered a holiday in its entirety. During recess periods lasting five (5) or more calendar days, the Employee shall work two (2) days of the recess on the approved schedule. Changes to the schedule due to extenuating circumstances may be made with the approval of the Superintendent.
7. The immediate supervisor may grant non-accumulative leaves with pay for the Employee for up to seven (7) days. Some examples of such leave are: death of a relative or friend; marriage of a member of immediate family; religious holiday; court subpoena; paternity; personal business that cannot be conducted outside of regular business hours; serious or emergency illness or injury in family; and *No Reason May be Given* up to two (2) days will be granted in one year. Requests for leave extending beyond three (3) days must be made to the Superintendent, in writing, at least one (1) week in advance unless an emergency exists. The Superintendent may grant up to an additional five (5) personal days, as needed. Unused personal days do not accumulate.
8. The Employee may receive up to \$700 in reimbursement towards tuition costs per year incurred for job related professional development as approved in advance by the Superintendent and the Board. If a tuition refund claim has not been made in the preceding school year, the Employee may carryover up to \$500 in reimbursement towards the following school year. In no event may the maximum reimbursement amount exceed \$1,200, including carryover, in any given year.
9. The Employee will receive family medical insurance coverage as provided by the State of New Jersey, Division of Pension and Benefits. The Board may substitute other insurance carriers or utilize self-insurance or other insurance pooling, so long as the applicable coverages are equivalent to those now being provided. The Employee will contribute to said coverage in accordance with the provisions of Chapter 78, P.L. 2011 (P.L. 2011 c. 78), prorated evenly over each pay period, towards such coverage through payroll deduction. In the event that the Employee instead agrees to "opt-out" of health insurance benefits then no such deduction shall be made, and instead, the Employee will receive compensation of twenty-five-percent (25%) of the amount saved by the Board (i.e., the premium cost less the c.78 contributions that the employee would make) resulting from the Employee's waiver of coverage or Five Thousand Dollars (\$5,000), whichever is less. Such compensation shall be paid in accordance with the schedule established by the Board for such payments.

10. The Employee will receive family dental coverage provided by Delta Dental Plan of NJ, Inc.
11. The Employee will receive family prescription insurance coverage as provided by Benecard Services, Inc. The co-payment for each retail and mail order prescription shall be:  
Retail: \$10 Generic / \$20 Preferred Brand / \$30 Non-Preferred Brand  
Mail Order: \$15 Generic / \$25 Preferred Brand / \$35 Non-Preferred Brand.  
The Board may change carriers at any time, provided that the coverage provided is substantially equivalent to the coverage aforementioned.
12. The Employee will receive family vision eye care coverage provided by Vision Service Plan (VSP).
13. It is understood and agreed between the parties that either party hereto may terminate this agreement at any time, upon giving the other party thirty (30) days advance notice of the intention to terminate.
14. The immediate supervisor shall conduct regular evaluations in accordance with Board policy. The Employee will be provided with copies of all evaluations. The Employee may add any pertinent remarks for inclusion in her respective permanent personnel file.
15. The Employee hereby accepts the employment aforesaid and undertakes that she/he will faithfully do and perform her/his duties.
16. The original of this agreement shall remain on file in the records of the office of said Board of Education.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year above written.

BOARD OF EDUCATION OF THE  
TOWNSHIP OF WYCKOFF

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Anthony Robert Francin  
Board President

ATTEST:

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Alan C. Reiffe, Board Secretary

This agreement made the 1<sup>st</sup> day of July, 2016 between the BOARD OF EDUCATION OF THE TOWNSHIP OF WYCKOFF, COUNTY OF BERGEN AND STATE OF NEW JERSEY, herein referred to as "the Board" and Grace White  
., hereinafter referred to as the "Supervisor of Curriculum and Instruction".

WITNESSETH:

1. The Board hereby engages and employs Grace White to perform all duties pursuant to the job description of the Supervisor of Curriculum and Instruction in the Wyckoff Public School System for the period from July 1, 2016 through June 30, 2017, at the annual salary of \$129,000. Any renewal/extension of this agreement shall be by mutual agreement of the parties and must be set forth in a written agreement signed by the parties.
2. The Supervisor of Curriculum and Instruction shall perform such duties and functions and exercise such other powers as are now or shall hereafter be provided in the job description for the Supervisor of Curriculum and Instruction and others as assigned by the Superintendent.

The Supervisor of Curriculum and Instruction agrees that she possesses and will continue to hold appropriate certifications as required by the job description for the Supervisor of Curriculum and Instruction, issued by the New Jersey State Board of Examiners, in full force and effect as of July 1, 2016 such certificate(s) will be recorded in the office of the County Superintendent of Schools of Bergen County as of such date, or upon receipt. In the event the Supervisor of Curriculum and Instruction' certificate(s) is not possessed/maintained, or is revoked, this agreement is immediately deemed null and void.

3. The parameters of the work day and work year shall be established by the Superintendent.
4. The Supervisor of Curriculum and Instruction shall have a vacation period of twenty two (22) working days annually, which shall be earned on a quarterly basis each year as follows: five (5) days at the beginning of the first quarter, five (5) days at the beginning of the second quarter, six (6) days at the beginning of the third quarter, and six (6) days at the beginning of the fourth quarter. A maximum of fifteen (15) unused vacation days may be carried forward to be used no later than the first day of September following the expiration of the subsequent year or else be forfeited unless otherwise approved by the Superintendent. Said request should be in writing to the Superintendent. All requests for vacation must be submitted for approval in writing to the Superintendent two (2) weeks in advance of the desired vacation..

In the event that this agreement is terminated by either party for any reason, and the earned vacation has not been fully used by the Supervisor of Curriculum and

Instruction, then for each day of said unused portion of the vacation period, except for those days which have been forfeited, the Supervisor of Curriculum and Instruction shall be paid her pro-rated salary based upon her annual compensation at the rate of 1/260<sup>th</sup> the annual salary per day.

5. The Supervisor of Curriculum and Instruction shall receive fifteen (15) sick days each year. At the beginning of each year, three (3) sick days will be immediately granted, and the remaining twelve (12) sick days will be accrued at a rate of one day/month. Unused sick days shall accumulate from year to year. The Supervisor of Curriculum and Instruction who has ten (10) full years of service in Wyckoff and who retires under the provisions of the Teachers Pension Annuity Fund (TPAF) shall be paid \$68.00 per day for each unused sick day up to a maximum of one hundred and seventy-five (175) unused sick days. The Supervisor of Curriculum and Instruction shall be credited with her current sick leave bank of one hundred and fifteen (115) days which are to be carried over from her prior position within the district.
6. The Supervisor of Curriculum and Instruction shall receive annual paid holidays as approved for district administrators by the Superintendent.
7. The Supervisor of Curriculum and Instruction shall receive personal leave up to ten (10) days annually with pay, granted at the discretion of the Superintendent. Unused personal days do not accumulate.
8. The Supervisor of Curriculum and Instruction shall receive the following:
  - a. In District travel costs shall be the responsibility of the Supervisor of Student Personnel Services. Reimbursement of mileage for out of district school business-related travel will be reimbursed at a rate in accordance with Board Policy.
  - b. Tuition costs up to \$5,000 per year incurred for professional development as approved by the Superintendent.
  - c. Family medical insurance coverage as provided by the State of New Jersey, Division of Pension and Benefits. The Board may substitute other insurance carriers or utilize self-insurance or other insurance pooling, so long as the applicable coverages are equivalent to those now being provided. The Supervisor of Student Personnel Services will contribute to said coverage in accordance with the provisions of Chapter 78, P.L. 2011 (P.L. 2011 c. 78), prorated evenly over each pay period, towards such coverage through payroll deduction. In the event that the Supervisor of Student Personnel Services instead agrees to "opt-out" of health insurance benefits then no such deduction shall be made, and instead, the Supervisor of Curriculum and Instruction will receive compensation of twenty-five-percent (25%) of the amount saved by the Board (i.e., the premium cost less the c.78 contributions that the employee would make) resulting from

the Supervisor of Curriculum and Instruction's waiver of coverage or Five Thousand Dollars (\$5,000), whichever is less. Such compensation shall be paid in accordance with the schedule established by the Board for such payments.

- d. Employee-only dental coverage provided by Delta Dental Plan of NJ, Inc. If the Supervisor of Curriculum and Instruction enrolls in or continues in the District's dental benefits plan for dependent care coverage she will be responsible for contributing 20% of the premium for such coverage payable through payroll deduction.
- e. Family prescription insurance coverage as provided by Benecard Services, Inc. The co-payment for each retail and mail order prescription shall be:

Retail: \$10 Generic / \$25 Preferred Brand / \$40 Non-Preferred Brand  
Mail Order: \$24 Generic / \$50 Preferred Brand / \$80 Non-Preferred Brand

- f. The Board shall pay all membership costs/fees in the following professional associations: New Jersey Principal and Supervisor Association, NJASA, ASCD, AMTNJ, NJECC and the NJASA which the Supervisor of Curriculum and Instruction and the Superintendent deem necessary to maintain and/ or improve her professional skills.
  - g. The Board shall reimburse all travel costs and for participation at all Local, County and State conventions, seminars, conferences and meetings and for all conventions, seminars, conferences and meetings sponsored by the New Jersey School Board Association, New Jersey Principal and Supervisor Association, NJASA and ASCD. The Board shall reimburse for National Conventions and other conventions, seminars, conferences and meetings with prior approval of the Superintendent and the Board. The Supervisor of Curriculum and Instruction shall follow Board policy in supplying requisite documentation when seeking reimbursement.
9. This agreement may be terminated by:
- A. Mutual agreement by the parties;
  - B. Upon ninety (90) days written notice from either party;
  - C. Actions consistent with law; or
  - D. Disability of the Supervisor of Curriculum and Instruction.
10. The Superintendent shall conduct regular evaluations of the performance of the Supervisor of Curriculum and Instruction in accordance with Board policy. The Supervisor of Curriculum and Instruction will be provided with copies of all evaluations. The Supervisor of Curriculum and Instruction may add any pertinent remarks for inclusion in her respective permanent personnel file.
11. The said Supervisor of Curriculum and Instruction hereby accepts the employment aforesaid and undertakes that she will faithfully do and perform her duties under the employment aforesaid, and will observe and enforce the rules prescribed for the government of the school by the Board.

12. The original of this document will remain on file in the records office of the said Board of Education.

13. COMPLETE AGREEMENT

This employment Contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

14. CONFLICTS

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year above written.

BOARD OF EDUCATION OF THE  
TOWNSHIP OF WYCKOFF

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Anthony Robert Francin  
Board President

ATTEST:

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Alan C. Reiffe, Board Secretary

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Grace White  
Supervisor of Curriculum and Instruction