

This agreement made the 14th day of November 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 Patricia Salvati, hereinafter referred to as the "School Business Administrator/Board Secretary".

WITNESSETH:

1. The Board hereby engages and employs Patricia Salvati to perform all duties pursuant to the job description of the School Business Administrator/Board Secretary in the Wyckoff School District for the period from February 1, 2017 through June 30, 2017 at the annual prorated salary of \$150,000. 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. A day's pay shall be defined as 1/260th of the annual salary.
2. The School Business Administrator/Board Secretary shall perform such duties and functions and exercise such other powers as are now or shall hereafter be provided in the job description for School Business Administrator/Board Secretary and others as assigned by the Superintendent.

It is represented that said School Business Administrator/Board Secretary possesses and will continue to hold appropriate certifications as required by the job description, namely, the School Business Administrators Certificate issued by the New Jersey State Board of Examiners. In the event the School Business Administrator/Board Secretary's certificate 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.

The School Business Administrator/Board Secretary shall have a vacation period of twenty-four (24) days of prorated vacation leave annually. All vacations will be scheduled at the convenience of the school system and with the approval of the Superintendent. Unused vacation days shall not be carried over from one year to the next, provided, however, that to the extent the School Business Administrator/Board Secretary shall not have taken all of her prorated vacation days by June 30, up to five (5) days of the time not taken may be carried over to the following year where required by business demands. No more than five (5) rollover days shall carry to the next year.

In the event that this contract is terminated by either party for any reason, and the earned vacation has not been fully used by the School Business Administrator/Board Secretary, then for each day of said unused portion of the vacation period, except for those days which have been forfeited, the School Business Administrator/Board

Secretary shall be paid her pro-rated salary based upon her annual compensation at the rate of 1/260th of the annual salary per day.

4. The School Business Administrator/Board Secretary shall receive fifteen (15) prorated sick days annually. Unused sick days shall be accumulative in accordance with N.J.S.A. 18A:30-3. Upon commencement of employment, the School Business Administrator/Board Secretary shall be given a bank of thirty (30) sick days to be used in the event of a personal illness. Said "banked" days shall decrease annually as sick days are accumulated in the District. The "banked" sick days shall not be eligible for any compensation. The School Business Administrator/Board Secretary who has five (5) full years of service in Wyckoff and who retires under the provisions of the Teachers Pension Annuity Fund (TPAF) shall be paid \$125 for each unused sick day up to the maximum \$15,000 as allowed by law.
5. The School Business Administrator/Board Secretary shall receive the following annual paid holidays: Independence Day, Labor Day, NJEA Convention, Thanksgiving Recess, Christmas Holiday (2 days), New Year's Day, President's Day, Good Friday, and Memorial Day.
6. The School Business Administrator/Board Secretary shall receive personal leave up to five (5) prorated days annually with pay, granted at the discretion of the Superintendent. Unused personal days do not accumulate. Bereavement days shall be afforded to the School Business Administrator/Board Secretary in accordance with Board Policy and practice subject to the Superintendent's approval.
7. The School Business Administrator/Board Secretary shall receive the following:
 - a. Reimbursement of mileage for school business-related travel will be reimbursed at the OMB rate in accordance with Board Policy.
 - b. The Board shall reimburse the School Business Administrator/Board Secretary \$80 per month for business use of her own cellular telephone.
 - c. Tuition costs up to \$5,000 per year for professional development as approved by the Superintendent.
 - d. 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 School Business Administrator/Board Secretary 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 School Business Administrator/Board Secretary instead agrees to "opt- out" of health insurance benefits then no such deduction shall be made, and instead, the School Business Administrator/Board Secretary 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 School Business Administrator/Board Secretary'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.

- e. Employee-only dental coverage provided by Delta Dental Plan of NJ, Inc. If the School Business Administrator/Board Secretary enrolls in or continues in the District's dental benefits plan for dependent care coverage, she will be responsible for contributing 10% of the premium for such coverage payable through payroll deduction.
 - f. 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
 - g. The Board shall provide the School Business Administrator/Board Secretary with a vision care plan in accordance with the plan selected by the Board.
 - h. The Board shall pay all membership costs/fees in the following professional associations: Association of School Business Officials International; New Jersey Association of School Business Officials; Bergen County School Business Officials; AICPA, NJSCPA and other professional organizations, which the School Business Administrator/Board Secretary and the Superintendent deem necessary to maintain and/or improve her professional skills.
 - i. The Board shall reimburse all travel costs, in accordance with Board Policy that is in agreement with the OMB travel regulations, 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 Association of School Business Officials, the Bergen County School Business Officials, Association of School Business Officials International, New Jersey School Board Association and Region I. The Board shall reimburse for National Conventions and other conventions, seminars, conferences and meetings with prior approval of the Superintendent and the Board. The School Business Administrator/Board Secretary shall follow Board policy in supplying requisite documentation when seeking reimbursement.
8. This Employment Agreement may be terminated for the following reasons:
- a. Mutual Agreement by the Parties - This Employment Agreement may be terminated by mutual agreement of the parties.
 - b. Notice - This Employment Agreement may be terminated by either party for any reason whatsoever by furnishing the other party with written notice sixty (60) days in advance of any intended severance of this Employment Agreement.
 - c. Discharge for Cause - The School Business Administrator/Board Secretary may be dismissed without the Board having to invoke the sixty (60) day notice provision of the Employment Agreement if there exists cause for her discharge. Discharge for cause shall constitute conduct which is seriously prejudicial to the School District, including but not limited to neglect of duty, inefficiency, incompetency, conduct unbecoming or other just cause. Notice of

discharge for cause without notice shall be given in writing and the School Business Administrator/Board Secretary shall be entitled to appear before the Board to discuss such causes. If the School Business Administrator/Board Secretary chooses to be accompanied by legal counsel at such meeting, she shall bear any costs incurred for her representation. Such meeting shall be conducted in Executive Session. The School Business Administrator/Board Secretary shall be provided a written decision describing the results of the meeting.

9. REVOCATION CLAUSE

The parties hereto agree that in the event the School Business Administrator's certification is permanently revoked, all provisions of this Employment Agreement shall be null and void as of the date of the revocation, and if the School Business Administrator is lawfully precluded from performing her duties by any Judgment, Order or direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Agreement shall terminate and the School Business Administrator's employment shall cease.

10. SAVINGS CLAUSE

If, during the term of this Employment Agreement, it is found that a specific clause of this Employment Agreement is contrary to federal or state law, the remainder of the Employment Agreement not affected by such ruling shall remain in full force and effect. The parties hereto represent to each other that they fully understand the terms and conditions of this Employment Agreement, and agree to be bound by same pursuant to the rules and regulations of the Department of Education and the laws of the State of New Jersey.

11. The Superintendent shall conduct regular evaluations of the performance of the School Business Administrator/Board Secretary in accordance with Board Policy. The School Business Administrator/Board Secretary will be provided with copies of all evaluations. The School Business Administrator/Board Secretary may add any pertinent remarks for inclusion in her respective permanent personnel file.

12. The said School Business Administrator/Board Secretary 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.

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

14. COMPLETE AGREEMENT

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

15. 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.

16. MODIFICATION CLAUSE

The terms and conditions of this Employment Agreement shall not be modified except by the written consent of both Parties hereto and review and approval of the Executive County Superintendent. Any amendments to this Employment Agreement shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Agreement.

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

BOARD OF EDUCATION OF THE
TOWNSHIP OF WYCKOFF

A. Robert Francin
Board President

ATTEST:

Patricia Salvati
School Business Administrator/
Board Secretary