

Date Board Approved July 10, 2023

**WALLINGTON SCHOOL DISTRICT
EMPLOYMENT CONTRACT
BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR**

This contract is a written agreement between the Wallington Board of Education and Jody Pietrowitz, the Board of Education Secretary/School Business Administrator for the period beginning July 1, 2023 and ending June 30, 2024, and nothing contained in this document shall be construed in any way to deny or restrict either the Board Secretary/School Business Administrator or the Wallington Board of Education to any of their rights, as either party may have under the New Jersey School Laws or any other applicable laws and regulations, be they local, state or federal.

CERTIFICATION:

The Board Secretary/School Business Administrator shall hold a valid New Jersey certification license as a School Business Administrator.

DUTIES:

The Board Secretary/School Business Administrator shall perform all the duties and tasks appropriate to and consistent with the professional role and responsibility of the position of Board Secretary/School Business Administrator which are assigned by the board and prescribed by federal and state law and the regulations of the State Board of Education and other state agencies. These duties shall be set forth by the Board of Education in policy, as well as in the job description set forth for the position, which may be modified from time to time by mutual agreement of both parties.

SALARY:

The salary for the 2023-2024 school year shall be as follows:

The 2022-2023 school year salary of \$146,100.00 and the 2023-2024 school year shall be \$156,483.00

Any adjustment in salary made during the life of this Employment Contract shall be in the form of an amendment and shall become part of this Employment Contract after review and approval by the Executive County Superintendent; but it shall not be deemed that the Board and the Business Administrator have entered into a new employment contract.

The Board Secretary/School Business Administrator's salary shall be pro-rated to reflect any partial year works and paid installments of one-twentyfourth (1\24th) in accordance with the schedule of salary payments for all twelve month employees. Any required per diem adjustments to the Board Secretary\School business Administrator's salary will be calculated on the basis of 1/260th of the annual salary.

VACATION:

The Board Secretary/School Business Administrator shall receive twenty two (22) vacation days with pay, per year. These will be available, July 1 following the year of the contract and up to 10 unused vacation days will be permitted to carry over into the next school year. Vacation days shall be schooled with the prior approval of the Superintendent of Schools.

HOLIDAYS:

The Board Secretary/School Business Administrator shall be entitled to all holidays and school closing days off, with pay, as provided in the school calendar, as well as all legal holidays that fall during the months of July and August.

The list of legal holidays includes:

- | | |
|---------------------------|-------------------------|
| Labor Day | New Years Day |
| Columbus Day | Lincoln's Birthday |
| Veterans Day | Washington's Birthday |
| Thanksgiving Day | Good Friday |
| Friday after Thanksgiving | Memorial Day |
| Christmas Eve | Independence Day |
| Christmas Day | Election Day (November) |
| New Years' Eve | Martin Luther King Day |

SICK LEAVE:

The Board Secretary/School Business Administrator shall be entitled to twelve (12) sick days annually, with pay, which shall be cumulative. The Board Secretary/School Business Administrator shall be compensated for all accrued sick time, upon retirement, at the rate established of 25% of all available time. Since the Board Secretary/School Business Administrator was previously employed by the Board in the position of Executive Secretary - Finance Officer, the maximum payment of \$15,000.00 prescribed by N.J.S.A. 18A:30-3.6 does not apply to an individual who was continuously employed by the Board in another position prior to the effective date of P.L. 2010, c. 3 (May 20, 2010). Payment will be based on the calculation as described by the State of New Jersey circulars.

PERSONAL LEAVE:

The Board Secretary/School Business Administrator shall be entitled to two (2) personal days annually, with pay, which if unused, shall be converted and added to the cumulative sick time total, not to exceed 15 sick days (total accumulation) per year.

FAMILY ILLNESS LEAVE:

The Board Secretary/School Business Administrator shall be entitled to two (2) emergency days annually, with pay, which if unused, one (1) may be added to cumulative sick time total

DEATH IN THE IMMEDIATE FAMILY:

The Board Secretary/School Business Administrator shall be entitled to five (5) death in the immediate family days, with pay, which shall be consecutive, including weekends. Immediate family shall be defined as father, mother, spouse, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepchild, grandchild, spouse's grandchild or "significant other".

DEATH OF ANOTHER RELATIVE OR CLOSE FRIEND:

The Board Secretary/School Business Administrator shall be entitled to one (1) death of another relative or close friend day to attend a funeral, with pay.

HEALTH INSURANCE:

The Board Secretary/School Business Administrator shall be entitled to the same medical, dental and prescription drug coverage plans, as provided to all employees of the district.

Medical Plan

The Board agrees to provide a medical health plan to the Board Secretary/School Business Administrator, during the period that the Board Secretary/School Business Administrator is employed in the district, which is equal to the plan offered to all other district employees. At the current time, the plan is the School Employees Health Benefits Program.

Pursuant to applicable law and regulation, the Board Secretary/School Business Administrator shall contribute an amount of his base salary toward the payment of premiums. Insurance contributions shall be deducted from the Board Secretary/School Business Administrators salary and paid in equal month installments.

The Board Secretary/School Business Administrator may waive health insurance coverage and shall receive in lieu of benefits reimbursement based on a maximum of 25% of the cost of the plan in which she was previously enrolled or five thousand dollars (\$5,000.00), whichever is less.

The Board Secretary/School Business Administrator, if waiving health insurance coverage, shall be entitled to the health insurance declination of benefits stipend once the effective date of the enrollment changed is in place. Payment shall be made monthly through the payroll and on a pro-rated basis.

Should the Board Secretary/School Business Administrator elect to decline coverage, his rights will remain in place to re-enroll for coverage at any time should his or his family circumstances change such that health insurance coverage is lost. The circumstances include death, divorce, loss of employment or any other event that results in the loss of health insurance coverage. Re-enrollment for any other reason can only occur during the open enrollment period for the plan. Re-enrollment is subject to the requirements of the plan and its carrier. The effective date of coverage is also subject to the restriction implied within the plan itself.

Dental Plan

The Board agrees to provide and pay the full premium of a dental plan during the period that the Board Secretary/School Business Administrator is employed in the district. The plan shall be consistent with that of all the other employees of the district, which is currently a 70/30 service agreement based on the coverage limits of the actual plan in existence. Should the Board Secretary/School Business Administrator be on any unpaid leave of absence, the coverage under the plan will be cancelled for that period of time, unless the Board Secretary/School Business Administrator shall pick up the payment of premiums under the COBRA laws and requirements. The current plan holder for the district is Horizon Blue Cross/Blue Shield of New Jersey.

Prescription Plan

The Board agrees to provide a prescription plan during the period that the Board Secretary/School Business Administrator is employed in the district. Pursuant to applicable law and regulations, the Board Secretary/School Business Administrator shall contribute an amount of her base salary toward the payment of premiums. The plan shall be consistent with that of all the other employees of the district. Should the Board Secretary/School Business Administrator be on any unpaid leave of absence, the coverage under the plan will be cancelled for that period of time, unless the Board Secretary/School Business Administrator shall pick up the payment of premiums under the COBRA laws and requirements. The current plan holder for the district is the School Employees Health Benefit Program.

OTHER INSURANCE:

The Wallington Board of Education agrees to cover the Board Secretary/School Business Administrator under the Board's liability insurance plan in an amount sufficient to insure against any lawsuits that may occur during the performance of the duties of the Board Secretary/School Business Administrator in the district.

TRAVEL REIMBURSEMENT:

In connection with his official duties, the Board Secretary/School Business Administrator shall receive a mileage reimbursement for expenses incurred in the ownership and operation of his automobile at the State rate, pursuant to OMB Travel Regulations, for all travel which requires the Board Secretary/School Business Administrator to use his automobile in the performance of his duties under this Employment Agreement, exclusive of commutation costs. The Board Secretary/School Business Administrator will provide the Board with appropriate records and receipts. Reimbursement or payment for such expenses shall be made in accordance with Board policies, N.J.S.A. 18A:11023 and 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. No other vehicle or travel allowance shall be paid to the Board Secretary/School Business Administrator during the term of this Employment Agreement unless it is specifically set forth herein.

OTHER JOB RELATED EXPENSES:

The Board of Education agrees to pay the entire cost of all membership fees and/or charges for all professional groups that School Business Administrators belong, which include but are not limited to Bergen County Association of School Business Officials (BCASBO), New Jersey Association of School Business Officials (NJASBO), Association of School Business Officials (ASBO) and the New Jersey School Boards Association (NJSBA).

The Board of Education shall provide the Board Secretary/School Business Administrator with a monthly allowance of one hundred dollars (\$100.00) as a reimbursement for the cost of her use of her cellular phone for business purposes.

TUITION REIMBURSEMENT

The Board of Education agrees to pay for any and all seminars, training sessions or courses that may be required or mandated by the State of New Jersey for the position of Board Secretary/School Business Administrator, as long as such course work has been pre-approved by resolution at a regular scheduled meeting of the members of the Board of Education.

DAILY WORK HOURS:

September 1 - June 30

The Board Secretary/School Business Administrator shall work a seven hour day from

September 1, through June 30th, in conjunction with the operating hours of the Board of Education Office of 8:00 am to 4:00pm, with an hour for lunch. On Fridays and days immediately preceding a holiday the Board Secretary/School Business Administrator shall be permitted to leave 30 minutes early.

The Board Secretary/School Business Administrator shall also be available to attend all regularly scheduled Board of Education meetings, barring any unforeseen or reasonable reasons for not attending. Also, the Board Secretary/School Business Administrator shall be available for all scheduled committee meetings at which his presence is requested, barring any reasonable reasons for his inability to attend.

July 1 - August 31

The Board Secretary/School Business Administrator shall work a six hour day, either 8:00am - 3:00pm with an hour for lunch, or 8:30 am - 3:00 pm with a half hour for lunch, as per his choice.

Single Session Days

When students are dismissed at 12:55 pm for a single session day, including emergency closings and those days prior to Thanksgiving and Christmas recess, the Board Secretary/School Business Administrator shall work until 1:15 pm. This does not include single session days during the opening week in September or closing week in June, nor does it include scheduled professional development days for staff.

EVALUATION:

The Board Secretary/School Business Administrator will be evaluated at least once per school year, on or before April 15th, by the Superintendent of Schools.

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.

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 by 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.

REVOCATION CLAUSE:

The parties hereto agree that in the event the Board Secretary/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 Board Secretary/School Business Administrator is lawfully precluded from performing his 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 Board Secretary/School Business Administrator's employment shall cease.

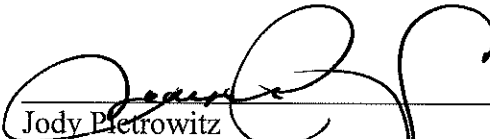
TERMINATION OF EMPLOYMENT:

This agreement may be terminated by a mutual agreement of both parties or by a notice of termination by the Board Secretary/School Business Administrator.

A sixty day notice of termination, in writing, is required by the Board Secretary/School Business Administrator.

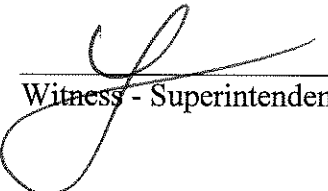
This employment contract is agreed to, and has been approved by the Wallington Board of Education, by a vote of its membership on September 12, 2022, and is part of the minutes of that meeting.

IN WITNESS WHEREOF, they set their hands and seals to this employment contract, effective on the day and year noted.

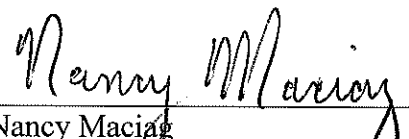


Jody Pietrowitz
Board Secretary/School Business Administrator

7-11-23
Date



Witness - Superintendent of Schools



Nancy Maciag
President of the Board of Education

7-14-23
Date

7-13-23
Date