

BOARD OF EDUCATION
WALLINGTON, N.J. 07057

JOSEPH BRUNACKI, III
BUSINESS ADMINISTRATOR
BOARD SECRETARY

JEFFERSON SCHOOL
(973) 777-4151
Fax (973) 470-9073

Excerpt from the minutes of a meeting of the Wallington Board of Education that was held on Monday, June 14, 2021:

42. APPROVAL OF SCHOOL BUSINESS ADMINISTRATOR'S CONTRACT (S - 5)

Whereas the Wallington Board of Education has negotiated a contract for the 2021-22 school year with the School Business Administrator, and

Whereas the Board has approved the submittal of the negotiated contract for review and approval by the Interim Executive Bergen County Superintendent of Schools, and

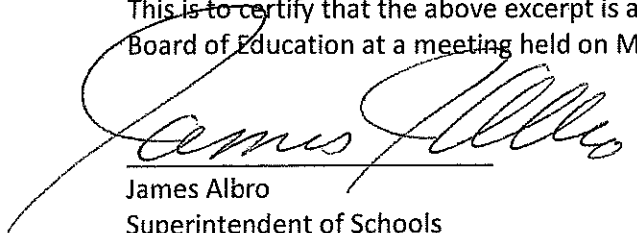
Whereas, the Interim Executive County Superintendent of Schools has reviewed the contract and states that all provisions of the contract are in compliance with the regulations set forth by NJAC 6A:23A-3.1 and NJS 18A:7-8(j), and has approved the contract as submitted,

Now Therefore Be It Resolved that the Wallington Board of Education approve the contract of Ms. Jody Pietrowitz, the School Business Administrator for the 2021-22 school year, by adopting this resolution, and

Be it further resolved that a copy of the fully executed contract and a copy of this resolution be submitted to the Bergen County Office of Education approving this contract.

On motion of Labriola, seconded by Kassteen, to approve the Personnel Committee Resolutions #34 -42, dated June 14, 2021. Roll Call, Yeas, 9.

This is to certify that the above excerpt is a true and exact copy of the motion adopted by the Wallington Board of Education at a meeting held on Monday, June 14, 2021.



James Albro
Superintendent of Schools

June 22, 2021

**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, 2021 and ending June 30, 2022, 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 also 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 2021-2022 school year shall be one hundred and thirty five thousand and 00/100 dollars (\$135,000.00).

The Board Secretary/School Business Administrator's salary shall be prorated to reflect any partial year worked and paid in installments of one-twenty fourth (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.

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.

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 expire at the end of that school year. Vacation days shall be scheduled 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 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 fifteen (15) sick days (total accumulation) per year.

FAMILY ILLNESS LEAVE:

The Board Secretary/School Business Administrator shall be entitled to two (2) illness in the family days annually, with pay, which if unused, shall be lost at the year end.

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 her base salary toward the payment of premiums. Insurance contributions shall be deducted from the Board Secretary/School Business Administrator's salary and paid in equal monthly 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 of the five thousand and 00/100 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, her rights will remain in place to re-enroll for coverage at any time should her or her 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 and pay the full premium of a prescription 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 Co-Pay Prescription Plan. The Co-Pay for generic drugs will be \$5.00 and \$15.00 for brand name prescriptions, according to the actual limits and covered prescriptions listed in the plan. 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 Benecard.

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 her official duties, the Board Secretary/School Business Administrator shall receive a mileage reimbursement for expenses incurred in the ownership and operation of her automobile at the State rate, pursuant to OMB Travel Regulations, for all travel which requires the Board Secretary/School Business Administrator to use her automobile in the performance of her duties under this Employment Contract, 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 Contract 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 and 00/100 dollars (\$100.00) as 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. All expenses shall be in accordance with the Board Policy, N.J.S.A. 18A:11-12 and the State's regulations regarding travel, including Circular Letter 08-13 OMB and any subsequent circular letters which may be issued by the State Office of Management and Budget.

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 her presence is requested, barring any reasonable reasons for her 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 her 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 contract, it is found that a specific clause of this Employment Contract is contrary to Federal or State law, the remainder of the Employment Contract 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 Contract, 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 Contract 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 Contract shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Contract.

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 Contract 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 her duties by any Judgment, Order or direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Contract shall terminate and the Board Secretary/School Business Administrator's employment shall cease.

TERMINATION OF EMPLOYMENT:

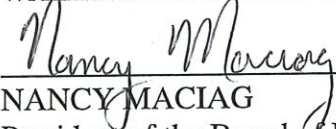
This Employment Contract may be terminated by a mutual agreement of both parties or by either party upon sixty (60) day prior written notice of termination.

This Employment Contract is agreed to, and has been approved by the Wallington Board of Education, by a vote of its membership on 6-14-21, 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.


JOSEPH BRUNACKI III
Board Secretary/School Business Administrator

WALLINGTON BOARD OF EDUCATION

By: 
NANCY MACIAG
President of the Board of Education


WITNESS


JODY PIETROWITZ

Dated:



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
BERGEN COUNTY OFFICE
ONE BERGEN COUNTY PLAZA, SUITE 350
HACKENSACK, NJ 07601-7076
201-336-6875
FAX 201-336-6880

PHILIP D. MURPHY, GOVERNOR
SHEILA Y. OLIVER, LT. GOVERNOR

ANGELICA ALLEN-McMILLAN, Ed.D., ACTING COMMISSIONER
LOUIS DeLISIO, INTERIM EXECUTIVE COUNTY SUPERINTENDENT

May 25, 2021

Mr. James Albro
Superintendent
Wallington Public Schools
32 Pine Street
Wallington, NJ 07057

Re: Business Administrator/Board Secretary Employment Contract

Dear Mr. Albro:

In accordance with N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8(j), I have reviewed the employment contract for Jody Pietrowitz, Business Administrator/Board Secretary, Wallington Public Schools. The provisions of this contract are in compliance with the regulations. This contract is approved for a period commencing on July 1, 2021, through June 30, 2022.

If there are any changes to the terms of this contract, you will need to submit it to the Executive County Superintendent for review and approval prior to the required public notice and hearing of such changes. **When the "approved" contract is fully executed, please provide a copy to the County Office with a copy of the Board Resolution approving the contract.**

Sincerely,

A handwritten signature in black ink, appearing to read 'Louis DeLisio'.

Louis DeLisio
Interim Executive County Superintendent

LD/HPW/laf

c: Joseph C. Brunacki, III, Business Administrator/Board Secretary
Board President (Letter ONLY)
Rodney T. Hara, Esq.

APPROVED

**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, 2021 and ending June 30, 2022, 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 also 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.

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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 expire at the end of that school year. Vacation days shall be scheduled 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
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Christmas Eve	Independence Day
Christmas Day	Election Day (November)
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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 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.

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APPROVED

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.

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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 her official duties, the Board Secretary/School Business Administrator shall receive a mileage reimbursement for expenses incurred in the ownership and operation of her automobile at the State rate, pursuant to OMB Travel Regulations, for all travel which requires the Board Secretary/School Business Administrator to use her automobile in the performance of her duties under this Employment Contract, 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.

APPROVED

Secretary/School Business Administrator during the term of this Employment Contract 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 and 00/100 dollars (\$100.00) as 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. All expenses shall be in accordance with the Board Policy, N.J.S.A. 18A:11-12 and the State's regulations regarding travel, including Circular Letter 08-13 OMB and any subsequent circular letters which may be issued by the State Office of Management and Budget.

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 her presence is requested, barring any reasonable reasons for her 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 her 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 contract, it is found that a specific clause of this Employment Contract is contrary to Federal or State law, the remainder of the Employment Contract 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 Contract, 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 Contract 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 Contract shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Contract.

REVOCAION 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 Contract 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 her duties by any Judgment, Order or direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Contract shall terminate and the Board Secretary/School Business Administrator's employment shall cease.

TERMINATION OF EMPLOYMENT:

This Employment Contract may be terminated by a mutual agreement of both parties or by either party upon sixty (60) day prior written notice of termination.

APPROVED

This Employment Contract is agreed to, and has been approved by the Wallington Board of Education, by a vote of its membership on 6/14/2021, 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.

WALLINGTON BOARD OF EDUCATION

Joseph Brunacki III
JOSEPH BRUNACKI III
Board Secretary/School Business Administrator

By: Nancy MacIag
NANCY MACIAG
President of the Board of Education

James J. Albo
WITNESS

Jody Petrowitz
JODY PETROWITZ

Dated: 6-14-2021

Rec'd
4/24/99

Personal File

144-70-5325

00257343

The State of  New Jersey

Department of Education
State Board of Examiners

Certificate of Eligibility

Issued Expires
04/99

This is to certify that
JODY A PIETROWITZ

County District
03

Has completed certain requirements for certification and is eligible to seek employment in positions requiring the Provisional Certificate in the area(s) listed below. The Provisional Certificate will be issued contingent upon evidence of employment in a district that agrees to provide an approved induction program, including required job support, performance evaluation and professional coursework.

SCHOOL BUSINESS ADMINISTRATOR


Commissioner of Education


Secretary, State Board of Examiners

SCHOOL BUSINESS ADMINISTRATOR

Detailed Statement of Contract Costs

District: WALLINGTON

Name: Jody Pietrowitz

Job Title: School Business Administrator/Board Secretary

District Grade Span: K - 12

On Roll Students as of 10-15- of previous year 1266

Yrs. As District BA <u>0</u> Total Yrs. As BA <u>0</u> Total Yrs in District <u>24</u>	2020-2021	2021-2022	Difference	% Inc
Salary				
Salary	\$ -	\$ 135,000	\$0	
Subcontracted Services	\$ -	\$ -		
Longevity	\$ -	\$ -		
TOTAL ANNUAL SALARY	\$ -	\$ 135,000	\$135,000	
Additional Salary				
Quantitative Merit Goals	\$ -	\$ -		
Qualitative Merit Goals	\$ -	\$ -		
Additional Compensation - Describe:	\$ -	\$ -		
Total Additional Salary	\$ -	\$ -	\$0	
TOTAL ANNUAL SALARY PLUS ADDITIONAL COMPENSATION	\$ -	\$ 135,000	\$135,000	
Board Contribution for Cost of Premiums for:				
Health Insurance	\$ -	\$ 13,900		
Prescription Insurance	\$ -	\$ 3,600		
Dental Insurance	\$ -	\$ 966		
Vision Insurance	\$ -	\$ -		
Disability Insurance	\$ -	\$ -		
Other Insurance - Describe:	\$ -	\$ -		
Waiver of Benefits	\$ -	\$ -		
Section 125 Plan Reimbursements - Describe:	\$ -	\$ -		
Board Cost of Premiums	\$ -	\$ 18,466	\$18,466	
Employee Contribution to Premiums as per Law	\$ -	\$ 5,000	\$5,000	
TOTAL HEALTH BENEFITS COMPENSATION	\$ -	\$ 13,466	\$13,466	
Other Compensation				
Travel and Expense Reimbursement (Estimated Annual Cost)	\$ -	\$ 500		
Professional Development (Capped Amount or Estimated Annual Cost)	\$ -	\$ 1,000		
Tuition Reimbursement	\$ -	\$ -		
Mentoring Expenses - Describe:	\$ -	\$ -		
National/State/County/Local/Other Dues	\$ -	\$ 2,000		
Subscriptions	\$ -	\$ -		
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	\$ -	\$ 1,200		
Computer for Home use, including supplies, maintenance, internet	\$ -	\$ -		
Other - Describe: Professional Liability Insurance & Bond Insurance	\$ -	\$ 700		
TOTAL OTHER COMPENSATION	\$ -	\$ 5,400	\$5,400	
Sick and Vacation Compensation				
Maximum Payment for Unused Sick Leave Upon Retirement	\$ -	\$ -		
Maximum Payment for Unused Vacation Leave - Retirement or Separation	\$ -	\$ -		
TOTAL UNUSED SICK AND VACATION PAYMENT	\$ -	\$ -	\$0	
TOTAL CONTRACT COST	\$ -	\$ 153,866	\$153,866	
Vacation Days <u>22</u> Holidays <u>16</u> Personal Days <u>2</u> Total <u>40</u>				
Revised 5/16/17				