STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
BERGEN COUNTY OFFICE
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PHILIP D. MURPHY, *GOVERNOR*
SHEILA Y. OLIVER, *LT. GOVERNOR*

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

February 22, 2022

Dr. Scot Beckerman
Superintendent
Northern Highlands Regional High School
298 Hillside Avenue
Allendale, NJ 07401

Re: Business Administrator/Board Secretary Employment Contract

Dear Dr. Beckerman:

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 Sue Anne Mather, Business Administrator/Board Secretary, Northern Highlands Regional High School. The provisions of this contract are in compliance with the regulations. This contract is approved for a period commencing on July 1, 2023, through June 30, 2024.

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.*

Please be advised that the contract for this position must be submitted annually to the Executive County Superintendent for review and approval.

Sincerely,

Louis DeLisio
Executive County Superintendent

LD/HPW/laf

c: Sue Anne Mather, Business Administrator/Board Secretary
Board President (Letter ONLY)
Board Attorney

EMPLOYMENT CONTRACT BETWEEN THE
NORTHERN HIGHLANDS REGIONAL H.S. DISTRICT
BOARD OF EDUCATION and
SUE ANNE MATHER

The Board of Education of the Northern Highlands Regional High School District in the County of Bergen, hereinafter the `Board' and **SUE ANNE MATHER**, hereinafter the 'Business Administrator/Board Secretary', hereby enter into this Employment Contract for the **2023-2024** school year.

1. EMPLOYMENT AND COMPENSATION
   a. The Board hereby employs **Sue Anne Mather** as Business Administrator/Board Secretary for the **2023-2024** school year, effective **July 1, 2023 through June 30, 2024,** at a total annual salary of **$180,431**.

2. CERTIFICATION & DUTIES
   a. The Business Administrator/Board Secretary shall, upon employment, hold the certification as defined and required by the New Jersey Department of Education.

   b. Duties of the Business Administrator/Board Secretary shall be as defined by statute, policy and the job description adopted by the Board. These duties may be adjusted only according to modifications in the statutory duties of the position or by modification of the job description as recommended by the Superintendent of Schools and as approved by the Board.

3. SALARY DEDUCTIONS
   a. The following compulsory deductions will be made: Federal Income Tax; State Income Tax; F.I.C.A. (Social Security); and deductions for the Public Employees Retirement System.

      In accordance with N.J.S.A. 18A:16-17.1 and N.J.S.A. 2:14-17.28c, and pursuant to P.L.2011, ch.78, the Business Administrator/Board Secretary will contribute 26% of her health care premium toward the cost of her health insurance.

   b. Any additional/optional deductions will be made only upon written authorization of the employee.

4. WORK DAY
   a. In consideration of the demands of the position, the workday for the Business Administrator/Board Secretary shall be flexible in nature.

DRAFT

b. The Business Administrator/Board Secretary shall be afforded professional days to fulfill her obligation to professional endeavors with approval of the Superintendent of Schools.

5. VACATION

a. The Business Administrator/Board Secretary shall be entitled to 25 vacation days per year. Carry over no more than ten (10) vacation days and the carried over vacation days must be used in the next subsequent year or they shall be forfeited.

b. Upon separation of employment, the Business Administrator/Board Secretary shall be entitled to be paid at her then existing per diem rate for the number of vacation days earned at the time of departure which she did not use in the year of her separation.

c. The Business Administrator/Board Secretary shall work all weekdays except the following holidays: Labor Day, Rosh Hashanah, Yom Kippur, NJEA Convention, Thanksgiving, the day after Thanksgiving, December 24 to January 1, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, and July 4, unless school is in session. Unless the Business Administrator/Board Secretary chooses to use her vacation days during school recesses, said recesses shall not be holidays under this Contract.

6. PERSONAL LEAVE

a. The Business Administrator/Board Secretary shall be entitled to the same personal leave as is provided to the other administrative staff in the district but shall not be less than three (3) days annually.

7. SICK LEAVE

a. Sick leave is hereby defined to mean the absence from the employee's post of duty because of personal disability due to illness or injury of the employee or an immediate family member.

b. The Business Administrator/Board Secretary shall be entitled to twelve (12) sick days per year with pay.

c. Twelve (12) sick days shall be cumulative and may be carried over from year-to-year.

d. For a matter of serious illness or the death of an immediate family member, five (5) days with pay shall be afforded prior to the use of vacation or sick days for these purposes. "Immediate family member" shall be understood to include husband, wife, father, mother, child, brother, sister, mother-in-law, father-in-law and any other relative making his or her home with the employee's family. Additional days may be granted upon request to and approval by the Superintendent of Schools.

In case of death of a relative of the second degree, absence of one (1) full day may be allowed with full pay. Thereafter, full deduction shall be made. A "relative of the second degree" shall be understood to include uncle, aunt, grandparent, nephew, niece, cousin, brother-in-law and sister-in-law.

e. Upon retirement, the Board shall pay the Business Administrator/Board Secretary for accumulated, unused sick days at her per diem rate, up to a maximum of $15,000. Throughout this contract, the per diem rate shall be calculated as 1/260 of her then-current annual salary.

8. INSURANCE

a. The Board shall provide and pay for the cost of a health plan offered by the State, major medical (including prescription), and hospitalization insurance for Business Administrator/Board Secretary consistent with other employees in the District.

Pursuant to applicable law and regulation, the Business Administrator/Board Secretary shall contribute an amount toward payment of premiums, with the requisite contribution percentage capped at 26%, as is consistent with the collective bargaining agreement with members of the Northern Highlands Education Association. This contribution shall be deducted from the salary and paid, in equal installments, in accordance with the payroll schedule for other professional staff.

b. Dental insurance will be provided with the premium to be paid by the Board.

9. AUTOMOBILE EXPENSES

a. If the Business Administrator/Board Secretary is required to use her own automobile in the performance of her duties, she shall be reimbursed at the rate contained in the State OMB travel circular.

10. TERMINATION

a. A termination date shall be mutually agreed upon by the Superintendent of Schools and the Business Administrator/Board Secretary, of intent to retire or resign, but notice must be as minimally required by statute (i.e. 60 days' notice).

b. If the Business Administrator/Board Secretary retires during the contract year, she shall receive payment for her unused vacation days.

c. The Business Administrator/Board Secretary preserves her rights and privileges in accordance with NJSA 18A:17 et. seq. with regard to tenure.

d. In the event that the Business Administrator Certificate of Ms. Mather is revoked by the New Jersey Department of Education, this Agreement shall, in the event and at the time of such revocation, become immediately null and void.

11. PROFESSIONAL ASSOCIATIONS/ORGANIZATIONS

a. The Board recognizes the value of professional organizations and agrees to pay the dues and fees on behalf of the Business Administrator/Board Secretary to professional associations on the local, county, state and national level which are relevant to the position, as approved by the Superintendent of Schools.

b. The Business Administrator/Board Secretary shall be entitled to attend, at Board expense, the annual state and national conferences of her associations and other relevant conferences as approved by the Superintendent of Schools and consistent with OMB circulars.

12. PROFESSIONAL DEVELOPMENT

a. The Board agrees to pay other expenses for the professional development of the Business Administrator/Board Secretary as appropriate (training, subscriptions, etc.) upon the approval of the Superintendent of Schools.

b. The Board agrees to pay tuition and fees as necessary for the Business Administrator/Board Secretary to pursue post-graduate programs related to educational administration. This shall be limited to nine (9) credits per year at an accredited program recognized by the State of New Jersey not to exceed the Rutgers graduate program rate.

13. OTHER EXPENSES

a. The Board shall reimburse the Business Administrator/Board Secretary for expenses incurred, including meals, travel, and mileage in the performance of her professional duties under this contract as directed by the Superintendent of Schools and consistent with OMB circulars and travel regulations.

14. PROVISIONS

a. The position of Business Administrator/Board Secretary and the provisions of this contract must be approved annually by the Executive County Superintendent of Schools.

b. The provisions of this contract shall continue in effect beyond the termination date of this agreement as the policy of the Board and as required by statute, and shall become the minimal terms and conditions of employment for the next year, unless modified and agreed upon by the Business Administrator/Board Secretary and the Board of Education.

c. No provisions of this agreement shall be unreasonably withheld for approval by the Board of Education.

d. If the Business Administrator/Board Secretary dies before this employment contract is completed, payment for her accumulated vacation days shall be made to her estate.

15. SAVINGS CLAUSE

If, during the term of this employment contract, it is found that a specific clause of the employment contract is illegal under federal or state law, the remainder of the employment contract is not affected by such a ruling and shall remain in full force.

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

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 after 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.

17. AGREEMENT

WHEREAS, a duly authorized officer of the Board of Education has approved the terms and conditions of this employment contract, and

WHEREAS, the Business Administrator/Board Secretary has approved the terms and conditions of this employment contract,

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal(s) to this employment contract on this 24 day of April, 2023.

FOR THE N.H.R.H.S. DISTRICT
BOARD OF EDUCATION:

Christine Ferraro
President

Dated: 4/24/23

Sue Anne Mather
Business Administrator/Board Secretary

Dated: 4/24/23