

AGREEMENT

Lebanon Township School District
Board of Education

and the

School Business Administrator/Board Secretary

7/1/11 through 6/30/12

Business Administrator/Board Secretary

Performance

The School Business Administrator agrees to faithfully perform the duties of the position as set forth in the job description for the position, and in accordance with all applicable laws, regulations, policies and directives.

Certification

The Business Administrator shall hold a valid and appropriate certificate to act as School Business Administrator in the State of New Jersey.

Length of the Work Year

The Business Administrator will work a twelve-month work year. The Business Administrator is not required to report for work when school is closed during holidays except when requested for specific purposes by the Superintendent and/or to insure the proper functioning of his/her responsibilities.

Working Hours

The Business Administrator is expected to attend after school and evening functions which are related to his/her areas of responsibility as part of his/her normal job requirements. Attendance shall be based upon the good of the district as determined by themselves and/or the Superintendent. No additional remuneration shall be provided.

Compensation

The Board shall pay the School Business Administrator an annual salary in accordance with the schedule of salary payments in effect for other certified employees. The Board will consider an annual increase in the Business Administrator's salary based upon performance in the preceding school year. The amount of the annual increase will be at the discretion of the Board.

The annual salary for Ruth Fanjoy, as Business Administrator/ Board Secretary, for school year from 7/1/11 through 6/30/12 will be \$109,313.74 and conforms with 18A:11-11 for time of notice and hearing.

Per Diem Pay

For purposes of docking the salary of a twelve-month employee and for additional salary compensation, the per diem rate that will be used will be 260.

Vacation Time

The Business Administrator is credited with 20 vacation days per year to be taken as appropriate, with the approval of the Superintendent. The Business Administrator may not accumulate more than a total of forty (40) vacation days at the end of any year of service. Any days carried over must be used the following year. Any days over forty accumulated will be lost unless the Board of Education specifically intervenes in the matter. Upon leaving the district, the Board will pay all accumulated vacation days up to 40 at a per diem rate of the Administrator’s final annual salary. This provision conforms with 18A:30-9.

Sick Leave

As a twelve-month employee, the Business Administrator is granted 12 sick days per year. Sick leave will accumulate in accordance with district policy. The Business Administrator who leaves the district will be awarded \$90.00 per day for each unused sick day that has accumulated up to a maximum of 155 days. Payout of this money will be in a lump sum and subject to all relevant payroll taxes. This provision conforms with 18A:30-3.5 and payout can only occur upon retirement.

Personal Leave

The Board and the Business Administrator hereby agree that Personal Leave will be as follows:

1. The Business Administrator will be granted 3 personal days (no reason), which if not used, will accumulate as additional sick days at the end of the year.
2. The Business Administrator will be granted 1 day for personal business which must be accompanied by a specific business reason as listed below. The day must be approved by the Superintendent. These days, if not used, will accumulate as additional sick days at the end of the year.

a. Doctor	e. Court Appearance
b. Lawyer	f. Convention
c. House Closing	g. Banking
d. Graduation	h. Conference Re: Children

Death In The Family Leave

The Business Administrator will be granted a maximum of 5 days leave for each death in the immediate family. Immediate family will be determined by a conference between the Administrator and the Superintendent. Generally, immediate family will mean: mother, father, mother-in-law, father-in-law, sister, brother, child, spouse, stepparent or grandparent.

Health Insurance Benefits

“The Board shall provide the Business Administrator with individual and family major medical coverage, dental benefits, vision plan and prescription drug coverage. The employee shall contribute

1.5% of salary towards the cost of health care premiums. The terms of said insurance shall be those currently provided for the district at large.”

Grievance Procedure

Grievances will be handled in accordance with district policy.

- a) It is the policy of the Board to develop and practice reasonable and effective means of resolving differences which may arise among employees, to reduce potential areas of grievances and to establish and maintain recognized 2-way channels of communication.
- b) **Individual Grievance** – Any individual member of the professional staff shall have the right to appeal the application of policies and decision affecting him/her through channels. When presenting an individual grievance, he/she shall be assured freedom from prejudicial reprisals and the following procedures shall be followed:
 1. The individual shall first discuss his/her grievance with the Superintendent in an attempt to solve the problem.
 2. If after 5 school days, the matter is not resolved between the individual and the Superintendent, the individual shall submit in writing his/her grievance to the Superintendent. If no written grievance is submitted within 5 days, the matter will be considered closed.
 3. When the Superintendent receives a written grievance from the individual, he/she shall communicate his/her decision in writing within 3 days.
 4. If the individual is not satisfied with the decision of the Superintendent, he/she may appeal in writing through the Superintendent to the Board for a hearing with them. The Personnel Committee will schedule this request within 7 school days after being notified of the request. If both parties are in agreement, the meeting with the Personnel Committee may be waived.
 5. If the individual is not satisfied with the decision of the Personnel Committee, he/she may request to meet with the full Board of Education in executive session at the next regularly scheduled meeting of the Board of Education to resolve the grievance. For individual grievances, the decision of the Board will be final.

Graduate Tuition Reimbursement

Reimbursement by the Board to the Business Administrator pursuing graduate studies shall be under the following conditions and provisions.

1. The maximum reimbursement per year will be equal to the value of 9 graduate in-state credits at the College of New Jersey Rate.
2. Reimbursement for courses at private Colleges will be made at a rate not to exceed the College of New Jersey rate.
3. Reimbursement will be made only for courses related to school business or as specifically approved by the Superintendent.
4. All courses taken for reimbursement must first be approved on the proper form, by the Superintendent and must meet the following application deadlines.
 - a. Summer School Courses: June 30th
 - b. Fall Semester Courses: September 30th
 - c. Spring Semester Courses: February 15th
 - d. Interim Courses: prior to registration
5. Reimbursement is limited to courses for which a final grade of C or higher has been earned, as determined by an official transcript.

6. All courses are to be taken through an accredited college or university as recognized by the New Jersey State Department of Education.
7. Applicants for graduate tuition reimbursement must have served a minimum of one full year in the Lebanon Township School District to be eligible.
8. To receive payment, the business administrator must complete a voucher and present it to the Board Secretary. They must also enclose a receipt for tuition and report card indicating the grade received in the course.
9. Courses are charged to the fiscal year in which they are presented for payment.

Mileage Reimbursement

The Board and the Business Administrator hereby agree to mileage reimbursement, in accordance with district policy and state regulation at a rate of .31 cents per mile consistent with OMB rate.

Business Expense Reimbursement

The Board shall reimburse the Business Administrator, in accordance with district policy, for legitimate expenses incurred within the district in the performance of his/her duties as approved by the Superintendent.

Conferences

The Business Administrator will be encouraged by the Board to attend appropriate conferences and workshops related to his/her areas of responsibility as approved by the Board. In addition, The Business Administrator will be reimbursed for tuition, lodging and traveling expenses to attend a minimum of one regional or major conference per year applicable to his/her job responsibilities with the approval of the Superintendent.

All professional development and travel will conform with 18A:11-12 and the state's regulations regarding travel covered under circular letter 08-13-OMD to Clause F and any subsequent circular letter which may be issued by the state office of management and budget.

Termination

This contract may be terminated by either party giving to the other 60 days' notice in writing of intention to terminate.

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 not affected by such law shall remain in force.

Duration of Agreement

This Agreement shall be in effect from July 1, 2011 to June 30, 2012.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed on the day and year written below:

Lebanon Township School District Business Administrator

Ruth Fanjoy

Signature

Date

Lebanon Township Board of Education

Georgette Szymczak, President

Signature

Date

Judith H. Burd, Witness

Signature

Date