

## CONTRACT OF EMPLOYMENT

THIS AGREEMENT is made this 30<sup>th</sup> day of April 2019 by and between the North Hunterdon-Voorhees Regional High School District Board of Education (“Board”), with an address at 1445 State Route 31, Annandale, New Jersey 08801, and Susan Press (“Ms. Press”).

WHEREAS, for the purpose of mutual understanding and in order that a harmonious relationship may continue to exist between the Board and Ms. Press to the end that continuous and efficient services will be rendered to and by both parties for the benefit of both; and

WHEREAS, Ms. Press has served as the Board Secretary/School Business Administrator since March 1, 2008 and continues to hold an appropriate certificate as prescribed by the State Board of Education and as required by N.J.S.A. 18A:17-14.2; and

WHEREAS, the Board and Ms. Press have considered the terms of her employment and have agreed to the terms and conditions set forth herein; and

WHEREAS, the Board took action at a public meeting held on April 30, 2019 authorizing the reappointment of Ms. Press as Board Secretary/School Business Administrator in accordance with the terms herein;

NOW, THEREFORE, in consideration of the following mutual promises and obligations of the parties and the rendering of the services of Ms. Press, as stated herein, the parties hereto agree as follows:

**ARTICLE I**  
**EMPLOYMENT**

A. The Board hereby agrees to employ Ms. Press as Board Secretary/School Business Administrator for the period July 1, 2019, through June 30, 2020.

B. Ms. Press shall be paid salary in the gross amount of one hundred sixty two thousand two hundred seventy two dollars (\$162,272.00), in semi-monthly installments, in accordance with the Board's payroll policies and procedures. The Board and the Board Secretary/School Business Administrator may amend the contract at a later date within the life of this contract to provide a mutually agreed upon salary increase. Any increase in salary will be submitted as an amendment to the contract, which is subject to a public hearing, and the amended contract must be approved by the Executive County Superintendent.

**ARTICLE II**  
**DUTIES**

In consideration of the employment, salary and fringe benefits established hereby, Ms. Press hereby agrees to the following:

A. To faithfully perform the duties of Board Secretary/School Business Administrator for the Board and to serve as secretary and chief administrative officer in accordance with the laws of the State of New Jersey, rules and regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future. Ms. Press agrees that she shall perform her duties as Board Secretary/School Business Administrator in accordance with the statutes, rules

and regulations applicable to such position as well as in accordance with a job description for the position of Board Secretary/School Business Administrator.

B. To devote her full time, skills, labor and attention to this employment during the term of this Contract.

C. To carry out the administration of business affairs of the District and the duties of Secretary of the Board of Education, with the assistance of staff, in accordance with the responsibilities as outlined above.

D. To attend appropriate professional meetings and conferences as a representative of the Board. The expenses incurred by Ms. Press in connection with such meetings shall be reimbursed in accordance with the provisions of this contract, Board policy and applicable law.

### **ARTICLE III**

#### **BENEFITS IN ADDITION TO SALARY**

A. Ms. Press shall receive twelve (12) sick days annually. Unused sick days leave shall be cumulative in accordance with the provisions of N.J.S.A. 18A:30, et seq. Ms. Press may, in the event of extended illness or disability, which requires a prolonged absence beyond the number of sick days she may have accumulated, apply to the Board pursuant to N.J.S.A. 18A:30-6 for extended sick leave for a period not to exceed thirty (30) additional work days. The Board will not unreasonably deny such an application provided that Ms. Press's need for a prolonged absence is adequately supported by a physician's certification.

B. Upon retirement from the North Hunterdon-Voorhees Regional High School District, in accordance with N.J.S.A. 18A:30-3.5, Ms. Press will receive

severance pay for unused accumulated sick days in an amount equivalent to 50% of 1/260th of her annual salary for each day of sick leave which she will have accumulated as of the effective date of retirement, up to a maximum of fifteen thousand dollars (\$15,000.00). Payment will be made to Ms. Press either (1) by September 1 following the effective date of her retirement if Ms. Press provides the Board with notice of her retirement by December 1 of the previous fiscal year, or (2) by September 1 of the second year after the effective date of her retirement if Ms. Press provides the Board with notice of her retirement after December 1 of any fiscal year.

C. Ms. Press will be entitled to three (3) personal days each year and if not used they may be rolled over each year into sick days.

D. Ms. Press will be entitled to up to five (5) days at any time in the event of death of her spouse, child, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, or other member of the immediate household. Additional emergency leave may be approved by the Superintendent.

E. Ms. Press shall be entitled to membership paid by the Board in the Association of School Business Officials International, New Jersey Association of School Business Officials, Hunterdon-Warren Association of School Business Officials and any others approved by the Board.

F. It is also understood that Ms. Press may periodically request approval to attend professional conferences as Board Secretary/School Business Administrator and as a representative of the Board. In connection with such request, Ms. Press shall request approval of the Board to be allowed to attend such conferences. Such approval shall be requested in such a manner as to provide the Board with

reasonable opportunity to consider such requests prior to the date of such conference. These conferences should include but not be limited to the American Association of School Business Officials, New Jersey Association of School Business Officials and New Jersey School Boards Association Workshops.

G. Ms. Press shall be entitled to an annual vacation of twenty-three (23) working days per year in addition to the holidays that are given to central office personnel. Ms. Press shall take her vacation time only after giving the Superintendent reasonable notice, except if Ms. Press wishes to take five (5) continuous vacation days, she shall give the Superintendent at least ten (10) days prior notice of her intent to take such vacation. In the event that Ms. Press intends to take three (3) or fewer continuous vacation days, such notice will not be necessary. In accordance with N.J.S.A. 18A:30-9, if vacation time is not taken because of business demands, Ms. Press may carry over up to fifteen (15) vacation days to the subsequent year. This “carry over” shall not be cumulative. Remaining unused vacation days (in excess of the 15 “carry over” days) shall be forfeited by Ms. Press. Upon resignation or retirement from employment by the Board, Ms. Press will be reimbursed for accumulated unused vacation days at the rate of 1/260th of her annual salary in effect at that time for each day up to 37 days. Payment will be made to Ms. Press either (1) by September 1 following the effective date of her resignation or retirement if Ms. Press provides the Board with notice of such resignation or retirement by December 1 of the previous fiscal year, or (2) by September 1 of the second year after the effective date of her resignation or retirement if Ms. Press provides the Board with notice of such resignation or retirement after December 1 of any fiscal year.

H. Ms. Press, her spouse and her dependents shall be entitled to receive the medical, dental and other health insurance coverage as set forth in the current contract between the Board and the North Hunterdon-Voorhees Administrators Association, as it may be amended.

I. The Board shall provide Ms. Press with a cell phone and a district issued mobile computing device for school district business use in accordance with Board policies and procedures with respect to such devices.

#### **ARTICLE IV**

#### **EVALUATION**

Ms. Press's performance shall be evaluated by the Superintendent once during the term of this Contract.

#### **ARTICLE V**

#### **TERMINATION AND NON-RENEWAL**

A. The parties hereto agree that in the event Ms. Press's certification is revoked, this Contract shall be null and void as of the date of the revocation. Likewise, if Ms. Press is precluded from performing her duties by any judgment, order or direction of any court of competent jurisdiction or the Commissioner of Education, this Contract shall be null and void as of the date of the judgment, order or direction, and Ms. Press's employment shall cease.

B. Ms. Press agrees that she shall not terminate this agreement except upon giving the Board at least sixty (60) days prior written notice of such election to terminate. Such notice shall be hand-delivered or sent via certified mail, return receipt requested, addressed to the Superintendent.

**ARTICLE VI**

**MISCELLANEOUS**

A. The terms and conditions of this Contract shall not be modified except by the written consent of both parties hereto. Any modification to the contract will be submitted to the Executive County Superintendent for review and approval.

B. If any term of this Contract is deemed unenforceable or void in accordance with New Jersey law, all other unaffected clauses shall remain in full force and effect. This contract shall be interpreted in accordance with New Jersey law.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals or caused these presents to be signed by their proper corporate officers and the proper corporate seal affixed hereto the day and year first above written.

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SUSAN PRESS

NORTH HUNTERDON-VOORHEES  
REGIONAL HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION

By: \_\_\_\_\_  
Robert Kirchberger, President