

## **CONTRACT OF EMPLOYMENT**

**THIS AGREEMENT**, made this 11th day of June, Two Thousand and Nineteen.

**BETWEEN: THE BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT**

836 Newmans Lane, P.O. Box 6030  
Bridgewater, NJ 08807 ("Board")

**AND: Gina Villani, whose address is**

393 West High Street  
Bound Brook, NJ 08805

### **WITNESSETH:**

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

**WHEREAS**, Gina Villani holds an appropriate certificate to be employed as Assistant Superintendent for Personnel as prescribed by the State Board of Education and

**WHEREAS**, the Board has adopted a resolution at a public meeting held on June 26, 2018 authorizing the appointment of Gina Villani as Assistant Superintendent for Personnel;

**WHEREAS**, the Executive County Superintendent has approved this agreement;

**NOW, THISEFORE**, in consideration of the following mutual promises and obligations of the parties and the rendering of the services of Gina Villani as stated hereby, the parties agree as follows:

### **ARTICLE I EMPLOYMENT**

- A. The Board hereby agrees to employ Gina Villani as Assistant Superintendent for Personnel effective on July 1, 2019 through June 30, 2020.
- B. Annual salary for the period July 1, 2019 through June 30, 2020 shall be \$169,065.00.

- C. The aforesaid salary shall be paid and appropriately pro-rated, in equal installments, in accordance with the policies of the Board concerning the payment of professional staff members.
- D. During the term of the employment agreement the Assistant Superintendent for Personnel shall not be reduced in compensation including salary and benefits. Any adjustment in salary made during the employment contract shall be in the form of amendment and only after Executive County Superintendent approval (if applicable).

**ARTICLE II  
DUTIES**

In consideration of the employment, salary and fringe benefits established hereby, Gina Villani hereby agrees to the following:

- A. To faithfully perform the duties of Assistant Superintendent for Personnel for the Board in accordance with the Laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies, applicable job description, and those which are adopted by the Board from time-to-time.
- B. To devote her full time, skills, labor and attention to her employment during the term of her contract, provided, that Gina Villani may undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations which do not interfere with her full time responsibilities as Assistant Superintendent for Personnel. The employee will use vacation or personal days for these activities.

**ARTICLE III  
BENEFITS IN ADDITION TO SALARY**

During the term of her Employment Contract the Board shall provide the Assistant Superintendent for Personnel with the following benefits:

- A. Medical Insurance: The Board shall provide as part of the Assistant Superintendent for Personnel compensation medical, prescription and dental insurance coverage similar to other certified staff members. The Assistant Superintendent for Personnel shall contribute toward health benefits pursuant to Ch78 P.L. 2011 and as required and in accordance with N.J.S.A. 18A:16-17, 17.1.
- B. Sick Leave: The Assistant Superintendent for Personnel shall be entitled to twelve (12) sick leave days with pay each year as of the first official day of the school year. Unused sick leave shall accumulate from year to year.

- a. Upon the retirement by the Assistant Superintendent for Personnel after completing at least ten (10) years of employment in the district, the Board of Education shall compensate the Assistant Superintendent for Personnel for unused accumulated sick leave upon the following basis:
  - i. One (1) day for every three (3) days of unused accumulated sick leave to a maximum of ninety (90) paid days;
  - ii. provided, however, that the compensation for unused accumulated sick leave paid upon retirement shall not exceed \$15,000;
  - iii. per diem rate will be valued at 1/260 of the annual base salary.

C. Temporary Leave of Absence (Personal Days): The Assistant Superintendent for Personnel may be granted up to three (3) days of temporary leave of absence, with pay, for personal matters which require absence during school hours. Personal days are non-cumulative and the Board will not compensate for any unused personal leave.

An Assistant Superintendent for Personnel who is required to undergo military field training or to attend deployment during any school year shall be granted a leave of absence with pay in accordance with law.

If possible, at least twenty-four (24) hours notice will be given by the individual requesting leave.

The Superintendent, in the best interest of the school district, is empowered to deny any request for temporary leave of absence, except legally required military leave. Such denial may be appealed to the Board of Education.

D. Bereavement Days: In the event of death in the immediate family, an allowance of up to five (5) school days leave may be granted. Immediate family may be considered father, mother, father-in-law, mother-in-law, spouse, domestic partner, child, brother, sister, grandparent, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepchild or any other relative or friend domiciled with the employee.

E. Vacation Days and Holidays: The Assistant Superintendent for Personnel shall be entitled to twenty-six (26) paid vacation days and fifteen (15) holidays as granted to other twelve month district administrators. Vacation days shall be earned and accrued monthly on a prorated basis. A maximum of five (5) unused vacation days may be carried over to next year and must be used by December 31<sup>st</sup> of the current year.

- F. In the event that the Assistant Superintendent for Personnel's Contract is terminated prior to its expiration, unused vacation time shall be paid on a pro-rated basis of 2.17 days accrued per month. In the event this Contract is not renewed, accumulated but unused vacation time will be paid at the value of 1/260 of the annual base salary.
- G. Professional Association Membership Fees: It is anticipated that the Assistant Superintendent for Personnel will be active in local, state, regional and national educational professional associations. The Board agrees to pay the membership fees up to \$2500, per year.
- H. Professional Development: The Board recognizes the importance of the continuing professional growth of the Assistant Superintendent for Personnel through participation in professional meetings and educational seminars. With the prior approval of the Superintendent, the Assistant Superintendent for Personnel may annually attend appropriate professional meetings at both the State and National level at an amount not to exceed \$3500 in total expenses. Reimbursement will be made pursuant to Board policy on Travel and within the guidelines provided by the OMB circulars.
- I. Reimbursement for Graduate Study: The full cost of tuition and fees for courses approved in advance by the Superintendent and taken for professional growth of the Assistant Superintendent for Personnel shall be borne by the Board. Such coursework must culminate in the acquisition of a graduate degree conferred by a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1. Six (6) credits is the maximum which may be reimbursed in one school year.
1. Requirements for Reimbursement
    - a. An official transcript from the college which gives evidence of successful completion of the course.
    - b. Employment by the Board of Education at the time of reimbursement is to be made.
  2. Reimbursement Schedule
    - a. Deadlines for application for reimbursement of tuition payment shall be May 10 for the fall semester and December 10 for the spring semester.
- J. Reimbursement for Cell Phone: As the Board requires the Assistant Superintendent for Personnel to be accessible 24 hours, 7 days a week, the Board shall issue the Assistant Superintendent for Personnel a smartphone for her use.

K. Mileage Reimbursement – The Board shall reimburse the Assistant Superintendent for Personnel for all travel considered regular business and in accordance with N.J.S.A. 18A: 11-12, N.J.A.C. 6A: 23A-7, and Circular Letter OMB 08-13.

**ARTICLE IV  
EVALUATION**

The Assistant Superintendent for Personnel shall be evaluated in accordance with Board Policy, statute and regulations of the Department of Education.

**ARTICLE V  
MODIFICATION OF CONTRACT TERMS**

The terms and conditions of the Contract shall not be modified, except by the written consent of both parties and with prior approval of the Executive County Superintendent, provided further that the consent of the Board must be reflected by resolution adopted at a public meeting.

This contract may be terminated on any day by either the Board or Gina Villani for any reason, provided that written notice of intention to terminate shall be received by either party at least 60 days prior to the date fixed therein for termination. When so terminated, salary shall be prorated to the termination date.

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

**ATTEST:**

**THE BOARD OF EDUCATION OF THE  
BRIDGEWATER-RARITAN REGIONAL  
SCHOOL DISTRICT**

\_\_\_\_\_  
Board Secretary

By \_\_\_\_\_  
Board President

\_\_\_\_\_  
Gina Villani