

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
TAHESHA L. WAY, LT. GOVERNOR

CHRISTOPHER HUBER, ACTING COMMISSIONER
LOUIS DeLISIO, EXECUTIVE COUNTY SUPERINTENDENT

February 9, 2024

Mr. Michael Ben-David
Superintendent
Tenafly Public Schools
500 Tenafly Road
Tenafly, NJ 07670

Re: Assistant Superintendent of Curriculum & Instruction Employment Contract

Dear Mr. Ben-David:

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 Brenda Yoo, Assistant Superintendent of Curriculum and Instruction, Tenafly Public Schools. The provisions of this contract are in compliance with the regulations. This contract is approved for the period from July 1, 2024, through June 30, 2025.

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,

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

Louis DeLisio
Executive County Superintendent

LD/HPW/laf

c: Danielle J.S. Diaz, Human Resources
Board President (Letter ONLY)
Board Attorney

**EMPLOYMENT AGREEMENT BETWEEN
THE TENAFLY BOARD OF EDUCATION AND BRENDA YOO**

This Agreement is made this xx day of February , 2024 by and between the Tenafly Board of Education, with its central offices at 500 Tenafly Road, Tenafly, New Jersey 07670 (“the Board”) and Brenda Yoo (“Yoo”), pursuant to the following terms.

1. EMPLOYMENT

The Board hereby employs Yoo, and Yoo hereby accepts employment as Assistant Superintendent of Curriculum and Instruction of the Tenafly School District (“the District”) under the terms and conditions described in this Agreement. Her employment shall be on a full-time, twelve (12) month basis. During the term of this Agreement, Yoo shall accept no other T.P.A.F. or P.E.R.S. pensionable employment from any other source except as previously approved by the Superintendent.

2. DURATION

This Agreement shall begin in full force and effective on July 1, 2024, and it shall expire on June 30, 2025.

3. SALARY

The Board shall pay Yoo an annual salary of one hundred eighty thousand dollars (\$180,000) for the 2024-2025 school year. Her pay shall be issued at intervals consistent with the schedule of salary payments in effect for other certificated employees.

4. CERTIFICATION

Yoo represents to the Board that she possesses an administrative certificate with the School Administrator endorsement from the State of New Jersey, Department of Education, necessary to perform the duties of an Assistant Superintendent of Curriculum and Instruction.

5. DUTIES

Yoo shall faithfully perform the duties of the Assistant Superintendent of Curriculum and Instruction as outlined in the Board's job description for the Assistant Superintendent of Curriculum and Instruction, which may be modified from time to time consistent with District goals and objectives, all in accordance with the laws of the State of New Jersey and of the United States, the rules and regulations adopted by the New Jersey State Board of Education and the New Jersey State Department of Education, as well as all of the policies of the Board.

6. TERMINATION

This Employee Agreement may be terminated for the following reasons:

- a. Death of Yoo. In the event Yoo should predecease the term of this Agreement, this Agreement shall terminate.
- b. Notice. Either party may terminate this Agreement at will by providing written notice to the other no less than ninety (90) days in advance of the effective termination date.
- c. Discharge for cause. The Board may terminate this Agreement for cause without the requirement of ninety (90) days advance notice. "Cause" shall include any conduct by Yoo that is seriously prejudicial to the District, including but not limited to neglect of duty, inefficiency, or incompetence. Notice of discharge for cause shall be given by the Board in writing, and Yoo shall be entitled to appear before the Board in executive session to discuss such alleged cause. She may be accompanied by legal counsel at her own expense. The Board shall provide Yoo with a written decision describing the results of the meeting.

7. EVALUATION

Yoo shall be evaluated in accordance with the provisions of Title 18A of the New Jersey Statutes, the State Board of Education regulations, Board policy, and the applicable evaluation instrument.

8. HEALTH BENEFITS

The Board shall provide to Yoo and her eligible dependents, if any, the cost of major medical (including prescription), hospitalization and dental benefits as are provided in general to other employees in the school district. Pursuant to applicable law and regulation, Yoo shall contribute an amount towards payment of premiums.

Yoo, at her discretion, may waive health insurance coverage. In the event she waives coverage, the Board shall provide reimbursement consistent with other employees in the District. The payment will be pro-rated in accordance with the timing of the waiver.

9. LEAVES AND HOLIDAYS

- a. Sick leave. Yoo shall be entitled to twelve (12) sick days per year with full pay. Any unused days shall accumulate from year to year. Should Yoo retire during the term of this Agreement, she shall be reimbursed for any accumulated unused days at the rate of two hundred dollars (\$200) per day, to a maximum of ten thousand dollars (\$10,000). Any such payment shall be made within sixty (60) days of Yoo's last day of employment.
- b. Personal leave. Yoo shall be entitled to three (3) personal days per year at times approved by the Superintendent. Unused days are not permitted to be rolled over in a future contract year.
- c. Vacation. Yoo shall receive twenty-three (23) vacation days annually and may carry forward ten (10) to the following school year for future use but not for reimbursement. Vacation days may be taken with the prior approval of the

Superintendent. Yoo shall be entitled to payment of the pro-rated earned but unused vacation days upon her separation from employment with the Board, in the year of separation, with such days paid at the rate of 1/260th of Yoo's base salary. Payment shall be made by the Board within sixty (60) days of the date of separation.

- d. Bereavement Leave. Yoo shall annually be entitled to five (5) bereavement leave days, non-cumulative, in accordance with Board Policy and practice for other District administrative employees.
- e. Holidays. Effective July 1, 2024, Yoo shall be entitled to the same number of paid holidays as is provided to administrators employed by the Board in general. For the 2024-2025 school year, the designated holidays are:

DESIGNATED HOLIDAYS	CELEBRATED ON
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Rosh Hashanah	Thursday, October 3
NJEA Convention Days (2 days)	Thursday, November 7 & Friday, November 8
Thanksgiving Break (2 days)	Thursday, November 28 & Friday, November 29
Christmas Day	Wednesday, December 25
New Year's Day	Wednesday, January 1
Martin Luther King, Jr. Day	Monday, January 20
Presidents' Day	Monday, February 17
Good Friday	Friday, April 18
Memorial Day	Monday, May 26

10. PROFESSIONAL DEVELOPMENT

- a. Membership in professional organizations. The Board shall pay all fees for Yoo's membership in the following organizations:
 - New Jersey Association of School Administrators (NJASA).
 - Bergen County Association of School Administrations (BCASA).

- b. Attendance at workshops, conferences, seminars, and conventions. Yoo may attend professional meetings of the organizations identified above. With prior approval of the Superintendent, Yoo may take professional development courses and/or programs by organizations other than the professional organization listed above, provided the courses or programs relate to Yoo's duties. Yoo may attend conventions with the prior approval of the Superintendent, with travel and conference costs to be reimbursed in accordance with the Office of Management and Budget circular and travel regulations.
- c. Maximum reimbursement. Reimbursement by the Board for Yoo's travel and expenses, professional development, professional organization memberships, dues, and conferences shall not exceed four-thousand dollars (\$4,000).

11. LAPTOP AND CELLULAR TELEPHONE

The Board shall provide Yoo with a laptop computer for her use in connection with her duties as set forth under Paragraph 5 of this Employment Agreement. Said equipment shall be the property of the Board and its use shall be subject to all applicable policies and regulations of the Board. Yoo shall be responsible for the care of said equipment. In addition, the Board shall provide a cellular telephone for Yoo's exclusive use for business purposes only and the Board will select a plan for cell phone usage and the expenses for the same shall be paid by the Board.

12. REVOCATION CLAUSE

The Parties hereto agree that in the event that Yoo's certification is permanently revoked, all provisions of this Employment Agreement shall be null and void as of the date of the revocation, and if Yoo 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 Employee Agreement shall terminate and Yoo's employment shall cease.

13. MODIFICATION

The terms and conditions of this Employee Agreement shall not be modified except by the written consent of both Parties hereto and review and approval of the Executive County Superintendent. Any amendments to this Employee Agreement shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Agreement.

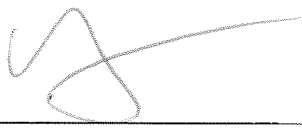
14. SAVINGS CLAUSE

If, during the term of this Employee Agreement, it is found that a specific clause of this Employment Agreement is contrary to federal or state law, the remainder of the Employment Agreement 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 Agreement, 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.

APPROVED

15. EXECUTION

Execution of this Agreement by Yoo connotes her knowing, voluntary, and complete agreement to each and every term of this Agreement. Execution of this Agreement by the Board President connotes that the Board has agreed to each and every term of this Agreement by resolution at a public meeting of the Board.



BRENDA YOO

Dated: 2/12/2024

WITNESS:



Dated: 2/12/2024

TENAFLY BOARD OF EDUCATION

BY: 

JOCELYN SCHWARZ
President

Dated:

WITNESS:



Dated: 2/12/2024

APPROVED

00632074

▼ Information

License ID	00632074	Educator Name	Brenda Yoo
Educator Last Name	Yoo		
Tracking Number	00543481		
TCIS Tracking Number	543481		

▼ Status

Status	Active	Status Effective Date	
		Status End Date	

▼ Notices

Important Notes

▼ Certificate Details

Category	Administrative	Date Issued	4/1/2022
Type	CE	License Issued By	
Endorsement Title	School Administrator		
Endorsement Code	0101		
Description	This endorsement authorizes the holder to be employed in any position that involves services as a district-level administrator in public schools in grades preschool through grade 12. Positions include superintendent, assistant superintendent and director.		

▼ Expiration & Renewals

Expires?	No	Is Renewable?	No
Expiration Date		Number of Renewals Allowed	0
Original License			

▼ System Information

Related Application		Record Type	Certificate
Linked Licenses		Created By	User16506364111427440672, 5/12/2022, 7:00 PM
TCIS License ID	1237214	Last Modified By	User16321532891329894951, 6/27/2022, 6:05 PM

License History
5/12/2022, 7:00 PM

User User16506364111427440672
Action Created.

Assistant Superintendent of Curriculum and Instruction

Detailed Statement of Contract Costs

District: Tenafly Board of Education			
Name/Title: Brenda Yoo, Assistant Superintendent of Curriculum and Instruction			
Date BOE Authorized Submission to County Office		1/29/2024	
District Grade Span		K-12	
On Roll Students as of 10-15		3617	
Yrs. in District as Asst.Supt. 0 Total Years Exp. In Position 0			
Contract Term:			
<u>Salary</u>		2024-2025	Dif.
Salary	\$ 180,000		
Longevity	\$ -		\$ -
Shared Service	\$ -		\$ -
Total Annual Salary		\$ 180,000	\$ -
<u>Additional Salary</u>			
Quantitative Merit Goals	\$ -	\$ -	\$ -
Qualitative Merit Goals	\$ -	\$ -	\$ -
Total Additional Salary		\$ -	\$ -
Total Annual Salary plus Additional Salary		\$ 180,000	\$ -
<u>Board Contribution for Cost of Premiums for:</u>			
Health Insurance	\$ 38,292	\$ -	\$ -
Prescription Insurance	\$ -	\$ -	\$ -
Dental Insurance	\$ 1,066		
Vision Insurance	\$ -	\$ -	\$ -
Disability Insurance	\$ -	\$ -	\$ -
Long-term Care Insurance	\$ -	\$ -	\$ -
Life Insurance	\$ -	\$ -	\$ -
Other Insurance - Describe:	\$ -	\$ -	\$ -
Waiver of Benefits			\$ -
Section 125 Plan Reimbursements - Describe:		\$ -	\$ -
Board Contribution for Cost of Premiums		\$ 39,358	\$ -
Employee contribution to health benefits as per law		\$ 15,647	\$ -

Other Compensation	Total Health Benefit Compensation	\$ 23,711	\$ -	\$ -
Travel and Expense Reimbursement (Estimated Annual Cost)		\$ 4,000		
Professional Development (Capped Amount or Estimated Annual Cost)				
Tuition Reimbursement		\$ -	\$ -	\$ -
Mentoring Expenses - Describe:		\$ -	\$ -	\$ -
National/State/County/Local/Other Dues		\$ 2,860		
Subscriptions		\$ -	\$ -	\$ -
Board Paid Cell Phone or Reimbursement for Personal Cell Phone		\$ 600		
Computer for Home use, including supplies, maintenance, internet		\$ 1,400		
Other - Describe:		\$ -	\$ -	\$ -
	Total Other Compensation	\$ 8,860	\$ -	\$ -
Sick and Vacation Compensation				
Max Paid for Unused Sick Leave Upon Retirement		\$ 15,000		
Max Paid for Unused Vacation Leave - Retirement or Separation		\$ 15,923.08	\$ -	
	Total Sick and Vacation Compensation	\$ 30,923	\$ -	\$ -
	TOTAL CONTRACT COSTS	\$ 243,494	\$ -	\$ -
Tot. Vac.. Days 23 Holidays 13 Personal 3 - Total 41				