PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey

DEPARTMENT OF EDUCATION
Sussex County Office of Education

LAMONT O. REPOLLET, ED.D.
COMMISSIONER

ROSALIE S. LAMONTE, PH.D.
Interim Executive
County Superintendent

May 2, 2019

Dr. Lydia Furnari, Superintendent
Green Township School District
P.O. Box 14
Greendell, NJ 07839

Dear Dr. Furnari:

I have reviewed the employment contract for Ms. Sallyann McCarty, School Business Administrator/Board Secretary, in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for the period July 1, 2019 to June 30, 2020 with an annual salary of $132,712.

If there are any changes to the terms of this contract, you will need to submit it to the Sussex Executive County Superintendent, for review and approval prior to the required public notice and hearing of such changes.

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

Kindly send a signed copy of the contract to our office.

Sincerely,

Rosalie S. Lamonte

Rosalie S. Lamonte, Ph.D.
Interim Executive County Superintendent

CC: Ms. Sallyann McCarty

EMPLOYMENT CONTRACT FOR THE 19-20 FISCAL YEAR
BETWEEN
GREEN TOWNSHIP BOARD OF EDUCATION
AND
SALLYANN MCCARTY

This employment contract is made and entered into this _____ day of _____, by the Green Township Board of Education, with offices located at 69 Mackerly Road, Greendell, New Jersey 07839 (hereinafter referred to as the "Board")

And

Sallyann McCarty whose address is 30 Harvard Trail, Hopatcong, New Jersey 07843 (hereinafter referred to as the "School Business Administrator/Board Secretary".)

Witnesseth:

WHEREAS, the Board desires to provide the School Business Administrator/Board Secretary with a written Employment Contract in order to enhance administrative stability and continuity within the schools which the Board believes generally improves the quality of its overall educational program; and

WHEREAS, the Board and the School Business Administrator/Board Secretary believe that a written Employment Contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational program at the school.

NOW, THEREFORE the Board and the School Business Administrator/Board Secretary, for the consideration herein specified, agree as follows:

1. TERM

The Board, in consideration of the promises herein contained of the School Business Administrator/Board Secretary hereby accepts employment as School Business Administrator/Board Secretary for a term commencing July 1, 2019 and ending June 30, 2020.

2. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY CERTIFICATION AND RESPONSIBILITIES

A. Certification

The School Business Administrator/Board Secretary shall hold a valid New Jersey School Business Administrator's certificate.

B. Duties

The School Business Administrator/Board Secretary agrees to perform the duties of the School Business Administrator for the public schools of the district as prescribed by the laws of the State of New Jersey, the regulations of the State Department of Education and the rules and regulations adopted by the Board. These include, but are not limited to, the following duties:

EMPLOYMENT CONTRACT FOR THE 19-20 FISCAL YEAR
BETWEEN
GREEN TOWNSHIP BOARD OF EDUCATION
AND
SALLYANN MCCARTY

The School Business Administrator/Board Secretary shall have charge of all regular and special meetings of the Board, and all annual and special elections of the district required by law to be held; the collection of tuition fees and the examination and audit of all accounts of the financial transactions of the district as prescribed by law; the care of the public school buildings and other property belonging to the district and the repair and maintenance thereof; all under direction of the Board. She hereby agrees to devote her time, skill, labor and attention to said employment during the term of this contract. She shall be responsible for all business affairs as best serve the district; shall from time to time recommend regulations, rules, and procedures deemed necessary for the well being of the school district, and in general perform all duties as may be prescribed by the Board from time to time. The School Business Administrator/Board Secretary, shall attend all Board meetings, except when excused by the Board, and provide administrative recommendations.

3. COMPENSATION

A. Salary

The Board shall pay the School Business Administrator/Board Secretary an annual salary of $132,712.00 for the period July 1, 2019 through June 30, 2020. The annual salary shall be paid to the School Business Administrator/Board Secretary in accordance with the schedule of salary payments in effect for other certified employees. Thereafter, the Board upon the Business Administrator/Board Secretary's performance and the needs of the district shall determine any annual salary increase.

4. BENEFITS

The Board shall provide the School Business Administrator/Board Secretary as part of her compensation, the following benefits:

A. Vacation/ Holidays

The School Business Administrator/Board Secretary shall be granted twenty (20) vacation days, which shall be available to the School Business Administrator/Board Secretary as of July 1st. Unused vacation up to 10 days will be rolled over to the next fiscal year.

The School Business Administrator/Board Secretary shall be entitled to the paid holidays according to the Board approved Office & Custodial staff calendar for twelve-month employees. This includes regular holidays when the office is closed and also includes spring recess and holiday recess.

B. Sick Leave

The School Business Administrator/Board Secretary shall be allowed twelve (12) sick days leave each school year and the portion of such leave unused at the end of any school year shall be cumulative as provided by statute or law.

C. Personal Days

The School Business Administrator/Board Secretary shall be entitled to three (3) personal leave days with pay per school year. Unused personal days shall not accumulate; however, they are added to accumulated sick leave in accordance with 18A:30-7.

D. Family Illness

The School Business Administrator/Board Secretary shall be entitled to two (2) family illness days per year. Unused family illness days shall not be accumulated from year to year.

E. Death in Immediate Family

The School Business Administrator/Board Secretary shall be entitled to five (5) bereavement days per year. Immediate family is defined as spouse, parent, child, sibling, grandparent, parent-in-law, brother–in-law, sister-in-law, parent-in-law, daughter-in-law and son-in-law.

F. Accumulated Sick Leave

The School Business Administrator/Board Secretary shall be entitled to reimbursement for unused accumulated sick leave upon retirement, provided that the minimum employment with the district is ten (10) years or more. Such reimbursement is subject to a maximum of 150 days and will be paid at the rate of the Green Township Teachers' Association's contract in effect at the time of retirement and capped at $15,000.

G. Medical Benefits

The School Business Administrator/Board Secretary shall be entitled to all medical insurance benefits provided under the carrier(s) selected by the Board; including, but not limited to, health insurance, dental insurance, and prescription drug insurance. Health insurance premiums under Traditional or Liberty coverage plan (PPO) shall be provided by the Board to the School Business Administrator/Board Secretary and paid fully by the Board. (Any contributions will be at the tier IV level of chapter 78 unless otherwise negotiated). All other medical insurance such as dental and prescription drug shall be equal to the benefits provided to other administrators, and the School Business Administrator/Board Secretary shall contribute that portion of premium for dental and prescription drug equal to the portion contributed by other administrators.

The School Business Administrator/Board Secretary may waive medical insurance to which she may be eligible under this contract, upon receipt of proof that she is eligible for medical insurance coverage under a separate policy not paid for by the Board. If the School Business Administrator/Board Secretary elects to waive medical coverage, shall receive a cash incentive equal to 25% or $5,000, whichever is less, of the amount saved by the Board of Education. The calculation is based on the amount saved by the Board; the waiver calculation will first reduce the premium cost by the amount the School Business Administrator/Board

Secretary would be contributing if they took the benefit. That amount will be paid in two equal payments, the first in December and the final payment in June. The School Business Administrator/Board Secretary may reinstate her insurance coverage during the typical open enrollment period, or when primary insurance ceases to be in full effect, with documentation and without restriction or penalty.

H. Professional Associations and Development

The Board agrees to pay the annual dues and fees on behalf of the School Business Administrator/Board Secretary to the NJASBO and ASBO associations. The Board shall pay registration, travel, meals and lodging for School Business conferences attended. The Board also agrees to pay for any fees, credit work, etc. applicable to the School Business Administrator/Board Secretary's CPA license, including release time to attend these appropriate seminars.

I. Mileage

The Board shall reimburse the School Business Administrator/Board Secretary for mileage while on school business at a rate equal to the current OMB circular rate for mileage.

J. Cell Telephone

The Board shall reimburse the School Business Administrator $100 per month in consideration of her use of her personal cell telephone for school district business. This payment of monies by the Board to defray the School Business Administrator's costs for the use of her personal cell telephone confers no right or entitlement to any access to information or data on the School Business Administrator's cell telephone by the Board.

5. TERMINATION OF EMPLOYMENT CONTRACT

This employment contract may be terminated by:

A. Mutual agreement of the parties.
B. The School Business Administrator/Board Secretary may terminate this employment contract upon sixty (60) days written notice to the Board or the Superintendent, as the case may be.
C. Or, removal for cause only as outlined in NJSA Title 18A.
D. If the Business Administrator's certificate is suspended or revoked, the contract is null and void.

6. SAVINGS CLAUSE

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

EMPLOYMENT CONTRACT FOR THE 19-20 FISCAL YEAR
BETWEEN
GREEN TOWNSHIP BOARD OF EDUCATION
AND
SALLYANN MCCARTY

7. COMPLETE AGREEMENT

This Employment Contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

Whereas, a duly authorized officer of the Board has approved the terms and conditions of this Employment Contract, and

Whereas, the School Business Administrator/Board Secretary has approved the terms and conditions of this Employment Contract.

_____	_____
EMPLOYEE	BOARD PRESIDENT
_____	_____
DATE	DATE

ATTEST_____

SCHOOL BUSINESS ADMINISTRATOR

Detailed Statement of Contract Costs

District: Green Township Board of Education

Name: Sallyann McCarty

Job Title: Business Administrator/Board Secretary

District Grade Span		K - 8		
On Roll Students as of 10-15-18		410		
Contract Term:	**2018-19**	**2019-2020**	**Difference**	**% Inc**
Salary				
Salary	$130,110	$132,712		
Subcontracted Services	$ -	$ -		
Longevity	$ -	$ -		
Total Annual Salary	$ 130,110	$ 132,712	$ 2,602	2.00%
Additional Salary				
Quantitative Merit Goals	$ -	$ -		
Qualitative Merit Goals	$ -	$ -		
Additional Compensation - Describe:	$ -	$ -		
Total Additional Salary	$ -	$ -		
Total Annual Salary plus Additional Salary	$ 130,110	$ 132,712	$ 2,602	2.00%
Total Premium for:				
Health Insurance	$ -	$ -		
Prescription Insurance	$ -	$ -		
Dental Insurance	$ 522	$ 522		
Vision Insurance	$ -	$ -		
Disability Insurance	$ -	$ -		
Life Insurance	$ -	$ -		
Other Insurance - Describe:	$ -	$ -		
Waiver of Benefits	$ 5,000	$ 5,000		
Section 125 Plan Reimbursements - Describe:	$ -	$ -		
Total Cost of Premiums	$ 5,522	$ 5,522	$ 0	0.00%
Less Employee Contribution to Health Benefits as Per Law	0	$ -	$ -	#DIV/0!
Total Employee Health Benefit Compensation	$ 5,522	$ 5,522	$ 0	0.00%
Other Compensation				
Travel/Expense Reimbursement (Capped Amount or Estimated Annual Cost)	$ 750	$ 750		
Professional Development (Capped Amount or Estimated Annual Cost)	$ 750	$ 750		
Tuition Reimbursement	$ -	$ -		
Mentoring Expenses - Describe:	$ -	$ -		
National/State/County/Local/Other Dues	$ 2,400	$ 2,400		
Subscriptions	$ -	$ -		
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	$ 1,200	$ 1,200		
Computer for home use, including supplies, maintenance, internet	$ -	$ -		
Other - Describe:	$ -	$ -		
Total Other Compensation	$ 5,100	$ 5,100		
Sick and Vacation Compensation				
Maximum Payment for Unused Sick Leave Upon Retirement	$ 15,000	$ 15,000		
Maximum Payment for Unused Vacation Leave - Retirement or Separation	$ 15,013	$ 15,313	($132,712/260x30days)	
Total Sick and Vacation Compensation	$ 30,013	$30,313		
TOTAL CONTRACT COSTS	$ 170,745	$ 173,647	$ 2,902	1.70%