

**CONTRACT OF EMPLOYMENT
BETWEEN
THE BOARD OF EDUCATION OF SWEDESBORO-WOOLWICH
AND
JACQUELYN TRAINI, ACTING SUPERINTENDENT**

WITNESSETH

THE EMPLOYMENT CONTRACT (hereinafter referred to as the "Employment Contract") is made and entered into the Tenth day of September, 2025, by and between the Swedesboro-Woolwich School District Board of Education, Gloucester County, with offices located at 15 Fredrick Boulevard, Woolwich Township, New Jersey 08085 (hereinafter referred to as the "Board"), and Jacquelyn Traini (hereinafter referred to as the "Acting Superintendent").

THE EMPLOYMENT CONTRACT replaces and supersedes all prior Employment Contracts, if any, between the parties hereto;

WHEREAS, the Board desires to contract with the Acting Superintendent as the Chief School Administrator of the school district; and

WHEREAS, the Board desires to provide the Acting Superintendent 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 Acting Superintendent 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 education program of the schools; and

WHEREAS, the Acting Superintendent is the holder of an appropriate certificate as prescribed by the State Board of Education and as required by N.J.S.A. 18A:17-17 or has a certificate of eligibility for the appropriate certificate;

NOW, THEREFORE, in consideration of the following mutual promises and obligations, the parties agree as follows:

ARTICLE I
EMPLOYMENT

The Board hereby agrees to contract with Jacquelyn Traini as Acting Superintendent of Schools for the period effective September 15, 2025, through June 30, 2026, unless terminated sooner in accordance with the provision of Article VI. The parties may mutually agree to extend the term of the Employment Contract. In addition the parties acknowledge that the Employment Contract and any extension is subject to review and approval by the Executive County Superintendent for Gloucester County in accordance with applicable law and regulation.

ARTICLE II
CERTIFICATION

- A. The parties acknowledge that the Acting Superintendent currently possesses the appropriate New Jersey administrative certification and school administrator endorsement in accordance with N.J.A.C.6A:9B-12.4.
- B. If at any time during the term of the Agreement, the Acting Superintendent's certification(s) is revoked, the Agreement shall be null and void as of the date of the revocation.
- C. The Acting Superintendent will provide official course transcripts for all earned postsecondary degrees to the Board. These transcripts will be kept on file in the Board office.

ARTICLE III
DUTIES

In consideration of the employment salary established hereby, the Acting Superintendent hereby agrees to the following:

- A. To faithfully perform the duties of Acting Superintendent of Schools for the Board and to serve as the Chief School Administrator 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. The specific job description adopted by the Board, applicable to the position of Acting Superintendent of Schools, is incorporated by reference into the Employment Contract.
- B. To devote the Acting Superintendent's full time, skills, labor, and attention to the employment during the term of the Employment Contract. The Acting Superintendent shall notify the Board President in the event the Acting Superintendent is going to be away from the District on District business for one (1) or more days in any week. The Board recognizes that the demands of the Acting Superintendent's position require the Acting Superintendent to work long and irregular hours.

The Acting Superintendent shall work five (5) days per week, except as provided under Article IV below.

- C. To assume the responsibilities for the selection, renewal, placement, removal, and transfer of personnel, subject to the approval of the Board, by recorded roll call majority vote of the full membership of the Board, and subject to applicable Board policies and directives.
- D. To study and make recommendations with respect to all issues, criticisms and complaints, which the Board, either by way of the Board President, committee or collectively, may refer to the Acting Superintendent.
- E. To assume responsibility for the administration of the affairs of the School District, including but not limited to programs, personnel and business management, fiscal operations, and instructional programs and all duties and responsibilities therein will be performed and discharged by the Acting Superintendent or by staff under the Acting Superintendent's direction. The Acting Superintendent shall have the right to contact the Board's attorney for legal assistance as the need arises in carrying out the Acting Superintendent's duties.
- F. To meet with the Board and Committees of the Board as frequently as necessary for the effective operation of the School District. At the meetings, the Acting Superintendent shall report to the

Board on all actions taken and on pending actions in a timely fashion, and provide an opportunity for a full discussion by the Board and by the public of those actions.

- G. To suggest, from time to time, regulations, rules, policies, and procedures deemed necessary for compliance with law and/or for the well-being of the School District.
- H. To perform all duties incident to the position of the Acting Superintendent and such other duties as may be prescribed by the Board from time to time. The Acting Superintendent shall, at all times, adhere to all applicable federal and state statutes, rules, regulations, and executive orders, as well as district policies and regulations.
- I. To timely contact the Board President in the event that the ordinary operation of the school is actually, or threatened to be, impaired. Such instances shall include, but not be limited to, school closures, threats of violence, instances where emergency services have been called to the school, and weather-created interruptions.
- J. To send weekly reports of the goings-on within the District to the Board. The manner of such reports shall be determined by the Acting Superintendent.

ARTICLE IV **SALARY AND BENEFITS**

- A. Salary: The Board shall pay the Acting Superintendent an annual salary of \$161,000 (\$619.23 per diem), prorated to the start date agreed upon above. Such salary shall be paid twenty-four (24) equal, semi-monthly installments, on or before the 15th or 30th of each month for the duration of this Employment Contract.
- B. Holidays: The Acting Superintendent shall not be required to report to work or utilize leave on the following Holidays as defined on the school district's calendar; provided that the school district is also closed on the corresponding days: Juneteenth, Fourth of July, Labor Day, NJEA Convention Days, Veterans Day, Columbus Day, Thanksgiving Recess, Winter Recess, Dr. MLK Jr. Day, Presidents' Day, Spring Recess.
- C. Time-Off and Absences: The Acting Superintendent shall be responsible for filing a time-off slip by whatever means is established by the district (whether paper or electronic), in advance of the time off, as set forth herein, or immediately upon their return to the district in the event of an unplanned absence, with the Director of Human Resources each time any leave is taken. The Board President will also be notified of absences.
- D. Conferences/Conventions: The Acting Superintendent may be requested to represent the district at professional conferences. All costs of registration fees shall be paid by the Board. Total costs for such conferences shall not exceed \$500.
- E. Mentoring: The Board agrees to pay for the reasonable mentoring fees of the Acting Superintendent, with such mentoring fees to be approved by the Board.
- F. Professional Organizations: The Board agrees to pay for the reasonable fees associated with professional organizations, upon the presentation of such opportunities by the Acting Superintendent to the Board for the Board's approval.
- G. Right to Return: Should the Acting Superintendent, for any reason not requiring the disqualification from employment within a school district in New Jersey, not be hired as the permanent Superintendent following the expiration of this Employment Contract, the Acting Superintendent

shall have the right to return to the Acting Superintendent's former position within the Swedesboro-Woolwich School District, inclusive of any vacation days, sick days, personal days, and/or increments that have accrued or would have accrued had the Acting Superintendent not occupied the role of Acting Superintendent. Any vacation days, sick days, or personal days which the Acting Superintendent used during the time occupying the role of Acting Superintendent shall not be restored to the Acting Superintendent's collection of accrued days.

- H. Travel Allowance: The Acting Superintendent shall be reimbursed for actual mileage when using their personal vehicle for Board business at the applicable OMB rate.
- I. Computer: The Board shall provide the Acting Superintendent with a computer and other necessary equipment for the Acting Superintendent's use. Said computer hardware and software and equipment shall at all times be considered property of the Board. The Board shall be responsible for maintenance of said computer and equipment. The Acting Superintendent shall be responsible for the cost of repair or replacement of said computer and equipment in the event of intentional or negligent loss or damage. Upon termination of the Employment Contract or the Acting Superintendent's separation from the School District, the computer and all associated hardware and software and equipment shall be immediately returned to the Board in good working order minus ordinary wear and tear. The Acting Superintendent will be reimbursed for cell phone use in the amount of \$80.00 per month, but not to exceed \$960.
- J. Vacation Leave: The Acting Superintendent shall accrue fifteen (15) vacation days to be used throughout the term of this contract.
- K. Sick Leave: The Acting Superintendent shall accrue an allowance of seventeen (17) days for use in the event of illness or other qualifying absence as identified by N.J.S.A. 18A:30-1.
- L. Personal Days: The Acting Superintendent shall accrue three (3) personal days to be used throughout the term of this contract for the completion of matters that cannot be scheduled outside of the ordinary workday.
- M. Deductions: Salary deductions shall include all compulsory Federal and State taxes, as well as deductions required by the Teachers' Pension and Annuity Fund. The Board agrees to make additional salary deductions at the request of the Acting Superintendent.

ARTICLE V

TERMINATION OF EMPLOYMENT CONTRACT

- A. The Employment Contract shall terminate, and the Acting Superintendent's employment will cease, under any one of the following circumstances:
 - (1) Revocation or suspension of the Acting Superintendent's certificate;
 - (2) Forfeiture under N.J.S.A. 2C:51-2;
 - (3) Mutual agreement of the parties;
 - (4) By the Acting Superintendent upon sixty (60) days' notice to the Board
- B. The Board may terminate the Employment Contract at any time, for any reason, with or without cause, upon ten (10) days' written notice to the Acting Superintendent.

ARTICLE VI
INDEMNIFICATION

- A. The Board shall defend, hold harmless, and indemnify the Acting Superintendent against any civil or administrative action or other legal proceeding, arising out of an alleged act or omission occurring in the performance of the duties of the Acting Superintendent, and shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, unless the act or omission involved willful misconduct in accordance with State statute and regulation.
- B. The Acting Superintendent recognizes that the Board shall have the right to compromise and settle any claim or suit if the compromise or settlement arises out of an alleged act or omission occurring in the performance of the Acting Superintendent's duties.

ARTICLE VIII
COMPLETE AGREEMENT

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

ARTICLE IX
CONFLICTS

In the event of any conflict between the terms, conditions, and provisions of the Employment Contract and the provisions of the Board's policies or any permissive Federal or State law, the terms of the Employment Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

ARTICLE X
SAVINGS CLAUSE

If, during the term of this 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 is not affected by such a ruling and shall remain in full force.

IN WITNESS WHEREOF, the parties have set their hands and seals to this Employment Contract effective on the day and year first above written.

ACTING SUPERINTENDENT OF SCHOOLS

BOARD OF EDUCATION OF SWEDESBORO-WOOLWICH

Jacquelyn Traini

Jacquelyn Traini
Dated: 9/24/25

Gina Azzari

Gina Azzari, President
Dated: 9/24/2025

Wesley Affrès

WITNESS:
Dated: 9/24/25

Wesley Affrès

WITNESS
Dated: 9/24/2025