This Employment Contract is made and entered into this 1st day of July, 2026, by and between the Plumsted Township Board of Education, with offices located at 131 Evergreen Road, New Egypt, New Jersey (hereinafter referred to as the "Board" or "District")

And

Heather DeGrandis (hereinafter referred to as "Director of Research, Planning and Evaluation")

1. TERM

The Board hereby employs, and the Director of Planning, Research, and Evaluation hereby accepts, employment as the Director of Planning, Research, and Evaluation for a term commencing July 1, 2026, through June 30, 2027.

2. DUTIES AND RESPONSIBILITIES

The duties to be performed by the Director of Planning, Research, and Evaluation shall be as outlined in applicable New Jersey Law, Statutes, and Administrative Code; relevant sections of policies and administrative regulations heretofore or hereafter adopted by the Board, and other appropriate duties as the Board may from time to time require.

The Director of Planning, Research, and Evaluation shall devote her time, attention, and energy to the District's responsibilities. All duties assigned to the Director of Planning, Research, and Evaluation should be appropriate to and consistent with the professional role and responsibility of the Director of Planning, Research, and Evaluation, and shall be set by Board policy and in the job description for the Director of Planning, Research, and Evaluation which may be modified from time to time, consistent with the intent set forth above.

The Director of Planning, Research, and Evaluation shall hold a Chief of Schools Administrator certificate to serve as Director of Planning, Research, and Evaluation in the State of New Jersey during the term of this Contract.

3. COMPENSATION

During the term of this Employment Contract, including any extensions thereof, the Director of Planning, Research, and Evaluation shall not be reduced in compensation, including salary and benefits. Throughout this Employment contract, the Director of Planning, Research, and Evaluation's per diem rate shall be 1/260th of his then-current annual salary.

A. Salary: The Board shall pay the Director of Planning, Research, and Evaluation an annual salary rate of one hundred sixty-two thousand seventy-five dollars ($162,075) for the period of this Contract commencing on July 1, 2026, through June 30, 2027. This salary rate shall be paid to the Director of Planning, Research, and Evaluation in accordance with the salary payment schedule for other certified employees. Any amendments shall be in writing upon mutual agreement between the Board and the Director of Planning, Research, and Evaluation.

B. Benefits in Addition to Salary: The Board shall provide the Director of Planning, Research, and Evaluation, as part of her compensation, with the following annual benefits:

a. Vacation/Holidays: The Director of Planning, Research, and Evaluation shall receive twenty (20) work days of vacation annually with pay, which days shall be exclusive of school holidays as well as the winter and spring recesses as outlined in the Board-approved annual school calendar. Unused vacation days may be accumulated and aggregated beyond the Contract year for up to one year, where required.

The Director of Planning, Research, and Evaluation shall be permitted to take vacation days by notifying the Superintendent of Schools. The Superintendent's Office shall maintain written documentation of the Director of Planning, Research, and Evaluation's earned and accrued vacation days. If the Director of Planning, Research, and Evaluation retires or resigns during the Contract term, vacation days earned shall be paid on a prorated basis of 2.08 days per month accrued. Under no circumstances may payment to the Director of Research, Planning and Evaluation, upon

separation from service or retirement, for unused vacation time exceed fifteen thousand dollars ($15,000.00).

The Director of Planning, Research, and Evaluation shall be entitled to all school-year holidays from the certified teaching staff. In addition, the Director of Planning, Research, and Evaluation shall receive the following days as holidays: Independence Day (July 4) and Labor Day. Suppose the Director of Planning, Research, and Evaluation is required to work on a given holiday. In that case, the Director of Planning, Research, and Evaluation shall be entitled to take another day off from work during the Contract term without loss of pay.

The Director of Planning, Research, and Evaluation shall be entitled to the winter and spring school recesses/breaks, as provided in the Board-approved annual school calendar. In the event the Director of Planning, Research, and Evaluation is required to work during the school recess/break, the Director of Planning, Research, and Evaluation shall receive compensatory time off on a day-for-day basis without loss of pay at a time acceptable to the Board.

In the event of the death of the Director of Planning, Research, and Evaluation, all accumulated earned and accrued vacation days shall be paid to the estate of the Director of Planning, Research, and Evaluation at the Director of Planning, Research, and Evaluation's then current per diem rate of pay (annual salary/260), not to exceed $15,000.00.

b. Personal Leave: The Director of Planning, Research, and Evaluation shall be granted three (3) personal days with pay per year, prorated. Any unused personal days at the end of a contract term shall be converted to sick days. They shall be accrued for use during the term of subsequent employment of the Director of Planning, Research, and Evaluation.

c. Sick Leave: The Director of Planning, Research, and Evaluation shall receive twelve (12) sick days, prorated, leave annually. Up to two (2) sick days may be used as family illness days for the care of an immediate family member. The unused portion of sick days remaining at the end of the Contract year shall be cumulative by the provisions of N.J.S.A. Title 18A.

Upon retirement and notice to the Board, the Director of Planning, Research, and Evaluation shall be entitled to use those numbers of days of unused sick days for reimbursement, at the rate per day of annual salary divided by 260, provided the Director of Planning, Research, and Evaluation has a minimum of five (5) years of continuous service in the district. Reimbursement for sick days upon retirement shall not exceed fifteen thousand dollars ($15,000.00).

d. Bereavement Leave: The Director of Planning, Research, and Evaluation shall be entitled to bereavement leave in the event of the death of a member of his immediate family for up to five (5) days within a two-week period commencing with the date of death without loss of pay. Immediate Family shall include grandfather, grandfather-in-law, step grandfather, grandmother, grandmother-in-law, step grandmother, father, father-in-law, mother, mother-in-law, wife, child, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, stepfather, stepfather-in-law, stepmother or stepmother-in-law. Up to one (1) school day within two weeks commencing with the event of death of an aunt, aunt-in-law, uncle, uncle-in-law, niece, step-niece, nephew or step-nephew shall be allowed without loss of pay. Extenuating circumstances regarding other individuals may be considered by the Superintendent on a case-by-case basis.

e. Health Benefits: The Board shall provide the Director of Planning, Research, and Evaluation with medical, prescription, and dental insurance for individual and family coverage (dependent as defined in the current plan coverage to age 26). The Director of Planning, Research, and Evaluation shall be responsible for payroll deductions for health benefits costs under Chapter 78, Public Law 2011. The Director of Planning, Research, and Evaluation may waive health coverage if the Director of Planning, Research, and Evaluation is covered through the health plan of the Director of Planning, Research, and Evaluation's spouse or domestic partner as domestic partner is defined by New Jersey statute, but only under procedures established by the Board, if the Board has established such right to waive coverage for other certified employees of the Board. Payment for waiving coverage shall be $3,500 annually for medical, $1,000 for prescription, and $500 for dental.

f. Membership Fees: The Board shall pay the Director of Planning, Research, and Evaluation's membership fees and/or charges to the Director of Planning, Research, and Evaluations Association(s) and other professional/civic groups including but not limited to the NJASA, OCASA, and OC3 which she deems necessary to maintain or improve the Director of Planning, Research, and Evaluation's professional skill. This shall not exceed one thousand two hundred and fifty dollars ($1,250.00). The Board of Education shall reimburse the Director of Planning, Research, and Evaluation for all other reasonable and necessary expenses related to his/her duties, incurred as a result of her office or position, including the School Administrator Residency Program and the New Superintendent's Academy, upon the filling of an itemized expense statement with the School Business Administrator/Board Secretary within thirty (30 days of incurring the expense.

g. Automobile Use Reimbursement: In light of the unique nature of the responsibilities of the Director of Planning, Research, and Evaluation, the Director of Planning, Research, and Evaluation shall be reimbursed for actual mileage when using the Director of Planning, Research, and Evaluation's personal vehicle for Board business at the rate annually established by the New Jersey OMB Circular (the State rate). The Director of Planning, Research, and Evaluation shall follow Board policy when supplying the necessary documentation for reimbursement. This shall not exceed fifteen hundred dollars ($1,500.00).

h. Professional Growth: The Director of Planning, Research, and Evaluation shall also be entitled to reimbursement for expenses incurred for costs for participation in graduate courses or equivalent seminars, workshops, convocations, conferences and/or conventions which include the fall New Jersey School Boards Association Workshop and Convention and those conferences held by NJASA. Such reimbursement shall comply with all applicable New Jersey statutory and regulatory provisions and guidance, including N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-3.1, and with Board policy. According to Board policies, reimbursement or payment for hotel, meal, and travel expenses shall be made. It shall comply with the applicable Federal Office of Management and Budget (OMB)

Circular and all relevant New Jersey statutory and regulatory provisions and guidance provisions, including N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-3.1. Any amount that will cause the total membership fees and other costs per annum contemplated by this section to exceed three thousand seven hundred and fifty dollars ($3,750.00) will require specific, advance, formal Board approval.

i. Expense Reimbursement: The Director of Planning, Research, and Evaluation shall be reimbursed by the Board following submission of appropriate expense documentation for the payment of legitimate expenses or items purchased as needed to serve in his role as Director of Planning, Research, and Evaluation.

j. Statutory Annuity Salary Reduction Program: The Director of Planning, Research, and Evaluation shall have the right at any time before the commencement of, or at any time during the Director of Planning, Research, and Evaluation's employment, to take a salary reduction and require the Board to use an amount corresponding to such reduction to purchase a tax sheltered annuity and/or mutual fund investment in accordance with N.J.S.A. 18A:66-127 et seq. and applicable tax laws, including Sections 403(b) and 457(b) of the Federal Internal Revenue Code. The maximum authorized reduction in salary shall be the maximum tax deferral amount permitted by the Internal Revenue Code.

k. District-Owned Equipment: The Director of Planning, Research, and Evaluation shall have the right to use such district-owned office and personnel communication equipment, such as a district-owned laptop computer, as may be necessary for the Director of Planning, Research, and Evaluation to perform the Director of Planning, Research, and Evaluation's functions. The Board acknowledges that such equipment may be used personally by the Director of Planning, Research, and Evaluation, but with no expense to the Board. Any expense incurred by the Board for personal use by the Director of Planning, Research, and Evaluation shall be reimbursed to the Board by the Director of Planning, Research, and Evaluation. The Director of Planning, Research, and Evaluation

also acknowledges that any use by the Director of Planning, Research, and Evaluation shall not be for illegal purposes. This shall not exceed fifteen hundred dollars ($1,500.00).

l. Documentation/Recordkeeping: The Director of Planning, Research, and Evaluation shall be responsible for filing a time off slip, in advance of the time off permitted in this Contract or immediately upon the return of the Director of Planning, Research, and Evaluation to the district in the event of an unplanned absence. The time-off slip shall be filed with the Superintendent's Office each time leave is taken. The Director of Planning, Research, and Evaluation shall periodically review the Superintendent's Office record to ensure its accuracy.

4. INDEMNIFICATION

The Board of Education shall defend, hold harmless and indemnify the Director of Planning, Research, and Evaluation from all demands, claims, suits, actions and legal proceedings of any kind brought against the Director of Planning, Research, and Evaluation in his capacity as an agent and/or employee of the Board of Education and while the Director of Planning, Research, and Evaluation was acting within the scope of the Director of Planning, Research, and Evaluation's employment and, as such, liability coverage is within the authority of the Board to provide pursuant to N.J.S.A. Title 18A.

5. TERMINATION OF EMPLOYMENT CONTRACT

Either party may terminate this Employment Contract upon one hundred twenty (120) calendar days' written notice, subject to the tenure laws outlined in N.J.S.A. Title 18A.

6. RELEASE OF PERSONNEL INFORMATION

The Board acknowledges and agrees that the Open Public Records Act and case law interpreting it govern the disclosure of personnel records. According to the Open Public Records Act, the only personnel information in connection with the Director of Planning, Research, and Evaluation's employment with the district which is deemed public is: (1) her name; (2) title; (3) salary; (4) payroll record; (5) length of service; (6) position; (7) date of separation from government service and reason; (8) amount and type of pension

received; (9) data indicating conformity with specific experiential, education and medical qualification required for employment or receipt of public pension (exclusive of detailed medical or psychological information). All other information, except as otherwise provided by law, is deemed confidential and shall not be released to the public absent a written release by the Director of Planning, Research, and Evaluation or by a lawful order of a court of competent jurisdiction.

7. PERSONNEL RECORDS

Upon request, the Director of Planning, Research, and Evaluation shall have the right to review the contents of her personnel file and receive copies of any documents contained therein at the Board's expense. She shall be entitled to have a representative accompany her during such review. At least once every year, the Director of Planning, Research, and Evaluation shall have the right to indicate those documents and/or other materials in his file that he believes to be obsolete or otherwise inappropriate to retain and upon approval of the Superintendent of Schools, subject to the requirements of the New Jersey Open Public Records Act and the New Jersey Records Destruction Act, such documents identified by her shall be destroyed.

No material derogatory to the Director of Planning, Research, and Evaluation's conduct, service, character, or personality shall be placed in her file unless she has had an opportunity to review the material first. The Director of Planning, Research, and Evaluation shall acknowledge that she has had the chance to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Director of Planning, Research, and Evaluation shall also have the right to submit a written answer to such material.

8. SAVINGS CLAUSE

If, during the term of this Employment Contract, it is found that a specific clause of the contract is illegal in Federal or State law, the remainder of this Employment Contract shall remain in force.

9. CONFLICTS

In the event of any conflict between the terms, conditions and provisions of this Employment Contract and the provisions of the Board's policies or any permissive Federal or State law, then, unless otherwise prohibited by law, the terms of this Employment Contract shall control over the contrary provisions of the Board's policies or any permissive law during the term of the Contract.

10. 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, the Director of Planning, Research, and Evaluation has approved the terms and conditions of this Employment Contract; and,

This Employment Contract has been approved by a vote of the Members of the Board of Education of the Plumsted Township Board of Education at its meeting on June 17, 2026, and has been made a part of the minutes of that meeting.

IN WITNESS WHEREOF, they set their hand and seals to this Employment contract, effective July 1, 2026.

WITNESS:

PLUMSTED TOWNSHIP
BOARD OF EDUCATION

By: _____
Mrs. Ashley Raywood, President

_____
Heather DeGrandis, Director of Planning, Research, and Evaluation