

**EMPLOYMENT CONTRACT FOR  
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**THIS AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, 2020 by and between the Township of Union Board of Education, with administrative offices located at 2369 Morris Avenue, Union, New Jersey and Yolanda Koon (hereinafter “Ms. Koon”).

**W I T N E S S E T H:**

**WHEREAS**, the Board desires to retain the services of Ms. Koon as School Business Administrator/Board Secretary for the Township of Union School District and Ms. Koon has agreed to serve in this capacity; and

**WHEREAS**, in accordance with the requirements of New Jersey law, the Board and Ms. Koon wish to embody in this Contract the terms and conditions of their Agreement;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the Board and Ms. Koon hereby agree as follows:

**ARTICLE I  
EMPLOYMENT**

A. The Board hereby agrees to employ Ms. Koon as School Business Administrator/Board Secretary effective on or before December 1, 2020 through June 30, 2021.

B. The annual salary for Ms. Koon shall be \$160,000 (One Hundred Sixty Thousand Dollars). Ms. Koon’s salary shall be pro-rated if necessary.

**ARTICLE II  
DUTIES**

In consideration of the employment and salary benefits established herein Ms. Koon hereby agrees to the following:

A. To faithfully perform the duties of School Business Administrator/Board Secretary 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 from time-to-time. The specific job description adopted by the Board, applicable to the position of School Business Administrator/Board Secretary is incorporated by reference into this contract and shall be followed by Ms. Koon.

B. To devote her professional time, skills, labor and attention to this employment during the term of this contract. However, Ms. Koon may also lecture, engage in writing activities and speaking engagements and engage in other activities which are of a short-term duration if she obtains prior approval of the Superintendent, which approval shall not be unreasonably withheld if the activities do not interfere with the performance of her duties to the district.

C. To carry out the duties as may be assigned to him from time-to-time by the Superintendent and to make reports to the Board as directed by the Superintendent from time-to-time as may be required.

D. Ms. Koon shall attend working sessions, regular and special meetings of the Board without additional compensation, and any other meetings related to negotiations sessions with employee groups, grievance meetings, committee meetings and other meetings relevant to her job functions as directed by the Superintendent of Schools.

E. Ms. Koon shall attend those county, regional and state meetings that are necessary to keep him informed of current matters affecting the functions of the Board. The registration fees for these meetings shall be paid by the Board. Reimbursements for travel or other expenses shall be processed in accordance with applicable OMB circulars, State and Federal Regulations and Board policy.

### **ARTICLE III CERTIFICATION**

Ms. Koon represents that she has a Standard Certification and is therefore eligible to be certified by the New Jersey State Board of Examiners as a School Business Administrator and therefore eligible to serve as a School Business Administrator/Board Secretary in the State of New Jersey, and that she shall maintain her certification in full force and effect throughout the life of this Agreement. If said certificate is revoked during the term of this Agreement, this Agreement shall henceforth be null and void and Ms. Koon's employment shall immediately terminate.

### **ARTICLE IV SICK DAYS**

Ms. Koon shall receive twelve (12) sick leave days annually. Unused sick leave shall be cumulative in accordance with the provisions of Title 18A. After fifteen (15) years or more of continuous service with the Township of Union Board of Education, and upon regular retirement, Ms. Koon shall be compensated at a rate of \$125 per day to a maximum payment of \$15,000, which shall be deposited into a designated 403(b) post-retirement account. This Article shall conform to the requirements of *N.J.S.A. 18A:30-3.5*, as amended and supplemented.

**ARTICLE V  
ASSOCIATION DUES/CONFERENCES**

Ms. Koon shall be entitled to have certain professional expenses, including dues for professional associations paid by the Board. These dues shall be limited to N.J.A.S.A., N.J.A.S.B.O., A.S.B.O. International and N.J. Building and Grounds Association. The Board will also pay for attendance at conventions with sufficient prior notice for the Superintendent's and the Board of Education's final approval. Reimbursements for travel or other expenses shall be processed in accordance with applicable OMB circulars, N.J.S.A. 18A:11-12, State and Federal Regulations and Board policy. Total Board expense shall not exceed \$3,000.00 for any national convention. Ms. Koon shall submit a detailed voucher and a report to the board for each conference or convention, which shall be reviewed for compliance prior to said reimbursement.

**ARTICLE VI  
AUTOMOBILE AND OTHER JOB-RELATED EXPENSES**

Ms. Koon shall be required to use her personal automobile for Board of Education business, as needed or as directed. Subject to the requirements of any applicable Board policy and State law, the Board shall reimburse Ms. Koon for expenses incurred for travel in the performance of her duties. Mileage shall be paid from properly detailed mileage vouchers according to the rates approved by the NJOMB and N.J.S.A. 18A:11-12, as amended and supplemented.

**ARTICLE VII  
VACATION DAYS**

Ms. Koon shall be entitled to twenty-five (25) vacation days for the 2020-2021 school year. Ms. Koon shall take vacation time only after prior review and approval of the Superintendent. Vacation leave accrued after June 8, 2007 can be carried over for up to one year, where required by business demands. Annual payout of vacation leave is not permitted. Upon retirement or other separation from employment, Ms. Koon shall be compensated for all her accumulated and unused vacation days up to a maximum of twenty-five (25). Vacation days are compensated at the daily rate of pay at time of severance and said calculation shall be based upon a 260 day year (1/260<sup>th</sup>). Said days may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.

**ARTICLE VIII  
HOLIDAYS AND LEAVES OF ABSENCE**

Ms. Koon shall receive nineteen (19) paid holidays per year. The annual calendar of holidays shall be developed by the Superintendent and approved by the Board of Education each year.

Ms. Koon may apply for a leave of absence without pay. Leaves of absence are subject to the review and approval of the Superintendent of Schools and the Township of Union Board of Education. Said leaves shall be in accordance with State and Federal laws, as applicable.

**ARTICLE IX  
PERSONAL DAYS**

Ms. Koon shall be entitled to six (6) personal days per contract year. Unused personal days shall convert to accumulated sick days to a maximum of fifteen (15) days on June 30 of each year. Whenever possible, she should advise the Superintendent of the need for such a day in advance. In case of an emergency the Superintendent shall be called as soon as possible.

**ARTICLE X  
BEREAVEMENT LEAVE**

Ms. Koon shall be entitled to up to five (5) days absence out of seven (7) consecutive days, beginning on the date of death, for each death in the immediate family, or because of death in the immediate family of spouse, without loss of salary. These days are not accumulated from year to year. The term “immediate” means: wife, husband, grandchild, parent, child, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law and others who are permanent members of the employee’s household.

**ARTICLE XI  
HEALTHCARE BENEFITS**

Throughout the term of this Employment Contract, the Board shall provide Ms. Koon with full family health insurance coverage (presently Horizon Direct 15) and dental care (presently Horizon Dental). Unless this benefit is waived by Ms. Koon, she shall reimburse the Board of Education, via payroll deduction, in accordance with P.L. 2011, C. 78, as amended. If this benefit is waived, Ms. Koon is not entitled to additional compensation. The Board may, at its option, switch from the carriers referenced above to other carriers so long as the new benefit levels are substantially similar to the existing plans.

**ARTICLE XII  
TUITION REIMBURSEMENT**

Ms. Koon shall be reimbursed, after receiving a grade of “B” or above, for tuition for graduate education while enrolled in a doctoral program, at an accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1. All courses shall be approved by the Superintendent in advance. Course work must culminate in the acquisition of a graduate degree.

**ARTICLE XIII  
CELLULAR PHONE**

Ms. Koon shall maintain, at her own expense, a cellular phone which may be used for Board of Education communications, if necessary.

**ARTICLE XIV  
EVALUATION**

Ms. Koon shall be evaluated at least annually by the Chief School Administrator in accordance with the provisions of Title 18A. Each evaluation shall be in writing, a copy provided to Ms. Koon and the Superintendent and Ms. Koon shall meet to discuss it. The evaluation shall be based upon the goals and objectives of the district, the responsibilities of the School Business Administrator/Board Secretary and such other criteria as the Commissioner of Education shall prescribe.

**ARTICLE XV  
TERMINATION**

Notwithstanding any other provisions of this Agreement, either party hereto may elect, at their sole option, to terminate upon the giving of not less than sixty (60) days' notice of such termination to the other party. Such notice of termination shall be in writing and sent certified mail, return receipt requested or by personal delivery by the party electing to terminate pursuant to the Article.

**ARTICLE XVI  
MODIFICATION OF CONTRACT TERMS**

The terms and conditions of the Contract shall not be modified, except by the written consent of both parties hereto, and consent of the County Executive Superintendent, provided further that the consent of the board can only be given by means of a lawfully adopted resolution.

**ARTICLE XVII  
ENTIRE AGREEMENT**

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all negotiable issues, which were or could have been subject to negotiations.

**ARTICLE XVIII  
NEW JERSEY LAW**

This Agreement shall be construed in accordance with the provisions of the laws of New Jersey, as amended.

**ARTICLE XIX  
PROFESSIONAL LIABILITY**

The Board agrees that it shall defend, hold harmless and indemnify the School Business Administrator from any and all demands, claims, suits, actions and legal proceedings brought against the School Business Administrator in her individual capacity or in her official capacity as agent and/or employee of the Board, provided that the incident arose while the School Business Administrator was acting within the scope of her employment and where such liability coverage is within the authority of the Board to provide under State law.

**ARTICLE XX  
SEPARABILITY**

In the event that any provision of this Contract is deemed to be illegal by a court or agency of competent jurisdiction then the remaining provisions shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands and seals or caused these present to be signed by their proper corporate officers and the proper corporate seal affixed hereto the day and year first above written.

ATTEST:

TOWNSHIP OF UNION BOARD OF EDUCATION

\_\_\_\_\_

By: \_\_\_\_\_  
Nancy Minneci, Board President

WITNESS:

\_\_\_\_\_

By: \_\_\_\_\_  
Yolanda Koon, School Business  
Administrator/Board Secretary