

BOUND BROOK BOARD OF EDUCATION  
130 West Maple Avenue  
BOUND BROOK, NEW JERSEY 08805

B UISNESS ADMINISTRATOR EMPLOYMENT CONTRACT

July 1, 2018 to June 30, 2019

EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT is made and entered into by and between the BOARD OF EDUCATION OF THE BOROUGH OF BOUND BROOK, with offices located at 130 West Maple Avenue., bound Brook, New Jersey 08805 (hereinafter referred to as the "Board") and MICHAEL STEINMETZ (hereinafter referred to as the "School Business Administrator" or "Administrator").

The Board and the School Business Administrator, for the consideration herein specified, agree as follows: .

1. TERM.

The Board, in consideration of the promises herein contained of the School Business Administrator, hereby employs, and the School Business Administrator hereby accepts employment as the School Business Administrator, pursuant to this Agreement, which shall run from July 1, 2018 to June 30, 2019.

2. DUTIES.

The parties agree that the undersigned shall perform the duties of the School Business Administrator in and for the public schools in the District, as prescribed by the laws of the State of New Jersey, by the rules and regulations made thereunder by the Board. The School Business Administrator shall be the Chief Financial Officer of the Board, shall have general supervision over all aspects of the fiscal operations of the District at the direction of the Superintendent, and shall perform such other duties as directed by the Superintendent.

3. OUTSIDE ACTIVITIES.

. The School Business Administrator's time, attention and energy shall be devoted to the business of the School District. However, the School Business Administrator may

consult, lecture, engage in writing activities and speaking engagements, and engage in other activities which are of a short-term duration at the School Business Administrator's discretion providing that such activities do not interfere with the School Business Administrator's duties and responsibilities in the School District.

4. SALARY.

The Board shall pay the School Business Administrator an annual salary of One Hundred and Twenty Eight Thousand dollars and xx/100 (\$128,000.00) Dollars. The annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of other professional staff members in the School District.

5. BENEFITS.

The Board shall provide the School Business Administrator with the following benefits:

A. VACATION DAYS

1. The School Business Administrator shall be entitled to an annual vacation of 20 working days per year, prorated. All of the vacation days shall be available for the School Business Administrator's use on July 1<sup>st</sup> of each year of the Contract. Upon retirement from the District under a State-administered retirement system, the school business administrator/board secretary shall be compensated at his/her then-current per diem rate of pay (determined by dividing his current salary by 260) for any unused accumulated sick leave, subject to a maximum payout of \$15,000.00.

2. The School Business Administrator shall take his/her vacation time after giving the Superintendent reasonable notice.

3. The Board encourages the School Business Administrator to take his/her full vacation allotment each year; however, not more than 10 vacation days may be carried over by the School Business Administrator from year to year. All days carried over must be used in the next year, or those days not taken will be forfeited.

4. In the event that the School Business Administrator's Contract is terminated prior to its expiration, or at retirement, unused vacation time shall be paid on a pro-rated basis of 2 days accrued per month. In the event this Contract is not renewed, earned but unused vacation time will be paid at the School Business Administrator's daily rate of pay at that time in accordance with N.J.S.A. 18A:30-3.9 and N.J.A.C. 6A:23A-3. following his/her last day of employment. The

parties agree that the School Business Administrator has 0 unused accumulated vacation days from his/her years of service in other positions in the district which shall remain available for his/her use. In the event of the death of the School Business

Administrator all unused accumulated vacation days shall be paid to his/ her estate.

**B. HOLIDAYS**

The School Business Administrator shall be entitled to all holidays granted to any other central office personnel in the District.

Independence Day	NJEA Convention
Labor Day	Spring Recess
Memorial Day	
Thanksgiving Break	Winter Recess

- c. **SICK LEAVE.** The School Business Administrator shall receive 12 sick days annually. Unused sick leave days shall be cumulative in accordance with the provisions of Title 18A.

Pursuant to N.J.S.A. 18A:30-3.5, the Administrator is entitled, to be paid for unused and accrued sick leave at his/her per diem rate up to a maximum sick leave benefit at retirement of \$5908. Such compensation shall be payable only at the time of retirement from a state or locally administered retirement system, and shall be based on accrued but unused sick leave credited on the date of retirement. . . Unused sick days shall be converted to a cash payment at the time of retirement or severance on the basis of the School Business Administrator/Board Secretary's then-current per diem rate of pay based upon two hundred sixty (260) days per year.

- D. **BEREAVEMENT LEAVE:** The School Business Administrator shall be provided the following leaves of absence: three (3) days for bereavement upon the death of a spouse, parent, child, grandparent, brother, sister, parent-in-law or member of the immediate household and one (1) day for other family situations or bereavement. Unused Bereavement Leave at the end of each contract year shall not be cumulative.

**E. PERSONAL LEAVE**

The School Business Administrator shall be entitled to 5 personal days, to attend to personal business during the school day, with full pay during the work year. Personal days may be taken during the school year with the prior permission of the Superintendent. As much advance notice as possible of the request to take personal time will be given. Personal day usage shall be reflected on time-off slips filed with the Superintendent. Personal days are non-cumulative and non-reimbursable.

## F. MEMBERSHIP FEES

The Board shall pay one hundred (100%) percent of the School Business Administrator's membership fees in the NJASA, NJASBO, SCASBO and other organizations on a local, county, state or national level which, in his/her judgment, would benefit the District.

## G. Health Benefits:

1. The Board shall provide the School Business Administrator individual or family health benefits coverage as well as Prescription, Dental and Vision Insurance. The School Business Administrator shall pay the portion of the premium costs for all such coverage set forth in Chapter 78, P.L. 2011, and implementing regulations, as the same provides on the date of the execution of this Employment Contract. Such limitation shall in no way link this Contract with any agreement collectively negotiated with district employees. The premium shall be paid by the School Business Administrator through payroll deduction.

2. The School Business Administrator may waive coverage in any of the health benefits plans if covered through a spouse, civil union or domestic partner's health plan, and in accordance with procedures established by the Board. The School Business Administrator will be paid the lesser of (twentyfive percent) 25% or (Five Thousand Dollars) \$5,000 of the cost of said coverage for waiving such coverage.

## H. EXPENSE REIMBURSEMENT

The Board shall reimburse the School Business Administrator for job-related expenses including, but not limited to transportation expenses and sustenance, reimbursement for mileage will be at the current reimbursement rate as determined by current state travel regulations.

## 6. PROFESSIONAL DEVELOPMENT

The Board and School Business Administrator encourage the continuing professional development of the School Business Administrator through his/her participation, with the approval of the Superintendent or, in conferences, seminars, informational meetings, county roundtable and visits to institutions that will enhance the skills of the School Business Administrator and/or which provide information and training needed by the School District. With the approval of the Superintendent, the School Business Administrator may attend a minimum of one (1) State and (1) national

conference during each year of the Employment Contract. The Board agrees to pay for all necessary travel, registration and sustenance, and expenses associated with the School Business Administrator's participation in such conference and professional development activities consistent with the State law, regulations and applicable OMB circulars.

## 7. EVALUATION

With respect to the School Business Administrator's duties, the Superintendent shall evaluate the Board Secretary/School Business Administrator annually and in writing as required by the Administrative Code.

## 8. EXPIRATION AND TERMINATION OF EMPLOYMENT CONTRACT

This Employment Contract shall expire on June 30, 2019.

This Employment Contract shall terminate earlier if: .

- a. the parties mutually agree to such earlier termination; or
- b. unilaterally terminated by the School Business Administrator upon sixty (60) days written notice to the School Business Administrator; or
- c. the School Business Administrator dies, provided that those portions of the Contract contemplating the payment of, or continuation of benefits to the School Business Administrator's estate shall continue until such payments are made; or
- d. The School Business Administrator, for any reason, fails to have or ceases to have those qualifications required by applicable statutes or regulations.

## 9. 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. Any dispute with regard to the terms of employment of the Contract shall be subject to binding arbitration, if requested, by the Board of Education or the School Business Administrator in accordance with the rules of the American Arbitration Association. Any modification to the Agreement will be submitted to the Executive County Superintendent for review and approval.

## 10. CONFLICTS

In the event of any conflicts between the terms, conditions and provisions of the Employment Contract and the provisions of the Board's policies, the terms of this Employment Contract shall take precedent over the contrary provisions of the Board's policies, unless otherwise prohibited by law.


11. SAVINGS CLAUSE

If, during the terms 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 not affected by such ruling shall remain in force.

IN WITNESS WHEREOF, the undersigned set their hands and seals to this Employment Contract effective on the day and year set forth herein.

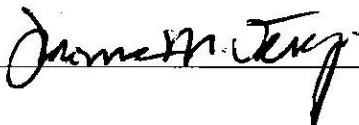
ATTEST:

Michael Steinmetz BOARD OF EDUCATION OF THE BOROUGH OF BOUND BROOK

  
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Michael Steinmetz

Dated: 4/30/18

WITNESS:

  
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Dated: 4/30/18

  
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Dated: 4/30/18

WITNESS:

  
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Dated: 4/30/18