

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

The Board of Education of the Haddonfield School District in the County of Camden with offices at 1 Lincoln Avenue, Haddonfield, New Jersey 08033, hereinafter "Board," and Michael Catalano, hereinafter "School Business Administrator/Board Secretary", hereby enter into this Employment Contract ("Employment Contract") for a one-year term beginning July 1, 2022, and terminating June 30, 2023.

**1. COMPENSATION**

The Board hereby employs the School Business Administrator/Board Secretary at an annual salary of one hundred fifty-seven thousand, three hundred ninety-one (\$157,391). This annual salary will be paid in equal installments in accordance with the Board's regular payroll schedule and it will be prorated for any period of employment constituting less than one year.

**2. SALARY DEDUCTIONS**

Salary deductions shall include compulsory federal and state taxes and those required by the Teachers Pension and Annuity Fund. The Board agrees to make additional salary deductions at the request of the School Business Administrator/Board Secretary.

**3. WORKDAY**

The work day for the School Business Administrator/Board Secretary shall be similar to other administrative personnel except that it is understood that the School Business Administrator/Board Secretary is employed for specific tasks and is expected to work beyond the regular workday in order to accomplish such tasks when necessary. Such employment shall be considered part of the contract and no additional remuneration shall be provided.

**4. PERFORMANCE**

The School Business Administrator/Board Secretary agrees to faithfully perform the duties of the position as set forth in the job description for the position, and in accordance with all applicable laws, regulations, policies and directives.

**5. VACATION**

- (a) The School Business Administrator/Board Secretary shall be entitled to twenty (20) vacation days on July of each school year.
- (b) If the School Business Administrator/Board Secretary is unable to use his/her vacation leave in a given year due to business demands, up to ten (10) unused vacation days may be carried over into the next year consistent with *N.J.S.A. 18A:30-9*. Accordingly, if vacation days carried over are not used in the subsequent year, unused days will be forfeited.

- (c) In determining vacation entitlement, Saturdays, Sundays, and legal holidays shall not be counted.
- (d) In the event that the School Business Administrator/Board Secretary retires or resigns during the performance of this Employment Contract, vacation days shall be compensated (maximum thirty (30) days) on a pro-rated basis at the rate of 1/260 of his then current salary.

**6. HOLIDAYS**

The School Business Administrator/Board Secretary shall be entitled to time off with pay on the holidays specified by the school calendar and the following holidays during summer break:

- Fourth of July
- Labor Day

**7. PERSONAL LEAVE**

The School Business Administrator/Board Secretary shall be entitled to three (3) days of personal leave with pay in each school year for the conduct of personal business that the School Business Administrator/Board Secretary is unable to conduct outside of the usual work day. Unused personal leave shall convert and accumulate to sick leave and be governed by Section #8.

**8. SICK LEAVE**

- (a) Sick leave is defined to mean the absence from the School Business Administrator/Board Secretary's post of duty because of personal disability due to illness, injury, other medical/dental reasons, or because the School Business Administrator/Board Secretary has been excluded from school by the school's medical authorities on account of a contagious disease or because of being quarantined for such a disease.
- (b) The School Business Administrator/Board Secretary shall be entitled to twelve (12) sick days per year with pay.
- (c) Unused sick days shall be cumulative and without limit. However, payment for unused sick leave shall not exceed \$15,000 shall be consistent with *N.J.S.A.* 18A:30-3.5. Unused sick leave shall be in accordance with NJSA 18A:30-7. The number of sick days including personal days converted to sick allowed to accumulate shall not exceed 15 sick days per year.
- (d) Upon retirement and in accordance with the rules and regulations of the Teachers' Pension and Annuity Fund, and *N.J.S.A.* 18A:30-3.5, the Board shall provide compensation for accumulated sick leave days at the rate of fifty dollars (\$50) per day.

**9. LEAVE FOR SERIOUS ILLNESS TO IMMEDIATE FAMILY**

In the event of serious illness to the School Business Administrator/Board Secretary's immediate family, the School Business Administrator/Board Secretary shall be allowed a leave of up to three (3) paid days per school year. Any unused leave shall not accumulate and are non-reimbursable. Immediate family shall include spouse, longstanding personal partner, child, grandchild, father, mother, father-in-law, mother-in-law, step father, step mother, daughter-in-law, son-in-law, brother, sister, brother-in-law, sister-in-law, grandparent of School Business Administrator/Board Secretary or spouse, or any member of his immediate household.

**10. BEREAVEMENT LEAVE**

The School Business Administrator/Board Secretary shall be allowed bereavement leave per school year as follows: ten (10) days for spouse or child; five (5) days for a long standing personal partner, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, step father, step mother, grandparent or grandchildren; one (1) day for friend or relative outside immediate family.

**11. INSURANCE**

The School Business Administrator/Board Secretary shall be entitled to the following insurance benefits at the cost of the Board:

- (a) The Board shall provide the School Business Administrator/Board Secretary with medical insurance, a prescription plan (Benecard) and dental insurance (Delta Dental) up to family coverage consistent with other administrative staff members in the District. The School Business Administrator/Board Secretary shall pay 35% of the portion of the premium costs for all such elected coverages; Provided, the Board's maximum amount of contribution for dental coverage shall be one thousand five hundred dollars (\$1,500) per year. Premiums shall be paid by the School Business Administrator/Board Secretary through payroll deduction.
- (b) The School Business Administrator/Board Secretary may waive coverage in any of the health benefits plans if covered through a spouse's health plan or other health plan, and in accordance with procedures established by the Board. The School Business Administrator/Board Secretary will be paid five thousand dollars (\$5,000) for waiver coverage.
- (c) An income protection plan shall be purchased in the School Business Administrator/Board Secretary's name and consistent with the other district administrators or Superintendent of Schools. This benefit does not supplement or duplicate other benefits that are otherwise available to the employee by operation of law or existing group plan [N.J.A.C. 6A:23A-3.1(e) 6], or does not reimburse or pay for employee contributions that are either required by law or by a contract in effect in the district with other employees. [N.J.A.C. 6A:23A-3.1(e) 4]

**12. AUTOMOBILE EXPENSES/TRAVEL**

The board agrees to reimburse the School Business Administrator/Board Secretary for the personal use of his/her vehicle at the current reimbursement rate as determined by current state travel regulations.

**13. TERMINATION**

During the period of non-tenured status of the School Business Administrator, either party may terminate this contract by giving sixty (60) days' written notice of intent to resign and four (4) months' notice of intent to retire. Notice from the School Business Administrator/Board Secretary shall be in writing to both the Board President and the Superintendent at the address set forth for the Board in this Employment Contract.

**14. PROFESSIONAL ASSOCIATIONS**

The Board agrees to pay dues and fees on behalf of the School Business Administrator/Board Secretary to ASBO International, NJASBO, SBO County Association, and any other organizations agreed to by the Board and School Business Administrator/Board Secretary.

**15. PROFESSIONAL DEVELOPMENT**

The School Business Administrator/Board Secretary shall be entitled to attend the Annual Conference of the New Jersey Association of School Business Officials, the NJ School Board Workshop Conference and the Annual ASBO International Conference and any other conference approved by the Superintendent and Board. In addition, the board agrees that the School Business Administrator/Board Secretary may attend professional development programs sponsored by NJASBO, NJASA, NJSBA and any other professional associations agreed to by the Superintendent or Board. All fees and related travel costs shall be reimbursed by the Board consistent with Board policy, state law, state regulations and applicable OMB Circulars.

**16. OUTSIDE ACTIVITIES**

The School Business Administrator/Board Secretary shall devote his/her time, attention and energy to the business of the school district. However, he/she may serve as a consultant to other districts or educational agencies, lecture, engage in writing activities and speaking engagements, and engage in other activities, which are of short-term duration, at his/her discretion. Such activities which require the School Business Administrator/Board Secretary to be absent from the school district for more than one full working day shall be reported to the Superintendent.

## **17. TUITION REIMBURSEMENT AND MENTOR FEE EXPENSE**

In an effort to encourage the School Business Administrator/Board Secretary to take courses that will improve his/her effectiveness and value to the District, the Board agrees to pay one hundred percent (100%) of the School Business Administrator/Board Secretary's tuition charges and other course related fees for any coursework that the School Business Administrator/Board Secretary elects to take, provided that the coursework relates to the School Business Administrator/Board Secretary's position and responsibilities and that same is approved in advance by the Chief School Administrator. Courses taken must be for graduate courses leading to a graduate degree consistent with N.J.A.C. 6A:23A-3.1(e) 15. To the extent it has not already done so, the Board will assume the cost of any State-required mentoring or training required by the School Business Administrator/Board Secretary for mentorship or training related to maintaining the required certification.

## **18. TECHNOLOGY**

The Board shall provide the School Business Administrator/Board Secretary with a cell phone for business purposes. The Board shall provide the School Business Administrator/Board Secretary with a computer or tablet to use for business purposes while away from his office. The Board shall allow reasonable personal use of the computer/tablet.

## **19. PROFESSIONAL LIABILITY**

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

## **20. EVALUATION**

The Superintendent shall evaluate the performance of the School Business Administrator/Board Secretary at least once a year, on or before May 30<sup>th</sup>. The School Business Administrator/Board Secretary's evaluation shall be in writing, shall include areas of commendation and recommendation, and shall provide direction as to any aspects of performance in need of improvement. The evaluation shall be based upon the District's goals and objectives, the responsibilities of the School Business Administrator/Board Secretary as set forth in the job description of the School Business Administrator/Board Secretary (attached hereto and incorporated by reference) and such other criteria as determined by the Superintendent. The evaluation format shall be developed jointly by the Superintendent and School Business Administrator/Board Secretary (with final approval by the Superintendent) within ninety (90) days of the execution of this Contract.

In the event the Superintendent determines that the performance of the School Business Administrator/Board Secretary is unsatisfactory in any respect, he/she shall describe in writing and in reasonable detail the specific instances of unsatisfactory performance. The evaluation

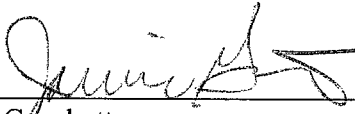
shall include specific recommendations for improvement in all instances in which the Superintendent deems performance to be unsatisfactory. School Business Administrator/Board Secretary shall have the right to respond in writing to the evaluation. This response shall become a permanent attachment to the evaluation in question. On or before June 30th, the School Business Administrator/Board Secretary and the Superintendent shall meet to review the evaluation format and to mutually determine the evaluation format to be used in the subsequent school year.

**21. SEVERABILITY**

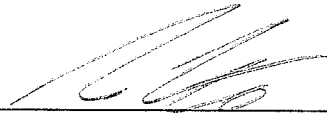
It is agreed that if any provision of this Employment Contract shall be determined to be void by any court of competent jurisdiction, then such determination shall not affect any other provision of this Employment Contract, all of which other provisions shall remain in full force and effect. It is the intention of the parties hereto that if any provision of this Employment Contract is capable of two constructions, one which would render the provision void and the other which would render the provision valid, then the provision shall be construed with the meaning which renders it valid.

**In Witness Whereof**, they set their hands and seals to this Employment Contract effective on the day and year first above written.

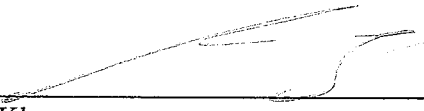
Haddonfield Board of Education

  
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Jaime Gookett  
Board President

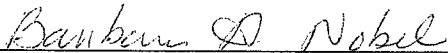
6/23/22  
Date

  
\_\_\_\_\_  
Michael Catalano  
School Business Administrator/Board Secretary

6/23/22  
Date

  
\_\_\_\_\_  
Charles Klaus  
Superintendent of Schools

7/5/22  
Date

  
\_\_\_\_\_  
Witnessed by: Barbara D. Nobel

7/5/22  
Date