

**PERSONAL SERVICE CONTRACT**

**BETWEEN**

**TANYA DAWSON**

**BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**and**

**FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION**

**July 1, 2024 - June 30, 2025**

## **EMPLOYMENT CONTRACT**

This **CONTRACT**, entered into this 1st day of July, 2024 between the Board of Education of the Flemington-Raritan Regional School District (hereinafter "the Board") and Tanya Dawson, " the Administrator"

**WHEREAS**, the Board and the Administrator have agreed to enter into an employment relationship; and

**WHEREAS**, the Board desires to provide the Administrator 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;

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

### **1. EMPLOYMENT/SALARY/TERM**

- a. The Board agrees to employ Tanya Dawson as School Business Administrator/ Board Secretary of the Flemington-Raritan Regional School District for a term commencing July 1, 2024, and ending June 30, 2025. The parties acknowledge that this Contract must be approved by the Hunterdon County Executive County Superintendent in accordance with applicable law and regulation.
- b. The parties agree that the Administrator's annual salary rate for the period 2024-2025 school year, shall be \$182,963, payable in accordance with the Board's regular payroll schedule for all other professional staff.

### **2. DUTIES**

In consideration of the employment, salary and benefits provided herein, the Administrator agrees to faithfully perform the duties of School Business Administrator/Board Secretary as assigned by the Superintendent, in accordance with the laws of the State of New Jersey, and rules and regulations adopted by the State Board of Education, and the policies and decisions of the Board. The Board agrees to extend the protections of N.J.S.A. 18A:16-6 and hold harmless and protect Mrs. Tanya

Dawson from financial loss resulting from civil action for acts or omissions arising out of and in the course of the performance of these duties. Mrs. Dawson agrees to cooperate fully and assist the Board with its defense of any actions against him and/or the Board.

**3. CERTIFICATION**

The parties agree that this contract is valid if, and only if, the Administrator holds a permanent School Business Administrator’s certificate, or a letter of eligibility, from the State of New Jersey.

**4. SICK LEAVE, VACATION AND OTHER LEAVES**

a. **Work Year**

Employment will commence on July 1 through June 30. During the school year when school is not in session, administrators will work at the direction of the Superintendent.

b. **Personal Leave**

Time off to conduct personal business will be granted by the Superintendent when situations arise that cannot be handled during the non-school hours. The administrator will advise the Superintendent of the reason for the request in sufficient time to be sure responsibilities are properly covered.

c. **Vacation Time**

The Administrator shall be entitled to an annual vacation of twenty (20) working days per year. Vacation in the initial year of employment will be determined by the following table:

<b>Month of Starting Date</b>	<b>No of Vacation Days</b>
July	20
Aug	18
Sept	17
Oct	15
Nov	13
Dec	12
Jan	10
Feb	8

Mar	7
Apr	3
May	3
June	2

Scheduling of vacation requires the approval of the Superintendent.

After September 1 of any given work year, the Employee may carry over up to ten (10) days from the previous year to be used in the current year. If the Administrator leaves the employ of the Board, the Administrator will be reimbursed for unused vacation days that were earned or accumulated during the current work year. The daily rate of pay shall be equal to 1/260 of the salary paid for days earned or accumulated during the current work year according to the following table:

<b>Month of Starting Date</b>	<b>No of Vacation Days</b>
July	2
Aug	3
Sept	3
Oct	7
Nov	8
Dec	10
Jan	12
Feb	13
Mar	15
Apr	17
May	18
June	20

d. **Bereavement Leave**

The Administrator shall be entitled to a maximum of three (3) days at any one time in the event of an administrator’s son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, aunts, uncles, or grandparents death, and up to five (5) consecutive days leave in the event of the death of an administrator’s spouse, child, brother, sister, or parent.

e. **Sick leave and Payment for Accumulated Sick Leave**

The Administrator shall be granted fifteen (15) days sick leave annually. Sick leave shall be available as of July 1. Upon retirement from the District under a State administered retirement system, the Administrator shall be entitled to payment for unused accrued sick leave at the rate of \$75 per day for a maximum of \$15,000. Reimbursement for sick days shall be consistent with the law in effect at the time this Contract is signed.

f. **Temporary Disability Leave of Absence**

Temporary leaves other than leaves for sickness may be granted by the Superintendent. Extended leaves of absence without pay may be granted at the discretion of the Board of Education upon recommendation of the Superintendent.

g. **Payment to Estate**

If the Administrator dies prior to the expiration of the term of this employment, payment for her accumulated vacation days shall be made to her estate.

h. **Holidays**

The Administrator shall also be entitled to the following fourteen (14) paid holidays:

New Year's Day  
Martin Luther King Day  
Friday before President's Day (*if students or teachers are present on this day, the Administrator is entitled to a floating holiday to be used after President's Day*)  
President's Day  
Good Friday  
Memorial Day  
July 4  
Labor Day  
Yom Kippur/Rosh Hashanah (in the event school is closed)  
Friday of the NJEA Convention  
Thanksgiving Day & Friday Following  
Christmas Day

i. **Records of Leave Days**

The Administrator shall promptly file time-off slips for all sick leave, vacation or personal leave days or time taken by notifying the Superintendent of time off and filing with the District's attendance system.

**5. HEALTH BENEFITS/INSURANCE PROTECTION**

- a. The Board shall provide the Business Administrator with individual or family health benefits coverage. Pursuant to applicable law and regulation, the Business Administrator shall contribute an amount toward payment of premiums. Such limitation shall in no way link this Contract with any agreement collectively negotiated with district employees. The premium shall be paid by the Business Administrator through payroll deduction.
- b. If the Administrator selects the Board's New Jersey Educator Health Plan equivalent or the Garden State Health Plan equivalent, the Administrator shall contribute as required by law. If the Administrator remains in any other health plan offered by the Board, the Administrator shall contribute 35% of the premiums.
- c. The 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 Business Administrator will be paid the lesser of (twenty-five percent) 25% or Five Thousand Dollars (\$5,000) of the cost of said coverage for waiving such coverage.
- d. The Board will pay one hundred (100) percent of the premiums for disability insurance for all tenured administrators. These benefits shall apply to the beneficiary as appropriate. The disability plan will pay approximately sixty (60) percent of the per diem salary rate of the disabled administrator. During the period of disability, the Board will pay the difference between the administrator's per diem rate and the disability plan benefit. The payment will be charged against the administrator's accumulated sick leave time. The administrator's unused accumulated sick leave total days will be reduced by  $\frac{1}{4}$  of a day for each that the Board pays the per diem differential rate.

## 6. PROFESSIONAL GROWTH

### a. Professional Organization Dues

The Administrator's dues for membership in New Jersey Association of School Business Administrators, Hunterdon County Association of School Business Administrators and Association of School Business Officials International as approved by the Superintendent shall be paid by the Board.

### b. Tuition Reimbursement

The Administrator shall be reimbursed annually for tuition and fees not to exceed the equivalent of thirty (30) credits at the Rutgers University Graduate rate and necessary books, after prior approval of the Superintendent. Proof of successful completion of courses shall be provided before reimbursement is made, and all books shall become Board property and placed in the professional library. Tuition assistance or reimbursement for coursework or additional compensation for graduate school coursework must culminate in a graduate degree conferred by a duly accredited institution of higher education. If the Administrator leaves the employ of the Flemington-Raritan School District within one (1) school year after receiving her degree from tuition reimbursement, she shall reimburse the District the total amount of tuition reimbursement paid in the preceding twenty-four (24) months.

### c. Attendance at Professional Meetings

Attendance at professional meetings shall be assigned and approved at the discretion of the Superintendent. Reimbursement for registration and travel will be in accordance with 18A:11-12.

### d. Mileage Reimbursement

The Administrator shall receive reimbursement for the use of her automobile for school related in district and out-of-district use of her vehicle. The reimbursement rate will be based by the Annual Appropriations Act or the New Jersey Office of

Management and Budget. Reimbursement for the use of a personal vehicle shall be tenured only upon proof of compliance with applicable regulations.

e. **Cell Phone**

As the board requires Mrs. Dawson to be accessible when out of the office, the board shall issue a cellular for business purposes and pay all related expenses. If Mrs. Dawson wishes to forego the district-provided cellular and select to use her own personal cell phone, the District will reimburse the cost of Mrs. Dawson's cell phone plan at a cost of one single cell phone plan with unlimited talk, text, and data, not to exceed sixty dollars per month.

**8. RENEWAL - NON-RENEWAL; RELIEF OF DUTIES; RESIGNATION**

a. The terms of this contract shall automatically renew for a term of one year unless either of the following occurs:

(1) The Board offers the Administrator an alternative contract for the succeeding school year on February 15, 2025, and shall meet with the Administrator to discuss the contract's terms by February 25, 2025. The contract is subject to the review and approval of the Executive County Superintendent.

(2) The Superintendent notifies the Administrator no later than February 25, 2025, that the Administrator will not be offered employment for the succeeding school year, either because the Superintendent has not recommended the same, or because the Board has voted not to offer the Administrator employment for the succeeding year.

b. The Administrator agrees that she shall not terminate this contract except upon giving at least 60 days' notice of her intention to resign. Such notice shall be in writing and filed with the Superintendent. Failure to give such notice shall, unless waived by the Board, result in a forfeiture of payments for any accumulated vacation or sick leave.

**9. INDEMNIFICATION**

The Board agrees to provide the Administrator with indemnification against civil actions in accordance with N.J.S.A. 18A:16-6.

**10. MODIFICATIONS IN WRITING**

Modifications to this contract may be made only by writing approved and executed by both parties. Any such modifications require the review and approval of the Executive County Superintendent.

**11. SAVINGS CLAUSE**

If, during the term of this Employment Agreement, it is found that a specific clause of the Employment Agreement is illegal under Federal or State law, the remainder of the Employment Agreement is not affected by such a ruling and shall remain in full force.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals or caused these presents to be signed individually or by their duly authorized officers and the proper corporate seal affixed hereto.

The parties hereto represent to each other that they have had the opportunity for attorney review and fully understand the terms and conditions of this Agreement and agree to be bound by the same pursuant to the laws and regulations of the Department of Education and the State of New Jersey.

**IN WITNESS WEREOF**, the Board has caused this Agreement to be approved by Board resolution at a duly constituted Board meeting and to authorize signature on its behalf by a duly authorized officer.

Witness:

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Witness:

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BOARD OF EDUCATION OF THE  
FLEMINGTON RARITAN  
REGIONAL SCHOOL DISTRICT

By:

\_\_\_\_\_  
Michelle Hurley, Board President

Date:

By:

\_\_\_\_\_  
Tanya Dawson

Date: