

**MONMOUTH BEACH BOARD OF EDUCATION
SUPERINTENDENT SECRETARY
EMPLOYMENT CONTRACT**

The Monmouth Beach Board of Education, (hereinafter referred to as the Board) and Dawn Fichera (hereinafter referred to as the Superintendent's Secretary) hereby enter into this employment contract.

1. **Term**
The Board hereby employs the Superintendent's Secretary for a term commencing July 1, 2021 and ending June 30, 2022 (12 months).
2. **Compensation**
The annual salary of **\$59,829.00** from July 1, 2021 to June 30, 2022, will be paid in 24 equal installments in accordance with the Board's regular payroll schedule.
3. **Duties**
 - a. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the superintendent.
 - b. Performs all secretarial and confidential work as assigned by the Superintendent.
 - c. Supervises the activities of all other secretarial and clerical personnel assigned to the superintendent's office.
 - d. Supervises and assists in the preparation of all correspondence and reports emanating from the superintendent's office.
 - e. Maintains personnel records of all certified staff.
 - f. Maintains an efficient filing system, as well as a set of locked confidential files, and processes incoming correspondence.
 - g. Places and receives telephone calls and records messages for the superintendent.
 - h. Maintains a schedule of appointments for the superintendent and makes arrangements for conferences, meetings and interviews.
 - i. Oversees the hiring of substitute teachers; receives applications; verifies their credentials and prepares substitute teacher lists for board approval.
 - j. Acts as a liaison between the superintendent and administrative staff in screening and routing inquiries and requests.
 - k. Assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy.
 - l. Performs other related duties as may be assigned by the superintendent.
4. **Evaluation**
The Superintendent shall evaluate the performance of the Superintendent's Secretary at least once a year in accordance with the provisions of the applicable New Jersey statues and regulations. Each evaluation shall be in writing and a copy shall be provided to the School Secretary
5. **Work Day**
 - a. The workday for the Superintendent's Secretary shall be 8:00 - 3:30 pm. and upon the first day following the last day of the school year, 8:30am – 1:30pm. The secretary will receive ½ hour for lunch. Working Hours and lunch arrangements shall be adapted to the requirements of the school.
6. **Vacation**

The Superintendent's Secretary shall be entitled to four (4) weeks of vacation with pay per school year. The four (4) weeks shall be taken upon completion of a full school year (12 months of service). Such vacation shall be approved by the Superintendent

7. Holidays

The Superintendent's Secretary shall work the School Calendar.

8. Personal Leave

a. The Superintendent's Secretary shall be entitled to four (4) personal days per school year. Unused personal days shall be converted to sick days at the end of the fiscal year and be allowed to accumulate in the way sick days are accumulated and used.

9. Sick Leave

a. Sick leave is hereby defined to mean "the absence from a post of duty because of personal disability due to illness or injury, or because a secretary has been excluded by the school district medical authorities on account of a contagious disease or by virtue of being quarantined for such a disease in their immediate household.

b. The Superintendent's Secretary shall be entitled to twelve sick days per year with pay. Unused sick days shall be accumulated up to 180 days

c. Upon retirement only, the Board shall provide compensation for accumulated sick leave days at the rate of \$50 per day up to 180 days.

d. Unused sick leave shall not be applied to extended vacations, leave with out pay or terminal pay.

10. Bereavement/Family Illness Leaves:

The Superintendent's Secretary may be granted a maximum of five (5) days leave because of death in their immediate family (immediate family is defined as mother, father, grandparents, grandchildren, sister, brother, wife or husband, children of secretary, including stepchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, and any non-related persons who are members of the secretary's family as a domestic partner or as a partner in a civil union.

The Superintendent's Secretary shall be granted four (4) family illness days.

11. Insurance

The Board shall provide full family Major Medical, Prescription, Dental, and Vision coverage for each employee if applicable. Full family coverage shall include domestic partners / civil unions as defined in the NJ state Domestic Partnership Act and the Civil Union Act. Effective Jan 1, 2019 Horizon Direct 15 will be offered as the base health care plan. Employees participating in the base plan shall contribute their share of the premium based on the percentages of the MBTA table provided. Those who forgo the base plan and elect to continue to participate in the Direct 10 health benefit plan shall pay the difference from Direct 15 to Direct 10. The employee shall pay their portion of their health care benefit through the withholding of the contribution from their pay, salary or other compensation in the amount and manner prescribed by law.

Employees may opt out of the District's health insurance plan upon proof of coverage under another plan. The employee will be compensated at **25%** of the premium waived

based upon the level of benefit dropped by the employee. The opt out period must be for the full year (July 1 through June 30) and arrangements will be in place for employees to opt back in based upon unforeseen life changes. In such case, the prorated amount of the savings shall be paid to the employee based upon the amount of time he/she was not covered under the Board's plan.

The payment for this plan will be as follows: one-half (1/2 in February and one-half (1/2) in June of the employee's opt-out year.

The election of opting out or opting back into health insurance must be requested in writing each school year during open enrollment.

12. Termination

The Superintendent's Secretary shall provide the district with not less than 30 days notice of intent to resign and 6 months notice to retire. Notice shall be in writing to both the Board President and Superintendent.

13. Miscellaneous Provisions

a. This employment contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.


b. If, during the term of this employment contract, it is found that a specific clause herein is illegal under federal or state law, then the remainder of the contract shall not be affected and shall remain in full force and effect.

c. Additional compensation of \$25.00 per diem will be earned when the sub caller is not available to perform her duties due to authorized absence.

In witness whereof, the parties have hereunto set their hands and seal this 1st day of July 2021.

MONMOUTH BEACH BOARD OF EDUCATION

ATTEST:



Peter E. Genovese III, RSBO, QPA
School Business Administrator



Karen Dolan, President



Dawn Fichera
Superintendent's Secretary

**MONMOUTH BEACH BOARD OF EDUCATION
SCHOOL SECRETARY
EMPLOYMENT CONTRACT**

The Monmouth Beach Board of Education, (hereinafter referred to as the Board) and **Kathleen Costello** (hereinafter referred to as the School Secretary) hereby enter into this employment contract.

1. Term

The Board hereby employs the School Secretary for a term commencing July 1, 2021 and ending June 30, 2022 (12 months).

2. Compensation

The annual salary of **\$58,776.00** from July 1, 2021 to June 30, 2022, will be paid in 24 equal installments in accordance with the Board's regular payroll schedule.

3. Duties

- a. Received and routes incoming calls and correspondence
- b. Performs usual office routines
- c. Types correspondence notices and reports
- d. Maintains a well-organized up to date filing system
- e. Operates all business machines necessary to complete reports and clerical work required in the operation of the office
- f. Maintains student attendance records
- g. Assists, logs in and directs visitors to the school
- h. Maintains confidentiality as required and appropriate
- i. Performs other tasks as assigned by the Superintendent

4. Evaluation

The Superintendent shall evaluate the performance of the School Secretary at least once a year in accordance with the provisions of the applicable New Jersey statues and regulations. Each evaluation shall be in writing and a copy shall be provided to the School Secretary

5. Work Day

a. The workday for the School Secretary shall be 7:30 - 3:00 pm. and upon the first day following the last day of the school year, 8:30am – 1:30pm. The secretary will receive ½ hour for lunch. Working Hours and lunch arrangements shall be adapted to the requirements of the school.

6. Vacation

The School Secretary shall be entitled to four (4) weeks of vacation with pay per school year. The four (4) weeks shall be taken upon completion of a full school year (12 months of service). Such vacation shall be approved by the Superintendent

7. Holidays

The School Secretary shall work the School Calendar.

8. Personal Leave

a. The School Secretary shall be entitled to four (4) personal days per school year. Unused personal days shall be converted to sick days at the end of the fiscal year and

be allowed to accumulate in the way sick days are accumulated and used.

9. Sick Leave

a. Sick leave is hereby defined to mean "the absence from a post of duty because of personal disability due to illness or injury, or because a secretary has been excluded by the school district medical authorities on account of a contagious disease or by virtue of being quarantined for such a disease in their immediate household.

b. The School Secretary shall be entitled to twelve sick days per year with pay. Unused sick days shall be accumulated up to 180 days

c. Upon retirement only, the Board shall provide compensation for accumulated sick leave days at the rate of \$50 per day up to 180 days.

d. Unused sick leave shall not be applied to extended vacations, leave with out pay or terminal pay.

10. Bereavement/Family Illness Leaves:

The School Secretary may be granted a maximum of five (5) days leave because of death in their immediate family (immediate family is defined as mother, father, grandparents, grandchildren, sister, brother, wife or husband, children of secretary, including stepchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, and any non-related persons who are members of the secretary's family as a domestic partner or as a partner in a civil union.

The School Secretary shall be granted four (4) family illness days.

11. Insurance

The Board shall provide full family Major Medical, Prescription, Dental, and Vision coverage for each employee if applicable. Full family coverage shall include domestic partners / civil unions as defined in the NJ state Domestic Partnership Act and the Civil Union Act. Effective Jan 1, 2019 Horizon Direct 15 will be offered as the base health care plan. Employees participating in the base plan shall contribute their share of the premium based on the percentages of the MBTA table provided. Those who forgo the base plan and elect to continue to participate in the Direct 10 health benefit plan shall pay the difference from Direct 15 to Direct 10. The employee shall pay their portion of their health care benefit through the withholding of the contribution from their pay, salary or other compensation in the amount and manner prescribed by law.

Employees may opt out of the District's health insurance plan upon proof of coverage under another plan. The employee will be compensated at **25%** of the premium waived based upon the level of benefit dropped by the employee. The opt out period must be for the full year (July 1 through June 30) and arrangements will be in place for employees to opt back in based upon unforeseen life changes. In such case, the prorated amount of the savings shall be paid to the employee based upon the amount of time he/she was not covered under the Board's plan.

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The election of opting out or opting back into health insurance must be requested in writing each school year during open enrollment.

12. Termination

The School Secretary shall provide the district with not less than 30 days notice of intent to resign and 6 months notice to retire. Notice shall be in writing to both the Board President and Superintendent.

13. Miscellaneous Provisions

a. This employment contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

b. If, during the term of this employment contract, it is found that a specific clause herein is illegal under federal or state law, then the remainder of the contract shall not be affected and shall remain in full force and effect.

In witness whereof, the parties have hereunto set their hands and seal this 1st day of July 2021.

MONMOUTH BEACH BOARD OF EDUCATION

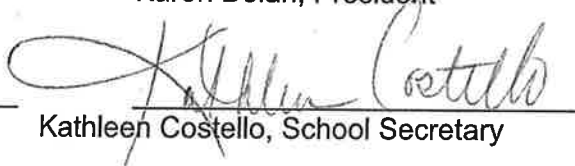
ATTEST:



Peter E. Genovese III, RSBO, QPA
School Business Administrator



Karen Dolan, President



Kathleen Costello, School Secretary