

**CALDWELL - WEST CALDWELL PUBLIC SCHOOLS  
EMPLOYMENT CONTRACT  
2021-2022**

It is agreed between the Board of Education of CALDWELL-WEST CALDWELL in the County of ESSEX, party of the first part, and **Kaitlin Jones**, party of the second part, that said Board of Education does hereby engage and employ the said party of the second part to work in the public schools as Assistant Superintendent of Curriculum and Instruction, under the control of said Board of Education, from the 1<sup>st</sup> day of July, 2021 to the 30<sup>th</sup> day of June, 2022, at an annual salary of **\$168,280**, to be paid in semi-monthly installments, on regularly scheduled pay dates.

The said party of the second part hereby accepts the employment aforesaid and agrees to faithfully do and perform duties under the employment aforesaid, and to observe and enforce the rules prescribed for the government of the school by the Board of Education.

It is hereby agreed by parties hereto that this contract may at any time be terminated by either party giving to the other 60 days notice in writing of intention to terminate this same, but run for the full term named above.

The attached pages describe the additional benefits for Ms. Jones.

Dated this 19<sup>th</sup> day of April, 2021, by order of the Board of Education of the District of Caldwell-West Caldwell in the County of Essex, New Jersey.

Employee: \_\_\_\_\_ *Kaitlin Jones*

Board President: \_\_\_\_\_ *David Cipolletto*

Board Secretary: \_\_\_\_\_ *Rebecca Muccare*

**Kaitlin Jones**  
**Additional Benefits for 2021-22 School Year**

1. Hospitalization-Medical/Surgical, Major Medical

The Board of Education will provide both Ms. Jones and her dependents with hospitalization-medical/surgical, major medical, and dental programs with employee contributions as prescribed by the 2011 Pension and Health Benefit Reform Law (PL 2011 c.78). Ms. Jones shall be reimbursed for all reasonable costs of an annual physical examination not covered by the district's hospitalization-medical/surgical, and major medical programs. If Ms. Jones waives her medical benefits, she will be entitled to the waiver provided to district employees, to a maximum of \$5,000.

2. Personal Illness

Ms. Jones will be allowed 14 days of absence in any school year for personal illness without deduction of pay. The number of unused days in any year shall accumulate from year to year so long as employment is continuous. Up to 3 of these 14 days may be used annually as "Personal" days.

3. Bereavement

An absence, not to exceed five (5) working days, in each instance, shall be allowed without loss of pay by the Superintendent in case of death in the immediate family. In general, immediate family shall be defined as mother, father, wife, husband, domestic partner, son, daughter, brother, sister, or member of the employee's household, and such other person as may have a close family relationship to the employee and is approved by the Superintendent as falling within this category.

An absence, not to exceed one (1) working day, in each instance, shall be allowed without loss of pay by the Superintendent in case of death of a grandfather/grandmother, brother-in-law/sister-in-law, aunt/uncle, or niece/nephew.

Additional leave may be granted at the discretion of the superintendent.

4. Travel Benefits

Ms. Jones will receive reimbursement for approved travel expenses incurred, in accordance with NJAC 6A:23A – Fiscal Accountability Procedures.

5. Tuition Reimbursement

The Board of Education agrees to reimburse Ms. Jones for tuition costs of up to a maximum of 12 credits per school year. Reimbursement for courses will be at the maximum rate of \$550 per credit. To qualify for reimbursement, all courses must be approved by the Superintendent of Schools and must be successfully completed.

#### 6. Vacation

Ms. Jones will receive 27 vacation days annually. For any year in which Ms. Jones is not employed for twelve months, vacation days shall be pro-rated.

If the Assistant Superintendent is unable to use her vacation leave in a given year due to business demands, unused vacation leave may be carried over into the next year consistent with *N.J.S.A. 18A:30-9*, with the approval of the Superintendent of Schools. All days carried over must be used in the next year, or those days not taken will be forfeited.

#### 7. Payment for Competitive Grants

The Assistant Superintendent will receive a payment of 10% of the value of successful competitive grants received, to a maximum of \$15,000. Eligible grants must have the approval of the Superintendent and/or the Board of Education.

#### 8. Professional Development, Remote Work Days, etc.

Ms. Jones will receive the same compensation for professional development, remote work days, and other related benefits as members of the Administrators Association.

#### 9. Professional Membership Fees

The Board shall pay 100% of the Assistant Superintendent's annual membership fees to the New Jersey Association of School Personnel Administrators and the New Jersey Association of School Administrators.

#### 10. Evaluation

The Assistant Superintendent shall be evaluated by the Superintendent at least once a year. Each evaluation shall be in writing; a copy shall be provided to the Assistant Superintendent.

#### 11. Professional Liability

The Assistant Superintendent shall have the right to legal assistance from the Board's attorney in carrying out her duties as approved by the Board's designated representative. The Board agrees that it shall defend, hold harmless, and indemnify the Assistant Superintendent from all demands, claims, suits, actions, and legal proceedings brought against the Assistant Superintendent in her official capacity as agent and/or employee of the Board, provided the incident for same arose while the Assistant Superintendent was acting within the scope of her employment and such liability protection is within the authority of the Board to provide under state law.

## 12. Separation from Service

Upon the Assistant Superintendent's separation from employment with the District, the Board shall pay compensation:

- A. **Per Diem Rate:** The per diem rate of the Assistant Superintendent's final annual salary calculated as 1/260th of her then current annual salary to the date of separation.
- B. **Sick Days:** Unused sick leave days shall be cumulative in accordance with the provisions of Title 18A. Upon retirement and notice to the Board, up to 25 unused sick days will be reimbursed, at the per diem rate (1/260 x annual salary), with a minimum 10 years continuous service in the district. Reimbursement for sick days shall be consistent with the law in effect at the time this contract is signed. Such payment shall not exceed \$15,000.00.
- C. **Vacation Days:** All accumulated vacation days at the per diem rate of the Assistant Superintendent's annual salary during which such vacation accrued. For any year in which the Assistant Superintendent is not employed for twelve months, vacation days shall be pro-rated.
- D. **Payment to Estate:** If the Assistant Superintendent dies before her Employment Contract is completed, payment for her accumulated vacation days, as set forth above, shall be made to her estate.