

**BOARD OF EDUCATION  
GREEN TOWNSHIP SCHOOL DISTRICT  
2021-2022  
PRINCIPAL/COORDINATOR OF INSTRUCTION  
EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT is made and entered into as of the 19<sup>th</sup> day of May by and between the

GREEN TOWNSHIP BOARD OF EDUCATION with offices located at 69 Mackerley Road, Greendell, NJ 07839 (hereinafter referred to as the "Board") and

Jon Paul Bollette, whose address is 743 Backhus Estate Road, Glen Gardner, NJ 08826 (hereinafter referred to as "Mr. Bollette",

WHEREAS, the Board and Mr. Bollette agree that an effective educational program is fostered by mutual respect, confidence, cooperation, understanding, support and loyalty between Board members and Administration working together; and

WHEREAS, the Management Team, composed of the Superintendent, Principal and all non-represented administrators, is a concept recognized by the Board and Administration as inherent in the Green Township School District's philosophy, policy, and operational procedures; and

WHEREAS, the Board recognizes that written employment agreements enhance the relationship between the Board and its non-represented Management Team members in the governance and operations of the Board's educational programs;

NOW, THEREFORE, the Board and Mr. Bollette, for the consideration specified, agree as follows:

**1. TERM OF AGREEMENT**

The Board hereby employs Mr. Bollette in the twelve (12) month position of Principal/Coordinator of Instruction for the period commencing July 1, 2021 and ending June 30, 2022.

**2. RESPONSIBILITIES AND PROFESSIONAL CERTIFICATION**

- A. The Board shall at all times maintain a currently effective job description for the position of Principal/Coordinator of Instruction which shall contain therein a specification of the duties and responsibilities of the position. The job description shall be incorporated by reference as part of within agreement, and a copy thereof shall be attached hereto. Mr. Bollette agrees to faithfully perform the duties of the job description and to exercise judgment and discretion appropriate thereto. The Board shall maintain the discretion and right to adopt, in furtherance of its educational mission, such modification of the job description as it may deem necessary. The Board agrees to engage in consultation with Mr. Bollette prior to implementation of any modifications to the job description. Nothing in this Agreement shall be deemed to alter the Board's inherent right to manage the administration and operations of the school district in accordance with its responsibilities, rights and privileges under Title 18A and other school laws and regulations.

- B. Mr. Bollette agrees to maintain valid and appropriate certifications and endorsements as are required under the specification of the job description.

### **3. COMPENSATION**

#### **A. Salary**

During the period of July 1, 2021 through June 30, 2022, the Board agrees to pay Jon Paul Bollette an annual salary of \$100,286.56.

#### **B. Leaves**

1. Vacation: The Principal/Coordinator of Instruction shall be granted twenty (20) vacation days annually. All vacation days shall be available to the Principal/Coordinator of Instruction on July 1 of each year. Vacation requests shall have prior approval of the Superintendent/Principal. The Principal/Coordinator of Instruction may carry over annually three (3) unused vacation days from one year to the next.
2. Holidays: The Principal/Coordinator of Instruction shall be entitled to paid holidays as per the school calendar. Holidays include New Year's Eve, New Year's Day, President's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving, Christmas Eve and Christmas Day.
3. Sick Leave: The Principal/Coordinator of Instruction shall be allowed twelve (12) days sick leave annually. The unused portion of such leave, at the end of each school year, shall be cumulative to the maximum number permitted by law.
4. Personal Leave: The Principal/Coordinator of Instruction shall be granted three (3) days of absence annually for personal matters which require absence during school hours, to be used at his discretion. Unused personal leave shall be converted to sick leave.
5. Family Leave: The Principal/Coordinator of Instruction shall be entitled to the following leave of absence annually at full pay: Family Sick Leave, a maximum of two (2) days for immediate family illness; Bereavement, up to five (5) days for the death of an immediate family member. All family leave days specified in this paragraph shall not be cumulative.
6. Temporary Extended Leaves: The granting or denial of any requests by the Principal/Coordinator of Instruction for temporary or extended leaves of absence shall be determined by the Superintendent at his/her sole discretion.

#### **C. Medical Benefits**

The Principal/Coordinator of Instruction shall be entitled to all medical insurance benefits provided under the carrier(s) selected by the Board; including, but not limited to, health insurance, dental insurance, and prescription drug insurance. Health insurance premiums under United Health Care – Oxford Health plan or other NJ option such as the Educator Health Plan shall be provided by the Board to the Principal/Coordinator of Instruction and paid fully by the Board. Contributions will follow either Chapter 78 (Tier IV) or Chapter 44 regulations as applicable. All other medical insurance such as dental and prescription drug shall be equal to the benefits provided to other administrators, and the Principal/Coordinator of Instruction shall contribute that portion of premium for dental and prescription drug equal to the portion contributed by other administrators

The Principal/Coordinator of Instruction may waive medical insurance to which he may be eligible under this contract, upon receipt of proof that he is eligible for medical insurance coverage under a separate policy not paid for by the Board. If the Principal/Coordinator of Instruction elects to waive medical coverage, he shall receive a cash incentive of \$5,000. The calculation will reduce the premium cost by the amount the Principal/Coordinator of Instruction would be contributing if they took the benefit. That amount will be paid in two equal payments, the first in December and the final payment in June. The Principal/Coordinator of Instruction may reinstate his insurance coverage during the typical open enrollment period, or when primary insurance ceases to be in full effect, with documentation and without restriction or penalty.

D. Tuition Reimbursement

For his period of employment from July 1, 2021 through June 30, 2022 the Principal/Coordinator of Instruction shall be reimbursed by the Board for his actual tuition costs in connection with those courses of study, successfully completed, that are approved in advance by the Superintendent, in an amount not to exceed \$2,500. In the event that the Principal/Coordinator of Instruction should leave the district prior to eighteen (18) months of employment, the district shall be fully reimbursed for any course which received compensation.

E. Mileage Reimbursement

Whenever the Principal/Coordinator of Instruction is required by the Board to use his own automobile in the performance of his duties, the Board shall reimburse such use at the then current rate as found in State of New Jersey Department of Treasury, Office of Management and Budget Circulars.

F. Professional Development and Dues

The Board shall pay for the actual cost of NJL2L – mentoring program up to \$2,500. In addition to the NJL2L mentoring program the Board will pay other professional membership dues up to \$1,500.

G. Meeting Attendance

The Principal/Coordinator of Instruction shall attend all monthly Board of Education meetings and Board Committee meetings as required by the Superintendent.

H. Cell Telephone and Laptop Computer

The Board shall provide Mr. Bollette with a mobile phone and laptop computer for school business purposes only. The phone and laptop computer shall be the property of the Board and must be returned upon separation from the District.

I. Administrative Stipend

The Board shall pay the Principal/Coordinator of Instruction a stipend of \$150 per night for overnight trips as an Administrator.

J. Termination of Employment Agreement

This Agreement may be terminated by mutual agreement of the parties, or by one party giving the other party a minimum of two months (60 days) advance written Notice of Termination

THIS AGREEMENT incorporates the full understanding of the parties.

Dated this 19<sup>th</sup> day of May, Board of Education of Green Township in the County of Sussex.

Attest:

**GREEN TOWNSHIP  
BOARD OF EDUCATION**

By: \_\_\_\_\_  
*Secretary*

By: \_\_\_\_\_  
*President: Mrs. Marie Bilik*

Witness:

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Principal/Coordinator of Instruction:  
Jon Paul Bollette