

INTERIM ASSISTANT SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY CONTRACT

It is agreed between the Glassboro Board of Education (hereinafter referred to as the “Board”), a body politic of the State of New Jersey, which offices located at 560 Joseph L. Bove Blvd., Glassboro, New Jersey 08028 and Joanne Augustine (hereinafter referred to as “Interim Assistant Business Administrator/Board Secretary”) that the Board has retained and does hereby engage the individual named above in the capacity of Interim Assistant School Business Administrator/Board Secretary for the Glassboro School District.

In consideration of this Contract, the parties hereby agree to the following terms:

1. **APPOINTMENT TERM**

The Board hereby contracts with Interim Assistant School Business Administrator/Board Secretary to provide services to it for the position of Interim Assistant School Business Administrator/Board Secretary, such services to be performed for a term commencing on or after August 24, 2023 (start date to be determined based on receipt of criminal history background check results) and ending on November 30, 2023. This contract may be extended and/or amended by mutual agreement of the parties as needed. During that period, INTERIM ASSISTANT SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY shall perform services on a per diem basis as-needed for a maximum of 5 days per week, including attendance at Board meetings and other school district off hour events, the schedule thereof to be determined and directed by the Board.

2. **COMPENSATION**

During the period of employment, (August 24, 2023 to November 30, 2023), the Board shall pay Interim Assistant School Business Administrator/Board Secretary the sum of \$350.00 per day for each day worked per week for services rendered as Interim Assistant School Business Administrator/Board Secretary. There shall be no additional benefits paid to or on behalf of the Interim Assistant School Business Administrator/Board Secretary. Payments shall be paid bi-monthly.

3. **PROFESSIONAL CERTIFICATION**

Throughout the term of this Contract, Interim Assistant School Business Administrator/Board Secretary shall hold a valid New Jersey School Administrator’s Certificate to act as School Business Administrator in the State of New Jersey. Suspension or revocation of said certificate shall cause this agreement automatically to terminate, effective immediately on the date of such suspension or revocation.

4. **DUTIES**

Interim Assistant School Business Administrator/Board Secretary agrees to faithfully perform the duties of Interim Assistant School Business Administrator/Board Secretary of the Glassboro School District, all 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.

5. **WORK WEEK AND BENEFITS**

The work week for the Interim Assistant School Business Administrator/Board Secretary shall be for up to five (5) days per week on an as needed basis.

Interim Assistant School Business Administrator/Board Secretary shall not be entitled to any benefits or payments therefore, including, but not limited to, paid vacation days or holidays, paid leave of absence, paid bereavement days, life/medical insurance or pension. Interim Assistant School Business Administrator/Board Secretary shall be compensated for routine expenses (mileage and tolls) incurred while on school business within the district or in the county. Mileage reimbursement shall be at prevailing OMB rates.

6. **NOTICE**

This Contract may be terminated by either party for any reason whatsoever by furnishing the other party with written notice thirty (30) calendar days in advance of any intended severance of this Contract, unless terminated in accordance with Article 3 herein.

7. **INDEMNIFICATION**

Anything contained herein to the contrary notwithstanding, the Board agrees that while the Interim Assistant School Business Administrator/Board Secretary is performing services to the district under this Contract, that Interim Assistant School Business Administrator/Board Secretary is entitled to the protection of the indemnification provisions of N.J.S.A. 18A:16-6 and 16.6-1 and any other applicable statutes in accordance with the terms and conditions set forth in such statutes. The Board shall carry appropriate liability insurance so as to indemnify and provide a legal defense for Interim Assistant School Business Administrator/Board Secretary should any civil action arise against her in the performance of her duties for the Board of Education.

8. **SAVINGS CLAUSE**

If, during the term of the Contract, it is found that a specific clause of this Contract is illegal, the remainder of the Contract not affected by such a ruling shall remain in force.

IN WITNESS THEREOF, the parties have caused this Contract to be duly executed by the parties on the date written below.

Glassboro Board of Education

Interim Assistant School Business Administrator/
Board Secretary

By _____
Christopher Esgro, Board President

Joanne Augustine

Date _____

Date _____