

INTERIM ASSISTANT SCHOOL BUSINESS ADMINISTRATOR CONTRACT

It is agreed between the Board of Education of the Borough of Glassboro (hereinafter referred to as the "Board"), a body politic of the State of New Jersey, with offices located at 560 Joseph L. Boulevard, Glassboro, New Jersey and Kathy Mastran (hereinafter referred to as "Interim Assistant Business Administrator") that the Board has retained and does hereby engage the individual named above in the capacity of Interim Assistant School Business Administrator 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 Business Administrator to provide services to it for the position of Interim Assistant School Business Administrator, such services to be performed for a term commencing June 27, 2016 and until such time to be determined by mutual agreement of the parties. This contract may be extended and/or amended by mutual agreement of the parties as needed.

2. **COMPENSATION**

The Board shall pay Interim Assistant Business Administrator the sum of \$450.00 per day for each day per week for services rendered as Interim Assistant School Business Administrator. It is anticipated that the Interim Assistant Business Administrator will work two (2) days per week. Payments shall be paid semi-monthly.

3. **PROFESSIONAL CERTIFICATION**

Throughout the term of this Contract, Interim Assistant Business Administrator shall hold a valid New Jersey School Administrator's Certificate to act as Assistant 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 Business Administrator agrees to faithfully perform the duties of Interim Assistant School Business Administrator 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 shall be no less than two (2) days per week on an as needed basis.

Interim Assistant Business Administrator shall not be entitled to any benefits or payments therefore, including, but not limited to, paid sick days, paid leave of absence, paid bereavement days, medical insurance or pension. Interim Assistant Business Administrator 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 Interim Assistant Business Administrator is performing services to the district under this Contract, that Interim Assistant Business Administrator 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 Business Administrator 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.

Board of Education of the
Borough of Glassboro

Interim Assistant School Business Administrator

By _____
Pete Calvo, President

Kathy Mastran

Date _____

Date _____