

**AGREEMENT BETWEEN  
MONMOUTH REGIONAL HIGH SCHOOL  
BOARD OF EDUCATION**

**AND**

**MONMOUTH REGIONAL HIGH SCHOOL  
SCHOOL BUSINESS ADMINISTRATOR/BOARD  
SECRETARY**

**JULY 1, 2023 THROUGH JUNE 30, 2024**

**PREAMBLE**

This Agreement is entered into this 1<sup>ST</sup> day of JULY 2023 between the Monmouth Regional High School Board of Education hereafter referred to as the “Board”, and the School Business Administrator/Board Secretary.

The parties hereto agree as follows:

## **SALARY/TERMS/CERTIFICATION AND RESPONSIBILITIES**

The Board of Education agrees to employ Maria Anne Parry, and Maria Anne Parry agrees to accept employment, as the School Business Administrator/Board Secretary to fill said position from July 1, 2023 to June 30, 2024, at the salary of \$160,025.83 for said term. Maria Anne Parry shall perform duties of the School Business Administrator/Board Secretary as provided in applicable New Jersey Statutes, applicable regulations of the State Board of Education and the Commissioner of Education of the State of New Jersey, Board Policy and the Board's Administrative manual as the foregoing is now in effect and may be amended from time to time, and Maria Anne Parry shall devote her full time, ability, and efforts to said position. It is also understood and agreed that Maria Anne Parry does hereby agree and represent that she presently possesses and holds a valid and appropriate certificate for the position of the School Business Administrator/Board Secretary as prescribed by the State Board of Education and Laws of the State of New Jersey and that she shall, before entering into such duties of said position, exhibit said certificate to the Board and to such other persons or bodies as the law may require.

Effective July 1, 2023, the day after a Board of Education meeting, Maria Anne Parry will have the option to work from home.

Effective July 1, 2021, Maria Anne Parry will be entitled to time off with pay for spring school recess and winter break as set forth in the board approved annual school calendar.

Effective July 1, 2014, Maria Anne Parry will participate in direct deposit for her net pay.

The Board shall provide Maria Anne Parry, as part of her compensation, with the following benefit of a Merit Bonus as listed:

In accordance with the provisions of N.J.A.C. 6A:23A-3.1(e) 10. Maria Anne Parry may receive a merit bonus in addition to her annual base salary. The merit bonus will be based upon Maria Anne Parry's achievements of quantitative merit criterion and/or qualitative merit criterion of no more than three quantitative merit criterion and/or two qualitative merit criterion per contract year. The Monmouth County Executive County Superintendent shall approve or disapprove the selection of the quantitative merit and/or qualitative merit criteria and the data the forms the basis of measuring the achievement of quantitative merit and/or qualitative merit criteria. Maria

Anne Parry may receive a merit bonus of three-point three percent (3.3%) of her annual base salary for each quantitative merit criterion achieved and/or a merit bonus in the amount of two-point five percent (2.5%) of annual base salary for each qualitative merit criterion achieved as to each contract year.

### PERSONAL LEAVE

A. Present policy for Administrative employees as stipulated in the Monmouth Regional High School Board of Education Policy # 4151.7 shall continue for the term of this Agreement, except that the allowance for personal leave shall be three (3) days in each academic year. All requests for consecutive personal days shall include a statement of reasons for the need of these dates. Personal leave is not to be taken the day immediately before or after school is closed for a holiday or vacation, except in the case of emergency and with the consent of the Superintendent.

B. Personal leave is not to be construed as vacation time.

C. If an Administrator who is entitled to personal leave under Paragraph A above does not utilize the three (3) contractual personal leave days in the course of a year, then the unused portion of said three (3) contractual personal leave days shall accumulate as sick leave in the next year.

D. Bereavement Leave:

\* **Death in the Immediate Family:** An allowance of up to five (5) days' leave at any one time shall be granted. Immediate family shall be considered: father, mother, spouse, child or any member of the immediate household.

\* **Death of In-Laws:** An allowance of up to three (3) days' leave at any one time shall be granted for the death of a parent-in-law, son-in-law, or daughter-in-law.

\* **Other:** An allowance of up to one (1) days' leave at any one time shall be granted for the death of a friend or relative not defined above.

\* **Travel Considerations:** The Superintendent will consider up to two (2) days travel in the case of death of immediate family member or in-law's where arrangements are a significant distance from New Jersey.

### **SICK LEAVE**

A. The School Business Administrator/Board Secretary shall be entitled to twelve (12) sick days per year. The Board of Education reserves the right to require reasonable documentation and verification of sick leave. The unused portion of such sick leave, at the end of any year, shall be cumulative.

B. Sick leave pay upon retirement as follows:

Effective July 1, 2008 a maximum of \$15,000.00 with a one hundred (100) day cap at \$150.00 per day. The Superintendent shall be notified six months in advance of retirement, except in case of sudden illness, or serious unforeseen matters. Failure to comply can result in delay of up to one year for sick leave benefits, until funds can be budgeted.

### **VACATIONS/PAID DAYS OFF**

A. The School Business Administrator/Board Secretary shall be entitled to twenty-six (26) days of paid vacation leave per year. A maximum of twenty-two (22) unused vacation days may be carried over. The scheduling of vacation shall be subject to the approval of the Superintendent. The approval of the Superintendent shall be at the Superintendent's discretion and grievable only to the Board of Education and is not subject to arbitration.

B. In the event that the School Business Administrator/Board Secretary has unused accumulated vacation leave at the time her employment with the district terminates, she shall be paid at a rate of 1/260<sup>th</sup> of her then current annual salary for each day of unused accumulated vacation leave to a maximum of fifty (50) days.

### **PROFESSIONAL MEMBERSHIPS**

It is hereby agreed that the Board shall reimburse Maria Anne Parry for her membership dues in One National, one State, and One County, business and professional organizations involving the work of the School Business Administrator/Board Secretary, which Maria Anne Parry may join.

**PROFESSIONAL LEAVE**

The granting of professional leave is subject to the approval and sole discretion of the Superintendent. A refusal to grant professional leave is grievable to the Board level only and is not subject to arbitration.

**INSURANCE PROTECTION**

A. The Business Administrator shall contribute towards health benefits. The Business Administrator participating in health benefits will have payroll deductions for contribution of benefits per the following tables:

**SINGLE COVERAGE**

<b>salary range</b>	<b>22/23</b>
less than 20000	4.500%
20000-24,999.99	5.500%
25000-29,999.99	7.500%
30000-34,999.99	10.000%
35000-39999.99	11.000%
40000-44999.99	12.000%
45000-49999.99	14.000%
50000-54999.99	20.000%
55000-59999.99	23.000%
60000-64999.99	27.000%
65000-69999.99	29.000%
70000-74999.99	32.000%
75000-79999.99	33.000%
80000-94999.99	34.000%
95000+	35.000%

DEDUCTION TABLES

**PC/HW**

salary range	<b>22/23</b>
less than 25000	3.500%
25000-29999.99	4.500%
30000-34999.99	6.000%
35000-39999.99	7.000%
40000-44999.99	8.000%
45000-49999.99	10.000%
50000-54999.99	15.000%
55000-59999.99	17.000%
60000-64999.99	21.000%
65000-69999.99	23.000%
70000-74999.99	26.000%
75000-79999.99	27.000%
80000-84999.99	28.000%
85000-99999.99	30.000%
100000+	35.000%

B. The Board shall provide the following health care insurance protection for the School Business Administrator/Board Secretary for the full twelve (12) month period for the following insurance at regular rate:

1. Hospitalization.
2. Surgical benefits.
3. Major medical benefits.

The Board reserves the right to change the carrier. However, the benefits under a new carrier must be at least equal to those of the State Health Benefit Program.

The Board shall provide a Prescription Drug Program covering employee, spouse and family. Such program shall be with a \$10.00 deductible co-insurance feature for non-generic drugs and a \$5.00 deductible co-insurance feature for generic drugs, and a \$0 feature for mail-in

refills. The Board shall provide a Dental Program with coverage equal to or better than coverage under the prior agreement. The coverage shall include 90/10 co-insurance provision with a zero deductible. This program shall cover employee and dependents. Orthodontic coverage shall continue a 50-50 split, but to a maximum of Two Thousand Dollars (\$2,000.00). Orthodontic shall include adult coverage.

**DURATION OF AGREEMENT**

The provisions of this Agreement shall become effective as of the dates noted above and upon the signing of said Agreement and shall remain in full force and effect through June 30, 2024.

**COMPLIANCE WITH LAW:**

This contract is not valid until approved by the Executive County Superintendent of Schools prior to board ratification.

Attest:

MONMOUTH REGIONAL HIGH SCHOOL  
BOARD OF EDUCATION

By: \_\_\_\_\_

Maria Anne Parry      Date

School Business Administrator/Board Secretary

By: \_\_\_\_\_

Jonathan Cohen      Date

Board President, MRHS