

**Verona Public School District  
EMPLOYMENT CONTRACT**

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**THIS EMPLOYMENT CONTRACT is made by and between the VERONA BOARD OF EDUCATION, with offices located at 121 Fairview Avenue, Verona, New Jersey 07044 (hereinafter referred to as the "Board"), and Jorge Cruz, whose title shall be (hereinafter referred to as the "Business Administrator/Board Secretary.")**

**WTTNESSED:**

**WHEREAS, the Board wishes to employ the and the wishes to be employed by the Board subject to all of the terms and conditions of this Agreement:**

**NOW, THEREFORE in consideration of the foregoing and the mutual covenants and conditions in this Agreement and for other good and valuable consideration, the receipt of which is hereby acknowledged, it is hereby agreed by and among the parties hereto as follows:**

**TERMS AND CONDITIONS**

**The term of the Contract shall be for the period commencing on July 1, 2024, and ending June 30 2025.**

**CERTIFICATION AND RESPONSIBILITIES**

**Certification**

**The Employee is a holder of a valid license issued by the State of New Jersey, which is now in full force and effect as required by law if required for the position.**

**Duties**

**They shall perform their duties following their job description.**

**Outside Activities**

**The Business Administrator/Board Secretary shall devote his/her time, attention, and energy to the school district's business. However, he/she may also lecture, engage in writing activities and speaking engagements, and engage in other activities that are of a short-term duration if he/she first obtains the prior written approval of the Superintendent, which approval shall not be unreasonably withheld if the activities do not interfere with the performance of his/her duties in the district.**

**PROFESSIONAL GROWTH OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**The Board encourages the continuing professional growth of the through his/her participation in the following:**

**The operations, programs, and other activities conducted or sponsored by local, state, and national school administrators and school board associations; Seminars and courses offered by public or private educational institutions; Informational meetings with other persons whose particular skills or background would serve to improve the capacity of the to perform his/her professional responsibilities for the Board; Visits to other institutions, and Other activities**

promoting the professional growth of the Business Administrator/Board Secretary.

To this end, the Board will provide:

Reimbursement for conventions and conferences associated with the job duties of the Business Administrator/Board Secretary within budget limitations and shall receive permission from the Superintendent of Schools to attend such conferences.

The taking of approved graduate or doctoral courses at an accredited college or university will be reimbursed at 100% per credit. The rate used to determine reimbursement will be the existing graduate/doctoral credit (whichever is higher) cost established at Rutgers University for an in-state student. The tuition reimbursement shall be capped at nine graduate/doctoral credits for one year (July 1- June 30). To accrue reimbursement, the Business Administrator/Board Secretary must notify the Superintendent of the budget year by March. The Board agrees to reimburse the Business Administrator/Board Secretary an additional nine credits per year up to two years after completion of coursework. If the Business Administrator/Board Secretary leaves the district within one year of receiving tuition reimbursement, they will reimburse the district for all tuition reimbursements for the previous year. The board reserves the right to increase the number of credits on a case-by-case basis. Reimbursement will be made by June 30th of each academic year. All reimbursements will be made following current laws and regulations.

#### COMPENSATION

ANNUAL BASE SALARY:	\$181,153
STIPENDS:	
TOTAL SALARY:	\$181,153

#### OTHER BENEFITS

##### Vacation/Holidays

The Business Administrator/Board Secretary shall be granted twenty-two (22) vacation days from July 1, 2024 to June 30, 2025. The Business Administrator/Board Secretary shall take his/her vacation days when he/she chooses if school is not in session. However, suppose he/she wishes to vacation when school is in session. In that case, the Business Administrator/Board Secretary may take a vacation only with the prior approval of the Superintendent. Only five (5) unused vacation days may be carried over into the following school year but must be used by August 31.

##### Sick Leave

The Business Administrator/Board Secretary shall be allowed twelve (12) days of sick leave annually, from July 1, 2024 to June 30, 2025. The portion of such leave unused at the end of any year shall be cumulative. The Business Administrator/Board Secretary shall be allowed three (3) personal days and five (5) family illness days from July 1, 2024 to June 30, 2025. Upon his/her retirement, supplemental compensation for sick days shall be consistent with Title 18A:30-3.5. It should be noted that sick days shall be reimbursed at a per diem rate of 1/260 of the annual salary.

### **Medical Benefits**

The Board shall provide the Business Administrator/Board Secretary with and pay the premiums for individual and family health insurance coverage identical to that provided to all teaching staff members in the district.

### **Membership Fees**

The Board agrees to fund membership in three professional organizations for the Business Administrator/Board Secretary.

### **Equipment**

Mobile Telephone: District Phone or 50% reimbursement up to \$30.00 or the rate of a district-issued phone, whichever is less.

### **Disability**

The Board shall pay a \$650.00 per year premium for the enrollment in short-term Class E protection insurance as offered by Prudential Insurance Company of America. The Board of Education shall also pay \$96.00 per year for enrollment in the NJCSA supplemental long-term Disability Plan III as offered by the Prudential Insurance Company of America. If the premiums are increased for Class E protection or NJCSA long-term Disability Plan III, the Board shall pay up to a 15% yearly increase.

### **Doctorate**

The Business Administrator shall receive an additional \$3,500 annual stipend, upon proof of conferred degree, for an earned doctorate in the field of education.

### **SABBATICAL LEAVE**

At the Board's discretion, a sabbatical leave of absence. A Business Administrator/Board Secretary employed in the Verona Public Schools for seven (7) years or more of continuous full-time service may be granted a leave of absence for up to two (2) years. The salary given to the Business Administrator/Board Secretary on sabbatical leave for study shall be seventy percent (70%) of the wage to which he/she would be entitled if not on leave. The salary granted for sabbatical leave for travel shall be fifty percent (50%) of that salary to which he/she would be entitled if not on leave. Such salary shall be deducted monthly, as well as the regular deductions for Teachers' Pension and Annuity Fund and other deductions as required by law or authorized by the Manager. Salary payments shall be made following the general salary schedule in the school system. Upon completion of the sabbatical leave, a written report will be sent to the Superintendent, and an oral report, if requested by the Board, shall be made within sixty (60) days after service return. Upon return from sabbatical leave, the Business Administrator/Board Secretary shall be placed on the salary schedule at the level he/she would have achieved had he/she remained actively employed in the system during his/her absence. The Business Administrator/Board Secretary will be entitled to return to the position he/she left. All benefits to which the Business Administrator/Board Secretary was entitled at the time his/her leave commenced, including unused accumulated sick leave, shall be restored to him/her upon his/her return.

**EVALUATION**

The Superintendent shall evaluate the performance of the Business Administrator/Board Secretary, at least according to the provisions of the applicable New Jersey statutes and regulations. Each evaluation shall be in writing, and a copy shall be provided to the Business Administrator/Board Secretary.

**TERMINATION OF CONTRACT**

The Business Administrator or Board Secretary may terminate this contract by giving the District 60 days' written notice of the intention to terminate it. If the administrator's certificate is revoked, this contract is null and void according to Title 18A:17-15.1.

**COMPLETE AGREEMENT**

This contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

**CONFLICTS**

In the event of any conflict between the terms, conditions, and provisions of this contract and the provisions of the Board's policies or any permissive state or federal law, unless otherwise prohibited by law, the terms of this contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the contract's term.

**SAVINGS CLAUSE**

If, during the term of this contract, it is found that a specific clause of the contract is illegal under federal or state law, the remainder of the contract not affected by such law shall remain in force.

IN WITNESS WHEREOF, the parties hereto set their hands and seals to this contract effective on the day and year above.

Dated: 2/12/25

  
Business Administrator/Board Secretary

  
Witness