



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
BERGEN COUNTY OFFICE
ONE BERGEN COUNTY PLAZA, SUITE 350
HACKENSACK, NJ 07601-7076
201-336-6875
FAX 201-336-6880

CHRIS CHRISTIE, GOVERNOR
KIM GUADAGNO, LT. GOVERNOR

DAVID C. HESPE, COMMISSIONER
NORAH E. PECK, INTERIM EXECUTIVE COUNTY SUPERINTENDENT

March 27, 2015

Mr. Yas Usami
Business Administrator/Board Secretary
Tenafly School District
500 Tenafly Road
Tenafly, NJ 07670

Re: Superintendent Employment Contract

Dear Mr. Usami:

I have reviewed the employment contract for Lynn Trager, Superintendent, Tenafly School District in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for a period commencing on July 1, 2015, through June 30, 2018.

If there are any changes to the terms of this contract, you will need to submit it to the Executive County Superintendent for review and approval prior to the required public notice and hearing of such changes. *When the "approved" contract is fully executed, please provide a copy to the County Office.*

Sincerely,

A handwritten signature in black ink that reads "Norah E. Peck".

Norah E. Peck
Interim Executive County Superintendent

NEP/HPW/laf

c: Lynn Trager, Superintendent
Board President (Letter ONLY)
Board Attorney

**AGREEMENT, made this 31st day of March, 2015
BETWEEN: THE BOARD OF EDUCATION OF
TENAFLY, BERGEN COUNTY (hereinafter the "Board")
500 Tenafly Road
Tenafly, New Jersey
AND: LYNN TRAGER (hereinafter the "Superintendent")**

WITNESSETH

THIS EMPLOYMENT CONTRACT replaces and supersedes all prior Employment Contracts between the Parties hereto. Signature of this Employment Contract constitutes assent to a rescission of any and all prior Employment Contracts as well as agreement to the terms herein;

WHEREAS, for the purpose of mutual understanding and in order that a harmonious relationship may exist between the Board and the Superintendent to the end that continuous and efficient services will be rendered by both parties, for the benefit of both and for the benefit of students and residents of the district;

WHEREAS, the Superintendent is the holder of an appropriate certificate as prescribed by the State Board of Education and as required by N.J.S.A. 18A:17-17; and

WHEREAS, the Executive County Superintendent has reviewed and approved, according to standards adopted by the Commissioner, this Employment Contract pursuant to N.J.S.A. 18A:7-8(j).

NOW, THEREFORE, in consideration of the following mutual promises and obligations, the parties agree as follows:

**ARTICLE I
EMPLOYMENT**

- A. **Salary.** The Board hereby agrees to employ Lynn Trager as Superintendent of Schools for the period beginning on July 1, 2015, through June 30, 2018. The Board shall pay as compensation to the Superintendent a prorated salary at the annual rate of One Hundred Sixty-Seven Thousand Five Hundred Dollars (\$167,500). This contract shall begin on July 1, 2015 and ending at the close of business on June 30, 2018.

To the extent the Salary Cap Regulations are repealed or sunset by operation of law, the Board shall negotiate the Superintendent's salary and benefits in addition to salary as set forth in Article IV, for the remaining term of her Employment Contract. The parties acknowledge that any changes to this employment contract are subject to the prior

approval by the Executive County Superintendent, and must comply with N.J.A.C. 6A:23A-3.1 and the public notice provisions of N.J.S.A. 18A:11-11.

In no event shall the annual salary paid to the Superintendent decrease during the term of this contract.

- B. **Merit Bonuses.** In each year of this contract, the Board shall provide the Superintendent with the opportunity to earn a merit bonus in addition to her annual base salary. The merit bonus will be based upon her achievement of quantitative merit criteria and/or qualitative merit criteria. The Board and Superintendent shall select up to three (3) quantitative merit criteria and up to two (2) qualitative merit criteria per contract year. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and/or qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and/or qualitative merit criteria. The Superintendent shall receive a merit bonus in an amount up to 3.33% of her annual base salary for each quantitative merit criterion achieved, and/or a merit bonus in an amount of up to 2.5% of her annual base salary for each qualitative merit criterion achieved. Any such merit bonuses shall be considered "extra compensation" for purposes of N.J.A.C. 17:3-4.1 and are nonpensionable.
- C. The Board shall submit a resolution to the Executive County Superintendent certifying that the quantitative merit and/or qualitative merit criterion have been satisfied and shall await a confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of the merit bonus. After said approval, payment for any merit goal shall be made promptly within sixty (60) days. This provision shall survive the expiration of this Employment Contract.
- D. Notwithstanding the foregoing, no salary increase of any kind will take effect on July 1, 2018 unless the parties have agreed to a contract extension. The terms of the extension will govern all increases to take effect on or after July 1, 2018.
- E. The parties acknowledge that a detailed statement of the terms contained in this Employment Contract must be submitted annually to the Commissioner of Education along with the school budget in accordance with N.J.S.A. 18A:7F-5.3.

ARTICLE II **CERTIFICATION**

During the term of this Employment Contract, the Superintendent shall at all times hold a valid and appropriate certificate to act as Superintendent of Schools in the State of New Jersey, as well as any and all other certifications required by law to serve in the position of Superintendent of Schools. The parties hereto agree that in the event the Superintendent's certification is revoked or otherwise not maintained in full force and effect, the Superintendent will immediately notify the Board and this Employment Contract shall be null and void effective upon such revocation.

ARTICLE III
DUTIES

In consideration of the employment, salary and fringe benefits established hereby, the Superintendent hereby agrees to the following:

- A. To faithfully perform the duties of Superintendent of Schools for the Board and to serve as the chief school administrator in accordance with the Laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future. The specific job description adopted by the Board, applicable to the position of Superintendent of Schools, is incorporated by reference into this contract.
- B. To devote the Superintendent's full time, skills, labor, and attention to this employment during the term of this contract; provided, however, that the Superintendent may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation with notification to the Board President. The Superintendent shall notify the Board President in the event she is going to be away from the district on district business for two (2) or more days in any week. Any time away from the district that is not for district business must be arranged in accordance with provisions in this contract governing time off. The Board also recognizes the necessity for the Superintendent to have some flexibility to adjust office hours and to work occasionally from home.
- C. To assume the responsibilities for the selection, renewal, placement, removal, and transfer of personnel, subject to the approval of the Board, by recorded roll call majority vote of the full membership of the Board, and subject to applicable Board policies and directives. The Board shall not withhold its approval of any such recommendation for arbitrary or capricious reasons, all in accordance with N.J.S.A. 18A:27-4.1.
- D. To non-renew personnel pursuant to N.J.S.A. 18A:27-4.1, and to provide a written statement of reasons for non-renewal upon proper request to the employee.
- E. To study and make recommendations with respect to all criticisms and complaints, which the Board, either by committee or collectively, may refer to the Superintendent.
- F. To assume responsibility for the administration of the affairs of the School District, including but not limited to programs, personnel and business management, and all duties and responsibilities therein will be performed and discharged by the Superintendent or by staff under the direction of the Superintendent.
- G. The Superintendent shall have a seat on the Board and the right to speak (but not vote) on all issues before the Board in accordance with applicable law. The Superintendent shall attend all regular and special meetings of the Board, (except where a Rice notice has been served upon the Superintendent giving notice that the Superintendent's employment will

be discussed in closed session, and the Superintendent had not requested that the meeting be conducted in public, or where the Superintendent has a conflict of interest), and all committee meetings thereof, and shall serve as advisor to the Board and said committees on all matters affecting the School District.

- H. To suggest, from time to time, regulations, rules, policies, and procedures deemed necessary for compliance with law and/or for the well-being of the School District.
- I. To perform all duties incident to the Office of the Superintendent and such other duties as may be prescribed by the Board from time to time. The Superintendent shall, at all times, adhere to all applicable federal and state statutes, rules, regulations, and executive orders, as well as District policies and regulations.

ARTICLE IV **BENEFITS IN ADDITION TO SALARY**

A. **Sick Days:** The Superintendent shall receive fifteen (15) sick days annually. Unused sick leave days shall be cumulative in accordance with the provisions of Title 18A.

B. **Retirement:** Upon regular non-deferred or disability retirement from the Tenafly School District, the Superintendent shall be entitled to payment for unused sick days at her then-current per diem rate, which shall be calculated as 1/260th of her annual salary, not to exceed Fifteen Thousand Dollars (\$15,000).

Exceptions: If the Superintendent is dismissed for cause or other disciplinary action or her pension is subject to forfeiture, she shall forfeit any right to payment.

C. **Personal Days:** The Superintendent shall be entitled to four (4) personal days with full pay during the work year, to attend to personal business during the school day. Personal days may be taken during the school year with the prior notice to the Board President if possible. As much advance notice as possible of the request to take personal time will be given. Personal day usage shall be reflected on Request for Approval of Absence forms filed with the Board Secretary. Personal days are non-cumulative and non-reimbursable.

D. **Holidays:** The Superintendent shall be entitled to the following holidays with pay only when schools and offices are closed: Independence Day, Labor Day, Rosh Hashanah, Yum Kippur, NJEA Convention Days (2), Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday and Memorial Day.

E. **Vacation:**
(1) The Superintendent shall be entitled to an annual vacation of thirty (30) working days per year, prorated. All of the vacation days shall be available for the Superintendent's use on July 1st of each contract year. The Superintendent will not be required to work during school vacations such as the December Holiday break, the Winter break and the Spring break.

- (2) The Superintendent shall take her vacation time after giving the Board President reasonable notice. The Superintendent may take vacation days during the school year, with prior notice to the Board President as single days, half days or in the event of an emergency. If the Superintendent wishes to take more than two (2) consecutive vacation days during periods when school is in session, the Superintendent shall notify the Board President. The Superintendent is expected to attend to the business of the District as required for the smooth and efficient operation of the School District. The Superintendent shall document the use of vacation days with the Board Secretary.
- (3) The Board encourages the Superintendent to take the full vacation allotment each year; however, in the event that the Superintendent does not take vacation that accrues in a given year because of business demands or the Superintendent's work load, she shall be permitted to carry over any accrued leave to the succeeding school year. Except upon separation from employment or death, any unused vacation days not used by the end of the next succeeding school year shall be forfeited and shall have no cash value.
- (4) In the event that the Superintendent's Employment Contract is terminated prior to its expiration, unused vacation time shall be paid on a pro-rated basis of 2.5 days accrued per month. In the event this Employment Contract is not renewed, earned but unused vacation time will be paid at the Superintendent's daily rate of pay on the last day of employment. A day's pay shall be defined as 1/260 of the Superintendent's annual salary. However, at the Board's discretion, should termination or non-renewal occur, the Board reserves the right to require the Superintendent to use the full vacation entitlement.

F. **Professional Dues:** The Superintendent shall be entitled to an allowance at the Board's expense to cover the full cost of professional dues for the following professional associations: NJASA, AASA, ASCD, AERA, NJSBA, Rotary and the Bergen County Administrators Association and/or other organizations deemed important by the Board. The Superintendent may hold additional memberships in other organizations as budgeted. The Superintendent also shall be entitled to reimbursement for expenses incurred for attendance at professional conferences up to Three Thousand Four Hundred Dollars (\$3,400) annually. Such reimbursement shall conform to N.J.S.A. 18A:11-12. It is specifically understood that in the absence of compelling circumstances requiring the presence of the Superintendent in the District, the Superintendent shall be entitled to attend the annual NJSBA/NJASA/NJASBO Workshop and Convention, the annual conferences of the NJASA/NJSBA and the ASCD. Reimbursement or payment for such expenses shall be made in accordance with Board policies, N.J.S.A. 18A:11-12 and the State's regulations regarding travel covered under Circular Letter 08-13-OMB, and any subsequent circular letters which may be issued by the State Office of Management and

Budget, which amount shall not exceed One Thousand Five Hundred Dollars (\$1,500) annually.

G. **Publications:** The Superintendent may subscribe to appropriate educational and/or professional publications within the limit set in the annual budget.

H. **Benefits:**

(1) The Board shall provide the Superintendent with individual or family health benefits coverage which is equivalent to the coverage received by other employees in the District.

(2) The Superintendent's contribution toward the premium cost of health insurance shall be in accordance with applicable law and shall be deducted from the Superintendent's salary and paid, in equal installments, in accordance with the payroll schedule for all other professional staff.

(3) The Superintendent, at her discretion, may waive health insurance coverage. In the event she waives coverage, the Board shall pay her the lesser of Four Thousand Dollars (\$4,000) or twenty-five (25%) percent of the premium saved by the Board as a result of the waiver. The payment may be pro-rated in accordance with the timing of the waiver. The Superintendent shall be permitted to re-enroll in the health insurance plan if there is a change in family status such as a death or divorce or for any other reason.

I. **Mileage:** The Superintendent shall be reimbursed for actual mileage when using her personal vehicle for Board business, which shall be made in accordance with Board policies, N.J.S.A. 18A:11-12 and the State's regulations regarding travel covered under Circular Letter 08-13-OMB, and any subsequent circular letters which may be issued by the State Office of Management and Budget, exclusive of commutation costs.

J. The Superintendent shall be responsible for filing a Request for Approval of Absence form, in advance of the time off, as set forth herein, or immediately upon return to the district in the event of an unplanned absence, with the Board Secretary each time any leave is taken. The Superintendent shall periodically review the Board Secretary's record to assure correctness.

ARTICLE V **ANNUAL EVALUATION**

The Board shall evaluate the performance of the Superintendent at least once a year in accordance with statutes, regulations and Board policy relating to Superintendent evaluation.

Each annual evaluation shall be in writing, a copy shall be provided to the Superintendent and the Superintendent and the Board shall meet to discuss the findings. The Board may meet in closed session to discuss the evaluation and the Superintendent's performance where a Rice notice has been served upon the Superintendent giving notice that the Superintendent's employment will be discussed in closed session, and the Superintendent has not requested that the meeting be conducted in public. The evaluations shall be based upon the criteria adopted by

the Board, the goals and objectives of the district, which shall include encouragement of student achievement, the responsibilities of the Superintendent as set forth in the job description for the position of Superintendent and such other criteria as the State Board of Education shall by regulation prescribe. The final draft of the annual evaluation shall be adopted by the Board in April prior to the annual organization meeting, but no later than June 1st. The Superintendent shall propose a schedule for evaluation to the Board President by April 1st of each year.

ARTICLE VI
TERMINATION OF EMPLOYMENT CONTRACT

- A. This Contract shall terminate, and the Superintendent's employment will cease, and no compensation shall thereafter be paid, under any one of the following circumstances:
- (1) Failure to possess/obtain proper certification;
 - (2) Revocation or suspension of the superintendent's certificate;
 - (3) Forfeiture under N.J.S.A. 2C: 51-2;
 - (4) Mutual agreement of the parties; or
 - (5) Notification in writing by the Board to the superintendent, prior to April 1, 2018, of the Board's intent not to renew this contract;
 - (6) Misrepresentation of employment history, educational and professional credentials, and criminal background.
- B. In the event the Superintendent is arrested and charged with a criminal offense which could result in forfeiture under N.J.S.A. 2C: 51-2, the Board reserves the right to suspend the Superintendent pending resolution of the criminal charges. Such suspension shall be with pay prior to indictment, and may be with or without pay, at the Board's discretion, subsequent to indictment, unless the Board certifies contractual tenure charges.
- C. Nothing in this Contract shall affect the Board's rights with regard to suspension under N.J.S.A. 18A:6-8.3 and applicable case law.
- D. The Superintendent may terminate this Employment Contract upon at least ninety (90) calendar days' written notice to the Board, filed with the Board Secretary, of an intention to resign.
- E. The Superintendent shall not be dismissed or reduced in compensation during the term of this contract, except as authorized by paragraphs B. and C. *supra* and N.J.S.A. 18A:17-20.2; provided, however, that the Board shall have the authority to relieve the Superintendent of the performance of contractual duties in accordance with N.J.S.A. 18A:27-9, so long as it continues to pay salary and benefits for the duration of the term. The Parties understand that any such early termination must comply with the notice provisions of N.J.S.A. 18A:17-20.2.

ARTICLE VII
RENEWAL - NON RENEWAL

This contract shall automatically renew for a term of three (3) years, expiring July 1, 2018, unless either of the following occurs:

- A. The Board by contract reappoints the Superintendent for a different term allowable by law; or
- B. The Board shall notify the Superintendent in writing prior to April 1, 2018 whether this Employment Contract shall be renewed for another contracted term. The Superintendent shall notify the Board prior to January 1, 2018 of its responsibility described herein; provided, however, that the Superintendent's failure to provide such notice shall not relieve the Board of its responsibilities under N.J.S.A. 18A:17-20.1. In all other respects, the renewal of this Employment Contract shall be subject to the provisions of Title 18A and applicable State Board of Education regulations.

ARTICLE VIII
COMPLETE AGREEMENT

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

ARTICLE IX
SAVINGS CLAUSE

If, during the term of this Employment Contract, it is found that a specific clause of the Employment Contract is illegal under Federal or State law, the remainder of the Employment Contract is not affected by such a ruling and shall remain in full force.

ARTICLE X
RELEASE OF PERSONNEL INFORMATION PERSONNEL RECORDS

The Superintendent shall have the right, upon request, to review the contents of the Superintendent's personnel file and to receive copies at Board expense of any documents contained therein. The Superintendent shall be entitled to have a representative present during such review. At least once every year, the Superintendent shall have the right to indicate those documents and/or other materials in the file that the Superintendent believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by the Superintendent may be destroyed, subject to all applicable provisions and restrictions contained in the Destruction of Public Records Act of 1953 (P.L. 1953, c.410) and the Department of State Division of Archives and Records Management.

No material derogatory to the Superintendent's conduct, service, character, or personality shall be placed in the Superintendent's personnel file unless the Superintendent has had an opportunity to review the material. The Superintendent shall acknowledge the opportunity to review such material by affixing a signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Superintendent shall also have the right to submit a written answer to such material.

The parties acknowledge that a detailed statement of the terms contained in this Agreement must be submitted annually to the Commissioner of Education along with the school budget in accordance with N.J.S.A. 18A:7F-5.3.

ARTICLE XI
MODIFICATION CLAUSE

The terms and conditions of this Employment Contract shall not be modified except by the written consent of both Parties hereto and review and approval by the Executive County Superintendent. Any amendments to this Employment Contract shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Contract.

IN WITNESS WHEREOF, the parties have set their hands and seals to this Employment Contract effective on the day and year first above written.

WITNESS:

Yas Usami
YAS USAMI
Business Administrator/Board Secretary

DATED: 3/31/15

WITNESS:

Yas Usami
YAS USAMI
Business Administrator/Board Secretary

DATED: 3/31/15

TENAFLY BOARD OF EDUCATION

BY: *Edward J. Salaski*
EDWARD J. SALASKI
Board President

DATED: 3-31-15

Lynn Trager
LYNN TRAGER
Superintendent of Schools

DATED: 3/31/15

**TENAFLY PUBLIC SCHOOLS
JOB DESCRIPTION**

- TITLE:** Superintendent of Schools
- QUALIFICATIONS:** New Jersey School Administrator certification; school administration and teaching experience; demonstrated success with curriculum, personnel management, school finance and strategic planning.
- PRIMARY FUNCTION:** The Superintendent shall serve as Chief Executive and Administrative Officer of the district by implementing policies established by the Board of Education and by discharging the duties imposed on his/her office by law.

Authority

The Superintendent shall be the Chief School Administrator of the school district and principle advisor to the Board. He/She may delegate to an appropriate school official any duty not reserved to the Superintendent by law, but may not delegate the responsibility for duties mandated by law.

Work Relationships

The Superintendent shall report directly to the Board and shall directly or indirectly supervise all persons employed by the Board.

Duties and Responsibilities

- A. In the discharge of his/her responsibility as principle advisor to the Board, the Superintendent shall:
1. Ensure all aspects of district operation comply with Board policy, State law and district contracts
 2. Report to the Board on the needs of the district
 3. Advise the Board of any changes or additions that should be made to its policies;
 4. Provide the Board with such information as may be needed to ensure the making of informed decisions; and
 5. Perform such other duties as may be assigned by the Board.
- B. In the discharge of his/her responsibility for the implementation of the operational action plan of the district, the Superintendent shall:
1. Prepare, promulgate, and maintain a manual of administrative regulations;
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2. Evaluate the future needs of the district and recommend a district action plan including goals, objectives, and priorities to the Board;
 3. Maintain written objectives to implement the district action plan adopted by the Board.
 4. Evaluate progress toward the attainment of the district action plan and report thereon to the Board; and
 5. Report to the Commissioner and the County Superintendent on or before August 1 of each year matters relating to the schools in the manner and form prescribed by the Commissioner.
- C. In the discharge of his/her responsibility as the administrator of the instructional program, the Superintendent shall:
1. Establish and maintain a written instructional plan for the schools of the district consistent with the educational goals adopted by the Board;
 2. Coordinate the proper implementation of the instructional plan as it applies to each school in the district;
 3. Evaluate at least annually the effectiveness of the program of studies and recommend such changes and additions as may be required to improve its effectiveness;
 4. Evaluate the performance of pupils in relation to other public school districts, as well as in relation to State and national standards;
 5. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the district;
 6. Keep informed regarding current research in the field of education and inform the Board as appropriate.
- D. In the discharge of his/her responsibility for the direction and welfare of pupils, the Superintendent shall:
1. Strive to motivate pupils to achieve their individual best;
 2. Create a climate of respect for authority and discipline in each of the schools of the district;
 3. Report to the Board at its next meeting the suspension of a pupil; and
 4. Recommend any changes in the program of pupil management and support as necessary to respond to district needs.
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- E. In the discharge of his/her responsibility for the supervision of district employees, the Superintendent shall:
1. Recommend to the Board all properly certified candidates for employment, assignment, or transfer;
 2. Assign staff so as to achieve maximum effectiveness in the attainment of educational goals;
 3. Train staff as necessary to implement approved changes in the curriculum or instructional methods of the district;
 4. Evaluate the effectiveness of staff members in the performance of their assigned tasks;
 5. Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness; and
 6. Discipline staff as required and report to the Board forthwith any suspension of a teaching staff member;
- F. In the discharge of his/her responsibility for the maintenance of the physical plant, the Superintendent shall:
1. Strive to make efficient use of district resources in the daily operations of the schools;
 2. Assign support staff so as to achieve maximum effectiveness from the facilities of the district;
 3. Train support staff as necessary to maintain the facilities and to avoid safety and environmental hazards; and
 4. Evaluate the effectiveness of the district facilities in housing the instructional program and recommend to the Board such changes and improvements as may be required
- G. In the discharge of his/her responsibility for the management of the district business affairs, the Superintendent shall:
1. Supervise the preparation of the annual budget and recommend its adoption to the Board;
 2. Implement the budget adopted by the Board;
 3. Establish sufficient fiscal controls to ensure that district funds are expended wisely and efficiently; and
 4. Report to the Board at its next meeting any expenditure in excess of a budgeted line item;
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- H. In the discharge of his/her responsibility as liaison officer to the public, the Superintendent shall:
1. Strive to interpret the needs of the school to the public and the concerns of the public to the Board;
 2. As appropriate, involve members of the public in the review of district needs, community needs, and the operation of the school programs;
 3. Keep the public informed about the accomplishments and challenges of the school district;
 4. Cooperate with the news media; and
 5. Work effectively with municipal government officials and public agencies concerned with the welfare of pupils.

Terms of Employment

Twelve-month employee; serves in accordance with the terms of the contract between the board and the superintendent; salary to be determined by the board.

Evaluation Criteria

The Superintendent will be evaluated in accordance with Policy No. 1240 and this job description.

N.J.S.A. 18A:7A-11; 18A:17-17; 18A:17-18; 18A:17-20; 18A:17-21;
18A:22-8.1; 18A:27-4.1; 18A:37-4
N.J.A.C. 6A:8-3.1; 6A:32-4.1; 6A:32-12.2

Cross reference: Policy Guide Nos. 0132, 1220, 1240

Congratulations!

The New Jersey State Board of Examiners has authorized issuance of this certificate that permits you to serve as a professional educator in the public schools of New Jersey.

Pursuant to N.J.S.A. 18A:26-2, any person employed as a teaching staff member by a district board of education or a charter school board of trustees shall hold a valid and appropriate certificate. N.J.A.C. 6A:9-5.2(b) requires a newly employed or reassigned teaching staff member to exhibit an appropriate certificate prior to assuming any duties of the new position. Therefore, it is important that you safeguard this certificate.

Please note that it is a violation of N.J.S.A. 18A:26-2 to accept employment under a certificate that you know was printed or issued erroneously. If there are any errors associated with this certificate, please return the original certificate with a brief cover letter to the New Jersey Department of Education, PO Box 500, Trenton, NJ 08625-0500.

Best wishes to you in your endeavors to enhance the academic achievement of New Jersey's children.

THE STATE OF NEW JERSEY
Department of Education
Board of Examiners
Standard Certificate

XXXX-XX-715H
81773

11/07 Expires

LYNN F. TRAGER, A.C.

County District
00 0000

Has met all of the requirements established by the State Board of Education and is authorized to serve in the public schools of New Jersey as indicated below:

School Administrator

Lucille E. Davy
Commissioner of Education

Robert R. Higgins
Secretary, Board of Examiners

SUPERINTENDENT

Detailed Statement of Contract Costs

District: Tenafly			
Name: Lynn Trager			
Date BOE Authorized Submission to County Office	3/13/2015		
District Grade Span	PreK-12		
On Roll Students as of 10-15	3535		
Yrs. as District Supt. <u>5</u> Total Yrs. as Supt. <u>5</u>	Year 1	Year 2	Year 3
Contract Term: July 1, 2015 - June 30, 2018	2015-2016	2016-2017	2017-2018
Salary			
Salary	\$ 165,000	\$ 165,000	\$ 165,000
High School	\$ 2,500	\$ 2,500	\$ 2,500
Longevity	\$ -	\$ -	\$ -
Shared Service	\$ -	\$ -	\$ -
Total Annual Salary	\$ 167,500	\$ 167,500	\$ 167,500
Additional Salary			
Quantitative Merit Goals	\$ 16,733	\$ 16,733	\$ 16,733
Qualitative Merit Goals	\$ 8,375	\$ 8,375	\$ 8,375
Additional Compensation - Describe:	\$ -	\$ -	\$ -
Total Additional Salary	\$ 25,108	\$ 25,108	\$ 25,108
Total Annual Salary plus Additional Salary	\$ 192,608	\$ 192,608	\$ 192,608
Board Contribution for Cost of Premiums for:			
Health Insurance	Waive	Waive	Waive
Prescription Insurance	\$ -	\$ -	\$ -
Dental Insurance	Waive	Waive	Waive
Vision Insurance	\$ -	\$ -	\$ -
Disability Insurance	\$ -	\$ -	\$ -
Life Insurance	\$ -	\$ -	\$ -
Other Insurance - Describe:	\$ -	\$ -	\$ -
Waiver of Benefits	\$ 4,000	\$ 4,000	\$ 4,000
Section 125 Plan Reimbursements - Describe:	\$ 72	\$ 72	\$ 72
Board Contribution for Cost of Premiums	\$ 4,072	\$ 4,072	\$ 4,072
Employee contribution to health benefits as per law	\$ -	\$ -	\$ -
Total Health Benefit Compensation	\$ 4,072	\$ 4,072	\$ 4,072
Other Compensation			
Travel and Expense Reimbursement (Estimated Annual Cost)	\$ 3,400	\$ 3,400	\$ 3,400
Professional Development (Capped Amount or Est. Annual Cost)	\$ 1,500	\$ 1,500	\$ 1,500
Tuition Reimbursement	\$ -	\$ -	\$ -
Mentoring Expenses - Describe:	\$ -	\$ -	\$ -
National/State/County/Local/Other Dues	\$ 5,000	\$ 5,000	\$ 5,000
Subscriptions	\$ -	\$ -	\$ -
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	\$ -	\$ -	\$ -
Computer for Home use, including supplies, maintenance, internet	\$ -	\$ -	\$ -
Other - Describe:	\$ -	\$ -	\$ -
Total Other Compensation	\$ 9,900	\$ 9,900	\$ 9,900
Sick and Vacation Compensation			
Max Paid for Unused Sick Leave Upon Retirement	\$ 15,000	\$ 15,000	\$ 15,000
Max Paid for Unused Vacation Leave - Retirement or Separation	\$ 19,327	\$ 19,327	\$ 19,327
Total Sick and Vacation Compensation	\$ 34,327	\$ 34,327	\$ 34,327
TOTAL CONTRACT COSTS			
Total Vac. days <u>30</u> Holidays <u>15</u> Personal <u>4</u> Total <u>45+</u>	\$ 240,907	\$ 240,907	\$ 240,907