

EMPLOYMENT CONTRACT BETWEEN THE  
ALLAMUCHY BOARD OF EDUCATION AND  
JENNIFER GALLEGLY  
ALLAMUCHY TOWNSHIP SCHOOL DISTRICT

This Agreement shall constitute the employment agreement between the Allamuchy Board of Education (the “Board”) and Jennifer Gallegly (the “Employee”) who the Board will employ as a Principal of the Allamuchy Township School. It shall be effective July 1, 2023 through June 30, 2024. The terms of this Agreement shall remain in full force and effect unless otherwise amended in writing and agreed by both the Board of Education and Jennifer Gallegly, or in the event any term may be contrary to law.

Position: Principal, 12-month contract

The parties agree that said Employee shall perform the duties of Allamuchy Township School Principal in and for the District as prescribed by the laws, rules and regulations of the State of New Jersey and by the job description, policies, rules and regulations made thereunder by the Board and any amendments thereto that may hereinafter become effective during the term of this Agreement, subject, however, to the provisions of this Agreement. Said employment is upon the following terms and conditions:

Term of Contract. The term of this contract shall be July 1, 2023 through June 30, 2024.

Salary: The annual salary shall be \$118,560. The annual salary shall be paid in 24 equal installments in accordance with the policy of the Board governing payment of other professional staff members in the District.

Work Day/Work Week. Administrators recognize that as academic and administrative leaders their work hours may not be governed by ‘clock in/clock out’ times; they may be required to arrive before other staff members, remain at school after all other staff departs or return for evening programs. Administrators will exercise their professional judgment in determining to do so, however, the Superintendent may direct the attendance of individuals at these events as necessary. The principal shall attend meetings of the Board of Education and other obligations required outside of the normal Work Day and Work Week, where administrative presence is expected, ie: Forums, ATS Student Functions, Public Events, as required by the superintendent. Attendance shall be considered part of the professional responsibility of the position and will not require additional compensation.

VACATIONS

The Board of Education believes that it is beneficial to the school district that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

Vacation Time Structure:

1-5 year(s) - 10 days  
6-10 years - 13 days  
11-15 years - 16 days  
16+ years - 20 days

The employee may only carry over (5) unused vacation days from one year to the next. Days not utilized will be lost.

Sick Days and Personal Days: Employee shall be entitled to twelve (12) sick days and three (3) personal days annually. Unused sick days are accumulated in the ensuing years. Employee shall be compensated for her unused sick days earned at Allamuchy School District only when she retires from the district per sick day payout provisions in this contract. This compensation figure may not exceed \$7000. Any personal days not used at the end of the school year shall be paid at the rate of 1/260 of the annual salary and/or converted to sick days

Bereavement: In the event of a death of a member of the Employee's family or friend, the Employee will be excused without loss of pay for a period not to exceed the number of days listed in the table below.

Spouse, Parent, Parent-in-Law, Brother/Sister, Child, Grandchild, person living in employee's home for minimum of one (1) year.	Not to exceed five (5) days
Brother-in-Law/Sister-in-Law, Son-in-Law/Daughter-in-Law, Grandparent	Not to exceed three (5) days
Grandparent-in-Law, Aunt, Uncle, First Cousin, Niece, Nephew	Not to exceed two (2) days
Friend or other relative (not to exceed two [2] per fiscal year)	Not to exceed one (1) day (up to two [2] occasions per fiscal year)

Annuity: The Board, at the request of the Employee and in accordance with State law, shall permit him to participate in a tax deferred annuity program approved by the District of her choosing.

Duties: That the Employee shall exercise her duties in accordance with all applicable laws, rules and regulations of the State of New Jersey and in accordance with the provisions of duly adopted job description, Board policies, rules, regulations and directives.

Reimbursement Expenses: That the Board shall provide the Employee with reimbursement for transportation required in the performance of official duties during her employment under this contract in accordance with Board policy.

Health Care Protection: The Board shall provide the health-care insurance protection hereinafter set forth. The Board shall pay the full premium for family coverage, as requested in accordance with the regulations of the benefits provider. Insurance premiums (hospitalization, physician, and major medical) are paid by the Board of Education and the Principal shall contribute the percentage of salary pursuant to law. Payments will be based on yearly premiums and paid in equal payments in each paycheck. Payments can be paid from pre-tax dollars.

The Principal may waive coverage in any of the health benefits plans if he/she is covered through his/her spouse's health plan, and in accordance with procedures established by the Board. The Principal will be paid 25% of the net employer savings in lieu of benefits for waiving individual coverage up to a maximum of \$2500.

Professional Development: The Board expects the Employee to continue her professional development as required by law. Therefore, tuition reimbursement for coursework related to the position may be approved and reimbursed subject to approval of the Superintendent in advance and adherence to the other requirements set forth in New Jersey law. The Employee may also attend appropriate professional training or meetings at the local and state level, the expense of said attendance may be paid by the Board of Education. The Board may reimburse the Employee for the reasonable cost of belonging to job-related organizations. Approval by the Board prior to enrollment in training, meetings, or membership in professional or job-related organizations is required.

Graduate School Tuition: Tuition will be reimbursed at 75% of cost at the New Jersey – Rutgers rate.

Circumstances where an employee resigns subsequent to receipt of tuition reimbursement:

- Employees who resign from their position within year 1 or 2 of approved request for reimbursement (reimbursement requests must be made within one month of course completion) for tuition reimbursement will be required to reimburse the District 100% of said amount.
- Employees will reimburse the Allamuchy School District in a lump sum within one (1) year from the effective date of resignation. In cases where financial hardship can be demonstrated, the employee may be granted an extension by the Board, not to exceed one (1) additional year to satisfy their reimbursement to the District.

An Employee will not be subject to the aforesaid tuition reimbursement payback provisions due to their:

- Resignation from the District after 2 years from the date of their approved course work reimbursement;
- Furlough or discharge;
- Resignation due to disability.

**TERMINATION.** It is hereby agreed by the parties hereto that this contract may at any time be terminated by either party giving the other sixty (60) days' notice in writing of intentions to terminate the same.

In Witness Whereof, the parties have hereunto set their hands and seal this\_\_ day of June 2023.

Attest:

Allamuchy Township Board of Education

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Danielle Tarvin, Business Administrator

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Lisa Strutin, President

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Employee: Jennifer Gallegly