



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
UNION COUNTY OFFICE
300 NORTH AVENUE EAST
WESTFIELD, NEW JERSEY 07090
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CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

DAVID C. HESPE
ACTING COMMISSIONER

KATHLEEN C. SERAFINO, PH.D.
INTERIM EXECUTIVE COUNTY SUPERINTENDENT

May 6, 2014

Dr. Patrick Martin
Superintendent of Schools
Union Board of Education
2369 Morris Avenue
Union, NJ 07083

Dear Dr. Martin:

I have reviewed the revised employment contract for Gregory Tatum, Assistant Superintendent of Schools, 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, 2014 through June 30, 2015.

If there are any changes to the terms of this contract, you will need to submit it to Dr. Kathleen Serafino, Executive County Superintendent, for review and approval prior to the required public notice and hearing of such changes.

Once the board has approved the contract, an original signed contract is to be sent to my office.

Please be reminded that the contract for this position must be submitted annually to the Executive County Superintendent for review and approval.

Thank you.

Sincerely yours,

A handwritten signature in cursive script that reads "Kathleen C. Serafino".

Kathleen C. Serafino, Ph.D.
Executive County Superintendent

EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT

THIS AGREEMENT made this _____ day of _____, 2014 by and between the Township of Union Board of Education, with administrative offices located at 2369 Morris Avenue, Union, New Jersey and Gregory Tatum (hereinafter "Mr. Tatum").

W I T N E S S E T H:

WHEREAS, the Board desires to retain the services of Mr. Tatum as Assistant Superintendent for the Township of Union School District and Mr. Tatum has agreed to serve in this capacity; and

WHEREAS, the Board and Mr. Tatum wish to embody in this Contract the terms and conditions of their Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Board and Mr. Tatum hereby agree as follows:

ARTICLE I EMPLOYMENT

A. The Board hereby agrees to employ Mr. Tatum as Assistant Superintendent effective July 1, 2014 through June 30, 2015. This is a twelve month position.

B. The annual salary for Mr. Tatum shall be \$162,953 (ONE HUNDRED SIXTY TWO THOUSAND NINE HUNDRED FIFTY THREE and 00/100 Dollars).

C. In addition to the base salary set forth above, Mr. Tatum shall receive, upon completion of studies, a doctoral stipend of \$3,000 per year which shall be reported as pensionable salary for purposes of the New Jersey Teachers Pension and Annuity Fund (TPAF).

ARTICLE II

DUTIES

In consideration of the employment and salary benefits established herein Mr. Tatum hereby agrees to the following:

A. To faithfully perform the duties of Assistant Superintendent 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 from time-to-time. The specific job description adopted by the Board, applicable to the position of Assistant Superintendent is incorporated by reference into this contract and shall be followed by Mr. Tatum.

B. To devote his professional time, skills, labor and attention to this employment during the term of this contract. However, Mr. Tatum may also lecture, engage in writing activities and speaking engagements and engage in other activities which are of a short-term duration if he obtains prior approval of the Superintendent, which approval shall not be unreasonably withheld if the activities do not interfere with the performance of his duties to the district.

C. To carry out the duties as may be assigned to him from time-to-time by the Superintendent and to make reports to the Board as directed by the Superintendent from time-to-time as may be required.

D. Mr. Tatum shall attend working sessions, regular and special meeting of the Board without additional compensation, and any other meetings related to negotiations sessions with employee groups, grievance meetings, committee meetings and other meetings relevant to his job functions as directed by the Superintendent of Schools.

E. Mr. Tatum shall attend those county, regional and state meetings that are necessary to keep him informed of current matters affecting the functions of the Board. The registration fees for these meetings shall be paid by the Board. Reimbursements for travel or other expenses shall be processed in accordance with applicable OMB circulars, State and Federal Regulations and Board policy.

ARTICLE III CERTIFICATION

Mr. Tatum represents that he is certified by the New Jersey State Board of Examiners to serve as an Assistant Superintendent in the State of New Jersey, and that he shall maintain his certification in full force and effect throughout the life of this Agreement. If said certificate is revoked during the term of this Agreement, this Agreement shall henceforth be null and void and Mr. Tatum's employment shall immediately terminate.

ARTICLE IV SICK DAYS

Mr. Tatum shall receive twelve (12) sick leave days annually. Unused sick leave shall be cumulative, to a maximum of fifteen (15) days in accordance with the provisions of Title 18A. After fifteen (15) years or more of continuous service with the Township of Union Board of Education, and upon regular retirement, Mr. Tatum shall be compensated at a rate of \$125 per day to a maximum payment of \$15,000 which shall be deposited into a designated 403(b) post-retirement account. This Article shall conform to the requirements of *N.J.S.A. 18A:30-3.5*, as amended and supplemented. Payments, if any, shall be made based upon a 260 day year (1/260th).

ARTICLE V ASSOCIATION DUES/CONFERENCES

Mr. Tatum shall be entitled to have certain professional expenses, including dues for professional associations paid by the Board. These dues shall be limited to N.J.A.S.A. and A.A.S.A. The Board will also pay for attendance at two state conventions with sufficient prior notice for the Superintendent's and the Board of Education's final approval. Reimbursements for travel or other expenses shall be processed in accordance with applicable OMB circulars, N.J.S.A.18A:11-12, State and Federal Regulations and Board policy. Mr. Tatum shall submit a detailed voucher and a report to the board for each conference or convention, which shall be reviewed for compliance prior to said reimbursement.

**ARTICLE VI
AUTOMOBILE AND OTHER JOB-RELATED EXPENSES**

Mr. Tatum shall be required to use his personal automobile for Board of Education business, as needed or as directed, at the employee's own cost and expense. Employee shall be responsible to pay for all ordinary out-of-pocket expenses associated with the use of his personal automobile for Board of Education business, including tolls. Reimbursements for travel and other expenses shall be processed in accordance with OMB circular, J.J.S.A. 18A:11-12, State and Federal Regulations and Board Policy.

**ARTICLE VII
VACATION DAYS**

Mr. Tatum shall be entitled to twenty-five (25) vacation days for the 2014-2015 school year. Mr. Tatum shall take vacation time only after prior review and approval of the Superintendent. Vacation leave accrued after June 8, 2007 can be carried over for up to one year, where required by business demands. Annual payout of vacation leave is not permitted. Upon retirement or other separation from employment, Mr. Tatum shall be compensated for all his accumulated and unused vacation days up to a maximum of twenty-five (25) days. Vacation days are compensated at the daily rate of pay at time of severance and said calculation shall be based upon a 260 day year (1/260th). Said days may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.

**ARTICLE VIII
HOLIDAYS AND LEAVES OF ABSENCE**

Mr. Tatum shall receive seventeen (17) paid holidays per year. The annual calendar of holidays shall be developed by the Superintendent and approved by the Board of Education each year.

Mr. Tatum may apply for a leave of absence without pay. Leaves of absence are subject to the review and approval of the Superintendent of Schools and the Township of Union Board of Education. Said leaves shall be in accordance with State and Federal laws, as applicable.

ARTICLE IX PERSONAL DAYS

Mr. Tatum shall be entitled to six (6) personal days per contract year. Unused personal days shall convert to accumulated sick days on June 30 of each year to a maximum of fifteen (15) days carryover. Whenever possible, he should advise the Superintendent of the need for such a day in advance. In case of an emergency the Superintendent shall be called as soon as possible.

ARTICLE X BEREAVEMENT LEAVE

Mr. Tatum shall be entitled to up to five (5) days absence out of seven (7) consecutive days for each death in the immediate family, or because of death in the immediate family of spouse, without loss of salary. These days are not accumulated from year to year. The term "immediate" means: wife, husband, grandchild, parent, child, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law and others who are permanent members of the employee's household.

ARTICLE XI HEALTHCARE BENEFITS

Throughout the term of this Employment Contract, the Board shall provide Mr. Tatum with full family health insurance coverage (presently Blue Cross/Blue Shield) and dental care (presently Delta Dental). Mr. Tatum shall reimburse the Board of Education, via payroll deduction, in the minimum amount as set forth in P.L. 2011, c. 78, as amended and supplemented.

**ARTICLE XII
TUITION REIMBURSEMENT**

Mr. Tatum shall be reimbursed, after receiving a grade of "B" or above, for tuition for graduate education while enrolled in a doctoral program, at an accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1. All courses shall be approved by the Superintendent in advance.

**ARTICLE XIII
CELLULAR PHONE**

The Board shall provide the Assistant Superintendent, at Board expense, with a cellular phone which shall remain the property of the Board.

**ARTICLE XIV
EVALUATION**

Mr. Tatum shall be evaluated at least annually by the Chief School Administrator in accordance with the provisions of Title 18A.

**ARTICLE XV
TERMINATION**

Notwithstanding any other provisions of this Agreement, either party hereto may elect, at their sole option, to terminate upon the giving of not less than sixty (60) days' notice of such termination to the other party. Such notice of termination shall be in writing and sent certified mail, return receipt requested or by personal delivery by the party electing to terminate pursuant to the Article.

**ARTICLE XVI
MODIFICATION OF CONTRACT TERMS**

The terms and conditions of the Contract shall not be modified, except by the written consent of both parties hereto, and consent of the County Executive Superintendent, provided further that the consent of the board can only be given by means of a lawfully adopted resolution.

**ARTICLE XVII
ENTIRE AGREEMENT**

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all negotiable issues, which were or could have been subject to negotiations.

**ARTICLE XVIII
NEW JERSEY LAW**

This Agreement shall be construed in accordance with the provisions of the laws of New Jersey.

**ARTICLE XIX
SEPARABILITY**

In the event that any provision of this Contract is deemed to be illegal by a court or agency of competent jurisdiction then the remaining provisions shall remain in full force and effect.

**ARTICLE XX
EFFECT OF CONTRACT**

This Contract is a tentative agreement and is specifically contingent upon the approval of the Executive County Superintendent of Schools. The terms of this Contract shall have no force or effect until such approval is granted.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals or caused these present to be signed by their proper corporate officers and the proper corporate seal affixed hereto the day and year first above written.

ATTEST: TOWNSHIP OF UNION BOARD OF EDUCATION

By: _____
Francis R. Perkins,
Board President

Gregory Tatum,
Assistant Superintendent

ASSISTANT SUPERINTENDENT

Detailed Statement of Contract Costs

District: Twp of Union Board of Education

Name: Gregory Tatum

Job Title: Assistant Superintendent

District Grade Span

On Roll Students as of 10-15

7500

Contract Term:

2013-2014 2014-2015 Difference % Inc

Salary

\$ 159,758 \$ 162,953

Base Salary

\$ 159,758 \$ 162,953

Subcontracted Services

\$ - \$ -

Longevity

\$ - \$ -

Total Pensionable Salary

\$ 159,758 \$ 162,953

Additional Salary

\$ - \$ -

Quantitative Merit Goals

\$ - \$ -

Qualitative Merit Goals

\$ - \$ -

Stipend - Describe doctoral stipend

\$ - \$ -

Additional Compensation - Describe:

\$ - \$ -

Total Non-Pensionable Salary

\$ - \$ -

Total Salary (pensionable + non-pensionable)

\$ 159,758 \$ 162,953

Total Cost of Premiums (Board + employee contribution) for:

\$ - \$ -

Health Insurance - none waived

\$ - \$ -

Prescription Insurance

\$ - \$ -

Dental Insurance

\$ 1,164 \$ 1,164

Vision Insurance

\$ - \$ -

Disability Insurance

\$ - \$ -

Long-term Care Insurance

\$ - \$ -

Life Insurance

\$ - \$ -

Other Insurance - Describe:

\$ - \$ -

Total Cost of Premiums

\$ 1,164 \$ 1,164

Employee contribution to health benefits as per law

\$ 1,164 \$ 1,164

Net Total Board Health Benefit Compensation

\$ - \$ -

Other Compensation

\$ - \$ -

Waiver of Benefits

\$ - \$ -

Travel and Expense Reimbursement (Estimated Annual Cost)

\$ 750 \$ 750

Professional Development (Capped Amount or Estimated Annual Cost)

\$ 750 \$ 750

Tuition Reimbursement

\$ 21,000 \$ 21,000

Mentoring Expenses - Describe:

\$ - \$ -

National/State/Country/Local/Other Dues

\$ 1,600 \$ 1,600

Subscriptions

\$ - \$ -

Board Paid Cell Phone or Reimbursement for Personal Cell Phone

\$ 900 \$ 900

Computer for Home use, including supplies, maintenance, internet

\$ - \$ -

Other - Describe:

\$ - \$ -

Total Other Compensation

\$ 25,000 \$ 4,000

Sick and Vacation Compensation

\$ 15,000 \$ 15,000

Maximum Payment for Unused Sick Leave Upon Retirement

\$ 15,361 \$ 15,669

Maximum Payment for Unused Vacation Leave - Retirement or Separation

\$ 30,361 \$ 30,669

Total Sick and Vacation Compensation

\$ 215,119 \$ 197,622

TOTAL CONTRACT COSTS

\$ (17,498) -8.13%