

# POLICY

## VERNON TOWNSHIP BOARD OF EDUCATION

### ADMINISTRATION EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

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#### 1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent **of Schools** and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board of Education and the right to speak on matters at meetings of the Board (pursuant to N.J.S.A. 18A:17-20a or **N.J.S.A. 18A:17-20.b**), but shall have not vote.

#### Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. **The board may use a consultant service to assist in the recruitment process.** Recruitment procedures may include, but are not limited to, the following activities:

1. The **preparation** of a new or a review of an existing written job description;
2. Preparation of informative material describing the school district and its educational goals and objectives;
3. Where feasible, the opportunity for applicants to visit the district;
4. Establish an interview **process** that encourages the candidate and the Board members to have a meaningful discussion of the school district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise he/she can offer to the district;
5. Solicitation of applications from a wide geographical area; and

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6. Strict compliance with law and Policy No. 1530 on equal employment opportunity.

#### Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9-12.4 et seq. and must qualify for employment following a criminal history record check.

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#### Employment Contract

A person appointed Superintendent must enter an employment contract with the Board. **An employment contract for the Superintendent of Schools shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6!:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3.**

The employment contract with the Superintendent must be approved with a **recorded roll call** majority vote of the full **membership of the** Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of his/her employment contract will include: a term of not less

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than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, conduct unbecoming a Superintendent, or other just cause and only by the Commissioner of Education pursuant to the tenure hearing laws. The contract will automatically renew for the same term and with the same conditions unless the parties have entered a new contract, which may provide a different term of not less than three nor more than five years, or the Board has notified the Superintendent at least one year or more (if more than a one-year notice is provided in the contract) in advance of the expiration of the contract, that the contract will not be renewed.

**Pursuant to N.J.S.A. 18A:20.2a, the Board shall submit to the Commissioner for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. In accordance with N.J.S.A. 18A:17-20.2a, compensation includes, but is not limited to, salary, allowances, bonuses and stipends, payments of accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.**

**An early termination of an employment agreement shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate such agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and has the authority to disapprove the agreement. The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the school district.**

#### Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

**Certificate Revocation**

**In accordance with N.J.A.C. 6A:23A-3.1(e)(12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.**

N.J.S.A. 18A:16-1; 18A:17-15; **118A:17-20; 18A:17-20.1;**  
**18A:17-20.2; 18A:17-20.2a;** 8A:17-20.3  
N.J.A.C. 6A:9-12.3; 6A:9-12.4; **6A:23A-3.1, 6A:23A-3.2**

Cross reference: Policy Guide No. 1230

Adopted: March 1987  
Revised: September 2005  
**June 2009**