

APPROVE
ITEM (A)

Motion was made by Mrs. Benton, seconded by Mr. Stephens and carried by the following roll call vote to approve item (a) under Personnel-teaching as follows: Mr. Celentano, pass; Mr. Pannucci, yes; Mr. Bizzarro, abstain; Mr. Cline, yes; Mr. Stephens, yes; Mrs. Benton, yes; and Mr. Paredes, yes.

APPT. DR.
NICASTRO
AS BD.
SECY./
BUSINESS
ADMIN.

Item (a) Motion that the Board of Education approve the appointment of Dr. Philip W. Nicastro to the position of Business Administrator/Board Secretary for the contract period commencing August 1, 1992 to May 31, 1995, in accordance with the contract attached.

Mr. Bizzarro asked to have the record of the Open Session meeting to reflect that the contract for Dr. Nicastro was drawn up by Dr. Aragona and reviewed by Jay Sendzik, Esquire. Dr. Aragona saved money for the district by using Mr. Sendzik. Mr. Bizzarro asked if Dr. Nicastro's contract would be a matter of public record and he was assured that it would be. Mr. Bizzarro explained that he abstained in his vote because he felt he had no prior knowledge of this individual.

ADJOURN

Motion was made by Mr. Pannucci, seconded by Mr. Bizzarro to adjourn at 8:01 p.m. At this point a question was raised from the audience about having public participation. It was stated that there is no public participation at a special meeting. The original motion was rescinded. Mr. Pannucci left at 8:03 p.m. At 8:08 p.m., motion was made by Mrs. Benton, seconded by Mr. Stephens and carried by the following roll call vote to adjourn this meeting: Mr. Celentano, yes; Mr. Bizzarro, no; Mr. Cline, yes; Mr. Stephens, yes; Mrs. Benton, yes and Mr. Paredes, yes.

Respectfully submitted,

Kathryn Amalfa

Kathryn Amalfa

The contract for Dr. Nicastro will be contained on the next seven pages.

**INDIVIDUAL AGREEMENT OF EMPLOYMENT
BETWEEN
BOARD OF EDUCATION, TOWNSHIP OF BRICK
AND
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

It is hereby agreed by and between the Board of Education of the Township of Brick in the County of Ocean and State of New Jersey referred to as Board, and Philip W. Nicastro that the said Board in accordance with the action as found in the minutes of the meeting held on the 28th day of May, 1992, has and does hereby employ the said Philip W. Nicastro as Business Administrator/Board Secretary in and for the public schools of said district as prescribed by the laws of the State of New Jersey and by the rules and regulations made thereunder by the State Board of Education for the period commencing August 1, 1992 and continuing to May 31, 1995.

WITNESSETH:

A salary of \$85,000 shall be paid in the first year of employment, effective August 1, 1992, and continuing to June 30, 1993, prorated. A salary in the amount of the first year contract plus the average rate of increase granted to members of the BTASA for school year 1993-1994 shall be paid in the second year of the employment contract effective on July 1, 1993 to June 30, 1994. Commencing the third year of the contract July 1, 1994 to May 31, 1995, the salary shall be equal to the amount paid in the second year of the contract

plus the average rate of increase granted to members of the BTASA for 1994-1995 prorated from July 1 to May 31. In consideration, therefore, said Philip W. Nicaastro agrees to faithfully perform the duties of School Business Administrator/Board Secretary for the Board as defined by the laws of the State and at the direction of the Board. The annual salary shall be paid in installments in accordance with the policy of the Board governing payment of other professional staff members in the district.

That it is agreed that Philip W. Nicaastro shall maintain throughout the life of this contract a valid and appropriate certificate to act as School Business Administrator in the State of New Jersey.

That Philip W. Nicaastro shall have the responsibility for the performance of the duties as outlined in the job description, a copy of which is attached hereto and made a part hereof or as amended by the Board, and will be responsible for the performance thereof in a professional manner. That should Philip W. Nicaastro be unable to perform any and all of his duties by reason of his illness, accident or other cause beyond his control and said disability is permanent, irrevocable, or of such nature as to make the performance of his duties impossible, the district may, at its option, terminate this agreement, pursuant to proper procedures and according to law, whereupon the respective duties, rights and obligations hereof shall terminate.

BENEFITS

The Business Administrator/Board Secretary shall be entitled to the following benefits:

1. MEDICAL BENEFITS

Medical benefits shall be the same as for other professional staff members.

2. DENTAL PLAN

Dental benefits shall be the same as for other professional staff members.

3. PRESCRIPTION PLAN

The prescription plan shall be the same as for other professional staff members.

4. SICK LEAVE

The Business Administrator/Board Secretary shall be entitled to fifteen (15) sick leave days each school year. Unused sick leave days shall be accumulated without limit from year to year. Thirty-six (36) sick leave days shall be transferred in from prior districts; however, upon the Business Administrator/Board Secretary leaving the district, they shall not be reimbursed, purchased or bought back by the Board.

5. DEATH IN IMMEDIATE FAMILY

Death in family leave days shall be the same as for other professional staff members.

6. HOLIDAYS/VACATION DAYS

The Business Administrator/Board Secretary will be granted the same holidays as twelve-month administrators. The Business Administrator/Board Secretary will be granted twenty-seven (27) vacation days per year prorated at 2.25 days per month. A maximum of twenty-seven (27) unused vacation days may be carried over for a one-year period only. No other accumulation of days shall be acceptable. The Board shall provide full pay for the accumulated vacation days not to exceed twenty-seven (27) upon leaving the district.

7. DUES

The Board of Education shall pay for the following county, state and national professional association dues: OCASBO, NJASBO or NJASA, ASBO or AASA.

8. WASHINGTON NATIONAL

The Board of Education shall provide 100% of the cost of Plan 7859. An upgraded plan may be purchased with employee contribution.

9. TRAVEL AND EXPENSES

A maximum of \$1,000 shall be paid for attendance at one national conference annually, with the superintendent's prior approval upon submittal of the appropriate vouchers. Other in-state conferences may be attended with the superintendent's prior approval and reimbursed at the rate and in the manner as set forth for all administrative personnel in the BTASA.

The Business Administrator/Board Secretary, with the

approval of the Superintendent, shall attend appropriate professional meetings at local, county, and state level, the expense of said approved attendance to be incurred by the district.

10. OTHER

If it is the intention of the Business Administrator/Board Secretary or the Board not to renew this individual contract upon its termination on May 31, 1995, the party not intending to renew same must notify the other in writing by December 1, 1994.

IN WITNESS WHEREOF the Board has caused these presents to be signed by its President in accordance with the Board appointment and official motion of May 28, 1992, and said Board has signed, sealed and delivered the same all on May 28, 1992.

BOARD OF EDUCATION

PRESIDENT

ATTEST:

Signed, sealed and delivered in the presence of Dr. Louis Aragona, Superintendent of Schools

Philip W. Nicastro, Employee

BRICK TOWNSHIP PUBLIC SCHOOLS
Brick, New Jersey

JOB DESCRIPTION

TITLE: Business Administrator

QUALIFICATIONS: Proper Certification

REPORTS TO: Superintendent of Schools

SUPERVISES:

JOB GOAL: The Business Administrator-Supporting Services is responsible directly to the Superintendent of Schools for the overall planning, coordination and management of all financial and business activities of the school district. He/she is also responsible for the management and supervision of support services and non-certificated personnel.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the management of the financial affairs of the schools.
2. Assumes responsibility for budget development and long-range financial planning.
3. Establishes and supervises a program of accounting that records all money and credit transactions in sufficient detail.
4. Supervises the collection, safe-keeping, and distribution of all funds and acts as the payroll officer for the district.
5. Manages the district's real estate and insurance programs.
6. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district.
7. Develops and administers a transportation program to meet all the requirements of the curricular and extracurricular programs.
8. Insures that all district fiscal and support services comply with the laws and regulations of the State, the negotiated agreements and policies of the Board, and the directives of the Superintendent.
9. Assists in recruiting, hiring, training, supervising and evaluating all clerical, financial, and support personnel.

10. Evaluates the effectiveness of programs in his/her areas of responsibility and recommends changes in program, staffing, or management strategies as necessary.
11. Supervises through the Director of Cafeterias the district's food services program.
12. Uses administrative and management practices which promote the efficient and effective operating of his/her areas of responsibility.
13. Identifies areas for personal and professional growth, acquires appropriate skills and information and applies them.
14. Works cooperatively with the administrative staff toward the achievement of district objectives.

TERMS OF EMPLOYMENT: Twelve month-basis. Salary and work year to be negotiated with the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.