EMPLOYMENT CONTRACT
Between
SPARTA BOARD OF EDUCATION
18 MOHAWK AVENUE
SPARTA, NJ 07871
And
TARA ROSSI

AGREEMENT

IT IS HEREBY AGREED by and between the Board of Education of Sparta Township School District, located in Sussex County in the State of New Jersey (hereinafter referred to as the "Board") and **Tara Rossi** (hereinafter referred to as the **"Assistant Superintendent for Curriculum"** that the said Board, in accordance with its action as found in the minutes of the meeting held on the **12th of June, 2025**, has and does hereby employ the said **Tara Rossi as Assistant Superintendent for Curriculum** effective **July 1, 2025 through June 30, 2026**. Both parties agree that said employee shall perform the duties of the Assistant Superintendent for Curriculum in and for the public schools in said district as prescribed by the laws and rules and regulations of the State of New Jersey and by the policies and regulations made thereunder by the Board of said district.

1. SALARY: The Assistant Superintendent for Curriculum will be paid a base annual total salary of **$167,013.00** beginning **July 1, 2025 through June 30, 2026**. The Assistant Superintendent for Curriculum agrees to serve for said district as prescribed in the laws and rules and regulations and policies of said Board as aforesaid, and in accordance with any amendments to said laws, rules, regulations or policies that may become effective during the period of the contract.
2. PERFORMANCE GOALS: The Assistant Superintendent for Curriculum shall participate with the Superintendent in developing and implementing her annual performance goals and objectives and shall be evaluated by the Superintendent pursuant to existing New Jersey statutes, regulations and Board policy.
3. CERTIFICATE AND MENTORING: The Assistant Superintendent for Curriculum shall hold, throughout the life of the contract, a valid and appropriate certificate to act as Assistant Superintendent for Curriculum in the State of New Jersey and the

Assistant Superintendent for Curriculum agrees to devote her full time, skill, labor and attention to said employment during the term of the contract. Should the administrator's certificate be revoked, the contract will become null and void.

4. TUITION AND MEMBERSHIP DUES: The Assistant Superintendent for Curriculum's membership dues in the following organizations and their constituent organizations shall be paid by the district. She shall attend professional meetings at the local, county, state and national levels which in her judgment would benefit the District. The expenses of said attendance are to be incurred by the District. The Assistant Superintendent for Curriculum shall keep the Superintendent apprised of attendance at all professional meetings.
    - American Association of School Administrators/NJ (AASA/NJASA)
    - Association for Supervision and Curriculum Development (ASCD)
    - National Staff Development Council (NSDC)

When enrolled in a doctorate program, the Assistant Superintendent for Curriculum will be reimbursed at a rate equal to that of Rutgers University for up to eighteen (18) credits in any given year. Notwithstanding anything contained in the Agreement to the contrary, tuition reimbursement shall only be provided for courses that are related to the Administrator's current or future job responsibilities as determined by the Superintendent of Schools pursuant to Public Law 2010, Chapter 13 and N.J.S.A. 18A:6-8.5. Approval is at the sole discretion of the Board which shall take into account the needs of the school district. A grade of "B" or better is required for reimbursement. Such credits shall have the prior approval by the Superintendent. As the Assistant Superintendent advances to the next educational level, she will receive a salary increase upon the completion of the doctorate, which will be $5,000. To receive the salary increase, college transcripts must be submitted to the Superintendent or designee.

If the Assistant Superintendent for Curriculum resigns/retires from the District within two (2) years, she shall pay the Board back fifty (50)% of tuition reimbursement received. If the Assistant Superintendent for Curriculum shall resign/retire within four (4) years, she shall pay the District back 25% of tuition reimbursement received.

5. DUTIES: The Assistant Superintendent for Curriculum shall perform all responsibilities contained in the job description for the Assistant Superintendent for Curriculum as adopted by the Board.
6. TRANSPORTATION REIMBURSEMENT: According to Board Policy, the Board shall provide the Assistant Superintendent for Curriculum with mileage, at the current OMB Circular rate, for school related transportation if she uses her own vehicle for out of district travel.
7. MISCELLANEOUS COMPENSATION: The Board shall provide the Assistant Superintendent for Curriculum with other compensation and fringe benefits as below noted:
   a. Computer and Cellular Telephone: The Board shall provide the Assistant Superintendent for Curriculum with a laptop of her choice and a cellular telephone. These devices will be property of the Board. The Board shall pay the cell phone monthly charges for data and voice plans for use in connection with duties as Assistant Superintendent for Curriculum. If the Assistant Superintendent elects to utilize her own personal cell phone instead of the Board-provided device, she shall receive one hundred dollars ($100.00) per month of cell phone service reimbursement.
   b. Sick Leave: The Assistant Superintendent for Curriculum is entitled to twelve (12) cumulative sick days per contract year and are subject to the provisions of N.J.S.A.18A:30-7. Upon retirement from the district reimbursement for unused sick days will be as follows:

      Retirement - Unused Sick Days

      Upon retirement to collect pension, the Board of Education shall pay the Assistant Superintendent for accumulated, unused sick days at her per diem rate, up to a maximum of $15,000. The Board shall make any payment hereunder to the Assistant Superintendent within thirty (30) days of her last day of employment.
   c. Annual Leave

i. The Assistant Superintendent for Curriculum will be entitled to twenty-four (24) vacation days per year. The scheduling of these vacation days, or portions thereof, shall be at the discretion of Assistant Superintendent for Curriculum and with the written approval of the Superintendent. Vacation days shall be earned on a pro-rated basis.

ii. The Assistant Superintendent for Curriculum will be entitled to twenty-four (24) vacation days per year. The scheduling of these vacation days, or portions thereof, shall require the prior written approval of the Superintendent. They shall be taken in the year in which they are earned, unless the Assistant Superintendent for Curriculum does not take vacation because of business demands as determined by the Superintendent, in which case the Assistant Superintendent for Curriculum shall be allowed to use the accrued vacation only during the next succeeding school year.

iii. If the Assistant Superintendent for Curriculum dies before her contract period is completed, her estate shall receive payment

iv. If the Assistant Superintendent for Curriculum resigns or retires during the contract year, she shall receive cash payment for any unused vacation days at the per diem rate with a maximum payment of $15,000.00.

d. Holidays

The following holidays shall be in addition to and not charged against vacation days:

New Year's Day
President's Day
Good Friday
Memorial Day
Independence Day (and the day preceding if such holiday falls on a Tuesday and the day following if such holiday falls on a Thursday)
Labor Day
N.J.E.A. Convention Days
Thanksgiving and the day following
Christmas Eve and Christmas Day
Day following Christmas
New Years' Eve

e. Leave for Bereavement

i) Absence due to a death in an employee's immediate family or household shall be allowed with pay for the required period not to exceed five school days.

ii) The term "immediate family" shall include mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, daughter-in-law, sister, brother, sister-in-law, brother-in-law, husband, wife, grandparents, and grandchild.

iii) Absence due to death of an employee's, grandparent-in-law shall be allowed with pay for the required period not to exceed one (1) school day.

f. Personal Business

Each year, the Board of Education will grant three days for compelling personal reasons with full pay upon application to and approval by the Superintendent or designee. "Necessary personal day" is construed to mean that such business is essential and will require the presence of the employee on a day school is in session. Unused personal leave shall convert and accumulate to sick leave as governed by section 7-b.

g. Summer Flex Hours – The Assistant Superintendent for Curriculum shall have the option to work eight hours per day, four days per week beginning the day after school is dismissed until the first day school resumes in September.

h. Inclement Weather Closings - When school is closed due to inclement weather, office hours will be 10:00 A.M. to 3:00 P.M. or have the flexibility to work from home.

i. Remote - The Assistant Superintendent has the discretion to work one day per month remotely.

j. Insurance Protection

1) The Board shall pay the full premium health, prescription, and dental plans where applicable. The Assistant Superintendent for Curriculum shall contribute to the payment of health benefits pursuant to Public Law 2011, Chapter 78.

2) Provisions of the health care insurance program shall be detailed in master policies and contracts agreed upon by the Board.

3) The Board of Education shall inform, in writing, of the nature of benefits to subscribe on a voluntary basis.

4) The Board will provide health and prescription benefits coverage under the Direct Access Plan with the option to convert the insurance plan provided by the district to the School Employees Health Benefits Plan (SEHBP), and shall accept the (SEHBP) insurance plan coverage without engaging in further negotiations. The Board may offer additional health plan options on a voluntary basis.

5) In the event members who are eligible for coverage elect to waive insurance coverage (inclusive of health and prescription and/or dental), he/she shall be entitled to receive a total payment of $5,000 payable two (2) times per year at $2,500, after coverage has been waived for the preceding six (6) months. Nothing contained herein shall prevent an employee from rescinding his/her waiver should there be a major change in his/her life which would warrant the need for insurance coverage, subject to the requirements of the carrier; however, the employee shall not be entitled to payment unless coverage has been waived for the preceding six (6) months. Unless otherwise prohibited by law, the Section 125 Plan will enable payment for waiver of coverage without subjecting employee to taxation of insurance benefits. Opt out waiver payment choices will be offered once annually during designated open enrollment periods.

6) Pursuant to applicable Public Law 2011, Chapter 78, the district will offer voluntary Flexible Spending Accounts (FSA) through a qualifying Section 125 pre-tax benefit plan.

8. TERMINATION OF CONTRACT – Either party may terminate the employment contract upon 60 days written notice.

9. ENFORCEMENT - If, during the life of their Agreement, it is found that a specific clause is illegal under federal or state law, the remainder of the Agreement not so

affected shall remain in force. The Agreement shall be enforced in accordance with New Jersey Law. The Assistant Superintendent for Curriculum reserves the right to obtain restoration of contract provisions that were modified to her detriment as a direct result of the July 2008 Accountability Regulations and/or of related directives from the Office of the Executive County Superintendent, following any legal action that permits or requires same.

10. SCOPE OF AGREEMENT - The Assistant Superintendent for Curriculum is not entitled to any other compensation and/or benefits not specifically defined in the Agreement, unless said compensation and/or benefit is mandated by law.
11. ENTIRE AGREEMENT - The Agreement embodies the full understanding of the parties and cannot be changed without Board approval. Any modifications to the Agreement must be agreed to by the parties and must be in writing.

IN WITNESS WHEREOF, the parties have executed the agreement on the 12th day of June, 2025.

Kaitlin Gagnon, President
Sparta Board of Education

Tara Rossi
Assistant Superintendent for Curriculum

Witness

Date: 6/12/25



Assistant Superintendent for Curriculum

Detailed Statement of Contract Costs

District: Sparta Township
Name: Tara Rossi
Job Title: Assistant Superintendent for Curriculum

District Grade Span: PreK-12

On Roll Students as of 10-15-24, 3274

Contract Term:	**2024-25**	**2025-26**	**Difference**	**% Inc**
Salary				
Salary	$ 157,013	$ 167,013		
Subcontracted Services	$ -	$ -		
Longevity	$ -	$ -		
Total Annual Salary	$ 157,013	$ 167,013	$ 10,000	6.37%
Additional Salary				
Quantitative Merit Goals	$ -	$ -		
Qualitative Merit Goals	$ -	$ -		
Additional Compensation - Describe:	$ -	$ -		
Total Additional Salary	$ -	$ -		
Total Annual Salary plus Additional Salary	$ 157,013	$ 167,013	$ 10,000	6.37%
Total Premium for:				
Health Insurance	$ 28,392	$ 32,544		
Prescription Insurance	$ 7,800	$ 8,547		
Dental Insurance	$ 1,695	$ 1,695		
Vision Insurance	$ -	$ -		
Disability Insurance	$ -	$ -		
Life Insurance	$ -	$ -		
Other Insurance - Describe:	$ -	$ -		
Waiver of Benefits	$ -	$ -		
Section 125 Plan Reimbursements - Describe:	$ -	$ -		
Total Cost of Premiums	$ 37,887	$ 42,786		
Less Employee Contribution to Health Benefits as Per Law	$ 13,260	$ 9,000		
Total Employee Health Benefit Compensation	$ 24,627	$ 33,786	$ 9,159	37.19%
Other Compensation				
Travel/Expense Reimbursement (Capped Amount or Estimated Annual Cost)	$ 500	$ 1,000		
Professional Development (Capped Amount or Estimated Annual Cost)	$ 1,500	$ 1,500		
Tuition Reimbursement	$ 9,000	$ 9,000		
Mentoring Expenses - Describe:	$ -	$ -		
National/State/County/Local/Other Dues	$ 1,500	$ 1,500		
Subscriptions	$ -	$ -		
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	$ 1,200	$ 1,200		
Computer for home use, including supplies, maintenance, internet	$ 3,600	$ 3,600		
Other - Describe:	$ -	$ -		
Total Other Compensation	$ 17,300	$ 17,800	$ 500	2.89%
Sick and Vacation Compensation				
Maximum Payment for Unused Sick Leave Upon Retirement	$ 15,000	$ 15,000		

Maximum Payment for Unused Vacation Leave - Retirement or Separation	$ 15,000	$ 15,000		
Total Sick and Vacation Compensation	$ 30,000	$ 30,000	$ -	$ -
TOTAL CONTRACT COSTS	$ 228,940	$ 248,599	$ 19,659	8.59%