



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
BERGEN COUNTY OFFICE  
ONE BERGEN COUNTY PLAZA, SUITE 350  
HACKENSACK, NJ 07601-7076  
201-336-6875  
FAX 201-336-6880

PHILIP D. MURPHY, GOVERNOR  
SHEILA Y. OLIVER, LT. GOVERNOR

KEVIN DEHMER, INTERIM COMMISSIONER  
LOUIS DeLISIO, INTERIM EXECUTIVE COUNTY SUPERINTENDENT

October 27, 2020

Dr. Daniel Fishbein  
Superintendent  
Ridgewood School District  
Education Center, 49 Cottage Place  
Ridgewood, NJ 07450

**Re: Business Administrator Employment Contract**

Dear Dr. Fishbein

In accordance with N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8(j), I have reviewed the employment contract for Scott T. Bisig, Business Administrator/Board Secretary, Ridgewood School District. The provisions of this contract are in compliance with the regulations. This contract is approved for a period commencing on December 19, 2020 (or sooner) through June 30, 2021.

If there are any changes to the terms of this contract, you will need to submit it to the Executive County Superintendent for review and approval prior to the required public notice and hearing of such changes. *When the "approved" contract is fully executed, please provide a copy to the County Office with a copy of the Board Resolution approving the contract.*

Sincerely,

A handwritten signature in blue ink, appearing to read 'Louis DeLisio'.

Louis DeLisio  
Interim Executive County Superintendent

LD/HPW/laf

c: Ojetta Townes, Manager, Human Resources  
Board President (Letter ONLY)  
Board Attorney

**EMPLOYMENT AGREEMENT**  
between  
**THE BOARD OF EDUCATION OF THE VILLAGE OF RIDGEWOOD**  
and  
**SCOTT T. BISIG**  
for the  
**2020-2021 SCHOOL YEAR**

**THIS Agreement made this 16<sup>th</sup> day of Nov, 2020, by and between THE BOARD OF EDUCATION OF THE VILLAGE OF RIDGEWOOD, with its principal office located at 49 Cottage Place, Ridgewood, New Jersey 07450, (hereinafter referred to as the "Board" or "District"), and SCOTT T. BISIG (hereinafter referred to as "BSIG), for and in consideration of the mutual covenants herein contained the parties hereto agree as follows:**

- 1. BISIG agrees to serve as School Business Administrator/Board Secretary for the Ridgewood Public Schools and hereby accepts full time employment in such capacity in accordance with the terms and conditions of this Agreement. However, nothing herein shall preclude BISIG from undertaking speaking engagements, writing, lecturing or other professional activities provided that the Superintendent or designee shall determine, in advance, that such activities do not interfere with the effective performance of the duties imposed upon BISIG as School Business Administrator/Board Secretary.**
- 2. BISIG agrees to accept and carry out all of the full-time duties and responsibilities that currently or may hereafter pertain to the position of School Business Administrator/Board Secretary including specifically all of the duties and obligations prescribed by statutory, regulatory, decisional or any other state and/or federal law and including specifically all other duties and obligations that may now or hereafter be required by the Board.**
- 3. The Board shall employ BISIG for the period beginning December 19, 2020, as soon as possible and ending June 30, 2021.**
- 4. The Board shall pay BISIG an annual salary of \$ 190,000, (pro-rata) for the 2020-2021 school year. The annual salary shall be paid in accordance with the schedule of salary payments in effect for other twelve-month certified employees.**
- 5. The Board agrees to pay dues and fees on behalf of BISIG to Bergen County A.S.B.O., and any other organizations agreed to by the Superintendent in consultation with the Board.**
- 6. BISIG is permitted to attend two national or state conferences annually, with prior approval of the Superintendent and the Board. The fees and allowable related travel costs for these conferences shall be paid by the Board, consistent with NJ statutes and regulations. Any other conference BISIG attends will be subject to the approval of the Superintendent and the Board. Fees and allowable related travel costs for these additional conferences shall be paid by the Board in accordance with OMB Circular and Travel Regulations.**
- 7. The Board shall reimburse BISIG for expenses incurred for actual mileage when using a personal vehicle for Board business at the State rate, pursuant to OMB Travel Regulations, for all travel which requires the Business Administrator/Board Secretary to use his automobile in the performance of his duties under this Employment Agreement, exclusive of commutation costs. The Business Administrator/Board Secretary will provide the Board with appropriate records and receipts. Reimbursement or payment for such expenses shall be made in accordance with Board policies, N.J.S.A. 18A:11-12 and the State's regulations regarding travel covered under the Office of Management and Budget (OMB) circular. This includes mileage reimbursement at higher rate than the state rate or reimbursement for overnight travel in NJ (Unless it is for a conference that has received a waiver) or reimbursement for meals. [N.J.A.C. 6A:23A-3.1(e) 3]**

8. The Board shall reimburse BISIG \$47.00 per month for his use of his personal cellular telephone for school district business in accordance with district practice for administrative staff.
9. BISIG shall be entitled to twenty-two (22) vacation days (pro-rated) for the 2020-2021 school year of employment. Vacation days must be earned before they are available to use. They become available to use on the July 1 immediately after the school year in which they are earned. Vacation will be taken at a time mutually agreeable to BISIG and the Superintendent. Not more than 17 days (prorated) may be carried over from 2020-2021. No financial reimbursement will be made for unused vacation days except for termination of employment. The maximum number of days payable will be thirty-nine (39). If BISIG dies before the completion of a contract period, his prorated vacation, based on a 260-day work year, shall be paid to his estate.
10. BISIG waives medical, prescription and dental insurance and acknowledges that he has coverage through New Jersey Police and Fireman Retirement System. In addition, BISIG will not be enrolled in TPAF and will not be required to make a contribution.
11. BISIG is entitled to holidays as provided for in the twelve-month holiday calendar (as applicable the school year). The holidays are: Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, NJEA Convention (2), Thanksgiving Recess, Christmas Eve, Christmas, and New Year's Eve, New Year's Day, Martin Luther King Day, Lunar New Year, President's Day, Good Friday, and Memorial Day. Plus an additional five (5) recess days. Recess days must be used during recess periods.
12. BISIG shall receive twelve (12) sick leave days for 2020-2021 per school year (July 1 to June 30) on the first day he reports to work each year. If BISIG'S district employment ends before June 30, he will be entitled to a prorated portion of the full annual sick leave entitlement for that partial work year. Unused sick leave days shall accumulate without limit for use in future years for the duration of his employment in the district. Prolonged absence, beyond those sick leave days accrued in accordance with state law (N.J.S.A. 18A:30-1, 30-2, 30-7) will be reviewed by the Superintendent to determine whether or not it will be possible for BISIG to return to work within a reasonable period. In unusual cases of chronic absenteeism, or where the possibility of an extended multi-year absence exists, the Superintendent will review the details with the Board and make a recommendation concerning the status of BISIG.
13. In the event of a death in the immediate family or household (spouse, child, grandchild, parent, sibling, relatives by marriage in the same degree of relationship or any other relative whose household at the time of death is also the household of BISIG) absence is fully compensated for as many days as the Superintendent deems suitable, up to a maximum of five (5) days. Additional leave may be granted at the discretion of the Superintendent.
14. BISIG will be fully compensated for up to three (3) days absence due to the serious illness, injury, or emergency in the immediate family. Additional leave with full pay less the actual daily cost of a substitute, may be granted at the discretion of the Superintendent.
15. BISIG shall have available three (3) personal business days, without reason or loss of pay, but with the prior approval of the Superintendent. Personal business is defined as a leave used for any reason except recreation, rest, recuperation, or any venture resulting in remuneration of services rendered by a staff member. Requests for two (2) or more consecutive personal days must be accompanied by a reason conforming to the definition above and are subject to the approval of the Superintendent. Unused personal days convert to sick personal days, per 18A:30-2, no person shall be allowed to increase his total accumulation of sick days by more than 15 days in any one year. These sick/personal days can only be used after all of the sick days are used.

16. Termination of Employment

a. Notice: This Agreement may be terminated by either party without cause upon either party furnishing the other with written notice at least sixty (60) days in advance of any intended termination.

b. Cause: Discharge for cause shall constitute conduct which is seriously prejudicial to the school district, including but not limited to, neglect of duty, inefficiency or incompetence. Notice of discharge for cause without notice shall be given in writing and BISIG shall be entitled to appear before the Board to discuss such causes. If BISIG chooses to be accompanied by legal counsel at such meeting, he shall bear any costs incurred for this representation. Such meeting shall be conducted in Executive Session. BISIG shall be provided a written decision describing the results of the meeting.

17. Revocation Clause

The parties hereto agree that in the event BISIG's certificate to work as the School Business Administrator is permanently revoked, all provisions of the this Employment Agreement shall be null and void as of the date of the revocation, and if the School Business Administrator is lawfully precluded from performing his duties by any Judgment, Order or direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of their Employment Agreement shall terminate and the School Business Administrator's employment shall cease.

18. Savings Clause

If, during the term of this Employment Agreement, it is found that a specific clause of the employment contract is illegal under Federal or State law, the remainder of the Employment Agreement not affected by such ruling shall remain in full force and effect. The parties hereto represent to each other that they fully understand the terms and conditions of this Employment Agreement, and agree to be bound by same pursuant to the rules and regulations of the Department of Education and the laws of the State of New Jersey.

19. Modification Clause:

The terms and conditions of this Employment Agreement shall not be modified except by the written consent of both Parties hereto and review and approval by the Executive County Superintendent. Any amendments to this Employment Agreement shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Agreement.

20. This Agreement and all rights, obligations and liabilities arising hereunder shall be construed and enforced in accordance with the Laws of the State of New Jersey.

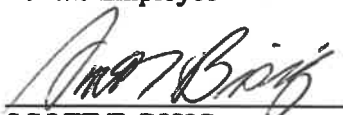
IN WITNESS WHEREOF, the parties have executed this Agreement this 16<sup>th</sup> day of NOV, 2020.

For the Board

  
MICHAEL LEMBO, President

Date:

For the Employee

  
SCOTT T. BISIG

Date: