



State of New Jersey

DEPARTMENT OF EDUCATION

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TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ROCHELLE R. HENDRICKS
Acting Commissioner

November 15, 2010

TO: Executive County Superintendents

FROM: Rochelle R. Hendricks 
Acting Commissioner

RE: Superintendent Contract Review

As discussed during our Wednesday, November 10, 2010 conference call, each county office will conduct an inventory of all superintendent contracts in each respective county. Specifically, I am asking you to provide the following information for all superintendent contracts in your county:

1. Name of the district, or names of districts for a superintendent that serves more than one district
2. Enrollment in the district(s)
3. Whether there is at least one high school in the district(s)
4. Beginning and ending dates for the current contract
5. Current base salary
6. Current annual increase in salary
7. Whether there have been negotiations between the local board and superintendent, including the dates and status for any such negotiations
8. Whether a proposed contract has been submitted to the Executive County Superintendent for review, including the date and status for any such submission
9. Beginning and ending dates for the proposed contract, if applicable
10. Proposed base salary, if applicable
11. Proposed annual increase in salary, if applicable
12. Whether there is a pending superintendent vacancy in the district(s) or whether any other pertinent circumstance currently exists in the district(s), such as the current superintendent is an interim or acting superintendent
13. Whether notice regarding reappointment pursuant to either N.J.S.A. 18A:17-15.1 or the current contract has been made, if applicable
14. Whether notice pursuant to N.J.S.A. 18A:11-11 has been made, if applicable
15. Whether there is any additional, useful information regarding either the current or proposed superintendent contract

Additionally, I ask that you indicate and prioritize any critical needs with respect to contract status in a transmittal memorandum. Until this review process is completed and the submissions are fully analyzed by me and other executive staff, no superintendent contracts are to be approved.

Furthermore, given pending regulations with respect to Superintendent contracts that will be effective the date those regulations are approved, contracts expiring subsequent to February 7, 2011 should not be renegotiated or extended prior to the effective date of the new regulations.

To assist you in completing this assignment and to facilitate consistency in the reporting, please use the attached template in preparing your submission. Please provide the information requested to Pam Castellanos no later than Friday, December 3, 2010. As always, thank you for your anticipated cooperation with this request.

RRH/gm

Attachment

c: Gregg Edwards
Aaron Graham
Pam Castellanos
Eric Taylor