



State of New Jersey

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

MIDDLESEX COUNTY OFFICE OF EDUCATION
13-15 KENNEDY BOULEVARD
EAST BRUNSWICK, NEW JERSEY 08816
(732) 249-2900
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KEVIN DEHMER
Commissioner

KYLE M. ANDERSON
Interim Executive County Superintendent

April 2nd, 2025
Dr. Fredrick Williams
Superintendent of Schools
South Amboy Public Schools
240 John St.
South Amboy, New Jersey 08879

Dear Dr. Williams:

I have reviewed the employment contract for Nicole Navarria School Business Administrator/Board Secretary, in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for a period commencing on July 1, 2025 through June 30, 2026.

A copy of the signed contract accompanied by the board resolution should be forwarded to my office immediately following the board meeting.

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.

Sincerely,

A handwritten signature in black ink, appearing to read "Kyle M. Anderson".

Kyle M. Anderson
Interim Executive County Superintendent

KMA/se

C: Leo Yanogacio, Executive County Business Official

AGREEMENT BETWEEN
THE SOUTH AMBOY BOARD OF EDUCATION AND
NICOLE NAVARRIA, BUSINESS ADMINISTRATOR / BOARD SECRETARY

This Agreement is hereby entered into by and between the South Amboy Board of Education, South Amboy, N.J. (hereinafter the "Board") and Nicole Navarria, the Business Administrator/Board Secretary (hereinafter "Business Administrator").

W I T N E S S E T H

In consideration of the following mutual covenants, it is hereby agreed by the parties as follows:

I. TERM

This Agreement shall be in effect for the period July 1, 2025 through June 30, 2026.

II. RIGHTS AND RESPONSIBILITIES

- A. The Board hereby employs Nicole Navarria as the Board's Business Administrator / Board Secretary. The Business Administrator shall hold a valid and appropriate New Jersey School Business Administrator Certificate throughout the term of this Agreement. The Business Administrator's job description is attached hereto and specifically incorporated by reference into this Agreement. The Business Administrator agrees to faithfully perform the duties of their position.
- B. Nothing contained herein shall be construed to deny or restrict the Business Administrator or Board such rights as they may have under New Jersey school laws and regulations. The rights granted to the Business Administrator and Board herein shall be deemed to be in addition to those provided in law.
- C. Whenever the Business Administrator is required to appear before the Board or any committee or member thereof concerning any charge or inquiry into a matter which could adversely affect the continuation of the Business Administrator in their office, position, or employment or salary of any increments pertaining thereto, he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a designated representative present to advise him and represent him during such meeting or interview.

III. CERTIFICATION

The Business Administrator shall hold a valid and appropriate certificate to act as Business Administrator / Board Secretary in the State of New Jersey throughout the term of this Agreement. In the event that the certificate of the Business Administrator is revoked, this Agreement is null and void as of the date of revocation.

IV. SALARY

The Business Administrator's annual salary during the term of this Agreement shall be One Hundred Forty-Four Thousand And Two-Hundred Dollars (\$144,200.00).

V. PAY DAYS

The usual dates for salary payments will be the 15th and 30th of each month. February's second payment will be the last school day of that month. When a pay day falls during a school holiday or on a weekend, the Business Administrator shall receive their paycheck on the last previous working day.

VI. VACATION

- A. The Business Administrator shall be entitled to twenty-three (23) vacation days per year.
- B. The Superintendent will determine when the vacation time can be taken. The Superintendent will be fair and equitable.
- C. The Business Administrator may carry over only five (5) unused vacation days from one year to the next. Any days carried over must be used in the subsequent school year, or they will be lost. The Business Administrator will not be compensated for any unused vacation days.

VII. SICK LEAVE

- A. The Business Administrator shall be entitled to sick leave with pay for twelve (12) days each year.
- B. Unused sick leave days shall accumulate from year to year without limitation and shall not, combined with personal and family leave, exceed fifteen (15) days per Title 18A:30-7.
- C. If the Business Administrator has exhausted accumulated sick leave, he may be granted additional sick leave days at full or partial pay at the discretion of the Board of Education on a case by case basis and consistent with N.J.S.A. 18A:30-6.

- D. In cases of extended or frequent illness, the Board may, at its discretion, require the Business Administrator to present a doctor's certificate prior to return to duties.

VIII. PERSONAL LEAVE

- A. The Business Administrator shall be entitled to three (3) days leave for personal reasons.
- B. No personal day may be taken immediately before or after a school holiday without prior approval of the Superintendent.
- C. Unused personal leave days shall convert to sick leave days at the end of the school year and shall not combined, with sick leave, exceed fifteen (15) days per Title 18A:30-7.

IX. BEREAVEMENT LEAVE

- A. The Business Administrator shall be entitled to five (5) days leave per occurrence in the case of death of father, mother, sister, brother, husband, wife, domestic partner, son, daughter, partner in a civil union, and dependent for whom the employee is the legal guardian except in the event that services are attended out of state, in which case up to two (2) additional days leave may be granted by the Superintendent in their discretion. Denial of such request shall be non-arbitral. Special circumstances may be considered by the Superintendent.
- B. The Business Administrator shall be entitled to three (3) days leave per occurrence in the case of death of father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, grandmother, grandfather, except in the event that services are attended out of state, in which case up to two (2) additional days leave may be requested of the Superintendent. Denial of such request shall be non-arbitral. Special circumstances may be considered by the Superintendent.

X. HOLIDAYS

- A. During the regular school year (that is, beginning with the first day of attendance for teachers and ending with the last day of attendance for teachers in a school year), the Business Administrator's work days shall follow the school calendar. Days during which school is closed during the regular school year shall be considered as holidays (non-work days) for the Business Administrator. Independence Day and Labor Day shall also be considered as holidays for the Business Administrator.

- B. The Business Administrator agrees and understands that she is expected to work on holidays if she is directed to do so by the Board or if an emergency or a time-sensitive task requires their immediate attention.

XI. EXTENDED LEAVE OF ABSENCE

Leave of Absence without pay up to one (1) year may be granted by the Board at its discretion upon application in writing to the Superintendent.

XII. RETIREMENT

- A. Upon retirement, the Business Administrator will be entitled to receive 100 percent of their per diem rate of salary (calculated at 1/260) of their last year of employment for each day of accumulated, unused sick leave days, except that the total cash settlement cannot exceed \$15,000.

XIII. PROFESSIONAL DEVELOPMENT

- A. The Board agrees to pay the reasonable cost of registration, tuition, and other reasonable expenses incurred by the Business Administrator in accordance with OMB regulations N.J.A.C. 6A:23A-3.1(e)4 in connection with any courses, workshops, seminars, conferences, or in-service training sessions that the Business Administrator is specifically requested to take by virtue of direction of the Board or of the Superintendent of Schools. The Board, in its discretion, may approve a request by the Business Administrator to attend and/or be reimbursed for a course, workshop, seminar, conference, or in-service training session not required by the Board or the Superintendent of Schools.

XIV. PROFESSIONAL ORGANIZATIONS

- A. The Board agrees to pay the Business Administrator's membership to the Middlesex County School Business Officials; NJ Association of School Business Officials; and the national Association of School Business Officials.

XV. MENTOR

The Board of Education shall pay the mentorship fee required for the Business Administrator/Board Secretary to secure her standard certification pursuant to N.J.A.C. 6A:9B-12.7.

XVI. TRAVEL AND RELATED EXPENSES

All reimbursement for travel and related expenses shall be in accordance with N.J.S.A. 18A:11-12 and consistent with OMB circulars and regulations.

XVII. COMPLAINTS

The source and nature of any complaints made against the Business Administrator by parents, pupils, teacher, or patrons of the public schools shall be immediately brought to the attention of the Business Administrator, if the Superintendent or Board plans to record such a complaint or take any remedial or disciplinary action as a result of the complaint.

XVIII. INSURANCE

The Board of Education will provide health care coverage in accordance with the requirements of Chapter 44, P.L. 2020, and the Business Administrator shall pay the statutorily required premium contributions toward the cost of said coverage through equal pay period deductions. The Business Administrator may choose either individual, parent and child, employee and spouse/partner, or family plan."

XIX. EVALUATION

The Business Administrator shall be evaluated annually.

XX. TERMINATION

The Business Administrator may terminate this Agreement upon 60 days' written notice to the Board.

The Board may terminate this Agreement as provided by law.

XXI. MISCELLANEOUS

This Agreement embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

In the event of any conflict between the terms, conditions and provisions of this Agreement and the provisions of the Board's policies, or any permissive State or Federal law, then, unless otherwise prohibited by law, the terms of this Agreement shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of this Agreement.

If, during the term of this Agreement, it is determined that a specific clause of the Agreement is illegal under Federal or State law, the remainder of the Agreement not affected by such a ruling shall remain in force.

Any changes/modifications must have approval of the Executive County Superintendent of Schools prior to Board approval.

In witness whereof, the parties hereto have caused this Agreement to be signed:

By: Nicole Navarria
Nicole Navarria
Business Administrator/
Board Secretary

4/29/2025
Date

SOUTH AMBOY BOARD OF EDUCATION

By: Judith Raskoshin
JUDITH RASKOSHIN
President

4-28-25
Date

ATTEST:

By: Frederick D. Williams, Ed.D.
Frederick D. Williams, Ed.D.
Superintendent of Schools

4/30/2025
Date

EmploymentAgreementNavarria2526