

ACTING BUSINESS ADMINISTRATOR AGREEMENT

This Acting Business Administrator Agreement ("Agreement") is entered into by and between the **Monroe Township Board of Education**, with offices located at 423 Buckelew Avenue, Monroe Township New Jersey 08831 (the "Board"), and **Laura Allen** ("Acting Business Administrator"), under the following terms and conditions:

1. The Board hereby employs Laura Allen as Acting Business Administrator for the period July 1, 2022 through June 30, 2023, unless sooner terminated pursuant to paragraph 6 below. Acting Business Administrator shall continue to receive her current annual salary as Assistant Business Administrator of **\$142,173.72, plus \$2,475.00 (CPA) and \$1,000.00 (longevity)**, along with an additional monthly stipend of **\$7,500.00** during the term of the Agreement. Payments to Acting Business Administrator will be made on the same pay schedule applicable to other certified school district employees. The parties acknowledge that this Contract must be approved by the Executive County Business Administrator for Middlesex County in accordance with applicable law and regulation prior to approval by the Board.

2. Acting Business Administrator will not receive any other additional compensation or benefits from the Board, except that Acting Business Administrator shall be provided the identical benefits (including, but not limited to: health care, sick, vacation, personal or funeral/bereavement days), that she is receiving under her employment agreement as the Assistant Business Administrator.

3. Acting Business Administrator shall have the duties prescribed by the Superintendent of Schools, or her designees, and as required by the laws of the State of New Jersey, New Jersey Administrative Code and the job descriptions adopted by the Board for the position of Business Administrator, including, but not limited to, attending board of education meetings and finance committee meetings. In addition, she shall retain and be responsible for the duties and responsibilities of her position as Assistant Business Administrator.

4. Acting Business Administrator agrees to faithfully perform her duties under the position of Acting Business Administrator in accordance with the laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future. Acting Business Administrator will perform all duties incident to the Office of the Business Administrator and such other duties as may be prescribed by the Board from time to time.

5. Acting Business Administrator represents that she holds all valid certificates and any other items required by the State of New Jersey for the position of Acting Business Administrator, and that such certificates will remain in full force and effect during the term of the Agreement. If, at any time during the term of this Agreement, the Acting Business Administrator's certification(s) is revoked, this Agreement shall be null and void as of the date of the revocation.

6. Either party can terminate this Agreement without cause upon 30 days written notice to the other party. However, this Agreement shall terminate immediately under any of the following circumstances: (a) the appointment or hiring of another individual to serve in the office of Business Administrator; (b) the return of the current Business Administrator of Schools from

leave; (c) failure to possess/obtain proper certification; (d) revocation or suspension of Acting Business Administrator's certificate; (e) mutual agreement of the parties; or (g) misrepresentation of employment history, educational and professional credentials, and/or criminal background. This Agreement also shall immediately terminate upon the appointing and start date of another acting Business Administrator, an interim Business Administrator, or a permanent Business Administrator. Nothing in this Contract shall affect the Board's rights with regard to suspension under N.J.S.A. 18A:6-8.3 and applicable case law.

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

8. The failure of either party to insist on strict performance of any covenant, provision or condition hereof, or to exercise any option herein contained, shall not be construed as a waiver of said covenant, provision, condition, or option in any instance.

9. If, during the term of this Agreement, a specific clause of the Agreement is held to be invalid, illegal or unenforceable, this Agreement shall be construed as if not containing the provision(s), and the remainder of the Agreement shall not be affected by such a ruling and shall remain in full force.

IN WITNESS WHEREOF, they set their hands and seals to this Employment Contract effective on the day and year written below.

LAURA ALLEN


Acting Business Administrator of Schools

MONROE TOWNSHIP BOARD OF
EDUCATION

By: 
Chrissy Skurbe, Board President

WITNESS:

7/20/22
DATE:

BOARD SECRETARY

7/20/22
DATE: