

ISLAND HEIGHTS BOARD OF EDUCATION
115 SUMMIT AVENUE
ISLAND HEIGHTS, NJ 08732
TIM REHM SUPERINTENDENT

Craig Lorentzen, CPA
School Business Administrator
Phone: 732-929-1211

Lillian Brendel
Board Secretary
Fax: 732-929-4303

September 13, 2024

Via Email
Justice Fighter

Re: OPRA Request dated August 27, 2024

Dear Justice Fighter:

You recently requested documents from the Island Heights Board of Education ("Board" or "District") pursuant to an Open Public Records Act ("OPRA") request dated August 27, 2024. The time in which a public entity has to respond to an OPRA request begins to run the day after the custodian of records receives such a request. The District received your OPRA request on August 27, 2024.

At this time, the District responds to your OPRA request is as follows:

1. **Employment Contract for Craig Lorentzen, Part-Time Business Administrator, including work hours, days, and location.**

Enclosed, please find the employment contract for part-time Business Administrator Craig Lorentzen.

2. **County Approval of the Employment Contract for Craig Lorentzen, Part-Time Business Administrator.**

Enclosed, please find documentation responsive to Request Number 2.

3. **Advertisement for Part-Time Business Administrator vacancy in Island Heights School District.**

Enclosed, please find documentation responsive to Request Number 3.

The above-referenced OPRA request is now deemed closed. Thank you.

Sincerely,



Lillian Brendel
Custodian of Records

Enclosures

PART TIME SCHOOL BUSINESS ADMINISTRATOR CONTRACT

This Contract made this 1st day of July 2024 between the Island Heights Board of Education (Board) and Craig Lorentzen, 1119 Kells Street, Toms River, NJ 08753, herein referred to as School Business Administrator.

It is agreed between the Board and the School Business Administrator that the Board has retained and does hereby engage and retain School Business Administrator to the Island Heights School District and to provide such advice and expertise and to perform such services as the District may require to assure the satisfactory operation of said duties as School Business Administrator to the District shall include those responsibilities set forth in Title 18A N.J.S.A. The period of this Agreement will begin as of July 1, 2024 and end on June 30, 2025. This agreement may be terminated prior to said date upon 30 calendar days written notice by either party. During that period, Part Time School Business Administrator will perform services, be paid on a semi monthly basis at a cost of \$40,000, and will attend Board Meetings and other necessary functions as directed by the Board without additional compensation.

School Business Administrator agrees that he is not entitled to receive any benefits during the term of this agreement.

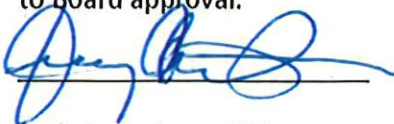
School Business Administrator holds all valid NJ Certificates to serve as School Business Administrator and any other items required by the laws of the State of NJ.

The Board shall carry appropriate liability insurance; to indemnify and provide a legal defense for School Business Administrator should any civil action arise against him in connection with an act or omission arising out of and in the course of the performance of his duties with the Board.

School Business Administrator hereby accepts the position here described and undertakes the he will faithfully do and perform his duties under this position and will observe and enforce the rules and regulations prescribed for the government of the school by the Board of Education.

School Business Administrator acknowledges that this is the complete agreement between the parties and that this agreement may not be changed or modified without prior approval of the Executive County Superintendent.

Both parties acknowledge that the Executive County Superintendent must review this agreement prior to Board approval.



Craig Lorentzen, CPA



Maureen DeSanto, President



State of New Jersey

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

OCEAN COUNTY OFFICE OF EDUCATION
212 WASHINGTON STREET, PO BOX 2191
TOMS RIVER, NJ 08754-2191
(732) 929-2078 FAX (732) 244-8242
www.nj.gov/education

KEVIN DEHMER
Acting Commissioner

JUDITH DESTEFANO, Ed.D.
Interim Executive County Superintendent

June 14, 2024

Mr. Timothy Rehm, Superintendent
Island Heights School District
115 Summit Avenue, PO Box 329
Island Heights, NJ 08732

Dear Mr. Rehm:

I have reviewed the employment contract for Craig Lorentzen for the position of School Business Administrator, 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 the period commencing July 1, 2024 and ending on June 30, 2025.

This contract must now be approved by the district Board of Education. I ask that you submit a signed copy of this contract and a copy of the minutes (affixed with a raised seal) indicating the resolution approving this contract.

If there are any changes to the terms of this contract, you will need to submit it to me for review and approval prior to the required public notice and hearing of such changes.

Please be reminded that any changes to this contract, during the life of this contract, must be submitted to the Executive County Superintendent for review and approval prior to board approval.

Sincerely,

A handwritten signature in blue ink that reads "Judith DeStefano".

Judith DeStefano, Ed.D.
Interim Executive County Superintendent
Cape May County Office of Education

cc: Frank Frazee, School Business Administrator
Lil Brendel, Board Secretary

JD/mw

View job information including status and the job description.

Title				
Part-time School Business Administrator				
Status	Posted Date	Closed Date	Premium	Featured
Closed	5/28/2024	6/19/2024	No	No
County				
Ocean				
Type of Job (PreK-12 or Higher Ed.)				
PreK-12				
Description				

Island Heights Board of Education is looking for a part-time school business administrator. Must have certifications. Please send resume and letter of interest to Tim Rehm, Superintendent 115 Summit Avenue, PO Box 329, Island Heights, NJ 08732 or email trehm@islandheights.k12.nj.us.

LOCATION

Address Line 1	
115 Summit Avenue	
Address Line 2	
PO Box 329	
City	State Zip Code
Island Heights	NJ 08732

OPTIONS

Automatically Repost	Company Visible	Location Visible	Assigned To
No	Yes	Yes	Tim Rehm
Redirect Applicant To Url	Send Application To Email		
		trehm@islandheights.k12.nj.us	

SCREENING QUESTIONS

No Questions have been added.

Job Key
vmm5sr
Modified

6/19/2024 10:35am by Lillian Brendel