

EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT is made and entered into this first day of July, 2025 by and between the **MONMOUTH BEACH BOARD OF EDUCATION**, located in Monmouth County, New Jersey, hereinafter referred to as the "Board" and **LINDSEY CASE** hereinafter referred to as the "Part Time Board Secretary/School Business Administrator".

WHEREAS IT IS MUTUALLY AGREED AS FOLLOWS:

1. Employment:

The Board hereby employs Lindsey Case as the Part Time Board Secretary/School Business Administrator (.50 FTE) of the MONMOUTH BEACH School, Monmouth County, New Jersey, and Mrs. Case hereby accepts employment in such capacity upon the terms and conditions hereinafter set forth. Mrs. Case and the Board agree that the time served to the MONMOUTH BEACH School will be after regular business hours and will not coincide with the hours she is serving to the Matawan-Aberdeen Board of Education.

2. Term:

The term of this Agreement shall be for the period commencing July 1, 2025 through June 30, 2026. The Board shall not hereby waive any of its rights as granted or established by law, code or policy; e.g., the ability to abolish positions.

3. Compensation:

The Board shall provide the following salary as part of the School Secretary/Board Business Administrator's compensation and it shall be paid in two equal monthly installments through the term of the contract:

7/1/25-6/30/26

\$38,000

4. Technology Allowance:

The SBA/BS shall receive a stipend of six-hundred dollars (\$600.00) per year, Fifty Dollars (\$50.00) per month, for technology allowance (mobile technology and telecommunications support, job-related applications, etc.)

6. Other Benefits:

Vacation/Personal Days/Holidays: The SBA/BS shall be granted to twenty (20) vacation days annually, excluding holidays. All vacation days must be approved by the Superintendent prior to being taken and, in the event of any conflict, the decision of the Superintendent shall be final. No more than five (5) vacation days may be carried over into the next year and there shall be no payment in lieu of vacation. The SBA/BS is entitled to all holidays afforded to the professional staff in accordance with District rules and procedures.

Sick Leave: The SBA/BS shall be allowed twelve (12) days sick leave annually. The unused portion of such leave shall, at the end of any year, be cumulative. If employed by the district for a minimum of 10 consecutive years, reimbursement of unused sick leave upon normal retirement shall be paid in accordance with the following formula:

Upon separation from the Service Agreement due to retirement from public school administration, the SBA/BS will be entitled to receive reimbursement of her accumulated unused sick leave capped at a maximum of 150 days at \$100 per day (\$15,000 maximum).

Personal Leave: The SBA/BS shall be entitled to four (4) personal days annually. Up to two (2) unused days may become accumulative sick days.

Bereavement:

- a. An employee may be absent with full pay for five (5) days, per occurrence, in the event of the death of parents, spouse, domestic partner, civil union partner, or children.
- b. An employee may be absent with pay for five (5) days, which are not cumulative, in the event of death of brothers, sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, or any other person whom at the time of death was a member of the SBA/BS's household or for whom the SBA/BS; was the primary care giver.
- c. An employee may be absent with full pay for death of another relative or close friend for one (1) day which is not cumulative.

5. Professional Growth:

The Board encourages the continuing professional growth of the Part Time Board Secretary/School Business Administrator through her participation as she might decide in light of her responsibilities as the Part Time Board Secretary/School Business Administrator, in the following:

The operations, programs and other activities conducted or sponsored by local, state and national School Business Administrators and/or school board associations which will include payment by the Board of membership fees to the Monmouth County Business Administrators Association.

The Board agrees to pay the full cost of registration and other reasonable expenses incurred in connection with any workshops, seminars, conferences, in-service training sessions, or other sessions that the Part Time Board Secretary/School Business Administrator is required and/or requested by the administration to take. The Board will pay the reasonable expenses in accordance with OMB Circulars, Board policy, NJ State law NJAC (6A:23A-3.1 (e)3 and NJAC 18A:11-12) (including fees, meals, lodging and/or transportation) incurred by the Part Time Board Secretary/School Business Administrator.

5. Certification and Responsibilities:

(a) Certification: The Part Time Board Secretary/School Business Administrator shall hold a valid and appropriate certificate to act as the School Business Administrator in the State of New Jersey.

(b) Duties: Professional responsibilities include all duties described in the job description "*Part Time School Business Administrator/Board Secretary*" (attached hereto). The Board reserves the right to revise the job description according to its discretion after input from the Superintendent or his designee.

(c) Hours: The Part Time Board Secretary/School Business Administrator shall work no less than 12 hours and no more than 25 hours per week; subject to discretion of the Superintendent of Schools.

6. Computer

The Board shall provide the Part Time Board Secretary/School Business Administrator with a computer and other necessary equipment for use during the duration of the contract. The Board shall be responsible for maintaining said computer.

7. Termination of Employment Contract.

This employment contract may be terminated by:

(a) Mutual agreement of the parties.

(b) Unilateral termination by the Part Time Board Secretary/School Business Administrator. The Part Time Board Secretary/School Business Administrator may terminate this employment contract upon sixty (60) days written notice to the Board.

(c) The Board upon written notice at least sixty (60) days prior to the expiration of the term of the contract.

(d) Unilateral termination by the Board in accordance with the law. The Board may terminate this contract for just cause pursuant to statutory and case law.

8. Complete Agreement

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

9. Conflicts

In the event of any conflict between the terms, conditions and provisions of this Employment Contract and the provisions of the Board's policies or any permissive federal or state law, the terms of this Employment Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

10. Evaluation

The Superintendent, or designee, shall evaluate the performance of the SBA/BS in accordance with the statutory requirements. The evaluation shall be in writing, a copy shall be provided to the SBA/BS, and the Superintendent and SBA/BS shall meet to discuss the findings. The evaluations shall be based upon the goals and objectives of the District, the responsibilities of the SBA/BS as set forth in her job description, and such other criteria as the State Board of Education shall by regulation prescribe.

The SBA/BS shall meet with the Superintendent at the Superintendent's direction to review the goals and objectives of the Board for each school year during the term of this Agreement.

11. Certification

Mrs. Case represents that she possesses all appropriate certifications required to serve in the position of SBA in the State of New Jersey. Should her certification be revoked, this Agreement shall be null and void effective until such revocation.

12. Board Rights and Privileges

Notwithstanding any of the foregoing, it is hereby mutually stipulated, agreed and understood, by and between the parties hereto, that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges or duties of the Board, by or under the laws of the State of New Jersey.

WHEREAS, a duly authorized officer of the Board has approved the terms and conditions of this Employment Contract; and

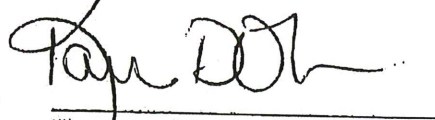
WHEREAS, the Part Time Board Secretary/School Business Administrator has approved of the terms and conditions of this Employment Contract; and

WHEREAS, this Employment Contract has been approved by a majority vote of the MONMOUTH BEACH Board of Education at its meeting of June 12, 2025 and has been a part of the minutes of that meeting.

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

**MONMOUTH BEACH
BOARD OF EDUCATION**


Lindsey Case
Board Secretary / SBA


Karen Dolan
Board President