

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this 1st day of July, 2026, by and between the **SPRING LAKE BOARD OF EDUCATION**, with offices located at 411 Tuttle Avenue, Spring Lake, New Jersey 07762 (hereinafter “the Board”)

and

Stephen LaValva, Ed.D., whose position is to be the School Business Administrator/Board Secretary (hereinafter “Business Administrator”).

WITNESSETH

THIS CONTRACT OF EMPLOYMENT replaces and supersedes all prior Contracts of Employment between the parties. Signature of this Contract of Employment constitutes assent to a rescission of any and all prior Contracts of Employment as well as agreement to the terms herein.

WHEREAS, the Board and the Business Administrator believe that a written Contract of Employment is necessary to specifically describe their relationship and to serve as the basis of effective communication between them; and

WHEREAS, the Board offered Dr. LaValva the position of Business Administrator, and he has accepted the Board’s offer; and

WHEREAS, the Board approved the terms of this Contract of Employment by a vote of its members at a regularly scheduled meeting on July 1, 2026, and has authorized the President of the Board to execute this Contract of Employment.

NOW, THEREFORE, the Board and the Business Administrator, for the consideration herein specified, agree as follows:

1. TERM

The Board hereby agrees to employ Dr. Stephen LaValva as the Business Administrator of the Spring Lake School District for the period beginning July 1, 2026, and expiring at midnight on June 30, 2027.

2. CERTIFICATION AND RESPONSIBILITIES

A. Certification:

The Business Administrator shall maintain a current and valid certificate issued by the New Jersey Department of Education for the position of School Business Administrator. In the event the Business Administrator’s certificate issued by the Department of Education is revoked, this Contract of Employment is null and void as of the date of the certificate

revocation.

The Business Administrator further agrees to comply with all other legal requirements respecting the employment of a Business Administrator.

B. Duties:

The Business Administrator shall have general supervision over all fiscal operations and the buildings and grounds of the district and shall supervise the staff concerning the physical plant and business affairs, which in his judgment, best serve the district. The Business Administrator shall report directly to the Superintendent of Schools, and serve 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.

All duties assigned to the Business Administrator by the Superintendent of Schools should be appropriate to and consistent with the professional role and responsibility of the Business Administrator, and shall be set by Board policy and in the job description for the Business Administrator which may be modified from time to time, consistent with the intent set forth above.

The Business Administrator shall devote his time, skills, labor, and attention to the business of the school district. The Business Administrator may, with the prior approval of the Superintendent and the Board, serve as a consultant to other districts or educational agencies, lecture, engage in writing activities and speaking engagements, and engage in other activities which do not interfere with his responsibilities as Business Administrator.

3. COMPENSATION

A. Salary:

The Board shall pay the Business Administrator an annual salary of One Hundred Eleven Thousand Dollars (\$111,000.00). The Parties agree that the annual salary fully compensates the Business Administrator for attending all Board meetings and Committee meetings, for which his presence is requested by either the Superintendent or the Board Committee.

The annual salary shall be paid to the Business Administrator in accordance with the payroll schedule for other certified employees. During the term of this Contract of Employment, including any extension thereof, the compensation and/or benefits of the Business Administrator shall not be reduced.

B. Workweek:

The parties agree that in exchange for the annual salary set forth in Article 3A herein, the Business Administrator shall work an average of twenty-eight (28) hours each workweek,

with prorated adjustment for weeks that contain a holiday as set forth in the H.W. Mountz School Calendar, as well the weeks that contain Independence Day and Labor Day.

4. **BENEFITS**

A. Vacation Days:

The Business Administrator shall be granted twelve (12) vacation days calculated and prorated on an annualized basis, all of which shall be available to the Business Administrator on July 1st.

If business demands prohibit the Business Administrator from using all of his allotted vacation days in a given year, he may carry over up to twelve (12) unused vacation days to be used during the next year pursuant to law. Any vacation days carried over from the previous year that are not used shall be forfeited. If the Business Administrator does not complete the Contract of Employment year, the number of vacation days shall be prorated at 1 day per month for the completed months of service. If the Business Administrator utilized vacation days in excess of this rate, compensation for those days shall be deducted from the Business Administrator's last check.

B. Days When School Is Not In Session

The Business Administrator shall not be required to report to work on all days during the student school year, excluding summer recess, when students are not present as set forth in the H.W. Mountz School Calendar with the exception of staff in-service days.

C. Holidays

In addition to the paid holidays that are set forth in the H.W. Mountz School Calendar, the Business Administrator shall also be entitled to Independence Day and Labor Day. All paid holidays must be taken when school is not in session. If holidays fall on a school day or weekend, an alternate day may be taken with prior approval of the Board.

D. Personal Days:

The Business Administrator shall be granted five (5) personal days annually, without loss of salary, calculated and prorated on an annualized basis, all of which shall be available to the Business Administrator on July 1st. At the end of the Contract of Employment year, unused personal days shall convert to sick days and shall be cumulative as provided by law. In no case shall the total number of unused sick days exceed fifteen (15) sick days for the Contract of Employment year. Personal days shall be used to conduct personal affairs that cannot be handled outside of work hours.

E. Health Benefits:

The Board shall provide the Business Administrator, and if applicable, his eligible

dependents with health benefits (medical, major medical, prescription, and dental) insurance coverage consistent with other employees in the district. Pursuant to applicable law and regulation, the Business Administrator shall contribute towards the payment of premiums. The contribution shall be made through payroll deduction, and in accordance with the payroll schedule for all other employees. The Board shall provide the Business Administrator with a Section 125 cafeteria plan.

The Business Administrator, at his discretion, may waive health benefits insurance coverage (medical, major medical, prescription, and dental) if covered through a spouse, civil union or domestic partner's health plan, and in accordance with procedures established by the Board provided that the spouse's, civil union or domestic partner's coverage is not under the State Health Benefits Program or the School Employee's Health Benefits Plan. In the event the Business Administrator waives coverage, and as permitted by law, the Board shall pay the Business Administrator the lesser of Five Thousand Dollars (\$5,000.00) or twenty-five percent (25%) of the premium saved by the Board as a result of the waiver. The payment shall be pro-rated in accordance with the timing of the waiver. The Business Administrator shall be permitted to re-enroll in the health insurance plan if there is a change in family status such as a death, divorce, or other reason.

F. Sick Leave:

The Business Administrator shall be granted twelve (12) sick days annually, calculated and prorated on an annualized basis, all of which shall be available to the Business Administrator on July 1st. The unused portion of such leave, at the end of any year, shall be cumulative. Unused sick leave may be accumulated from year to year. Upon retirement, accumulated unused sick leave shall be eligible for reimbursement at the rate of \$80.00 per day, to a maximum of \$15,000.00 as provided by N.J.S.A. 18A:30-3.5.

The parties agree that as of July 1, 2026, the Business Administrator has One Hundred One and One-Half (101.5) accumulated unused sick days earned in prior employment positions in the district. These accumulated unused sick days do not include any sick days provided to the Business Administrator during the 2026-2027 school year as per the subject Contract of Employment. Upon retirement these sick days shall be included in the total number of accumulated unused sick days which shall be eligible for reimbursement as noted herein.

G. Bereavement Leave:

The Business Administrator shall be granted up to three (3) consecutive calendar days, in each case, with pay, for the purpose of attending to matters following the death of an immediate family member. For purposes of this Contract of Employment "immediate family member" shall be defined as the Business Administrator's spouse, child, mother, father, sister or brother.

H. Professional Development

The Board encourages the continuing professional growth of the Business Administrator through his participation as he might decide, in light of his responsibilities as the Business Administrator, in the following ways:

- i. the operations, programs and other activities conducted or sponsored by local, state, and national school administrator and/or school board associations, including but not limited to, conferences, conventions, and workshops;
- ii. seminars and courses offered by public or private educational institutions;
- iii. informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Business Administrator to perform his professional responsibilities for the Board;
- iv. visits to other institutions; and
- v. other activities promoting the professional growth of the Business Administrator.

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Business Administrator's knowledge and expertise in the field of education and administration shall be paid for/reimbursed by the Board in accordance with law. Such payments or reimbursements, shall be made in accordance with OMB travel circular provisions, the general requirements of N.J.S.A. 18A:11-12, Board policy, and upon prior approval of the Superintendent and the Board. The Business Administrator shall follow Board policy and applicable law in supplying the necessary documentation for reimbursement.

I. Membership Fees:

The Board shall pay One-hundred (100%) percent of the Business Administrator's membership fees and/or charges to the local, state, and national Association(s) of School Business Officials, and other professional organizations which the Business Administrator and the Superintendent deem necessary to maintain and/or improve his professional skills.

J. Expense Reimbursement:

The Board shall reimburse the Business Administrator for expenses incurred for travel and sustenance in the performance of the Business Administrator's duties under this Contract of Employment in accordance with law. Mileage shall be paid from mileage vouchers according to "New Jersey Office of Management and Budget" rates per mile. The Business Administrator shall be reimbursed for expenses pursuant to Board policy, upon prior approval of the Superintendent and the Board, and pursuant to N.J.S.A. 18A:11-12 and regulations promulgated thereunder.

K. Laptop

The Business Administrator shall be provided with a District-owned laptop computer or its functional equivalent (i.e., Chromebook or tablet) with internet access for use for district purposes. Upon termination of employment, such device shall be returned to the District.

6. **SEPARATION FROM SERVICE**

A. Accumulated Unused Sick Days:

Upon the Business Administrator's retirement from employment with the District, and upon submission of a retirement application to the Teachers' Pension and Annuity Fund, the Board will pay all unused, accumulated sick days earned while an employee of the Board, in accordance with law and with Article 4F above. Payment shall be calculated at the rate of \$80.00 per day, following the Business Administrator's last day of employment. Pursuant to N.J.S.A. 18A:30-3.5, payment shall not exceed \$15,000.00.

B. Accumulated Unused Vacation Days:

Upon the Business Administrator's separation from employment with the District or retirement from employment with the District, the Board will pay up to twelve (12) unused, accumulated vacation days earned while an employee of the Board, in accordance with law. Payment shall be calculated at the Business Administrator's daily rate of pay, based upon a 260-day work year, following his last day of employment.

C. Payment to Estate:

Payment by the Board to the Business Administrator for his unused vacation days shall be made within thirty (30) days of his separation from employment or retirement.

Upon the death of the Business Administrator, payment for unused vacation days, prorated as of the date of death, shall be made to the estate of the Business Administrator within thirty (30) days of death.

7. **EVALUATION**

The Superintendent shall evaluate the performance of the Business Administrator in accordance with law. Each evaluation shall be in writing, a copy shall be provided to the Business Administrator, and the Superintendent and Business Administrator shall meet to discuss the findings. The evaluations shall be based upon the goals and objectives of the District and the Board of Education, the responsibilities of the Business Administrator as set forth in his job description, and such other criteria as the State Board of Education shall by regulation prescribe. The evaluation instrument shall be developed and approved by the Superintendent and the Business Administrator on or prior to the execution of this Contract of Employment.

8. **PROFESSIONAL LIABILITY**

The Board agrees that in accordance with N.J.S.A. 18A:16-6 and 16-6.1, it shall defend, hold harmless and indemnify the Business Administrator from any and all demands, claims, suits, actions and legal proceedings brought against the Business Administrator in his official capacity as an agent of the Board, provided the incident arose while the Business Administrator was acting within the scope of this Contract of Employment and, as such, liability coverage is within the authority of the Board to provide under State law. In the event the Business Administrator is subject to criminal proceedings brought against him in his official capacity as an agent of the Board, the Board shall not be responsible to defend him or hold him harmless for the costs and expense incurred in the defense of such criminal charges unless the final disposition of such charges are in favor of the Business Administrator.

9. **EXTENSION OF CONTRACT OF EMPLOYMENT**

Any modification of this Contract of Employment shall be by mutual agreement of the parties and must be set forth in a written agreement signed by the parties and upon the prior approval of the Executive County Superintendent.

10. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

- A. Mutual agreement of the parties;
- B. Unilateral termination by the Business Administrator upon sixty (60) days written notice to the Board;
- C. Unilateral termination by the Board upon sixty (60) days written notice to the Business Administrator;
- D. In the event that the Business Administrator's certificate is revoked, this Contract of Employment shall become null and void as of the date of revocation; or
- E. Actions consistent with law.

11. **COMPLETE AGREEMENT**

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

12. **CONFLICTS**

In the event of any conflict between the terms, conditions and provisions of the Board's policies, or any permissive state or federal law, then, unless otherwise prohibited by law,

the terms of this Contract of Employment shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the Contract of Employment.

13. **SAVINGS CLAUSE**

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

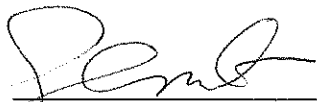
14. **MODIFICATION**

The terms and conditions of this Contract of Employment shall not be modified except by the written consent of both Parties hereto and after review and approval by the Executive County Superintendent. Any amendments to this Contract of Employment shall not create a new Contract of Employment or Contract of Employment term but shall only constitute an amendment to the existing Contract of Employment.

WHEREAS, the Business Administrator approves the terms and conditions of this Contract of Employment, and agrees to be bound by same;

WHEREAS, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of July 1, 2026, said action having been made a part of the official minutes of that meeting.

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



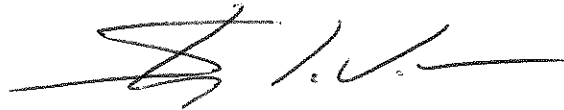
Witness:

Carlos Granata



Witness:

Carlos Granata



7/1/26

Stephen LaValva, Ed.D.
School Business Administrator/Board
Secretary



7/9/26

President
Spring Lake Board of Education