

MARCH 22, 2022

ELEMENTARY SCHOOL PERSONNEL

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING ELEMENTARY SCHOOL PERSONNEL TO THE BOARD OF EDUCATION:

2021-2022 Staffing

Recommend approval of the **appointment** of **Douglas Wells** as an **Elementary School Teacher of Special Education**, (1001-MES-SPEC-01), (**long term substitute for Employee ID# 4734**), beginning on or about May 27, 2022 through on or about June 22, 2022 at \$110.00 per diem for the first 20 working days and \$120.00 per diem thereafter.

Additional Compensation

Recommend approval of the **additional compensation** of following teachers as **members of the Manasquan Elementary School National Junior Honor Society Selection Committee** for up to 4 hours each at \$30.00 per hour:

- Amelia Gliddon
- Ann Marie LaMorticella
- Marissa Melillo
- Teresa Reichey
- Laura Wahl
- Kimberly Ward

Athletics/Addendum “C” Advisors

Recommend approval of the following Addendum “C” **2021-2022 SY** coaching staff appointments:

Position Code	Position Description	Employee	Step	Stipend	Longevity
9790-MES-ATHL-01	Cheerleading Coach - Winter	Ames, Taylor	B	\$ 1,830.00	N/A

Recommend approval for the following non-paid **volunteer coach** for the 2021-2022 school year school:
Douglas Wells - Baseball

Leave of Absence

Recommend approval of the **revised** request for Employee ID #4594 to take a leave of absence from on or about January 3, 2022 through on or about May 30, 2022 with an expected return date of on or about May 31, 2022 as follows:

- Paid Sick Leave 1/3/2022 – 3/7/2022 (39 accumulated sick days)
- Unpaid Personal Leave of Absence 3/8/2022 – 5/30/2022

(Previously Board approved on 12/7/2021 as using 30 accumulated sick days)

Recommend approval of Employee ID# 4732 to take a leave of absence to provide care for the serious health condition of a family member from February 21, 2022 to on or about March 13, 2022 with an anticipated return date of March 14, 2022 (15 workdays) as follows:

- Paid Personal Leave Days 2/21/2022 - 2/23/2022 (3 Personal Days)
- Unpaid FMLA/NJFLA 2/24/2022 – 3/13/2022 (12 Workdays)

Resignation

Recommend approval of the **resignation** of **Maria Panetta**, **Elementary School Instructional Paraprofessional** (9101-MES-SPEC-15), effective March 1, 2022.

MARCH 22, 2022

HIGH SCHOOL PERSONNEL

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING HIGH SCHOOL PERSONNEL TO THE BOARD OF EDUCATION:

2021-2022 Staffing

Recommend approval of the **voluntary transfer** of **Jason Shipley** from **Custodian** (9403-BOE-FACL-12) to **Custodian of Grounds** (9402-BOE-FACL-03) effective March 23, 2022. (No change in salary.)

Recommend approval of the **appointment and employment contract** of **Tara Tholen-Lobel** as **Assistant School Business Administrator** (0114-BOE-BUSO-01) from on or about May 23, 2022 (or as soon as released from current contract) to June 30, 2022, as per **Document M-1**. (*Pending criminal history and employment history review.*)

2022-2023 Staffing

Recommend approval of the **appointment** of **Donald Bramley** as **Supervisor of Athletics & Extracurricular Activities** (0310-MHS-ATHL-01) for the 2022-2023 school year, effective July 1, 2022, at an annual salary of \$175,364.00 plus \$1,000.00 longevity.

Recommend approval of the **appointment and employment contract** of **Tara Tholen-Lobel** as **Assistant School Business Administrator** (0114-BOE-BUSO-01) for the 2022-2023 school year as per **Document M-2**.

Substitutes:

Recommend approval of the following substitutes for the **2021-2022** school year:

Teacher

Cordrey, Matthew	
Hedden, William	
Read, Patricia*	

Paraprofessional

Read, Patricia*	
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Secretary

Read, Patricia*	
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**Pending Criminal History and Employment History Review*

Nurse

Lessing, Kaitlyn	
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Additional Compensation

Recommend approval of the **appointment** of **Jason Snyder** as a **teacher in the Warrior Rise Before-School Tutoring Program** for up to 2 hours per week (as scheduled and pre-approved by Principal) at \$50.00 per hour for the 2021-2022 school year effective February 22, 2022 – Grant Funded by the American Rescue Plan – ESSER – Evidence Based Comprehensive Beyond the School Day Subgrant.

Recommend approval of the **revision** of the following employees to provide carpentry services for the District at the rate of **\$32.00** per hour for the 2021-2022 school year, as needed and as approved by supervisor. (previously approved on July 20, 2021, August 17, 2021, and September 21, 2021):

- Ryan Graf
- Jason Snyder

Athletics/Addendum “C” Advisors

Recommend approval of the **appointment** of the following employees as **High School One-to-One Special Education Paraprofessionals for Athletics** for the 2021-2022 school year (as needed) for Student #6796940236 at their respective paraprofessional hourly rates as indicated below:

- Lisa Frye - Step 4, \$23.74 per hour
- Autumn Sterner - Step 3, \$23.34 per hour

Recommend approval for the following non-paid **volunteer coach** for the 2021-2022 school year school:

Bailey Price – Girls Lacrosse
Justin Barowski – Boys Lacrosse
Darin Muly – Boys Lacrosse (*Pending Criminal History Review*)
Evan Kainer – Spring Track

Resignation

Recommend approval of the **resignation for the purpose of retirement** of **Kimberly Read**, District Bookkeeper (9300-BOE-BUSO-02), effective September 1, 2022.

Recommend approval of the **resignation** of **Darian Scalamoni**, Teacher of Audio/Visual Broadcast Production (2000-MHS-ARPE-04), effective May 1, 2022.

DOCUMENT M-1

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **22nd day of March 2022**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

TARA THOLEN-LOBEL, whose address is (hereinafter “the Assistant Business Administrator”).

WITNESSETH

WHEREAS, the Board and the Assistant 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 the Assistant Business Administrator the position of Assistant School Business Administrator effective **on or about May 23, 2022 (pending release from current contract)**, and she has accepted the Board’s offer; and

WHEREAS, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **March 22, 2022** and has authorized the President of the Board to execute this Contract of Employment.

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

1. **TERM**

The Board hereby agrees to employ **Tara Tholen-Lobel** as the Assistant School Business Administrator for the period beginning **on or about May 23, 2022** and expiring at midnight on **June 30, 2022**.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. Certification:

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

DOCUMENT M-1

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

B. Duties:

The duties and responsibilities of the Assistant Business Administrator shall include those prescribed by statute, code, and the Board-approved job description. The Board's job description for Assistant School Business Administrator is specifically incorporated herein, by reference as describing the Assistant Business Administrator's duties.

3. **PROFESSIONAL GROWTH OF ASSISTANT BUSINESS ADMINISTRATOR**

The Board and the Assistant Business Administrator recognize the value to the District of the continuing professional growth and development of the Assistant Business Administrator. The Board encourages the continuing professional growth of the Assistant Business Administrator through her participation as she and the Superintendent might decide, in light of her professional responsibilities as the Assistant Business Administrator, in the following ways:

- A. The operations, programs and other activities conducted or sponsored by local, county, and state professional associations during the school day where necessary, upon written request to, and the prior approval of the Superintendent, including but not limited to, conferences, conventions, and workshops;
- B. Seminars and courses offered by public or private educational institutions;
- C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Assistant Business Administrator to perform her professional responsibilities for the Board;
- D. Visits to other institutions; and
- E. Other activities promoting the professional growth of the Assistant Business Administrator.

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Assistant 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, including any amendments or revisions thereto, the OMB travel circular provisions, the general requirements of N.J.S.A. 18A:11-12, the New Jersey administrative code, Board policy, and upon prior approval of the Superintendent and the Board. The Assistant Business Administrator shall follow Board policy and applicable law in supplying the necessary documentation for reimbursement.

DOCUMENT M-1

4. COMPENSATION

A. Salary:

The Board shall pay the Assistant Business Administrator an annual salary of **NINETY-SEVEN THOUSAND DOLLARS (\$97,000.00), pro-rated for her term of employment of this contract.** This salary shall be paid to the Assistant Business Administrator in accordance with the payroll schedule for other certified employees.

5. BENEFITS

A. Vacation Days/Personal Days/Holidays:

The Assistant Business Administrator shall be granted twenty-one (21) vacation days annually (pro-rated to two (2) vacation days for the term of employment of this contract), calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Assistant Business Administrator on the date of commencement of this contract, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Assistant Business Administrator from using all of her allotted vacation days in a given year, she may carry over up to ten (10) 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.

The Assistant Business Administrator shall not be granted any personal days for the term of this contract.

The Assistant Business Administrator shall be entitled to the following paid holidays: New Year's Day; Martin Luther King's Birthday; Washington's Birthday; Lincoln's Birthday; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; General Election Day; Veteran's Day; Thanksgiving Day; Friday following Thanksgiving Day; and Christmas Day.

If school is in session on any of the holidays listed above, the Assistant Business Administrator may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Assistant Business Administrator to work on any paid holiday, the Board shall offer the Assistant Business Administrator another scheduled workday in lieu of the holiday during the same school year on which she does not need to report to work. These alternate holiday dates shall be provided to the Assistant Business Administrator no later than September 1 of each year.

B. Bereavement Leave:

Assistant School Business Administrator, 2021-2022

DOCUMENT M-1

The Assistant Business Administrator shall be entitled to five (5) days of bereavement leave, without loss of pay due to the death of her father, mother, spouse, partner in a civil union, brother, sister, father-in-law, mother-in-law, son, daughter, grandchild, or any person permanently living with the Assistant Business Administrator.

The Assistant Business Administrator shall be entitled to three (3) days of bereavement leave, per incident, without loss of pay due to the death of a sister-in-law, brother-in-law, aunt, uncle or other near relative at the discretion of the Superintendent.

The Assistant Business Administrator shall be entitled to one (1) day of bereavement leave, per incident, without loss of pay due to the death of a relative or close friend outside the Assistant Business Administrator's family as defined above.

C. Health and other Insurance Benefits:

The Board shall provide health benefits, including prescription, and dental coverage for the Assistant Business Administrator, and if applicable, her spouse and dependents. The Assistant Business Administrator shall contribute an amount established by P.L. 2020, Chapter 44 towards the cost of health benefits coverage.

The health insurance, prescription, and dental plan for the Assistant Business Administrator shall be substantially equivalent to the health insurance, prescription, and dental plan provided to other administrators employed by the district.

The Assistant Business Administrator has the right to waive health benefits. In exchange for waiving coverage, she shall be reimbursed in the amount of the lesser of \$5,000 or 25% of the premium saved. The reimbursement may be pro-rated for partial periods of the school year.

D. Sick Leave:

The Assistant Business Administrator shall be provided twelve (12) sick days annually (pro-rated to one (1) sick day for the term of employment of this contract), calculated on an annualized basis, all of which shall be available to the Assistant Business Administrator on the date of commencement of this contract. 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 and accumulated sick leave shall be eligible for reimbursement in accordance with law. Upon retirement and notice to the Board all unused, accumulated sick days shall be reimbursed, at the final per diem rate of \$110.00 per day. Reimbursement for sick days shall not exceed \$15,000.00.

DOCUMENT M-1

In accordance with N.J.S.A. 18A:30-3.2, the Board grants the Assistant Business Administrator half (0.5) credit for accumulated sick leave days that Assistant Business Administrator holds in her immediate prior public school district employer, up to a maximum of 36 days, upon receipt of a certificate from the immediate prior employer of the Assistant Business Administrator's accumulated sick day balance.

E. Membership Fees:

The Board shall pay one-hundred (100%) percent of the Assistant Business Administrator membership fees and/or charges for two (2) professional associations selected by the Assistant Business Administrator that directly relates to her professional duties and responsibilities as Assistant Business Administrator, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

The Board shall reimburse the Assistant Business Administrator for expenses incurred for travel and sustenance in the performance of the Assistant 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 Assistant Business Administrator shall be reimbursed for expenses pursuant 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.

During her employment with the Board, the Assistant Business Administrator shall be provided with a laptop computer.

F. Tuition Reimbursement:

The Board shall reimburse the Assistant Business Administrator for the successful completion of up to nine (9) graduate credits per year, up to the per credit cost of the Rutgers Graduate School of Education for the same academic year.

6. EVALUATION

The School Business Administrator shall evaluate the performance of the Assistant Business Administrator in accordance with law.

7. RENEWAL/EXTENSION OF CONTRACT OF EMPLOYMENT

DOCUMENT M-1

Any notice of renewal or extension of this Contract of Employment shall be agreed by and between the Board and the Assistant Business Administrator on terms and conditions as agreed by the parties.

8. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

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

10. **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.

11. **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.

12. **SAVINGS CLAUSE**

If during the term of this Contract of Employment, it is found that a specific clause of the Contract of Employment is contrary to federal or state law, the remainder of the Contract of Employment not affected by such a ruling shall remain in force.

WHEREAS, the Assistant Business Administrator approves the terms and conditions of

Assistant School Business Administrator, 2021-2022

DOCUMENT M-1

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 **March 22, 2022**, 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.

TARA THOLEN-LOBEL
Assistant Business Administrator

Date

Witness:

M. ALEXIS POLLOCK
President, Manasquan Board of Education

Date

Witness:

DOCUMENT M-2

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **22nd day of March 2022**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

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DOCUMENT M-2

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

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- A. The operations, programs and other activities conducted or sponsored by local, county, and state professional associations during the school day where necessary, upon written request to, and the prior approval of the Superintendent, including but not limited to, conferences, conventions, and workshops;
- B. Seminars and courses offered by public or private educational institutions;
- C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Assistant Business Administrator to perform her professional responsibilities for the Board;
- D. Visits to other institutions; and
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Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Assistant 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, including any amendments or revisions thereto, the OMB travel circular provisions, the general requirements of N.J.S.A. 18A:11-12, the New Jersey administrative code, Board policy, and upon prior approval of the Superintendent and the Board. The Assistant Business Administrator shall follow Board policy and applicable law in supplying the necessary documentation for reimbursement.

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The Assistant Business Administrator shall be granted twenty-one (21) vacation days annually, calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Assistant Business Administrator on **July 1, 2022**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Assistant Business Administrator from using all of her allotted vacation days in a given year, she may carry over up to ten (10) 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.

The Assistant Business Administrator shall be granted four (4) personal days annually, without loss of salary, all of which shall be available to the Assistant Business Administrator on **July 1, 2022**. The Assistant Business Administrator shall be compensated for all unused personal days at \$125.00 per day no later than June 30 of each year.

The Assistant Business Administrator shall be entitled to the following paid holidays: New Year's Day; Martin Luther King's Birthday; Washington's Birthday; Lincoln's Birthday; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; General Election Day; Veteran's Day; Thanksgiving Day; Friday following Thanksgiving Day; and Christmas Day.

If school is in session on any of the holidays listed above, the Assistant Business Administrator may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Assistant Business Administrator to work on any paid holiday, the Board shall offer the Assistant Business Administrator another scheduled workday in lieu of the holiday during the same school year on which she does not need to report to work. These alternate holiday dates shall be provided to the Assistant Business Administrator no later than September 1 of each year.

DOCUMENT M-2

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The Assistant Business Administrator shall be entitled to three (3) days of bereavement leave, per incident, without loss of pay due to the death of a sister-in-law, brother-in-law, aunt, uncle or other near relative at the discretion of the Superintendent.

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DOCUMENT M-2

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F. Expense Reimbursement and Equipment:

The Board shall reimburse the Assistant Business Administrator for expenses incurred for travel and sustenance in the performance of the Assistant 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 Assistant Business Administrator shall be reimbursed for expenses pursuant 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.

During her employment with the Board, the Assistant Business Administrator shall be provided with a laptop computer.

F. Tuition Reimbursement:

The Board shall reimburse the Assistant Business Administrator for the successful completion of up to nine (9) graduate credits per year, up to the per credit cost of the Rutgers Graduate School of Education for the same academic year.

6. EVALUATION

The School Business Administrator shall evaluate the performance of the Assistant Business Administrator in accordance with law.

7. RENEWAL/EXTENSION OF CONTRACT OF EMPLOYMENT

Any notice of renewal or extension of this Contract of Employment shall be agreed by and between the Board and the Assistant Business Administrator on terms and conditions as agreed by the parties.

8. TERMINATION OF CONTRACT OF EMPLOYMENT

This Contract of Employment may be terminated by:

DOCUMENT M-2

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

10. 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.

11. 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.

12. SAVINGS CLAUSE

If during the term of this Contract of Employment, it is found that a specific clause of the Contract of Employment is contrary to federal or state law, the remainder of the Contract of Employment not affected by such a ruling shall remain in force.

WHEREAS, the Assistant 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 **March 22, 2022**, said action having been made a part of the official minutes of that meeting.

DOCUMENT M-2

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

TARA THOLEN-LOBEL
Assistant Business Administrator

Date

Witness:

M. ALEXIS POLLOCK
President, Manasquan Board of Education

Date

Witness: