



PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

**State of New Jersey**  
DEPARTMENT OF EDUCATION  
Sussex County Office of Education  
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Sparta, NJ 07871  
Tele: (973) 579-6996  
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Angelica Allen-McMillan, Ed.D.  
Acting Commissioner

DR. GAYLE CARRICK ED.D.  
Executive County Superintendent

June 16, 2021

Michael Gall, Superintendent  
Sussex-Wantage Regional School District  
27 Bank Street  
Sussex, NJ 07461

Dear Mr. Gall:

I have reviewed the employment contract for Ms. Christina Riker, Business Administrator/Board Secretary, 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 July 1, 2021 to June 30, 2022 with an annual salary of \$150,191.00.

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

Please be reminded that the contract for this position must be submitted annually to the Executive County Superintendent for review and approval.

Kindly send a signed copy of the contract to our office.

Sincerely,

A handwritten signature in black ink that reads "Gayle Carrick".

Gayle Carrick, Ed.D.  
Executive County Superintendent

CC: Ms. Christina Riker, Business Administrator/Board Secretary

## SCHOOL BUSINESS ADMINISTRATOR

### Detailed Statement of Contract Costs

District: SW Regional									
Name: Christina Riker									
Job Title: School Business Administrator/Board Secretary									
District Grade Span					K - 8				
On Roll Students as of 10-15-20					1,052.00				
<b>Contract Term:</b>					<b>2020-2021</b>	<b>2021-2022</b>	<b>Difference</b>	<b>% Inc</b>	
<b>Salary</b>									
Salary					\$ 144,705	\$ 149,191		3.91%	same as SWEA settlement
Subcontracted Services					\$ -	\$ -			
Longevity					\$ 1,000	\$ 1,000			
<b>Total Annual Salary</b>					<b>\$ 145,705</b>	<b>\$ 150,191</b>	<b>\$ 4,486</b>		
<b>Additional Salary</b>									
Quantitative Merit Goals - max potential					\$ 14,326	\$ 14,770			
Qualitative Merit Goals - max potential					\$ 7,235	\$ 7,460			
Additional Compensation - Describe:									
Total Additional Salary					\$ 21,561	\$ 22,229	\$ 668		
<b>Total Annual Salary plus Additional Salary</b>					<b>\$ 167,266</b>	<b>\$ 172,420</b>	<b>\$ 5,154</b>	<b>3.08%</b>	
<b>Board Contribution for Cost of Premiums for:</b>									
Health Insurance - SEHBP Includes prescription					\$ 36,310	\$ 36,310			
Prescription Insurance - see above					\$ -	\$ -			
Dental Insurance					\$ 1,419	\$ 1,419			
Vision Insurance					\$ 207	\$ 207			
Disability Insurance					\$ -	\$ -			
Long-term Care Insurance					\$ -	\$ -			
Life Insurance					\$ -	\$ -			
Other Insurance - Describe:					\$ -	\$ -			
Waiver of Benefits					\$ -	\$ -			
Section 125 Plan Reimbursements - Describe:					\$ -	\$ -			
Board Contribution for Cost of Premiums					\$ 37,936	\$ 37,936	\$ 0	0.00%	
Employee contribution to health benefits as per law					\$ 13,412	\$ 13,412	\$ -	0.00%	
<b>Total Health Benefit Compensation</b>					<b>\$ 24,524</b>	<b>\$ 24,524</b>	<b>\$ 0</b>	<b>0.00%</b>	
<b>Other Compensation</b>									
Travel and Expense Reimbursement (Estimated Annual Cost)					\$ 1,000	\$ 1,000			
Professional Development (Capped Amount or Estimated Annual Cost)					\$ 1,000	\$ 1,000			
Tuition Reimbursement					\$ 4,638	\$ 4,869	up to 12 credits per year - assumes 6 in 21-22 (none used 20-21)		
Mentoring Expenses - Describe:					\$ -	\$ -			
National/State/County/Local/Other Dues					\$ 1,500	\$ 1,500			
Subscriptions									
Board Paid Cell Phone or Reimbursement for Personal Cell Phone					\$ -	\$ -			
Computer for Home use, including supplies, maintenance, internet					\$ -	\$ -			
Other - Describe:					\$ -	\$ -			
<b>Total Other Compensation</b>					<b>\$ 8,138</b>	<b>\$ 8,369</b>	<b>\$ 232</b>	<b>2.85%</b>	
<b>Sick and Vacation Compensation</b>									
Maximum Payment for Unused Sick Leave Upon Retirement					\$ 15,000	\$ 15,000			
Maximum Payment for Unused Vacation Leave - Retirement or Separation					\$ 27,828	\$ 28,691	based on maximum carryover		
<b>Total Sick and Vacation Compensation</b>					<b>\$ 42,828</b>	<b>\$ 43,691</b>			
<b>TOTAL CONTRACT COSTS</b>					<b>\$ 242,755</b>	<b>\$ 249,004</b>	<b>\$ 6,249</b>	<b>2.57%</b>	

## **BUSINESS ADMINISTRATOR/ BOARD SECRETARY AGREEMENT**

This Agreement made this 24th day of June, 2021, between Christina M. Riker (hereinafter referred to as “Riker”), and the Sussex Wantage Regional Board of Education (hereinafter referred to as the “Board”).

### **WITNESSETH:**

WHEREAS, the Board is desirous of having Riker serve as Business Administrator/ Board Secretary to the Board; and

WHEREAS, Riker is desirous of serving as Business Administrator/Board Secretary to the Board.

NOW, WHEREFORE, based on the foregoing and the mutual promises and covenants contained herein, the parties agree as follows:

#### **1. DUTIES**

The Board agrees to utilize the services of Riker and Riker agrees to provide her best professional services to the Board and faithfully perform the duties of the position of Business Administrator/ Board Secretary as assigned by the Board and prescribed by federal and state law, the regulations of the State Board of Education and other agencies, and the by-laws, policies and regulations of the Board.

## 2. PROFESSIONAL CERTIFICATION

Riker shall have all appropriate certifications required to perform the duties as Business Administrator/ Board Secretary. Failure to maintain certification shall render this Agreement null and void upon the date of suspension or revocation thereof.

## 3. DATE OF SERVICE

Riker shall serve as Business Administrator/ Board Secretary from July 1, 2021 through June 30, 2022, or unless otherwise terminated in accordance with Paragraph 8 herein.

## 4. PAYMENT/COMPENSATION

(a) Salary: The Board shall pay Riker \$149,191.00 per annum. Payment shall be made in equal installments in accordance with the Board's regular payroll schedule. The School Business Administrator will contribute toward health benefits costs pursuant to Chapter 78, P.L. 2011.

(b) Reimbursements: Riker shall be reimbursed for travel to attend meetings and conferences in connection with the performance of her duties at the applicable current state mileage rate, and in accordance with OMB regulations. Further, the Board shall reimburse Riker for her membership in the Local, County, State and International Association of School Business Officials ("NJASBO") during the term of this Agreement. The Board agrees to cover costs to attend conferences per policy with the Superintendent's approval.

(c) Sick/Personal Leave: During the period of July 1, 2021 until June 30, 2022, Riker shall be entitled to six (6) paid personal days and twelve (12) paid sick days. Unused personal days will be converted into accumulated sick days at the end of the year as per N.J.S.A 18A:30-7. It is also expressly agreed and understood that Riker must notify the Board Office, prior to using any leave under this provision.

(d) Longevity: The Business Administrator will receive longevity as follows:

1. \$1,000.00 starting with the tenth year of employment in the district
2. \$1,500.00 starting with the fifteenth year of employment in the district.

(e) Vacation: The Business Administrator shall be entitled to twenty-five (25) vacation days per year. In accordance with provisions of N.J.S.A. 18A:30-9, she may carry over a maximum of one (1) year of unused vacation days to the next year only if not taken for business reasons.

(f) Holidays: The Business Administrator shall be entitled to the following eleven (11) holidays:

*Independence Day*

*Labor Day*

*Thanksgiving Day*

*Friday after Thanksgiving*

*Christmas Eve Day*

*Christmas Day*

*New Year's Eve Day*

*New Year's Day*

*President's Day*

*Good Friday*

*Memorial Day*

If any of the aforementioned holidays falls on a day when school is in session, floating holidays shall be allowed. Holidays falling on a Saturday/Sunday will be taken on a Friday or Monday following the holiday.

(g) Merit Bonus. The Business Administrator may receive a merit bonus in addition to her annual base salary. The merit bonus will be based upon the Business Administrator's achievement of quantitative merit criterion and/or qualitative merit criterion. The Board and the Business Administrator may select up to three quantitative merit criteria and/or two qualitative merit criteria per contract year. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and/or qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and/or qualitative merit criteria. For each year of the Contract, the Business Administrator may receive a merit bonus no greater than 3.33% of her annual base salary for each quantitative merit criterion achieved, and/or a merit bonus no greater than 2.5% of annual base salary for each qualitative merit criterion achieved. The Board shall submit a resolution to the Executive County Superintendent certifying that the quantitative merit and/or qualitative merit criterion has been satisfied and shall await a confirmation of the satisfaction of

that criterion from the Executive County Superintendent prior to payment of the merit bonus.

5. BENEFITS

(a) Riker shall be entitled to enrollment in the PPO, Dental and Prescription benefit plans provided by the Board. It is expressly agreed that the Board, at its option, may change insurance providers at any time. The School Business Administrator will contribute towards health benefit costs pursuant to Chapter 78, P.L. 2011.

(b) Should Riker retire in order to receive immediate benefits in accordance with T.P.A.F. regulations and have ten or more years in the district she shall be eligible for payment for unused sick leave. Payment shall be calculated at the per diem rate at the time based upon 260 days applied to one days credit for each three days accumulated. The maximum amount of this benefit shall be \$15,000.00. Upon the Business Administrator's separation or retirement, the Board will pay all unused or accumulated vacation at the per diem rate of the Business Administrator's final annual salary.

(c) Tuition Reimbursement - Riker shall be reimbursed 100% of the cost of tuition, fees, and books to a limit of twelve (12) credits per contract year at the State University Rate. Courses shall have the prior approval of the Superintendent of Schools, be taken at an accredited institution, and must lead to a degree. Payment shall be made upon the completion of the course and subject to receipt of a copy of the college transcript.

## INDEMNIFICATION

Riker shall have all of the powers, duties and obligations of the Business Administrator/ Board Secretary for the Board and be accorded all statutory protection relating to indemnity of school district officers and employees as set forth in N.J.S.A. 18A: 16-6 and N.J.S.A. 18A: 16-6.1, insofar as legally permissible.

### 6. BEREAVEMENT LEAVE

The Business Administrator/ Board Secretary may receive up to five (5) days at any one time in the event of the death of her spouse, child, parent, and three (3) days for grandparent, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother or sister. Additionally, one day, in each case, for death of friend or relative outside of one's immediate family. This leave shall commence with the first day of bereavement. Upon request, the Board, at its discretion, may grant extra time due to extenuating circumstances.

### 7. EVALUATION

Riker shall be evaluated by the superintendent no less than once annually during the life of this Contract. The timing of the evaluation, the form of the evaluation instrument, procedures, etc... regarding the evaluations shall be mutually established by the parties.



8. TERMINATION

This Agreement may be terminated by either party, with or without cause, providing the other party with sixty (60) days written notice of a termination date earlier than set forth in paragraph 3. Notice shall be personally served or sent to Riker at her home address on file with the Board. Riker shall provide such written notice to the Board President either personally or by mail to the Board offices.

9. SEVERABILITY

If any part of this Agreement or the application thereof to any person or circumstances shall, for any reason, be adjudged by a Court of competent jurisdiction to be invalid, such Judgment shall not affect, impair or invalidate the remainder of this Agreement which is hereby declared to be severable.

10. GOVERNING LAW

This Agreement shall be construed, governed by, and interpreted in accordance with the laws of the State of New Jersey, without regard to its choice of law or conflict of law principles.

11. ADVICE OF COUNSEL

The parties hereto represent and acknowledge that they have had the right and opportunity to seek the advice of independent counsel with respect to the

interpretation, meaning and legal effect of entering into this Agreement prior to executing same.

12. MISCELLANEOUS

The entire agreement is contained within this document. This Agreement may not be modified, amended or waived except by a written instrument duly executed by the parties.

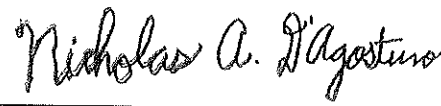
IN WITNESS WHEREOF the parties have hereunto affixed their signatures.

WITNESS:

SUSSEX WANATGE REGIONAL  
BOARD OF EDUCATION

  
\_\_\_\_\_

BY:

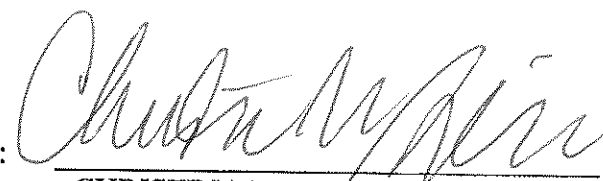
  
\_\_\_\_\_  
NICK D'AGOSTINO, BOARD PRESIDENT

DATED: 8/3/21

WITNESS:

  
\_\_\_\_\_

BY:

  
\_\_\_\_\_  
CHRISTINA M. RIKER

DATED: 8/3/21