

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
SOMERSET COUNTY OFFICE
P.O. Box 3000
27 WARREN STREET – 4TH FLOOR
SOMERVILLE, NEW JERSEY 08876
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PHILIP D. MURPHY
GOVERNOR

TAHESHA L. WAY
LT. GOVERNOR

KEVIN DEHMER
COMMISSIONER

ROGER A. JINKS
INTERIM EXECUTIVE COUNTY
SUPERINTENDENT

June 17, 2025

Dr. Julie Glazer, Superintendent of Schools
Watchung Borough School District
One Dr. Parenty Way
Watchung, NJ 07069

Dear Dr. Glazer:

I have received the proposed employment contract for Karen Bishop Johnson, Business Administrator, Watchung School District, in accordance with N.J.A.C. 6A:23A-3.1. I have determined that the provisions of the contract are in compliance with the regulations. Therefore, I approve the contract effective July 1, 2025 through June 30, 2026.

In the event of any conflict between the terms, conditions and provisions of this employment contract and any permissive state or federal law, the law shall take precedence over the contrary provisions.

If during the term of this employment contract, it is found that a specific clause of the contract is illegal in Federal or State law, the remainder of this employment contract, not affected by such a ruling, shall remain in force.

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 submit a signed copy of the contract along with the Detailed Statement of Costs to my office.

Thank you,

Roger A. Jinks
Interim Executive County Superintendent

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this June 20 day of 2025, by and between the **Watchung Borough Board of Education**, with offices located at 1 Dr. Parenty Way, Watchung, New Jersey 07069 (hereinafter "the Board")

and

Karen Bishop-Johnson, 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 thereto. 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 Mrs. Bishop-Johnson the position of Business Administrator, effective June 13, 2024, and she 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 June 19, 2025, based on Executive County Superintendent approval, 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 Karen Bishop-Johnson as the Business Administrator of the Watchung Board of Education ("Board") for the period beginning July 1, 2025, and expiring at midnight on June 30, 2026.

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 Business Administrator/Board Secretary. In the event the 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. 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 her 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 her full time, attention, and energy to the business of the school district. However, upon the prior approval of the Superintendent and the Board, she may serve as a consultant to other districts or education agencies, lecture, engage in writing activities and speaking engagements, and engage in other activities which are of a short-term duration and do not interfere with her full-time responsibilities as Business Administrator.

3. PROFESSIONAL GROWTH OF BUSINESS ADMINISTRATOR

The Board encourages the continuing professional growth of the Business Administrator through her participation, as she and the Superintendent might decide, in light of her responsibilities as the Business Administrator, in the following ways:

- A. The operations, programs, and other activities conducted or sponsored by local, state, and national school administrators and/or school board associations, 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 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 Business Administrator.

Expenses for meals, lodging, registration, and transportation for national and state 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.

4. COMPENSATION

A. Salary:

The Board shall pay the Business Administrator an annual salary of One Hundred Forty-Two Thousand Five Hundred Dollars (\$142,500.00). If the Business Administrator does not complete the 2025-2026 school year, the annual salary shall be prorated based on the number of days employed during the school year.

This annual salary shall be paid to the Business Administrator in accordance with the payroll schedule for other certified employees.

B. Other Provisions:

During the term of this Contract of Employment, including any extension thereof, the Business Administrator shall not be reduced in compensation, including salary and benefits, except as otherwise provided by law. Any adjustment in salary made during the life of this Contract of Employment shall be in the form of a written amendment, but it shall not be deemed that the Board and the Business Administrator have entered into a new Contract of Employment. Any amendment to this Employment Contract must be approved by the Executive County Superintendent before it may become effective.

5. BENEFITS

A. Vacation Days/Personal Days/Holidays:

The Business Administrator shall be granted twenty (20) vacation days annually, calculated and prorated on an annualized basis. All vacation days shall be available to the Business Administrator at the start of this Contract of Employment. If the Business Administrator does not complete the Contract of Employment year, the number of days shall be prorated at 1.67 vacation days per month for completed months of service.

The Business Administrator shall, if possible, take vacation time during periods when school is not in session. If the Business Administrator plans to take more than three (3) consecutive vacation days when school is in session, she will seek the Superintendent's prior approval. The Superintendent shall not unreasonably withhold the approval of the Business Administrator's request to use vacation time when school is in session. The District's Business Office shall be responsible for maintaining written documentation of the Business Administrator's earned, used, and accrued vacation days.

For the 2025-2026 school year, if business demands prohibit the Business Administrator from using all of her allotted vacation days, she may carry over up to five (5) unused vacation days to be used during the next school year pursuant to law. Any vacation days carried over from the previous year that are not used shall be forfeited.

The Business Administrator shall be entitled to holidays, with pay, as set forth in the District calendar adopted annually by the Board for twelve-month employees.

B. Personal Days:

The Business Administrator shall be granted four (4) personal days annually, without loss of salary, calculated and prorated on an annualized basis, all of which shall be available to the Business Administrator at the start of this Contract of Employment. Personal days shall be used to conduct personal matters that require absence during school hours, to be used at the Business Administrator's discretion. Except in cases of emergency, the Business Administrator shall confirm personal leave use in accordance with District practice prior to the use of the leave. Unused personal days shall convert to sick days at the end of a Contract of Employment year and

shall accumulate as provided by law.

C. Family Leave

Up to five (5) days in the event of illness of a spouse, child, parent, or any other relative of the immediate household that requires the attendance of the ("family illness days"). If necessary, up to two (2) other sick days may be used for family illness days, with clarification, if requested.

D. Bereavement Leave:

The Business Administrator shall be granted up to five (5) bereavement days with pay, per occurrence, for the purpose of attending to matters following a death in the Business Administrator's immediate family. The term "immediate family" shall be defined as the Business Administrator's spouse, partner, significant other, children, parents (including parents-in-law), and brothers and sisters of the Business Administrator and brothers and sisters of her spouse, partner, or significant other. The Business Administrator shall be granted one (1) bereavement day with pay, per occurrence, for the death of a relative other than those specified above, at full pay.

E. Health Benefits:

The Board shall provide health benefits coverage, including medical benefits, dental benefits, vision, and a prescription plan, for the Business Administrator, her spouse, and her dependents. The Business Administrator shall be responsible for making the contribution per P.L. 2020, Chapter 44, toward the payment of medical benefit premiums. The contribution shall be made through payroll deductions.

The Business Administrator may voluntarily waive health benefit coverage. If the Business Administrator elects to waive health benefit coverage, she must provide written representation of alternate insurance coverage to the Board. If the Business Administrator chooses to waive health benefit coverage, she shall be entitled to a waiver payment of Four Thousand Dollars (\$4,000.00), regardless of the category of coverage to which she and any of her dependents would have been entitled. The reimbursement shall be paid on June 15th. Waivers paid for less than one year shall be prorated. Said payment shall not be considered salary, nor will it be considered pensionable. The Business Office shall develop the forms by which the Business Administrator shall waive coverage and apply for payment.

F. Sick Leave:

The Business Administrator shall be granted twelve (12) sick days annually, calculated and prorated on an annualized basis. If the Business Administrator does not complete the Contract of Employment year, the number of days shall be prorated at one (1) sick day per month for the completed months of service.

The unused portion of such sick leave, at the end of any school year, shall be cumulative. Unused sick leave may be accumulated from school year to school year. The Business Administrator shall confirm absences resulting from personal illness in accordance with Board policies.

G. Membership Fees:

The Board shall pay one hundred percent (100%) of the Business Administrator's membership fees and/or charges to NJASBO and, upon the prior approval of the Superintendent and the Board, other professional/civic groups and organizations that the Business Administrator and the Superintendent deem necessary to maintain and/or improve his professional skills.

H. 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 Board, and pursuant to N.J.S.A. 18A:11-12 and regulations promulgated thereunder. Expense reimbursement shall not include travel to and from the Business Administrator's residence to the district.

I. Personal Notebook Computer/Smartphone:

The Board shall provide the Business Administrator with a personal notebook computer and a Smartphone with an unlimited cellular data plan, both of which shall be used to carry out the Business Administrator's duties under the terms and conditions of this Contract of Employment. The personal notebook computer shall remain the property of the District and shall be returned to the District upon the Business Administrator's separation from service with the District. In the event the Business Administrator secures her own phone, or a separate, designated phone line instead of a District-issued phone, the same will be reimbursed up to \$660 (six hundred and sixty dollars) in 2025-2026.

J. Disability Insurance

The Board shall pay the premium, up to One Thousand Five Hundred Dollars (\$1,500.00) per year, for the Business Administrator to maintain a disability insurance plan.

K. Other Leaves of Absence

Temporary leave of absence with pay will be granted for jury duty, less any compensation received from jury duty.

6. SEPARATION FROM SERVICE

A. Accumulated Unused Sick Days:

Upon the Business Administrator's retirement from employment with the District, the Board will pay all unused, accumulated sick 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 her last day of employment. Pursuant to N.J.S.A. 18A:30-3.5, payment shall not exceed Fifteen Thousand Dollars (\$15,000.00).

The parties agree that, upon retirement, payment by the Board to the Business Administrator for her accumulated, unused sick days shall be made within thirty (30) days of her last day of employment.

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 shall reimburse the Business Administrator, in accordance with law, for up to twenty -five (25) accumulated unused vacation days earned while an employee of the Board if the Business Administrator separates from employment with the District at the end of the 2025-2026 school year.

Payment shall be calculated at the Business Administrator's daily rate of pay, based upon a 260-day work year, following her last day of employment with the District. Payment by the Board to the Business Administrator for her unused vacation days shall be made within thirty (30) days of her separation from employment with the District.

C. Payment to Estate:

If the Business Administrator dies before her Contract of Employment year is completed, payment for any accumulated unused vacation days due to the Business Administrator shall be made to her estate in accordance with law.

7. EVALUATION

The Superintendent shall evaluate the performance of the Business Administrator in accordance with law, as same applies to a non-tenured employee. Annual performance goals shall be established and will be evaluated by the Superintendent of Schools.

8. RENEWAL/EXTENSION OF CONTRACT OF EMPLOYMENT

Any notice of renewal or extension of this Contract of Employment shall be agreed by and between the Superintendent, with the approval of the Board, and the Business Administrator on terms and conditions as agreed by the parties and upon the prior approval of the Executive County Superintendent.

9. 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 ninety (90) days' written notice to the Board. The Board may agree to a lesser period of time if so requested by the Business Administrator;
- C. Unilateral termination by the Board upon ninety (90) days' written notice to the Business Administrator;
- D. Actions consistent with the statutory authority of the Board;

or

- E. In the event that the Business Administrator's certificate is revoked, this Contract shall become null and void as of the date of revocation.

10. PROFESSIONAL LIABILITY

Pursuant to State Law, the Board agrees that it shall defend, hold harmless, and indemnify the Business Administrator from any and all demands, claims, suits, actions, and legal proceedings brought against her in her individual capacity as an agent and/or employee of the Board, provided that the incident arose while the Business Administrator was acting within the scope of her employment, and where such liability coverage is within the authority of the Board to provide under State law. The Board shall pay the premium, up to Nine Hundred and Fifty Dollars (\$950.00) per year, for the Business Administrators liability and bond insurance.

11. RELEASE OF PERSONNEL INFORMATION

The Business Administrator shall have the right, upon request, to review the contents of her personnel file and to receive copies at Board expense of any documents contained therein. She shall be entitled to have a representative accompany her during such review.

At least once every year, the Business Administrator shall have the right to indicate those documents and/or other materials in her file that she believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Superintendent and the Board, such documents identified by her shall be destroyed.

No material derogatory to the Business Administrator's conduct, service, character, or personality shall be placed in her personnel file unless she has had an opportunity to review the material. The Business Administrator shall acknowledge that she has had the opportunity to review such material by affixing her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Business Administrator shall also have the right to submit a written answer to such material.

12. 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 and the prior approval of the Executive County Superintendent.

13. 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 term, but shall only constitute an amendment to the existing Contract of Employment.

14. 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.

15. 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.

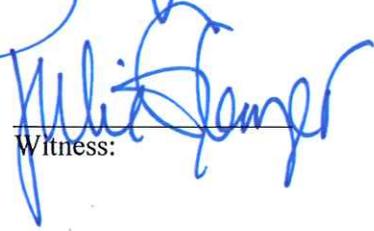
WHEREAS, the Business Administrator approves the terms and conditions of this Contract of Employment, and agrees to be bound by same; and

WHEREAS, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of June 19, 2025, 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 written above.



Witness:



Witness:



Karen Bishop Johnson
School Business Administrator/Board Secretary



Jennifer Agugliaro, President
Watchung Borough Board of Education

SCHOOL BUSINESS ADMINISTRATOR

Detailed Statement of Contract Costs

District: Watchung Borough

Name: Karen Bishop-Johnson

Job Title: School Business Administrator/Board Secretary

District Grade Span: P-8

On Roll Students as of: 10/15/2024 - 679

	2024-2025	2025-2026	Difference	% Inc
Salary				
Salary (was prorated FY 24)	\$ 130,000	\$ 142,500	\$12,500	9.62%
Subcontracted Services	\$ -	\$ -	\$0	
Longevity	\$ -	\$ -	\$0	
TOTAL ANNUAL SALARY	\$ 130,000	\$ 142,500	\$12,500	9.62%
Additional Salary				
Quantitative Merit Goals	\$ -	\$ -	\$0	
Qualitative Merit Goals	\$ -	\$ -	\$0	
Additional Compensation - Describe:	\$ -	\$ -	\$0	
Total Additional Salary	\$ -	\$ -	\$0	
TOTAL ANNUAL SALARY PLUS ADDITIONAL COMPENSATION	\$ 130,000	\$ 142,500	\$12,500	9.62%
Board Contribution for Cost of Premiums for:				
Health Insurance	\$ 45,000	\$ 49,536	\$4,536	10.08%
Prescription Insurance	\$ -	\$ -	\$0	
Dental Insurance	\$ 960	\$ 1,477	\$517	53.81%
Vision Insurance	\$ -	\$ 184	\$184	
Disability Insurance	\$ 1,500	\$ 1,500	\$0	0.00%
Other Insurance - Describe:	\$ -	\$ -	\$0	
Waiver of Benefits	\$ -	\$ -	\$0	
Section 125 Plan Reimbursements - Describe:	\$ -	\$ -	\$0	
Board Cost of Premiums	\$ 47,460	\$ 52,697	\$5,236	11.03%
Employee Contribution to Premiums as per Law	\$ 9,000	\$ 9,000	\$0	
TOTAL HEALTH BENEFITS COMPENSATION	\$ 38,460	\$ 43,697	\$5,236	13.62%
Other Compensation				
Travel and Expense Reimbursement (Estimated Annual Cost)	\$ 2,500	\$ 2,500	\$0	0.00%
Professional Development (Capped Amount or Estimated Annual Cost)	\$ 3,000	\$ 3,000	\$0	0.00%
Tuition Reimbursement	\$ -	\$ -	\$0	
Mentoring Expenses - Describe:	\$ -	\$ -	\$0	
National/State/County/Local/Other Dues	\$ 2,000	\$ 2,000	\$0	0.00%
Subscriptions	\$ -	\$ -	\$0	
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	\$ 648	\$ 660	\$12	1.85%
Computer for Home use, including supplies, maintenance, internet	\$ 1,000	\$ 1,000	\$0	0.00%
Other - Describe: Professional Liability Insurance & Bond Insurance	\$ 900	\$ 950	\$50	5.56%
TOTAL OTHER COMPENSATION	\$ 10,048	\$ 10,110	\$62	0.62%
Sick and Vacation Compensation				
Maximum Payment for Unused Sick Leave Upon Retirement	\$ 9,000	\$ 15,000	\$6,000	66.67%
Maximum Payment for Unused Vacation Leave - Retirement or Separation	\$ 15,000	\$ 13,700	-\$1,300	-8.67%
TOTAL UNUSED SICK AND VACATION PAYMENT	\$ 24,000	\$ 28,700	\$4,700	19.58%
TOTAL CONTRACT COST	\$ 202,508	\$ 225,007	\$22,498	11.11%