

BUSINESS ADMINISTRATOR/ BOARD SECRETARY AGREEMENT

This Agreement made this 26th day of June, 2025, 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, 2025 through June 30, 2026, or unless otherwise terminated in accordance with Paragraph 8 herein.

4. PAYMENT/COMPENSATION

(a) Salary: The Board shall pay Riker \$169,469.00 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, 2025 until June 30, 2026, Riker shall be entitled to five (5) 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

NS

BY: Stephanie Tortorella
STEPHANIE TORTORELLA, BOARD PRESIDENT

DATED:

WITNESS:

NS

BY: Christina M. Riker
CHRISTINA M. RIKER

DATED:

Detailed Statement of Contract Costs: July 1, 2025 to June 30, 2026

TOTAL CONTRACT COSTS

4.37%