

**EMPLOYMENT CONTRACT
2025-2026 School Year**

THIS EMPLOYMENT CONTRACT is made and entered into between the **BOARD OF EDUCATION OF THE TOWNSHIP OF SPRINGFIELD**, located at 2146 Jacksonville Rd, Jobstown, New Jersey, (hereinafter referred to as the Board)

AND

Nikolas Vrettos (hereinafter referred to as the Business Administrator or BA).

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

1. TERM

The Board, in consideration of the promises herein contained of the BA, hereby employs, and the BA hereby accepts employment as the BA for the Springfield Township School District for a term commencing February 1, 2026 and ending June 30, 2026 in accordance with the policies of the Board, the rules and regulations of the Department of Education of the State of New Jersey, and the laws and statutes of the State of New Jersey.

2. CERTIFICATION AND RESPONSIBILITIES

1. Certification

The BA shall hold a valid and appropriate certificate to act as BA in the State of New Jersey as prescribed by the New Jersey State Board of Education and the Board, as set forth in the job description adopted for the position, and shall continue to hold the appropriate certification in full force and effect during the entire period of employment. Revocation of the Business Administrator's certificate shall make the employment contract null and void as of such date that the certificate has been revoked.

B. Duties

The BA shall work under the direction of the Superintendent of the Springfield Township Public Schools, or his designees, and as required by the laws of the State of New Jersey, New Jersey Administrative Code and the job descriptions adopted for said position by the Board.

The Board hereby employs the Part Time School Business Administrator (.20 FTE) of the Springfield Township School District, Burlington County, New Jersey, and the BA hereby accepts employment in such capacity upon the terms and conditions hereinafter set forth. The BA and the Board agree that the time served to the Springfield Township School District will be inclusive of applicable committee meetings, and shall consist minimally of time per month, worked remotely, required to complete all requisite tasks as defined in the job description. Additional time in the district shall be scheduled between the BA and Superintendent as necessary.

The BA agrees to faithfully perform the duties of the position as set forth in the job description, which is attached hereto, in accordance with applicable laws, regulations, policies, and directives.

3. COMPENSATION

A. Salary:

The Board hereby employs the School Business Administrator at an annual salary of \$25,000. This annual salary will be paid in equal installments in accordance with the Board's regular payroll schedule.

B. Other Provisions:

The following compulsory deductions will be made from the BA's salary: Federal Income Tax, State Income Tax, FICA, other federal or state withholdings, health benefit contributions, and the New Jersey Teacher's Pension and Annuity Fund. The Board agrees to make additional salary deductions at the request of the employee.

4. BENEFITS

As a part-time employee of the district, the Board of Education shall not provide the BA, as part of compensation, any benefits other than Salary as provided in section 3 Compensation. The Board will not provide any benefits including but not limited to

- Vacation / Personal Days / Holidays
- Sick Leave
- Personal Leave
- Bereavement Leave
- Medical Benefits
- Professional Development
- Tuition Reimbursement
- Professional Associations
- Automobile Expense / Travel
- Telephone Expense

It is expected that work days shall not be scheduled on District Holidays (of July 4th, Labor Day, Columbus Day, NJEA Convention, Thanksgiving recess, Winter Break, Martin Luther King Day, President's Day, Good Friday, Spring Break, and Memorial Day).

5. OUTSIDE PROFESSIONAL ACTIVITIES

The BA shall devote his/her time, attention and energy to the business of the School District. The BA shall remember that he/she is a representative of the School District. However, he/she may serve as a consultant to other districts or educational agencies, lecture, engage in writing activities and speaking engagements, and engage in other activities with prior approval from the Superintendent.

All rights in intellectual property created under this Employment Contract shall be owned and remain the property of the Board so long as such were created for the Board in connection with this Employment Contract (collectively, the “deliverables”). No rights to any such deliverables, including any rights relating to the confidentiality thereof, are reserved in BA and all deliverables that are copyrightable subject matter produced by the BA hereunder shall be deemed: works made for hire” under the United States copyright laws. At the Board’s request and expense, BA shall: (i) execute any documents necessary to perfect the Board’s right, title and interest and to all intellectual property rights in the deliverables, including patents, copyrights and trade secrets; (ii) do all acts as the Board may reasonably request to enable the Board to obtain patent, copyright of other protection for the deliverables in the United States or any foreign country or jurisdiction; and (iii) otherwise assist the Board in perfecting its ownership of the deliverables and the intellectual property rights therein. The provisions of this paragraph shall survive termination of this Employment Contract.

6. PAYMENT IN THE EVENT OF CONSOLIDATION OR A SHARED SERVICES AGREEMENT

In the event that the BA’s services are deemed unnecessary because the District is consolidated into a Regional School District or the Board enters into shared services agreement with another school district during the term of this Employment Contract, the BA shall be entitled to receive a separation payment equal to the lesser of three (3) month’s salary or the remaining salary amount that is due under this Employment Contract.

7. EVALUATION

The Superintendent, or designee, shall evaluate the performance of the BA in accordance with the statutory requirements. The evaluation shall be in writing, a copy shall be provided to the BA, and the Superintendent and the BA shall meet to discuss the findings. The evaluations shall be based upon the goals and objectives of the District, the responsibilities of the BA as set forth in the job description, and such other criteria as the State Board of Education shall by regulation prescribe.

The BA shall meet with the Superintendent at the Superintendent’s direction to review the goals and objectives of the Board for each school year during the term of this Agreement.

8. TERMINATION OF EMPLOYMENT CONTRACT

This Employment Contract may be terminated by:

- A. Mutual agreement of the parties.
- B. Either party may terminate this Employment Contract upon sixty (60) days prior written notice to the other party.
- C. Actions consistent with the statutory authority of the Board.
- D. Disability of the BA.

If a question exists concerning the capacity of the BA to return to duty, the Board may require the BA to submit to a medical examination, to be performed by a physician licensed to practice medicine in the State of New Jersey, to be selected by the Board. The Board shall bear the expense of the physical examination.

9. COMPLETE AGREEMENT

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

10. CONFLICTS

This Employment Contract is subject to the provisions of the laws of the State of New Jersey, regulations of the State Board of Education, and the policies and regulations of the Springfield Township Public School. In the event of any conflict between the terms, conditions and provisions of this Employment Contract and the provisions of the Board's policies, or any permissive state or federal law then, unless otherwise prohibited by law, the terms of this Employment Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the Employment Contract.

11. PROFESSIONAL LIABILITY

- (a) The Board agrees that it shall defend, hold harmless, and indemnify the BA from any and all demands, claims, suits, actions, and legal proceedings brought against the BA in the official capacity as agent and/or employee of the Board, provided that the incident arose while the BA was acting within the scope of his/her employment, and where such liability coverage is within the authority of the Board to provide under state law.
- (b) The Board will provide the BA with professional liability insurance in the amount of one hundred thousand dollars (\$100,000.00). The premium shall be paid by the Board.

12. SEVERABILITY

It is agreed that if any provision of this Employment Contract shall be determined to be void by any court of competent jurisdiction, then such determination shall not affect any other provision of this Employment Contract, all of which other provisions shall remain in full force and effect. It is the intention of the parties hereto that if any provision of this Employment Contract is capable of two constructions, one which would render the provision void and the other which would render the provision valid, then the provision shall be construed with the meaning which renders it valid.

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

WHEREAS, this Employment Contract has been approved by a recorded roll-call majority vote of the Members of the Board of Education at its meeting on January 21, 2026 with said action having been made a part of the official minutes of that meeting.

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

Christina Drum
President, Board of Education

Date: _____

Nikolas Vrettos

Date: _____

WITNESS

Date: _____