CONTRACT OF EMPLOYMENT

This Contract, made this 26th day of May, 2026 between

THE BOARD OF EDUCATION OF
MATAWAN ABERDEEN REGIONAL SCHOOL DISTRICT
in Monmouth County (hereinafter "the Board")
with offices located at
1027 Route 34, Matawan, NJ 07747
and

Lindsey Case (hereinafter "School Business Administrator/Board Secretary")

PREAMBLE

WITNESSETH

THIS EMPLOYMENT CONTRACT replaces and supersedes all prior Employment Contracts between the parties hereto. Signature of this Contract constitutes assent to a rescission of any and all prior contracts, as well as agreement to the terms herein;

WHEREAS, the Board desires to employ the School Business Administrator/Board Secretary; and,

WHEREAS, the Board desires to provide the School Business Administrator/Board Secretary with a written employment contract in order to enhance administrative stability and continuity within the schools, which the Board believes generally improves the quality of its overall educational program; and,

WHEREAS, the Board and the School Business Administrator/Board Secretary believe that a written employment contract is necessary to describe

specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools; and,

WHEREAS, the School Business Administrator/Board Secretary is the holder of an appropriate certificate as prescribed by the State Board of Education and as required by law;

NOW, THEREFORE, in consideration of the following mutual promises and obligations, the parties agree as follows:

ARTICLE I

EMPLOYMENT

The Board hereby agrees to employ Lindsey Case as School Business Administrator/Board Secretary of Schools for the period of July, 1, 2026 through June 30, 2027. The parties acknowledge that this Contract must be approved by the Monmouth County Executive County Superintendent or Department of Education official designated to perform said duties in accordance with applicable law and regulation.

ARTICLE II

CERTIFICATION

The parties acknowledge that the School Business Administrator/Board Secretary currently possesses the appropriate New Jersey administrative certification and school administrator endorsement.

If, at any time during the term of this Contract, the School Business

Administrator/Board Secretary's certification(s) is revoked, this Contract shall be null and void as of the date of the revocation. The School Business Administrator/Board Secretary will provide official course transcripts for all earned postsecondary degrees to the Board of Education. These transcripts will be kept on file in the Board office.

ARTICLE III

DUTIES

In consideration of the employment, salary and fringe benefits established hereby, the School Business Administrator/Board Secretary hereby agrees to the following:

A. To perform faithfully the duties of School Business Administrator/Board Secretary 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. The specific job description adopted by the Board, applicable to the position of School Business Administrator/Board Secretary of Schools, is incorporated by reference into this Contract.

B. To perform all duties incident to the Office of the School Business Administrator/Board Secretary and such other duties as may be prescribed by the Superintendent from time to time. The School Business Administrator/Board Secretary shall, at all times, adhere to all applicable federal and state statutes, rules, regulations, and executive orders, as well as district policies and regulations.

C. The School Business Administrator/Board Secretary shall be permitted to serve as a coach, mentor, lecturer, author, speaker, and/or consultant, provided that such activities do not conflict with the performance of duties outlined in the Board approved job description.

ARTICLE IV

SALARY AND BENEFITS

A. 1. Salary. The Board shall pay the School Business Administrator/Board Secretary an annual salary of $244,813.00 for the 2026-2027 school year. This annual salary shall be paid to the School Business Administrator/Board Secretary in accordance with the schedule of salary payments in effect for other certified employees.

B. Sick Leave. The School Business Administrator/Board Secretary shall receive 12 sick days annually. Such days may be accumulated with no more than 15 days per year to be accumulated from unused sick leave and personal leave. Unused sick leave days shall be cumulative in accordance with the provisions of Title 18A. Upon retirement, the School Business Administrator/Board Secretary shall be paid for unused sick days which will be reimbursed, at the per diem rate (1/260 x annual salary). Reimbursement for sick days shall be consistent with the law in effect at the time this Contract is signed. Such payment shall not exceed $15,000.00. Any such payment shall be made within thirty (30) days of the School Business Administrator/Board Secretary's last day of employment. The Board Secretary/School Business Administrator shall maintain a contemporaneous

log of all sick days claimed by the School Business Administrator/Board Secretary.

C. Professional Membership. The Board shall pay one hundred percent (100%) for professional dues in the following professional associations: MCASBO/NJASBO and ASBO International. The Board may contribute toward professional dues in other organizations deemed important by the School Business Administrator/Board Secretary, subject to approval by the Superintendent. In its encouragement, the Board shall permit a reasonable amount of release time for the School Business Administrator/Board Secretary, as deemed appropriate by the Superintendent, to attend such matters and shall pay all necessary travel, registration and sustenance as permitted by State law.

Subject to an overall aggregate limit of $4,500.00 annually, the Board shall pay: (a) the costs associated with any state-mandated continuing education for the School Business Administrator/Board Secretary including his professional growth plan as set forth in the annual evaluation; (b) reimbursement for expenses incurred for attendance at discretionary professional conferences; and (c) reimbursement for attendance at the annual NJSBA/NJASA/NJASBO Workshop and Convention and the annual conference of the NJASA/NJSBA, or any others as the School Business Administrator/Board Secretary deems appropriate. Reimbursement or payment for such expenses shall be made in accordance with *P.L.* 2007, *c.* 53, *The School District Accountability Act* and affiliated regulations.

D. The School Business Administrator/Board Secretary may subscribe to appropriate educational and/or professional publications within the limit set in the

annual budget.

E. Health Benefits:

1. The Board shall provide the School Business Administrator/Board Secretary with up to family health benefits coverage at her option (medical, prescription and dental). To the maximum extent permitted by applicable law, the Board shall pay the premium costs for all such coverage, not exceeding the costs paid on behalf of teaching staff members as of the date of the signing of this Contract. Such limitation shall in no way link this Contract with any agreement collectively negotiated with district employees. The remainder of the premium, if any, shall be paid by the School Business Administrator/Board Secretary through payroll deduction. Pursuant to law, the School Business Administrator/Board Secretary shall contribute an amount established by P.L. 2011, Chapter 78/P.L. 2020 Chapter 44 toward payment of premiums.

2. The Board will pay up to the sum of $300.00 per employee per annum for Direct Optical Reimbursement for the School Business Administrator/Board Secretary and her dependents or may opt for the district vision care plan in lieu of the reimbursement.

3. The School Business Administrator/Board Secretary may waive coverage in any of the health benefits plans if covered through a spouse, civil union or domestic partner's health plan, and in accordance with procedures established by the Board. The School Business Administrator/Board Secretary will be paid the same stipend for waiving coverage as is received by other administrative

members employed by the Board for waiving said coverage.

4. While employed, the Board shall purchase a disability income policy for the School Business Administrator/Board Secretary that will provide a monthly income up to age 65 to the School Business Administrator/Board Secretary in an amount equal to at least sixty-six percent (66%) of her then current salary in the event she becomes disabled. The cost of this policy shall be paid by the Board of Education.

F. Vacation Leave:

1. The School Business Administrator/Board Secretary shall be entitled to an annual vacation of 20 working days per year, prorated. All of the vacation days shall be available for the School Business Administrator/Board Secretary's use on July 1st of each year of the Contract.

2. The School Business Administrator/Board Secretary shall take her vacation time after giving the Superintendent reasonable notice. School vacations constitute time off for the School Business Administrator/Board Secretary consistent with those granted to other administrators in the district. The School Business Administrator/Board Secretary may take vacation days during the school year, upon notice to the Superintendent. The School Business Administrator/Board Secretary is expected to attend to the business of the district as required for the smooth and efficient operation of the school district. The School Business Administrator/Board Secretary shall document the use of accrued vacation days with the Board Secretary. No more than ten consecutive work days may be taken

without advance notice to, and approval by, the Superintendent.

3. The Board encourages the School Business Administrator/Board Secretary

to take her full vacation allotment each year; however, not more than 1 year of vacation days may be carried over by the School Business Administrator/Board Secretary from year to year. All days carried over must be used in the next year, or those days not taken will be forfeited.

4. In the event that the School Business Administrator/Board Secretary's Contract is terminated prior to its expiration; unused vacation time shall be paid on a pro-rated basis of 1.66 days accrued per month. Upon separation of employment, the School Business Administrator/Board Secretary shall be paid for all unused accumulated vacation days at his daily rate of pay, based upon a 260-day work year, following their last day of employment. Any payment hereunder shall be made within thirty (30) days of the last day of employment.

G. The School Business Administrator/Board Secretary shall be entitled to all holidays and related time off that is granted to 12 month administrators in the district.

H. Personal Days. The School Business Administrator/Board Secretary shall be entitled to five (5) days per year to attend to personal business, including family illness, during the school day, with full pay during the work year. Personal days may be taken during the school year with prior permission of the Superintendent. As much advance notice as possible of the request to take

personal time will be given. Up to three (3) unused personal days will be added to the School Business Administrator/Board Secretary's accumulated sick leave. Such days may be accumulated with no more than 15 days per year to be accumulated from unused sick leave and personal leave.

I. Absence for Death in Family. In the case of the death of a parent, brother, sister, husband, wife, civil union partner, child, stepchild, father-in-law, mother-in-law, grandchild, stepparent, grandparent, or relative who is a member of the immediate household, the School Business Administrator/Board Secretary shall be excused without loss of pay from the day of the death for a period not to exceed five (5) calendar days.

J. Absence for Death of a Relative. In case of the death of a relative not included in the section above, the School Business Administrator/Board Secretary shall be excused for the day of the funeral without loss of pay. The definition of a relative in this section shall include the following: uncle, aunt, niece, nephew, cousin, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

K. The School Business Administrator/Board Secretary shall be responsible for filing a time-off slip, in advance of the time off, as set forth herein, or immediately upon her return to the district in the event of an unplanned absence, with the Superintendent each time any leave is taken. The Superintendent and School Business Administrator/Board Secretary shall periodically review the School Business Administrator/Board Secretary's attendance record to assure correctness.

L. Computer. The Board shall provide the School Business

Administrator/Board Secretary with a laptop computer and other necessary equipment for her use during the duration of the contract. The Board shall be responsible for maintaining said computer. Incidental personal and use by the School Business Administrator/Board Secretary shall be permitted.

M. Cellular Telephone. The Board shall provide the School Business Administrator/Board Secretary with a cellular telephone or similar hand-held device and other necessary related equipment, and shall pay the monthly charges including business-related telephone call charges to a maximum of $225/month. Incidental personal use by the School Business Administrator/Board Secretary shall be permitted.

N. Tuition Reimbursement. Consistent with N.J.A.C. 6A:23A-3.1(e) (16), the Board shall reimburse the School Business Administrator/Board Secretary for tuition for study at a regionally accredited college or university as defined in N.J.A.C.6A:9-2.1, in the area of Administration, up to $5,000 each year. Fees, books and other related expenses shall be reimbursed provided total reimbursement does not exceed $5,000 each year. Prior approval from the Superintendent or their designee shall be necessary in order to ensure that the courses are within the School Business Administrator/Board Secretary's field of employment.

O. Vehicle Allowance. The School Business Administrator/Board Secretary shall be paid a reasonable allowance of $350 per month as reimbursement for her vehicle in performance of her duties. There will be no additional reimbursement of mileage allowance paid, except for travel outside of New Jersey.

P. Indemnification. The Board shall defend, hold harmless and indemnify the School Business Administrator/Board Secretary from any and all demands, claims, suits, actions, and legal proceedings of any kind brought against the School Business Administrator/Board Secretary in her capacity as an agent and/or employee of the Board. If, in the good faith opinion of the School Business Administrator/Board Secretary, a conflict exists in regard to the defense of any claim, demand or action brought against the, and the position of the Board in relation hereto, the School Business Administrator/Board Secretary may engage her own legal counsel, in which event the Board shall indemnify the School Business Administrator/Board Secretary for the costs of her legal defense.

Q. Payment to Estate. In the event that the School Business Administrator/Board Secretary dies during the term of this agreement, any payments to which she is entitled for unused vacation time shall be payable to her estate.

R. Longevity. In addition to an employee's base salary provided for in Article IV (A), the Business Administrator shall annually receive longevity pay based upon the total length of service with the District. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment shall be made on a prorated basis on each regular pay day. The longevity schedule shall be as follows: Completed years of service as follows: Beginning 8th year = $1,000, Beginning 9th year = $1,500, and Beginning 10th year and thereafter = $2,750.

ARTICLE V

ANNUAL EVALUATION

The Superintendent shall evaluate the performance of the School Business Administrator/Board Secretary in accordance with statutes, regulations and Board policy relating to the School Business Administrator/Board Secretary's evaluation. The School Business Administrator/Board Secretary shall have the right to respond in writing to the evaluation; this response shall become a permanent attachment to the evaluation in question

ARTICLE VI

TERMINATION OF EMPLOYMENT CONTRACT

A. The School Business Administrator/Board Secretary's employment will cease and no compensation shall thereafter be paid under any one of the following circumstances:

(1) failure to possess and maintain proper certification;

(2) revocation or suspension of the School Business Administrator/Board Secretary's certificate, in which case this contract shall be null and void as of the date of revocation, as required by N.J.S.A. 18A:17-15.1;

(3) forfeiture under N.J.S.A. 2C:51-2;

(4) mutual agreement of the parties;

(5) 90-day written notice by the School Business Administrator/Board Secretary of her intent to terminate this contract or

(6) in the event the School Business Administrator/Board Secretary is arrested and charged with a criminal offense, which could result in forfeiture under N.J.S.A. 2C:

51-2, the Board reserves the right to suspend him pending resolution of the criminal charges. Such suspension shall be with pay prior to indictment, and maybe with or without pay at the Board's discretion, subsequent to indictment unless the Board certifies tenure charges.

ARTICLE VII

COMPLETE AGREEMENT

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

ARTICLE VIII

SAVINGS & CONFLICTS CLAUSE

If, during the term of this Contract, it is found that a specific clause of the Contract is illegal under federal or state law, the remainder of the Employment Contract is not affected by such a ruling and shall remain in full force. In the event of any conflict between the terms, conditions and provisions of this Contract and the provisions of the Board's policies or any permissive federal or state law, the terms of this Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

ARTICLE IX

RELEASE OF PERSONNEL INFORMATION

PERSONNEL RECORDS

The School Business Administrator/Board Secretary 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 School Business Administrator/Board Secretary 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 Board, such documents identified by her shall be destroyed.

No material derogatory to the School Business Administrator/Board Secretary's conduct, service, character, or personality shall be placed in her personnel file unless she has had an opportunity to review the material. The School Business Administrator/Board Secretary 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 School Business Administrator/Board Secretary shall also have the right to submit a written answer to such material.

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

Lindsey Case
School Business Administrator/Board Secretary

_____ 5/26/26
Signature Date

_____ 5/26/26
Witness Signature Date

Sheetal Werneke - Board President
Board of Education of the Matawan-Aberdeen Regional School District

Signature _____ Date 5/26/26

Witness Signature _____ Date 5/27/26