MIKIE SHERRILL
Governor

DR. DALE G. CALDWELL
Lt. Governor

State of New Jersey
DEPARTMENT OF EDUCATION
MORRIS COUNTY OFFICE OF EDUCATION
PO BOX 900 | 30 SCHUYLER PLACE, 3RD FLOOR
MORRISTOWN, NJ 07960
(973) 285-8332 | FAX: (973) 285-8341

DR. LILY LAUX
Commissioner

NANCY H. GARTENBERG ED.D.
Executive County Superintendent

June 8, 2026

Jennifer Fano
Superintendent of Schools
Randolph Township School District
25 School House Road
Randolph, NJ 07869

Dear Ms. Fano:

I have reviewed the School Business Administrator employment contract for Kyle Bleeker 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 for the period from July 1, 2026 through June 30, 2027.

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 under state or federal 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 the amended contract to me for review and approval prior to the required public notice and hearing of such changes.

Please submit a signed copy of the fully executed contract, including board extract, to my office within 10 days of its board approval.

Sincerely,

Nancy H. Gartenberg

Nancy H. Gartenberg, Ed.D.
Executive County Superintendent

BOARD OF EDUCATION
TOWNSHIP OF RANDOLPH
MORRIS COUNTY, NEW JERSEY
as recorded in the official minute book

The Board of Education of the Township of Randolph in the County of Morris, New Jersey, convened in public session on June 9, 2026, at 7:01 pm at Randolph Middle School, 507 Millbrook Avenue, Randolph, New Jersey.

BOARD MEMBERS PRESENT:

The following Board members were present: Ms. Hazel Ball; Mr. Howard Hessel; Ms. Meredith Kurland-Ross; Ms. Stephanie Levin; Ms. Allison Manfred, Board Co-Vice President; Dr. Jaime Walker, Co-Vice President; and Ms. Amanda Adams, Board President.

Mr. Wayne Alley Sr. and Mr. Sheldon Epstein were absent.

Pursuant to the recommendation of the Superintendent of Schools, and on behalf of the Personnel Committee, Ms. Manfred moved a motion, seconded by Dr. Walker, and carried by a roll call vote to approve **Personnel Motions 12.1 – 12.8** with an exception; Mr. Alley Sr. and Mr. Epstein were absent. **Motions passed.**

12.2 Appointments: New personnel employment appointments are contingent upon completion of the required state criminal history background check and receipt of employee paperwork, including pre-employment verification.

A. Non-Affiliated Administrative Staff

1. **BE IT RESOLVED** that the Randolph Board of Education approves a one-year contract for Kyle Bleeker, Business Administrator/Board Secretary, from July 01, 2026 through June 30, 2027, at an annual salary of $218,266.00, as reviewed and approved by the Executive County Superintendent.

ROLL CALL VOTE:	**AYES:**	**7**
	NO:	**0**
	ABSTAIN:	**0**
	ABSENT:	**2**

STATE OF NEW JERSEY)
COUNTY OF MORRIS) ss

I, Kyle J. Bleeker, Board Secretary, of the Board of Education of the Township of Randolph, in the County of Morris, State of New Jersey, hereby certify that the foregoing extract from the minutes of the meeting of June 9, 2026, has been compared by me with the original minutes as officially recorded in my office in the minute book of said Randolph Township Board of Education and is a true, complete copy thereof and of the whole of said original minutes so far as the same relates to the subject matter referred to in said extract in witness I have hereunto set my hand and affixed the corporate seal of said Board of Education this 12th day of June, 2026.

SEAL

Kyle J. Bleeker, Board Secretary

EMPLOYMENT CONTRACT

The Board of Education of Randolph Township Schools in the County of Morris with offices at 25 School House Road hereinafter "Board," or "District" and Kyle Bleeker, hereinafter "School Business Administrator" "SBA" or "the employee," residing in the County of Bergen, and the Municipality of Wycoff hereby enter into this Employment Contract ("Employment Contract") for a one-year term beginning on July 1, 2026 and terminating June 30, 2027.

1. COMPENSATION AND EMPLOYMENT

(a) The Board hereby employs the School Business Administrator at an annual salary of $218,266. This annual salary will be paid in equal installments in accordance with the Board's regular payroll schedule and it will be prorated for any period of employment constituting less than one year.

(b) The SBA shall be employed by the Board as its Business Administrator/Board Secretary. He is vested with such duties and responsibilities in said position as are specified in Title 18A of the New Jersey Revised Statutes and all other applicable laws and regulations, as well as in accordance with all Board policies, administrative regulations and job descriptions pertaining to the functions, responsibilities, powers and authority of a Business Administrator/Board Secretary.

(c) The SBA accepts said appointment as Business Administrator/Board Secretary and represents that he will faithfully and fully perform and carry out the duties and responsibilities of said office throughout the term of this Contract, including attendance at all meetings and school affairs required by the Superintendent or the Board.

2. SALARY DEDUCTIONS

Salary deductions shall include compulsory federal and state taxes and those required by the Teachers Pension and Annuity Fund. Board agrees to make additional salary deductions at the request of the employee.

3. WORKDAY

The workday for the School Business Administrator shall be similar to other administrative personnel. It is understood that the School Business Administrator is employed for specific tasks and is expected to work beyond the regular workday in order to accomplish such tasks when necessary, including but not limited to, attendance at all Board meetings and other meetings of a professional nature as necessary to carry out his duties. Such employment shall be considered part of the contract and no additional remuneration shall be provided.

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4. PERFORMANCE

The School Business Administrator agrees to faithfully perform the duties of the position as set forth in the job description for the position, and in accordance with all applicable laws, regulations, policies and directives.

5. CERTIFICATION

The School Business Administrator represents that he is certified by the New Jersey State Board of Examiners to serve as a School Business Administrator in the State of New Jersey, and that he shall maintain his certification in full force and effect throughout the life of this Agreement. Failure to do so shall render this Agreement null and void upon the date of suspension or revocation thereof.

6. VACATION

(a) The School Business Administrator shall be entitled to 22 vacation days per school year. Vacation days may be taken with the prior approval of the Superintendent, which shall not be unreasonably withheld.

(b) If the School Business Administrator is unable to use his vacation leave in a given year due to business demands, any unused vacation leave may be carried over into the next year consistent with *N.J.S.A.* 18A:30-9, up to a maximum of 5 days.

(c) In determining vacation entitlement, Saturdays, Sundays, and legal holidays shall not be counted.

(d) In the event that the School Business Administrator retires or resigns during the performance of this Employment Contract, vacation days shall be earned on a pro-rated basis.

7. HOLIDAYS

The School Business Administrator shall be entitled to time off with pay for the following holidays (or date that the holiday is observed):

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving
5. Winter Break (final December day of classes through return in January)
6. Martin Luther King Day
7. Presidents' Day
8. Memorial Day
9. Good Friday
10. Five (5) floating holidays to be used when school is not in session

8. SUMMER HOURS

From July 1 through the full week two weeks prior to the start of school, the SBA shall be permitted to work one (1) day each week virtually, at the discretion of the Superintendent.

9. PERSONAL LEAVE

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(a) The School Business Administrator shall be entitled to 4 days of personal leave with pay in each school year for the conduct of personal business that the SBA is unable to conduct outside of the usual workday or for religious holidays that are not included in section 7 of this contract. Leave requests must be submitted for approval to the Superintendent at least one week in advance of the time at which it must be taken, except in cases of emergency. Personal leave may not be requested on a day immediately preceding or immediately following a vacation day or holiday. Personal leave will not be granted during the week immediately preceding the start of school or the last week of school. Requirements for advance approval of personal leave and restrictions of use adjacent to holidays, vacation, the week before school starts and the last week of school do not apply in an emergency. The Superintendent may require proof of an actual emergency after the SBA returns from the emergency leave.

(b) If the SBA is selected for jury duty, the SBA shall formally request an exemption if school is in session. If the request is denied by the Court, the SBA will be compensated with no loss in pay and will not need to utilize vacation or personal time.

10. SICK LEAVE

(a) Sick leave is defined to mean the absence from the School Business Administrators post of duty because of personal disability due to illness, injury, other medical/dental reasons, or because the School Business Administrator has been excluded from school by the school's medical authorities on account of a contagious disease or because of being quarantined for such a disease.

(b) The School Business Administrator shall be entitled to 12 sick days per year with pay.

(c) Unused sick days shall be cumulative and without limit. However, payment for unused sick leave shall be consistent with *N.J.S.A.* 18A:30-3.5.

(d) Upon retirement and in accordance with the rules and regulations of the Teachers' Pension and Annuity Fund, and *N.J.S.A.* 18A:30-3.5, the Board shall provide compensation for accumulated sick leave days at the SBA's per diem rate, defined as annual salary divided by 260 days. In the event of the death of the SBA during the life of this Contract, payments due and owed to him for accrued and earned unused vacation shall be payable to his Estate. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the SBA's estate or beneficiaries in the event of the SBA's death prior to retirement.

11. COMPASSIONATE LEAVE

The use of compassionate leave is restricted to illness or emergencies in the immediate family. The SBA may use unused personal days to build a compassionate leave bank containing a maximum of eight (8) days. Once banked, single compassionate leave days may be used by the SBA with permission from the Superintendent. If the SBA desires to use two (2) or more compassionate leave days in succession, or wishes to use a compassionate leave day in tandem with personal days, holidays, or vacation days, he must secure approval from the Superintendent.

12. BEREAVEMENT LEAVE

The SBA may take up to five (5) days of paid leave in the event of a death in the immediate family. Absence due to the death of a non-immediate family member or a non-family member living in the SBA's home

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shall be permitted for one (1) day to attend the funeral. Up to an additional two (2) days may be granted for travel at the discretion of the Superintendent.

13. FAMILY ILLNESS DAYS

The SBA shall be afforded two (2) family illness days per year to be utilized in the same manner as sick leave. Unused family illness days shall accumulate as unused sick leave days at the end of the year.

14. EMERGENCY DAYS / DELAYED OPENINGS

The annual district calendar includes a number of "Emergency Days". When the Superintendent closes the school buildings and utilizes an emergency day, the SBA shall not report to work. If emergency days, built into the school calendar, are unused, the SBA shall not report to work if the unused days are observed as non-working days for teachers and other district employees.

In cases of delayed openings, the SBA shall follow the delayed scheduled at the start of the day.

15. INSURANCE

The School Business Administrator shall be entitled to the following insurance benefits at the cost of the Board:

Enrollment in the District's hospitalization and medical insurance program, dental insurance program and prescription insurance program, including family coverage, if applicable. The SBA shall be entitled to enroll in plans subject to P.L. 2020, c.44 as may be applicable.

16. AUTOMOBILE EXPENSES/TRAVEL

In lieu of reimbursement for actual mileage on a per-mile basis, the Board agrees to provide a monthly vehicle allowance for regular business travel for the SBA's use of his personal vehicle within the District of $125 per month. The Board further agrees to reimburse the SBA for his actual mileage for travel to professional events and activities outside of Randolph subject to state law, state regulations and applicable OMB Circulars. Tax treatment of this benefit shall be consistent with IRS regulations.

17. TERMINATION

This Contract may be terminated by either party by:

i. Mutual agreement of the parties;
ii. Unilateral termination by the Business Administrator upon sixty (60) days written notice to the Superintendent.
iii. Unilateral termination by the Board, upon the recommendation of the Superintendent upon sixty (60) days written notice to the Business Administrator;
iv. The revocation or suspension of the SBA's certificate, at which time this contract shall automatically terminate and become null and void as of the date of suspension, revocation or loss of certification.

18. PROFESSIONAL ASSOCIATIONS

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The Board agrees to pay dues and fees on behalf of the School Business Administrator to ASBO International, NJASBO, MCASBO, and any other organizations approved by the Superintendent. Payment shall be made directly to the organization where possible.

19. PROFESSIONAL DEVELOPMENT

The School Business Administrator shall be entitled to attend the Annual Conference of the New Jersey Association of School Business Officials, the NJ School Board Workshop Conference and the Annual ASBO International Conference and any other conference approved by the Superintendent and Board, provided attendance at such conferences do not interfere with his duties in the District. In addition, the board agrees that the School Business Administrator may attend professional development programs sponsored by NJASBO, NJASA, NJSBA, MCASBO, and any other professional associations agreed to by the Superintendent or Board. All fees and related travel costs shall be reimbursed by the Board consistent with Board policy, state law, state regulations and applicable OMB Circulars.

20. OUTSIDE ACTIVITIES

The School Business Administrator shall devote his time, attention and energy to the business of the school district. However, he may engage in other activities with approval of the Superintendent. Such activities which require the School Business Administrator to be absent from the school district for more than one full working day shall be reported to the Superintendent. It is understood that the School Business Administrator's other activities cannot impact his obligations under this agreement.

21. TUITION REIMBURSEMENT

The Board agrees to reimburse the Business Administrator for the cost of tuition for accredited coursework directly related to his position as Business Administrator up to the current rate established by Rutgers University for graduate credits. The coursework must be taken towards the acquisition of a degree conferred by a duly accredited institution of higher learning as defined in *N.J.A.C.* 6A:9-2.1. A grade of "B" or better is necessary for any reimbursement. Should the Business Administrator voluntarily leave the employ of the Board during the first two years of this contract, he shall reimburse the Board for 100% of all monies paid to him for tuition reimbursement and costs if he leaves in one year following the attainment of the degree and 50% if he leaves within two years following the attainment of the degree. The reimbursement requirement may be waived by the Board of Education at the time of its occurrence.

22. TAX SHELTERED PLANS

The Board shall make available tax-sheltered plans with which the SBA is able to participate.

23. MERIT GOALS

The School Business Administrator may, pursuant to N.J.A.C. 6A:23A:3.1(e)11 and 12, propose up to three quantitative and two qualitative merit goals for the 2026 – 2027 school year. Each quantitative goal may provide a merit bonus of up to 3.33% of the annual salary. Each qualitative goal may provide a merit bonus of up to 2.5% of the annual salary.

24. COMPUTER AND MOBILE PHONE

The Board shall provide the SBA with a laptop computer for school related purposes. It shall remain the property of the Board. The Board shall reimburse the employee the amount of $75.00 per month (up

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to a maximum of $900.00 per year) for personal cell phone usage for Board of Education-related business (i.e., availability on weekends, after school events, security issues, emergencies, etc.), which shall not constitute additional compensation to the employee. Any additional technology device(s) provided to the employee at the Board's discretion shall remain the property of the Board and the employee agrees to abide by all Board policies and procedures governing same.

25. EVALUATION

The Superintendent shall evaluate the performance of the SBA at least once a year. All evaluations shall be in writing, shall include areas of commendation and recommendation, and shall provide direction as to any aspects of performance in need of improvement. The annual summative evaluation shall be, at a minimum based on the goals and objectives of the SBA, and the responsibilities delineated in his job description, and such other criteria as the State Board of Education shall by regulation prescribe. The SBA and Superintendent shall meet to discuss the evaluation.

26. INDEMNIFICATION

The SBA shall be indemnified by the Board in accordance with New Jersey law.

27. RIGHT TO LEGAL COUNSEL

The SBA acknowledges that he has been informed of his right to be represented by legal counsel regarding the negotiation, development, and approval of this Contract and that the Board's legal counsel does not represent him in the matter. However, the SBA shall have the right to contact the Board attorney for legal assistance on all other matters as the need arises in carrying out his/her duties.

28. NEW JERSEY LAW

This Contract shall be construed in accordance with the provisions of the laws of New Jersey.

29. AMENDMENTS OR MODIFICATIONS

This Contract may not be modified or amended except by mutual agreement of the parties incorporated in writing and signed by both parties. Any changes/modifications must have approval of the Executive County Superintendent of School prior to Board approval.

30. 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.

31. ENTIRE CONTRACT

This Contract contains the entire understanding of the parties. It is subject to approval by the Board of Education.

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In Witness Whereof, the parties have hereunto set their hands and seals on the dates set forth below:

For the Board: Dated: 6/9/2026

Board President

School Business Administrator: Dated: 6/9/2026

Witness: Dated: 6/9/2026

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School Business Administrator

Detailed Statement of Contract Costs

District	Randolph Township Schools
Employee Name	Kyle J. Bleeker
Date BOE Authorized Submission to County Office	4/21/2026
District Grade Span	PreK - 12
On Roll Students as of 10-15	4306

Contract Term(s)	**2025-26**	**2026-27**	**Dif.**	**% diff**
Salary				
Salary	$ 211,396	$ 218,266	$ 6,870	3.25%
Longevity			-	#DIV/0!
Shared Service			-	#DIV/0!
Total Annual Salary	211,396	218,266	6,870	3.25%
Additional Salary				
Quantitative Merit Goals	12,684	13,096	412	3.25%
Qualitative Merit Goals			-	#DIV/0!
Total Additional Salary	12,684	13,096	412	3.25%
Total Annual Salary plus Additional Salary	**224,080**	**231,362**	**7,282**	**3.25%**
Other Employee Benefits Offered				
Health Insurance	38,820	44,220	5,400	13.91%
Prescription Insurance	10,476	12,984	2,508	23.94%
Dental Insurance	1,857	1,857	-	0.00%
Vision Insurance			-	#DIV/0!
Disability Insurance			-	#DIV/0!
Long-term Care Insurance			-	#DIV/0!
Life Insurance			-	#DIV/0!
Other Insurance - Describe:			-	#DIV/0!
Waiver of Benefits			-	#DIV/0!
Section 125 Plan Reimbursements - Describe:			-	#DIV/0!
Board Contribution for Cost of Premiums	51,153	59,061	7,908	15.46%
Less employee contribution to health benefits as per law	9,651	9,651	-	0.00%
Total Health Benefit Compensation	**41,502**	**49,410**	**7,908**	**19.05%**
Other Business Expenses Reimbursements/Payments				
Travel and Expense Reimbursement (Estimated Annual Cost)	4,000	4,000	-	0.00%
Professional Development (Capped Amount or Est. Annual Cost)	2,500	2,500	-	0.00%
Tuition Reimbursement	5,500	5,500	-	0.00%
Mentoring Expenses - Describe:			-	#DIV/0!
National/State/County/Local/Other Dues	1,600	1,600	-	0.00%
Subscriptions			-	#DIV/0!
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	900	900	-	0.00%
Computer for Home use, including supplies, maintenance, internet			-	#DIV/0!
Other - Describe: DCRP	963	1,013	50	5.19%
Total Other Compensation	**15,463**	**15,513**	**50**	**0.32%**
Estimated Unused Sick and Vacation Compensation Payouts				
Unused Sick Leave--Maximum On Retirement	15,000	15,000	-	0.00%
Unused Vacation Leave- Max on Retirement or Separation	21,953	22,666	713	3.25%
Total Unused Sick and Vacation Payouts	**36,953**	**37,666**	**713**	**1.93%**
TOTAL CONTRACT COSTS	**$ 317,998**	**$ 333,951**	**$ 15,953**	**5.02%**

Updated: 3/26/2026

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