



State of New Jersey

MIKIE SHERRILL
Governor

DR. DALE G. CALDWELL
Lt. Governor

OCEAN COUNTY OFFICE OF EDUCATION
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DR. LILY LAUX
Commissioner

SUSAN R. NAPLES
Interim Executive County Superintendent

May 18, 2026

Dr. Lisa Antunes, Superintendent
Little Egg Harbor Township School District
307 Frog Pond Road
Little Egg Harbor, NJ 08087

Dear Dr. Antunes:

I have reviewed the employment contract for Carl Morelli for the position of School Business Administrator/Board Secretary, in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for a term commencing on July 1, 2026, and expiring June 30, 2027.

This contract must now be approved by the district Board of Education. I ask that you submit a signed copy of this contract and a copy of the minutes (affixed with a raised seal) indicating the resolution approving this contract.

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 be reminded that the contract for this position must be submitted annually to the Executive County Superintendent for review and approval.

Sincerely,

Susan R. Naples
Interim Executive County Superintendent
Ocean County Office of Education

cc: Carl Morelli, School Business Administrator/Board Secretary

SRN/mw

**EMPLOYMENT CONTRACT BETWEEN
THE LITTLE EGG HARBOR BOARD OF EDUCATION
AND CARL MORELLI,
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

This Employment Contract is made by and between the BOARD OF EDUCATION OF LITTLE EGG HARBOR (herein referred to as "LEH") with Administrative Offices at 307 Frog Pond Rd, Little Egg Harbor, New Jersey 08087, and Carl Morelli, herewith recognized as the SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY (herein referred to as "School Business Administrator").

WHEREAS, LEH desires to provide the School Business Administrator 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, LEH and the School Business Administrator believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communications between them as they fulfill their governance and administrative functions in the operation of the educational program of the schools; and

WHEREAS, this Employment Contract ("Contract") has been submitted to and approved by the Executive County Superintendent of Schools of Ocean County.

NOW, THEREFORE, LEH and the School Business Administrator, for the consideration herein specified, set forth the following mutual covenants and agreements, as follows:

1. TERM

LEH, in consideration of the promises of the School Business Administrator set forth below, hereby employs, and the School Business Administrator hereby accepts, employment as the School Business Administrator/Board Secretary for a term of ten (12) months commencing on July 1, 2026 and expiring June 30, 2027, pursuant to the terms of this Contract and law.

2. CERTIFICATION

At all times while serving pursuant to this Contract, the School Business Administrator shall hold a valid and appropriate certificate to act in the Little Egg Harbor School District ("District") in accordance with the pertinent job description for the position of School Business Administrator/Board Secretary, and in accordance with the rules and regulations of the New Jersey Department of Education. In the event that the certificate of the School Business Administrator is revoked, this Contract shall become null and void as of the date of the revocation.

3. RESPONSIBILITIES/DUTIES

In consideration of the employment, salary and fringe benefits established herein, the School Business Administrator agrees to the following:

A. To faithfully perform the duties of School Business Administrator/Board Secretary for LEH and to serve in accordance with the laws of the State of New Jersey, rules and regulations adopted by the State Board of Education, existing LEH policies and those which are adopted by LEH in the future. The specific job description adopted by LEH, applicable to the position of School Business Administrator/Board Secretary, is incorporated by reference into this Contract.

B. To devote his time, attention, and energy to the business of the District. However, he may provide school business services to other school districts pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq. pursuant to a schedule mutually developed by the Superintendent and the School Business Administrator.

C. To perform all duties incident to the office of School Business Administrator/Board Secretary and such other duties as may be prescribed by the Superintendent from time to time.

4. PROFESSIONAL GROWTH

LEH encourages the continuing professional growth of the School Business Administrator. LEH shall provide tuition reimbursement for graduate courses limited to the total tuition costs of six (6) credits per year, reimbursed at the Rutgers University aggregated rate. Masters' degree maximum will be limited to the average Masters' level cost and Doctorate degree maximum will be limited to the average Doctoral level cost. Tuition and registration fees for graduate courses taken by the School Business Administrator will be reimbursed provided the courses taken are:

- Being provided by an institution that is a duly authorized institution of higher education;
- Approved in advance of enrollment by the Superintendent; and
- Related to the School Business Administrator's current or future job responsibilities.

Course work must culminate in the acquisition of a graduate degree conferred by a duly accredited institution of higher education.

Tuition reimbursement will only be provided for courses in which the School Business Administrator earns a grade of "B" or better.

LEH will also encourage the continuing professional growth of the School Business Administrator through his appropriate participation in:

- (a) operations, programs and other activities conducted or sponsored by local and state school administrator and school board associations;
- (b) informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the School Business Administrator to perform his professional responsibilities for LEH.

LEH shall permit a reasonable amount of release time for the School Business Administrator to attend such matters and pay the necessary fees for travel and subsistence expenses, as approved by LEH in its budget and pursuant to N.J.S.A. 18A:11-12, applicable N.J. Department of Treasury OMB Circulars, Board Policy and N.J.A.C. 6A:23A-3.1 (e)(4). All travel on behalf of the Board of Education is governed by 6A:23A3.1 (e)¹⁴

5. COMPENSATION

Except as otherwise provided herein, the Business Administrator's annual salary shall be \$140,265.00 (One Hundred, Forty Thousand Two Hundred Sixty Five) from July 1, 2026 through June 30, 2027. The Business Administrator's salary shall be payable in accordance with the salary schedule applicable to all certified employees of LEH. The Business Administrator's salary and/or benefits shall not be reduced during the term of this Employment Contract or any extension thereof except as otherwise provided by law.

6. SALARY DEDUCTIONS

Salary deductions shall include compulsory federal and state taxes and those required by the Teachers' Pension and Annuity Fund. LEH agrees to make additional salary deductions at the request of the School Business Administrator.

7. WORKDAY

The work day for the School Business Administrator shall be similar to other administrative personnel except that 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. Such employment shall be considered part of the Contract and no additional remuneration shall be provided. In the event of LEH enters into any shared service agreement with any other school district under the Uniform Shared Services and Consolidation Act, the work schedule for the School Business Administrator for LEH shall be mutually agreed upon by the School Business Administrator and the Superintendent.

8. VACATION

(a) The School Business Administrator shall be entitled to twenty (20) vacation days (pro-rated) per school year, available for use on July 1, 2026.

(b) Up to one year's vacation entitlement may be carried over into the next succeeding year only for use during that year and consistent with N.J.S.A. 18A: 30-9.

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

(d) Unused vacation days shall be paid to the School Business Administrator upon

separation from the District at the rate of 1/260 of the School Business Administrator's annual salary.

(e) In the event of an untimely death, any payment for accumulated vacation days will be paid to the estate of the Business Administrator

9. HOLIDAYS

The School Business Administrator shall be entitled to the holidays established on the annual Administrative/Non-unit calendar.

10. PERSONAL DAYS

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 School Business Administrator is unable to conduct outside of the usual workday. A maximum of 4 unused personal leave days for each school year shall convert and accumulate to sick leave days.

11. BEREAVEMENT LEAVE

The School Business Administrator shall be entitled to five (5) paid days for death in the immediate family, unlimited annual occurrences. Immediate family shall consist of spouse, parent, parent-in-law, sibling, child/grandchild, grandparent, and stepfamily. These days cannot be carried over to the next year.

12. SICK LEAVE ENTITLEMENT

(a) Sick leave is defined to mean the absence from the School Business Administrator's post of duty because of personal disability due to illness, injury, 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.

The School Business Administrator shall be granted twelve (12) sick days annually, calculated and prorated on an annualized basis in accordance with N.J.S.A.18A:30-2. Any sick days not utilized during the contract year shall be accumulative to be used for additional sick leave as needed in subsequent years of employment in accordance with N.J.S.A.18A:30-3.

The total amount of sick time (including unused personal days that have been converted to sick days) that may be added for any one year to the accumulated sick day bank may not exceed 12 days in accordance with 18A:30-7.

Accumulated Unused Sick Days

Upon the School Business Administrator's retirement from employment with the Board, 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 School Business Administrator's daily rate of pay, based upon a 260-day work year, following his/her last day of employment. Pursuant to N.J.S.A. 18A:30-3.5, payment shall not exceed \$15,000.00, unless the payment is greater pursuant to the said statute based on unused, accumulated sick earned as of June 8, 2007.

13. INSURANCE

The School Business Administrator shall be entitled to the following insurance benefits provided by LEH:

- (a) Enrollment in the District's hospitalization and medical insurance program, dental insurance program and prescription insurance program, including family coverage, if applicable.
- (b) The School Business Administrator shall pay premium costs for all health benefits coverage set forth in Chapter 44, P.L. 2020.
- (c) The School Business Administrator has the right to waive insurance for a monetary reimbursement, not to exceed 25% of premium up to a maximum of \$3,000 annually.

14. FAMILY LEAVE

The SBA will have rights to leave under State and Federal family leave laws.

15. AUTOMOBILE EXPENSES/TRAVEL

LEH shall reimburse the School Business Administrator for the personal use of his vehicle consistent with the requirements of N.J.S.A. 18A:11-12 and 6A:23A3.1 (e)14

16. TERMINATION

Either party may terminate this contract by giving sixty (60) days written notice of intent to resign and six (6) months' notice of intent to retire. Notice from the School Business Administrator shall be in writing to both the LEH President and the Superintendent at the address set forth for LEH in this Contract.

17. PROFESSIONAL ASSOCIATIONS

LEH agrees to pay dues and fees on behalf of the School Business Administrator to ASBO International, NJASBO, OCASBO County Association, and any other organizations agreed to by LEH and the School Business Administrator with prior approval by the Superintendent.

18. PROFESSIONAL DEVELOPMENT

(a) The School Business Administrator shall be entitled to conferences and workshops as approved by the Superintendent of Schools. All fees and related travel costs shall be consistent with current New Jersey code and regulation.

(b) LEH will make available up to \$2,300 annually designated for reimbursement (upon submission of a receipt or other proof of expenditure) to the School Business Administrator for professional improvement activities, such as:

- a. Cost for attending professional conferences (not directed by the Superintendent);
- b. Professional reading materials;
- c. Mentoring

19. CELL PHONE

The School Business Administrator will be eligible for a District cell phone or up to \$1,000 yearly reimbursement for use of his personal cell phone.

20. PROFESSIONAL LIABILITY

In accordance with N.J.S.A. 18A:16-6 and 6.1, LEH shall defend, hold harmless, and indemnify the School Business Administrator from any and all demands, claims, suits, actions, and legal proceedings brought against the School Business Administrator in his individual capacity, in his official capacity as agent and/or School Business Administrator/Board Secretary of LEH, and/or in his capacity in providing services to any other school district pursuant to any shared services agreement. Provided that the incident arose while the School Business Administrator was acting within the scope of his employment as an employee of LEH and/or as a service provider under any shared services agreement, and where such liability coverage is within the authority of the Board to provide under state law.

21. SEVERABILITY

If any provision of this Contract shall be determined to be void by any court of competent jurisdiction, then such determination shall not affect any other provision of this 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 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.

22. DISABILITY INSURANCE REIMBURSEMENT

To the extent LEH does not provide group disability insurance to the staff of the District,

the LEH shall reimburse the School Business Administrator, annually in an amount up to two thousand dollars (\$2,000.00), for his payment of premiums towards a disability insurance policy. The School Business Administrator shall submit proof of the premiums paid prior to receiving reimbursement.

23. INDEMNIFICATION

The Board agrees that while Mr. Morelli is providing services to the Board under this Agreement, he is entitled to the protection of the indemnification provisions of N.J.S.A. 18A:16-6 and N.J.S.A. 18A:16-6.1 and any other applicable New Jersey Statutes, in accordance with and subject to the terms and conditions set forth in such statutes. Mr. Morelli agrees to cooperate fully and to assist the Board with its defense of any actions against him and/or the Board.

24. CONFLICTS

In the event of any conflict between the terms, conditions and provisions of this Agreement and provisions of the Board's policies unless otherwise prohibited by law, the terms of this Agreement shall take precedence over the contrary provisions of the Board's policies during the term of this Agreement.

25. CONSULTATION WITH SOLICITOR

The School Business Administrator shall be authorized, without prior permission or consultation with LEH, to consult with LEH's Solicitor on matters affecting the school district.

26. GOVERNING LAW

This Agreement shall, in all respects, be governed by and construed under the laws of the State of New Jersey.

27. SAVINGS CLAUSE

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

28. COUNTERPARTS; EXCHANGE BY ELECTRONIC MEANS

This Agreement may be executed in counterparts, which shall be taken together as the entire agreement of the Parties hereto. This Agreement may also be exchanged by the Parties via electronic mail for the purposes of securing signatures and will be fully enforceable as an original document.

29. BOARD APPROVAL

This Agreement is contingent upon Board approval. In that regard, the Employee waives any rights the Employee may have under the decisions in Rice

v. Union County Regional High School Bd. of Education, to advance written notice of the Board's consideration of this Agreement at a public meeting, as well as to request a public discussion of this Agreement at a public meeting.

30. RENEWAL

In the absence of LEH's election to non-renew this Employment Contract on or before expiration, or if the parties do not enter into a new Employment Contract on or before June 30, 2027, then the Business Administrator shall be deemed reappointed for another contract term of one (1) year. Any new employment contract must first be submitted to the Executive County Superintendent of Schools for review and written approval prior to action by the BOARDS.

31. EVALUATION

The Superintendent shall evaluate the performance of the School Business Administrator in accordance with law and/or the New Jersey Administrative Code.

32. COMPLETE AGREEMENT

This Contract embodies the entire agreement between the parties hereto and supersedes any prior or contemporaneous agreement, representation or understanding, whether written or oral. This Contract may not be modified except by written instrument executed by all the parties hereto.

33. MISCELLANEOUS

(a) If the Business Administrator is out of the District for any reason, (professional day, sick day, vacation day, etc.) the School Business Administrator will notify the Superintendent.

(b) In the event the School Business Administrator is arrested and charged with a criminal offense, which could result in forfeiture under N.J.S.A. 2C: 51-2, LEH reserves the right to suspend him pending resolution of the criminal charges. Such suspension shall be with pay prior to indictment, and may be with or without pay, at LEH's discretion. If the Business Administrator's NJ State Certificate is revoked, this employment agreement is voided after the exhaustion of appeals.

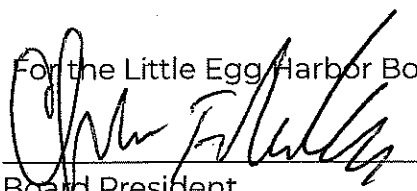
(c) The School Business Administrator shall have the right, upon request, to review the contents of his personnel file(s) and to receive copies of any documents contained therein. He shall be entitled to have a representative accompany him during such review. No material derogatory to the School Business Administrator conduct, service, character or personality shall be placed in his personnel file unless he has had an opportunity to review the material. The School Business Administrator shall acknowledge that he has had the opportunity to review such material by affixing his 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 shall also have the right to submit a written answer to such material.

(d) LEH acknowledges and agrees that disclosure of personnel information is governed by the Open Public Records Act, codified at N.J.S.A. 47A:101, et seq., the Right to Know Law codified at N.J.S.A. 47:1A-1, et seq., Executive Order No. 11 (November 15, 1974), Executive Order No. 21 (July 8, 2002), Executive Order No. 26 (August 13, 2002), and case law interpreting them. All information related to the School Business Administrator's performance, evaluation or any discipline which the public is not otherwise entitled to access under law is deemed confidential and shall not be released to the public absent a written release by the School Business Administrator, or by a lawful order of a court of competent jurisdiction, or pursuant to a rule of a court of competent jurisdiction.

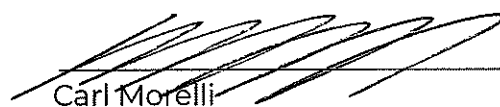
This Contract replaces and supersedes all prior employment agreements between the parties. The parties' respective signatures to this Contract constitute a rescission of any and all prior contracts as well as agreement to the terms hereof.

IN WITNESS WHEREOF, the parties have hereunto set their hand and seal this as indicated.

For the Little Egg Harbor Board of Education:

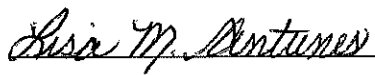

Board President

5/19/26
Date


Carl Morelli

5/19/26
Date

School Business Administrator/Board
Secretary


Attest

5.19.2026
Date