PHILIP D. MURPHY
GOVERNOR

TAHESHA L. WAY
LT. GOVERNOR

State of New Jersey
DEPARTMENT OF EDUCATION
Sussex County Office of Education
262 White Lake Road
Sparta, NJ 07871
Tele: (973) 579-6996
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KEVIN DEHMER
COMMISSIONER

GAYLE CARRICK, ED.D
EXECUTIVE COUNTY SUPERINTENDENT

May 2, 2025

Mr. Kurt Ceresnak, Superintendent
Bryam Township School District
12 Mansfield Drive
Stanhope, NJ 07874

Dear Mr. Ceresnak:

I have reviewed the employment contract for Ms. Theresa Radline, 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 the period July 1, 2025 to June 30, 2026 with an annual salary of $139,050

If there are any changes to the terms of this contract, you will need to submit it to the Sussex Executive County Superintendent, 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.

Kindly send a signed copy of the contract to our office.

Sincerely,

Gayle Carrick, Ed.D.
Executive County Superintendent

CC: Ms. Theresa Radline, School Business Administrator/Board Secretary

BYRAM TOWNSHIP BOARD OF EDUCATION

THIS AGREEMENT, made this 7th day of May, 2025

BETWEEN: Byram Township Board of Education
12 Mansfield Drive, Stanhope, NJ 07874
("Board")

AND: Theresa Radline
("Business Administrator/Board Secretary")

WITNESS:

WHEREAS, for the purpose of mutual understanding and in order that a harmonious relationship may exist between the Board and Theresa Radline to the end that continuous and efficient services will be rendered to and by both parties, for the benefit of both; and

WHEREAS, the Board by means of a resolution adopted at a public meeting held on May 7, 2025 authorizing the offer of employment to Theresa Radline as School Business Administrator/Board Secretary after contract approval by the Executive County Business Administrator.

NOW, THEREFORE, in consideration of the following mutual promises and obligations of the parties and the rendering of the services of Theresa Radline as stated herein, the parties hereto agree as follows:

ARTICLE I
EMPLOYMENT

A. Certification:

The Business Administrator/Board Secretary shall maintain a current and valid certificate issued by the New Jersey Department of Education for the position of Business Administrator/Board Secretary. In the event the Business Administrator/Board Secretary's certificate issued by the NJDOE is revoked, this Contract of Employment is null and void as of the date of the certification revocation.

B. This Agreement between the Byram Township Board of Education and Theresa Radline, as School Business Administrator/Board Secretary, shall be in effect from July 1, 2025 through June 30, 2026. Salary for the duration of the Agreement shall be as follows:

1. Salary shall be $139,050.00 annually.

The aforesaid salary shall be paid in equal installments, in accordance with the policies of the Board concerning the payment of professional staff members.

ARTICLE II
DUTIES

In consideration of the employment, salary and fringe benefits established hereby, Theresa Radline agrees to the following:

A. To faithfully perform the duties of School Business Administrator/Board Secretary for the Board 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 from time-to-time. The specific job description adopted by the Board, applicable to the position of School Business Administrator/Board Secretary is incorporated by reference into this contract, as Exhibit A. and shall be followed by Theresa Radline:

B. To devote her full time, skills, labor and attention to this employment during the term of this contract; provided, that Theresa Radline may undertake consultative work, speaking engagements, writing, lecturing or other professional duties and obligations which do not interfere with her full-time responsibilities as School Business Administrator/Board Secretary, or create an anticipated conflict of interest.

ARTICLE III
BENEFITS IN ADDITION TO SALARY

A. Theresa Radline shall receive twenty (20) days' vacation on July 1 annually exclusive of board-approved legal holidays. A majority of vacation days shall be taken when students are not in school. Vacation days taken when students are in school are at the discretion of the Superintendent and subject to his/her approval. If business demands prohibit the Business Administrator from using all of her allotted vacation days in a given year, she may carry over all of her unused vacation days to be used by August 30th of the next year. Any vacation days carried over from the previous year that are not used shall be forfeited. Only accrued unused vacation time will be paid at the time of retirement and/or separation. Vacation days are to be paid at 1/260th of the employee's salary. If Theresa Radline dies before her Contract year is completed, payment for any accumulated unused vacation days due to Theresa Radline shall be made to her estate in accordance with law. During the school year when school is not in session, the Business Administrator is not required to report to work unless specifically asked to by the Superintendent for the smooth and efficient operation of the school district.

B. Theresa Radline shall be entitled to twelve (12) days sick leave annually. Theresa Radline will be capped at thirty-five (35) sick days until she has earned more in the Byram School District. Earned sick leave shall be cumulative, subject to the provisions of N.J.S.A. 18A:30-7. The Board shall make payment for unused sick leave to Theresa Radline under the following conditions:

1. Payment is available only upon retirement in the Teacher's Pension and Annuity Fund (TPAF).

2. Theresa Radline must have served fifteen (15) years in the Byram Township School District.

3. Sick days can accumulate from year to year, subject to 18A:30-7. Upon retirement, 150 days will be paid at $65.00 per day, not to exceed $9,750.00.

4. Notice shall be provided to the Board of intent to retire by December 1 of the last year of employment. If notice is provided after December 1, payment will be made on July 1 of the year after the year of retirement.

C. Theresa Radline is entitled to the following non-cumulative temporary leaves of absence with full pay.

1. Annual allowance of not more than three (3) days leave of absence for personal reasons. The personal days can be drawn from the following categories: personal, business, household or family matters, marriage of the employee or marriage in the immediate family or religious holidays. Leaves under this section may be taken consecutively, if necessary.

2. The Superintendent shall be notified in writing at least four (4) days before taking personal leave, except in the case of emergency. Theresa Radline shall promptly notify the Superintendent in writing of a personal day taken in an emergency.

3. Annual allowance of not more than (5) working days due to death in the immediate family. Immediate family shall include spouse, child, father, mother, brother, sister, mother/father-in-law, grandmother, grandfather, grandchild, and any other member of the immediate household. Leaves under this section may be taken consecutively if necessary.

4. Annual allowance of not more than three (3) working days for serious illness in the immediate family. Leaves under this section may be taken consecutively if necessary.

5. Theresa Radline shall be allowed the time necessary for appearances in any legal proceedings, which have been brought against her for any act or omission arising out of and in the course of the performance of her duties at Byram Township Schools.

D. The Board shall reimburse Theresa Radline for expenses incurred for travel and sustenance in the performance of her duties as School Business Administrator/Board Secretary under this contract in accordance with law. Mileage shall be paid from mileage vouchers according to "New Jersey Office of Management and Budget" (OMB) rates per mile. Theresa Radline shall be reimbursed for expenses pursuant to Board policy, upon prior approval of the Superintendent and the Board, and pursuant to N.J.S.A. 18A:11-12 and regulations promulgated thereunder.

E. Theresa Radline will contribute towards dental/health benefits as per Chapter 78, P.L. 2011 (passed as Senate No. 2937) or in accordance with Chapter 44 if the NJEHP is elected. The Board shall pay the remaining cost for Theresa Radline and her dependents. Theresa Radline has the option to participate in the dental/medical buy-back for waiving health, prescription and dental at 25% of the premium for the coverage which she is eligible for.

F. The Board shall pay for Theresa Radline membership in the New Jersey Association of School Business Officials, Sussex County Association of School Business Officials, and the Association of School Business Officials International.

G. With the prior permission of the Superintendent of Schools, the Board shall defray the costs of attendance at the annual N.J.S.B.A and N.J.A.S.B.O. conferences by paying for registration fees, hotel costs, mileage & tolls, any meals not provided at the conference limited to GSA maximum reimbursement rates, and parking.

ARTICLE IV
EVALUATION

The Superintendent shall, according to established policy and state statute, evaluate Theresa Radline annually during the contract year.

ARTICLE V
TERMINATION OF CONTRACT

The parties hereto agree that in the event that Theresa Radline's certification is permanently revoked all provisions of this Agreement shall automatically terminate. Likewise, if Theresa Radline is lawfully precluded from performing her duties by any judgment, order or direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Agreement shall terminate and Theresa Radline's employment shall cease.

Either party to this Agreement, other than for just cause, may at any time terminate this Agreement by giving to the other party sixty (60) days' notice in writing of such intention to terminate the same and upon expiration of said time; this Agreement shall be null and void. Such notice shall be in writing, sent via certified mail, return receipt requested. The Board agrees to grant Theresa Radline an informal, private hearing with the Board to discuss the reasons for the Board's termination of this Agreement, if such be the case. This meeting may be scheduled after the Board takes formal action to terminate this Agreement in accordance with the notice provisions contained herein.

ARTICLE VI
MODIFICATION OF CONTRACT TERMS

The terms and conditions of this contract shall not be modified except by the written consent of both Parties hereto and after review and approval by the Executive County Superintendent, and in accordance with the public notice and hearing requirements set forth at law. Any amendments to this contract shall not create a new contract or contract term but shall only constitute an amendment to the existing contract.

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, and the prior approval of the Executive County Superintendent.

Article VIII
CONFLICTS

In The event of any conflict between the terms, conditions and provisions of the Board's policies, or any permissive state or federal law, then, unless otherwise prohibited by law, the

terms of this contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the contract.

Article IX
SAVINGS CLAUSE

If during the term of this contract, it is found that a specific clause of the contract is contrary to federal or state law, the remainder of the contract not affected by such a ruling shall remain in force.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals or caused these presents to be signed by their proper corporate officers and the proper corporate seal affixed hereto the day and year first above written.

ATTEST: BYRAM TOWNSHIP BOARD OF EDUCATION

_____ _____

Secretary President

_____ _____

WITNESS: Theresa Radline

SCHOOL BUSINESS ADMINISTRATOR

Detailed Statement of Contract Costs

District: Byram Township School District
Name: Theresa Radline
Job Title: School Business Administrator/Board Secretary

District Grade Span	Pre-K-8	Pre-K-8
On Roll Students as of 10-15-24	814	824

Contract Term:	**2024-2025**	**2025-2026**
Salary		
Salary- Annual Salary	$ 67,500	$ 139,050
Subcontracted Services	$ -	$ -
Longevity	$ -	$ -
Total Annual Salary	$ 67,500	$ 139,050
Additonal Salary		
Quantitative Merit Goals	$ -	$ -
Qualitative Merit Goals	$ -	$ -
Additional Compensation - Describe:	$ -	$ -
Total Additional Salary	$ -	$ -
Total Annual Salary plus Additional Salary	$ 67,500	$ 139,050
Board Contribution for Cost of Premiums for:		
Health Insurance	$ 13,848	$ 14,887
Prescription Insurance	$ 1,668	$ 1,793
Dental Insurance	$ 604	$ 649
Vision Insurance	$ -	$ -
Disability Insurance	$ -	$ -
Long-term Care Insurance	$ -	$ -
Life Insurance	$ -	$ -
Other Insurance - Describe:	$ -	$ -
Waiver of Benefits		
Section 125 Plan Reimbursements - Describe:	$ -	$ -
Board Contribution for Cost of Premiums	$ 16,120	$ 17,329
Employee contribution to health benefits as per law	$ 2,641	$ 5,233
Total Health Benefit Compensation	$ 13,479	$ 12,096
Other Compensation		
Travel and Expense Reimbursement (Estimated Annual Cost)	$ 1,000	$ 1,000
Professional Development (Capped Amount or Estimated Annual Cost)	$ 1,000	$ 1,000
Tuition Reimbursement	$ -	$ -
Mentoring Expenses - Describe:	$ -	$ -
National/State/County/Local/Other Dues	$ 1,500	$ 1,500
Subscriptions	$ -	$ -
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	$ -	$ -
Computer for Home use, including supplies, maintenance, internet	$ -	$ -
Other - Describe:	$ -	$ -
Total Other Compensation	$ 3,500	$ 3,500
Sick and Vacation Compensation		
Maximum Payment for Unused Sick Leave Upon Retirement*	$ 9,750	$ 9,750
Maximum Payment for Unused Vacation Leave - Retirement or Separation (per diem for each day @ 20 days)	$ 5,192	$ 10,696
Total Sick and Vacation Compensation	$ 14,942	$ 20,446
TOTAL CONTRACT COSTS	$ 99,421	$ 175,092

*With 15 years service in the district