

Employment Agreement

between

Mr. Keith Lisa

and the

Mountain Lakes Board of Education

THIS AGREEMENT, made this 17th day of August, 2026, between the Mountain Lakes Board of Education (the "Board"), which has its offices located at 96 Powerville Road, Mountain Lakes, New Jersey 07046, and Keith Lisa ("Lisa").

WHEREAS, the Board is desirous of employing Lisa in the position of School Business Administrator/Board Secretary and Lisa is desirous of accepting employment; and

WHEREAS, the Board and Lisa are desirous of entering into an Employment Agreement which sets forth the terms and conditions of employment for the position of School Business Administrator/Board Secretary;

NOW, THEREFORE, based on the foregoing premises and the mutual promises and covenants contained herein, the Board and Lisa agree to the following as the terms of the parties' agreement:

1. **Term.** The Board does hereby offer Lisa, and Lisa does hereby accept, employment in the position of School Business Administrator/Board Secretary, commencing on or about October 19, 2026, through June 30, 2027 (or as soon as he may start, if released by his current district before October 19, 2026). The parties acknowledge that this Agreement must be approved by the Executive County Superintendent of Schools in accordance with applicable law and regulations.
2. **Compensation.** The Board shall pay Lisa an annual salary of \$195,000, prorated for any partial year worked. A day's salary, in

accordance with N.J.A.C. 6A:23A-3.1(e)9, shall be defined as 1/260th of the annual salary. Payments will be made on the District's normal payroll dates and shall be subject to all applicable deductions, including check offs for taxes and F.I.C.A.

3. **Professional Certification.** Lisa shall hold a valid certificate to serve as the School Business Administrator in the State of New Jersey. In the event that Lisa's certification is permanently revoked, all provisions of this Employment Agreement shall be null and void as of the date of the revocation, and if Lisa is lawfully precluded from performing his duties by any Judgment, Order or direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Agreement shall terminate and Lisa's employment shall cease.
4. **Duties.** Lisa agrees to devote his full time skills, labor and attention to the duties of School Business Administrator/Board Secretary and to give his best professional services and faithfully perform the duties of the School Business Administrator/Board Secretary for the District as prescribed by the laws of the State of New Jersey, the regulations of the State Department of Education, the policies and regulations which were adopted and are revised by the Board, and the job description adopted by the Board for the position of School Business Administrator/Board Secretary, which is incorporated into this Employment Agreement. Nothing contained herein shall, however, be interpreted as preventing the Board from revising the job description and imposing an obligation upon Lisa to perform the duties set forth therein. As part of his duties, Lisa shall attend all Board meetings, except for executive sessions called to evaluate the School Business Administrator/Board Secretary, and he shall serve as an ex-officio member of all Board committees when requested by the Board and provide administrative recommendations on each item of business when appropriate. Lisa shall report to the Superintendent of Schools and perform any other duties as required by the Superintendent of Schools.

5. **Working Remotely.** The Business Administrator/Board Secretary will be permitted up to five work-from-home days, subject to approval by the Superintendent. These days may only be used on days when school is not in session for students.
6. **Leaves of Absences.** Lisa shall be entitled to leaves of absence as follows:
 - a. *Sick Days.* Lisa shall receive twelve sick days without deduction of pay per school year. Sick days shall be accumulative in accordance with N.J.S.A. 18A:30-3. Upon retirement from the District and subject to a maximum payment of \$15,000, the Board shall pay Lisa for his unused accumulated sick days at the rate of $\frac{1}{260}$ of Lisa's then current salary. Payment due hereunder shall be made within thirty days of Lisa's last day of employment.
 - b. *Sick Leave Bank.* A voluntary sick leave bank has been created and funded with accumulated sick days donated by Lisa and other administrators in the District, as permitted by N.J.S.A. 18A:30-10. Lisa and the other administrators covered by this sick leave bank may contribute a maximum of two sick days per year of his available sick days. Contributions to the sick leave bank shall be irrevocable. Lisa shall not be entitled to reimbursement for and/or restoration of any sick days he contributed to the sick leave bank. Lisa is not required to participate in the sick leave bank.
 - c. *Personal Leave.* Up to three non-cumulative personal days without deduction of pay per school year shall be allowed for personal reasons. Approval for personal leaves shall be in writing to the Superintendent of Schools three school days in advance. The use of personal days at the beginning or end of the student vacation periods or holidays is discouraged unless they are of an emergency nature.

- d. *Bereavement Leave.* Lisa shall be granted up to five days of paid absence immediately following the death of an immediate family member. Immediate family consists of spouse, spouse's parents, child, stepchild, parent, brother, sister, or any other relative living as a member of the immediate household.
7. **Holidays.** Lisa shall be entitled to the following holidays with pay only when schools and offices are closed:
- New Year's Day
 - Martin Luther King Day
 - Good Friday
 - President's Day
 - Memorial Day
 - July 4th
 - Labor Day
 - Rosh Hashanah
 - Yom Kippur
 - Thanksgiving
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - New Year's Eve
8. **Vacation.** Lisa shall be entitled to an annual vacation of twenty-two prorated working days per year. All of the vacation days shall be available for Lisa's use on July 1st of each year of this Employment Agreement.
- a. Lisa shall take his vacation time after giving the Superintendent one week's prior notice. School vacations do not constitute time off for Lisa, unless he uses his leave time. Lisa may take vacation days during the school year, upon notice to the Superintendent. Lisa is expected to attend to the business of the District as required for the smooth and efficient operation of the District.
- b. The Board encourages Lisa to take his full vacation allotment each year; however, not more than ten vacation days may be carried over by Lisa from year to year. All days carried over must be used in the next year, or they will be forfeited.
- c. In the event that Lisa's Employment Agreement is terminated prior to its expiration, unused vacation time shall be paid on a

prorated basis of days accrued per month. In the event this Employment Agreement is not renewed, earned but unused vacation time will be paid at Lisa's daily rate of pay, based upon a 260-day work year, following his last day of employment. However, at the Board's discretion, should termination or non-renewal occur, the Board reserves the right to require Lisa to use his full vacation entitlement.

9. **Professional Dues/Conferences.** The Board shall pay the annual dues for Lisa's membership in the New Jersey Association of School Business Officials and Morris County Association of School Business Officials. Attendance at the New Jersey Association of School Boards Association annual conference and the New Jersey Association of School Business Officials annual conference may be permitted. Subject to the Board's prior approval, the Board shall reimburse Lisa for permitted travel, meals and lodging expenses for attendance at professional conferences in accordance with Board policy, the State's regulations regarding travel covered under Circular Letter 08-13-OMB, and any subsequent circular letters which may be issued by the State Office of Management and Budget.
10. **Health Benefits.** The Board shall provide Lisa with the following health benefits:
 - a. Lisa shall receive the health benefits coverage as provided to other employees of the Board. Lisa shall contribute towards the cost of his health insurance premiums in accordance with applicable law, made through payroll deductions. Such limitation shall in no way link this Employment Agreement with any agreement collectively negotiated with other District employees.
 - b. Lisa 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. Lisa will be paid the lesser of \$5,000 or 25% of the

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cost of said coverage if he waives such coverage. Any such payments will be in accordance with and are subject to applicable law and administrative regulation.

- c. In light of the sixty-day waiting period for enrollment in the District's health care plan as a mid-year hire, the Board agrees to reimburse Lisa for his COBRA payments for the first two months of his employment.
11. **Expense Reimbursement.** The Board shall reimburse Lisa for expenses incurred for mileage and tolls when traveling outside the District and for travel within the District in the performance of his duties under this Employment Agreement. Mileage reimbursement will be the same as that permitted by the State's regulations regarding travel covered under the Circular Letter 08-13-OMB, and any subsequent circular letters which may be issued by the State Office of Management and Budget. Lisa will provide the Board with appropriate records and receipts. Lisa shall also be reimbursed for cell phone usage relating to District business to a maximum of \$40 per month. As a condition to this reimbursement, Lisa must be reasonably available during non-work hours, and take reasonable measures to protect the confidentiality of District business being transmitted to and through said cell phone. This payment shall be subject to all applicable taxes and deductions at the source of wages.
12. **Evaluation.** At least once each school year, the Superintendent shall evaluate the performance of Lisa, in accordance with N.J.A.C. 6A:32-1 et seq. In the event that the Superintendent determines the performance of Lisa is unsatisfactory in any respect, the Superintendent shall describe in writing, in reasonable detail, the specific instances of unsatisfactory performance. The evaluation shall include recommendations as to the areas of improvement in all instances where the Superintendent deems performance to be unsatisfactory. A copy of the written evaluation shall be delivered to Lisa. The Superintendent shall meet with Lisa to discuss the evaluation. Lisa shall have the right to respond to and comment upon

the written evaluation, all in accordance with N.J.A.C. 6A:32-1 et seq. This response shall become a permanent attachment to Lisa's personnel file.

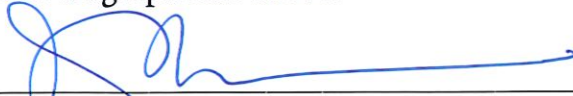
13. **Criminal History Check.** Lisa shall be subject to a criminal history record check as set forth in N.J.S.A. 18A:6-7.1 to 7.5 and shall furnish the Board with verification of same and shall bear the cost for the criminal history record check. Lisa shall also be subject to the employment history review set forth in N.J.S.A. 18A:6-7.6 et seq., which requires the authorization for disclosure of certain information regarding any past instances of child abuse and/or sexual misconduct by the employee.
14. **Renewal of Employment of Agreement.** The Board shall notify Lisa in writing by May 15, 2027, whether or not his Employment Agreement will be renewed.
15. **Termination of Employment Agreement.** This Employment Agreement may be terminated for the following reasons:
 - a. *Mutual Agreement by the Parties.* This Employment Agreement may be terminated by mutual agreement of the parties.
 - b. *Notice.* This Employment Agreement may be terminated by either party for any reason whatsoever by furnishing the other party with written notice sixty days in advance of any intended severance of this Employment Agreement.
 - c. *Discharge for Cause.* Discharge for cause which shall constitute conduct which is seriously prejudicial to the District, including but not limited to neglect of duty, inefficiency or incompetence. Notice of discharge for cause without sixty days' notice shall be given in writing and Lisa shall be entitled to appear before the Board to discuss such causes. If Lisa chooses to be accompanied by legal counsel at such meetings, he shall bear any costs incurred for his representation. Such meeting shall be conducted in

Executive Session. Lisa shall be provided a written decision describing the results of the meeting.

16. **Modification of the Agreement Terms.** The terms and conditions of this Employment Agreement shall not be modified except by the written consent of both parties hereto and review and approval by the Executive County Superintendent. Any amendments to this Employment Agreement shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Agreement.
17. **Complete Agreement.** This Employment Agreement 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 of Schools.
18. **Savings and Conflicts Clause.** If, during the term of this Employment Agreement, it is found that a specific clause of this Employment Agreement is contrary to federal or State law, the remainder of the Employment Agreement not affected by such ruling shall remain in full force and effect. In the event of any conflict between the terms, conditions and provisions of this Employment Agreement and the provisions of the Board's policies or any permissive federal or State law, the terms of this Employment Agreement shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.
19. **Binding Agreements.** The parties hereto represent to each other that they fully understand the terms and conditions of this Employment Agreement, and agree to be bound by same pursuant to the rules and regulations of the Department of Education and the laws of the State of New Jersey.

IN WITNESS WHEREOF, the Board has caused this Employment Agreement to be approved on its behalf by a duly authorized officer and

Lisa has approved this Employment Agreement on the date and year specified in Paragraph one above.



Joanne Calabria Barkauskas, President, Board of Education



Keith Lisa, Business Administrator/Board Secretary