SCHOOL BUSINESS ADMINISTRATOR'S EMPLOYMENT CONTRACT

THIS AGREEMENT made this **11th day of May 2026** by and between the Board of Education of the Borough of Eatontown, with office located at 5 Grant Avenue, Eatontown New Jersey (hereinafter "the Board") and Gregory Hillman, residing in Point Pleasant, New Jersey (hereinafter "the School Business Administrator/Board Secretary").

In consideration of the mutual covenants contained herein, the Board and Gregory Hillman hereby agree as follows:

1. EMPLOYMENT

The Board agrees to appoint Gregory Hillman as School Business Administrator/Board Secretary of the Borough of Eatontown Board of Education, 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 the School Business Administrator. The School Business Administrator shall serve as Chief Financial Officer and Board Secretary of the district by implementing policies established by the Board of Education and by discharging the duties imposed on his office by law. The School Business Administrator shall report directly to the Superintendent and as Board Secretary shall report directly to the Board.

Gregory Hillman accepts said appointment as School Business Administrator/Board Secretary and represents that he will faithfully and fully perform and carry out the duties of said office through the term of this contract.

2. FULL-TIME COMMITMENT

The School Business Administrator/Board Secretary, as a 12 month employee, shall devote his full time attention and energy to the business of the District and shall not engage in other employment or activities that would interfere with the performance of his duties as School Business Administrator/Board Secretary.

3. TERM

The term of this contract shall be from **July 1, 2026 through June 30, 2027** subject to the rights accrued by tenure.

4. CERTIFICATION

Gregory Hillman represents that he is certified by the State of New Jersey Board of Examiners to serve as School Business Administrator in New Jersey, and that he shall maintain that certification in full force and effect throughout the life of this agreement. In the event that the certification of the School Business Administrator is revoked, this contract shall be null and void as of the date of said revocation.

5. COMPENSATION

The School Business Administrator shall receive a base salary of **$130,927.50** annually. Salary shall be paid in accordance with the payment schedule for other 12 month certified district personnel.

6. VACATION

Commencing on the first day of employment, the School Business Administrator will be granted 1.8 vacation days per month not to exceed 22 days per year. The School Business Administrator may carry over five (5) vacation days per year for a total of 15 days if employment is renewed by the Board. These days may be utilized throughout the year with the approval of the Superintendent. Upon retirement, termination, separation or expiration of this contract without renewal, the School Business Administrator shall be compensated for unused vacation days at 100% of his current per diem rate of pay. Throughout this contract "per diem" rate of pay shall be calculated at 1/260th of the School Business Administrator's current salary.

7. HOLIDAYS

The School Business Administrator, as a 12 month employee, shall receive a paid holiday for the following holidays:

New Years' Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veteran's Day
Thanksgiving and the Day After
Christmas Eve
Christmas
New Year's Eve

The School Business Administrator will follow the holiday schedule of the Eatontown Administrators' Association. However, if an emergency or special project needs to be completed, an alternate vacation schedule will be arranged in coordination with the Superintendent.

8. SICK DAYS

The School Business Administrator shall receive 12 paid sick leave days annually. Upon retirement, the School Business Administrator shall be compensated for unused sick days at his then current per diem rate of pay to a maximum of $15,000.00 pursuant to N.J.S.A.18A:30-3.6.

9. PERSONAL DAYS AND BEREAVEMENT DAYS

The School Business Administrator shall receive 3 paid personal leave. In addition to the personal days referenced in this section the School Business Administrator shall have the following bereavement days:

Up to five (5) days of paid absence for each occurrence of a death of the following relatives: parent, child, spouse, brother, sister or other permanent members of the household family.

Up to three (3) days of paid absence for each occurrence of a death of the following relatives: mother-in-law, father-in-law, and the School Business Administrator's or his spouse's grandparent.

Up to three (3) days of paid absence for family illness.

Personal, bereavement, and family illness days are not cumulative.

10. PROFESSIONAL DUES AND CONFERENCES

The Board shall pay for all annual professional dues attributed to the School Business Administrator's membership in one county and one state professional association of his choice. The Board shall pay for the School Business Administrator's attendance at one state annual conference and such other conferences as may be approved by the Board.

11. TUITION REIMBURSEMENT

Reimbursement to the Business Administrator for courses pertinent to his position shall be approved by the Board in advance and be at the sole discretion of the Board.

12. HEALTH CARE BENEFITS

The Board shall provide the following health care insurance protection for the School Business Administrator. The Board's payment shall be reduced by the mandated employee benefit contribution using P.L. c.78, Tier structure and payment provisions as a basis for full individual or full family insurance premiums as appropriate to provide coverage for the full twelve-month period for the following insurance at regular rate for the New Jersey Educators Health Plan.

13. EVALUATION

The School Business Administrator shall be evaluated annually by the Superintendent in accordance with the provisions of N.J.S.A. 18A: 17-20.3.

The Superintendent shall evaluate the performance of the School Business Administrator at least once a year, on or before June 1st.

The Board shall evaluate the performance of the Board Secretary at least once a year on or before April 30th.

The School Business Administrator's annual evaluation 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.

14. TERMINATION OF CONTRACT

This contract may be terminated under the following conditions:

a. Death of the School Business Administrator
b. Termination for cause in accordance with N.J.S.A. 18A:17-20.2;
c. By mutual agreement of the parties.
d. By 90 day notice from the School Business Administrator

15. RIGHT TO LEGAL COUNSEL

The School Business Administrator acknowledges that he has been fully 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 this matter.

16. ENTIRE AGREEMENT

This agreement contains the entire understanding between the parties.

17. AMENDMENTS AND MODIFICATIONS

This agreement may not be modified or amended except by mutual agreement of the parties, incorporated in writing, signed by both parties and with a formal public action of the Board. Any amendment must be approved by the Executive County Superintendent and the Board must advertise that a public hearing will be held on the amendment prior to passage.

18. GOVERNING LAW

This agreement shall be construed in accordance with the provisions of the laws of the State of New Jersey. In the event of a conflict between State Law and/or Regulation and any provision of this contract, State Law and Regulation shall control. Board policy adopted subsequent to the execution of this agreement which changes the terms and conditions of the School Business Administrator's employment shall not affect this agreement nor be binding on the School Business Administrator unless otherwise agreed to in writing.

19. SEVERABILITY

In the event that any provision or section of this contract is deemed to be illegal by any court or agency of competent jurisdiction, the remaining provisions of the contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and date first above written.

ATTEST: Eatontown Board of Education

Gregory Hillman

Dr. Linda Rogers, Board President

WITNESS: