State of New Jersey
DEPARTMENT OF EDUCATION
SUSSEX COUNTY OFFICE OF EDUCATION
262 WHITE LAKE ROAD
SPARTA, NJ 07871
(973) 579-6996 | FAX: (973) 579-6476

MIKIE SHERRILL
Governor

DR. DALE G. CALDWELL
Lt. Governor

DR. LILY LAUX
Commissioner

GAYLE CARRICK, ED.D.
Executive County Superintendent

May 19, 2026

Ms. Eveny de Mendez, Superintendent
Vernon Township Public Schools
PO Box 99
Vernon, NJ 07462

Dear Ms. De Mendez:

I have reviewed the employment contract for Mr. Raymond Slamb, 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, 2026 to June 30, 2027 with an annual salary of $191,998.

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.

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

Sincerely,

Gayle Carrick Ed.D.
Executive County Superintendent

CC: Mr. Raymond Slamb, School Business Administrator/Board Secretary

Vernon Township Board of Education
P.O. Box 99, 625 Route 517
Vernon, New Jersey 07462-0099

EMPLOYMENT AGREEMENT

RAYMOND SLAMB

Annual Salary: $191,998

1. **POSITION**: School Business Administrator/Board Secretary
   Vernon Township Board of Education

2. **TERM:**

In keeping with statutory authority and the Board's review and discretion, Raymond Slamb, is appointed as the School Business Administrator/Board Secretary and other duties as determined and assigned by the Superintendent of Schools. The Board hereby employs the School Business Administrator/Board Secretary for a term commencing July 1, 2026 and ending June 30, 2027. Raymond Slamb holds a Standard Certificate as a School Business Administrator as issued by the New Jersey Department of Education and a Certificate as a Qualified Purchasing Agent as issued by the New Jersey Department of Community Affairs.

3. **COMPENSATION:**

The annual salary for the 2026-2027 school year shall be $191,998. 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. During the term of this agreement, including any extension thereof, the School Business Administrator/Board Secretary shall not be reduced in compensation and/or benefits. Any adjustment in salary made during the life of this agreement shall be made in the form of an amendment and shall become part of this agreement, but it shall not be deemed that the Board and the School Business Administrator/Board Secretary have entered into a new agreement.

4. **WORKDAY:**

The work day for the School Business Administrator/Board Secretary shall be similar to other administrative personnel, except that it is understood that the School Business Administrator/Board Secretary 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.

The School Business Administrator/Board Secretary shall not undertake outside employment, consulting, speaking engagements, or honorarium-producing activities during scheduled work hours without prior Board approval; any such activities must otherwise be conducted on personal time and consistent with Board policy and ethics requirements.

5. **PERFORMANCE**:

The School Business Administrator/Board Secretary 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. Job performance will be evaluated annually by the Superintendent by April 30.

6. **LEAVES:**

a. Annual Leave:

The School Business Administrator/Board Secretary shall be entitled to twenty-five (25) days from July 1, 2026 to June 30, 2027. Annual leave is accrued monthly; i.e., 2.0833 days per month. In determining vacation entitlement, Saturdays, Sundays, and legal holidays shall not be counted. Up to one full year of unused accumulated vacation days may be carried over from one year to the next, if leave cannot be taken due to business demands with prior approval from the Superintendent. Any vacation days carried over into the immediately following year that are not used by the end of that year shall be forfeited. If the School Business Administrator leaves due to resignation, payment for unused, accumulated vacation days shall be made.

b. Sick Leave:

1. Sick leave is defined to mean the absence from the School Business Administrator/Board Secretary's post of duty because of personal disability due to illness, injury, or because the School Business Administrator/Board Secretary 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 Board may require a physician's certificate in case of sick leave claimed as provided by statute.

2. Mr. Slamb shall be entitled to twelve (12) sick days per year with pay annually and accrued monthly; i.e., 1 day per month.

3. Unused sick days shall be cumulative as per *N.J.S.A.* 18A:30-7.\

4. After 5 years of dedicated and loyal service, the Business Administrator shall be eligible upon retirement, the Board shall provide compensation to a maximum of Fifteen Thousand Dollars ($15,000.00) for unused accumulated sick leave days at the per diem rate of one (1) day as calculated as (1/260) per year.

c. Personal Leave:

Mr. Slamb shall be eligible for six (6) non-accruable personal business days to attend to such items as court or legal proceedings, personal business that cannot be handled outside of school hours, serious injury or illness in the immediate family, or another matter of emergency or personal business not specified. Notification of such intent to take such personal business leave is to be filed in writing with the superintendent prior to taking such leave, except for emergencies. These days will accrue monthly; i.e. ½ day per month. In all cases, such taking of leave must be reported to the superintendent in writing. Unused personal business days during any year are to be converted to accumulated sick leave, subject to 18A:30-7.

d. Bereavement Leave:

Absence due to a death in the immediate family or household shall be allowed with pay for the required period not to exceed five (5) school days. The term "immediate family" shall include parents, grandparents, sister, brother, husband, wife, father-in-law, mother-in-law, children, or any other relative.

e. Holiday Leave:

The School Business Administrator/Board Secretary shall be entitled to all holidays granted to other administrators in the district, including the days traditionally known as Spring Break and Christmas/Winter Break.

7. MEDICAL/DENTAL INSURANCE:

The School Business Administrator/Board Secretary shall be entitled to receive all of the same medical and dental insurance benefits as provided to other employees, in accordance with Chapter 44, P.L. 2020, and Mr. Slamb shall pay the required percentage of salary toward the cost of health benefits. Mr. Slamb shall be permitted to waive any or all medical and health insurance plans (health insurance, prescription, vision, or Dental). The waiver paid to Mr. Slamb should he give up health insurance shall be capped at 25% of the cost of the coverage or $4,000.00 whichever is less, to be paid within 15 days of the close of the benefit year. Said payment is to be prorated should the contract be terminated prior to the close of the benefit year, or shall there be a need for insurance to be reinstated.

Health Insurance
Coverage (payment of percentage of salary as per Chapter 44, P.L. 2020) for Family, Member & Spouse and/or dependent hospitalization insurance (Family plan) shall be provided.

Dental Insurance
Coverage (payment of premiums as per Chapter 78, P.L.2011) for Class I dental coverage. For Class II and Class III dental coverages, the School Business Administrator/Board Secretary will pay a deductible equal to that listed in the Vernon Township Administrators Association contract. Dental coverage is capped at $2,500 per employee and covered dependents, per year. Orthodontia coverage shall be capped at $2,500 per employee and covered dependents (lifetime maximum).

Prescription Plan

A prescription plan will be provided by the Board for coverage of the employee (Family plan). Co-payment for prescription drugs shall be in accordance with the prescription plan of the District.

Optical Insurance

An eye examination and eyeglass prescription plan will be provided by the Board for coverage of the employee (Family plan).

Other Insurance

Mr. Slamb is entitled to have a disability health insurance plan purchased by the Board effective July 1, 2026, through June 30, 2027, at a premium cost to the Board not to exceed $2,000.

8. JOB RELATED ALLOWANCE:

Mileage Allowance

Mr. Slamb shall be paid an allowance of $100 per month for use of his vehicle in performance of his regular business duties. This allowance shall occur in accordance with N.J.S.A. 18A:11-12 and the OMB Circular, if applicable or as otherwise permitted by law.

Cell Phone

The Board shall supply Mr. Slamb with a District cell phone or, at his option, reimburse Mr. Slamb for his personal cell phone expenses in an amount not to exceed $50.00 per month. In the event that Mr. Slamb chooses to be reimbursed for his personal cell phone expenses, he agrees to use said phone as required by the Superintendent in performance of his duties as Business Administrator/Board Secretary.

Laptop Allowance

The Board shall provide Mr. Slamb with a district-owned device issued under Board technology policy, with no separate reimbursement, for business use.

Travel and Expense Reimbursement

The Board shall reimburse Mr. Slamb a maximum of $3,000 per year total for travel and expenses incurred.

9. OTHER COMPENSATION:

Professional Liability

The Board agrees to pay for all costs of defending the School Business Administrator/Board Secretary if he is named as a party in any previous, current or potential civil litigation arising out of and in the course of the performance of he duties as School Business Administrator/Board Secretary, including reasonable attorney fees and expenses, together with costs of any appeal, except for any disciplinary action instituted against him by the Board. Such indemnification applies to the School Business Administrator/Board Secretary's employment by the Board when any potential litigation is initiated. The Board will hold harmless and protect the School Business Administrator/Board Secretary from any financial loss resulting from such civil litigation, including, but not limited to, compensatory damages and punitive damages. In return, the School Business Administrator/Board Secretary will cooperate fully with the Board in defending against such civil litigation without compensation if he is retired.

If a conflict exists that regards the defense to such claim between the legal position of the School Business Administrator/Board Secretary and the legal position of the Board, the School Business Administrator/Board Secretary may engage counsel, in which event the Board shall indemnify the School Business Administrator/Board Secretary for the costs of legal defense as permitted by state law.

10. TERMINATION OR RESIGNATION:

This employment contract shall terminate and no compensation shall thereafter be paid (with the exception of earned vacation days), under any one of the following circumstances:

Failure to possess/obtain proper certification;
Revocation or suspension of the Business Administrator's certificate, in which case this Contract shall be null and void as of the date of revocation, as required by *N.J.S.A.* 18A:17-15.1;
Forfeiture under *N.J.S.A.* 2C: 51-2;
Mutual agreement of the parties, by unilateral termination by the administrator; or by unilateral termination of the board. The School Business Administrator/Board Secretary, desiring to relinquish his position, shall give the employing Board of Education at least sixty (60) days written notice of his intention to resign. The Board shall give the School Business Administrator/Board Secretary at least sixty (60) days written notice of termination or non-renewal of this contract.; or Material misrepresentation of employment history, educational and professional credentials, and criminal background, subject to the provisions of *N.J.S.A.* 18A:6-10 and background check pursuant to *N.J.S.A.* 18A:6-7.7 and receipt of verification from his current or former employer(s) that the Business Administrator is not in violation of *N.J.S.A.* 18A:6-7.7(otherwise known as "Pass the Trash"). If the Business Administrator is found to be in violation of this Statute he is subject to termination or denial of employment.

Vacation Days Upon Separation:

Upon separation from service, Mr. Slamb is entitled to be compensated for his unused accumulated vacation days. Payment for days will be compensated at 1/260 of his current salary. If Mr. Slamb retires during the contract year, he shall receive a cash payment for any annual leave earned during the year of separation plus any and all accrued annual leave, if applicable.

Payment to Estate.

If Mr. Slamb dies before his contract period is completed, his estate shall receive payment for all unused accumulated vacation.

11. PROFESSIONAL DEVELOPMENT:

Annually, as defined by written procedures based upon the need for Mr. Slamb to maintain contact with current practices and to become conversant with new and upcoming practices and matters, Mr. Slamb will be eligible to engage in a program of professional development as defined herein:

A. The School Business Administrator/Board Secretary shall be entitled to membership, at the Board's expense, for professional dues in the following professional associations: Association of School Business Officials International (ASBO), New Jersey Association of School Business Officials (NJASBO), Sussex County Association of School Business Officials (SCASBO), or other organizations deemed important by the Business Administrator, Superintendent, and the Board not to exceed $2,500.

B. The board encourages the continuing professional growth of Mr. Slamb through participation in workshops, seminars, institutes and state, regional, and national conferences. Mr. Slamb may request to attend such professional development programs at the discretion and approval of the superintendent, at a maximum expense of $2,000 per year.

C. To improve Mr. Slamb's performance, tuition assistance is developed as follows:

    a. Eligibility requires full-time, contracted status, either fully matriculated in a graduate degree program or in a Board-approved graduate improvement program. It is required that reimbursable coursework culminate in a graduate degree from a duly

accredited institution.

b. Twenty-one (21) credits for a fiscal year at the Rutgers University graduate/doctoral credit rate is established as the maximum credits and maximum reimbursement at a maximum expense of $3,939 per year.

c. Application for such coursework to be made in writing in a standardized format, including Mr. Slamb's name, assignment, university, course title and description, and a statement as to how the course will affect and improve Mr. Slamb's performance.

Approval must be granted through the chain of command up to the superintendent prior to course registration, and such judgment is not subject to grievance. Reimbursement will be made only after completion of coursework and upon submitting a purchase order along with appropriate documents – course approval form, copy of tuition payment, and an official transcript indicating accomplishment of a grade of "B" or higher, or a "P" in a pass/fail course.

d. If Mr. Slamb resigns his position within one year after having received tuition reimbursement from the District, he shall repay the District 100% of the tuition reimbursement received in that prior year. If Mr. Slamb resigns his position within the second year after having received tuition reimbursement from the District, he shall repay the District 50% of the tuition reimbursement received in that prior year.

e. This requirement shall not apply if Mr. Slamb leaves the District due to:

1. The serious illness of himself or a family member (in the latter situation, he must provide a physician's certificate establishing that the provision of such care is required).
2. The death of the employee.
3. A change in spousal employment necessitating a major geographical relocation (defined as 100 miles or more).
4. Disability retirement of the employee from TPAF.
5. Verified, unforeseen emergency which requires termination of employment.

12. SAVINGS CLAUSE:

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

5/21/2026
Board President — Date

5/27/2026
School Business Administrator/ Board Secretary — Date

5/21/26
Board Vice-President — Date

5/26/26
Superintendent of Schools — Date

SCHOOL BUSINESS ADMINISTRATOR

Detailed Statement of Contract Costs

District: Vernon Township School District	
Name: Raymond Slamb	
Job Title: Business Administrator	
District Grade Span	PK-12
On Roll Students as of 5-1-26	3117

Contract Term: July 1, 2026 - June 30, 2027	2025-2026	2026-2027	Difference	% Inc
Salary $191,998				
	$ 185,954	$ 191,998	$ 6,044	3.25%
Subcontracted Services	$ -	$ -	$ -	
Longevity	$ -	$ -	$ -	
Total Annual Salary	$ 185,954	$ 191,998	$ 6,044	3.25%
Additional Salary				
Quantitative Merit Goals	$ -	$ -	$ -	
Qualitative Merit Goals	$ -	$ -	$ -	
Additional Compensation - Describe: Travel $100/month	$ 1,200	$ 1,200	$ -	
Total Additional Salary	$ 1,200	$ 1,200	$ -	
Total Annual Salary plus Additional Salary	$ 187,154	$ 193,198	$ 6,044	3.23%
Total Premium for:				
Health Insurance	$ 34,832	$ 43,540	$ 8,708	25.00%
Prescription Insurance	$ 7,422	$ 9,278	$ 1,856	25.00%
Dental Insurance	$ -	$ -	$ -	
Vision Insurance	$ 278	$ 278	$ -	0.00%
Disability Insurance	$ 2,000	$ 2,000	$ -	0.00%
Life Insurance	$ -	$ -	$ -	
Other Insurance - Describe:	$ -	$ -	$ -	
Waiver of Benefits	$ -	$ -	$ -	
Section 125 Plan Reimbursements - Describe:	$ -	$ -	$ -	
Total Cost of Premiums	$ 44,532	$ 55,096	$ 10,564	23.72%
Less Employee Contribution to Health Benefits as Per Law	$ 9,000	$ 9,000	$ -	0.00%
Total Employee Health Benefit Compensation	$ 35,532	$ 46,096	$ 10,564	29.73%
Other Compensation				
Travel/Expense Reimbursement (Capped Amount or Estimated Annual Cost)	$ 3,000	$ 3,000	$ -	0.00%
Professional Development (Capped Amount or Estimated Annual Cost)	$ 2,000	$ 2,000	$ -	0.00%
Tuition Reimbursement	$ 3,939	$ 3,939	$ -	0.00%
Mentoring Expenses - Describe:	$ -	$ -	$ -	
National/State/County/Local/Other Dues	$ 2,500	$ 2,500	$ -	0.00%
Subscriptions	$ -	$ -	$ -	
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	$ 600	$ 600	$ -	0.00%
Computer for home use, including supplies, maintenance, internet	$ -	$ -	$ -	
Other - Describe: Computer for home with monitor	$ -	$ -	$ -	
Total Other Compensation	$ 12,039	$ 12,039	$ -	0.00%
Sick and Vacation Compensation				
Maximum Payment for Unused Sick Leave Upon Retirement	$ 8,582	$ 8,861	$ 279	3.25%
Maximum Payment for Unused Vacation Leave - Retirement or Separation	$ 35,760	$ 36,923	$ 1,163	3.25%
Total Sick and Vacation Compensation	$ 44,342	$ 45,784	$ 1,442	
TOTAL CONTRACT COSTS	$ 279,067	$ 297,117	$ 18,050	6.47%