

MAY 20, 2026

PERSONNEL ADDENDUM

PERSONNEL ITEMS 18-29

CERTIFICATED STAFF 18-22:

18. Recommend Approval of Central Administration Employment Contracts effective 7/1/2026 - 6/30/2027: (Attached)

- A. Cara DiMeo, Assistant Superintendent
- B. William J. Doering, Business Administrator
- C. Patrick M. Thomas, Assistant Superintendent

19. Recommended for approval to serve as "Site Supervisor" at West Dover on an as needed basis at a rate of \$50.00 per day effective 5/20/2026 - 6/30/2026:

Kevin J. Huff

20. Recommended Leave of Absence Requests:

- A. Employee #16064 Medical 5/27/2026 – 6/30/2026
STR School Nurse Ext.

21. Retirements:

- A. Christie Lee Urgola 7/1/2026
HSE Spanish

22. Resignations:

- A. Renee Verdon 7/21/2026
Supervisor of Special Ed

SUPPORT STAFF 23-27:

23. Recommend Approval of the Resolution for Non Bargaining Unit Employees for the 2026-2027 SY (Attached)

24. Special Education Paraprofessionals:

A. Retirement:

<u>Marie R. Mura</u>	7/1/2026
HSE Tier 2 Paraprofessional	

25. Cafeteria/Playground Aides:

A. Recommended for placement on the substitute list at a rate of \$15.92 per hour:

	<u>Effective Date</u>
<u>Lorraine Varhola</u>	5/21/2026

26. Cafeteria/Playground Aides:

A. Recommended Leave of Absence Requests:

<u>Employee #16380</u>	Medical	5/18/2026 – 5/25/2026
East Dover	Ext.	

27. Transportation Department:

A. Recommended Leave of Absence Requests:

<u>Employee #17837</u>	Medical	5/26/2026 - 6/30/2026
Sped Bus Attendant	Ext.	

<u>Employee #16538</u>	Family	5/21/2026 - 5/22/2026
Sped Bus Attendant		

<u>Employee #15514</u>	Personal	5/1/2026 - 5/21/2026
Sped Bus Attendant		

B. Retirements:

<u>Marie Moretti</u>	7/1/2026
Sped Bus Driver	

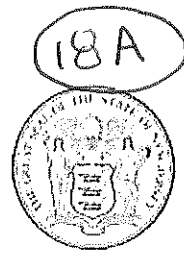
28. **Substitute Nurses/Athletic Trainer/Secretaries/Administrators (Attached)**

29. **Support Staff Paid Holiday Schedule for 2026-2027 SY (Attached)**

MAY 20, 2026

PERSONNEL ADDENDUM

ATTACHMENTS



State of New Jersey

MIKIE SHERRILL
Governor

OCEAN COUNTY OFFICE OF EDUCATION
1005 HOOPER AVENUE, PO BOX 2191
TOMS RIVER, NJ 08754-2191
(732) 929-2078 FAX (732) 244-8242
www.nj.gov/education

DR. LILY LAUX
Commissioner

DR. DALE G. CALDWELL
Lt. Governor

SUSAN R. NAPLES
Interim Executive County Superintendent

May 18, 2026

Mr. Michael Citta, Superintendent
Toms River Regional School District
1144 Hooper Avenue
Toms River, NJ 08753

Dear Mr. Citta:

I have reviewed the employment contract for Cara DiMeo for the position of Assistant Superintendent, 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 July 1, 2026, and ending at the close of business on 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,

A handwritten signature in black ink that reads 'Susan R. Naples'.

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

cc: William J. Doering, School Business Administrator
Wendy Saxton, Board Secretary

SRN/mw

CONTRACT OF EMPLOYMENT

between

CARA DiMEO

ASSISTANT SUPERINTENDENT

and

BOARD OF EDUCATION OF THE TOMS RIVER

REGIONAL SCHOOLS

This Employment Contract, **effective the 1st day of July 2026**, by and between the Board of Education of the Toms River Regional Schools in the County of Ocean, hereinafter referred to as "the Board", and Cara DiMeo, hereinafter referred to as "the Assistant Superintendent."

WHEREAS, the Board desires to provide the Assistant Superintendent 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, the Board and the Assistant Superintendent believe that a written Employment Contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools.

NOW, THEREFORE, the Board and the Assistant Superintendent, for the consideration herein specified, agree as follows:

1) **TERM**

The Board, in consideration of the promises herein contained of the Assistant Superintendent, hereby employs, and the Assistant Superintendent hereby accepts employment as the Assistant Superintendent, **for a term commencing on July 1, 2026, and ending at the close of business on June 30, 2027.**

2) **PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES OF THE ASSISTANT SUPERINTENDENT**

a) ***CERTIFICATION AND RESPONSIBILITIES:***

The Assistant Superintendent shall hold and at all times during the term of this agreement maintain valid and appropriate certifications and endorsements of the State of New Jersey. **The responsibilities of the Assistant Superintendent's position shall be as listed on the attached document, and shall also include such other related and similar duties as may be assigned by the Superintendent of Schools.**

b) ***PROFESSIONAL GROWTH AND DEVELOPMENT:***

The Board encourages the continuing professional growth and development of the Assistant Superintendent through participation, subject to prior approval of the Superintendent in the following:

- 1) the operations, programs and other activities conducted or sponsored by local, state and national school administrator, school board, and vocational associations such as NJASA and NJASBO conference;
- 2) seminars and courses offered by public or private educational institutions;

- 3) informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Assistant Superintendent to perform professional responsibilities for the district; and
- 4) other activities not covered in the above paragraphs which promote vocational education or professional growth of the Assistant Superintendent.

Additionally, the Board shall permit a reasonable amount of time for the Assistant Superintendent, as is deemed appropriate to attend such matters promoting educational or professional improvement and shall pay all necessary travel and sustenance expenses, subject to all applicable State laws, regulations of the Department of Education, and the Policies of the Board regarding travel and expenses, not to exceed ten (10) days per year. All reimbursable travel outside the State of New Jersey requires the advance approval of the Board of Education. All travel reimbursements will be in accordance with Board Policy, NJ OMB circulars, NJAC 6A:23A-3.1 (e) 4; NJSA 18A:11-12 not to exceed \$3,000 on an annual basis.

3) **COMPENSATION**

a) *SALARY:*

The Assistant Superintendent shall be paid an annual salary, commencing as of the effective date of the Agreement, as follows:

July 1, 2026 to June 30, 2027 \$198,275

The parties agree that there shall be no payment by the Board to the Assistant Superintendent for any longevity during the term of the contract. The annual

salary set forth shall be paid to the Assistant Superintendent in accordance with the schedule of salary payments in effect for other 12-month, certificated employees.

During the term of this Employment Contract, including any extension thereof, the Assistant Superintendent shall not be reduced in compensation and/or benefits, unless such reduction shall be agreed to in writing by both parties to this agreement.

Any renegotiation, extension, amendment or otherwise altering of the terms of this Contract during the term shall be made in accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1. The public notice and hearing requirement shall not apply to Contract renewals for future years, however, review by the Executive County Superintendent shall be required prior to Board action on such renewals.

b) VACATION:

The Assistant Superintendent shall be entitled to twenty-five (25) days paid vacation annually. The Assistant Superintendent shall certify to the Board Secretary documentation of vacation days used in any month.

The Assistant Superintendent shall be entitled to all holidays fixed by the School District during the contract year and such other holidays that fall within the school year prescribed by national or State legislation.

Pursuant to N.J.S.A. 18A:30-9, the Assistant Superintendent may carry forward vacation days into the following year upon the approval of the

Superintendent of Schools. It is understood and agreed that the Assistant Superintendent shall be entitled to twenty-five (25) vacation days during the course of any renewal year of this Agreement; the Assistant Superintendent, by virtue of this Agreement, shall be able to carry forth twenty-five (25) days for any subsequent year for vacation purposes. Upon retirement or separation, any unused vacation days, not to exceed fifty (50) days in the aggregate, will be paid at the Assistant Superintendent's then-current per diem rate (annual salary divided by 260).

c) SICK DAYS AND PERSONAL DAYS:

The Assistant Superintendent shall be entitled to 15 paid sick days annually and shall be entitled to 5 days annually for personal days which convert to sick days if unused. 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 accumulative sick day bank may not exceed 15 days in accordance with 18A:30-7. Sick Days are paid at retirement based on 1/260 of the per diem rate to a maximum of \$15,000 pursuant to NJAC 6A:23A-3.1.

d) LEAVES OF ABSENCE WITH PAY:

1) The Assistant Superintendent shall be entitled to up to five (5) school days absence with pay in the event of the death of a spouse, child, son-in-law, daughter-in-law, parent, parent-in-law, brother or sister.

2) In the case of the death of a near relative, defined as first cousin, grandparent, uncle, aunt, niece, nephew or sibling-in-law, there shall be no deduction in the salary for absence on the day of the funeral.

4) **OTHER BENEFITS**

The Assistant Superintendent shall be entitled to the following benefits:

*a) **MEDICAL, DENTAL AND OTHER HEALTH PROVISIONS***

Major Medical, Prescription Drug Plan and existing Dental Plan and Vision Plan shall continue to be provided to the Assistant Superintendent. Coverage will be provided utilizing the same plan for all other employees of the Toms River Regional Schools at coverage level selected by Assistant Superintendent.

b) The Assistant Superintendent 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. The Assistant Superintendent will be paid (Two Thousand Five Hundred Dollars) \$2,500 for waiving such coverage to be deposited directly into a Tax Sheltered Annuity.

*c) **CONTRIBUTION TO MEDICAL AND PRESCRIPTION INSURANCE PREMIUMS***

The Assistant Superintendent shall make contribution towards her health insurance premiums, **pursuant to the provisions of Sections 39 and 41 of P.L. 2011 c. 78, through payroll deductions.**

*d) **PROFESSIONAL LIABILITY BENEFITS***

The Board agrees that it shall defend, hold harmless, and indemnify the Assistant Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Assistant Superintendent in her

official capacity as agent and/or employee of the Board, provided the incident arose while the Assistant Superintendent's actions arose out of and were in the course of her employment; and, as such, liability coverage is within the authority of the Board to provide pursuant to N.J.S.A. 18A:16-6 and 6.1.

If, in the good faith opinion of the Superintendent of Schools or the attorney for the School District, conflict exists regarding the defense to such claim between the legal position of the Assistant Superintendent and the legal position of the Board, the Assistant Superintendent may engage separate counsel, in which event the Board shall indemnify the Assistant Superintendent for the costs of legal defense consistent with N.J.S.A. 18A:16-6 and 6.1., provided the Assistant Superintendent has not been found to have acted outside the scope of her employment.

e) MEMBERSHIP FEES

The Board shall pay 100% of the Assistant Superintendent's membership fees and/or charges to professional organizations deemed necessary to maintain and/or improve her professional skills with approval of the Superintendent, not to exceed \$6,000 per year.

f) CELLULAR TELEPHONE

Subject to the Superintendent's approval, The Board shall provide Mrs. DiMeo with a mobile device or reimbursement for a mobile device and shall pay the monthly charges including business-related telephone call charges to a maximum of \$100/month. All personal information, device

records, transactions, data and usage detail remains solely the possession of Mrs. DiMeo.

g) PAYMENT TO ESTATE

If the Assistant Superintendent dies during the term of this Contract, payment for her accumulated vacation days shall be made to her estate. No such payment shall be made for sick leave.

h) DISABILITY INSURANCE

While employed, the Board shall purchase a disability policy for the Assistant Superintendent that will provide a monthly income for life to the Assistant Superintendent in an amount equal to at least sixty-six percent (66%) of his/her then current salary in the event he becomes disabled. The cost of this policy shall be paid by the Board of Education whose annual contribution towards the premium shall not exceed two thousand five hundred dollars (\$2,500.00). Any annual premium in excess of two thousand five hundred dollars (\$2,500.00) shall be paid by the Assistant Superintendent.

i) MILEAGE REIMBURSEMENT FOR BUSINESS USE OF PERSONAL VEHICLE

All itemized and documented business related mileage from the use of a personal vehicle will be reimbursed in accordance with Board Policy, NJ OMB circulars and Appropriations Acts, NJAC 6A:23A-3.1 (e) 4; NJSA 18A:11-12 not to exceed \$3,500 on an annual basis.

5) **DISABILITY OF THE ASSISTANT SUPERINTENDENT**

In the event of disability by illness or incapacity, after the Assistant Superintendent's sick leave has been exhausted, the compensation shall be reinstated after the Assistant Superintendent has returned to employment and undertaken the full discharge of her duties. If a question exists concerning the capacity of the Assistant Superintendent to return to her duties, the Board may require the Assistant Superintendent to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The physician shall limit his report to those factors that prohibit the Assistant Superintendent from performing his/her duties.

6) **ENTIRE AGREEMENT**

This Employment Contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

7) **CONFLICTS**

In the event of any conflict between the terms, conditions and provisions of this Employment Contract and the provisions of the Board's policies, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Employment Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the contract.

8) **SAVINGS CLAUSE**

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

9) **SETTLING OF CONTROVERSIES AND DISPUTES**

The parties recognize that this is a contract and any dispute arising under the contract relating to contractual terms shall be decided by resorting to the Commissioner of Education or Courts of competent jurisdiction, as may be determined by law. Furthermore, there shall be no arbitration clause or resorting to arbitration but all application for interpretation of this agreement shall be heard in the appropriate Court of the State of New Jersey or the Commissioner of Education, as the case may be.

10) **TERMINATION OF EMPLOYMENT CONTRACT**

A. This Contract shall terminate, the Assistant Superintendent's employment will cease, and no compensation shall thereafter be paid, under any one of the following circumstances:

- (1) failure to possess/obtain proper certification;
- (2) revocation or suspension of the Assistant Superintendent'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:17-17;

- (3) forfeiture under N.J.S.A. 2C: 51-2;
- (4) mutual agreement of the parties;
- (5) notification in writing by the Board to the Assistant Superintendent, prior to July 1, 2027, of the Board's intent not to renew this Contract; or

B. In the event the Assistant Superintendent is arrested and charged with a criminal offense, which could result in forfeiture under N.J.S.A. 2C: 51-2, the Board reserves the right to suspend him/her pending resolution of the criminal charges. Such suspension shall be with pay prior to indictment, and may be with or without pay, at the Board's discretion, subsequent to indictment, unless the Board certifies contractual tenure charges.

C. The Assistant Superintendent may terminate this Employment Contract upon at least 90 calendar days written notice to the Board, filed with the Board Secretary, of his intention to resign.

D. The Assistant Superintendent shall not be dismissed or reduced in compensation during the term of this Contract, except as authorized by paragraphs B. and C. supra and N.J.S.A. 18A:25-6.

11) **APPROVAL OF CONTRACT**

The parties acknowledge that pursuant to N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-B(i), the Executive County Superintendent or designee shall review and approve this Contract prior to final Board action on this Contract.

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

ATTEST:

**BOARD OF EDUCATION OF THE TOMS
RIVER REGIONAL SCHOOLS**

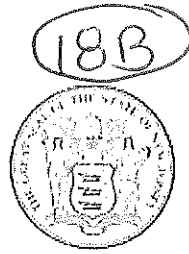
Wendy Saxton
Board Secretary

Ashley Lamb, President

**Signed, Sealed and Delivered in
the Presence of:**

As to Cara DiMeo
Assistant Superintendent

Board Meeting Approval Date: 5/20/2026



State of New Jersey

MIKIE SHERRILL
Governor

DR. DALE G. CALDWELL
Lt. Governor

OCEAN COUNTY OFFICE OF EDUCATION
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(732) 929-2078 FAX (732) 244-8242
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DR. LILY LAUX
Commissioner

SUSAN R. NAPLES
Interim Executive County Superintendent

May 18, 2026

Mr. Michael Citta, Superintendent
Toms River Regional School District
1144 Hooper Avenue
Toms River, NJ 08753

Dear Mr. Citta:

I have reviewed the employment contract for William J. Doering for the position of School Business Administrator, 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 July 1, 2026 and ending 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: William J. Doering, School Business Administrator
Wendy Saxton, Board Secretary

SRN/mw

CONTRACT OF EMPLOYMENT

between

WILLIAM J. DOERING, CPA

BUSINESS ADMINISTRATOR

and

BOARD OF EDUCATION OF THE TOMS RIVER

REGIONAL SCHOOLS

This Employment Contract, effective the 1st day of July 2026, by the Board of Education of the Toms River Regional Schools in the County of Ocean, hereinafter referred to as "Board", and William J. Doering, hereinafter referred to as the Business Administrator .

WHEREAS, the Board desires to provide the 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, the Board and the Business Administrator believe that a written Employment Contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools.

NOW, THEREFORE, the Board and the Business Administrator, for the consideration herein specified, agree as follows:

1) **TERM**

The Board, in consideration of the promises herein contained of the Business Administrator, hereby employs, and the Business Administrator hereby accepts employment as the Business Administrator **for a term commencing July 1, 2026, and ending June 30, 2027.**

2) **PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES OF THE BUSINESS ADMINISTRATOR**

a) ***CERTIFICATION:***

The Business Administrator shall hold and at all times during the term of this agreement maintain valid and appropriate certifications of the State of New Jersey. **The responsibilities of the Business Administrator's position shall be as listed on the attached document, and shall also include such other related and similar duties as may be assigned by the Superintendent of Schools.**

b) ***PROFESSIONAL GROWTH AND DEVELOPMENT:***

The Board encourages the continuing professional growth and development of the Business Administrator through participation, subject to prior approval of the Superintendent in the following:

The parties agree that there shall be no payment by the Board to the Business Administrator for any longevity during the term of the contract. The annual salary set forth shall be paid to the Business Administrator in accordance with the schedule of salary payments in effect for other certified employees.

During the term of this Employment Contract, including any extension thereof, the Business Administrator shall not be reduced in compensation and/or benefits, unless such reduction shall be agreed to in writing by both parties to this agreement.

Any renegotiation, extension, amendment or otherwise altering of the terms of this Contract during the term shall be made in accordance with provisions of N.J.S.A. A:18-11

b) VACATION:

The Business Administrator shall be entitled to 25 days paid vacation. The Business Administrator shall certify to the Board Secretary documentation of vacation days used in any given month.

The Business Administrator shall be entitled to all holidays fixed by the School District any time during the contract year and such other holidays that may fall within the school year prescribed by national or State legislation.

It is understood and agreed that the Business Administrator shall be entitled to 25 vacation days during the course of any renewal year of this Agreement; the Business Administrator, by virtue of this Agreement, shall be able to carry forth 25 days for any subsequent year for vacation purposes. Upon retirement or separation any unused vacation days, not to exceed 50 will be paid

at a per diem rate (annual salary divided by 260) of the last renewal year of the contract.

c) ***SICK DAYS AND PERSONAL DAYS:***

The Business Administrator shall be entitled to 15 paid sick days annually and shall be entitled to 5 days annually for personal days which convert to sick days if unused. 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 accumulative sick day bank may not exceed 15 days in accordance with 18A:30-7. Remuneration shall be paid to the Business Administrator for unused sick days at the per diem rate at the time of retirement from the position of Business Administrator. Sick Days are paid at retirement based on 1/260 of the per diem rate to a maximum of \$15,000 pursuant to NJAC 6A:23A-3.1.

d) ***LEAVES OF ABSENCE WITH PAY:***

1) The Business Administrator shall be entitled to up to five school days in the event of the death of a spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, brother and sister.

2) In the case of the death of a near relative, defined as first cousin, grandparent, uncle, aunt, niece, nephew, sister-in-law, brother-in-law, there shall be no deduction in the salary for absence on the day of the funeral.

4) **OTHER BENEFITS**

The Business Administrator shall be entitled to the following benefits, namely:

a) ***MEDICAL, DENTAL AND OTHER HEALTH PROVISIONS***

Major Medical, Prescription Drug Plan and existing Dental Plan and Vision Plan shall continue to be provided to the Business Administrator coverage level selected by Business Administrator.

Coverage will be provided utilizing the same plan for all other employees of the Toms River Regional Schools. The Business Administrator will be paid (Two Thousand Five Hundred Dollars) \$2,500 for waiving such coverage to be deposited directly into a Tax Sheltered Annuity.

b) ***CONTRIBUTION TO MEDICAL AND PRESCRIPTION INSURANCE***

PREMIUMS

The Business Administrator shall make contribution towards his health insurance premiums, **pursuant to the provisions of Sections 39 and 41 of P.L. 2011 c. 78, through payroll deductions.**

c) ***PROFESSIONAL LIABILITY BENEFITS***

The Board agrees that it shall defend, hold harmless, and indemnify the Business Administrator from any and all demands, claims, suits, actions, and legal proceedings brought against the Business Administrator in his official capacity as agent and/or employee of the Board, provided the incident arose while the Business Administrator was acting within the scope of his employment; and, as such, liability coverage is within the authority of the Board to provide State law, i.e., N.J.S.A. 18A:16 6.

If, in the good faith opinion of the Superintendent or the Board Attorney, conflict exists as regards the defense to such claim between the legal position of the Business Administrator and the legal position of the Board, the Business Administrator may engage counsel, in which event the Board shall indemnify the Business Administrator for the costs of legal defense as permitted by State law provided the Business Administrator has not been found to have acted outside the scope of his employment.

d) MEMBERSHIP FEES

The Board shall pay 100% of the Business Administrator's membership fees and/or charges to professional organizations deemed necessary such as; NJASA, ASBO, AICPA, NJSCPA, OCASBO, NJASBO, NJCPA, to maintain and/or improve his professional skills with approval of the Superintendent, not to exceed \$6,000 per year

e) CELLULAR TELEPHONE

Subject to the Superintendent's approval, The Board shall provide Mr. Doering with a mobile device or reimbursement for a mobile device and shall pay the monthly charges including business-related telephone call charges to a maximum of \$100/month. All personal information, device records, transactions, data and usage detail remains solely the possession of Mr. Doering.

f) PAYMENT TO ESTATE

If the Business Administrator dies before his Employment Contract year is completed, payment for his accumulated vacation days shall be made to his estate.

g) DISABILITY INSURANCE

While employed, the Board shall purchase a disability policy for the Business Administrator that will provide a monthly income for life to the Business Administrator in an amount equal to at least sixty-six percent (66%) of his then current salary in the event he becomes disabled. The cost of this policy shall be paid by the Board of Education whose annual contribution towards the premium shall not exceed two thousand five hundred dollars (\$2,500.00). Any annual premium in excess of two thousand five hundred dollars (\$2,500.00) shall be paid by the Business Administrator.

h) MILEAGE REIMBURSEMENT FOR BUSINESS USE OF PERSONAL VEHICLE

All itemized and documented business related mileage from the use of a personal vehicle will be reimbursed in accordance with Board Policy, NJ OMB circulars and Appropriations Acts, NJAC 6A:23A-3.1 (e) 4; NJSA 18A:11-12 not to exceed \$3,500 on an annual basis.

5) DISABILITY OF THE BUSINESS ADMINISTRATOR

In the event of disability by illness or incapacity, after the Business Administrator's sick leave has been exhausted, the compensation shall be reinstated after the Business Administrator has returned to employment and undertaken the full discharge of his duties. If a question exists concerning the capacity of the Business Administrator to return to his duties, the Board may require the Business Administrator to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The physician

shall limit his report to those factors that prohibit the Business Administrator from performing his/her duties.

6) **ENTIRE AGREEMENT**

This Employment Contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

7) **CONFLICTS**

In the event of any conflict between the terms, conditions and provisions of this Employment Contract and the provisions of the Board's policies, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Employment Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the contract.

8) **SAVINGS CLAUSE**

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

9) **SETTLING OF CONTROVERSIES AND DISPUTES**

The parties recognize that this is a contract and any dispute arising under the contract relating to contractual terms shall be decided by resorting to the Commissioner of Education or Courts of competent jurisdiction, as may be determined by law.

Furthermore, there shall be no arbitration clause or resorting to arbitration but all application for interpretation of this agreement shall be heard in the appropriate Court of the State of New Jersey or the Commissioner of Education, as the case may be.

10) **TERMINATION OF EMPLOYMENT CONTRACT**

A. This Contract shall terminate, the Business Administrator's employment will cease, and no compensation shall thereafter be paid, under any one of the following circumstances:

- (1) failure to possess/obtain proper certification;
- (2) 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:17-17;
- (3) forfeiture under N.J.S.A. 2C: 51-2;
- (4) mutual agreement of the parties;
- (5) notification in writing by the Board to the Business Administrator, prior to July 1, 2027, of the Board's intent not to renew this Contract; or

B. In the event the Business Administrator is arrested and charged with a criminal offense, which could result in forfeiture under N.J.S.A. 2C: 51-2, the Board reserves the right to suspend him/her pending resolution of the criminal charges. Such suspension shall be with pay prior to indictment, and may be with or without pay, at the Board's discretion, subsequent to indictment, unless the Board certifies contractual tenure charges.

C. The Business Administrator may terminate this Employment Contract upon at least 90 calendar days written notice to the Board, filed with the Board Secretary, of his/her intention to resign.

D. The Business Administrator shall not be dismissed or reduced in compensation during the term of this Contract, except as authorized by paragraphs B. and C. supra and N.J.S.A. 18A:25-6.

11) **APPROVAL OF CONTRACT**

The parties acknowledge that pursuant to N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-B(i), the Executive County Superintendent or designee shall review and approve this Contract prior to final Board action on this Contract.

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

ATTEST:

**BOARD OF EDUCATION OF THE TOMS
RIVER REGIONAL SCHOOLS**

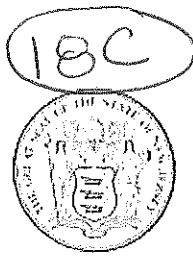
Wendy Saxton
Board Secretary

Ashley Lamb, President

**Signed, Sealed and Delivered in
the Presence of:**

As to William J. Doering, CPA
Business Administrator

Board Meeting Approval Date: 5/20/2026



State of New Jersey

MIKIE SHERRILL
Governor

DR. DALE G. CALDWELL
Lt. Governor

OCEAN COUNTY OFFICE OF EDUCATION
1005 HOOPER AVENUE, PO BOX 2191
TOMS RIVER, NJ 08754-2191
(732) 929-2078 FAX (732) 244-8242
www.nj.gov/education

DR. LILY LAUX
Commissioner

SUSAN R. NAPLES
Interim Executive County Superintendent

May 18, 2026

Mr. Michael Citta, Superintendent
Toms River Regional School District
1144 Hooper Avenue
Toms River, NJ 08753

Dear Mr. Citta:

I have reviewed the employment contract for Patrick M. Thomas for the position of Assistant Superintendent, 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 July 1, 2026, and ending at the close of business on 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,

A handwritten signature in black ink that reads 'Susan R. Naples'.

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

cc: William J. Doering, School Business Administrator
Wendy Saxton, Board Secretary

SRN/mw

CONTRACT OF EMPLOYMENT

between

PATRICK M. THOMAS

ASSISTANT SUPERINTENDENT

and

BOARD OF EDUCATION OF THE TOMS RIVER

REGIONAL SCHOOLS

This Employment Contract, **effective the 1st day of July 2026**, by and between the Board of Education of the Toms River Regional Schools in the County of Ocean, hereinafter referred to as "the Board", and Patrick Thomas, hereinafter referred to as "the Assistant Superintendent."

WHEREAS, the Board desires to provide the Assistant Superintendent 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, the Board and the Assistant Superintendent believe that a written Employment Contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools.

NOW, THEREFORE, the Board and the Assistant Superintendent, for the consideration herein specified, agree as follows:

1) **TERM**

The Board, in consideration of the promises herein contained of the Assistant Superintendent, hereby employs, and the Assistant Superintendent hereby accepts employment as the Assistant Superintendent, **for a term commencing on July 1, 2026, and ending at the close of business on June 30, 2027.**

2) **PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES OF THE ASSISTANT SUPERINTENDENT**

a) ***CERTIFICATION AND RESPONSIBILITIES:***

The Assistant Superintendent shall hold and at all times during the term of this agreement maintain valid and appropriate certifications and endorsements of the State of New Jersey. **The responsibilities of the Assistant Superintendent's position shall be as listed on the attached document, and shall also include such other related and similar duties as may be assigned by the Superintendent of Schools.**

b) ***PROFESSIONAL GROWTH AND DEVELOPMENT:***

The Board encourages the continuing professional growth and development of the Assistant Superintendent through participation, subject to prior approval of the Superintendent in the following:

- 1) the operations, programs and other activities conducted or sponsored by local, state and national school administrator, school board, and vocational associations such as the NJASA, NJPSA, and NJSBO conference;
- 2) seminars and courses offered by public or private educational institutions;

- 3) informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Assistant Superintendent to perform professional responsibilities for the district; and
- 4) other activities not covered in the above paragraphs which promote vocational education or professional growth of the Assistant Superintendent.

Additionally, the Board shall permit a reasonable amount of time for the Assistant Superintendent, as is deemed appropriate to attend such matters promoting educational or professional improvement and shall pay all necessary travel and sustenance expenses, subject to all applicable State laws, regulations of the Department of Education, and the Policies of the Board regarding travel and expenses, not to exceed ten (10) days per year. All reimbursable travel outside the State of New Jersey requires the advance approval of the Board of Education. All travel reimbursements will be in accordance with Board Policy, NJ OMB circulars, NJAC 6A:23A-3.1 (e) 4; NJSA 18A:11-12, not to exceed \$3,000 on an annual basis.

3) **COMPENSATION**

a) *SALARY:*

The Assistant Superintendent shall be paid an annual salary, commencing as of the effective date of the Agreement, as follows:

July 1, 2026 to June 30, 2027 \$198,275

The parties agree that there shall be no payment by the Board to the Assistant Superintendent for any longevity during the term of the contract. The annual

salary set forth shall be paid to the Assistant Superintendent in accordance with the schedule of salary payments in effect for other 12-month, certificated employees.

During the term of this Employment Contract, including any extension thereof, the Assistant Superintendent shall not be reduced in compensation and/or benefits, unless such reduction shall be agreed to in writing by both parties to this agreement.

Any renegotiation, extension, amendment or otherwise altering of the terms of this Contract during the term shall be made in accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1. The public notice and hearing requirement shall not apply to Contract renewals for future years, however, review by the Executive County Superintendent shall be required prior to Board action on such renewals.

b) VACATION:

The Assistant Superintendent shall be entitled to twenty-five (25) days paid vacation annually. The Assistant Superintendent shall certify to the Board Secretary documentation of vacation days used in any month.

The Assistant Superintendent shall be entitled to all holidays fixed by the School District during the contract year and such other holidays that fall within the school year prescribed by national or State legislation.

Pursuant to N.J.S.A. 18A:30-9, the Assistant Superintendent may carry forward vacation days into the following year upon the approval of the Superintendent of Schools. It is understood and agreed that the Assistant

Superintendent shall be entitled to twenty-five (25) vacation days during the course of any renewal year of this Agreement; the Assistant Superintendent, by virtue of this Agreement, shall be able to carry forth twenty-five (25) days for any subsequent year for vacation purposes. Upon retirement or separation, any unused vacation days, not to exceed fifty (50) days in the aggregate, will be paid at the Assistant Superintendent's then-current per diem rate (annual salary divided by 260).

c) SICK DAYS AND PERSONAL DAYS:

(i) The Assistant Superintendent shall be entitled to 15 paid sick days annually and shall be entitled to 5 days annually for personal days which convert to sick days if unused. 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 accumulative sick day bank may not exceed 15 days in accordance with 18A:30-7.

(ii) Upon retirement, the Assistant Superintendent shall be entitled to remuneration for unused accumulated sick days at his per diem rate at the time of his retirement in an amount: (a) not to exceed a maximum of \$15,000 pursuant to NJAC 6A:23A-3.1.; or (b) up to 37.5 accumulated unused sick days (the number of days so accumulated as of June 8, 2007, the effective date of N.J.S.A. 18A:30-3.5 (P.L. 2007, c. 92)); capped at the TREA maximum in effect as of the date of retirement; whichever is greater. Sick Days are paid at retirement based on 1/260 of the per diem rate.

(iii) If payment is made pursuant to section (ii)(b), above, payment shall be subject to the contract provisions contained in the Administrative and Supervisory Council contract in effect at the time of the Assistant Superintendent's retirement.

d) LEAVES OF ABSENCE WITH PAY:

1) The Assistant Superintendent shall be entitled to up to five (5) school days absence with pay in the event of the death of a spouse, child, son-in-law, daughter-in-law, parent, parent-in-law, brother or sister.

2) In the case of the death of a near relative, defined as first cousin, grandparent, uncle, aunt, niece, nephew or sibling-in-law, there shall be no deduction in the salary for absence on the day of the funeral.

4) OTHER BENEFITS

The Assistant Superintendent shall be entitled to the following benefits:

a) *MEDICAL, DENTAL AND OTHER HEALTH PROVISIONS*

Major Medical, Prescription Drug Plan and existing Dental Plan and Vision Plan shall continue to be provided to the Assistant Superintendent. Coverage will be provided utilizing the same plan for all other employees of the Toms River Regional Schools at coverage level selected by Assistant Superintendent.

b) The Assistant Superintendent 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. The Assistant Superintendent will be paid (Two Thousand Five Hundred Dollars) \$2,500 for waiving such coverage to be deposited directly into a Tax Sheltered Annuity.

c) ***CONTRIBUTION TO MEDICAL AND PRESCRIPTION INSURANCE PREMIUMS***

The Assistant Superintendent shall make contribution towards his/her health insurance premiums, pursuant to the provisions of Sections 39 and 41 of P.L. 2011 c. 78, through payroll deductions.

d) ***PROFESSIONAL LIABILITY BENEFITS***

The Board agrees that it shall defend, hold harmless, and indemnify the Assistant Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Assistant Superintendent in his/her official capacity as agent and/or employee of the Board, provided the incident arose while the Assistant Superintendent's actions arose out of and were in the course of his/her employment; and, as such, liability coverage is within the authority of the Board to provide pursuant to N.J.S.A. 18A:16-6 and 6.1.

If, in the good faith opinion of the Superintendent of Schools or the attorney for the School District, conflict exists regarding the defense to such claim between the legal position of the Assistant Superintendent and the legal position of the Board, the Assistant Superintendent may engage separate counsel, in which event the Board shall indemnify the Assistant Superintendent for the costs of legal defense consistent with N.J.S.A.

18A:16-6 and 6.1., provided the Assistant Superintendent has not been found to have acted outside the scope of his/her employment.

e) MEMBERSHIP FEES

The Board shall pay 100% of the Assistant Superintendent's membership fees and/or charges to professional organizations deemed necessary to maintain and/or improve his/her professional skills with approval of the Superintendent, not to exceed \$6,000 per year.

f) CELLULAR TELEPHONE

Subject to the Superintendent's approval, The Board shall provide Mr. Thomas with a mobile device or reimbursement for a mobile device and shall pay the monthly charges including business-related telephone call charges to a maximum of \$100/month. All personal information, device records, transactions, data and usage detail remains solely the possession of Mr. Thomas.

g) PAYMENT TO ESTATE

If the Assistant Superintendent dies during the term of this Contract, payment for his accumulated vacation days shall be made to his estate. No such payment shall be made for sick leave.

h) DISABILITY INSURANCE

While employed, the Board shall purchase a disability policy for the Assistant Superintendent that will provide a monthly income for life to the Assistant Superintendent in an amount equal to at least sixty-six percent (66%) of his then current salary in the event he becomes disabled. The

cost of this policy shall be paid by the Board of Education whose annual contribution towards the premium shall not exceed two thousand five hundred dollars (\$2,500.00). Any annual premium in excess of two thousand five hundred dollars (\$2,500.00) shall be paid by the Assistant Superintendent.

i) MILEAGE REIMBURSEMENT FOR BUSINESS USE OF PERSONAL VEHICLE

All itemized and documented business related mileage from the use of a personal vehicle will be reimbursed in accordance with Board Policy, NJ OMB circulars and Appropriations Acts, NJAC 6A:23A-3.1 (e) 4; NJSA 18A:11-12 not to exceed \$3,500 on an annual basis.

5) DISABILITY OF THE ASSISTANT SUPERINTENDENT

In the event of disability by illness or incapacity, after the Assistant Superintendent's sick leave has been exhausted, the compensation shall be reinstated after the Assistant Superintendent has returned to employment and undertaken the full discharge of his/her duties. If a question exists concerning the capacity of the Assistant Superintendent to return to his/her duties, the Board may require the Assistant Superintendent to submit to a medical examination, to be performed by a doctor licensed to practice medicine. The physician shall limit his report to those factors that prohibit the Assistant Superintendent from performing his/her duties.

6) **ENTIRE AGREEMENT**

This Employment Contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

7) **CONFLICTS**

In the event of any conflict between the terms, conditions and provisions of this Employment Contract and the provisions of the Board's policies, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Employment Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the contract.

8) **SAVINGS CLAUSE**

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

9) **SETTLING OF CONTROVERSIES AND DISPUTES**

The parties recognize that this is a contract and any dispute arising under the contract relating to contractual terms shall be decided by resorting to the Commissioner of Education or Courts of competent jurisdiction, as may be determined by law. Furthermore, there shall be no arbitration clause or

resorting to arbitration but all application for interpretation of this agreement shall be heard in the appropriate Court of the State of New Jersey or the Commissioner of Education, as the case may be.

10) **TERMINATION OF EMPLOYMENT CONTRACT**

A. This Contract shall terminate, the Assistant Superintendent's employment will cease, and no compensation shall thereafter be paid, under any one of the following circumstances:

- (1) failure to possess/obtain proper certification;
- (2) revocation or suspension of the Assistant Superintendent'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:17-17;

- (3) forfeiture under N.J.S.A. 2C: 51-2;
- (4) mutual agreement of the parties;
- (5) notification in writing by the Board to the Assistant Superintendent, prior to July 1, 2027, of the Board's intent not to renew this Contract; or

B. In the event the Assistant Superintendent is arrested and charged with a criminal offense, which could result in forfeiture under N.J.S.A. 2C: 51-2, the Board reserves the right to suspend him/her pending resolution of the criminal charges. Such suspension shall be with pay prior to indictment, and may be with or without pay, at the Board's discretion, subsequent to indictment, unless the Board certifies contractual tenure charges.

C. The Assistant Superintendent may terminate this Employment Contract upon at least 90 calendar days written notice to the Board, filed with the Board Secretary, of his intention to resign.

D. The Assistant Superintendent shall not be dismissed or reduced in compensation during the term of this Contract, except as authorized by paragraphs B. and C. supra and N.J.S.A. 18A:25-6.

11) **APPROVAL OF CONTRACT**

The parties acknowledge that pursuant to N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-B(i), the Executive County Superintendent or designee shall review and approve this Contract prior to final Board action on this Contract.

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

ATTEST:

**BOARD OF EDUCATION OF THE TOMS
RIVER REGIONAL SCHOOLS**

Wendy Saxton
Board Secretary

Ashley Lamb, President

**Signed, Sealed and Delivered in
the Presence of:**

As to Patrick M. Thomas
Assistant Superintendent

Board Meeting Approval Date: 5/20/2026

Resolution of the Board of Education of the Toms River Regional Schools

Whereas, the Toms River Regional Schools Board of Education ("Board") employs fourteen (14) staff members who hold the title Administrative Executive Secretary; and one (1) staff member with the title Director of Elementary Curriculum and Senior Human Resource Generalist; and

Whereas, the Board wishes to outline certain terms of conditions of their employment.

Now, therefore, be it Resolved that, for the 2026-27 school year, the following terms and conditions contained in the TRESSSAA "A" collective negotiations agreement shall be applicable to Administrative Executive Secretaries: (i) Article 7; (ii) Article 9(A) and 9(B); (iii) Article 10; (iv) Article 11; (v) Article 12. In addition, staff members who hold the title of Administrative Executive Secretary will receive a Five Hundred Dollar (\$500) stipend for a Bachelor's Degree.

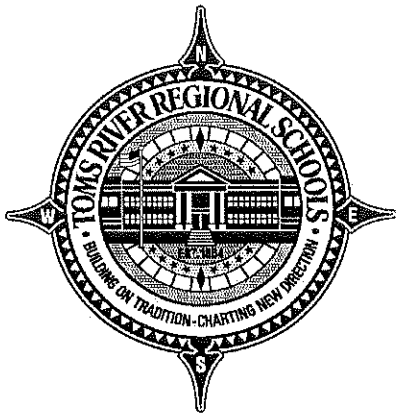
Be it further Resolved that, for the 2026-27 school year, the following terms and conditions contained in the A&S collective negotiations agreement shall be applicable to the Director of Elementary Curriculum and Senior Human Resource Generalist: (i) Article 9; (ii) Article 10; (iii) Article 11(A) and 11(B); (iv) Article 12; (v) Article 14; and (vi) the salary percentage increase provisions contained therein plus any additional educational and longevity stipends.

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BOARD AGENDA

May 20, 2026

SUBSTITUTE SECRETARY



SUBSTITUTES

CERTIFICATION

1. Ms. Susan C Guida

Secretary



TOMS RIVER REGIONAL SCHOOLS

WILLIAM J. DOERING
BUSINESS ADMINISTRATOR

1144 Hooper Avenue, Toms River, NJ 08753
(732) 505-5549 • Fax: (732) 914-1607
E-mail: wdoering@trschoools.com

TO: Michael S. Citta, Superintendent of Schools

FROM: William J. Doering, School Business Administrator

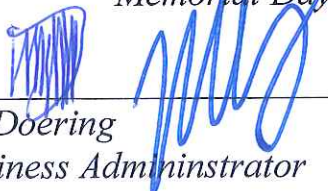
DATE: May 19, 2026

RE: 2026-2027 PAID HOLIDAY SCHEDULE

Maintenance/Custodial/Grounds and Technology Foremen, Assistant Grounds Supervisor, Head Custodians, Head Groundskeepers, Custodians, Night Supervisors, Groundskeepers, Security Guards, Maintenance, Computer Service Technicians, Vehicle Maintenance

Request the following 2026-2027 Paid Holiday Schedule be approved at the May 20, 2026 Board Meeting for the above referenced union members:

Friday	July 3, 2026	Independence Day
Monday	September 7, 2026	Labor Day
Thursday	November 5, 2026	Fall Recess
Friday	November 6, 2026	Fall Recess
Thursday	November 26, 2026	Thanksgiving
Friday	November 27, 2026	Thanksgiving
Thursday	December 24, 2026	Holiday
Friday	December 25, 2026	Holiday
Thursday	December 31, 2026	Holiday
Friday	January 1, 2027	New Year's Holiday
Monday	January 18, 2027	Martin Luther King Day
Monday	February 15, 2027	President's Day
Friday	March 26, 2027	Spring Recess
Monday	March 29, 2027	Spring Recess
Monday	May 31, 2027	Memorial Day


William J. Doering
School Business Administrator