



State of New Jersey

DEPARTMENT OF EDUCATION
GLOUCESTER COUNTY OFFICE OF EDUCATION
115 BUDD BOULEVARD
WEST DEPTFORD, NJ 08096
(856) 686-8370

DR. LILY LAUX
Commissioner

DAVID JOYE
Interim Executive County Superintendent

MIKIE SHERRILL
Governor

DR. DALE G. CALDWELL
Lt. Governor

June 17, 2026

Mr. Christopher Esgro, President
Glassboro Board of Education
560 Bowe Blvd.
Glassboro, New Jersey 08028

Dear Mr. Esgro:

I have reviewed the July 1, 2026 through June 30, 2027 employment contract for **Craig Stepheson, Assistant Superintendent**, in accordance with N.J.S.A. 18A:7-8 (j). Based upon my review, I have determined that the provisions of the contract subject to my review pursuant to N.J.A.C. 6A:23A-3.1 are in compliance with applicable laws and regulations.

*Once the Board has approved this contract, please submit a **signed copy** to me for our files.*

Sincerely,

A handwritten signature in blue ink that reads "D. Joye".

David Joye
Interim Executive County Superintendent

C: Alfred Lewis, Superintendent of Schools, Glassboro Public School District
Michael Sloan, School Business Administrator, Glassboro Public School District

CONTRACT FOR TERMS AND CONDITIONS OF EMPLOYMENT
OF THE
ASSISTANT SUPERINTENDENT

This **EMPLOYMENT CONTRACT** conveys the terms and conditions of employment of the Assistant Superintendent made by and between the **GLASSBORO BOARD OF EDUCATION**, hereinafter referred to as the "Board," and **CRAIG STEPHENSON, ASSISTANT SUPERINTENDENT**, 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 with the schools, which the Board believes generally improves the quality of its overall educational programs; and

WHEREAS, the Board and 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 educational programs of the school district; and

WHEREAS, a well-developed employment contract serves as a basis for both the Board and Assistant Superintendent to reach desired goals; and

WHEREAS, this Employment Contract has been approved by majority roll call vote of the membership of the Glassboro Board of Education, County of Gloucester at its meeting of June 24, 2026 and has been made part of the minutes of that meeting.

NOW THEREFORE, the Board and the Assistant Superintendent, for the consideration herein specified, agree to the terms and conditions stated in this Employment Contract.

IN WITNESS WHEREOF, they set their hands and seals to this Employment Contract effective on the day and year below written.

1. Term

The Board and the Assistant Superintendent, in consideration of the mutual promises and undertakings herein contained agree to the terms and conditions set forth herein for the period commencing on or after July 1, 2026 to June 30, 2027. It is hereby acknowledged by and between the parties that this Employment Contract is subject to renewal by the Board of Education on an annual basis. This Employment Contract replaces and supersedes all prior Employment Contracts between the parties hereto. Signature on this Employment Contract constitutes assent to a rescission of any and all prior contracts, as well as the terms of those contracts.

2. Assistant Superintendent Certification and Duties

A. Certification: The Assistant Superintendent shall hold a valid and appropriate certificate to act as Assistant Superintendent in the State of New Jersey. Should this certificate be revoked, this Employment Contract will be null and void as of the date of revocation.

B. Duties: As per the Board updated job description and associated policies, N.J.A.S.A. 18A: 1-1 et. seq.

- C. The Assistant Superintendent shall be permitted to engage in activities such as consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation so long as such activities do not interfere with his ability to manage his duties as outlined above and do not take place during normal school hours (unless the Assistant Superintendent uses vacation days).

3. Evaluation

On or before June 30 of each year, the Superintendent/Board of Education shall evaluate the Assistant Superintendent.

4. Professional Growth of the Assistant Superintendent

The Board encourages the continuing professional growth of the Assistant Superintendent through his participation, as he might decide in light of his responsibilities as the Assistant Superintendent, subject to the approval of the Superintendent, and where appropriate, the Board. Professional development expenses shall be in compliance with relevant State regulations. Areas under consideration are:

- A. The operations, programs, and other activities conducted or sponsored by local, state and national school administrator/assistant superintendent and/or school board associations; the Fall Conference sponsored by the New Jersey School Boards Association (NJSBA), the TechSpo sponsored by the New Jersey Association of School Administrators (NJASA), and the Spring Conference sponsored by the New Jersey Association of School Administrators (NJASA).
- B. Seminars and courses offered by public and private educational institutions.
- D. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Assistant Superintendent to perform his professional responsibilities for the Board;
- E. Visits to other institutions shall be considered part of the Assistant Superintendent professional development.
- F. Other activities promoting the professional growth of the Assistant Superintendent shall be encouraged. In its encouragement, the Board shall permit a reasonable amount of release time for the Assistant Superintendent.
- G. Mentoring fees incurred by the Assistant Superintendent will be eligible for reimbursement by the Board.

If, however, the amount of release time results in the necessity for an overnight stay, prior approval in accordance with Board policy shall be required and be given solely in the Board's discretion to attend such matters. Travel, registration, and sustenance expenses shall be made for all Assistant Superintendent travel approved by the Board. Cost of professional development shall not exceed \$4,000.00 per year. Reimbursement shall be in amounts which comply with N.J.A.C. 6A:23-3.1(e)(3) and the then current OMB circulars. Should an unusual event occur, the Assistant Superintendent may request the Board for permission to pursue professional growth outside of these parameters.

5. Compensation

- A. Base Salary: Annual salary of \$179,618 for 2026-2027.
- B. The salary determined by the Board of Education for the 2026-2027 School Year shall be effective to June 30, 2027.
- C. The annual salary, shall be payable by the Board to the Assistant Superintendent in semi-monthly installments.

6. Benefits

The Board shall provide the Assistant Superintendent, as part of his compensation, with the following benefits:

- A. Vacation Time: The Assistant Superintendent shall be granted twenty (20) vacation days annually. The vacation days shall be credited and available to the Assistant Superintendent on July 1, 2026. The Assistant Superintendent shall be permitted to take vacation days at any time, upon approval of the Superintendent. The Assistant Superintendent shall be permitted to carry over a maximum of ten (10) vacation days. All carried over vacation must be used the following year or those days will be forfeited. The Assistant Superintendent may receive a per diem payment for up to five unused vacation days per year at the per diem rate of 1/260 of Assistant Superintendent's annual salary. Payment for any unused vacation days upon separation of employment shall be at the per diem rate of 1/260 of Assistant Superintendent's annual salary.
- B. Sick Time: The Assistant Superintendent shall be permitted twelve (12) days sick leave annually. At the end of each school year, unused sick days shall accumulate. Upon completion of eight (8) years of service in the Glassboro School District, the Assistant Superintendent shall be eligible for payment for accrued sick days upon retirement. The Board shall pay the Assistant Superintendent for unused accumulated sick days at the rate of \$115 per day up to a maximum of \$15,000.00.
- C. Personal Leave: The Assistant Superintendent shall be allowed three (3) personal days leave during each school year, without pay deduction. Unused personal days shall be converted to sick days at the end of the year.
- D. Bereavement: The Assistant Superintendent shall be entitled to five (5) days of leave, without loss of pay due to the death of his father, mother, wife, father-in-law, mother-in-law, son, daughter, grandchild, or any person permanently living with the Assistant Superintendent. The Assistant Superintendent shall be entitled to two (2) days of leave, per incident, without loss of pay due to the death of a sister-in-law, brother-in-law, aunt, uncle or other near relative at the discretion of the Superintendent.
- E. Medical Benefits: The Board shall provide the Assistant Superintendent with family coverage for health, hospitalization, medical, dental, vision and prescription insurance. The School Assistant Superintendent shall contribute toward the cost of health insurance

premiums. Pursuant to applicable law and regulation, the employee shall contribute an amount toward payment of premiums. Also with respect to employer contributions, for SHBP employers, the cost of coverage is the cost of medical and prescription coverage. For non-SHBP employers, the cost of coverage includes all health care benefits (medical, prescription, dental, vision, etc.). The employee shall make contributions in accordance with Chapter 44 (P.L. 2020, c. 44, as amended by P.L. 2021, c. 163) member contribution rates for health and prescription. The rate of 35% of the premium shall be contributed for the dental and vision. The Employee has the option to opt out of coverage by participating in the District's 125b Plan and will be subject to the rules and regulations of the plan.

- F. Membership Fees: The Board shall pay 100% of the Assistant Superintendent membership fees and/or charges to the NJASA, AASA, ASCD, and GCCC (Gloucester County Curriculum Consortium). Membership fees and/or charges for other professional civic groups shall be made only at the option of the Board. The total paid for membership fees and/or charges shall not exceed \$4,000 per year.
- G. Expenses: The Board shall reimburse the Assistant Superintendent for all reasonable expenses that he incurs in carrying out his duties as Assistant Superintendent. Reimbursement for mileage will be as annually established by the Annual Appropriations Act or as per Circular(s) from the New Jersey Office of Management and Budget, Board Policy, N.J.A.C. 6A:23A-3.1(e)(4) and N.J.S.A. 18A:11-12. The Assistant Superintendent will not, in any event, be reimbursed for travel in between buildings and/or facilities owned by the Glassboro School District or travel within the Borough of Glassboro. Vouchers shall be prepared in accordance with current Board policy, subject to Board approval. The total paid for expenses shall not exceed \$2,000 per year.
- H. Disability Insurance: The Board shall provide the Assistant Superintendent with a Long-Term Disability Insurance Plan that is provided to all Central Office employees in the District. This benefit does not supplement or duplicate other benefits that are otherwise available to the employee by operation of law or existing group plan [N.J.A.C. 6A:23A-3.1(e)(7)], or does not reimburse or pay for employee contributions that are either required by law or by a contract in effect in the district with other employees. [N.J.A.C. 6A:23A-3.1(e)(5)].
- I. Payment Upon Death: The Board shall pay the value of the School Assistant Superintendent's unused accumulated vacation days to the School Assistant Superintendent estate if he should die while in office. The value shall be at the per diem rate, based on 260 days, for the contract year in which he dies.
- J. Tuition Reimbursement: The Board shall reimburse the School Assistant Superintendent for tuition expenses for graduate school course that leads to a graduate degree from a duly accredited institution if a grade equivalent to a "B" or better is maintained. The Board agree to reimburse during any one contract year a maximum of \$7,200. Any monies paid for tuition must be paid back to the District if employee leaves within 2 years of payment. All coursework needs to be approved as appropriate by the Superintendent for position responsibilities.

7. **Holidays**

The Assistant Superintendent shall be paid for all legal holidays as designated by the State of New Jersey and the Glassboro Board of Education. In the case of an emergency, the Assistant Superintendent shall be expected to report for work on holidays. Per diem compensation or compensatory time shall be granted at the discretion of the Superintendent with approval of the Board.

8. Professional Liability

- A. The Assistant Superintendent shall have the right to legal assistance from the Board designated counsel to carry out his duties, at the expense of the Board.
- B. 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 individual capacity as agent and/or employee of the Board, provided the incident arose while the Assistant Superintendent was acting within the scope of his employment; and, as such, liability coverage is within the authority of the Board to provide under State Law.

9. Termination of Employment Contract

This Employment Contract may be terminated by:

- A. Mutual agreement of the parties;
- B. Unilateral termination by the Assistant Superintendent upon sixty (60) calendar days written notice; or,
- C. Termination by the Board upon sixty (60) calendar days' notice.

10. Conflict

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 contrary provisions of the Board's policies and any such permissive law during the term of this Employment Contract.

11. Savings Clause

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

12. Complete Agreement

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

BY:

Christopher Esgro, President
Glassboro Board of Education

Date

Craig Stephenson, Assistant Superintendent

Date

WITNESS:

Date