

NEPTUNE CITY BOARD OF EDUCATION

And

School Business Administrator/Board Secretary

AGREEMENT

From July 1, 2026 to June 30, 2027

CONTRACT OF EMPLOYMENT
Mr. George Gahles
as the
School Business Administrator/Board Secretary

This Contract of Employment is hereby entered effective July 1, 2026, between the Board of Education of the Neptune City School District (hereinafter the "Board"), with offices located at 210 West Sylvania Avenue, Neptune City, New Jersey 07753, and George Gahles (hereinafter "Mr. Gahles") (collectively the "Parties");

WHEREAS, the Board and Mr. Gahles have agreed to enter into an employment relationship; and

WHEREAS, the Parties are desirous of memorializing the terms of their agreement into a written Contract of Employment;

WHEREAS, the Board approved the terms of this Contract of Employment by a vote of its members at a regularly scheduled meeting on May 7, 2026 and has authorized the President of the Board to execute this Contract of Employment.

NOW, THEREFORE, the Board and Mr. Gahles, for the consideration herein specified, agree as follows:

I. EMPLOYMENT AND TERM:

The Board agrees to employ Mr. Gahles as the School Business Administrator/Board Secretary (hereinafter "SBA/BS") for the Board, and Mr. Gahles hereby accepts employment as the SBA/BS for the term commencing July 1, 2026 and ending June 30, 2027.

II. CERTIFICATION AND RESPONSIBILITIES

A. Certification:

Mr. Gahles shall maintain a current and valid certificate issued by the New Jersey Department of Education to serve as a School Business Administrator. In the event the individual's certificate issued by the Department of Education is revoked, this Contract of Employment is null and void as of the date of the certificate revocation.

Mr. Gahles further agrees to comply with all other legal requirements respecting his employment in the position of SBA/BS.

B. Duties:

Mr. Gahles shall devote his time, attention, and energy to the business of the school district. Mr. Gahles shall report directly to the Superintendent of Schools/School Principal (hereinafter "Superintendent") and serve in accordance with the Laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future.

All duties assigned to Mr. Gahles by the Superintendent should be appropriate to and consistent with the professional role and responsibility of Mr. Gahles and shall be set by Board policy and in the Job Description for the SBA/BS which may be modified from time to time, consistent with set forth above.

The SBA/BS shall be the Board's Agent and Administrative Representative before the public.

The SBA/BS is the Board's fiscal agent and must sign all orders, contracts, bills, invoices and other documents. All processes of law are served on the SBA/BS.

The SBA/BS is the only person who can certify as to the correctness of information emanating from Board Records and who can sign for the Board in such matters.

The SBA/BS shall perform such duties as provided in the statues of New Jersey and/or including all statues as listed in the School Board Policy 1320. The SBA/BS shall attend all monthly Board meeting as well as Finance Committee meetings.

II. COMPENSATION:

The Board shall provide the following salary as part of the SBA/BS's compensation for the term of the Contract:

The Board shall pay the SBA/BS a twelve (12) month salary of Sixty-Four Thousand Four Hundred Eighty dollars and Four Cents ($64,480.04). Salary shall be prorated for contracts less than twelve months. The salary shall be payable in accordance with the Board's regular payroll schedule for all other professional staff. Any retroactive salary will be paid upon execution of this contract and reported to the Division of Pension and Benefits as soon as practical.

IV. BENEFITS:

A. Expense Reimbursement:

The Board shall reimburse Mr. Gahles for expenses incurred for travel and attendance at workshops and/or conventions on behalf of the District in the performance of the duties under the Contract of Employment in accordance with law and Board policy as noted herein. Mileage shall be paid from mileage vouchers according to "New Jersey Office of Management and Budget" rates per mile. Mr. Gahles shall be reimbursed for expenses pursuant to Board policy, upon prior approval of the Board and Superintendent, and pursuant to N.J.S.A 18A:11-12 and regulations promulgated thereunder. Expense reimbursement shall not include travel to and from the residence of Mr. Gahles to perform duties of a SBA/BS to the District.

B. Memberships:

The Board shall pay for Mr. Gahles' dues for the Monmouth County Association of School Business Administrators and the New Jersey Association of School Business Officials.

C. Benefits

Unless otherwise provided in this Contract of Employment, Mr. Gahles shall not be eligible to any benefits or payment thereof, including but not limited to pension or other benefits not specifically set forth in this Contract of Employment.

V. WORK DAY/WORK YEAR

The school work year shall include days when pupils are in attendance and orientation days and any other days in which teacher attendance is required. Normal work week is 2 days (16 hours) remote work per week. It is further understood that the SBA/BS shall attend all meetings of the Board. It is further understood that the SBA/BS may perform the specific tasks of his position off site and/or after business hours and/or on weekends utilizing district facilities and equipment. This time worked shall not be in conflict with the SBA/BS's responsibilities at Union Beach Board of Education.

VI. LEAVES OF ABSENCE

A. Sick Leave:

SBA/BS shall be granted sick time as per New Jersey statute.

B. Vacation:

SBA/BS will not be granted with vacation leave days.

C. Holidays:

During the term of the agreement the SBA/BS shall be entitled to paid holidays published in the District calendar where staff members are not required to attend school.

D. Death in Immediate Family:

SBA/BS will not be granted with leave days specific to a death in the immediate family.

E. Death in Non-Immediate Family:

SBA/BS will not be granted with leave days specific to a death in the non-immediate family.

F. Personal Time Off (PTO Days):

SBA/BS will not be granted with PTO leave days.

VII. INSURANCE

The SBA/BS is not entitled to Board provided medical benefits.

VIII. JOB RELATED EXPENSES

The Board shall reimburse the SBA/BS for reasonable and necessary expenses incurred by the SBA/BS during the conduct of their business. Reimbursement shall be consistent with Board policy

after submission of the appropriate documentation for payment. All expenses will be reimbursed in accordance with board policy, Administrative code and the current OMB circular.

IX. EXTENSION OF CONTRACT OF EMPLOYMENT

Any extension of this Contract of Employment shall be by mutual agreement of the Parties, must receive the prior approval of the Executive County Superintendent, and must be set forth in a written agreement signed by the Parties.

X. TERMINATION, RESIGNATION, RENEWAL/NON-RENEWAL

This Contract may be terminated by:

A. Mutual agreement of the Parties; or

B. Unilateral termination by the SBA/BS upon sixty (60) days' notice of his intention to resign. Such notice shall be in writing and filed with the Superintendent.

C. During the period of non-tenured status of the SBA/BS, either party may terminate this contract by giving sixty (60) days written notice by the Board of their intention of termination/non-renewal.

D. In the event that Mr. Gahles certificate is revoked, this Contract of Employment shall become null and void as of the date of revocation.

E. Actions consistent with law; or

F. Discharge for inefficiency, incapacity, conduct unbecoming a SBA/BS or other cause.

XI. INDEMNIFICATION

The Board agrees that it shall defend, hold harmless, and indemnify the SBA/BS from any and all demands, claims, suits, actions and legal proceedings brought against the SBA/BS in their individual capacity or in their official capacity as agent and/or employee of the Board, provided that the incident arose while the SBA/BS was acting within the scope of their employment, and where such liability coverage is within the authority of the Board to provide under State law.

XII. COMPLETE AGREEMENT

This Contract of Employment embodies the entire between the Parties hereto and cannot be varied except by written agreement of the undersigned Parties and the prior approval of the Executive County Superintendent.

XIII. CONFLICTS

In the event of any conflict between terms, conditions and provision of the Board's policies, or any permissive State or Federal law, then unless otherwise prohibited by law, the terms of this Contract

of Employment shall take precedence over contrary provisions of the Board's policies or any such permissive law during the term of the Contract of Employment.

XIV. MODIFICATION

The terms and conditions of this Contract of Employment shall not be modified except by written consent of both Parties hereto and upon the prior review and approval of the Executive County Superintendent. Any amendments to this Contract of Employment shall not create a new Contract of Employment or Contract of Employment term but shall only constitute an amendment to the existing Contract of Employment.

XV. REVOCATION

The Parties hereto agree that in the event Mr. Gahles' certificate is permanently revoked, all provisions of this Contract of Employment shall be null and void as of the date of the revocation, and if Mr. Gahles is lawfully precluded from performing his duties by a Judgment, Order or direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Contract of Employment shall terminate and Mr. Gahles' employment shall cease.

XVI. SAVINGS CLAUSE

If during the term of this Contract of Employment, it is found that a specific clause of the Contract of Employment is contrary to federal or state law, the remainder of the Contract of Employment not affected by such a ruling shall remain in force. The parties hereto represent to each other that they fully understand the terms and conditions of this Contract of Employment, and agree to be bound by same pursuant to the rules and regulations of the Department of Education and the laws of the State of New Jersey.

WHEREAS, Mr. Gahles approves the terms and conditions of this Contract of Employment and agrees to be bound by same;

WHEREAS, this Contract of Employment has been approved by a vote of the members of the Board at its meeting of **May 7, 2026**, said action having been made a part of the official minutes of that meeting.

IN WITNESS WHEREOF, the Parties set their hands and seals to this Contract of Employment effective on the day and year first written above.

Witness

George Gahles

Witness

Anthony Susino, President
Neptune City Board of Education