



State of New Jersey

DEPARTMENT OF EDUCATION
ATLANTIC COUNTY OFFICE OF EDUCATION
6260 OLD HARDING HIGHWAY
MAYS LANDING, NJ 08330
(609) 625-0004
ATLANTIC-COUNTY.ORG/EDUCATION

MIKIE SHERRILL
Governor

DR. DALE G. CALDWELL
Lt. Governor

DR. LILY LAUX
Commissioner

ROBERT L. BUMPUS
Interim Executive County Superintendent

May 11, 2026

Brenda Callaghan, Superintendent
Weymouth School District
1202 Eleventh Avenue
Dorothy, NJ 08317

RE: APPROVAL OF PROPOSED CONTRACT: Robert Green, School Business Administrator/Board Secretary, Weymouth Township.

Dear Mrs. Callaghan:

I have reviewed the proposed employment contract for Robert Green, 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 on my review, I have determined that those 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. This contract is approved for the period of July 1, 2026 through June 30, 2027.

This contract must now be approved by the district Board of Education. I ask that you submit to my attention a signed copy of this contract and a copy of the minutes (affixed with a raised seal) indicating the board resolution approving Mr. Green's contract.

Please be reminded that the contract for this position must be submitted annually to the Executive County Superintendent for review and approval prior to board approval.

Sincerely,

A handwritten signature in black ink that reads "Robert L. Bumpus".

Robert L. Bumpus
Interim Executive County Superintendent of Schools

RLB /cj

cc: Mindy Green, County Business Official
Constance Anne Reymann, Board of Education Vice President, Weymouth Twp
Robert Green

**WEYMOUTH TOWNSHIP BOARD OF EDUCATION
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY
EMPLOYMENT CONTRACT
2026-2027**

The **Weymouth Township Board of Education** in the County of Atlantic (hereinafter "Board") and Robert Green (hereinafter "School Business Administrator/Board Secretary" or "SBA/BS") hereby enter into this employment contract (hereinafter "Employment Contract") for a one-year term beginning on or about July 1, 2026 and ending on June 30, 2027, which shall be prorated accordingly.

1. COMPENSATION

The Board hereby employs the School Business Administrator/Board Secretary at an annual salary of **\$129,062.50**.

2. SALARY DEDUCTIONS

Salary deductions shall include compulsory federal and state taxes and those required by the Teachers Pension and Annuity Fund. The Board agrees to make additional salary deductions at the request of the School Business Administrator/Board Secretary.

3. WORK DAY

The workday for the School Business Administrator/Board Secretary shall match that of other administrators in the district, which is 8:00am to 4:00pm. It is understood that the SBA/BS is employed for specific tasks and is expected to work beyond the regular work day in order to accomplish such tasks when necessary, as is required of all other administrators. Such employment shall be considered part of the contract and no additional remuneration shall be provided.

4. 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. It is expected that the SBA/BS act in the best interest of or at the direction of the Board, so long as there is not a clear violation of local, state or national law.

5. CERTIFICATION

As required by the New Jersey Department of Education, the School Business Administrator/Board Secretary must possess an appropriate certificate issued by the State of New Jersey, Department of Education, or will procure such certificate within one (1) year from the date the SBA/BS begins service.

6. VACATION/PERSONAL LEAVE

(a) The School Business Administrator/Board Secretary shall be entitled to twenty (20) vacation days per school year.

(b) The School Business Administrator/Board Secretary shall be entitled to three (3) days of personal leave of absence for personal, legal, business, household or family matters which require absence during school hours. Application to the superintendent for personal leave shall be made at least one week before taking such leave (except in the case of emergencies) and approval must be received. Up to three unused personal days will be converted to sick days at the end of the school year.

(c) If the SBA/BS is unable to use their vacation leave in a given year due to business demands, up to five (5) days of unused vacation leave may be carried over into the next

year consistent with N.J.S.A. 18A:30-9. Any carry-over days which are not used within the next two consecutive school years will be forfeited. N.J.S.A. 18A:30-9.1.

(d) In determining vacation leave entitlement, Saturdays, Sundays, and legal holidays shall not be counted.

7. SICK LEAVE

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, other medical/dental reasons, or because the SBA/BS 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.

(a) The SBA/BS shall be entitled to twelve (12) sick days per year with pay. Unused sick days shall be cumulative and without limit. Upon retirement and notice to the Board, all days of unused sick days will be reimbursed, at the rate of $1/260 \times$ annual salary at the time of retirement. Reimbursement for sick days shall be consistent with the law in effect at the time this Employment Contract is signed. Such payment shall not exceed \$15,000.00.

8. HOLIDAYS

The School Business Administrator/Board Secretary shall be entitled to all school holidays as established in the Board of Education approved school calendar, as well as July 4th and Labor Day. The SBA/BS shall not be required to report to the office on days when school is closed due to inclement weather.

9. BEREAVEMENT LEAVE

The School Business Administrator/Board Secretary shall be entitled to take up to five (5) bereavement days following the death in their immediate family, which includes their spouse, children, parents, and siblings. The SBA/BS shall be entitled to take up to three (3) bereavement days following the death of their grandparents, grandchildren, in-laws, aunts, and uncles, and first cousins. Unused bereavement leave at the end of each contract year shall not be cumulative.

10. INSURANCE

(a) The Board shall provide the Employee with individual or family health benefits coverage. The Employee shall contribute toward the premium costs for all such coverage set forth in Chapter 44 and implementing regulations as the same provide upon the date of the execution of this Employment Contract. The premium shall be paid by the employee through payroll deduction.

(b) At no time shall the SBA/BS contribute less than 1.5% of his annual salary toward benefits in accordance with N.J.S.A. 18A:16-17 (P.L. 1979, c. 391).

(c) If the employee elects to waive health benefits coverage, they shall be paid the lesser of twenty-five (25) % of the premium or five thousand (\$5,000) of the cost of said coverage for the waiving period.

11. AUTOMOBILE EXPENSES/TRAVEL.

(a) The Board shall reimburse the School Business Administrator/Board Secretary for the official school use of their personal vehicle at the current reimbursement rate as determined by current state travel regulations pursuant to N.J.A.C. 6A:23A-7 and applicable OMB Circulars.

(b) No reimbursement will be made for travel to and from school and the employee's home

(c) All claims for reimbursement must be submitted within 30 days of accrual or be forfeited.

12. PROFESSIONAL ASSOCIATIONS

The Board agrees to pay dues and fees on behalf of the School Business Administrator/ Board Secretary to NJASBO, ACASBO, NJSBA, and any other organizations agreed to by the Board and the SBA/BS in an amount estimated at \$1,000.

13. PROFESSIONAL DEVELOPMENT

The School Board Administrator/Board Secretary shall be entitled to attend the Annual Conference of the New Jersey Association of School Business Officials and any other conference approved prior to its occurrence by the Chief School Administrator and the Board. The Board agrees that the SBA/BS may attend professional development programs sponsored by NJASBO, NJASA, NJSBA, and any other professional associations agreed to by the Chief School Administrator and Board prior to its occurrence. All fees and related travel costs shall be reimbursed by the Board consistent with Board policy, state law, state regulations, and applicable OMB Circulars and board approval of documented receipts. Professional development reimbursements are estimated at \$500.

14. PROFESSIONAL LIABILITY

The Board agrees that it shall defend, hold harmless, and indemnify the School Business Administrator/Board Secretary 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 was not caused by gross negligence, and where such liability coverage is within the authority of the Board to provide under state law

15. TERMINATION

(a) During the period of non-tenured status of the School Business Administrator/Board Secretary, either party may terminate this contract by giving sixty (60) days' written notice of intent to resign or retire. Notice from the SBA/BS shall be in writing to both the Board President and the Chief School Administrator.

(b) Pursuant to N.J.S.A. 18A:17-15.1, in the event that the SBA/BS certificate is revoked, this Employment Contract shall become null and void as of the date of the revocation.

(c) In the event that the SBA/BS 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 them pending resolution of criminal charges. Such suspension shall be with pay prior to indictment, and may be with or without pay, or any other compensation including but not limited to vacation/personal leave pay, at the Board's discretion, subsequent to indictment, unless the Board certifies contractual tenure charges.

16. SEVERABILITY

It is agreed that if any provision of this Employment Contract shall be determined to be void by any court of competent jurisdiction, then such determination shall not affect any other provision of this Employment Contract, all of which other provisions shall remain in full force and effect. It is the intention of the parties hereto that if any provision of this Employment Contract is capable of two constructions, one which would render the provision void and the other which would render the provision valid, then the provision shall be construed with the meaning which renders it valid.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date set forth below:

Patricia Doerr, Board President

Date

Robert Green

Date

Witness

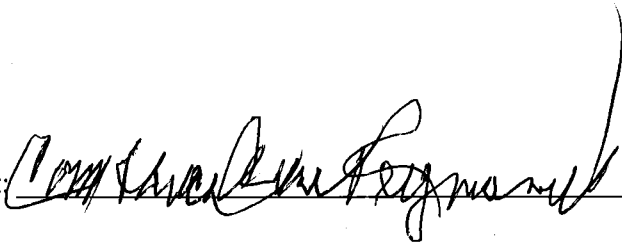
Date

Board Approved Statement for Contracts

The Weymouth Board President's signature on this letter affirms that the contract for Robert Green, Business Administrator, has been reviewed by the board and/or appropriate committee, on May 4, 2026, and is being submitted to the Executive County Superintendent for his review and approval prior to final approval by the Weymouth Township Board and execution of the contract for Robert Green.

Next BOE Meeting Date: 5/21/2026

Vice President Signature for President:

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read "Robert Green".

SCHOOL BUSINESS ADMINISTRATOR

Detailed Statement of Contract Costs

District:				
Name:				
Job Title:				
District Grade Span:				
On Roll Students as of				
	2025-2026	2026-2027	Difference	% Inc
Salary				
Salary	\$ 125,000	\$ 129,062.50	\$4,062.50	3.25%
Subcontracted Services	\$ -	\$ -		
Longevity	\$ -	\$ -		
TOTAL ANNUAL SALARY	\$ 125,000	\$ 129,063	\$4,063	3.25%
Additonal Salary				
Quantitative Merit Goals	\$ -	\$ -		
Qualitative Merit Goals	\$ -	\$ -		
Additional Compensation - Describe:	\$ -	\$ -		
Total Additional Salary	\$ -	\$ -	\$0.00	#DIV/0!
TOTAL ANNUAL SALARY PLUS ADDITIONAL COMPENSATION	\$ 125,000	\$ 129,063	\$4,063	3.25%
Board Contribution for Cost of Premiums for:				
Health Insurance	\$ -	\$ -		
Prescription Insurance	\$ -	\$ -		
Dental Insurance	\$ -	\$ -		
Vision Insurance	\$ -	\$ -		
Disability Insurance	\$ -	\$ -		
Other Insurance - Describe:	\$ -	\$ -		
Waiver of Benefits	\$ 5,000	\$ 5,000		
Section 125 Plan Reimbursements - Describe:	\$ -	\$ -		
Board Cost of Premiums	\$ 5,000	\$ 5,000	\$0	0.00%
Employee Contribution to Premiums as per Law	\$ -	\$ -	\$0	#DIV/0!
TOTAL HEALTH BENEFITS COMPENSATION	\$ 5,000	\$ 5,000	\$0	0.00%
Other Compensation				
Travel and Expense Reimbursement (Estimated Annual Cost)	\$ 500	\$ 350		
Professional Development (Capped Amount or Estimated Annual Cost)	\$ 500	\$ 500		
Tuition Reimbursement	\$ -	\$ -		
Mentoring Expenses - Describe:	\$ -	\$ -		
National/State/County/Local/Other Dues	\$ 1,000	\$ 1,000		
Subscriptions	\$ -	\$ -		
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	\$ -	\$ -		
Computer for Home use, including supplies, maintenance, internet	\$ -	\$ -		
Other - Describe: Professional Liability Insurance & Bond Insurance	\$ -	\$ -		
TOTAL OTHER COMPENSATION	\$ 2,000	\$ 1,850	-\$150	-7.50%
Sick and Vacation Compensation				
Maximum Payment for Unused Sick Leave Upon Retirement	\$ 15,000	\$ 15,000		
Maximum Payment for Unused Vacation Leave - Retirement or Separation	\$ 9,620	\$ 12,410		
TOTAL UNUSED SICK AND VACATION PAYMENT	\$ 24,620	\$ 27,410	\$2,790	11.33%
TOTAL CONTRACT COST	\$ 156,620	\$ 163,322	\$6,702	4.28%

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Robert Green

Date

Witness

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