

SHARED SERVICES AGREEMENT

Between the Monmouth-Ocean Educational Services Commission and the Bay Head Board of Education

For the Services of a School Business Administrator

October 1, 2025 – June 30, 2030

This Shared Services Agreement (“Agreement”) is entered into this 1st day of October, 2025, by and between the **Monmouth-Ocean Educational Services Commission** (“MOESC”), with offices at 100 Tornillo Way, Tinton Falls, NJ 07712, and the **Bay Head Board of Education** (“Bay Head”), with offices at 145 Grove Street, Bay Head, NJ 08742, collectively referred to as the “Parties.”

WHEREAS, pursuant to *N.J.S.A. 18A:17-14.1 et seq.* and *N.J.S.A. 40A:65-1 et seq.*, New Jersey law permits school districts and public entities to enter into shared services agreements to improve efficiency and reduce costs; and

WHEREAS, MOESC employs a qualified School Business Administrator/Board Secretary (“SBA”) who meets all licensure and certification requirements of the New Jersey Department of Education; and

WHEREAS, Bay Head desires to contract with MOESC for the provision of SBA services for the period October 1, 2025 through June 30, 2030, and MOESC agrees to provide such services under the terms of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

1. Purpose

This Agreement is entered into for the purpose of sharing the services of a qualified School Business Administrator/Board Secretary between MOESC and Bay Head for the term of this Agreement.

2. Term

The term of this Agreement shall be for five (5) years, commencing on **October 1, 2025** and ending on **June 30, 2030**, unless earlier terminated in accordance with Section 9 of this Agreement.

3. Scope of Services

The SBA provided by MOESC shall perform all duties required of a School Business Administrator and Board Secretary under *N.J.S.A. 18A:17-14.1 et seq.* and applicable New Jersey Administrative Code provisions, including but not limited to:

- Oversight of budgeting, purchasing, and financial reporting;
- Attendance at Board of Education meetings;
- Maintenance of financial and administrative records;
- Coordination of insurance, benefits, and facilities services;
- Ensuring compliance with all state and federal reporting requirements;
- Advising the Superintendent and Board on financial and business matters.

4. Compensation

Bay Head agrees to compensate MOESC for the services provided under this Agreement at an annual rate listed below, payable as indicated below during the term of this Agreement:

- 2025–2026 School Year: \$61,500 (prorated)
- 2026–2027 School Year: \$63,345
- 2027–2028 School Year: \$65,245
- 2028–2029 School Year: \$67,203
- 2029–2030 School Year: \$69,282

Compensation shall be paid in equal monthly installments by the 15th of each month.

MOESC acknowledges that this agreement provides Bay Head with a highly qualified SBA and that no additional costs (e.g., payroll taxes, pension contributions, or health benefits) are associated with this service beyond the above-listed amounts.

5. Supervision and Evaluation

The SBA will report to the Superintendent of Schools of Bay Head for day-to-day matters. MOESC shall maintain supervisory control over the employee and remain the official employer of record, responsible for payroll, certification compliance, and personnel evaluations.

6. Certification and Compliance

MOESC affirms that the assigned SBA is properly certified in accordance with all NJDOE rules and regulations and shall remain in compliance throughout the term of this Agreement. MOESC will notify Bay Head immediately of any change in employment status, licensure, or disciplinary action affecting the SBA.

7. Liability and Indemnification

Each party shall be responsible for its own acts and omissions. MOESC agrees to indemnify and hold harmless Bay Head from any and all claims, liabilities, or legal actions arising out of the performance of the SBA, except in cases of gross negligence or willful misconduct on the part of Bay Head.

8. Records and Confidentiality

The SBA shall ensure that all financial records and minutes prepared for Bay Head remain in compliance with NJDOE regulations and OPRA requirements. Both parties agree to maintain confidentiality as required under state and federal law.

9. Termination

This Agreement may be terminated by either party upon 180 days' written notice. In the event of termination, Bay Head shall compensate MOESC for all services rendered through the effective termination date.

10. Amendments

This Agreement may be amended only by mutual written consent of both parties and approval of the respective Boards of Education.

11. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

12. Entire Agreement

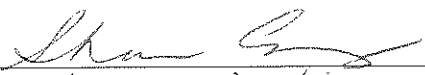
This document contains the entire agreement between the parties. No oral statements or prior written materials not specifically incorporated herein shall be of any force and effect.

IN WITNESS WHEREOF, the parties have caused this Shared Services Agreement to be executed by their duly authorized representatives as of the date first written above.

MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION

By: _____
Name:
Title:
Date:

BAY HEAD BOARD OF EDUCATION

By: 
Name: Shannon Curtis
Title: President
Date: 10/14/25