

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
DEPARTMENT OF EDUCATION
Warren County Office of Education
1501 Route 57
Washington, New Jersey 07882
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ANGELICA ALLEN-McMILLAN
Acting Commissioner

ROSALIE S. LAMONTE, Ph.D.
Interim Executive County
Superintendent

April 16, 2021

Mr. Douglas Smith, President
Great Meadows Regional Board of Education
P.O. Box 74
Great Meadows, New Jersey 07838

Dear Mr. Smith:

I have reviewed the employment contract for Michael S. Mai, Superintendent of Schools/Principal 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 period commencing on July 1, 2021 - June 30, 2024 with a salary of \$155,000 for the 2021-2022 school year, \$158,100 for 2022-2023 and \$162,262 for the 2023-2024 school year.

If there are any changes to the terms of this contract, you will need to submit it to the Warren Executive County Superintendent, for review and approval prior to the required public notice and hearing of such changes.

Kindly submit a copy of the signed contract once it is executed.

Sincerely,

Rosalie S. Lamonte, Ph.D.
Interim Executive County Superintendent

RSL:WP:slg
c: Eric Burnside, School Business Administrator

**Contract of Employment-
Superintendent of Schools / Principal**

**Great Meadows Regional School
Board of Education**

THIS CONTRACT is made as of this_ day of, 2021 between THE BOARD OF EDUCATION OF THE GREAT MEADOWS REGIONAL SCHOOL DISTRICT in Warren County (hereinafter "the Board"), with offices located at 281 Route 46, Great Meadows, New Jersey 07838; and MICHAEL S. MAI (hereinafter "the Superintendent/Principal" or "Mr. Mai").

PREAMBLE

WITNESSETH

THIS EMPLOYMENT CONTRACT ("this Contract") replaces and supersedes all prior Employment Contracts between the parties hereto. Final approval and execution of this Contract constitutes assent to rescission of any and all prior contracts, as well as agreement to the terms herein

WHEREAS, the Board desires to employ Mr. Mai in the combined positions of Superintendent of Schools of the Great Meadows Regional School District ("District") and Principal of the School ("Superintendent/Principal"); and

WHEREAS, the Board desires to provide the Superintendent/Principal with a written employment contract in order to enhance administrative stability and continuity within the District, which the Board believes generally improves the quality of its overall educational program; and

WHEREAS, the Board and Mr. Mai 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; and

WHEREAS, the Mr. Mai is the holder of an appropriate certificates as prescribed by the State Board of Education and as required by *N.J.S.A. I 8A:17-17* and *N.J.A.C. 6A:9B-12.3*;

NOW, THEREFORE, in consideration of the following mutual promises and obligations, the parties agree as follows:

RECITALS

The foregoing recitals are incorporated into and made a part of this Contract.

ARTICLE I

EMPLOYMENT

The Board hereby agrees to employ Mr. Mai as Superintendent/Principal for the period July 1, 2021 through 11:59 p.m., June 30, 2024. The parties acknowledge that this Contract is subject to approval by the Warren County Executive County Superintendent, in accordance with applicable law and regulation.

ARTICLE II

CERTIFICATION

The parties acknowledge that Mr. Mai currently possesses a standard administrative certificate from the New Jersey State Board of Examiners with endorsements as “chief school administrator” and “principal”, which certificates are located in his personnel file. If, at any time during the term of this Contract, the Mr. Mai’s certification(s) or endorsements is/are suspended or revoked, this Contract shall be null and void as of the date of the suspension or revocation. Mr. Mai has official course transcripts for all earned postsecondary degrees, which are located in his personnel file.

ARTICLE III

DUTIES

In consideration of the employment, salary and fringe benefits established hereby, Mr. Mai hereby agrees to the following:

A. To perform faithfully the duties of Superintendent of Schools/Principal for the Board, and to serve as the chief school administrator 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. The specific job descriptions adopted by the Board, applicable to the position of Superintendent of Schools and Principal, are incorporated by reference into this Contract. Mr. Mai represents that he has reviewed the job descriptions and is familiar with their requirements.

B. To devote his full time, skills, labor, and attention to this employment during the term of this Contract; and further, not to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation without written permission of the Board. Should Mr. Mai choose to engage in such outside activities on weekends, on his vacation time, or at other times when he is not required to be present in the District, he shall retain any honoraria paid. Mr. Mai shall notify the Board President in the event he is going to be away from the District on District business for one (1) or more days in any week. Any time away from the District that is not for District business must be arranged in accordance with provisions in this Contract governing time off. The Board recognizes that the demands of the Superintendent/Principal's position require him to work long and irregular hours, and occasionally may require that he attend to District business outside of the District. The Superintendent/Principal is expected to be in District during normal regular administration office hours.

C. To assume the responsibilities for the selection, renewal, placement, removal, and transfer of personnel, subject to the approval of the Board, by recorded roll call majority vote of the full membership of the Board, and subject to applicable Board policies and directives. The Board shall not withhold its approval of any such recommendation for arbitrary or capricious reasons, all in accordance with *N.J.S.A. 18A:27-4.1*.

D. To non-renew personnel pursuant to *N.J.S.A. 18A:27-4.1*, and to provide a written statement of reasons for non-renewal upon proper request to the employee.

E. The members of the Board, individually and collectively, will refer to the Superintendent/Principal all criticisms, complaints and suggestions concerning the operation and management of the District called to their attention. The Board will not take action on any such criticisms, complaints, and/or suggestions until they are discussed by the Board members at a scheduled meeting of the Board and a consensus sought to direct the Superintendent/Principal to study, recommend, and/or take action. The Superintendent/Principal shall have the right to contact the Board attorney for legal assistance as the need arises in carrying out his duties.

F. To assume responsibility for the administration of the affairs of the District, including but not limited to programs, personnel, fiscal operations, and instructional programs. All duties and responsibilities herein will be performed and discharged by the Superintendent/Principal or by staff at his direction.

G. To have a seat on the Board and have the right to speak (but not vote) on all issues before the Board in accordance with applicable law. The Superintendent/Principal shall attend all regular and special meetings of the Board, and all Committee meetings thereof, and shall serve as advisor to the Board and said Committees on all matters affecting the school District. However, where a *Rice* notice has been served upon the Superintendent/Principal notifying him that his employment will be discussed in closed session, and the Superintendent/Principal has not requested that the meeting be conducted in public; or where the Superintendent/Principal has a conflict of interest, as determined by the Board Attorney, he shall be excluded from the Board's closed session discussion.

H. To suggest, from time to time, regulations, rules, policies, and procedures deemed necessary for compliance with law and/or for the well-being of the District.

I. To perform all duties incident to the Office of the Superintendent/Principal and such other duties as may be prescribed by the Board from time to time, provided such duties are consistent with applicable statutes and regulations. The Board shall not substantially increase the duties of the Superintendent/Principal by assigning to him duties or

responsibilities of another position or title unless the parties agree upon additional compensation commensurate with such increase in duties and the additional compensation is reflected in an addendum to this Contract and such addendum has been approved by the Executive County Superintendent. The Superintendent/Principal shall, at all times, adhere to all applicable federal and state statutes, rules, regulations, and executive orders, as well as Board Policies and Regulations.

ARTICLE IV

SALARY AND BENEFITS

1. Salary

The Board shall pay the Superintendent/Principal an annual salary in accordance with the following schedule, commencing on July 1 of each contract year and prorated for any partial contract year: One Hundred Fifty-Five Thousand Dollars (\$155,000) for the 2021-22 contract year; One Hundred Fifty-Eight Thousand, One Hundred Dollars (\$ 158,100) for the 2022-2023 contract year; and One Hundred Sixty-Two Thousand, Two Hundred Sixty-Two Dollars (\$162,262) for the 2023-2024 contract year. The annual salary rate shall be paid in accordance with the schedule of salary payments in effect for other certified employees.

a. No salary increase of any kind will take effect on midnight July 1, 2024 (following the final day of this Contract) unless the parties have agreed to a contract extension or renewal and any extension has been approved by the Executive County Superintendent. The terms of any extension or renewal will govern any increases to take effect after July 1, 2024. Any renewal, extension, or modification of this Contract shall comply with the notice provisions of *P.L.2007, c. 53, The School District Accountability Act* and *N.J.A.C. 6A :23A-3.1, et seq.*

b. No Reduction in Salary/Compensation, during the term of this

Contract, including any extension hereof, the Superintendent/Principal shall not be reduced in compensation and/or benefits excepts as provided by law.

c. Any and all adjustments in annual salary made during the life of this Contract shall be in the form of an amendment and shall become part of this Contract, but it shall not be deemed that the Board and the Superintendent/Principal have entered into a new employment contract.

2. Sick Leave. The Superintendent/Principal shall receive twelve (12) sick days annually. Unused sick leave days shall be cumulative in accordance with the provisions of Title 18A. Upon retirement, the Board shall pay the Superintendent/Principal for his unused sick days, in accordance with N.J.S.A. 18A: 30-3.5 and 3.6, said compensation not to exceed the higher of the following:

a. Payment at the per diem rate of 1/260^{11'} of the Superintendent/Principal's annual salary at the time of retirement, subject to a maximum payment of fifteen thousand dollars (\$15,000.00). Payment for sick days shall be consistent with the law in effect at the time this Contract is signed, or

b. Payment for seventy-seven (77) sick days earned and unused before August 1, 2020, at the per diem rate of 1/260^{*''} of the Mr. Mai's then current salary.

c. Any supplemental compensation for unused sick leave shall be payable only at the time of the Superintendent/Principal's retirement from the Board and from a state or locally administered retirement system, and shall be based on accrued but unused sick leave credited on the date of retirement. Accumulated unused sick leave compensation shall not be paid to the

Superintendent/Principal's estate or beneficiaries in the event of death prior to retirement.

3. Professional Membership. The Board shall pay for the

Superintendent/Principal's memberships in the following professional associations: NJASA, the Warren County Superintendent's Roundtable and AASA, and/or other organizations deemed necessary by the Superintendent/Principal and the Board to maintain and/or improve the Superintendent/Principal's professional skills.

Professional Development. The Superintendent/Principal shall be entitled to attend the annual NJSBA Workshop and Convention, the annual conference of the NJASA and Techspo. No more than five (5) workdays may be utilized for attendance at such meetings or conventions. The Superintendent/Principal also shall be entitled to reimbursement expenses which he may incur while discharging the duties of Superintendent/Principal in accordance with *P.L.2007, c. 53, The School District Accountability Act* and affiliated regulations. (*N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7, et seq.*) Such reimbursement shall comply with all applicable provisions of state and federal statutory and regulatory provisions and guidance, and with Board policy. The Board shall also pay for all state-mandated continuing education to ensure compliance with his professional growth plan. The Superintendent/Principal may subscribe to appropriate educational and/or professional publications within the limit set in the annual budget.

5. Health Benefits.

The Board shall provide the Superintendent/Principal with individual or family health benefits (including prescription) coverage, at his option. The Superintendent/Principal shall contribute towards the cost of his health insurance premiums in accordance with *N.J.A.C. 6A:23A-3.1(e)(4)*. In no case shall the Superintendent/Principal pay less than the 1.5% of base salary in accordance with *N.J.S.A. 18A:16-17 (P.L. 1979, c. 391)*, except that should his coverage change as a result of Ch. 44, *P.L. 2020*, then he shall contribute such amount as is required under that

law. Health insurance benefits afforded under this Contract are separate and apart from those required by any agreement collectively negotiated with other District employees. The Superintendent/Principal's contribution to insurance premiums shall be paid by the Superintendent/Principal through payroll deduction. The Superintendent/Principal 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 Superintendent/Principal will be paid the lesser of twenty-five percent (25%) of the premium saved or five thousand dollars (\$5,000.00) for waiving such coverage. Any such payments will be in accordance with and are subject to applicable law and administrative regulation. The Board shall also provide the Superintendent/Principal and his dependents with Dental Care coverage at no cost.

6. Vacation Leave.

a. The Superintendent/Principal will earn up to 1.7 vacation days per month worked up to a maximum of twenty (20) vacation days per year.

b. The Superintendent/Principal shall take his vacation time after giving the Board President reasonable notice. The Superintendent/Principal may take vacation days during the school year, upon notice to the Board President. However, vacation leave shall not be taken during the two weeks prior to the opening of school without the approval of the Board President. The Superintendent/Principal is expected to attend to the business of the District as required for the smooth and efficient operation of the School District. The Superintendent/Principal shall document the use of accrued vacation days with the Board Secretary.

c. The Board encourages the Superintendent/Principal to take his full vacation allotment each year; however, not more than five (5) vacation days may be carried over from year to year because of the business demands of the

District. All days carried over must be used in the next year, or those days not taken will be forfeited.

d. With respect to any accrued and unused vacation days earned by virtue of his service as the Board's Superintendent/Principal, the Board, in the event of Superintendent/Principal's separation or retirement from the District, shall pay the Superintendent/Principal for those earned but unused vacation days at the Superintendent/Principal's daily rate of pay, based upon a 260-day work year on his then current salary following his last day of employment. The maximum payout under this provision is twenty-five (25) vacation days. Payment shall be made within thirty (30) days of the Superintendent/Principal's last day of employment. In the event of the Superintendent/Principal's death, payment shall be made to his Estate.

7. Holidays. The Superintendent/Principal shall be entitled to all holidays granted to twelve (12) month staff in the District.

8. Personal Leave. The Superintendent/Principal shall be entitled to three (3) personal days, to attend to personal business during the school day, with full pay during the work year. Personal days may be taken during the school year with the prior permission of the Board President. As much advance notice as possible of the request to take personal time will be given. Personal day usage shall be reflected on time-off slips filed with the Board Secretary. Personal days are noncumulative and non-reimbursable.

9. Bereavement. The Superintendent/Principal shall have bereavement leave of up to five (5) work days for the death of the Superintendent/Principal's spouse, civil union partner, child, parents, parents-in-law, brother, and/or sister and up to three (3) days for the Superintendent/Principal's grandparents, brother/sister in-law or others who have resided in the Superintendent/Principal's household. An additional one (1) day of bereavement leave will be provided for the death of a relative not listed above.

10. Tax Sheltered Plans. The Board will make available to the Superintendent/Principal existing tax-sheltered annuity plans in the District. The Superintendent/Principal shall have the right at any time prior to the commencement of, or at any time during the Superintendent/Principal's employment, to take a reduction in salary and require the Board to use a corresponding matching amount up to five percent (5%) of the Superintendent/Principal's then annual salary to purchase a tax sheltered annuity and/or mutual fund investment in accordance with *N.J.S.A. 18A:66-127, et seq.* and applicable tax laws, including Sections 403 (b) and 457(b) of the Federal Internal Revenue Code. The maximum amount of reduction in salary authorized shall be the maximum tax deferral amount permitted by the Federal Internal Revenue Code. In no case shall the Board pay into the annuity any amount over and above the amount of the salary deduction, but rather, only the amount that corresponds to the deduction.

11. Job-Related Expenses. The Superintendent/Principal shall be reimbursed for actual mileage when using his personal vehicle for Board business as annually established by the Annual Appropriations Act or the New Jersey Office of Management and Budget. Reimbursement for the use of a personal vehicle shall be tendered only upon proof of compliance with applicable regulations and a detailed mileage log, which shall be presented to the Board of Education for approval at Board of Education meetings. Reimbursement shall also be given to the Superintendent/Principal for his cell phone up to \$100 a month, and it is understood that the Superintendent/Principal shall be permitted to utilize his cell for reasonable personal use in addition to use for official District business. The Superintendent/Principal shall also be provided with a computer and other necessary equipment in order to be able to work remotely on Board business from home.

12. Attendance Record. The Superintendent/Principal shall be responsible for filing a time-off slip, in advance of the time off, as set forth herein, or immediately upon his return to the District in the event of an unplanned absence, with the

administrative assistant to the Superintendent/Principal each time any leave is taken. The Superintendent/Principal and the Board President shall periodically review the Superintendent/Principal's attendance record to assure correctness.

13. Indemnification. The Board agrees that it shall defend, hold harmless, and indemnify the Superintendent/Principal from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent/Principal in his individual capacity or in his official capacity as agent and/or employee of the Board, subject to the provisions of *N.J.S.A. 18A:16-6* and 6.1, provided the incident, which is the subject of any such demand, claim, suit, action or legal proceeding, arose while the Superintendent/Principal was acting within the scope of his employment and the actions of the Superintendent/Principal upon which the demand, claim, suit, action or legal proceeding are based do not constitute actual fraud, actual malice, willful misconduct or an intentional wrong. If, in the good faith opinion of the Board Attorney, a conflict exists in regard to the defense of any claim, demand or action brought against his, and the position of the Board in relation thereto, the Superintendent/Principal may engage his own legal counsel, in which event the Board shall indemnify the Superintendent/Principal for the reasonable costs of his legal defense. The Board further agrees to cover the Superintendent/Principal under the Board's liability insurance policies, including employment practices liability coverage, in the minimum amount of \$1 million.

ARTICLE V

ANNUAL EVALUATION

A. The Board shall evaluate the performance of the Superintendent/Principal at least once a year on or before June 30th, in accordance with statutes, regulations and Board policy relating to Superintendent/Principal evaluation. **The evaluation of the Superintendent/Principal's performance regarding his duties as Principal will not be possible and has been waived by**

the Executive County Superintendent, as evidenced by her approval of this Agreement.

Each annual evaluation shall be in writing and shall represent a majority of the Board. Prior to its finalization, a copy of the evaluation shall be provided to the Superintendent/Principal, and the Superintendent/Principal and the Board shall meet to discuss the findings. The Board may meet in closed session to discuss the evaluation and the Superintendent/Principal's performance where a *Rice* notice has been served upon the Superintendent/Principal, giving notice that the Superintendent/Principal's employment will be discussed in closed session, and the Superintendent/Principal has not requested that the meeting be conducted in public. The evaluations shall be based upon the criteria adopted by the Board, the goals and objectives of the District, which shall include encouragement of student achievement, the responsibilities of the Superintendent/Principal as set forth in the job description for the position of Superintendent/Principal, the District's placement on the NJQSAC continuum (with respect to those DPRs that are within the Superintendent/Principal's control), and such other criteria as the State Board of Education shall by regulation prescribe. In the event that the Board determines that the performance of the Superintendent/Principal is unsatisfactory in any respect, it shall describe in writing, and in reasonable detail, the specific instances of unsatisfactory performance. The evaluation shall include specific recommendations for improvement in all instances where the Board deems performance to be unsatisfactory. The Superintendent/Principal shall have the right to respond in writing to the evaluation; this response shall become a permanent attachment to the evaluation in question. On or before June 1st of each year of this Contract, the Superintendent/Principal and the Board shall meet to review the evaluation format and to mutually determine the evaluation format to be used in the subsequent school year.

The final draft of the annual evaluation shall be adopted by the Board by June 30th of each year of this Contract. The Superintendent/Principal shall propose a schedule for evaluation for the next year to the Board President by the annual organization meeting each year.

B. Within sixty (60) days of the execution of this Contract, the parties shall meet to establish the District's goals and objectives for the ensuing school year. Said goals and objectives shall be reduced to writing and shall be among the criteria by which the Superintendent/Principal is evaluated, as hereinafter provided. On, or prior to, June 1 of each succeeding school year, the Parties will meet to establish the District's goals and objectives for the next succeeding school year, in the same manner and with the same effect as heretofore described.

C. The Parties also agree that the Board shall not hold any discussions regarding the Superintendent/Principal's employment, unless the Superintendent/Principal is given written notice at least forty-eight (48) hours in advance, is given the opportunity to address the Board in closed session, and is permitted to have a representative of his choosing speak on his behalf, except that the Board may exclude the Superintendent/Principal from its discussion regarding the development and finalization of his evaluation, or when a conflict of interest exists that requires his exclusion, as determined by the Board Attorney. In addition, the Board shall not hold any discussions with regard to the Superintendent/Principal's performance, or that may adversely affect the Superintendent/Principal's employment, in public session, unless the Superintendent/Principal requests that such discussions be held in public session, pursuant to the Open Public Meetings Act.

ARTICLE VI

TERMINATION OF CONTRACT

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

1. Failure to possess and maintain proper certification;

2. Revocation or suspension of the Superintendent/Principal's certificates, in which case this Contract shall be null and void as of the date of suspension or revocation, as required by *N.J.S.A. 18A: 17-15,1* ;
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 Superintendent/Principal, at least ninety (90) days prior to the expiration of this Contract (or by April 1, 2024), of the Board's intent not to renew this Contract; or
6. Material misrepresentation of employment and/or sexual background and history, educational and/or professional credentials relating to his position as a certificated educator, or of his criminal background, subject to *N.J.S.A. 18A:6-10*.
7. Failure to comply with the New Jersey First Law, *N.J.S.A. 52:14-7*.

B. In the event the Superintendent/Principal 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 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. Nothing in this Contract shall affect the Board's rights with regard to suspension under *N.J.S.A. 18A:6-8.3* and applicable case law.

D. The Superintendent/Principal may terminate this Employment Contract upon at least ninety (90) calendar days written notice to the Board, filed with the Board Secretary, of his intention to resign.

E. The Superintendent/Principal shall not be dismissed or reduced in compensation during the term of this Contract, except as authorized above and *N.J.S.A. 18A: 17-20.2*, provided, however, that the Board shall have the authority to relieve the Superintendent/Principal of the performance of his duties in accordance with *N.J.S.A. 18A:27-9*, so long as it continues to pay his salary and benefits for the duration of the term, subject, however, to, and *N.J.S.A. 18A:6-14*, if

applicable. The parties understand that any early termination must comply with the provisions of *P.L. 2007, c. 53, The School District Accountability Act*.

ARTICLE VII

RENEWAL/NON-RENEWAL

This Contract shall automatically renew for a term of three (3) years expiring June 30, 2027, unless either of the following occurs:

A. The Board by contract reappoints the Superintendent/Principal for a different term allowable by law; or

B. The Board notifies the Superintendent/Principal in writing no less than ninety (90) days before June 30, 2024 that he will not be reappointed at the end of the current term, in which case his employment as Superintendent/Principal shall cease upon the expiration of this Contract.

C. Pursuant to *N.J.S.A. 18A: 17-20.4*, the Superintendent/Principal retains all tenure rights accrued in any position which he previously held in the District. The Superintendent/Principal shall also continue to accrue seniority in all positions in which he achieved tenure in the District. The Superintendent/Principal shall have the right to assert all tenure and seniority rights in the event that the Board does not renew the Superintendent/Principal for any reason.

ARTICLE VIII

COMPLETE AGREEMENT

This Contract embodies the entire understanding between the parties hereto and cannot be varied except by written agreement of the undersigned parties, duly approved by the Executive County Superintendent, as required by law and regulation

ARTICLE IX

SAVINGS AND CONFLICTS CLAUSE

If, during the term of this Contract, it is found that a specific provision of the Contract is illegal under law or regulation, the remainder of the Contract not affected by the illegal provision shall remain in full force. In the event of any conflict between the terms, conditions and provisions of this Contract and the provisions of the Board's policies or any permissive federal or State law, the terms of this Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

ARTICLE X

RELEASE OF PERSONNEL INFORMATION PERSONNEL RECORDS

The Superintendent/Principal shall have the right, upon request, to review the contents of his personnel file and to receive copies at Board expense of any documents contained therein. He shall be entitled to have a representative accompany him during such review. At least once every year, the Superintendent/Principal shall have the right to indicate those documents and/or other materials in his file that he believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by his shall be destroyed, subject to State requirements pertaining the preservation an destruction of records, *N.J.A.C. 15:3-2.1*, et seq.

No material derogatory to the Superintendent/Principal's conduct, service, character, or personality shall be placed in his personnel file unless he has had an opportunity to review the material. The Superintendent/Principal shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Superintendent/Principal shall also have the right to submit a written answer to such material.

The Board acknowledges and agrees that disclosure of personnel information is governed by the Open Public Records Act, codified at *N.J.S.A. 47:1A-1*, et seq. Executive Order No. 11 (November 15, 1974), Executive Order No. 21 (July 8, 2002), Executive Order No. 26 (August 13, 2002), and case law interpreting them.

IN WITNESS WHEREOF, the parties have set their hands and seals to this Contract

effective on the day and year first above written.

**BOARD OF EDUCATION OF THE
GREAT MEADOWS REGIONAL
SCHOOL DISTRICT**

Brendan Gross, President

Michael Mai, Superintendent/Principal

Attest:

Eric Bumside, Board Secretary

GREAT MEADOWS REGIONAL

SUPERINTENDENT/PRINCIPAL

Detailed Statement of Contract Costs

District: GREAT MEADOWS REGIONAL				
Name: MR. MICHAEL MAI				
Job Title: SUPERINTENDENT/PRINCIPAL				
District Grade Span: K-8				
On Roll Students as of 10-15-19 : 629				
	Year1	Year 2	Year 3	Year 4
Contract Term:	2021-22	2022-23	2023-24	N/A
<u>Salary</u>				
Salary	\$ 155,000	\$ 158,100	\$ 162,262	\$ -
Amount for High School	\$ -	\$ -	\$ -	\$ -
Amount for Additional Position (Principal, etc.) *Describe:	\$ -	\$ -	\$ -	\$ -
Shared Service	\$ -	\$ -	\$ -	\$ -
Salary Increase (up to 2% for successive contracts)	\$ -	\$ -	\$ -	\$ -
Longevity	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL SALARY	\$ 155,000	\$ 158,100	\$ 162,262	\$ -
<u>Additional Salary</u>				
Quantitative Merit Goals	\$ -	\$ -	\$ -	\$ -
Qualitative Merit Goals	\$ -	\$ -	\$ -	\$ -
Additional Compensation - Describe:	\$ -	\$ -	\$ -	\$ -
Total Additional Salary	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL SALARY PLUS ADDITIONAL COMPENSATION	\$ 155,000	\$ 158,100	\$ 162,262	\$ -
<u>Total Premiums for:</u>				
Health Insurance	\$ 32,478	\$ 34,750	\$ 37,182	\$ -
Prescription Insurance	\$ 10,707	\$ 11,455	\$ 12,257	\$ -
Dental Insurance	\$ 2,258	\$ 2,370	\$ 2,488	\$ -
Vision Insurance	\$ 315	\$ 330	\$ 346	\$ -
Disability Insurance	\$ -	\$ -	\$ -	\$ -
Other Insurance - Describe:	\$ -	\$ -	\$ -	\$ -
Waiver of Benefits	\$ -	\$ -	\$ -	\$ -
Total Cost of Premiums	\$ 45,758	\$ 48,905	\$ 52,273	\$ -
Employee Contribution to Premiums as Per Law	\$ 16,015	\$ 17,117	\$ 18,295	\$ -
TOTAL HEALTH BENEFITS COMPENSATION	\$ 29,743	\$ 31,788	\$ 33,978	\$ -
<u>Other Compensation</u>				
Travel and Expense Reimbursement (Estimated Annual Cost)	\$ 1,200	\$ 1,200	\$ 1,200	\$ -
Professional Development (Capped Amount or Estimated Annual Cost)	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
Tuition Reimbursement	\$ -	\$ -	\$ -	\$ -
Mentoring Expenses - Describe:	\$ -	\$ -	\$ -	\$ -
National/State/County/Local/Other Dues	\$ 2,800	\$ 2,800	\$ 2,800	\$ -
Subscriptions	\$ 300	\$ 300	\$ 300	\$ -
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	\$ 1,200	\$ 1,200	\$ 1,200	\$ -
Computer for Home use, including supplies, maintenance, internet	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
Other-Describe: Tax Shelter	\$ 7,750	\$ 7,905	\$ 8,113	\$ -
TOTAL OTHER COMPENSATION	\$ 19,750	\$ 19,905	\$ 20,113	\$ -
<u>Sick and Vacation Compensation</u>				
Max Paid for Unused Sick Leave Upon Retirement	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
Max Paid for Unused Vacation Leave - Retirement or Separation	\$ 14,904	\$ 15,202	\$ 15,602	\$ -
Total Sick and Vacation Compensation	\$ 29,904	\$ 30,202	\$ 30,602	\$ -
TOTAL CONTRACT COSTS	\$ 234,397	\$ 239,995	\$ 246,955	\$ -

* Must be a valid DOE Position

Revised 5/16/17