

**MINE HILL BOARD OF EDUCATION  
42 CANFIELD AVENUE  
MINE HILL, NJ 07803**

**SCHOOL PRINCIPAL: 2023-24 EMPLOYMENT CONTRACT**

**ARTICLE I – AGREEMENT**

It is hereby agreed by and between the Board of Education of the Township of Mine Hill School District, (hereinafter called “Board”) with offices at Canfield Avenue School, 42 Canfield Avenue in Mine Hill, New Jersey, and Adam Zygmunt (hereinafter called “Principal”) that the said Board in accordance with its actions found in the minutes of the meeting held on June 5, 2023 did employ the said Adam Zygmunt, residing at 10 Midway Court in Rockaway, New Jersey 07866, as Principal for the Canfield Avenue School. Both parties agree that said employee shall perform the duties of Principal in and for the district as prescribed by the laws, rules, regulations of the State of New Jersey and by the policies, rules, and regulations made thereunder by the Board and any amendments thereto that may hereinafter become effective during the term of the Agreement, subject, however to the provisions of this Agreement.

**ARTICLE II – DURATION**

This Agreement is effective beginning July 1, 2023, through June 30, 2024.

**ARTICLE III – SALARY**

The Principal’s twelve (12) month salary for the length of this agreement will be \$151,505 (One hundred fifty-one thousand five hundred five dollars).

**ARTICLE IV – CERTIFICATION AND RESPONSIBILITIES**

- A. Certification  
The Principal shall maintain a current School Principal certificate issued by the New Jersey Department of Education. In the event the Principal’s certificate issued by the Department of Education is revoked, this contract is null and void as of the date of the certificate revocation. The Principal further agrees to comply with all other legal requirements with respect to his employment as a Principal.
- B. Responsibilities  
In consideration of the employment, salary, and fringe benefits established herein, the Principal hereby agrees to carry out and faithfully perform the duties of the office according to the job description of the Board, and in accordance with the laws of the State of New Jersey, the rules and regulations adopted by the State Board of Education, existing Board policies, and those adopted by the Board in the future.
- C. Outside Professional Activities  
The Principal shall devote his full-time attention and energy to the business of the administration of the Canfield Avenue School.

**ARTICLE V – MEDICAL BENEFITS**

- A. The Employee will contribute toward the cost of the health benefits premium in accordance with the provisions of Chapter 78, P.L.2011. The board will pay the balance cost of medical, dental, prescription and other health insurance coverage, if any, as are currently in existence or hereafter adopted in the District.

**ARTICLE VI – PROFESSIONAL DEVELOPMENT**

- A. Professional Conferences

The Principal may attend national, state and county conferences as approved by the Superintendent and with the prior concurrence of the Board. The Board will reimburse the Principal for certain expenses incurred, according to the provisions of the Board of Education policy and the laws of the State of New Jersey. All travel expenses shall be in accordance with OMB guidelines and N.J.S.A.18A:11-12 and N.J.A.C.6A:23-7 et seq.

B. Membership Fees

The Board shall pay the fees and/or dues to the county, state and national principal associations, as well as the Association for Supervision and Curriculum Development.

**ARTICLE VII – PAID ABSENCES**

Absences for personal reasons: The Principal shall be allowed to be absent for personal reasons without loss of pay in accordance with the following:

A. Bereavement

Five (5) days per occurrence shall be granted for death in the immediate family. Immediate family includes spouse, child, parent, father-in-law, mother-in-law, brother and sister.

B. Personal Business Matters

A total of five (5) days without loss of pay shall be allowed per school year.

C. Discretion of the Board

If additional days are required, a written request shall be presented to the Board for consideration.

D. Rules and Limitations

Personal days shall be subject to the following rules and limitations:

1. In order to take a personal day, the Principal shall provide forty-eight (48) hours written notice to the Superintendent in advance of the contemplated absence or such shorter notice as is practical in the situation.
2. In all events, personal days shall be non-cumulative, i.e. not be carried over from one school year to another.
3. The Superintendent shall have discretion in approving personal days requested before or after a holiday and consecutive personal days.

**ARTICLE VIII – SICK LEAVE**

A. The Principal shall receive twelve (12) sick days annually. Unused sick days shall be cumulative in accordance with the provisions of Title 18A.

B. In the event of serious illness, the Principal may request additional sick leave in accordance with the provisions of Title 18A.

C. In addition to his/her sick days, the Principal shall receive five (5) illnesses in family days.

**ARTICLE IX – JURY DUTY**

Time off for required jury duty will only be granted after the Principal has submitted a written request for postponement until a time that school is not in session. He shall be paid the difference between his regular pay and jury pay.

**ARTICLE X – VACATION LEAVE**

A. The total number of vacation days shall be twenty (20), accrued at the rate of one and seven tenths (1.7) per month. Unearned vacation days may be advanced with the approval of the Superintendent and should the employee leave before the end of the year, the employee would

