



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
DEPARTMENT OF EDUCATION
Sussex County Office of Education
262 White Lake Road
Sparta, NJ 07871
Tele: (973) 579-6996
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Angelica Allen-McMillan, Ed.D.
Acting Commissioner

DR. GAYLE CARRICK ED.D.
Executive County Superintendent

May 4, 2023

Dr. Scott Ripley, Superintendent
High Point Regional High School District
299 Pidgeon Hill Road
Sussex, NJ 07461

Dear Dr. Ripley:

I have reviewed the employment contract for James Minkewicz, School Business Administrator/Board Secretary, 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 the period July 1, 2023 to June 30, 2024 with an annual salary of \$145,582.

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

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

Kindly send a signed copy of the contract to our office.

Sincerely,

A handwritten signature in cursive script, reading "Gayle Carrick".

Gayle Carrick, Ed.D.
Executive County Superintendent

CC: James Minkewicz, School Business Administrator

BOARD OF EDUCATION
HIGH POINT REGIONAL HIGH SCHOOL

299 PIDGEON HILL ROAD - SUSSEX, NJ 07461-2733
fax 973-875-0904 www.hpregional.org

Seamus Campbell
Director of Curriculum & Instruction
973-875-3170
SCampbell@hpregional.org

Dr. Scott D. Ripley
Superintendent
973-875-7204
sripley@hpregional.org

James Minkewicz
Business Administrator/ Board Secretary
973-875-7205
jminkewicz@hpregional.org

ADMINISTRATIVE EMPLOYMENT CONTRACT
2023-2024

It is hereby agreed by and between the Board of Education of High Point Regional High School District, located in Sussex County, in the State of New Jersey (hereinafter called the Board) and **James Minkewicz** (hereinafter called School Business Administrator/Board Secretary) that the said Board, in accordance with its action as found in the minutes of the meeting held on **April 25, 2023**, has and does hereby employ the said **James Minkewicz** as School Business Administrator/Board Secretary for a period commencing on the **first day of July 2023 to the thirtieth day of June 2024**. Both parties agree that said employee shall perform the duties of School Business Administrator/Board Secretary in and for the public school in said district as prescribed by the laws of the State of New Jersey and by the rules and regulations made thereunder by the Board of Education of said district.

In consideration of an annual salary of **\$145,582.00**, for the period of **July 1, 2023**, through **June 30, 2024**, provided that the agreed upon Management Objectives are achieved. The annual salary shall be paid in equal semi-monthly installments in accordance with the policy of the Board governing payment of other professional staff members in the district. Pursuant to Chapter 78, P.L. 2011, the School Business Administrator will contribute toward health benefit costs as defined, unless waived.

A yearly evaluation of the School Business Administrator/Board Secretary's performance will be made by the Superintendent of Schools using a management by objectives format and reported to the Board of Education. That throughout the terms of this contract, the School Business Administrator/Board Secretary shall be subject to discharge for good and just causes, provided however that the Board does not arbitrarily or capriciously call for his/her dismissal and that the School Business Administrator/Board Secretary shall have the right to service of written charges, notice of hearing, and a fair hearing before the Board. If the School Business Administrator/Board Secretary chooses to be accompanied by legal counsel at the hearing, said legal expenses will be incurred by the School Business Administrator/Board Secretary.

It is agreed that the School Business Administrator/Board Secretary will furnish throughout the life of this contract a valid and appropriate certificate to act as School Business Administrator/Board Secretary in the State of New Jersey as directed by the Board of Education. Should this certificate be revoked, this contract shall be rendered null and void. The School Business Administrator/Board Secretary hereby agrees to devote his/her time, skill, labor, and attention to said employment during the term of this contract.

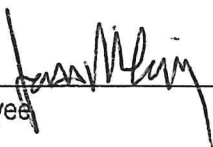
Upon written notice by the Board and/or the School Business Administrator/Board Secretary and upon sixty (60) days prior notice, this contract and the employment of the School Business Administrator/Board Secretary may be terminated without penalty or prejudice against either the Board or the School Business Administrator/Board Secretary. In this event, the Board shall pay to the School Business Administrator/Board Secretary all remuneration and benefits accrued but unpaid during the period of employment immediately prior to such termination.

The work year for the School Business Administrator/Board Secretary shall be twelve months. The School Business Administrator/Board Secretary shall be entitled to twenty four (24) vacation days, exclusive of legal or school holidays, shall be entitled to five (5) personal days, and shall be entitled to fourteen (14) days annual sick leave for the 2023-2024 school year. The School Business Administrator/Board Secretary will be permitted to carryover a maximum of 20 sick days from his previous employment at a one (1) for two (2) ratio. Upon separation any prorated unused vacation days will be paid at the per diem rate not to exceed a total of \$15,000. Up to five (5) Vacation days may be carried-over. Vacation days carry-over are for one year only. Unused personal days will be added to the School Business Administrator/Board Secretary's cumulative sick days at the rate of (2) personal days for (1) sick day subject to 18A:30-7. Sick leave days are cumulative to a maximum of 15 days per year. The School Business Administrator/Board Secretary shall receive compensation for unused sick leave upon retirement at a rate of \$125 per day to a maximum of 120 days of accumulated sick leave and not to exceed \$15,000. Personal days, professional leave days, and up to five (5) compensation days per year shall be granted with the approval of the Superintendent. Summer hours will be 8:30 a.m. to 4:00 p.m., four (4) days per week. Days to be approved by the Superintendent.

The School Business Administrator/Board Secretary shall be entitled to receive medical and insurance benefits. Health benefits may be waived, however, employee will not receive any remuneration for the waiver and must provide proof of other medical insurance coverage. If the Business Administrator/Board Secretary opts to secure disability insurance, the Board will finance up to \$1,000 toward the premium per year.

The School Business Administrator/Board Secretary is entitled to receive reimbursement for automobile mileage related to job travel pursuant to the NJOMB travel circular and N.J.A.C. 6A:23A-6.12. The School Business Administrator/Board Secretary is eligible to receive reimbursement for tuition, at \$550 per credit up to a maximum of \$8,250, for courses taken at an accredited institution of higher learning and must lead to a degree, and other costs related to continuing educational study, training, and development, etc., not to exceed \$300 annually, subject to the approval of the Superintendent. The School Business Administrator/Board Secretary shall become a member of professional administrative organizations and attend appropriate professional meetings at the local, county, state and national level, the expense of said membership and attendance to be incurred by the district up to \$1,690 per year, subject to the approval of the Superintendent. Attendance at conferences other than NJSBA and NJASBO must have prior approval of the Superintendent. The Board will secure Professional Liability & Bond Insurance for the School Business Administrator/Board Secretary. The Board will also provide the School Business Administrator/Board Secretary with a \$55 per month allowance towards the cost of his personal cell phone monthly bill.

Failure to fulfill the obligations agreed to in this contract will be viewed as a violation of the Administrators Code of Ethics and will be reported to the appropriate State Administrator's Association and the Commissioner of Education.



Employee

5-4-23

Date



President, Board of Education

05/04/23

Date

Detailed Statement of Contract Costs

District: High Point Regional High School

Name: James Minkewicz

Job Title: Interim Business Administrator

District Grade Span

On Roll Students as of 10-15

9 thru 12
816

Contract Term:

Salary

	2022-23	2023-24	Difference	% Inc
Salary	\$ 141,000	\$ 145,582	\$ 4,582	3.25%
Subcontracted Services	\$ -	-	-	
Longevity	\$ -	-	-	
Total Annual Salary	\$ 141,000	\$ 145,582	\$ 4,582	3.25%

Additional Salary

Quantitative Merit Goals	\$ -			
Qualitative Merit Goals	\$ -			
Additional Compensation - Describe:	\$ -			
Total Additional Salary	\$ -	-	#REF!	#REF!
Total Annual Salary plus Additional Salary	\$ 141,000	\$ 145,582	\$ 4,582	3.25%

Board Contribution for Cost of Premiums for:

Health Insurance - Waived	\$ -	\$ -		
Prescription Insurance - Waived	\$ -	\$ -		
Dental Insurance - Waived	\$ -	\$ -		
Vision Insurance	\$ -	\$ -		
Disability Insurance	\$ 1,000	\$ 1,000		
Long-term Care Insurance	\$ -	\$ -		
Life Insurance	\$ -	\$ -		
Other Insurance - Describe:	\$ -	\$ -		
Waiver of Benefits	\$ -	\$ -		
Section 125 Plan Reimbursements - Describe:	\$ -	\$ -		
Board Contribution for Cost of Premiums	\$ 1,000	\$ 1,000	\$ -	0.00%
Employee contribution to health benefits as per law	\$ -	\$ -	#REF!	#REF!
Total Health Benefit Compensation	\$ 1,000	\$ 1,000	\$ -	0.00%

Other Compensation

Travel and Expense Reimbursement (Estimated Annual Cost)	\$ 500	\$ 500		
Professional Development (Capped Amount or Estimated Annual Cost)	\$ 500	\$ 500		
Tuition Reimbursement	\$ 8,250	\$ 8,250		
Mentoring Expenses - Describe:	\$ -	\$ -		
National/State/County/Local/Other Dues	\$ 1,690	\$ 1,690		
Subscriptions	\$ 300	\$ 300		
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	\$ 660	\$ 660		
Computer for Home use, including supplies, maintenance, internet	\$ -	\$ -		
Other - Describe: Professional Liability Insurance & Bond Insurance	\$ 812	\$ 812		
Total Other Compensation	\$ 12,712	\$ 12,712	\$ -	0.00%

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	\$ 15,000	\$ 15,000		
Total Sick and Vacation Compensation	\$ 30,000	\$ 30,000		
TOTAL CONTRACT COSTS	\$ 184,712	\$ 189,294	\$ 4,582	2.48%