

APRIL 28, 2020

ELEMENTARY SCHOOL PERSONNEL

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING ELEMENTARY SCHOOL PERSONNEL TO THE BOARD OF EDUCATION:

2020-2021 Staffing

Recommend approval of the non-tenure, attaining tenure and tenured teaching staff for the **2020-2021 SY**, as per **Document 5-1.**

Recommend approval of the tenured elementary school administrators for the **2020-2021 SY**, as per **Document 5-2.**

Recommend approval of the tenured secretarial staff for the **2020-2021 SY**, as per **Document 5-3.**

Recommend approval of the paraprofessional staff for the **2020-2021 SY**, as per **Document 5-4.**

Recommend approval of the custodial staff for the **2020-2021 SY**, as per **Document 5-5.**

Recommend approval of the non-affiliated security staff for the **2020-2021 SY**, as per **Document 5-6.**

Leave of Absence

Recommend approval of the request for **TCH.ES.ELEM.03.17** (4673) to take a leave of absence from on or about 9/1/2020 through on or about 12/8/2020 with an expected return date of on or about 12/9/2020 as follows:

- Paid Sick leave 9/1/2020 through 9/9/2020 (using 3 accumulated sick days)
- Unpaid FMLA/NJFLA child bonding leave 9/10/2020 through 12/8/2020

Recommend approval of the request for **TCH.ES.ELEM.04.06** (4594) to take a leave of absence from on or about 9/1/2020 through on or about 3/19/2021 with an expected return date of on or about 3/22/2021 as follows:

- Unpaid FMLA/NJFLA child bonding leave 9/1/2020 through 12/3/2020
- Unpaid personal leave of absence 12/4/2020 through 3/19/2021

ES TEACHING STAFF 2020-2021 SY

DOCUMENT 5-1

TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	STEP	LONGEVITY
Akins	Luke	Teacher MA	59,000.00	5-5A	0.00
Boyne	Alissa	Teacher MA	71,375.00	9	175.00
Bradley	Linda	Teacher BA	80,175.00	12	0.00
Brown	Lauren	Teacher BA	59,400.00	6A	0.00
Calabrese-Buss	Lauren	Teacher BA	72,925.00	10	175.00
Clark	Eric	Teacher BA	76,625.00	11	0.00
Demattia	Gina	Teacher BA	58,200.00	6	0.00
Demuro	Jeffrey	Teacher MA	93,375.00	15	800.00
Dullea	Meghan	Teacher BA	57,000.00	5-5A	0.00
Eastmond	Carrie	Teacher MA	69,050.00	8A	175.00
Femenella	Cheryl	Teacher MA	64,750.00	7A	175.00
Gliddon	Amelia	Teacher BA	57,000.00	5-5A	0.00
Gordon	Brenan	Teacher MA	59,000.00	5-5A	0.00
Hill	Sandra Jo	Teacher BA	87,375.00	14	800.00
Jones	Jestine	Teacher BA	67,050.00	8A	175.00
Kappy	Catherine	Teacher MA	89,375.00	14	800.00
Kehoe	Deborah	Teacher BA	87,375.00	14	500.00
Kelly	Lauren	Teacher BA	62,750.00	7A	0.00
Kirk	Cynthia	Teacher BA	91,375.00	15	1,200.00
Kopec	Oriana	Teacher DOC	91,375.00	14	175.00
Kuriscak	Kindle	Teacher BA	67,050.00	8A	175.00
Lamorticella	Ann Marie	Teacher MA	89,375.00	14	800.00
Levy	Mark	Teacher MA	74,925.00	10	500.00
Leybovich	Alyse	Teacher MA	64,750.00	7A	0.00
Manser	Andrew	Teacher BA	67,050.00	8A	175.00
Markovitch	Robert	Teacher BA	80,175.00	12	500.00
Mazza	Melissa	Teacher BA	80,175.00	12	175.00
Mccann	Brian	Teacher DOC	73,375.00	9	175.00
Mcmullen	Jaimee	Teacher BA	57,000.00	5-5A	0.00
Mead	Donna	Teacher MA	82,175.00	12	500.00
Minutoli	Kristen	Teacher BA	67,050.00	8A	175.00
Niemasz	Desiree	Teacher BA	91,375.00	15	500.00
Pierce	Kristine	Teacher BA	80,175.00	12	175.00
Reichey	Teresa	Teacher MA	82,175.00	12	500.00

ES TEACHING STAFF 2020-2021 SY

DOCUMENT 5-1

Reid	Marc	Teacher MA	93,375.00	15	500.00
Reo	Patricia	Teacher BA	59,400.00	6A	175.00
Rodriguez	Carmen	Teacher MA	82,175.00	12	500.00
Romano	Danielle	Teacher BA	59,400.00	6A	0.00
Rostron	Jenny	Teacher MA	61,400.00	6A	0.00
Rotante	Justine	Teacher BA	57,000.00	5-5A	0.00
Russoniello	Thomas	Teacher MA	82,175.00	12	500.00
Saake	Heather	Teacher MA	61,400.00	6A	0.00
Sanders	Nancy	Teacher DOC - 11 Mnt	104,913.00	15	800.00
Savage	Teresa	Teacher DOC - 11 Mnt	78,155.00	8A	175.00
Sayre	Michele	Teacher MA	71,375.00	9	175.00
Snel	Brianna	Teacher MA	60,200.00	6	0.00
Stonaker	Kathleen	Teacher MA - 11month	78,513.00	9	0.00
Sullivan	Kali	Teacher BA	57,000.00	5-5A	0.00
Taft	Catherine	Teacher BA	80,175.00	12	500.00
Trischitta	Andrea	Teacher DOC	91,375.00	14	500.00
Trumpbour	Teresa	Teacher BA	91,375.00	15	1,200.00
Vayas	Valerie	Teacher BA	80,175.00	12	500.00
Wahl	Laura Jensen	Teacher BA	80,175.00	12	800.00
Wahl	Kirt	Teacher BA	80,175.00	12	500.00
Walsh	Christin	Teacher DOC	84,175.00	12	175.00
Ward	Kimberly	Teacher MA	69,050.00	8A	0.00
Wells	Jill	Teacher DOC	95,375.00	15	500.00
Woytowicz	Jessica	Teacher BA	57,000.00	5-5A	0.00

ATTAINING TENURE

LASTNAME	FIRSTNAME	JOBTITLE	RUNAMT1	STEPDESC1	RUNAMT2
Melfi	Christine	Teacher MA	57,800.00	4	0.00
Rice	Christine	Teacher MA	59,000.00	5-5A	0.00
Walling	Elizabeth	Teacher BA	57,000.00	5-5A	0.00

ES TEACHING STAFF 2020-2021 SY

DOCUMENT 5-1

LASTNAME FIRSTNAME JOBTITLE RUNAMT1 STEPDESC1 RUNAMT2

NON TENURE STAFF

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	STEP	LONGEVITY
Cinelli	Anthony	Teacher MA	59,000.00	5-5A	0.00
Ciufo	Margaret	Teacher BA	69,375.00	9	0.00
Deegan	Suzanne	Teacher BA	59,400.00	6A	0.00
Destefano	Nicole	Teacher MA	59,000.00	5-5A	0.00
Gordon	Sarah	Teacher BA	54,500.00	2-3	0.00
Kelly	Pamela	Teacher MA	74,925.00	10	0.00
Melillo	Marissa	Teacher BA	55,800.00	4	0.00
Michalitsianos	Alicia	Teacher MA (50%)	30,100.00	6	0.00
Murin	Kimberly	Teacher BA	59,400.00	6A	0.00
Pape	Michael	Teacher BA	57,000.00	5-5A	0.00
Rieth	Juliana	Teacher MA	61,400.00	6A	0.00
Wemple	Elyse	Teacher BA	54,500.00	2-3	0.00

ES ADMINISTRATORS
2020-2021 School Year

TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Graziano	Colleen	ES Principal	\$169,150.00	\$3,000.00
Kirk	Richard	ES Asst. Principal	\$162,209.00	\$3,000.00
Roach	Justin	ES Supervisor	\$106,441.00	N/A

APRIL 28, 2020

DOCUMENT 5-3

**ES SECRETARIAL STAFF
2020-2021 School Year**

TENURE STAFF

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	STEP	LONGEVITY
Eckart	Durell	Secretary-12 Mo	\$55,375.00	9	\$800.00
Gale	Kelly	Secretary-12 Mo	\$52,500.00	6-7	\$0.00
Gallant	Patricia	Secretary-12 Mo	\$55,375.00	9	\$700.00
King	Catherine	Secretary-12 Mo	\$55,375.00	9	\$800.00

APRIL 28, 2020

DOCUMENT 5-4

ES PARAPROFESSIONAL STAFF
2020-2021 School Year

LASTNAME	FIRSTNAME	STEP	HOURS	HOURLY RATE	LONGEVITY
Barlett	Christine	4	4.0	\$22.94	\$0.00
Bertscha	William	3	7.0	\$22.45	\$0.00
Casner	Kimberly	3	5.0	\$22.45	\$0.00
Collins	Sandra	4	7.0	\$22.94	\$500.00
Dailey	Katherine	4	4.0	\$22.94	\$0.00
Degennaro	Sheri	4	7.0	\$22.94	\$0.00
Kufel	Nicole	3	7.0	\$22.45	\$0.00
Kurani	Danielle	4	4.0	\$22.94	\$0.00
Le Blanc	Nancy	4	7.0	\$22.94	\$500.00
McCarthy	Mary	4	7.0	\$22.94	\$0.00
Mclaughlin	Elizabeth	4	7.0	\$22.94	\$500.00
Morton	Roberta	2	7.0	\$22.05	\$0.00
Rosko	Kristine	4	7.0	\$22.94	\$0.00
Triggiano	Patricia	4	7.0	\$22.94	\$500.00
Walsh	Jeanne	2	4.0	\$22.05	\$0.00
White	Madonna	4	6.5	\$22.94	\$600.00

(Funded by Spring Lake Heights School Dist)

April 28, 2020

DOCUMENT 5-5

ES CUSTODIAL STAFF
2020-2021 School Year

LASTNAME	FIRSTNAME	JOBTITLE	STEP	SALARY	NIGHT SHIFT ADDITIONAL COMPENSATION	BLACK SEAL LICENSE	LONGEVITY
Dease	Mary	Custodian	13	\$48,077.00		\$450.00	\$1,400.00
Hayden	Harry	Custodian	10	\$44,577.00		\$450.00	\$400.00
Rehbein	Dennis	Custodian-Night	15	\$51,357.00	\$4,280.00	\$450.00	\$1,400.00
Sommers	Joseph	Custodian-Night	16	\$53,557.00	\$4,463.00	\$450.00	\$1,500.00
Timpani	Santo	Custodian-Night	13	\$48,077.00	\$4,006.00	\$450.00	\$1,400.00
Zuna	Carlos	Custodian-Night	13	\$48,077.00	\$4,006.00	\$450.00	\$1,300.00

**ES NON-AFFILIATED SECURITY STAFF
2020 - 2021 School Year**

Last Name	First Name	Job Title	Salary
Langdon	Daniel	Part-Time School Safety Officer (* 185 work days, 5 hr/day) (No benefits)	\$28,675.00
Pelly	William	Part-Time School Safety Officer (* 185 work days, 5 hr/day) (No benefits)	\$28,675.00

Additional work hours as assigned and pre-authorized by supervisor on an as-needed basis will be compensated at a rate of \$31.00 per hour.

APRIL 28, 2020

HIGH SCHOOL PERSONNEL

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING HIGH SCHOOL PERSONNEL TO THE BOARD OF EDUCATION:

2020-2021 Staffing

Recommend approval of the *revised* appointment of **Melissa Galano**, TCH.HS.DNCE.FL.01, from Part-Time Teacher of Dance (33%) to Full-Time Teacher of Dance, effective September 1, 2020.

Recommend approval of the *revised* appointment of **Michelle Picker**, SEC.HS.SCFD.NA.01, from Part-Time Secretary for Facilities (39%) to Full-Time Secretary for Facilities, effective July 1, 2020.

Recommend approval of the non-tenure, attaining tenure and tenured teaching staff for the **2020-2021 SY**, as per **Document O-1**.

Recommend approval of the non-tenure and tenured high school and district administrators for the **2020-2021 SY**, as per **Document O-2**.

Recommend approval of the non-tenure, attaining tenure and tenured secretarial staff for the **2020-2021 SY**, as per **Document O-3**.

Recommend approval of the paraprofessional staff for the **2020-2021 SY**, as per **Document O-4**.

Recommend approval of the custodial staff for the **2020-2021 SY**, as per **Document O-5**.

Recommend approval of the confidential non-affiliated tenured district support staff for the **2020-2021 SY**, as per **Document O-6**.

Recommend approval of the non-affiliated district support staff for the **2020-2021 SY**, as per **Document O-7**.

Recommend approval of the non-affiliated security staff for the **2020-2021 SY**, as per **Document O-8**.

Recommend approval of the contract of **Peter Crawley**, ADM.BO.SBA.NA.01, as Business Administrator/Board Secretary for the **2020-2021 SY**, as per **Document O-9**. This contract has been reviewed and approved by the Executive County Superintendent in accordance with N.J.A.C. 6A:23A-3.1.

Recommend approval of the contract of **Jesse Place**, ADM.BO.ASSTSUP.NA.01, as Assistant Superintendent for the **2020-2021 SY**, as per **Document O-10**. This contract has been reviewed and approved by the Executive County Superintendent in accordance with N.J.A.C. 6A:23A-3.1.

Recommend approval of the contract of **Lesley Kenney**, ADM.HS.GUI.FL.03, as Director of School Counseling Services for the **2020-2021 SY**, as per **Document O-11**.

DOCUMENT O

Recommend approval of the contract of **Richard Coppola**, ADM.HS.CUIN.NA.01, as Director of Curriculum and Instruction for the **2020-2021 SY**, as per **Document O-12**.

Additional Compensation

Recommend the *revised* approval of the following teacher to teach an additional high school class for the 2019-2020 school year, previously approved on February 25, 2020:

Teacher	Subject Area	Term	Compensation
Hallion, David	Mathematics/Special Education	on/about 3/25/20 – 6/22/20 <i>(previously 3/30/20)</i>	\$7,500.00/year pro-rated for 56 school days = \$2,283.00

Athletics/Addendum “C” Advisors

Recommend approval of the following **club advisors** for the 2019-2020 SY:

Club/Team	Advisor	Step	Stipend
ASL Club – American Sign Language	Kristin Radzinsky	N/A	<i>None – Volunteer</i>

Resignation

Recommend approval of the resignation of **Diane Hordeman**, CUS.HS.CUST.NA.01, effective May 9, 2020.

HS TEACHING STAFF 2020-2021 SY

DOCUMENT O-1

TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	STEP	LONGEVITY
Anderson	Carol	Teacher BA	69,375.00	9	175.00
Basaman	Ryan	Teacher MA	93,375.00	15	175.00
Bilodeau	Wilfred	Teacher BA	91,375.00	15	175.00
Bontales	Cheryl	Teacher MA	93,375.00	15	500.00
Bryant	Jason	Teacher DOC	95,375.00	15	500.00
Buckley	Barbara	Teacher DOC	95,375.00	15	800.00
Busco	Leigh	Teacher MA	74,925.00	10	0.00
Buss	Kristen	Teacher BA	91,375.00	15	175.00
Certo	Amy	Teacher BA	80,175.00	12	500.00
Cosse	Pamela	Teacher MA - 11month	102,713.00	15	500.00
Craig	Christopher	Teacher MA	59,000.00	5-5A	0.00
Crowning	Lisa	Teacher BA	91,375.00	15	800.00
Driscoll	John	Teacher DOC	95,375.00	15	800.00
Duggan	Lauren	Teacher MA	71,375.00	9	175.00
Dyer	Jennifer	Teacher BA (50%HS, 50%E	69,375.00	9	0.00
Edwards	Amy	Teacher MA	59,000.00	5-5A	0.00
Eldridge	Maria	Teacher MA	93,375.00	15	500.00
Fagen	James	Teacher DOC	73,375.00	9	175.00
Fenlon	Monica	Teacher BA	69,375.00	9	175.00
Freda	James	Teacher DOC	95,375.00	15	1,200.00
Glenn Iv	Thomas	Teacher BA	80,175.00	12	500.00
Griffith	Allyson	Teacher MA	71,375.00	9	0.00
Hall	Joann	Teacher BA	57,000.00	5-5A	0.00
Hallion	David	Teacher BA	67,050.00	8A	175.00
Harvey Jr	Harry	Teacher MA	93,375.00	15	1,200.00
Heeter	Meredith	Teacher MA	82,175.00	12	500.00
Hillman	Meghan	Teacher MA	71,375.00	9	175.00
Hoeler	Linda	Teacher MA	59,000.00	5-5A	0.00
Hoffman	Erich	Teacher MA - 11month	102,713.00	15	500.00
Hoffman	Jeffrey	Teacher BA	57,000.00	5-5A	0.00
Hyland	Kevin	Athletic Trainer-12month	103,608.00	5	800.00
Keller-Kaas	Sharon	Teacher DOC	76,925.00	10	500.00
Knitter	Nancy	Teacher MA	71,375.00	9	0.00

HS TEACHING STAFF 2020-2021 SY

DOCUMENT O-1

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	STEP	LONGEVITY
Koenig	Lorraine	Teacher BA	57,000.00	5-5A	0.00
Kozic	Claire	Teacher MA	74,925.00	10	500.00
Kukoda	Lisa	Teacher BA 11 Months	73,755.00	8A	175.00
Larkin	Courtney	Teacher MA	60,200.00	6	0.00
Lee	Brian	Teacher BA	80,175.00	12	175.00
Lobosco	Joanne	Teacher BA	91,375.00	15	500.00
Lomas	Brett	Teacher DOC	84,175.00	12	175.00
Lord	Susan	Teacher DOC - 11 Mnt	104,913.00	15	175.00
Marco	Marisa	Teacher BA	57,000.00	5-5A	0.00
Martucci	Gina	Teacher MA	93,375.00	15	500.00
Mawn	James	Teacher MA	93,375.00	15	1,200.00
McHugh	Chryseis	Teacher BA	69,375.00	9	175.00
Minutoli	Jason	Teacher BA	69,375.00	9	175.00
Moore	Jill	Teacher BA	91,375.00	15	1,200.00
Morris	Meredith	Teacher BA	59,400.00	6A	0.00
Mura	Jennifer	Teacher MA	93,375.00	15	800.00
Narucki	Alicia	Teacher MA	69,050.00	8A	0.00
Onorato	Jamie	Teacher MA	69,050.00	8A	175.00
Pagano	Nicole	Teacher MA	60,200.00	6	0.00
Price	Julian	Teacher BA	91,375.00	15	1,200.00
Puryear	Pamela	Teacher DOC	95,375.00	15	500.00
Radzinsky	Kristin	Teacher BA	80,175.00	12	500.00
Rostron	Brian	Teacher BA	67,050.00	8A	0.00
Russo	Rosa	Teacher BA	62,750.00	7A	0.00
Santucci	Jill	Teacher BA	72,925.00	10	500.00
Schaad	Matthew	Teacher MA	89,375.00	14	500.00
Snyder	Jason	Teacher BA	57,000.00	5-5A	0.00
Treney	Carolyn	Teacher BA	80,175.00	12	500.00
Van Pelt Jr	Dennis	Teacher BA	87,375.00	14	800.00
Voorhees	Megan	Teacher BA	57,000.00	5-5A	0.00
Voskian	Matthew	Teacher BA	59,400.00	6A	0.00
Waldeyer	Robert	Teacher BA	91,375.00	15	500.00
Wasnesky	Eric	Teacher MA	74,925.00	10	500.00
Weisert	Lee	Teacher DOC	95,375.00	15	1,200.00
Zdanowicz	Kristen	Teacher BA	91,375.00	15	800.00

HS TEACHING STAFF 2020-2021 SY

DOCUMENT O-1

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	STEP	LONGEVITY
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ATTAINING TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	STEP	LONGEVITY
Balon	Kelly	Teacher MA - 11month	94,353.00	13	0.00
Herman	Alexis	Teacher MA	61,400.00	6A	0.00
Rudder	Elizabeth	Teacher MA - 11month	82,418.00	10	0.00
Shibla	Brent	Teacher MA	57,800.00	4	0.00
Virok	Christina	Teacher MA	61,400.00	6A	0.00

NON TENURE STAFF

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	STEP	LONGEVITY
Badami	Brianna	Teacher BA	54,500.00	2-3	0.00
Critelli	Ryan	Teacher BA	55,800.00	4	0.00
Dugan	Kiernan	Teacher BA	58,200.00	6	0.00
Eggie	Carlyann	Teacher BA	55,800.00	4	0.00
Festa	Katelyn	Teacher MA	64,750.00	7A	0.00
Galano	Melissa	Teacher BA	54,500.00	2-3	0.00
Graf	Ryan	Teacher MA	59,000.00	5-5A	0.00
Hodnett	Heidi	Teacher BA	76,625.00	11	0.00
Lacarrubba	Joseph	Teacher BA	59,400.00	6A	0.00
Petriella	Adam	Teacher MA	56,500.00	2-3	0.00
Podos	Geniene	Teacher MA	57,800.00	4	0.00
Saliski	Lauren	Teacher MA	57,800.00	4	0.00
Sawicki	Katharine	Teacher BA	62,750.00	7A	0.00
Steinberg	Susan	Teacher MA - 11month	67,540.00	6A	0.00
Szenzenstein	Jacqueline	Teacher BA	58,200.00	6	0.00
Testa	Alicia	Teacher MA	60,200.00	6	0.00
Thieme	Lauren	Teacher BA	80,175.00	12	0.00
Warncke	Dana	Teacher BA	55,800.00	4	0.00
Wiemken	Ryan	Teacher BA	58,200.00	6	0.00
Witt	Jodi	Teacher MA	60,200.00	6	0.00

HS/DISTRICT ADMINISTRATORS
2020-2021 School Year

TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Bramley	Donald	HS Asst. Principal	\$151,858.00	\$1,000.00
Cahill	Peter	Supervisor of Athletics and Co-Curricular Activities	\$155,677.00	\$3,000.00
Murin	Craig	Supervisor	\$122,582.00	\$1,500.00
Polak	Margaret	Supv Spec Services	\$152,477.00	\$3,000.00
Read	Richard	HS Asst. Principal	\$125,352.00	\$2,500.00

NON TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Goodall	Robert	HS Principal	\$183,476.00	N/A

April 28, 2020

DOCUMENT O-3

**HS SECRETARIAL STAFF
2020-2021 School Year**

TENURE STAFF

LASTNAME	FIRSTNAME	JOBTITLE	STEP	SALARY	LONGEVITY
Mahon	Kathleen	Secretary-12 Mo	9	\$55,375.00	\$700.00
Price	Bailey	Secretary-12 Mo	6-7	\$52,500.00	\$0.00

ATTAINING TENURE

LASTNAME	FIRSTNAME	JOBTITLE	STEP	SALARY	LONGEVITY
Winter	Stephanie	Secretary-12 Mo	4-5	\$51,320.00	\$0.00

NON TENURE STAFF

LASTNAME	FIRSTNAME	JOBTITLE	STEP	SALARY	LONGEVITY
Lovell	Kara	Secretary-12 Mo	3	\$50,420.00	\$0.00
Maloney	Carol	Part-Time Secretary-12 Mo (26%)	2	\$12,845.00	\$0.00
Picker	Michelle	Secretary-12 Mo	2	\$49,520.00	\$0.00
Read	Richard	Secretary-12 Mo	4-5	\$51,320.00	\$0.00

APRIL 28, 2020

DOCUMENT O-4

HS PARAPROFESSIONAL STAFF
2020-2021 School Year

LASTNAME	FIRSTNAME	STEP	HOURS	HOURLY RATE	LONGEVITY
Gerlach	Dorothy	4	7.0	\$22.94	\$600.00
Manovill	Donya	4	7.0	\$22.94	\$600.00
Sterner	Autumn	2	7.0	\$22.05	\$0.00

April 28, 2020

DOCUMENT O-5

HS CUSTODIAL STAFF

2020-2021 School Year

LASTNAME	FIRSTNAME	JOBTITLE	STEP	SALARY	NIGHT SHIFT ADDITIONAL COMPENSATION	BLACK SEAL LICENSE	LONGEVITY	CUSTODIAN OF GROUNDS STIPEND
Dayton	Logan	Custodian - Grounds	4-6	\$40,182.00		\$0.00	\$0.00	\$0.00
Dichiara	Salvatore	Custodian	13	\$48,077.00		\$450.00	\$1,400.00	\$0.00
Faden	Steven	Custodian-Night	10	\$44,577.00	\$3,715.00	\$450.00	\$400.00	\$0.00
Guzman	Luis	Custodian-Night	2	\$39,382.00	\$3,282.00	\$0.00	\$0.00	\$0.00
Guzman	Pastor	Custodian-Night	11	\$45,677.00	\$3,806.00	\$450.00	\$1,300.00	\$0.00
Herrmann	John	Custodian - Grounds	4-6	\$40,182.00		\$0.00	\$0.00	\$0.00
Reichey	Thomas	Custodian - Grounds	10	\$44,577.00		\$450.00	\$400.00	\$625.00
Richey	Kevin	Custodian - Grounds	4-6	\$40,182.00		\$450.00	\$0.00	\$0.00
Smith	John	Custodian-Night	4-6	\$40,182.00	\$3,349.00	\$450.00	\$0.00	\$0.00

DISTRICT NON-AFFILIATED CONFIDENTIAL SUPPORT STAFF

2020-2021 School Year

Tenured Staff

	2020-2021	
Name	Salary	Longevity
Attilio, Maria	\$ 61,942.00	\$ 1,250.00
Dietrick, JoAnn	\$ 61,446.00	\$ 500.00
Disoteo, Teresa	\$ 52,060.00	\$ 500.00
Freeman, Sandra	\$ 67,591.00	\$ 1,250.00
Hudson, Tara	\$ 52,060.00	\$ 500.00
Jost, Cynthia	\$ 55,940.00	\$ 750.00
Read, Kimberly	\$ 82,417.00	\$ 1,750.00

**DISTRICT NON-AFFILIATED SUPPORT STAFF
2020 - 2021 School Year**

Last Name	First Name	Job Title	Salary	Longevity/Stipend (if applicable)
Bock	Nicholas	Technology Specialist	\$52,961.00	N/A
Caci	Dylan	Technology Assistant (* Part-Time, 5 hr/day, school calendar + summer schedule) (No benefits)	\$15,525.00	N/A
Clayton	Timothy	School Security Coordinator	\$65,351.00	N/A
Egan	James	Technology Specialist	\$78,358.00	\$400.00 Longevity
Hudson	Matthew	Custodial Supervisor	\$78,207.00	\$450.00 Boiler License \$1,200.00 Longevity
Johansen	Michael	Strength and Conditioning Coach (* 185 work days, 8 hr/day)	\$61,211.00	N/A
Rodger	Marc	Head Custodian	\$51,516.00	\$450.00 Boiler License
Scott	Frank	Computer Network Eng	\$113,674.00	\$700.00 Longevity

*Full time, 12-months unless noted with **

**HS NON-AFFILIATED SECURITY STAFF
2020 - 2021 School Year**

Last Name	First Name	Job Title	Salary
Clayton	Donald	Part-Time School Safety Officer (* 185 work days, 5 hr/day) (No benefits)	\$28,675.00
Murphy	Jeremiah	Part-Time School Safety Officer (* 185 work days, 5 hr/day) (No benefits)	\$28,675.00
White	Michael	Part-Time School Safety Officer (* 185 work days, 5 hr/day) (No benefits)	\$28,675.00

Additional work hours as assigned and pre-authorized by supervisor on an as-needed basis will be compensated at a rate of \$31.00 per hour.

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **28th day of April 2020**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

PETER CRAWLEY, whose address is (hereinafter “Business Administrator”).

WITNESSETH

WHEREAS, the Board and the Business Administrator believe that a written contract of employment is necessary to specifically describe their relationship and to serve as the basis of effective communication between them; and

WHEREAS, the Board offered the Business Administrator the position of School Business Administrator/Board Secretary effective **July 1, 2020**, and he has accepted the Board’s offer; and

WHEREAS, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **April 28, 2020**, subject to approval by the Executive County Superintendent of Schools and has authorized the President of the Board to execute this Contract of Employment.

NOW, THEREFORE, the Board and the Business Administrator, for the consideration herein specified, agree as follows:

1. **TERM**

The Board hereby agrees to employ Peter Crawley as the Business Administrator/Board Secretary for the period beginning **July 1, 2020** and expiring at midnight on **June 30, 2021**.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. Certification:

The Business Administrator shall maintain a current and valid certificate issued by the New Jersey Department of Education for the position of Business Administrator/Board Secretary. In the event the Business Administrator’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 Business Administrator further agrees to comply with all other legal requirements respecting the employment of a Business Administrator.

B. Duties:

The duties and responsibilities of the Business Administrator shall include those prescribed by statute, code, and the Board-approved job description. The Board's job description for School Business Administrator/Board Secretary is specifically incorporated herein, by reference as describing the Business Administrator's duties.

3. **PROFESSIONAL GROWTH OF BUSINESS ADMINISTRATOR**

The Board and the Business Administrator recognize the value to the District of the continuing professional growth and development of the Business Administrator. The Board encourages the continuing professional growth of the Business Administrator through his participation as he and the Superintendent might decide, in light of his professional responsibilities as the Business Administrator, in the following ways:

- A. The operations, programs and other activities conducted or sponsored by local, county, and state professional associations during the school day where necessary, upon written request to, and the prior approval of the Superintendent, including but not limited to, conferences, conventions, and workshops;
- B. Seminars and courses offered by public or private educational institutions;
- C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Business Administrator to perform his professional responsibilities for the Board;
- D. Visits to other institutions; and
- E. Other activities promoting the professional growth of the Business Administrator.

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Business Administrator's knowledge and expertise in the field of education and administration shall be paid for/reimbursed by the Board in accordance with law. Such payments or reimbursements, shall be made in accordance with, including any amendments or revisions thereto, the OMB travel circular provisions, the general requirements of N.J.S.A. 18A:11-12, the New Jersey administrative code, Board policy, and upon prior approval of the Superintendent and the Board. The Business Administrator shall follow Board policy and applicable law in supplying the necessary documentation for reimbursement.

4. **COMPENSATION**

A. Salary:

The Board shall pay the Business Administrator an annual salary of **ONE HUNDRED THIRTY THOUSAND FOUR HUNDRED TEN DOLLARS (\$130,410)**, for his term of employment. This annual salary shall be paid to the Business Administrator in accordance with the payroll schedule for other certified employees. Any changes/modifications to this Contract of Employment must have the prior approval of the Executive County Superintendent of Schools.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Business Administrator shall be granted twenty five (25) vacation days annually calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Business Administrator on **July 1, 2020**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Business Administrator from using all of his allotted vacation days in a given year, he may carry over up to ten (10) unused vacation days to be used during the next year pursuant to law. Any vacation days carried over from the previous year that are not used shall be forfeited. Should the Business Administrator not be reappointed for the **2021-2022** school year, he shall be compensated for up to ten (10) unused vacation days calculated at the rate of 1/260 on an annualized basis.

The Business Administrator shall be granted four (4) personal days annually without loss of salary, all of which shall be available to the Business Administrator on **July 1, 2020**.

The Business Administrator shall be entitled to the following paid holidays: New Year's Day; Martin Luther King's Birthday; Washington's Birthday Lincoln's Birthday; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; Election Day; Veteran's Day; Thanksgiving Day; Friday following Thanksgiving Day; and Christmas Day.

B. Bereavement Leave:

The Business Administrator shall be entitled to five (5) days of leave, without loss of pay due to the death of her father, mother, spouse, partner in a civil union, brother, sister, father-in-law, mother-in-law, son, daughter, grandchild, or any person permanently living with the Business Administrator. The Business Administrator shall be entitled to three (3) days of leave, per incident, without loss of pay due to the death of a sister-in-law, brother-in-law, aunt, uncle or other near relative at the discretion of the Superintendent.

C. Health and other Insurance Benefits:

The Board shall provide health benefits, including prescription, and dental coverage for the Business Administrator, and if applicable, his spouse and dependents. The Business Administrator shall contribute an amount established by P.L. 2011, Chapter 78, at Tier 4 towards the cost of health benefits coverage.

The health insurance, prescription, and dental plan for the Business Administrator shall be substantially equivalent to the health insurance, prescription, and dental plan provided to other administrators employed by the Board.

It shall be the Business Administrator's option to enroll in the Board's High Deductible HSA health/prescription plan with one-half of the annual deductible funded by the Board directly to the Business Administrator's HSA no later than January 1 of each year and one-half of the annual deductible paid as a stipend to the Business Administrator or to the Business Administrator's HSA no later than January 15 of each year. The Business Administrator shall be permitted to change back to the Board's traditional, direct access plan during any benefits open enrollment period offered to other employees of the Board.

The Business Administrator has the right to waive health benefits. In exchange for waiving coverage, he shall be reimbursed in the amount of the lesser of \$5,000 or 25% of the premium saved. The reimbursement may be pro-rated for partial periods of the school year.

To the extent the Board does not provide group disability insurance to the staff of the District, the Board shall reimburse the Business Administrator annually in an amount up to two thousand dollars (\$2,000.00), for his payment of premiums toward a disability insurance policy. The Business Administrator shall provide the Board with proof of payment of the premiums at the time he requests reimbursement.

D. Sick Leave:

The Business Administrator shall be provided twelve (12) sick days annually, calculated on an annualized basis, all of which shall be available to the Business Administrator on **July 1, 2020**. The unused portion of such leave, at the end of any year, shall be cumulative. Unused sick leave may be accumulated from year to year and accumulated sick leave shall be eligible for reimbursement in accordance with law. Upon retirement and notice to the Board all unused, accumulated sick days shall be reimbursed, at the final per diem rate which shall be calculated at 1/260 of the Business Administrator's then annual salary unless otherwise provided by law. Reimbursement for sick days shall not exceed \$15,000.

E. Membership Fees:

The Board shall pay one-hundred (100%) percent of the Business Administrator's membership fees and/or charges for two (2) professional associations selected by the Business Administrator that directly relates to his professional duties and responsibilities as Business Administrator, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

The Board shall reimburse the Business Administrator for expenses incurred for travel and sustenance in the performance of the Business Administrator's duties under this Contract of Employment in accordance with law. Mileage shall be paid from mileage vouchers according to "New Jersey Office of Management and Budget" rates per mile. The Business Administrator shall be reimbursed for expenses pursuant Board policy, upon prior approval of the Superintendent and the Board, and pursuant to N.J.S.A. 18A:11-12 and regulations promulgated thereunder.

During his employment with the Board, the Business Administrator shall be provided with a laptop computer.

H. Tuition Reimbursement:

The Board shall reimburse the Business Administrator for the successful completion of up to nine (9) graduate credits per year, up to the per credit cost of the Rutgers Graduate School of Education for the same academic year, provided such coursework culminates in the acquisition of a graduate degree conferred by a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1.

6. SEPARATION FROM SERVICE:

A. Accumulated Unused Vacation Days:

Upon the Business Administrator's separation from employment with the Board or retirement from employment with the District, the Board will pay all unused vacation days earned while an employee of the Board, in accordance with law and this agreement, not to exceed (35) thirty five days. Payment shall be calculated at the Business Administrator's daily rate of pay, based upon a 260-day work year, within (30) thirty days of the Business Administrator's last day of employment.

B. Payment to Estate:

If the Business Administrator dies before his Employment Contract year is completed, payment for any accumulated unused vacation days due to the Business Administrator shall be made to his estate in accordance with law.

7. EVALUATION

The Superintendent shall evaluate the performance of the Business Administrator in accordance with law.

8. RENEWAL/EXTENSION OF CONTRACT OF EMPLOYMENT

Any notice of renewal or extension of this Contract of Employment shall be agreed by and between the Board and the Business Administrator on terms and conditions as agreed by the parties and upon the prior approval of the Executive County Superintendent of Schools.

9. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

- A. Mutual agreement of the parties;
- B. Unilateral termination by the Business Administrator upon sixty (60) days written notice to the Board. The Board may agree to a lesser period of time if so requested by the Business Administrator;
- C. Unilateral termination by the Board upon sixty (60) days written notice to the Business Administrator;
- D. Actions consistent with law; or
- E. In the event that the Business Administrator's certificate is revoked, this Contract shall become null and void as of the date of revocation.

10. **COMPLETE AGREEMENT**

This Contract of Employment embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties and the prior approval of the Executive County Superintendent.

11. **CONFLICTS**

In the event of any conflict between the terms, conditions and provisions of the Board's policies, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Contract of Employment shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the contract.

12. **SAVINGS CLAUSE**

If during the term of this Contract of Employment, it is found that a specific clause of the Contract of Employment is contrary to federal or state law, the remainder of the Contract of Employment not affected by such a ruling shall remain in force.

WHEREAS, the Business Administrator approves the terms and conditions of this

Contract of Employment, and agrees to be bound by same;

WHEREAS, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **April 28, 2020**, said action having been made a part of the official minutes of that meeting.

IN WITNESS WHEREOF, the parties set their hands and seals to this Contract of Employment effective on the day and year first above written.

Witness:

Business Administrator/Board Secretary

Witness:

Manasquan Board of Education
President

Date

Date

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **28th day of April 2020**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

JESSE R. PLACE, whose address is (hereinafter “the Assistant Superintendent”).

WITNESSETH

WHEREAS, the Board and the Assistant Superintendent believe that a written contract of employment is necessary to specifically describe their relationship and to serve as the basis of effective communication between them; and

WHEREAS, the Board offered the Assistant Superintendent the position of Assistant Superintendent effective **July 1, 2020**, and he has accepted the Board’s offer; and

WHEREAS, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **April 28, 2020**, subject to approval by the Executive County Superintendent of Schools, and has authorized the President of the Board to execute this Contract of Employment.

NOW, THEREFORE, the Board and the Assistant Superintendent, for the consideration herein specified, agree as follows:

1. **TERM**

The Board hereby agrees to employ Jesse R. Place as the Assistant Superintendent for the period beginning **July 1, 2020** and expiring at midnight on **June 30, 2021**.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. Certification:

The Assistant Superintendent shall maintain a current and valid certificate issued by the New Jersey Department of Education for the position of Assistant Superintendent. In the event the Assistant Superintendent’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 Assistant Superintendent further agrees to comply with all other legal requirements respecting the employment of an Assistant Superintendent.

B. Duties:

The duties and responsibilities of the Assistant Superintendent shall include those prescribed by statute, code, and the Board-approved job description. The Board's job description for Assistant Superintendent is specifically incorporated herein, by reference as describing the Assistant Superintendent's duties.

3. **PROFESSIONAL GROWTH OF ASSISTANT SUPERINTENDENT**

The Board and the Assistant Superintendent recognize the value to the District of the continuing professional growth and development of the Assistant Superintendent. The Board encourages the continuing professional growth of the Assistant Superintendent through his participation as he and the Superintendent might decide, in light of his professional responsibilities as the Assistant Superintendent, in the following ways:

- A. The operations, programs and other activities conducted or sponsored by local, county, and state professional associations during the school day where necessary, upon written request to, and the prior approval of the Superintendent, including but not limited to, conferences, conventions, and workshops;
- B. Seminars and courses offered by public or private educational institutions;
- C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Assistant Superintendent to perform his professional responsibilities for the Board;
- D. Visits to other institutions; and
- E. Other activities promoting the professional growth of the Assistant Superintendent.

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Assistant Superintendent's knowledge and expertise in the field of education and administration shall be paid for/reimbursed by the Board in accordance with law. Such payments or reimbursements, shall be made in accordance with, including any amendments or revisions thereto, the OMB travel circular provisions, the general requirements of N.J.S.A. 18A:11-12, the New Jersey administrative code, Board policy, and upon prior approval of the Superintendent and the Board. The Assistant Superintendent shall follow Board policy and applicable law in supplying the necessary documentation for reimbursement.

4. **COMPENSATION**

A. Salary:

The Board shall pay the Assistant Superintendent an annual salary of **ONE HUNDRED FORTY FOUR THOUSAND ONE HUNDRED SIXTY ONE DOLLARS (\$144,161.00)** Dollars, pro-rated for his term of employment. This pro-rated, annual salary shall be paid to the Assistant Superintendent in accordance with the payroll schedule for other certified employees. Any changes/modifications to this Contract of Employment must have the prior approval of the Executive County Superintendent of Schools.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Assistant Superintendent shall be granted twenty-five (25) vacation days annually, calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Assistant Superintendent on **July 1, 2020**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Assistant Superintendent from using all of his allotted vacation days in a given year, he may carry over up to ten (10) unused vacation days to be used during the next year pursuant to law. Any vacation days carried over from the previous year that are not used shall be forfeited. Should the Assistant Superintendent not be reappointed for the 2021-2022 school year, he shall be compensated for up to ten (10) unused vacation days calculated at the rate of 1/260 on an annualized basis.

The Assistant Superintendent shall be granted four (4) personal days annually, without loss of salary, all of which shall be available to the Assistant Superintendent on **July 1, 2020**.

The Assistant Superintendent shall be entitled to the following paid holidays: New Year's Day; Martin Luther King's Birthday; Washington's Birthday; Lincoln's Birthday; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; General Election Day; Veteran's Day; Thanksgiving Day; Friday following Thanksgiving Day; and Christmas Day.

If school is in session on any of the holidays listed above, the Assistant Superintendent may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Assistant Superintendent to work on any paid holiday, the Board shall offer the Assistant Superintendent another scheduled work day in lieu of the holiday during the same school year on which he does not need to report to work. These alternate holiday dates shall be provided to the Assistant Superintendent no later than September 1 of each year.

B. Bereavement Leave:

The Assistant Superintendent shall be entitled to five (5) days of bereavement leave, without loss of pay due to the death of his father, mother, spouse, partner in a civil union, brother, sister, father-in-law, mother-in-law, son, daughter, grandchild, or any person permanently living with the Assistant Superintendent. The Assistant Superintendent shall be entitled to three (3) days of bereavement leave, per incident, without loss of pay due to the death of a sister-in-law, brother-in-law, aunt, uncle or other near relative at the discretion of the Superintendent.

The Assistant Superintendent shall be entitled to one (1) day of bereavement leave, per incident, without loss of pay due to the death of a relative or close friend outside the Assistant Superintendent's family as defined above.

C. Health and other Insurance Benefits:

The Board shall provide health benefits, including prescription, and dental coverage for the Assistant Superintendent, and if applicable, his spouse and dependents. The Assistant Superintendent shall contribute an amount established by P.L. 2011, Chapter 78, at Tier 4 towards the cost of health benefits coverage.

The health insurance, prescription, and dental plan for the Assistant Superintendent shall be substantially equivalent to the health insurance, prescription, and dental plan provided to other administrators employed by the Board.

It shall be the Assistant Superintendent's option to enroll in the Board's High Deductible HSA health/prescription plan with one-half of the annual deductible funded by the Board directly to the Director's HSA no later than January 1 of each year and one-half of the annual deductible paid as a stipend to the Assistant Superintendent or to the Assistant Superintendent's HSA no later than January 15 of each year. The Assistant Superintendent shall be permitted to change back to the Board's traditional, direct access plan during any benefits open enrollment period offered to other employees of the Board.

The Assistant Superintendent has the right to waive health benefits. In exchange for waiving coverage, he shall be reimbursed in the amount of the lesser of \$5,000 or 25% of the premium saved. The reimbursement may be pro-rated for partial periods of the school year.

To the extent the Board does not provide group disability insurance to the staff of the District, the Board shall reimburse the Assistant Superintendent, annually in an amount up to two thousand dollars (\$2,000.00), for his payment of premiums toward a disability insurance policy. The Assistant Superintendent shall provide the Board with proof of payment of the premiums at the time he requests reimbursement.

D. Sick Leave:

The Assistant Superintendent shall be provided twelve (12) sick days annually, calculated on an annualized basis, all of which shall be available to the Assistant Superintendent on **July 1, 2020**. The unused portion of such leave, at the end of any year, shall be cumulative. Unused sick leave may be accumulated from year to year and accumulated sick leave shall be eligible for reimbursement in accordance with law. Upon retirement and notice to the Board all unused, accumulated sick days shall be reimbursed, at the final per diem rate which shall be calculated at 1/260 of the Assistant Superintendent's then annual salary unless otherwise provided by law. Reimbursement for sick days shall not exceed \$15,000.00.

The Assistant Superintendent shall retain all of his prior unused sick leave days prior to July 1, 2020 earned since the beginning of his employment in the District.

E. Membership Fees:

The Board shall pay one-hundred (100%) percent of the Assistant Superintendent's membership fees and/or charges for two (2) professional associations selected by the Assistant Superintendent that directly relate to his professional duties and responsibilities as Assistant Superintendent, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

The Board shall reimburse the Assistant Superintendent for expenses incurred for travel and sustenance in the performance of the Assistant Superintendent's duties under this Contract of Employment in accordance with law. Mileage shall be paid from mileage vouchers according to "New Jersey Office of Management and Budget" rates per mile. The Assistant Superintendent shall be reimbursed for expenses pursuant Board policy, upon prior approval of the Superintendent and the Board, and pursuant to N.J.S.A. 18A:11-12 and regulations promulgated thereunder.

During his employment with the Board, the Assistant Superintendent shall be provided with a laptop computer.

G. Mentoring/Residency Program:

The Board shall pay or reimburse the Assistant Superintendent the full cost of his participation in the New Jersey School Administrator Residency Program required to obtain his standard School Administrator endorsement. This shall include costs to enroll in the residency program and payments to a mentor as required by the program.

H. Tuition Reimbursement:

The Board shall reimburse the Assistant Superintendent for the successful completion of up to nine (9) graduate credits per year, up to the per credit cost of the Rutgers Graduate School of Education for the same academic year, provided such coursework culminates in the acquisition of a graduate degree conferred by a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1.

6. **SEPARATION FROM SERVICE**

A. Accumulated Unused Vacation Days:

Upon the Assistant Superintendent's separation from employment with the Board or retirement from employment with the District, the Board will pay all unused vacation days earned while an employee of the Board, in accordance with law and this agreement, not to exceed thirty-five (35) days. Payments shall be calculated at the Assistant Superintendent's daily rate of pay, based upon a 260-day work year, within thirty (30) days of the Assistant Superintendent's last day of employment.

7. **EVALUATION**

The Superintendent shall evaluate the performance of the Assistant Superintendent in accordance with law.

7. **RENEWAL/EXTENSION OF CONTRACT OF EMPLOYMENT**

Any notice of renewal or extension of this Contract of Employment shall be agreed by and between the Board and the Assistant Superintendent on terms and conditions as agreed by the parties and upon the prior approval of the Executive County Superintendent of Schools.

8. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

- A. Mutual agreement of the parties;
- B. Unilateral termination by the Assistant Superintendent upon sixty (60) days written notice to the Board. The Board may agree to a lesser period of time if so requested by the Assistant Superintendent;

- C. Unilateral termination by the Board upon sixty (60) days written notice to the Assistant Superintendent;
- D. Actions consistent with law; or
- E. In the event that the Assistant Superintendent's certificate is revoked, this Contract shall become null and void as of the date of revocation.

10. **COMPLETE AGREEMENT**

This Contract of Employment embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

11. **CONFLICTS**

In the event of any conflict between the terms, conditions and provisions of the Board's policies, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Contract of Employment shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the contract.

12. **SAVINGS CLAUSE**

If during the term of this Contract of Employment, it is found that a specific clause of the Contract of Employment is contrary to federal or state law, the remainder of the Contract of Employment not affected by such a ruling shall remain in force.

WHEREAS, the Assistant Superintendent approves the terms and conditions of this Contract of Employment, and agrees to be bound by same;

WHEREAS, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **April 28, 2020**, said action having been made a part of the official minutes of that meeting.

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

Employment effective on the day and year first above written.

Jesse R. Place
Assistant Superintendent

Date

Witness:

Eugene Cattani, Jr.
President, Manasquan Board of Education

Date

Witness:

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **28th day of April 2020**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

LESLEY A. KENNEY, whose address is (hereinafter “the Director of School Counseling Services”).

WITNESSETH

WHEREAS, the Board and the Director of School Counseling Services believe that a written contract of employment is necessary to specifically describe their relationship and to serve as the basis of effective communication between them; and

WHEREAS, the Board offered Director of School Counseling Services the position of Director of School Counseling Services effective **July 1, 2020**, and she has accepted the Board’s offer; and

WHEREAS, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **April 28, 2020** and has authorized the President of the Board to execute this Contract of Employment.

NOW, THEREFORE, the Board and the Director of School Counseling Services, for the consideration herein specified, agree as follows:

1. **TERM**

The Board hereby agrees to employ Lesley A. Kenney as the Director of School Counseling Services for the period beginning **July 1, 2020** and expiring at midnight on **June 30, 2021**.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. **Certification:**

The Director of School Counseling Services shall maintain a current and valid certificate issued by the New Jersey Department of Education for the position of Director of School Counseling Services. In the event the Director of School Counseling Services’ certificate issued by the Department of Education is revoked, this contract is null and void as of the date of the certificate revocation.

The Director of School Counseling Services further agrees to comply with all other legal

requirements respecting the employment of a Director of School Counseling Services.

B. Duties:

The duties and responsibilities of the Director of School Counseling Services shall include those prescribed by statute, code, and the Board-approved job description. The Board's job description for Director of School Counseling Services is specifically incorporated herein, by reference as describing the Director of School Counseling Services' duties.

3. **PROFESSIONAL GROWTH OF DIRECTOR OF SCHOOL COUNSELING SERVICES**

The Board and the Director of School Counseling Services recognize the value to the District of the continuing professional growth and development of the Director of School Counseling Services. The Board encourages the continuing professional growth of the Director of School Counseling Services through her participation as she and the Superintendent might decide, in light of her professional responsibilities as the Director of School Counseling Services, in the following ways:

- A. The operations, programs and other activities conducted or sponsored by local, county, and state professional associations during the school day where necessary, upon written request to, and the prior approval of the Superintendent, including but not limited to, conferences, conventions, and workshops;
- B. Seminars and courses offered by public or private educational institutions;
- C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Director of School Counseling Services to perform her professional responsibilities for the Board;
- D. Visits to other institutions; and
- E. Other activities promoting the professional growth of the Director of School Counseling Services.

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Director of School Counseling Services' knowledge and expertise in the field of education and administration shall be paid for/reimbursed by the Board in accordance with law. Such payments or reimbursements, shall be made in accordance with, including any amendments or revisions thereto, the OMB travel circular provisions, the general requirements of N.J.S.A. 18A:11-12, the New Jersey administrative code, Board policy, and upon prior approval of the Superintendent and the Board. The Director of School Counseling Services shall follow Board policy and applicable law in supplying the necessary documentation for reimbursement.

4. **COMPENSATION**

A. Salary:

The Board shall pay the Director of School Counseling Services an annual salary of **ONE HUNDRED TWENTY-SEVEN THOUSAND FOUR HUNDRED NINETY DOLLARS (\$127,490.00)** Dollars. This annual salary shall be paid to the Director of School Counseling Services in accordance with the payroll schedule for other certified employees.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Director of School Counseling Services shall be granted twenty-five (25) vacation days annually, calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Director of School Counseling Services on **July 1, 2020**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Director of School Counseling Services from using all of her allotted vacation days in a given year, she may carry over up to ten (10) unused vacation days to be used during the next year pursuant to law. Any vacation days carried over from the previous year that are not used shall be forfeited.

The Director of School Counseling Services shall be granted four (4) personal days annually, without loss of salary, all of which shall be available to the Director of School Counseling Services on **July 1, 2020**. The Director of School Counseling Services shall be compensated for all unused personal days at \$125.00 per day no later than June 30 of each year.

The Director of School Counseling Services shall be entitled to the following paid holidays: New Year's Day; Martin Luther King's Birthday; Washington's Birthday; Lincoln's Birthday; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; General Election Day; Veteran's Day; Thanksgiving Day; Friday following Thanksgiving Day; and Christmas Day.

If school is in session on any of the holidays listed above, the Director of School Counseling Services may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Director of School Counseling Services to work on any paid holiday, the Board shall offer the Director of School Counseling Services another scheduled work day in lieu of the holiday during the same school year on which she does not need to report to work. These alternate holiday dates

shall be provided to the Director of School Counseling Services no later than September 1 of each year.

B. Bereavement Leave:

The Director of School Counseling Services shall be entitled to five (5) days of bereavement leave, without loss of pay due to the death of her father, mother, spouse, partner in a civil union, brother, sister, father-in-law, mother-in-law, son, daughter, grandchild, or any person permanently living with the Director of School Counseling Services.

The Director of School Counseling Services shall be entitled to three (3) days of bereavement leave, per incident, without loss of pay due to the death of a sister-in-law, brother-in-law, aunt, uncle or other near relative at the discretion of the Superintendent.

The Director of School Counseling Services shall be entitled to one (1) day of bereavement leave, per incident, without loss of pay due to the death of a relative or close friend outside the Director's family as defined above.

C. Health and other Insurance Benefits:

The Board shall provide health benefits, including prescription, and dental coverage for the Director of School Counseling Services, and if applicable, her spouse and dependents. The Director of School Counseling Services shall contribute an amount established by P.L. 2011, Chapter 78, at Tier 4 towards the cost of health benefits coverage.

The health insurance, prescription, and dental plan for the Director of School Counseling Services shall be substantially equivalent to the health insurance, prescription, and dental plan provided to other administrators employed by the district.

It shall be the Director of School Counseling Services' option to enroll in the Board's High Deductible HSA health/prescription plan with one-half of the annual deductible funded by the Board directly to the Director's HSA no later than January 1 of each year and one-half of the annual deductible paid as a stipend to the Director or to the Director's HSA no later than January 15 of each year. The Director shall be permitted to change back to the Board's traditional, direct access plan during any benefits open enrollment period offered to other employees of the Board.

The Director of School Counseling Services has the right to waive health benefits. In exchange for waiving coverage, she shall be reimbursed in the amount of the lesser of \$5,000 or 25% of the premium saved. The reimbursement may be pro-rated for partial periods of the school year.

D. Sick Leave:

The Director of School Counseling Services shall be provided twelve (12) sick days annually, calculated on an annualized basis, all of which shall be available to the Director of School Counseling Services on **July 1, 2020**. The unused portion of such leave, at the end of any year, shall be cumulative. Unused sick leave may be accumulated from year to year and accumulated sick leave shall be eligible for reimbursement in accordance with law. Upon retirement and notice to the Board all unused, accumulated sick days shall be reimbursed, at the final per diem rate of \$110.00 per day. Reimbursement for sick days shall not exceed \$15,000.00.

The Director of School Counseling Services shall retain all of her prior unused sick leave days prior to **July 1, 2020** earned since the beginning of her employment in the District.

E. Membership Fees:

The Board shall pay one-hundred (100%) percent of the Director of School Counseling Services' membership fees and/or charges for two (2) professional associations selected by the Director that directly relates to her professional duties and responsibilities as Director of School Counseling Services, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

The Board shall reimburse the Director of School Counseling Services for expenses incurred for travel and sustenance in the performance of the Director's duties under this Contract of Employment in accordance with law. Mileage shall be paid from mileage vouchers according to "New Jersey Office of Management and Budget" rates per mile. The Director shall be reimbursed for expenses pursuant Board policy, upon prior approval of the Superintendent and the Board, and pursuant to N.J.S.A.18A:11-12 and regulations promulgated thereunder.

During her employment with the Board, the Director of School Counseling Services shall be provided with a laptop computer.

F. Tuition Reimbursement:

The Board shall reimburse the Director of School Counseling Services for the successful completion of up to nine (9) graduate credits per year, up to the per credit cost of the Rutgers Graduate School of Education for the same academic year.

6. **EVALUATION**

The Superintendent shall evaluate the performance of the Director of School Counseling Services in accordance with law.

7. **RENEWAL/EXTENSION OF CONTRACT OF EMPLOYMENT**

Any notice of renewal or extension of this Contract of Employment shall be agreed by and between the Board and the Director of School Counseling Services on terms and conditions as agreed by the parties.

8. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

- A. Mutual agreement of the parties;
- B. Unilateral termination by the Director of School Counseling Services upon sixty (60) days written notice to the Board. The Board may agree to a lesser period of time if so requested by the Director;
- C. Unilateral termination by the Board upon sixty (60) days written notice to the Director of School Counseling Services;
- D. Actions consistent with law; or
- E. In the event that the Director of School Counseling Services' certificate is revoked, this Contract shall become null and void as of the date of revocation.

10. **COMPLETE AGREEMENT**

This Contract of Employment embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

11. **CONFLICTS**

In the event of any conflict between the terms, conditions and provisions of the Board's policies, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Contract of Employment shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the contract.

12. **SAVINGS CLAUSE**

If during the term of this Contract of Employment, it is found that a specific clause of the Contract of Employment is contrary to federal or state law, the remainder of the Contract of Employment not affected by such a ruling shall remain in force.

WHEREAS, the Director of School Counseling Services approves the terms and conditions of this Contract of Employment, and agrees to be bound by same;

WHEREAS, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **April 28, 2020**, said action having been made a part of the official minutes of that meeting.

IN WITNESS WHEREOF, the parties set their hands and seals to this Contract of Employment effective on the day and year first above written.

Lesley A. Kenney
Director of School Counseling Services

Date

Witness:

Eugene Cattani, Jr.
President, Manasquan Board of Education

Date

Witness:

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **28th day of April 2020**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

RICHARD COPPOLA, whose address is (hereinafter “the Director of Curriculum and Instruction”).

WITNESSETH

WHEREAS, the Board and the Director of Curriculum and Instruction believe that a written contract of employment is necessary to specifically describe their relationship and to serve as the basis of effective communication between them; and

WHEREAS, the Board offered Director of Curriculum and Instruction the position of Director of Curriculum and Instruction effective **July 1, 2020**, and he has accepted the Board’s offer; and

WHEREAS, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **April 28, 2020** and has authorized the President of the Board to execute this Contract of Employment.

NOW, THEREFORE, the Board and the Director of Curriculum and Instruction, for the consideration herein specified, agree as follows:

1. **TERM**

The Board hereby agrees to employ Richard Coppola as the Director of Curriculum and Instruction for the period beginning **July 1, 2020** and expiring at midnight on **June 30, 2021**.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. Certification:

The Director of Curriculum and Instruction shall maintain a current and valid certificate issued by the New Jersey Department of Education for the position of Director of Curriculum and Instruction. In the event the Director of Curriculum and Instruction’ certificate issued by the Department of Education is revoked, this contract is null and void as of the date of the certificate revocation.

The Director of Curriculum and Instruction further agrees to comply with all other legal requirements respecting the employment of a Director of Curriculum and Instruction.

B. Duties:

The duties and responsibilities of the Director of Curriculum and Instruction shall include those prescribed by statute, code, and the Board-approved job description. The Board's job description for Director of Curriculum and Instruction is specifically incorporated herein, by reference as describing the Director of Curriculum and Instruction's duties.

3. **PROFESSIONAL GROWTH OF DIRECTOR OF CURRICULUM AND INSTRUCTION**

The Board and the Director of Curriculum and Instruction recognize the value to the District of the continuing professional growth and development of the Director of Curriculum and Instruction. The Board encourages the continuing professional growth of the Director of Curriculum and Instruction through his participation as he and the Superintendent might decide, in light of his professional responsibilities as the Director of Curriculum and Instruction, in the following ways:

- A. The operations, programs and other activities conducted or sponsored by local, county, and state professional associations during the school day where necessary, upon written request to, and the prior approval of the Superintendent, including but not limited to, conferences, conventions, and workshops;
- B. Seminars and courses offered by public or private educational institutions;
- C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Director of Curriculum and Instruction to perform his professional responsibilities for the Board;
- D. Visits to other institutions; and
- E. Other activities promoting the professional growth of the Director of Curriculum and Instruction.

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Director of Curriculum and Instruction's knowledge and expertise in the field of education and administration shall be paid for/reimbursed by the Board in accordance with law. Such payments or reimbursements, shall be made in accordance with, including any amendments or revisions thereto, the OMB travel circular provisions, the general requirements of N.J.S.A. 18A:11-12, the New Jersey administrative code, Board policy, and upon prior approval of the Superintendent and the Board. The Director of Curriculum and Instruction shall follow

Board policy and applicable law in supplying the necessary documentation for reimbursement.

4. **COMPENSATION**

A. Salary:

The Board shall pay the Director of Curriculum and Instruction an annual salary of **ONE HUNDRED EIGHTY FIVE THOUSAND EIGHT HUNDRED TWENTY SIX DOLLARS (\$185,826.00)** Dollars. This annual salary shall be paid to the Director of Curriculum and Instruction in accordance with the payroll schedule for other certified employees.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Director of Curriculum and Instruction shall be granted twenty-five (25) vacation days annually, calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Director of Curriculum and Instruction on **July 1, 2020**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Director of Curriculum and Instruction from using all of his allotted vacation days in a given year, he may carry over up to ten (10) unused vacation days to be used during the next year pursuant to law. Any vacation days carried over from the previous year that are not used shall be forfeited.

The Director of Curriculum and Instruction shall be granted four (4) personal days annually, without loss of salary, all of which shall be available to the Director of Curriculum and Instruction on **July 1, 2020**. The Director of Curriculum and Instruction shall be compensated for all unused personal days at \$125.00 per day no later than June 30 of each year.

The Director of Curriculum and Instruction shall be entitled to the following paid holidays: New Year's Day; Martin Luther King's Birthday; Washington's Birthday; Lincoln's Birthday; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; General Election Day; Veteran's Day; Thanksgiving Day; Friday following Thanksgiving Day; and Christmas Day.

If school is in session on any of the holidays listed above, the Director of Curriculum and Instruction may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Director of Curriculum and Instruction to work on any paid holiday, the Board shall offer the Director of Curriculum and

Instruction another scheduled work day in lieu of the holiday during the same school year on which he does not need to report to work. These alternate holiday dates shall be provided to the Director of Curriculum and Instruction no later than September 1 of each year.

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The Director of Curriculum and Instruction shall be entitled to three (3) days of bereavement leave, per incident, without loss of pay due to the death of a sister-in-law, brother-in-law, aunt, uncle or other near relative at the discretion of the Superintendent.

The Director of Curriculum and Instruction shall be entitled to one (1) day of bereavement leave, per incident, without loss of pay due to the death of a relative or close friend outside the Director's family as defined above.

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The Board shall provide health benefits, including prescription, and dental coverage for the Director of Curriculum and Instruction, and if applicable, his spouse and dependents. The Director of Curriculum and Instruction shall contribute an amount established by P.L. 2011, Chapter 78, at Tier 4 towards the cost of health benefits coverage.

The health insurance, prescription, and dental plan for the Director of Curriculum and Instruction shall be substantially equivalent to the health insurance, prescription, and dental plan provided to other administrators employed by the district.

It shall be the Director of Curriculum and Instruction's option to enroll in the Board's High Deductible HSA health/prescription plan with one-half of the annual deductible funded by the Board directly to the Director's HSA no later than January 1 of each year and one-half of the annual deductible paid as a stipend to the Director or to the Director's HSA no later than January 15 of each year. The Director shall be permitted to change back to the Board's traditional, direct access plan during any benefits open enrollment period offered to other employees of the Board.

The Director of Curriculum and Instruction has the right to waive health benefits. In exchange for waiving coverage, he shall be reimbursed in the amount of the lesser of \$5,000 or 25% of the premium saved. The reimbursement may be pro-rated for partial periods of the school year.

D. Sick Leave:

The Director of Curriculum and Instruction shall be provided twelve (12) sick days annually, calculated on an annualized basis, all of which shall be available to the Director of Curriculum and Instruction on **July 1, 2020**. The unused portion of such leave, at the end of any year, shall be cumulative. Unused sick leave may be accumulated from year to year and accumulated sick leave shall be eligible for reimbursement in accordance with law. Upon retirement and notice to the Board all unused, accumulated sick days shall be reimbursed, at the final per diem rate of \$110.00 per day. Reimbursement for sick days shall not exceed \$15,000.00.

The Director of Curriculum and Instruction shall retain all of his prior unused sick leave days prior to **July 1, 2020** earned since the beginning of his employment in the District.

E. Membership Fees:

The Board shall pay one-hundred (100%) percent of the Director of Curriculum and Instruction' membership fees and/or charges for two (2) professional associations selected by the Director that directly relates to his professional duties and responsibilities as Director of Curriculum and Instruction, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

The Board shall reimburse the Director of Curriculum and Instruction for expenses incurred for travel and sustenance in the performance of the Director's duties under this Contract of Employment in accordance with law. Mileage shall be paid from mileage vouchers according to "New Jersey Office of Management and Budget" rates per mile. The Director shall be reimbursed for expenses pursuant Board policy, upon prior approval of the Superintendent and the Board, and pursuant to N.J.S.A.18A:11-12 and regulations promulgated thereunder.

During his employment with the Board, the Director of Curriculum and Instruction shall be provided with a laptop computer.

F. Tuition Reimbursement:

The Board shall reimburse the Director of Curriculum and Instruction for the successful completion of up to nine (9) graduate credits per year, up to the per credit cost of the Rutgers Graduate School of Education for the same academic year.

6. **EVALUATION**

The Superintendent shall evaluate the performance of the Director of Curriculum and Instruction in accordance with law.

7. **RENEWAL/EXTENSION OF CONTRACT OF EMPLOYMENT**

Any notice of renewal or extension of this Contract of Employment shall be agreed by and between the Board and the Director of Curriculum and Instruction on terms and conditions as agreed by the parties.

8. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

- A. Mutual agreement of the parties;
- B. Unilateral termination by the Director of Curriculum and Instruction upon sixty (60) days written notice to the Board. The Board may agree to a lesser period of time if so requested by the Director;
- C. Unilateral termination by the Board upon sixty (60) days written notice to the Director of Curriculum and Instruction;
- D. Actions consistent with law; or
- E. In the event that the Director of Curriculum and Instruction' certificate is revoked, this Contract shall become null and void as of the date of revocation.

10. **COMPLETE AGREEMENT**

This Contract of Employment embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

11. **CONFLICTS**

In the event of any conflict between the terms, conditions and provisions of the Board's policies, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Contract of Employment shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the contract.

12. **SAVINGS CLAUSE**

If during the term of this Contract of Employment, it is found that a specific clause of the Contract of Employment is contrary to federal or state law, the remainder of the Contract of Employment not affected by such a ruling shall remain in force.

WHEREAS, the Director of Curriculum and Instruction approves the terms and conditions of this Contract of Employment, and agrees to be bound by same;

WHEREAS, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **April 28, 2020**, said action having been made a part of the official minutes of that meeting.

IN WITNESS WHEREOF, the parties set their hands and seals to this Contract of Employment effective on the day and year first above written.

Richard Coppola
Director of Curriculum and Instruction

Date

Witness:

Eugene Cattani, Jr.
President, Manasquan Board of Education

Date

Witness: