

MAY 11, 2021

ELEMENTARY SCHOOL PERSONNEL

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

2021-2022 Staffing

Recommend approval of the elementary school tenured, attaining tenure and non-tenured teaching staff for the 2021-2022SY, as per **Document 4-1.**

Recommend approval of the elementary school non-tenured and tenured administrators for the 2021-2022SY, as per **Document 4-2.**

Recommend approval of the elementary school tenured secretarial staff for the 2021-2022SY, as per **Document 4-3.**

Recommend approval of the elementary school paraprofessional staff for the 2021-2022SY, as per **Document 4-4.**

**Elementary School Teaching Staff
2021-2022 School Year**

Document 4-1

Tenured

Employee Name	Position Code	Position Description	STEP	FTE	Salary	Longevity
Akins, Luke	1001-MES-HEPE-01	Teacher - ES Health and Physical Education	5A-6 MA	1	\$61,510.00	\$0.00
Boyne, Alissa	3120-MES-CSTM-02	Speech Correction/Language Specialist	10 MA	1	\$76,110.00	\$175.00
Bradley, Linda	1001-MES-SPEC-08	Teacher - ES Special Education	13 BA	1	\$84,775.00	\$0.00
Brown, Lauren	1004-MES-ELEM-07	Teacher - Grades 1-5	7 BA	1	\$62,110.00	\$0.00
Calabrese-Buss, Lauren	1004-MES-ELEM-04	Teacher - Grades 1-5	11 BA	1	\$77,625.00	\$500.00
Clark, Eric	1001-MES-ARPE-01	Teacher - ES Music	12 BA	1	\$81,175.00	\$0.00
DeMattia, Gina	1001-MES-HEPE-02	Teacher - ES Health and Physical Education	6A BA	1	\$60,710.00	\$0.00
Demuro, Jeffrey	1001-MES-HEPE-03	Teacher - ES Health and Physical Education	15 MA	1	\$94,375.00	\$800.00
Dullea, Meghan	1001-MES-SPEC-01	Teacher - ES Special Education	5A-6 BA	1	\$59,510.00	\$0.00
Eastmond, Carrie	1100-MES-MATH-01	Teacher - ES Mathematics	9 MA	1	\$72,610.00	\$175.00
Femenella, Cheryl	1004-MES-ELEM-08	Teacher - Grades 1-5	8 MA	1	\$68,110.00	\$175.00
Gliddon, Amelia	1004-MES-ELEM-14	Teacher - Grades 1-5	5A-6 BA	1	\$59,510.00	\$0.00
Gordon, Brenan	1001-MES-SPEC-13	Teacher - ES Special Education	5A-6 MA	1	\$61,510.00	\$0.00
Hill, Sandra Jo	1003-MES-KIND-01	Teacher - ES Kindergarten	15 BA	1	\$92,375.00	\$800.00
Jones, Jestine	1100-MES-MATH-04	Teacher - ES Mathematics	9 BA	1	\$70,610.00	\$175.00
Kappy, Catherine	1004-MES-ELEM-01	Teacher - Grades 1-5	15 MA	1	\$94,375.00	\$800.00
Kehoe, Deborah	1001-MES-SPEC-10	Teacher - ES Special Education	15 BA	1	\$92,375.00	\$800.00
Kelly, Lauren	1001-MES-SPEC-02	Teacher - ES Special Education	8 BA	1	\$66,110.00	\$0.00
Kirk, Cynthia	1004-MES-ELEM-02	Teacher - Grades 1-5	15 BA	1	\$92,375.00	\$ 1,200.00
Kopec, Oriana	3105-MES-MEDC-01	Media Specialist	15 DOC	1	\$96,375.00	\$175.00
Kuriscak, Kindle	1408-MES-ASUP-01	Teacher - Basic Skills	9 BA	1	\$70,610.00	\$175.00
Lamorticella, Ann Marie	1001-MES-WLAN-01	Teacher - ES World Languages	15 MA	1	\$94,375.00	\$800.00
Levy, Mark	1001-MES-BUTE-01	Teacher - ES Technology Education	11 MA	1	\$79,625.00	\$500.00
Leybovich, Alyse	1003-MES-KIND-02	Teacher - ES Kindergarten	8 MA	1	\$68,110.00	\$175.00
Manser, Andrew	1100-MES-MATH-03	Teacher - ES Mathematics	9 BA	1	\$70,610.00	\$175.00

**Elementary School Teaching Staff
2021-2022 School Year**

Document 4-1

Markovitch, Robert	1100-MES-SCIE-02	Teacher - ES Science	13 BA	1	\$84,775.00	\$800.00
Mazza, Melissa	1001-MES-SPEC-09	Teacher - ES Special Education	13 BA	1	\$84,775.00	\$175.00
Mccann, Brian	1001-MES-SPEC-14	Teacher - ES Special Education	10 DOC	1	\$78,110.00	\$175.00
McMullen, Jaimee	1004-MES-ELEM-15	Teacher - Grades 1-5	5A-6 BA	1	\$59,510.00	\$0.00
Mead, Donna	1004-MES-ELEM-05	Teacher - Grades 1-5	13 MA	1	\$86,775.00	\$500.00
Melfi, Christine	1003-MES-KIND-03	Teacher - ES Kindergarten	5 MA	1	\$60,310.00	\$0.00
Minutoli, Kristen	1001-MES-SPEC-05	Teacher - ES Special Education	9 BA	1	\$70,610.00	\$175.00
Niemasz, Desiree	1004-MES-ELEM-10	Teacher - Grades 1-5	15 BA	1	\$92,375.00	\$500.00
Pierce, Kristine	1100-MES-SOCS-02	Teacher - ES Social Studies	13 BA	1	\$84,775.00	\$175.00
Reichey, Teresa	1408-MES-ASUP-02	Teacher - Basic Skills	13 MA	1	\$86,775.00	\$500.00
Reid, Marc	1100-MES-MATH-02	Teacher - ES Mathematics	15 MA	1	\$94,375.00	\$500.00
Reo, Patricia	1001-MES-SPEC-04	Teacher - ES Special Education	7 BA	1	\$62,110.00	\$175.00
Rice, Christine	1001-MES-ELLP-01	Teacher - ES English Language Learners	5A-6 MA	1	\$61,510.00	\$0.00
Rodriguez, Carmen	1004-MES-ELEM-03	Teacher - Grades 1-5	13 MA	1	\$86,775.00	\$500.00
Romano, Danielle	1001-MES-SPEC-12	Teacher - ES Special Education	7 BA	1	\$62,110.00	\$0.00
Rostron, Jenny	1001-MES-ARTF-01	Teacher - ES Art	7 MA	1	\$64,110.00	\$0.00
Rotante, Justine	1001-MES-SPEC-06	Teacher - ES Special Education	5A-6 BA	1	\$59,510.00	\$0.00
Russoniello, Thomas	1100-MES-SOCS-01	Teacher - ES Social Studies	13 MA	1	\$86,775.00	\$800.00
Saake, Heather	1000-MES-PREK-01	Teacher - ES Preschool	7 MA	1	\$64,110.00	\$175.00
Sanders, Nancy	3101-MES-GUID-01	Guidance Counselor (11 months)	15 DOC	1	\$106,013.00	\$1,200.00
Savage, Teresa	3116-MES-CSTM-01	School Psychologist (11 months)	9 DOC	1	\$82,071.00	\$175.00
Sayre, Michele	1004-MES-ELEM-06	Teacher - Grades 1-5	10 MA	1	\$76,110.00	\$175.00
Snel, Brianna	1004-MES-ELEM-11	Teacher - Grades 1-5	5A-6 MA	1	\$61,510.00	\$0.00
Stonaker, Kathleen	3118-MES-CSTM-01	Learning Disabilities Teacher Consultant (11 months)	10 MA	1	\$83,721.00	\$0.00
Sullivan, Kali	1408-MES-ASUP-03	Teacher - Basic Skills	5A-6 BA	1	\$59,510.00	\$0.00
Taft, Catherine	1004-MES-ELEM-12	Teacher - Grades 1-5	13 BA	1	\$84,775.00	\$800.00
Trischitta, Andrea	1100-MES-ENGL-02	Teacher - ES Language Arts	15 DOC	1	\$96,375.00	\$500.00

**Elementary School Teaching Staff
2021-2022 School Year**

Document 4-1

Vayas, Valerie	1001-MES-SPEC-03	Teacher - ES Special Education	13 BA	1	\$84,775.00	\$500.00
Wahl, Kirt	1001-MES-BUTE-02	Teacher - ES Technology Education	13 BA	1	\$84,775.00	\$500.00
Wahl, Laura	1100-MES-SCIE-01	Teacher - ES Science	13 BA	1	\$84,775.00	\$800.00
Walling, Elizabeth	1001-MES-SPEC-16	Teacher - ES Special Education	5A-6 BA	1	\$59,510.00	\$0.00
Walsh, Christin	3119-MES-ASUP-01	Reading Specialist	13 DOC	1	\$88,775.00	\$175.00
Ward, Kimberly	1100-MES-ENGL-04	Teacher - ES Language Arts	9 MA	1	\$72,610.00	\$175.00
Wells, Jill	3111-MES-CSTM-01	Occupational Therapist	15 DOC	1	\$96,375.00	\$500.00
Woytowicz, Jessica	1004-MES-ELEM-09	Teacher - Grades 1-5	5A-6 MA	1	\$61,510.00	\$0.00

Attaining Tenure

Employee Name	Position Code	Position Description	STEP	FTE	Salary	Longevity
Deegan, Suzanne	1001-MES-SPEC-07	Teacher - ES Special Education	7 BA	1	\$62,110.00	\$0.00
DeStefano, Nicole	3120-MES-CSTM-01	Speech Correction/Language Specialist	5A-6 MA	1	\$61,510.00	\$0.00
Kelly, Pamela	1001-MES-SPEC-11	Teacher - ES Special Education	11 MA	1	\$79,625.00	\$0.00
Melillo, Marissa	1000-MES-PREK-02	Teacher - ES Preschool	5 BA	1	\$58,310.00	\$0.00
Murin, Kimberly	1001-MES-SPEC-15	Teacher - ES Special Education	7 BA	1	\$62,110.00	\$0.00

Non-Tenured

Employee Name	Position Code	Position Description	STEP	FTE	Salary	Longevity
Ames, Taylor	1004-MES-ELEM-13	Teacher - Grades 1-5	5 BA	1	\$58,310.00	\$0.00
Cinelli, Anthony	3101-MES-GUID-02	Guidance Counselor	5A-6 MA	1	\$61,510.00	\$0.00
Ciufo, Margaret	3114-MES-NURS-01	School Nurse	10 BA	1	\$74,110.00	\$0.00
Gordon, Sarah	1001-MES-ARPE-02	Teacher - ES Music	3-4 BA	1	\$57,310.00	\$0.00
Pape, Michael	1100-MES-ENGL-03	Teacher - ES Language Arts	5A-6 BA	1	\$59,510.00	\$0.00
Rieth, Juliana	1100-MES-ENGL-01	Teacher - ES Language Arts	7 MA	1	\$64,110.00	\$0.00
Temple, Julie	1001-MES-SPEC-17	Teacher - ES Special Education	1-2 BA	0.5333	\$30,030.12	\$0.00
Wyville, Madeline	1001-MES-ARTF-02	Teacher - ES Art	1-2 BA	1	\$56,310.00	\$0.00

**Elementary School Administrators
2021-2022 School Year**

Tenured Staff

Employee Name	Position Code	Position Description	FTE	Salary	Longevity
Graziano, Colleen	0231-MES-ADMN-01	Principal (Grades PK-4)	1	\$ 174,299.00	\$ 3,000.00

Non-Tenured Staff

Employee Name	Position Code	Position Description	FTE	Salary	Longevity
Manetta, Megan	0221-MES-ADMN-01	Principal (Grades 5-8)	1	\$ 155,149.00	\$0.00

**Elementary School Secretarial Staff
2021-2022 School Year**

Tenured

Employee Name	Position Code	Position Description	STEP	FTE	Salary	Longevity
Eckart, Durell	9300-MES-GUID-01	Secretary (Guidance)	9	1	\$ 56,760.00	\$ 800.00
Gale, Kelly	9300-MES-ADMN-02	Secretary (Main Office)	7-8	1	\$ 55,230.00	\$ 0.00
Gallant, Patricia	9300-MES-CSTM-01	Secretary (Child Study Team)	9	1	\$ 56,760.00	\$ 700.00
King, Catherine	9300-MES-ADMN-01	Secretary (Main Office)	9	1	\$ 56,760.00	\$ 800.00

**Elementary School Paraprofessional Staff
2021-2022 School Year**

Employee Name	Position Code	Position Description	STEP	Hours per Day	Hourly Rate	Longevity
Barlett, Christine	9151-MES-ADMN-02	Paraprofessional (Non-Instructional)	4	4	\$ 23.74	\$ 0.00
Bertscha, William	9101-MES-SPEC-07	Paraprofessional (Instructional)	4	7	\$ 23.74	\$ 0.00
Casner, Kimberly	9101-MES-SPEC-08	Paraprofessional (Instructional)	4	7	\$ 23.74	\$ 0.00
Collins, Sandra	9101-MES-SPEC-02	Paraprofessional (Instructional)	4	7	\$ 23.74	\$ 600.00
Dailey, Katherine	9151-MES-ADMN-03	Paraprofessional (Non-Instructional)	4	4	\$ 23.74	\$ 0.00
Delaney, Noreen	9101-MES-SPEC-14	Paraprofessional (Instructional)	1	4	\$ 22.69	\$ 0.00
Gerlach, Dorothy	9101-MES-SPEC-01	Paraprofessional (Instructional)	4	7	\$ 23.74	\$ 600.00
Hall, Patricia	9151-MES-ADMN-05	Paraprofessional (Non-Instructional)	2	4	\$ 22.94	\$ 0.00
Jones, Jill	9151-MES-ADMN-04	Paraprofessional (Non-Instructional)	2	4	\$ 22.94	\$ 0.00
Kufel, Nicole	9101-MES-SPEC-10	Paraprofessional (Instructional)	4	7	\$ 23.74	\$ 0.00
McCarthy, Mary	9101-MES-SPEC-06	Paraprofessional (Instructional)	4	7	\$ 23.74	\$ 0.00
McLaughlin, Elizabeth	9101-MES-SPEC-03	Paraprofessional (Instructional)	4	7	\$ 23.74	\$ 500.00
McShea, Kristen	9101-MES-SPEC-09	Paraprofessional (Instructional)	4	4	\$ 23.74	\$ 0.00
Morton, Roberta	9101-MES-SPEC-11	Paraprofessional (Instructional)	3	7	\$ 23.34	\$ 0.00
Pichetto, Nicole	9101-MES-SPEC-04	Paraprofessional (Instructional)	4	4	\$ 23.74	\$ 0.00
Triggiano, Patricia	9101-MES-SPEC-05	Paraprofessional (Instructional)	4	7	\$ 23.74	\$ 500.00
Walsh, Jeanne	9101-MES-SPEC-12	Paraprofessional (Instructional)	3	5	\$ 23.34	\$ 0.00
White, Madonna	9151-MES-ADMN-01	Paraprofessional (Non-Instructional)	4	6.5	\$ 23.74	\$ 600.00
Willmot, Samantha	9101-MES-SPEC-13	Paraprofessional (Instructional)	4	4	\$ 23.74	\$ 0.00

MAY 11, 2021

HIGH SCHOOL PERSONNEL

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

2021-2022 Staffing

Recommend approval of the high school tenured, attaining tenure and non-tenured teaching staff for the **2021-2022SY**, as per **Document L-1.**

Recommend approval of the high school non-tenured and tenured high school and district administrators for the **2021-2022SY**, as per **Document L-2.**

Recommend approval of the high school non-tenured, attaining tenure and tenured secretarial staff for the **2021-2022SY**, as per **Document L-3.**

Recommend approval of the high school paraprofessional staff for the **2021-2022SY**, as per **Document L-4.**

Recommend approval of the district custodial staff for the **2021-2022SY**, as per **Document L-5.**

Recommend approval of the district non-affiliated staff for the **2021-2022SY**, as per **Document L-6.**

Recommend approval of the employment contract of **Peter Crawley** as School Business Administrator/Board Secretary (0112-BOE-BUSO-01) for the **2021-2022 school year**, as per **Document L-7.** 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 employment contract of **Jesse Place** as Assistant Superintendent (0120-BOE-SUPO-01) for the **2021-2022 school year**, as per **Document L-8.** 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 employment contract of **Lesley Kenney** as Director of School Counseling Services (0506-BOE-GUID-01) for the **2021-2022 school year**, as per **Document L-9.**

Recommend approval of the employment contract of **Richard Coppola** as Director of Curriculum and Instruction (0500-BOE-CURC-01) for the **2021-2022 school year**, as per **Document L-10.**

Additional Compensation

Recommend approval of the following employees to be compensated as **high school detention proctors** for the 2020-2021 school year at a rate of \$31.00 per hour as needed and as assigned by the principal:

- John Driscoll
- Matt Voskian

DOCUMENT L

Recommend the approval of following teachers to be compensated as a chaperone at the Junior Prom on June 11, 2021 at \$28.50/hour for 4 hours each:

Linda Hoeler	Heidi Hodnett	Courtney Larkin
Madison Schille	Jason Snyder	Alicia Narucki
Allyson Griffith	Amy Edwards	Lisa Crowning
Brianna Badami		

Recommend the approval of the following teachers to be compensated as a chaperone at the Senior Prom on June 5, 2021 at \$28.50/hour for 4 hours each:

Linda Hoeler	Heidi Hodnett	Courtney Larkin
Madison Schille	Jason Snyder	Alicia Narucki
Paulo D. Castanheira	Meredith Heeter	Dana Warncke
Brianna Badami		

**High School Teaching Staff
2021-2022 School Year**

Document L-1

Tenured

Employee Name	Position Code	Position Description	STEP	FTE	Salary	Longevity
Anderson, Carol	2000-MHS-WLAN-04	Teacher - HS World Languages	10 BA	1	\$74,110.00	\$175.00
Basaman, Ryan	2000-MHS-MATH-01	Teacher - HS Mathematics	15 MA	1	\$94,375.00	\$175.00
Bilodeau, W Andrew	2000-MHS-SPEC-01	Teacher - HS Special Education	15 BA	1	\$92,375.00	\$175.00
Bontales, Cheryl	3114-MHS-NURS-01	School Nurse	15 DOC	1	\$96,375.00	\$500.00
Bryant, Jason	2000-MHS-SOCS-01	Teacher - HS Social Studies	15 DOC	1	\$96,375.00	\$500.00
Buckley, Barbara	2000-MHS-SCIE-02	Teacher - HS Science	15 DOC	1	\$96,375.00	\$800.00
Busco, Leigh	3121-MHS-GUID-01	Student Assistance Coordinator	11 MA	1	\$79,625.00	\$175.00
Buss, Kristen	2000-MHS-MATH-04	Teacher - HS Mathematics	15 BA	1	\$92,375.00	\$500.00
Certo, Amy	2000-MHS-HEPE-07	Teacher - HS Health and Physical Education	13 BA	1	\$84,775.00	\$500.00
Cosse, Pamela	3117-MHS-CSTM-01	School Social Worker (11 months)	15 MA	1	\$103,813.00	\$500.00
Craig, Christopher	2000-MHS-SOCS-08	Teacher - HS Social Studies	5A-6 MA	1	\$61,510.00	\$0.00
Crowning, Lisa	2000-MHS-SCIE-03	Teacher - HS Science	15 BA	1	\$92,375.00	\$800.00
Driscoll, John	2000-MHS-SOCS-02	Teacher - HS Social Studies	15 DOC	1	\$96,375.00	\$800.00
Duggan, Lauren	3101-MHS-GUID-02	Guidance Counselor	10 MA	1	\$76,110.00	\$175.00
Dyer, Jennifer	2000-MHS-SPEC-15	Teacher - HS Special Education	10 BA	1	\$74,110.00	\$175.00
Edwards, Amy	2000-MHS-ARPR-03	Teacher - Technology Education	5A-6 MA	1	\$61,510.00	\$0.00
Eldridge, Maria	2000-MHS-WLAN-02	Teacher - HS World Languages	15 MA	1	\$94,375.00	\$500.00
Fagen, James	2000-MHS-SOCS-03	Teacher - HS Social Studies	10 DOC	1	\$78,110.00	\$175.00
Fenlon, Monica	2000-MHS-ENGL-04	Teacher - HS English	9 BA	1	\$70,610.00	\$175.00
Freda, James	2000-MHS-SCIE-04	Teacher - HS Science	15 DOC	1	\$96,375.00	\$1,200.00
Glenn, Thomas	2000-MHS-SCIE-05	Teacher - HS Science	13 BA	1	\$84,775.00	\$500.00
Griffith, Allyson	2000-MHS-WLAN-03	Teacher - HS World Languages	10 MA	1	\$76,110.00	\$0.00
Hall, Joann	2000-MHS-SPEC-04	Teacher - HS Special Education	5A-6 MA	1	\$61,510.00	\$0.00
Hallion, David	2000-MHS-SPEC-06	Teacher - HS Special Education	9 BA	1	\$70,610.00	\$175.00
Harvey, Harry	2000-MHS-ENGL-02	Teacher - HS English	15 MA	1	\$94,375.00	\$1,200.00

**High School Teaching Staff
2021-2022 School Year**

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Heeter, Meredith	2000-MHS-ENGL-06	Teacher - HS English	13 MA	1	\$86,775.00	\$800.00
Herman, Alexis	2000-MHS-ARTF-01	Teacher - HS Art	7 MA	1	\$64,110.00	\$0.00
Hillman, Meghan	2000-MHS-ENGL-01	Teacher - HS English	10 MA	1	\$76,110.00	\$175.00
Hoeler, Linda	2000-MHS-BUTE-02	Teacher - HS Business	5A-6 MA	1	\$61,510.00	\$0.00
Hoffman, Erich	3101-MHS-GUID-01	Guidance Counselor (11 months)	15 MA	1	\$103,813.00	\$500.00
Hoffman, Jeffrey	2000-MHS-WLAN-06	Teacher - HS World Languages	5A-6 BA	1	\$59,510.00	\$0.00
Hyland, Kevin	3113-MHS-ATHL-01	Athletic Trainer	5	1	\$104,699.00	\$800.00
Knitter, Nancy	2000-MHS-ELLP-01	Teacher - English Language Learners	10 MA	1	\$76,110.00	\$0.00
Koenig, Lorraine	2000-MHS-BUTE-01	Teacher - HS Business	5A-6 BA	1	\$59,510.00	\$0.00
Kozic, Claire	2000-MHS-HEPE-04	Teacher - HS Health and Physical Education	11 MA	1	\$79,625.00	\$500.00
Kukoda, Lisa	2410-BOE-TECH-01	Technology Integration Coach (11 months)	9 BA	1	\$77,671.00	\$175.00
Larkin, Courtney	2000-MHS-BUTE-03	Teacher - HS Business	6A MA	1	\$62,710.00	\$0.00
Lee, Brian	2000-MHS-HEPE-05	Teacher - HS Health and Physical Education	13 BA	1	\$84,775.00	\$500.00
Lobosco, Joanne	2000-MHS-SOCS-05	Teacher - HS Social Studies	15 BA	1	\$92,375.00	\$500.00
Lomas, Brett	2000-MHS-MATH-06	Teacher - HS Mathematics	13 DOC	1	\$88,775.00	\$175.00
Lord, Susan	3118-MHS-CSTM-01	Learning Disabilities Teacher Consultant (11 months)	15 DOC	1	\$106,013.00	\$500.00
Marco, Marisa	2000-MHS-ENGL-05	Teacher - HS English	5A-6 BA	1	\$59,510.00	\$0.00
Martucci, Gina	2000-MHS-MATH-07	Teacher - HS Mathematics	15 MA	1	\$94,375.00	\$500.00
Mawn, James	2000-MHS-ENGL-03	Teacher - HS English	15 MA	1	\$94,375.00	\$1,200.00
McHugh, Chryseis	2000-MHS-SCIE-01	Teacher - HS Science	10 BA	1	\$74,110.00	\$175.00
Minutoli, Jason	2000-MHS-MATH-08	Teacher - HS Mathematics	10 BA	1	\$74,110.00	\$500.00
Morris, Meredith	2000-MHS-ARPR-01	Teacher - Family and Consumer Science	7 BA	1	\$62,110.00	\$0.00
Mura, Jennifer	2000-MHS-SPEC-12	Teacher - HS Special Education	15 MA	1	\$94,375.00	\$800.00
Narucki, Alicia	3101-MHS-GUID-03	Guidance Counselor	9 MA	1	\$72,610.00	\$175.00
Onorato, Jamie	2000-MHS-ENGL-07	Teacher - HS English	9 MA	1	\$72,610.00	\$175.00
Pagano, Nicole	2000-MHS-ARTF-02	Teacher - HS Art	6A MA	1	\$62,710.00	\$0.00
Price, Julian	2000-MHS-SOCS-06	Teacher - HS Social Studies	15 BA	1	\$92,375.00	\$1,200.00

**High School Teaching Staff
2021-2022 School Year**

Document L-1

Puryear, Pamela	2000-MHS-SPEC-10	Teacher - HS Special Education	15 DOC	1	\$96,375.00	\$500.00
Radzinsky, Kristin	2000-MHS-WLAN-05	Teacher - HS World Languages	13 BA	1	\$84,775.00	\$500.00
Rostron, Brian	2000-MHS-SPEC-14	Teacher - HS Special Education	9 BA	1	\$70,610.00	\$0.00
Rudder, Elizabeth	3117-MHS-GUID-01	School Social Worker (11 months)	11 MA	1	\$87,588.00	\$0.00
Russo, Rosa	2000-MHS-WLAN-07	Teacher - HS World Languages	8 BA	1	\$66,110.00	\$0.00
Santucci, Jill	2000-MHS-HEPE-06	Teacher - HS Health and Physical Education	11 BA	1	\$77,625.00	\$500.00
Schaad, Matthew	2000-MHS-HEPE-02	Teacher - HS Health and Physical Education	15 MA	1	\$94,375.00	\$800.00
Shibla, Brent	2000-MHS-SOCS-07	Teacher - HS Social Studies	5 MA	1	\$60,310.00	\$0.00
Snyder, Jason	2000-MHS-MATH-03	Teacher - HS Mathematics	5A-6 BA	1	\$59,510.00	\$0.00
Treney, Carolyn	2000-MHS-ARTF-03	Teacher - HS Art	13 BA	1	\$84,775.00	\$500.00
Van Pelt, Dennis	2000-MHS-SOCS-10	Teacher - HS Social Studies	15 BA	1	\$92,375.00	\$800.00
Virok, Christina	2000-MHS-SOCS-11	Teacher - HS Social Studies	7 MA	1	\$64,110.00	\$0.00
Voorhees, Megan	2000-MHS-MATH-05	Teacher - HS Mathematics	5A-6 BA	1	\$59,510.00	\$0.00
Voskian, Matthew	2000-MHS-HEPE-01	Teacher - Health and Physical Education	7 BA	1	\$62,110.00	\$0.00
Waldeyer, Robert	2000-MHS-BUTE-04	Teacher - HS Business	15 BA	1	\$92,375.00	\$500.00
Wasnesky, Eric	2000-MHS-SCIE-07	Teacher - HS Science	11 MA	1	\$79,625.00	\$500.00
Zdanowicz, Kristen	2000-MHS-MATH-09	Teacher - HS Mathematics	15 BA	1	\$92,375.00	\$800.00

Attaining Tenure

Employee Name	Position Code	Position Description	STEP	FTE	Salary	Longevity
Eggie, Carlyann	2000-MHS-ENGL-08	Teacher - HS English	5 MA	1	\$60,310.00	\$0.00
Festa, Katelyn	2000-MHS-SCIE-06	Teacher - HS Science	8 MA	1	\$68,110.00	\$0.00
LaCarrubba, Joseph	2000-MHS-SPEC-13	Teacher - HS Special Education	7 BA	1	\$62,110.00	\$0.00
Saliski, Lauren	3101-MHS-GUID-04	Guidance Counselor	5 MA	1	\$60,310.00	\$0.00
Sawicki, Katharine	2000-MHS-SPEC-09	Teacher - HS Special Education	8 BA	1	\$66,110.00	\$0.00
Wiemken, Ryan	2000-MHS-ARPE-01	Teacher - HS Music	6A BA	1	\$60,710.00	\$0.00

**High School Teaching Staff
2021-2022 School Year**

Document L-1

Non-Tenured

Employee Name	Position Code	Position Description	STEP	FTE	Salary	Longevity
Badami, Brianna	2000-MHS-SPEC-08	Teacher - HS Special Education	3-4 BA	1	\$57,310.00	\$0.00
Balon, Kelly	9025-BOE-CSTM-01	BCBA Behavior Analyst (11 months)	14 MA	1	\$99,413.00	\$0.00
Castanheira, Paulo	2000-MHS-SPEC-05	Teacher - HS Special Education	6A MA	1	\$62,710.00	\$0.00
Critelli, Ryan	2000-MHS-SOCS-09	Teacher - HS Social Studies	5 BA	1	\$58,310.00	\$0.00
Dugan, Kiernan	2000-MHS-SPEC-07	Teacher - HS Special Education	6A BA	1	\$60,710.00	\$0.00
Galano, Melissa	2000-MHS-ARPE-03	Teacher - HS Dance	3-4 BA	1	\$57,310.00	\$0.00
Graf, Ryan	2000-MHS-ARPR-02	Teacher - Construction Technology	5A-6 MA	1	\$61,510.00	\$0.00
Hodnett, Heidi	2000-MHS-MATH-02	Teacher - HS Mathematics	12 BA	1	\$81,175.00	\$0.00
Petriella, Adam	2000-MHS-SCIE-08	Teacher - HS Science	3-4 MA	1	\$59,310.00	\$0.00
Podos, Geniene	2000-MHS-SPEC-02	Teacher - HS Special Education	5 MA	1	\$60,310.00	\$0.00
Savacool, Zachary	2000-MHS-SOCS-04	Teacher - HS Social Studies	5 MA	1	\$60,310.00	\$0.00
Scalamoni, Darian	2000-MHS-ARPE-04	Teacher - HS A/V Production Technology	3-4 BA	1	\$57,310.00	\$0.00
Schille, Madison	2000-MHS-ARPE-02	Teacher - HS Music	3-4 BA	1	\$57,310.00	\$0.00
Steinberg, Susan	3116-MHS-CSTM-01	School Psychologist (11 months)	7 MA	1	\$70,521.00	\$0.00
Szenzenstein, Jacqueline	3114-MES-NURS-01	School Nurse	6A BA	1	\$60,710.00	\$0.00
Testa, Alicia	2000-MHS-SPEC-03	Teacher - HS Special Education	6A MA	1	\$62,710.00	\$0.00
Thieme, Lauren	2000-MHS-WLAN-01	Teacher - HS World Languages	13 BA	1	\$84,775.00	\$0.00
Warncke, Dana	2000-MHS-HEPE-03	Teacher - HS Health and Physical Education	5 BA	1	\$58,310.00	\$0.00
Witt, Jodi	2000-MHS-SPEC-11	Teacher - HS Special Education	6A MA	1	\$62,710.00	\$0.00

**High School and District Administrators
2021-2022 School Year**

Tenured

Employee Name	Position Code	Position Description	FTE	Salary	Longevity
Bramley, Donald	0202-MHS-ADMN-01	Assistant Principal	1	\$ 157,007.00	\$ 1,000.00
Cahill, Peter	0310-MHS-ATHL-01	Supervisor of Athletics & Extracurricular Activities	1	\$ 160,826.00	\$ 3,000.00
Murin, Craig	0300-BOE-CURC-01	Supervisor of Instruction	1	\$ 127,731.00	\$ 1,500.00
Polak, Margaret	0324-BOE-CSTM-01	Supervisor of Special Services	1	\$ 157,626.00	\$ 3,000.00
Read, Richard	0202-MHS-ADMN-02	Assistant Principal / Energy Specialist	1	\$ 158,188.00	\$ 2,500.00

Non-Tenured

Employee Name	Position Code	Position Description	FTE	Salary	Longevity
Goodall, Robert	0201-MHS-ADMN-01	Principal	1	\$ 188,625.00	\$ 0.00

**High School Secretarial Staff
2021-2022 School Year**

Tenured

Employee Name	Position Code	Position Description	STEP	FTE	Salary	Longevity
Mahon, Kathleen	9300-MHS-ATHL-01	Secretary (Athletics)	9	1	\$ 56,760.00	\$ 800.00
Price, Bailey	9300-MHS-GUID-01	Secretary (Guidance)	7-8	1	\$ 55,230.00	\$ 0.00
Winter, Stephanie	9300-MHS-ADMN-01	Secretary (Principal)	5-6	1	\$ 53,930.00	\$ 0.00

Attaining Tenure

Employee Name	Position Code	Position Description	STEP	FTE	Salary	Longevity
Lovell, Kara	9300-MHS-CSTM-01	Secretary (Child Study Team)	4	1	\$ 52,930.00	\$ 0.00
Read, Richard	9300-MHS-ADMN-02	Secretary (Asst. Principal)	5-6	1	\$ 53,930.00	\$ 0.00

Non-Tenured

Employee Name	Position Code	Position Description	STEP	FTE	Salary	Longevity
Maloney, Carol	9300-BOE-CURC-01	Secretary (Curriculum & Instruction)	3	0.2594	\$ 13,496.58	\$ 0.00
Picker, Michelle	9300-BOE-FACL-01	Secretary (Facilities)	3	1	\$ 52,030.00	\$ 0.00

**High School Paraprofessional Staff
2021-2022 School Year**

Employee Name	Position Code	Position Description	STEP	Hours per Day	Hourly Rate	Longevity
Manovill, Donya	9101-MHS-SPEC-01	Paraprofessional (Instructional)	4	7	\$23.74	\$ 600.00
Sterner, Autumn	9101-MHS-SPEC-02	Paraprofessional (Instructional)	3	7	\$23.34	\$ 0.00

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**District Custodial Staff
2021-2022 School Year**

Employee Name	Position Code	Position Description	Step	FTE	Salary	Longevity	Black Seal	Grounds
Dayton, Logan	9402-BOE-FACL-03	Custodian - Grounds	5-7	1	\$ 41,597.00	\$0.00	\$0.00	\$0.00
Dease, Mary	9403-BOE-FACL-03	Custodian	14	1	\$ 49,792.00	\$ 1,400.00	\$ 450.00	\$0.00
Guzman, Luis	9403-BOE-FACL-11	Custodian - Night	3	1	\$ 44,088.00	\$0.00	\$0.00	\$0.00
Guzman, Pastor	9403-BOE-FACL-07	Custodian - Night	12	1	\$ 51,341.00	\$ 1,300.00	\$ 450.00	\$0.00
Hayden, Harry	9403-BOE-FACL-09	Custodian	11	1	\$ 46,192.00	\$ 1,300.00	\$ 450.00	\$0.00
Herrmann, John	9402-BOE-FACL-04	Custodian - Grounds	5-7	1	\$ 41,597.00	\$0.00	\$0.00	\$0.00
Norris, Jeffrey	9403-BOE-FACL-13	Custodian	3	1	\$ 40,697.00	\$0.00	\$0.00	\$0.00
Rehbein, Dennis	9403-BOE-FACL-02	Custodian - Night	16	1	\$ 58,578.00	\$ 1,400.00	\$ 450.00	\$0.00
Reichey, Thomas	9402-BOE-FACL-01	Custodian - Grounds	11	1	\$ 46,192.00	\$ 1,300.00	\$ 450.00	\$ 625.00
Richey, Kevin	9402-BOE-FACL-02	Custodian - Grounds	5-7	1	\$ 41,597.00	\$0.00	\$ 450.00	\$0.00
Saner, Casey	9403-BOE-FACL-05	Custodian	1	1	\$ 39,897.00	\$0.00	\$0.00	\$0.00
Shiple, Jason	9403-BOE-FACL-12	Custodian	2	1	\$ 40,297.00	\$0.00	\$0.00	\$0.00
Smith, John	9403-BOE-FACL-10	Custodian - Night	5-7	1	\$ 45,063.00	\$0.00	\$ 450.00	\$0.00
Sommers, Joseph	9403-BOE-FACL-01	Custodian - Night	16	1	\$ 58,578.00	\$ 1,500.00	\$ 450.00	\$0.00
Timpani, Santino	9403-BOE-FACL-04	Custodian - Night	14	1	\$ 53,941.00	\$ 1,400.00	\$ 450.00	\$0.00

**District Non-Affiliated Staff
2021-2022 School Year**

Employee Name	Position Code	Position Description	FTE	Salary
Bock, Nicholas	9200-BOE-TECH-03	Technology Specialist	1	\$ 55,215.00
Caci, Dylan	9200-BOE-TECH-04	Technology Assistant <i>(* School Calendar + Summer, 5 hr/day)</i>	1	\$ 16,068.00
Clayton, Donald	9251-BOE-SECU-01	School Security Officer <i>(* 185 work days, 5 hr/day)</i>	1	\$ 29,600.00
Clayton, Timothy	9250-BOE-SECU-01	School Security Coordinator <i>(* 11 months)</i>	1	\$ 71,923.00
Craig, Randall	9251-BOE-SECU-06	School Security Officer <i>(* 185 work days, 5 hr/day)</i>	1	\$ 29,600.00
Egan, James	9200-BOE-TECH-02	Technology Specialist	1	\$ 81,801.00
Hudson, Matthew	9401-BOE-FACL-01	Custodial Supervisor	1	\$ 82,794.00
Johansen, Michael	9010-MHS-ATHL-01	Strength Conditioning Coach <i>(* 185 work days, 8 hr/day)</i>	1	\$ 63,353.00
Langdon, Daniel	9251-BOE-SECU-02	School Security Officer <i>(* 185 work days, 5 hr/day)</i>	1	\$ 29,600.00
Pelly, William	9251-BOE-SECU-04	School Security Officer <i>(* 185 work days, 5 hr/day)</i>	1	\$ 29,600.00
Rodger, Marc	9401-BOE-FACL-02	Head Custodian	1	\$ 59,212.00
Scott, Frank	9200-BOE-TECH-01	Network Administrator	1	\$ 118,453.00
White, Michael	9251-BOE-SECU-05	School Security Officer <i>(* 185 work days, 5 hr/day)</i>	1	\$ 29,600.00

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

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **11th day of May 2021**, 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 [REDACTED]
(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, 2021**, 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 **May 11, 2021**, 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, 2021** and expiring at midnight on **June 30, 2022**.

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 FORTY THOUSAND EIGHT HUNDRED FORTY SIX DOLLARS (\$140,846)**, 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, 2021**, 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.

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, 2021**. Unused personal days shall convert to sick leave at the conclusion of the school year, for the subsequent years, to the maximum extent permitted by law.

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.

If school is in session on any of the holidays listed above, the Business Administrator may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Business Administrator to work on any paid holiday, the Board shall offer the Business Administrator 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 Business Administrator no later than September 1 of each year.

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 employees 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, 2021**. 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,
School Business Administrator Contract 2021-2022

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 **May 11, 2021**, 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.

Dr. Peter Crawley
Business Administrator

Date

Witness:

Eugene Cattani, Jr.
President, Manasquan Board of Education

Date

Witness:



State of New Jersey

Department of Education
Monmouth County Office
4000 Kozloski Road
PO Box 1264
Freehold, NJ 07728-1264
Phone: (732) 431-7810
Fax: (732) 776-7237

ANGELICA ALLEN-McMILLAN, Ed. D.
Acting Commissioner

Dr. LESTER W. RICHENS
Interim Executive County Superintendent

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

March 31, 2021

Dr. Frank Kasyan
Superintendent of Schools
Manasquan School District
169 Broad Street
Manasquan, New Jersey 08736

Dear Dr. Kasyan:

Sincerely,

I have reviewed the employment contract for Mr. Peter Crawley, 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 a period commencing on July 1, 2021 through June 30, 2022.

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

FOR ANNUAL CONTRACTS:

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

Sincerely,

A handwritten signature in black ink, appearing to read "Lester W. Richens".

Dr. Lester W. Richens
Interim Executive County Superintendent

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **11th day of May 2021**, 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 [REDACTED]
(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, 2021**, 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 **May 11, 2021**, 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, 2021** and expiring at midnight on **June 30, 2022**.

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 FIFTY-FIVE THOUSAND ONE HUNDRED FORTYNINE DOLLARS (\$155,149.00)** for his term of employment. This 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, 2021**, 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.

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, 2021**. Unused personal days shall convert to sick leave at the conclusion of the school year, for the subsequent years, to the maximum extent permitted by law.

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 employees 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, 2021**. 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, 2021 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. 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 **May 11, 2021**, 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:



State of New Jersey

Department of Education
Monmouth County Office
4000 Kozloski Road
PO Box 1264
Freehold, NJ 07728-1264
Phone: (732) 431-7810
Fax: (732) 776-7237

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ANGELICA ALLEN-McMILLAN, Ed. D.
Acting Commissioner

Dr. LESTER W. RICHENS
Interim Executive County Superintendent

March 31, 2021

Dr. Frank Kasyan
Superintendent of Schools
Manasquan School District
169 Broad Street
Manasquan, New Jersey 08736

Dear Dr. Kasyan:

I have reviewed the employment contract for Mr. Jesse R. Place, as Assistant Superintendent of Schools. After reviewing 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 am approving Mr. Place's contract effective July 1, 2021 through June 30, 2022.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Lester W. Richens".

Dr. Lester W. Richens
Interim Executive County Superintendent

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **11th day of May 2021**, 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 [REDACTED] (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, 2021**, 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 **May 11, 2021** 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, 2021** and expiring at midnight on **June 30, 2022**.

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 THIRTY-ONE THOUSAND NINE HUNDRED FIFTY TWO DOLLARS (\$131,952.00)**. 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, 2021**, 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, 2021**. 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, 2021**. 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, 2021** 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 **May 11, 2021**, 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 **11th day of May 2021**, 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 [REDACTED] (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, 2021**, 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 **May 11, 2021** 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, 2021** and expiring at midnight on **June 30, 2022**.

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 NINETY TWO THOUSAND THREE HUNDRED THIRTY DOLLARS (\$192,330.00)** 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, 2021**, 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, 2021**. 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.

B. Bereavement Leave:

The Director of Curriculum and Instruction 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 Director of Curriculum and Instruction.

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.

C. Health and other Insurance Benefits:

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, 2021**. 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, 2021** 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'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 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 **May 11, 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: