

AUGUST 17, 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 appointment of **Elisabeth Sabatini**, as an Elementary School Special Education Teacher, long-term substitute for Employee ID# 4314, beginning on or about September 2, 2021 through on or about December 2, 2021 at \$110.00 per diem for the first 20 working days and \$120.00 per diem thereafter.

Recommend approval of the appointment of **Michele Cusanelli** as a part-time Paraprofessional (Non-Instructional) (9151-MES-ADMN-05) for the 2021-2022 school year, 4 hours per day at Step 1, \$22.69 per hour.

Recommend approval of the *revision* of the following elementary school paraprofessional appointments for the 2021-2022 school year to increase their working hours from 4 hours per day to 5 hours per day as follows:

Employee Name	Position Code	Position Description	Step	Hours per Day	Hourly Rate	Longevity
Delaney, Noreen	9101-MES-SPEC-14	Paraprofessional (Instructional)	1	5	\$22.69	\$0.00
McShea, Kristen	9101-MES-SPEC-09	Paraprofessional (Instructional)	4	5	\$23.74	\$0.00
Willmot, Samantha	9101-MES-SPEC-13	Paraprofessional (Instructional)	4	5	\$23.74	\$0.00

Previously approved May 11, 2021 (Document 4-4).

Miscellaneous Personnel

Recommend approval that Employee #4732 shall have their employment and adjustment increments withheld for the 2022-2023 school year.

Recommend approval of the reassignment of **Kali Sullivan**, Elementary School Teacher, from the position of Teacher of Basic Skills (1408-MES-ASUP-03) to the position of Teacher of Grades 1-5 (1004-MES-ELEM-15) effective September 1, 2021.

Mentor

Recommend approval of the following stipends and mentor assignments for the 2021-2022 school year. Stipend amounts will be payroll deductions from mentees in order to pay mentors. All mentors will be paid in the June 2022 payroll, pro-rated, if necessary and as noted below.

Provisional Teacher	Certificate Type	Mentor	Mentoring Period	Stipend
Julie Temple	CEAS	Deborah Kehoe	39 weeks @ 0.5333 FTE = 21 weeks	\$385.00
Madeline Wyville	CEAS	Jenny Rostron	13.33 weeks	\$238.33

Additional Compensation

Recommend approval of **Kristen Minutoli** (special education) for 1 hour/meeting at a rate of \$50.00 per hour to participate in Elementary School CST meetings. (Not to exceed \$50.00)

Recommend approval of **Debra Kehoe** (special education) for 1 hour/meetings at a rate of \$50.00 per hour to participate in Elementary School CST meetings. (Not to exceed \$50.00)

Recommend approval of **Michele Sayre** (special education) for 2 hour/meeting at a rate of \$50.00 per hour to participate in Elementary School CST meetings. (Not to exceed \$100.00)

Recommend approval of **Danielle Romano** (special education) for 2 hour/meeting at a rate of \$50.00 per hour to participate in Elementary School CST meetings. (Not to exceed \$100.00)

Recommend approval of **Alissa Boyne**, District Speech Therapist, for 3 hours at a rate of \$80.00 per hour to conduct Speech evaluations/reevaluations. (Not to exceed \$240.00)

Recommend approval of **Jill Wells**, District Occupational Therapist, for 5 hours at a rate of \$80.00 per hour to conduct OT evaluations/reevaluations. (Not to exceed \$400.00)

Summer Staffing 2021

Recommend approval of the following *revised* Summer program appointments (previously approved July 20, 2021):

Position	Employee	Compensation	Time Period
ES Academic Programming Paraprofessional Grades K-3 *	Sandra Collins	\$19.00 / hr	20 days x 3 hrs/day
ES Academic Programming Paraprofessional Grades K-3 *	Kristen McShea	\$19.00 / hr	4 days x 3 hrs/day
Coverage Paraprofessional for ESY Programs *	Noreen Delaney	\$19.00 / hr	Up to 20 hrs/week
Coverage Paraprofessional for ESY Programs *	Kristen McShea	\$19.00 / hr	Up to 20 hrs/week

* *Grant Funded by the CRRSA– Learning Acceleration Subgrant*

Recommend approval of the following *revised* Summer and ESY program appointments (previously approved June 15, 2021):

Position	Employee	Compensation	Time Period
ELL SUMMER PROGRAM TEACHER *	NANCY KNITTER	\$50 per hour	9 days, 2 hours per day
ELL SUMMER PROGRAM TEACHER *	CHRISTINE RICE	\$50 per hour	9 days, 2 hours per day
SUMMER SKILLS PROGRAM ELA TEACHER (GR 6-8) *	ANDREA TRISCHITTA	\$50 per hour	10 Days, 1.25 Hours per day
SUMMER SKILLS PROGRAM ELA TEACHER (GR 6-8) *	JULIANA RIETH	\$50 per hour	10 Days, 1.25 Hours per day

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SUMMER SKILLS PROGRAM MATH TEACHER (GR 6-8) *	MARC REID	\$50 per hour	10 Days, 1.25 Hours per day
SUMMER SKILLS PROGRAM MATH TEACHER (GR 6-8) *	PAULO CASTANHEIRA	\$50 per hour	10 Days, 1.25 Hours per day
ALGEBRA I BRIDGE CLASS TEACHER *	MARC REID	\$57 per hour	20 days, 1.5 hours per day
READING SPECIALIST *	CHRISTIN WALSH	\$50 per hour	48 Hours

* *Grant Funded by the CRRSA– Learning Acceleration Subgrant*

Recommend approval of the following *revised* Summer and ESY program appointments (previously approved June 15, 2021):

Position	Employee	Compensation	Time Period
MIDDLE SCHOOL GUIDANCE COUNSELOR *	ANTHONY CINELLI	\$50 per hour	100 Hours

* *Grant Funded by the CRRSA– Mental Health Subgrant*

Recommend approval of the *revised* Summer program appointments:

Position	Employee	Compensation	Time Period
SUMMER SKILLS PROGRAM MATH TEACHER (GR 6-8)	Paulo Castanheira	\$50.00 / hr	10 days x 2.5 hrs/day

(Previously approved June 15, 2021.)

Recommend approval of the following appointments:

Position	Employee	Compensation	Time Period
Summer Skills Program Teacher (Gr 1-5) (substitute/replacement)	Kindle Kuriscak	\$50.00 / hr	2 days x 2.25 hrs/day
Summer Skills Program Teacher (Gr 1-5) (substitute/replacement)	Christin Walsh	\$50.00 / hr	1 day x 2.25 hrs/day

Athletics/Addendum “C” Advisors

Recommend approval the appointment of the following volunteer club advisor:

Position Code	Position Description	Employee	Salary Guide Step Name	Stipend
N/A	Esports Team Club	Edwards, Amy	N/A	<i>None – Volunteer</i>

Recommend approval of the **resignation** of **Jenna Tilton** as an Addendum “C” **2021-2022 SY Fall Cheerleading and Winter Cheerleading Coach.**

Leave of Absence

Recommend approval of the request for Employee ID #4610 to take a leave of absence from on or about October 18, 2021 through on or about March 10, 2022 with an expected return date of on or about March 11, 2022 as follows:

- Paid Sick Leave 10/18/2021 – 11/30/2021 (28 accumulated sick days)
- Unpaid FMLA/NJFLA Child Bonding Leave 12/1/2021– 3/10/2021 (60 work days)

Resignation

Recommend approval of the resignation of **Durell Eckart**, 9300-MES-GUID-01, effective September 1, 2021 for the purpose of retirement.

Interns/Student Teachers

Recommend approval of Thomas Jefferson Occupational Therapist student Arianny Solano to complete her Level II fieldwork experience under the supervision of Jill Wells for eight weeks between October 18, 2021-December 11, 2021.

AUGUST 17, 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 *revised* appointment of **Justin Lomerson** as **District Night Custodian (9403-BOE-FACL-06)** from on or about July 26, 2021 through June 30, 2022 at Step 1 - \$43,222.00 plus \$450.00 black seal (pro-rated). (*previously approved on July 20, 2021*)

Recommend approval of the **appointment** of **Ann Morano** as **High School Teacher of Mathematics (2000-MHS-MATH-05)** (leave replacement substitute for Employee ID# 4710) from September 1, 2021 through June 30, 2022 at Step 1-2 BA, \$56,310.00, pro-rated.

Recommend approval of the **appointment** of **Nicole Pichetto** as an **ABA Special Education Teacher (2000-MHS-SPEC-16)** for the 2021-2022 school year at Step 1-2 MA, \$58,310.00.

Recommend approval of the *rescission* of the appointment of **Paul Battaglia** as a High School Teacher of Mathematics, for the 2021-2022 school year at Step 15 BA, \$92,375.00 plus \$500.00 longevity, effective September 1, 2021. (*previously approved on February 23, 2021*)

Recommend approval of the following non-negotiated stipend position appointments for the 2021-2022 school year:

Position Description	Position Code	Employee	Stipend Amount
Eighth Grade Transition Coordinator *	9982-MHS-GUID-01	Lauren Saliski	\$5,175.00

****Grant Funded by the CRRSA ESSER II – Mental Health Sub Grant***

Recommend approval of the following non-negotiated stipend position appointments for the Manasquan Schools Development Fund for the 2021-2022 school year:

Position Description	Position Code	Employee	Stipend Amount
Development Fund Coordinator	9986-BOE-SUPO-01	Tara Hudson	\$5,000.00
Development Fund Assistant Coordinator	9986-BOE-SUPO-02	Ryan Basaman	\$3,000.00
Development Fund Assistant Coordinator	9986-BOE-SUPO-03	Teresa Reichey	\$3,000.00
Development Fund Assistant Coordinator	9986-BOE-SUPO-04	Stephanie Winter	\$3,000.00

Recommend approval of the transfer of Margaret Polak from Supervisor of Special Services (0324-BOE-CSTM-01) to Supervisor of Instruction (0300-BOE-CURC-02) effective on September 1, 2021 or upon the appointment of a Director of Special Services.

Curriculum Writing 2021-2022SY:

Recommend approval of the following teachers to write curriculum for the 2021-2022 school year at the rate of \$30.00 per hour. In addition to the hours listed below, teachers shall also be paid an additional \$30.00 if they attend an optional summer curriculum training session.

Course	Teacher	Hours	Total Cost
Piano Lab	Schille, Madison	60	\$1,800.00

Summer Staffing 2021

Recommend approval of the following *revised* Summer and ESY program appointments (previously approved June 15, 2021, Document P-1):

Position	Employee	Compensation	Time Period
GUIDANCE COUNSELOR *	ALICIA NARUCKI	\$50 per hour	115 Total Hours
GUIDANCE COUNSELOR *	LAUREN DUGGAN	\$50 per hour	115 Total Hours
GUIDANCE COUNSELOR *	LAUREN SALISKI	\$50 per hour	130 Total Hours

* *Grant Funded by the CRRSA– Mental Health Subgrant*

Mentor

Recommend approval of the following stipends and mentor assignments for the 2021-2022 school year. Stipend amounts will be payroll deductions from mentees in order to pay mentors. All mentors will be paid in the June 2022 payroll, pro-rated, if necessary and as noted below.

Provisional Teacher	Certificate Type	Mentor	Mentoring Period	Stipend
Lawrence Chiang	CE	Thomas Glenn	30 weeks	\$1,000.00
Justin Barowski	CEAS	Jill Santucci	30 weeks	\$550.00

2021-2022 Pay Rates

Recommend approval of the following pay rates for substitutes for the 2021-2022 school year:

Teachers	\$110.00/day
Teachers (over 20 days in same assignment)	\$120.00/day
Nurse	\$150.00/day
Paraprofessionals	\$91.00/day
Secretaries	\$13.00/hour
Custodians	\$13.00/hour
Athletic Trainers	As per fee schedule

Substitutes:

Recommend approval of the following substitutes for the **2021-2022** school year:

Substitute List 2021-2022 SY

Name	Certified Teacher	Paraprofessional	Secretary	Custodian	Nurse
Abraham, David	X				
Bertinelli, Mario	X				
Bontales, Alaina					X
Bossone, Patricia	X				
Brennan, Daniel	X				
Brundage, Brian	X	X			
Cade, Donna	X				
Cassidy, Kathleen	X				
Chlan, Kathleen	X	X			
Cleary, Roger	X				
Contreras, Steven				X	
Cosgrove, Kelly	X				
Cunningham, Sean	X	X	X		
D'Agostaro, Maria	X				
Daly, Gregory	X	X	X		
DeVita, Elaine *	X	X	X		
Dietrick, Sydney	X	X	X		
Dropchinski, Michael	X	X			
Duffy, Mary Ann *	X	X	X		
Dunham, Alexis	X	X	X		
Ertle, Erik	X	X			
Falconetti, Robert	X				
Ferrante, Robert	X	X	X		
Ford, Jo Ellen	X				
Frese, Thomas	X			X	
Galizio, Gabrielle	X				
Galvan, Victoria	X				
Gillen, Abigail	X				
Goepfert, Rita	X	X			
Grecsek, Holly	X	X	X		
Griffith, Richard	X	X	X		
Heenan, James	X	X			
Helfer, Wendy	X	X	X		

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Jackwicz, Kelly	X	X	X		
Homan, Keara	X	X			
Jones, Jill	X	X	X		
Kaminski, Babette					X
Kelly, William	X				
Kincaid, Marjorie					X
Kinsberg, Barry	X				
Lancaster, Thomas	X				
MacDonald, Lauren	X	X			
Mangione, Deborah	X		X		
McGowan, Carolyn	X				
McGuinness, Dara	X				
McMullen, David	X				
Mele, James	X				
Mele, Patricia	X		X		
Melillo, Olivia	X				
Morris, John	X	X			
Moynihan, Laureen	X				
Monaghan, Maryann	X				
O'Boyle, Tessa	X	X			
O'Brien, Robert	X				
Paul, Barbara	X	X	X		
Passes, Carolyn					X
Pringle, Hannah	X	X	X		
Read, Molly	X	X	X		
Read, Michaela	X				
Roman-Sarmiento, Nestor				X	
Rooney, Amy	X	X	X		
Ruszczuk, Walter				X	
Sandilands, Robert	X				
San Filippo, Maria	X	X	X		
Schiller, Susan					X
Schultz, Nicholas	X				
Schwartz, Steven	X				
Skubon, Patricia	X	X	X		
Slliwoski, Kristine	X				
Soliman, Mona	X				
Sorino, Louisa	X				
Sorrentino, Michaela	X	X	X		
Stewart, Jill	X	X			

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Styslinger, John	X				
Styslinger, Thelma	X				
Sutor, Paul	X				
Tassini, Katherine	X	X	X		
Thompson, Devon *	X	X	X		
Tilton, Leah * *	X	X	X		
Torta, Aubrey	X				
Turowski, Nadine	X	X	X		
Voelksen, Pamela	X				
Vuono, Richard	X				
Ward, Judith	X				
Ware, Andrew	X				
Wells, Douglas	X	X			
Whelan, Elvia			X		
Woloszyn, Nancy					X

**Pending Criminal History and Employment History Review*

Home Instructors:

Recommend approval of the following home instructors for the **2021-2022** school year:

Name	Certified Teacher
Ali McHugh, Karen	X
Bates, Flora	X
Borowsky, Nancy	X
Condon, Gail	X
Gilligan, Paula	X
Hardie, Karen	X
Joyce, Vincent Jerry	X
Lawler, Alice	X
Mangione, Deborah	X
Martin, Roberta	X
Ryan, Kathleen	X
Shea, Anne	X

Additional Compensation

Recommend approval of **Marisa Marco** (general education) for 4 hours/meetings at a rate of \$50.00 per hour to participate in High School CST meetings. (Not to exceed \$200.00)

Recommend approval of **Brianna Badami** (special education) for 4 hours/meetings at a rate of \$50.00 per hour to participate in High School CST meetings. (Not to exceed \$200.00)

DOCUMENT L

Recommend approval of the following employees to serve on the SEL District Initiative and Programming Committee for the 2021-2022 school year and be compensated for up to 10 hours per person at \$50.00 per hour (Grant funded by the CRRSA ESSER II – Mental Health Sub Grant):

- Harmony Schwier

Recommend approval of the *revision* of the following employees to provide carpentry services for the District at the rate of **\$32.00** per hour for up to the total number of hours specified below for the 2021-2022 school year, effective August 18, 2021 (*previously approved on July 20, 2021*):

- Ryan Graf – Up to 350 hours
- Jason Snyder – Up to 150 hours

Leave of Absence

Recommend approval of the *revised* request for Employee ID# 4710 to take a leave of absence on or about 3/10/2021 through on or about ~~10/29/2021~~ **6/30/2022** with an expected return date of on or about ~~11/2/2021~~ **9/1/2022** as follows:

- Paid Sick Leave 3/8/2021 –5/12/21 (42 accumulated sick days)
- Unpaid FMLA/NJFLA Child Bonding Leave 5/13/2021 –10/15/21 (60 work days)
- Unpaid personal leave of absence 10/16/21 – ~~10/29/2021~~ **6/30/2022**

(Previously approved 1/20/2021 and revised 4/27/2021.)

Athletics/Addendum “C” Advisors

Recommend approval of the following Addendum “C” **2021-2022 SY** Fall coaching staff appointments:

Position Code	Position Description	Employee	Step	Stipend	Longevity
9760-MHS-ATHL-02	Volleyball (Girls) Assistant Coach	Justin Barowski	B	\$4,360.00	N/A

Recommend approval of the **resignation** of Kristen Buss as an Addendum “C” **2021-2022 SY Boys Surf Coach**.

Recommend approval of the **resignation** of Adam Houli as an Addendum “C” **2021-2022 SY Ice Hockey Coach**.

Interns/Student Teachers

Recommend approval of Georgian Court University School Psychologist student Shannon Frankenfeld to complete her Practicum I under the supervision of Margaret Polak and Teresa Savage for 40-60 hours in the Kindergarten classrooms for observation, consultation, intervention, and progress monitoring.

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MANASQUAN SCHOOL DISTRICT
Job Description

TITLE: Director of Special Services

QUALIFICATIONS:

1. Valid New Jersey Administrative Certificate with Principal or School Administrator endorsement.
2. Master's degree, preferably with academic experience in special education.
3. Minimum three years teaching or student services experience, preferably in special education or as a member of a child study team.
3. Demonstrated knowledge of state and federal special education laws, regulations, procedures, and reporting requirements.
4. Demonstrated knowledge of child study team processes and operations.
5. Leadership skills and experience in district-wide areas of curriculum, staff development, staff supervision/evaluation, and budget.
6. Demonstrated ability to work and communicate effectively with staff, students, parents, community members, and administration.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent of Schools

SUPERVISES: Child Study Team Members
Teaching Staff as Assigned
Board Certified Behavior Analyst
Special Education Paraprofessionals
Special Services Clerical Staff

JOB GOAL: To enable all students to utilize their equal educational opportunity to the fullest by providing appropriate diagnostic services and a continuum of quality programs and services for eligible students, as appropriate to the needs of the district and according to federal and state laws, rules, and regulations.

PERFORMANCE RESPONSIBILITIES:

1. Program Administration

- 1.1 Provides leadership in the development, implementation and evaluation of the district's special education program; coordinates and supervises related services and activities;
- 1.2 Ensures the district-wide implementation of and compliance with all federal and state statutes and regulations related to special education;
- 1.3 Assists in the formulation of policy drafts related to special education;

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- 1.4 Prepares and submits all federal, state and local reports on special education programs;
- 1.5 Completes the Individuals with Disabilities Education Act (IDEA) Grant, the Application for Special Education Extraordinary Aid and other required applications to obtain funds for public and non-public school students;
- 1.6 Prepares and submits grant applications for alternate funding sources in the related areas;
- 1.7 Keeps staff, parents and appropriate members of the public informed of all legal requirements related to special education;
- 1.8 Supports and coordinates parent involvement and community outreach efforts concerning special education issues (e.g. SEAC);
- 1.9 Ensures that timely and accurate information is presented on the district's student services web page;
- 1.10 Oversees the development and maintenance of complete and cumulative records of all classified students and monitors access to records in a manner compliant with applicable laws or regulations;
- 1.11 Directs all preparations for state monitoring related to the special education programs;
- 1.12 Plans and implements procedures for student referral, identification, evaluation, eligibility, classification, IEP, placement, annual review, and reevaluation that comply with requirements for parental notice;
- 1.13 Makes appropriate recommendations to the Superintendent of Schools for placement of students in other public or private schools for classified special education students as needed;
- 1.14 Provides oversight in the scheduling and assignment of Child Study Team members, teachers, therapists and paraprofessionals to ensure compliance with all IEP mandated services;
- 1.15 Assesses the budgetary needs of the special education department and communicates with building and central office administration in planning and preparation of the annual special education budget, including all in district and out of district placements and expenditures;
- 1.16 Assists staff in the selection of appropriate instructional materials and equipment and serves as a resource in areas where expertise is needed;
- 1.17 Directs the planning and appropriate staffing and supervision of the special education extended school year program;
- 1.18 Conducts complaint investigations and makes recommendations for corrective action;
- 1.19 Prepares cases for settlement conferences and litigation;
- 1.20 Participates in due process hearings in accordance with N.J.A.C. 6A:14-2.7;

2. Staff Supervision and Development

- 2.1 Assists in the implementation of the district's in-service programs for staff members and recommends staff members' attendance at conferences or participation in other professional growth activities in the areas under his/her jurisdiction;

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- 2.2 Schedules and organizes departmental meetings in order to effect continuity and articulation of the programs under his/her jurisdiction;
- 2.3 Collaborates with the Assistant Superintendent in the recruiting, screening, selecting, orienting of new staff, training, and assigning of department personnel;
- 2.4 Supervises instructional activities involving the full continuum of services and programs;
- 2.5 Provides supervision and coordination of special education case management;
- 2.6 Evaluates teaching staff, as assigned by the Superintendent of Schools, in accordance with state law, Board policy and contractual agreements.
- 2.7 Evaluates support staff, as assigned by the Superintendent of Schools, in accordance with state law, Board policy and contractual agreements.
- 2.8 Evaluates administrative staff including Principals, Assistant Principals, and Supervisors, as assigned by the Superintendent of Schools, in accordance with state law, Board policy and contractual agreements.

3. Other

- 3.1 Serves on district committees, as assigned;
- 3.2 Serves as a liaison with elementary sending districts in the area of special education.
- 3.3 Attends Board of Education meetings and prepare such reports for the Board of Education as the Superintendent of Schools may direct;
- 3.4 Performs other duties within the scope of his/her employment and certification as may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: 12-month year. Salary to be established by the Board.

ANNUAL EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Administrators.

Approved by: Manasquan Board of Education **Date:** August 17, 2021