

MAY 10, 2022

HIGH SCHOOL PERSONNEL

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

2021-2022 Staffing

Substitutes:

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

Teacher

Hagel, Samantha	
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Paraprofessional

Hagel, Samantha	
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Additional Compensation

Recommend the approval of following staff member to be compensated as a chaperone at the Senior Prom on June 3, 2022 at \$28.50/hour, not to exceed 4 hours each:

- **Mitchell Albanese**

2022-2023 Staffing

Recommend approval of the high school tenured, attaining tenure and non-tenured teaching staff for the **2022-2023SY**, as per **Document N-1.**

Recommend approval of the high school non-tenured and tenured high school and district administrators for the **2022-2023SY**, as per **Document N-2.**

Recommend approval of the high school attaining tenure and tenured secretarial staff for the **2022-2023SY**, as per **Document N-3.**

Recommend approval of the high school paraprofessional staff for the **2022-2023SY**, as per **Document N-4.**

Recommend approval of the district custodial staff for the **2022-2023SY**, as per **Document N-5.**

Recommend approval of the district non-affiliated support staff for the **2022-2023SY**, as per **Document N-6.**

Recommend approval of the employment contract of **Peter Crawley** as **School Business Administrator/Board Secretary** (0112-BOE-BUSO-01) for the **2022-2023 school year** and approval of the associated quantitative merit goal as per **Document N-7.** This contract has been reviewed and approved by the Executive County Superintendent in accordance with N.J.A.C. 6A:23A-3.1.

DOCUMENT N

Recommend approval of the employment contract of Jesse Place as **Assistant Superintendent** (0120-BOE-SUPO-01) for the **2022-2023 school year**, and approval of the associated quantitative merit goal as per **Document N-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 **2022-2023 school year**, as per **Document N-9**.

Recommend approval of the employment contract of Richard Coppola as **Director of Curriculum and Instruction** (0500-BOE-CURC-01) for the **2022-2023 school year**, as per **Document N-10**.

Recommend approval of the employment contract of Jennifer Steffich as **Director of Special Services** (0524-BOE-CSTM-01) for the 2022-2023 school year, effective on or about July 1, 2022, as per **Document N-11**. (*Pending criminal history and employment history review.*)

Leave of Absence

Recommend approval of Employee ID# 4348 to take a **paid medical leave of absence** from on or about May 18, 2022 through on or about August 12, 2022 with an anticipated return date of on or about August 15, 2022 as follows:

- 5/18/2022-6/27/2022: 28 accumulated sick days
- 6/28/2022-6/30/2022: 3 personal days
- 7/1/2022-7/26/2022: 17 accumulated sick days
- 7/27/2022 – 8/10/2022: 11 vacation days
- 8/11/2022 – 8/12/2022: 2 personal days

Resignation

Recommend approval of the **resignation** of Nicci Balestrieri, **Paraprofessional** (9101-MHS-SPEC-03), effective April 29, 2022.

Recommend approval of the **resignation** of William Pelly, **School Security Officer** (9251-BOE-SECU-04), effective July 1, 2022.

**Manasquan High School & District Teaching Staff
2022-23 School Year**

DOCUMENT N-1

Tenured Teaching Staff

Employee Name	Position Code	Position Description	FTE	Step	Salary	Longevity
Anderson, Carol	2000-MHS-WLAN-04	Teacher - HS World Languages	1.0000	11 BA	78,885.00	175.00
Basaman, Ryan	2000-MHS-MATH-01	Teacher - HS Mathematics	1.0000	15 MA	95,375.00	175.00
Bilodeau, W Andrew	2000-MHS-SPEC-01	Teacher - HS Special Education	1.0000	15 BA	93,375.00	175.00
Bryant, Jason	2000-MHS-SOCS-01	Teacher - HS Social Studies	1.0000	15 Doc	97,375.00	800.00
Busco, Leigh	3121-MHS-GUID-01	Student Assistance Coordinator	1.0000	12 MA	84,385.00	175.00
Buss, Kristen	2000-MHS-MATH-04	Teacher - HS Mathematics	1.0000	15 BA	93,375.00	500.00
Certo, Amy	2000-MHS-HEPE-07	Teacher - HS Health and Physical Education	1.0000	14 BA	89,680.00	500.00
Cosse, Pamela	3117-MHS-CSTM-01	School Social Worker	1.0000	15 MA (11 mo)	104,913.00	500.00
Craig, Christopher	2000-MHS-SOCS-08	Teacher - HS Social Studies	1.0000	6-6A MA	64,485.00	0.00
Crowning, Lisa	2000-MHS-SCIE-03	Teacher - HS Science	1.0000	15 BA	93,375.00	800.00
Driscoll, John	2000-MHS-SOCS-02	Teacher - HS Social Studies	1.0000	15 Doc	97,375.00	800.00
Duggan, Lauren	3101-MHS-GUID-02	Guidance Counselor	1.0000	11 MA	80,885.00	175.00
Dyer, Jennifer	2000-MHS-SPEC-15	Teacher - HS Special Education	1.0000	11 BA	78,885.00	175.00
Edwards, Amy	2000-MHS-ARPR-03	Teacher - Technology Education	1.0000	6-6A MA	64,485.00	0.00
Eggie, Carlyann	2000-MHS-ENGL-08	Teacher - HS English	1.0000	4-5 MA	62,285.00	0.00
Eldridge, Maria	2000-MHS-WLAN-02	Teacher - HS World Languages	1.0000	15 MA	95,375.00	800.00
Fagen, James	2000-MHS-SOCS-03	Teacher - HS Social Studies	1.0000	11 Doc	82,885.00	175.00
Fenlon, Monica	2000-MHS-ENGL-04	Teacher - HS English	1.0000	10 BA	75,485.00	175.00
Festa, Katelyn	2000-MHS-SCIE-06	Teacher - HS Science	1.0000	8A MA	71,985.00	0.00
Freda, James	2000-MHS-SCIE-04	Teacher - HS Science	1.0000	15 Doc	97,375.00	1,200.00
Glenn, Thomas	2000-MHS-SCIE-05	Teacher - HS Science	1.0000	14 BA	89,680.00	800.00
Griffith, Allyson	2000-MHS-WLAN-03	Teacher - HS World Languages	1.0000	11 MA	80,885.00	0.00
Hall, Joann	2000-MHS-SPEC-04	Teacher - HS Special Education	1.0000	6-6A MA	64,485.00	0.00
Hallion, David	2000-MHS-SPEC-06	Teacher - HS Special Education	1.0000	10 BA	75,485.00	175.00
Harvey, Harry	2000-MHS-ENGL-02	Teacher - HS English	1.0000	15 MA	95,375.00	1,200.00
Heeter, Meredith	2000-MHS-ENGL-06	Teacher - HS English	1.0000	14 MA	91,680.00	800.00
Herman, Alexis	2000-MHS-ARTF-01	Teacher - HS Art	1.0000	7A MA	67,685.00	0.00
Hillman, Meghan	2000-MHS-ENGL-01	Teacher - HS English	1.0000	11 MA	80,885.00	175.00
Hoeler, Linda	2000-MHS-BUTE-02	Teacher - HS Business	1.0000	6-6A MA	64,485.00	0.00
Hoffman, Erich	3101-MHS-GUID-01	Guidance Counselor	1.0000	15 MA (11 mo)	104,913.00	500.00
Hoffman, Jeffrey	2000-MHS-WLAN-06	Teacher - HS World Languages	1.0000	6-6A BA	62,485.00	0.00
Hyland, Kevin	3113-MHS-ATHL-01	Athletic Trainer	1.0000	5	105,790.00	1,200.00
Koenig, Lorraine	2000-MHS-BUTE-01	Teacher - HS Business	1.0000	6-6A BA	62,485.00	0.00
Kopec, Oriana	3105-MHS-MEDC-01	HS/ES Media Specialist	1.0000	15 Doc	97,375.00	175.00
Kozic, Claire	2000-MHS-HEPE-04	Teacher - HS Health and Physical Education	1.0000	12 MA	84,385.00	500.00
Kukoda, Lisa	2410-BOE-TECH-01	Technology Integration Coach	1.0000	10 BA (11 mo)	83,034.00	175.00

**Manasquan High School & District Teaching Staff
2022-23 School Year**

DOCUMENT N-1

LaCarrubba, Joseph	2000-MHS-SPEC-13	Teacher - HS Special Education	1.0000	7A BA	65,685.00	0.00
Larkin, Courtney	2000-MHS-BUTE-03	Teacher - HS Business	1.0000	7 MA	65,785.00	0.00
Lee, Brian	2000-MHS-HEPE-05	Teacher - HS Health and Physical Education	1.0000	14 BA	89,680.00	500.00
Lemongelli, Elizabeth	3117-MHS-GUID-01	School Social Worker	1.0000	12 MA (11 mo)	92,824.00	0.00
Lobosco, Joanne	2000-MHS-SOCS-05	Teacher - HS Social Studies	1.0000	15 BA	93,375.00	800.00
Lomas, Brett	2000-MHS-MATH-06	Teacher - HS Mathematics	1.0000	14 Doc	93,680.00	175.00
Lord, Susan	3118-MHS-CSTM-01	Learning Disabilities Teacher Consultant	1.0000	15 Doc (11 mo)	107,113.00	500.00
Marco, Marisa	2000-MHS-ENGL-05	Teacher - HS English	1.0000	6-6A BA	62,485.00	175.00
Martucci, Gina	2000-MHS-MATH-07	Teacher - HS Mathematics	1.0000	15 MA	95,375.00	500.00
Mawn, James	2000-MHS-ENGL-03	Teacher - HS English	1.0000	15 MA	95,375.00	1,200.00
McHugh, Chryseis	2000-MHS-SCIE-01	Teacher - HS Science	1.0000	11 BA	78,885.00	500.00
Minutoli, Jason	2000-MHS-MATH-08	Teacher - HS Mathematics	1.0000	11 BA	78,885.00	500.00
Morris, Meredith	2000-MHS-ARPR-01	Teacher - Family and Consumer Science	1.0000	7A BA	65,685.00	175.00
Mura, Jennifer	2000-MHS-SPEC-12	Teacher - HS Special Education	1.0000	15 MA	95,375.00	800.00
Narucki, Alicia	3101-MHS-GUID-03	Guidance Counselor	1.0000	10 MA	77,485.00	175.00
Onorato, Jamie	2000-MHS-ENGL-07	Teacher - HS English	1.0000	10 Doc	79,485.00	175.00
Pagano, Nicole	2000-MHS-ARTF-02	Teacher - HS Art	1.0000	7 MA	65,785.00	175.00
Price, Julian	2000-MHS-SOCS-06	Teacher - HS Social Studies	1.0000	15 BA	93,375.00	1,200.00
Puryear, Pamela	2000-MHS-SPEC-10	Teacher - HS Special Education	1.0000	15 Doc	97,375.00	500.00
Radzinsky, Kristin	2000-MHS-WLAN-05	Teacher - HS World Languages	1.0000	14 BA	89,680.00	500.00
Rice, Christine	2000-MHS-ELLP-01	Teacher - English Language Learners	1.0000	5A MA	61,510.00	0.00
Rostron, Brian	2000-MHS-SPEC-14	Teacher - HS Special Education	1.0000	10 BA	75,485.00	0.00
Russo, Rosa	2000-MHS-WLAN-07	Teacher - HS World Languages	1.0000	8A BA	69,985.00	0.00
Saliski, Lauren	3101-MHS-GUID-04	Guidance Counselor	1.0000	5A MA	63,285.00	0.00
Santucci, Jill	2000-MHS-HEPE-06	Teacher - HS Health and Physical Education	1.0000	12 BA	82,385.00	500.00
Sawicki, Katharine	2000-MHS-SPEC-09	Teacher - HS Special Education	1.0000	8A BA	69,985.00	0.00
Schaad, Matthew	2000-MHS-HEPE-02	Teacher - HS Health and Physical Education	1.0000	15 MA	95,375.00	800.00
Shibla, Brent	2000-MHS-SOCS-07	Teacher - HS Social Studies	1.0000	5A MA	63,285.00	0.00
Snyder, Jason	2000-MHS-MATH-03	Teacher - HS Mathematics	1.0000	6-6A BA	62,485.00	0.00
Treney, Carolyn	2000-MHS-ARTF-03	Teacher - HS Art	1.0000	14 BA	89,680.00	500.00
Van Pelt, Dennis	2000-MHS-SOCS-10	Teacher - HS Social Studies	1.0000	15 BA	93,375.00	800.00
Virok, Christina	2000-MHS-SOCS-11	Teacher - HS Social Studies	1.0000	7A MA	67,685.00	0.00
Voorhees, Megan	2000-MHS-MATH-05	Teacher - HS Mathematics	1.0000	5A BA	61,285.00	0.00
Voskian, Matthew	2000-MHS-HEPE-01	Teacher - Health and Physical Education	1.0000	7A BA	65,685.00	175.00
Waldeyer, Robert	2000-MHS-BUTE-04	Teacher - HS Business	1.0000	15 BA	93,375.00	500.00
Wasnesky, Eric	2000-MHS-SCIE-07	Teacher - HS Science	1.0000	12 MA	84,385.00	500.00
Wiemken, Ryan	2000-MHS-ARPE-01	Teacher - HS Music	1.0000	7 BA	63,785.00	0.00

**Manasquan High School & District Teaching Staff
2022-23 School Year**

DOCUMENT N-1

Zdanowicz, Kristen	2000-MHS-MATH-09	Teacher - HS Mathematics	1.0000	15 BA	93,375.00	800.00
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Attaining Tenure

Employee Name	Position Code	Position Description	FTE	Step	Salary	Longevity
Dugan, Kiernan	2000-MHS-SPEC-07	Teacher - HS Special Education	1.0000	7 BA	63,785.00	0.00
Graf, Ryan	2000-MHS-ARPR-02	Teacher - Construction Technology	1.0000	6-6A MA	64,485.00	0.00
Hodnett, Heidi	2000-MHS-MATH-02	Teacher - HS Mathematics	1.0000	13 BA	85,985.00	0.00
Podos, Geniene	2000-MHS-SPEC-02	Teacher - HS Special Education	1.0000	5A MA	63,285.00	0.00
Steinberg, Susan	3116-MHS-CSTM-01	School Psychologist	1.0000	7A MA (11 mo)	74,454.00	0.00
Thieme, Lauren	2000-MHS-WLAN-01	Teacher - HS World Languages	1.0000	14 BA	89,680.00	0.00
Witt, Jodi	2000-MHS-SPEC-11	Teacher - HS Special Education	1.0000	7 MA	65,785.00	0.00

Non-Tenured

Employee Name	Position Code	Position Description	FTE	Step	Salary	Longevity
Badami, Brianna	2000-MHS-SPEC-08	Teacher - HS Special Education	1.0000	4-5 BA	60,285.00	0.00
Barowski, Justin	2000-MHS-HEPE-08	Teacher - HS & ES Health and Physical Education	1.0000	2-3 BA	59,285.00	0.00
Balon, Kelly	9025-BOE-CSTM-01	BCBA Behavior Analyst	1.0000	15 MA (11 mo)	104,913.00	0.00
Blewitt, Elena	3114-MHS-NURS-01	School Nurse	1.0000	2-3 BA (11 mo)	65,214.00	0.00
Castanheira, Paulo	2000-MHS-SPEC-05	Teacher - HS Special Education	1.0000	7 MA	65,785.00	0.00
Chiang, Lawrence	2000-MHS-SCIE-09	Teacher - HS Science	1.0000	2-3 BA	59,285.00	0.00
Critelli, Ryan	2000-MHS-SOCS-09	Teacher - HS Social Studies	1.0000	5A BA	61,285.00	0.00
Galano, Melissa	2000-MHS-ARPE-03	Teacher - HS Dance	1.0000	4-5 BA	60,285.00	0.00
Mulroy, Fatima	3101-MHS-GUID-05	School Counselor (ELL PK-12)	1.0000	2-3 MA	61,285.00	0.00
Petriella, Adam	2000-MHS-SCIE-08	Teacher - HS Science	1.0000	4-5 MA	62,285.00	0.00
Pichetto, Nicole	2000-MHS-SPEC-16	Teacher - HS Special Education ABA	1.0000	2-3 MA	61,285.00	0.00
Savacool, Zachary	2000-MHS-SOCS-04	Teacher - HS Social Studies	1.0000	5A MA	63,285.00	0.00
Schille, Madison	2000-MHS-ARPE-02	Teacher - HS Music	1.0000	4-5 BA	60,285.00	0.00
Szenzenstein, Jacqueline	3114-MHS-NURS-02	School Nurse	1.0000	7 BA	63,785.00	0.00
Testa, Alicia	2000-MHS-SPEC-03	Teacher - HS Special Education	1.0000	7 MA	65,785.00	0.00
Warncke, Dana	2000-MHS-HEPE-03	Teacher - HS Health and Physical Education	1.0000	5A BA	61,285.00	0.00

**Manasquan High School & District Administrators
2022-23 School Year**

DOCUMENT N-2

Tenured Administrators

Employee Name	Position Code	Position Description	FTE	Salary	Longevity
Polak, Margaret	0300-BOE-CURC-02	Supervisor of Instruction	1.0000	162,194.00	3,000.00
Read, Richard	0202-MHS-ADMN-02	Assistant Principal / Energy Specialist	1.0000	165,256.00	2,500.00

Non-Tenured

Employee Name	Position Code	Position Description	FTE	Salary	Longevity
Bramley, Donald	0310-MHS-ATHL-01	Supervisor of Athletics & Extracurricular Activities	1.0000	175,364.00	1,000.00
Goodall, Robert	0201-MHS-ADMN-01	Principal	1.0000	193,196.00	0.00
Murin, Craig	0202-MHS-ADMN-01	Assistant Principal	1.0000	143,500.00	1,500.00

**Manasquan High School & District Secretarial Staff
2022-23 School Year**

DOCUMENT N-3

Tenured Secretaries

Employee Name	Position Code	Position Description	FTE	Step	Salary	Longevity
Lovell, Kara	9300-MHS-CSTM-01	Secretary (Child Study Team)	1.0000	5	55,625.00	0.00
Mahon, Kathleen	9300-MHS-ATHL-01	Secretary (Athletics)	1.0000	8	58,160.00	800.00
Price, Bailey	9300-MHS-GUID-01	Secretary (Guidance)	1.0000	8	58,160.00	0.00
Read, Richard	9300-MHS-ADMN-02	Secretary (Asst. Principal)	1.0000	6-7	56,625.00	0.00
Winter, Stephanie	9300-MHS-ADMN-01	Secretary (Principal)	1.0000	6-7	56,625.00	0.00

Attaining Tenure

Employee Name	Position Code	Position Description	FTE	Step	Salary	Longevity
Maloney, Carol	9300-BOE-CURC-01	Secretary (Curriculum & Instruction)	.2594	4	14,169.73	0.00
Picker, Michelle	9300-BOE-FACL-01	Secretary (Facilities)	1.0000	4	54,625.00	0.00

**Manasquan High School Paraprofessionals & Job Coaches
2022-23 School Year**

DOCUMENT N-4

Employee Name	Position Code	Position Description	Hours / Day	Step	Salary Rate	Longevity
Bertscha, William	9101-MHS-SPEC-04	Paraprofessional (Instructional) ABA Program	7.0	4	24.57 / hour	0.00
Delaney, Noreen	9155-MHS-SPEC-01	Job Coach	7.0	2	23.87 / hour	0.00
Frye, Lisa	9101-MHS-SPEC-05	Paraprofessional (Instructional)	7.0	4	24.57 / hour	0.00
Manovill, Donya	9101-MHS-SPEC-01	Paraprofessional (Instructional)	7.0	4	24.57 / hour	600.00
Sterner, Autumn	9101-MHS-SPEC-02	Paraprofessional (Instructional)	7.0	4	24.57 / hour	0.00

**District Custodial Staff
2022-23 School Year**

Employee Name	Position Code	Position Description	FTE	Step	Salary	Longevity	Black Seal
Dease, Mary	9403-BOE-FACL-03	Custodian	1.0000	15	52,322.00	1,400.00	450.00
Guzman, Luis	9403-BOE-FACL-11	Custodian - Night	1.0000	4	45,578.00	0.00	0.00
Guzman, Pastor	9403-BOE-FACL-07	Custodian - Night	1.0000	13	53,080.00	1,300.00	450.00
Hayden, Harry	9403-BOE-FACL-09	Custodian	1.0000	12	47,797.00	1,300.00	450.00
Herrmann, John	9402-BOE-FACL-04	Custodian - Grounds	1.0000	6-8	43,022.00	0.00	0.00
Norris, Jeffrey	9403-BOE-FACL-13	Custodian	1.0000	4	42,072.00	0.00	0.00
Porcile, Michael	9403-BOE-FACL-12	Custodian	1.0000	1	40,872.00	0.00	0.00
Rehbein, Dennis	9403-BOE-FACL-02	Custodian - Night	1.0000	16	59,066.00	1,500.00	450.00
Reichey, Thomas	9402-BOE-FACL-01	Custodian - Grounds	1.0000	12	47,797.00	1,300.00	450.00 Plus \$625.00 Grounds Stipend
Richey, Kevin	9402-BOE-FACL-02	Custodian - Grounds	1.0000	6-8	43,022.00	0.00	450.00
Saner, Casey	9403-BOE-FACL-05	Custodian - Night	1.0000	2	44,711.00	0.00	0.00
Shiple, Jason	9402-BOE-FACL-03	Custodian - Grounds	1.0000	3	41,672.00	0.00	450.00
Smith, John	9403-BOE-FACL-10	Custodian - Night	1.0000	6-8	46,607.00	0.00	450.00
Timpani, Santino	9403-BOE-FACL-04	Custodian - Night	1.0000	15	56,682.00	1,400.00	450.00

**District Non-Affiliated Support Staff
2022-23 School Year**

Tenured Confidential Clerical Staff

Employee Name	Position Code	Position Description	FTE	Salary
Attilio, Maria	9300-BOE-SUPO-03	Confidential Secretary Data Management	1.0000	68,557.00
Dietrick, JoAnn	9300-BOE-SUPO-01	Confidential Secretary	1.0000	67,240.00
Disoteo, Teresa	9300-BOE-BUSO-04	Payroll and Benefits Clerk	1.0000	58,160.00
Freeman, Sandra	9300-BOE-BUSO-01	Confidential Secretary to SBA	1.0000	74,667.00
Hudson, Tara	9300-BOE-SUPO-02	Tech Comm Assistant	1.0000	58,160.00
Jost, Cynthia	9300-BOE-BUSO-03	Accounts Payable Clerk	1.0000	61,545.00
Read, Kimberly	9300-BOE-BUSO-02	Bookkeeper	1.0000	91,223.00

Non-Tenured, Non-Affiliated Support Staff

Employee Name	Position Code	Position Description	Term	FTE / Hours	Salary / Rate
Bock, Nicholas	9200-BOE-TECH-03	Technology Specialist	12 mo	1.0000	57,148.00
Caci, Dylan	9200-BOE-TECH-04	Technology Assistant	12 mo / school calendar	.6250	16,630.00
Clayton, Donald*	9251-BOE-SECU-01	School Security Officer	185 days	5.0 hrs/day	33.00 / hour
Clayton, Timothy	9250-BOE-SECU-01	School Security Coordinator	11 mo	1.0000	74,440.00
Craig, Randall*	9251-BOE-SECU-06	School Security Officer	185 days	5.0 hrs/day	33.00 / hour
Egan, James	9200-BOE-TECH-02	Technology Specialist	12 mo	1.0000	84,664.00
Hudson, Matthew	9401-BOE-FACL-01	Custodial Supervisor	12 mo	1.0000	85,692.00
Johansen, Michael	9010-MHS-ATHL-01	Strength Conditioning Coach	185 days	1.0000	65,570.00
Langdon, Daniel*	9251-BOE-SECU-02	School Security Officer	185 days	5.0 hrs/day	33.00 / hour
Rodger, Marc	9401-BOE-FACL-02	Head Custodian	12 mo	1.0000	64,212.00
Scott, Frank	9200-BOE-TECH-01	Network Administrator	12 mo	1.0000	122,599.00
White, Michael*	9251-BOE-SECU-05	School Security Officer	185 days	5.0 hrs/day	33.00 / hour

* Additional work hours for district school security officers as assigned and pre-authorized by supervisor on an as-needed basis will be compensated at a rate of \$33.00 per hour.

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **10th day of May 2022**, 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, 2022**, 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 10, 2022**, 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, 2022** and expiring at midnight on **June 30, 2023**.

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-FIVE THOUSAND SEVEN HUNDRED SEVENTY-SIX DOLLARS (\$145,776.00)**, 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.

B. Merit Bonus:

The Business Administrator may receive a merit bonus in addition to his annual base salary. The merit bonus will be based upon his achievement of quantitative merit criteria. If the parties have not already done so, then within sixty (60) days of the execution of this Contract of Employment, the Board and the Business Administrator shall select one merit goal for the 2022-2023 school year. The Executive County Superintendent of Schools shall approve or disapprove the selection of his merit goal and the data that forms the basis of measuring the achievement of quantitative merit criteria.

The Business Administrator shall receive a merit bonus in an amount of 3.33% of his annual base salary for this quantitative goal being achieved. The Board shall submit a resolution to the Executive County Superintendent of Schools certifying that the merit goal has been satisfied and shall await a confirmation of the satisfaction of same from the Executive County Superintendent of Schools prior to payment of the merit bonus.

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, 2022**, 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, 2022**. 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.

The Business Administrator 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 Business Administrator's family as defined above.

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. Pursuant to applicable law and regulation, the Business Administrator shall contribute an amount towards payment of premiums. The Business Administrator shall contribute through a payroll deduction toward the cost of health insurance premiums in accordance with N.J.A.C. 6A:23A-3.1(e)(5) and in no case shall the Business Administrator pay less than 1.5% of his base salary in accordance with N.J.S.A. 18A:16-17 (P.L. 1979 c.391) or as required by N.J.S.A. 18A:16-13.2 (P.L. 2020, c.44), and any implementing regulations.

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 maximum annual health savings account contribution limit, as promulgated by the Internal Revenue Service, funded by the Board directly to the Business Administrator's HSA no later than January 1 of each year and one-half of the maximum annual health savings account contribution limit, as promulgated by

the Internal Revenue Service, 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, 2022**. 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 eighteen (18) graduate credits per year, provided such coursework culminates in the acquisition of a graduate degree conferred by a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1.

6. **SEPARATION FROM SERVICE:**

A. Accumulated Unused Vacation Days:

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

B. Payment to Estate:

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

7. **EVALUATION**

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

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

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

9. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

A. Mutual agreement of the parties;

B. Unilateral termination by the Business Administrator upon sixty (60) days written notice to the Board. The Board may agree to a lesser period of time if so requested

by the Business Administrator;

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

10. **COMPLETE AGREEMENT**

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

11. **CONFLICTS**

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

12. **SAVINGS CLAUSE**

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

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

WHEREAS, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **May 10, 2022**, 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:

M. Alexis Pollock
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. RICHERNS
Interim Executive County Superintendent

May 2, 2022

Mr. Michael J. Gross
Attorney at Law
Kenney, Gross, Kovats and Parton
130 Maple Avenue
Red Bank, New Jersey 07701

Re: Manasquan Board of Education – Employment contract Mr. Peter Crawley – School Business Administrator/Board Secretary

Dear Mr. Gross:

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, 2022 through June 30, 2023.

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

MERIT GOAL SUBMISSION FORM
School Year 2022-2023

Name of Individual Peter Crawley

Title Business Administrator

Quantitative Goal Percentage 3.33% Qualitative Goal
Dollar Value \$4,854.34

Percentage _____
Dollar Value _____

Description of Goal:

The Manasquan Public School District has experienced significant cost avoidance (approximately \$1.2 million) in energy expenses through a targeted initiative to change consumption behavior of district staff and students. In an effort to further the District's goal of reducing energy expenses and operating more efficiently, the business administrator will implement an Energy Savings Improvement Plan (ESIP) designed to improve the energy efficiency of the infrastructure. Successful completion of this goal will be achieved when the Board executes a contract for an Investment Grade Energy Audit (IGEA) with an estimated cumulative cash-flow of **\$25,000** or greater based on responses detailed on Form VI of the Board of Public Utilities Request for Proposal template.

Date sent to ECS 5/6/2022

Signature and Date Approved by ECS _____

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **10th day of May 2022**, 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, 2022**, 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 10, 2022**, 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, 2022** and expiring at midnight on **June 30, 2023**.

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 SIXTY THOUSAND FIVE HUNDRED SEVENTY-NINE DOLLARS (\$160,579.00)** 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.

B. Merit Bonus:

The Assistant Superintendent may receive a merit bonus in addition to his annual base salary. The merit bonus will be based upon his achievement of quantitative merit criteria. If the parties have not already done so, then within sixty (60) days of the execution of this Contract of Employment, the Board and the Assistant Superintendent shall select one merit goal for the 2022-2023 school year. The Executive County Superintendent of Schools shall approve or disapprove the selection of his merit goal and the data that forms the basis of measuring the achievement of quantitative merit criteria.

The Assistant Superintendent shall receive a merit bonus in an amount of 3.33% of his annual base salary for this quantitative goal being achieved. The Board shall submit a resolution to the Executive County Superintendent of Schools certifying that the merit goal has been satisfied and shall await a confirmation of the satisfaction of same from the Executive County Superintendent of Schools prior to payment of the merit bonus.

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, 2022**, 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, 2022**. 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. Pursuant to applicable law and regulation, the Assistant Superintendent shall contribute an amount towards payment of premiums. The Assistant Superintendent shall contribute through a payroll deduction toward the cost of health insurance premiums in accordance with N.J.A.C. 6A:23A-3.1(e)(5) and in no case shall the Assistant Superintendent pay less than 1.5% of his base salary in accordance with N.J.S.A. 18A:16-17 (P.L. 1979 c.391) or as required by N.J.S.A. 18A:16-13.2 (P.L. 2020, c.44), and any implementing regulations.

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 maximum annual health savings account contribution limit, as promulgated by the Internal Revenue Service, funded by the Board directly to the Assistant Superintendent's HSA no later than January 1 of each year and one-half of the maximum annual health savings account contribution limit, as promulgated by the Internal Revenue Service, 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, 2022**. 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, 2022 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 eighteen (18) graduate credits per 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.

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 Assistant Superintendent 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 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 10, 2022**, 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:

M. Alexis Pollock
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

May 2, 2022

Mr. Michael J. Gross
Attorney at Law
Kenney, Gross, Kovats and Parton
130 Maple Avenue
Red Bank, New Jersey 07701

Re: Manasquan Board of Education -- Employment contract Mr. Jesse Place -- Assistance Superintendent of Schools

Dear Mr. Gross:

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, 2022 through June 30, 2023

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

MANASQUAN

School District

MERIT GOAL SUBMISSION FORM
School Year 2022-2023

Name of Individual Jesse Place Title Assistant Superintendent

Quantitative Goal Percentage 3.33% Qualitative Goal Percentage _____

Goal Number 1 Dollar Value \$5,347.28 Goal Number _____ Dollar Value _____

Description of Goal:

During the 2020-21 and 2021-22 school years, the Manasquan School District transitioned human resources management, payroll, and accounting functions to the Genesis SchoolFi information system. This new system includes an Employee Portal which, among other functions, includes the ability to publish electronic forms to employees and assign forms to new employees as part of an onboarding set. The assigned onboarding sets can then electronically track the progress of new employees as they complete the district’s onboarding process. The electronic forms, used for onboarding or otherwise, must be developed inside the Genesis SchoolFi system by designing questions from a pre-determined menu of question types, programming the system as to how to validate and process the employee’s input, and programming an associated PDF form to represent the answers on the electronic form in a readable format. Once developed, these forms can be published to new employees as part of their onboarding process and the new employees can then complete them, eliminating the need for redundant paper-based forms, allowing for a streamlined form validation and review process by the District, and allowing for automatic document archiving and auditing once complete. Overall, implementing electronic onboarding is expected to be significantly more convenient for the newly hired employee and increase efficiency and compliance for the District.

The Assistant Superintendent will implement an onboarding set of not less than five (5) electronic onboarding forms, develop materials and instructions for moving to the electronic onboarding process, and pilot the electronic onboarding process with a minimum of five (5) new hires to the District. Successful completion of this goal will be achieved when at least five (5) new hires of the District have completed at least five (5) electronic forms in the Genesis SchoolFi Employee Portal as part of their onboarding process.

Date sent to ECS: May 6, 2022

Date Approved by ECS: _____

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **10th day of May 2022**, 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, 2022**, 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 10, 2022** 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, 2022** and expiring at midnight on **June 30, 2023**.

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-NINE THOUSAND TWO HUNDRED NINE DOLLARS (\$139,209.00)**. 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, 2022**, 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, 2022**. 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, 2022**. 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, 2022** 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 10, 2022**, 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:

M. Alexis Pollock
President, Manasquan Board of Education

Date

Witness:

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **10th day of May 2022**, 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, 2022**, 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 10, 2022** 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, 2022** and expiring at midnight on **June 30, 2023**.

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’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 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-SIX THOUSAND ONE HUNDRED SEVENTY-SEVEN DOLLARS (\$196,177.00)** 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, 2022**, 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, 2022**. 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, 2022**. 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, 2022** 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's membership fees and/or charges for two (2) professional associations selected by the Director that directly relates to his professional duties and responsibilities as Director of Curriculum and Instruction, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

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

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

F. Tuition Reimbursement:

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

6. **EVALUATION**

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

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

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

8. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

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

10. **COMPLETE AGREEMENT**

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

11. **CONFLICTS**

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

12. **SAVINGS CLAUSE**

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

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

WHEREAS, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **May 10, 2022**, 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:

M. Alexis Pollock
President, Manasquan Board of Education

Date

Witness:

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **10th day of May 2022**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

JENNIFER STEFFICH, whose address is [REDACTED] (hereinafter “Director”).

WITNESSETH

WHEREAS, the Board and the Director 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 Director the position of Director of Special Services effective **on or about July 1, 2022**, 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 10, 2022** and has authorized the President of the Board to execute this Contract of Employment.

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

1. **TERM**

The Board hereby agrees to employ **Jennifer Steffich** as the Director of Special Services for the period beginning **on or about July 1, 2022** and expiring at midnight on **June 30, 2023**.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. Certification:

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

B. Duties:

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

3. **PROFESSIONAL GROWTH OF DIRECTOR OF SPECIAL SERVICES**

The Board and the Director recognize the value to the District of the continuing professional growth and development of the Director. The Board encourages the continuing professional growth of the Director through her participation as she and the Superintendent might decide, in light of her professional responsibilities as the Director, 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 to perform her professional responsibilities for the Board;
- D. Visits to other institutions; and
- E. Other activities promoting the professional growth of the Director.

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Director'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 shall follow Board policy and applicable law in supplying the necessary documentation for reimbursement.

4. **COMPENSATION**

A. Salary:

The Board shall pay the Director an annual salary of **ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000.00)**, prorated for her term of employment if beginning after July 1, 2022. This salary shall be paid to the Director in accordance with the payroll schedule for other certified employees.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Director shall be granted twenty-one (21) vacation days annually, calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Director on **July 1, 2022**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Director 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 shall be granted four (4) personal days annually, without loss of salary, all of which shall be available to the Director on **July 1, 2022**. The Director shall be compensated for all unused personal days at \$125.00 per diem no later than June 30 of each year.

The Director 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 may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Director to work on any paid holiday, the Board shall offer the Director another scheduled workday 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 no later than September 1 of each year.

B. Bereavement Leave:

The Director 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.

The Director 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 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, and if applicable, her spouse and dependents. The Director shall contribute an amount established by P.L. 2020, Chapter 44 towards the cost of health benefits coverage.

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

The Director 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 shall be provided twelve (12) sick days annually, calculated on an annualized basis, all of which shall be available to the Director on **July 1, 2022**. 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.

In accordance with N.J.S.A. 18A:30-3.2, the Board grants the Director half (0.5) credit for accumulated sick leave days that Director holds in her immediate prior public school district employer, up to a maximum of 36 days, upon receipt of a certificate from the immediate prior employer of the Director's accumulated sick day balance.

E. Membership Fees:

The Board shall pay one hundred (100%) percent of the Director's 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 Special services, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

The Board shall reimburse the Director 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 shall be provided with a laptop computer.

G. Tuition Reimbursement:

The Board shall reimburse the Director 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.

H. Mentoring/Residency Program:

The Board shall bear the cost of the registration fee to enroll the Director in the New Jersey Leaders to Leaders (NJL2L) program as required to be issued a provisional principal endorsement and pursue her standard certificate. The Director shall bear the cost of all additional mentoring fees or stipends required to complete the NJL2L program.

6. **EVALUATION**

The Superintendent or designee shall evaluate the performance of the Director 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 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 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;
- D. Actions consistent with law; or
- E. In the event that the Director'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 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 10, 2022**, 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.

JENNIFER STEFFICH
Director of Special Services

Date

Witness:

M. ALEXIS POLLOCK
President, Manasquan Board of Education

Date

Witness:

MAY 10, 2022

ELEMENTARY SCHOOL PERSONNEL

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

2022-2023 Staffing

Recommend approval of the elementary school tenured, attaining tenure and non-tenured teaching staff for the 2022-2023SY, as per **Document 2-1.**

Recommend approval of the elementary school non-tenured administrators for the 2022-2023SY, as per **Document 2-2.**

Recommend approval of the elementary school tenured secretarial staff for the 2022-2023SY, as per **Document 2-3.**

Recommend approval of the elementary school paraprofessional staff for the 2022-2023SY, as per **Document 2-4.**

**Manasquan Elementary School Teaching Staff
2022-23 School Year**

DOCUMENT 2-1

Tenured Teaching Staff

Employee Name	Position Code	Position Description	FTE	Step	Salary	Longevity
Akins, Luke	1001-MES-HEPE-01	Teacher - ES Health and Physical Education	1.0000	6-6A MA	64,485.00	0.00
Boyne, Alissa	3120-MES-CSTM-02	Speech Correction/Language Specialist	1.0000	11 MA	80,885.00	500.00
Bradley, Linda	1001-MES-SPEC-08	Teacher - ES Special Education	1.0000	14 BA	89,680.00	175.00
Brown, Lauren	1004-MES-ELEM-07	Teacher - Grades 1-5	1.0000	7A BA	65,685.00	0.00
Calabrese-Buss, Lauren	1004-MES-ELEM-04	Teacher - Grades 1-5	1.0000	12 BA	82,385.00	500.00
Clark, Eric	1001-MES-ARPE-01	Teacher - ES Music	1.0000	13 BA	85,985.00	0.00
DeMattia, Gina	1001-MES-HEPE-02	Teacher - ES Health and Physical Education	1.0000	7 BA	63,785.00	0.00
DeStefano, Nicole	3120-MES-CSTM-01	Speech Correction/Language Specialist	1.0000	6-6A MA	64,485.00	0.00
Deegan, Suzanne	1001-MES-SPEC-07	Teacher - ES Special Education	1.0000	7A BA	65,685.00	0.00
Demuro, Jeffrey	1001-MES-HEPE-03	Teacher - ES Health and Physical Education	1.0000	15 MA	95,375.00	1,200.00
Dullea, Meghan	1001-MES-SPEC-01	Teacher - ES Special Education	1.0000	6-6A BA	62,485.00	0.00
Eastmond, Carrie	1100-MES-MATH-01	Teacher - ES Mathematics	1.0000	10 MA	77,485.00	175.00
Femenella, Cheryl	1004-MES-ELEM-08	Teacher - Grades 1-5	1.0000	8A MA	71,985.00	175.00
Gliddon, Amelia	1004-MES-ELEM-14	Teacher - Grades 1-5	1.0000	6-6A BA	62,485.00	0.00
Gordon, Brenan	1001-MES-SPEC-13	Teacher - ES Special Education	1.0000	6-6A MA	64,485.00	0.00
Hill, Sandra Jo	1003-MES-KIND-01	Teacher - ES Kindergarten	1.0000	15 BA	93,375.00	800.00
Jones, Jestine	1100-MES-MATH-04	Teacher - ES Mathematics	1.0000	10 BA	75,485.00	175.00
Kappy, Catherine	1004-MES-ELEM-01	Teacher - Grades 1-5	1.0000	15 MA	95,375.00	1,200.00
Kehoe, Deborah	1001-MES-SPEC-10	Teacher - ES Special Education	1.0000	15 BA	93,375.00	800.00
Kelly, Lauren	1001-MES-SPEC-02	Teacher - ES Special Education	1.0000	8A BA	69,985.00	175.00
Kelly, Pamela	1001-MES-SPEC-11	Teacher - ES Special Education	1.0000	12 MA	84,385.00	0.00
Kirk, Cynthia	1004-MES-ELEM-02	Teacher - Grades 1-5	1.0000	15 BA	93,375.00	1,200.00
Knitter, Nancy	1001-MES-ELLP-01	Teacher - ES English Language Learners	1.0000	11 MA	80,885.00	0.00
* Kuriscak, Kindle	1408-MES-ASUP-01	Teacher - Basic Skills	1.0000	10 BA	75,485.00	175.00
Lamorticella, Ann Marie	1001-MES-WLAN-01	Teacher - ES World Languages	1.0000	15 MA	95,375.00	800.00
Levy, Mark	1001-MES-BUTE-01	Teacher - ES Technology Education	1.0000	12 MA	84,385.00	500.00
Leybovich, Alyse	1003-MES-KIND-02	Teacher - ES Kindergarten	1.0000	8A MA	71,985.00	175.00
Manser, Andrew	1100-MES-MATH-03	Teacher - ES Mathematics	1.0000	10 BA	75,485.00	175.00
Markovitch, Robert	1100-MES-SCIE-02	Teacher - ES Science	1.0000	14 BA	89,680.00	800.00
Mazza, Melissa	1001-MES-SPEC-09	Teacher - ES Special Education	1.0000	14 BA	89,680.00	175.00
McMullen, Jaimee	1004-MES-ELEM-15	Teacher - Grades 1-5	1.0000	6-6A BA	62,485.00	0.00
Mccann, Brian	1001-MES-SPEC-14	Teacher - ES Special Education	1.0000	11 Doc	82,885.00	175.00
Mead, Donna	1004-MES-ELEM-05	Teacher - Grades 1-5	1.0000	14 MA	91,680.00	500.00
Melfi, Christine	1003-MES-KIND-03	Teacher - ES Kindergarten	1.0000	5A MA	63,285.00	0.00
Melillo, Marissa	1000-MES-PREK-02	Teacher - ES Preschool	1.0000	5A MA	63,285.00	0.00

**Manasquan Elementary School Teaching Staff
2022-23 School Year**

DOCUMENT 2-1

Minutoli, Kristen	1001-MES-SPEC-05	Teacher - ES Special Education	1.0000	10 BA	75,485.00	175.00
Murin, Kimberly	1001-MES-SPEC-15	Teacher - ES Special Education	1.0000	7A BA	65,685.00	0.00
Niemasz, Desiree	1004-MES-ELEM-10	Teacher - Grades 1-5	1.0000	15 BA	93,375.00	500.00
Pierce, Kristine	1100-MES-SOCS-02	Teacher - ES Social Studies	1.0000	14 BA	89,680.00	500.00
Reichey, Teresa	1408-MES-ASUP-02	Teacher - Basic Skills	1.0000	14 MA	91,680.00	800.00
Reid, Marc	1100-MES-MATH-02	Teacher - ES Mathematics	1.0000	15 MA	95,375.00	500.00
Reo, Patricia	1001-MES-SPEC-04	Teacher - ES Special Education	1.0000	7A BA	65,685.00	175.00
Rodriguez, Carmen	1004-MES-ELEM-03	Teacher - Grades 1-5	1.0000	14 MA	91,680.00	500.00
Romano, Danielle	1001-MES-SPEC-12	Teacher - ES Special Education	1.0000	7A BA	65,685.00	0.00
Rostron, Jenny	1001-MES-ARTF-01	Teacher - ES Art	1.0000	7A MA	67,685.00	175.00
Rotante, Justine	1001-MES-SPEC-06	Teacher - ES Special Education	1.0000	6-6A BA	62,485.00	0.00
Russoniello, Thomas	1100-MES-SOCS-01	Teacher - ES Social Studies	1.0000	14 MA	91,680.00	800.00
Saake, Heather	1000-MES-PREK-01	Teacher - ES Preschool	1.0000	7A MA	67,685.00	175.00
Savage, Teresa	3116-MES-CSTM-01	School Psychologist	1.0000	10 Doc (11 mo)	87,434.00	175.00
Sayre, Michele	1004-MES-ELEM-06	Teacher - Grades 1-5	1.0000	11 MA	80,885.00	500.00
Snel, Brianna	1004-MES-ELEM-11	Teacher - Grades 1-5	1.0000	6-6A MA	64,485.00	0.00
Stonaker, Kathleen	3118-MES-CSTM-01	Learning Disabilities Teacher Consultant	1.0000	10 MA (11 mo)	83,721.00	0.00
Sullivan, Kali	1004-MES-ELEM-16	Teacher - Grades 1-5	1.0000	6-6A BA	62,485.00	0.00
Taft, Catherine	1004-MES-ELEM-12	Teacher - Grades 1-5	1.0000	14 BA	89,680.00	800.00
Trischitta, Andrea	1100-MES-ENGL-02	Teacher - ES Language Arts	1.0000	15 Doc	97,375.00	500.00
Vayas, Valerie	1001-MES-SPEC-03	Teacher - ES Special Education	1.0000	14 BA	89,680.00	800.00
Wahl, Kirt	1001-MES-BUTE-02	Teacher - ES Technology Education	1.0000	14 BA	89,680.00	800.00
Wahl, Laura	1100-MES-SCIE-01	Teacher - ES Science	1.0000	14 BA	89,680.00	800.00
Walling, Elizabeth	1001-MES-SPEC-16	Teacher - ES Special Education	1.0000	6-6A BA	62,485.00	0.00
Walsh, Christin	3119-MES-ASUP-01	Reading Specialist	1.0000	14 Doc	93,680.00	175.00
Ward, Kimberly	1100-MES-ENGL-04	Teacher - ES Language Arts	1.0000	10 MA	77,485.00	175.00
Wells, Jill	3111-MES-CSTM-01	Occupational Therapist	1.0000	15 Doc	97,375.00	500.00
Woytowicz, Jessica	1004-MES-ELEM-09	Teacher - Grades 1-5	1.0000	6-6A MA	64,485.00	0.00
* Funded Partially by Title I Grant Funds						

Attaining Tenure

Employee Name	Position Code	Position Description	FTE	Step	Salary	Longevity
Cinelli, Anthony	3101-MES-GUID-02	Guidance Counselor	1.0000	6-6A MA	64,485.00	0.00
Gordon, Sarah	1001-MES-ARPE-02	Teacher - ES Music	1.0000	4-5 BA	60,285.00	0.00

Non-Tenured

Employee Name	Position Code	Position Description	FTE	Step	Salary	Longevity
Ames, Taylor	1004-MES-ELEM-13	Teacher - Grades 1-5	1.0000	5A BA	61,285.00	0.00

**Manasquan Elementary School Teaching Staff
2022-23 School Year**

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Ciufo, Margaret	3114-MES-NURS-01	School Nurse	1.0000	11 BA	78,885.00	0.00
Pape, Michael	1100-MES-ENGL-03	Teacher - ES Language Arts	1.0000	6-6A BA	62,485.00	0.00
Rieth, Juliana	1100-MES-ENGL-01	Teacher - ES Language Arts	1.0000	7A MA	67,685.00	0.00
Schwier, Harmony	3101-MES-GUID-01	Guidance Counselor	1.0000	2-3 MA	61,285.00	0.00
Temple, Julie	1001-MES-SPEC-17	Teacher - ES Special Education	.5333	2-3 BA	31,616.69	0.00
Wyville, Madeline	1001-MES-ARTF-02	Teacher - ES Art	1.0000	2-3 BA	59,285.00	0.00

**Manasquan Elementary School Administrators
2022-23 School Year**

DOCUMENT 2-2

Non-Tenured Administrators

Employee Name	Position Code	Position Description	FTE	Salary	Longevity
Manetta, Megan	0221-MES-ADMN-01	Principal (Grades 5-8)	1.0000	159,717.00	0.00
Puleio, Jaclyn	0231-MES-ADMN-01	Principal (Grades PK-4)	1.0000	129,568.00	0.00

**Manasquan Elementary School Secretarial Staff
2022-23 School Year**

DOCUMENT 2-3

Tenured Secretaries

Employee Name	Position Code	Position Description	FTE	Step	Salary	Longevity
Gale, Kelly	9300-MES-ADMN-02	Secretary (Main Office)	1.0000	8	58,160.00	0.00
Gallant, Patricia	9300-MES-CSTM-01	Secretary (Child Study Team)	1.0000	8	58,160.00	700.00
King, Catherine	9300-MES-ADMN-01	Secretary (Main Office)	1.0000	8	58,160.00	800.00

**Manasquan Elementary School Paraprofessionals
2022-23 School Year**

DOCUMENT 2-4

Employee Name	Position Code	Position Description	Hours / Day	Step	Salary Rate	Longevity
Barlett, Christine	9151-MES-ADMN-02	Paraprofessional (Non-Instructional)	4.0	4	24.57 / hour	0.00
Beachem, Shannon	9101-MES-SPEC-04	Paraprofessional (Instructional)	5.0	2	23.87 / hour	0.00
Casner, Kimberly	9101-MES-SPEC-08	Paraprofessional (Instructional)	7.0	4	24.57 / hour	0.00
Collins, Sandra	9101-MES-SPEC-02	Paraprofessional (Instructional)	7.0	4	24.57 / hour	600.00
Cusanelli, Michele	9151-MES-ADMN-05	Paraprofessional (Non-Instructional)	4.0	2	23.87 / hour	0.00
Dailey, Katherine	9151-MES-ADMN-03	Paraprofessional (Non-Instructional)	4.0	4	24.57 / hour	0.00
Gerlach, Dorothy	9151-MES-ADMN-04	Paraprofessional (Non-Instructional)	7.0	4	24.57 / hour	600.00
Jones, Jill	9101-MES-SPEC-01	Paraprofessional (Instructional)	5.0	3	24.22 / hour	0.00
McCarthy, Mary	9101-MES-SPEC-06	Paraprofessional (Instructional)	7.0	4	24.57 / hour	0.00
McShea, Kristen	9101-MES-SPEC-09	Paraprofessional (Instructional)	5.0	4	24.57 / hour	0.00
Mclaughlin, Elizabeth	9101-MES-SPEC-03	Paraprofessional (Instructional)	7.0	4	24.57 / hour	500.00
Morton, Roberta	9101-MES-SPEC-11	Paraprofessional (Instructional)	7.0	4	24.57 / hour	0.00
Murray, Tracey	9101-MES-SPEC-07	Paraprofessional (Instructional)	4.0	4	24.57 / hour	0.00
Platten, Jenna	9101-MES-SPEC-14	Paraprofessional (Instructional)	5.0	2	23.87 / hour	0.00
Proctor, Nicole	9101-MES-SPEC-10	Paraprofessional (Instructional)	7.0	4	24.57 / hour	0.00
Triggiano, Patricia	9101-MES-SPEC-05	Paraprofessional (Instructional)	7.0	4	24.57 / hour	500.00
Walsh, Jeanne	9101-MES-SPEC-12	Paraprofessional (Instructional)	5.0	4	24.57 / hour	0.00
White, Madonna	9151-MES-ADMN-01	Paraprofessional (Non-Instructional)	6.5	4	24.57 / hour	600.00
Willmot, Samantha	9101-MES-SPEC-13	Paraprofessional (Instructional)	5.0	4	24.57 / hour	0.00