

JULY 18, 2023

ELEMENTARY SCHOOL PERSONNEL

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

Summer Staffing 2023

Recommend approval of the **appointment** of **Meghan Dullea** as **Summer 2023 ES LLD Teacher**, up to 70 hours at **\$50.00 per hour**.

Recommend approval of the **revision** of the following Summer ESY appointment:

POSITION	EMPLOYEE	COMPENSATION	TIME PERIOD
PRE-K PARAPROFESSIONAL	MARY BETH MCCARTHY ⁴	TBD* per hour	70 hours

¹ Funded by the ARP-ESSER Evidence Based Summer Learning and Enrichment Activities Grant

² Funded by the CRRSA Mental Health Grant

³ Funded by the ARP-ESSER NJTSS Mental Health Support Staffing Grant

⁴ Funded by the ESEA Title I Grant

*hourly rate pending MEA contract negotiations

Recommend approval of the following staff to attend CST meetings at \$50.00 per hour:

Employee	Not to Exceed
Meghan Dullea	5 hours - \$250.00
Jessica Woytowicz	5 hours - \$250.00
Heather Saake	5 hours - \$250.00

Recommend approval of the **appointment** of the following teachers to **write curriculum for the 2023-2024 school year** at the rate of \$30.00 per hour. In addition to the hours listed below, teachers shall also be paid an additional \$30.00 if they attend an optional summer curriculum training session.

Course	Teacher	Hours	Total Cost
App Creators (PLTW-Gateway Program)	Amy Edwards	60	\$1,800.00

Recommend approval of the **revision of the appointment** of **Anthony Cinelli** as **Manasquan Elementary School Summer Middle School Counselor** to up to 84 hours at **\$50.00 per hour**. (*Previously approved June 13, 2023 for up to 100 hours.*)

2023-2024 Staffing

Recommend approval of the **voluntary reassignment** of **Julie Temple** from Elementary School Teacher of Special Education, Part-Time (0.5333 FTE) (1001-MES-SPEC-17) to **Elementary School Teacher of Special Education, Full-Time** (1001-MES-SPEC-16) effective for the 2023-2024 school year.

Recommend approval of the **voluntary reassignment** of Pamela Kelly from Elementary School Teacher of Special Education (1001-MES-SPEC-11) to **Elementary School Teacher Grades 1-5** (1004-MES-ELEM-05) effective for the 2023-2024 school year.

Recommend approval of the **appointment** of Rebecca Riley as **Elementary School Preschool Teacher** (1000-MES-PREK-04) for the 2023-2024 school year at **Step 5A MA** (salary to be determined pending MEA negotiations). *(Pending criminal history and employment history review.)*

Recommend approval of the **appointment** of Jennifer Bilodeau as **Elementary School Teacher of Special Education** (1001-MES-SPEC-15) for the 2023-2024 school year at **Step 8A BA** (salary to be determined pending MEA negotiations). *(Pending criminal history and employment history review.)*

Recommend approval of the **appointment** of Marissa Painchaud as **Elementary School Reading Specialist** (3119-MES-ASUP-01) for the 2023-2024 school year at **Step 13 MA** (salary to be determined pending MEA negotiations). *(Pending criminal history and employment history review.)*

Recommend approval of the **appointment** of Nina Innocenzi as **Middle School Counselor** (3101-MES-GUID-02), (long-term leave replacement substitute for Employee ID# 4896), from September 1, 2023 through on or about December 3, 2023 at **Step 1 MA** (salary to be determined pending MEA negotiations). *(Pending criminal history and employment history review.)*

Warrior Clubhouse Before and After Care Program

Recommend approval of the appointment of the following employees as **Child Care Teachers** in the **Warrior Clubhouse Before and Aftercare Program at Manasquan Elementary School** for the 2023-2024 school year on an as-needed basis at **\$20.00 per hour**:

- Sandra Collins
- Mary McCarthy
- Patricia Triggiano

Additional Compensation

Recommend approval of Robert Markovitch to be compensated to attend up to 40 hours of **summer training for the PLW Medical Detectives course** at **\$30.00 per hour**.

Recommend approval of the following teachers to be compensated to attend up to 12 hours of **professional development in the Elementary School Summer Early Literacy Cohort for Kindergarten** at **\$30.00 per hour**:

- Brianna Badami
- Suzanne Deegan
- Sandra Hill
- Alyse Leybovich

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Recommend approval of the following teachers to be compensated to attend up to 8 hours of **professional development in the Elementary School Summer Early Literacy Cohort PD for Grades 1 & 2** at **\$30.00 per hour**:

- Lauren Calabrese-Buss
- Meghan Dullea
- Catherine Kappy
- Pamela Kelly
- Cynthia Kirk
- Carmen Rodriguez
- Michelle Sayre
- Kali Sullivan

Resignation

Recommend approval of the **resignation** of **Catherine King** as **Elementary School Secretary** (9300-MES-ADMN-01) effective October 1, 2023 for the purpose of retirement.

Miscellaneous Personnel

Be it resolved that the Manasquan Board of Education hereby withholds the salary and adjustment increment of Employee #4113, beginning in the 2023-2024 school year.

JULY 18, 2023

HIGH SCHOOL PERSONNEL

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

Summer Staffing 2023

Recommend approval of the **appointment** of **Kristen Stavac** as **Summer 2023 ESY CLI Job Coach**, up to 120 hours at an hourly rate equivalent to the 2023-24 school year hourly rate to be determined pending MEA contract negotiations.

Recommend approval of the **appointment** of **Alexander Tito** as a **summer technology assistant** for up to 40 hours per week at **\$14.50 per hour**, effective July 5, 2023 through September 10, 2023.

Recommend approval of the **revised appointment** of the following employees to **assist with the administration of sports physicals** in June 2023 for the rates of pay and hours specified:

Position	Employee	Rate	Time period (not to exceed)
Nurse	Elena Blewitt	\$50.00 per hour	10 hours
Nurse	Patricia Cassidy	\$50.00 per hour	10 hours
Nurse	Filomena Contella	\$50.00 per hour	10 hours
Nurse	Valerie Hannafey	\$50.00 per hour	10 hours
Nurse	Carolyn Passes	\$50.00 per hour	10 hours
Screening Assistant	Christine Barlett	\$30.00 per hour	10 hours
Screening Assistant	Lauren MacDonald	\$30.00 per hour	10 hours
Screening Assistant	Patricia Triggiano	\$30.00 per hour	10 hours

(Previously BOE approved 6/13/2023 for up to 7 hours for each employee.)

Recommend approval of the following staff to attend CST meetings at \$50.00 per hour:

Employee	Not to Exceed
Katharine Sawicki	5 hours - \$250.00
Elizabeth Walling	5 hours - \$250.00
Kristen Minutoli	5 hours - \$250.00
Paulo Castanheira	5 hours - \$250.00
Matthew Voskian	5 hours - \$250.00
Kimberly Murin	5 hours - \$250.00

Recommend approval of the **appointment** of the following teachers for the **Summer Warrior Academy program** for up to 7.5 hours each at **\$50.00 per hour**:

- Lisa Crowning
- Jason Snyder
- Alicia Testa

Recommend approval of the **appointment** of **Valerie Hannafey** as a **summer school nurse** for up to 16 hours at **\$50.00 per hour**.

2023-2024 Staffing

Recommend approval of the **appointment** of **Katelyn Bryndza** as **Confidential Secretary** (9300-BOE-SUPO-02) for the 2023-2024 school year at **\$55,000.00 (pro-rated)**, effective August 1, 2023 *(Pending criminal history and employment history review.)*

Recommend approval of the **voluntary transfer** of **Jenna Platten** from **Elementary School Part-Time (5 hours/day) Instructional Paraprofessional** (9101-MES-SPEC-14) to **High School Job Coach, CLI Program, 7 hours/day** (9155-MHS-SPEC-11) for the 2023-2024 school year at step and hourly rate to be determined pending MEA contract negotiations.

Recommend approval of the **employment contract** of **Peter Crawley** as **School Business Administrator/Board Secretary** (0112-BOE-BUSO-01) for the 2023-2024 school year, as per **Document U-1**. This contract has been reviewed and approved by the Executive County Superintendent in accordance with N.J.A.C. 6A:23A-3.1.

Recommend approval of the **employment contract** of **Jesse Place** as **Assistant Superintendent** (0120-BOE-SUPO-01) for the 2023-2024 school year, as per **Document U-2**. 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 **Richard Coppola** as **Director of Curriculum and Instruction** (0500-BOE-CURC-01) for the 2023-2024 school year, as per **Document U-3**.

Recommend approval of the **employment contract** of **Lesley Kenney** as **Director of School Counseling Services** (0506-BOE-GUID-01) for the 2024-2024 school year, as per **Document U-4**.

Recommend approval of the **employment contract** of **Jennifer Steffich** as **Director of Special Services** (0524-BOE-CSTM-01) for the 2023-2024 school year, as per **Document U-5**.

Recommend approval of the **employment contract** of **Tara Tholen-Lobel** as **Assistant School Business Administrator** (0114-BOE-BUSO-01) for the 2023-2024 school year, as per **Document U-6**.

Recommend approval of the **revised appointment** of district **non-affiliated support staff** for the 2023-2024 school year, as per **Document U-7**. *(Previously approved April 25, 2023 with salaries to be determined.)*

2023-2024 Pay Rates

Recommend approval of the following pay rates for school sponsored events *for school personnel* for the 2023-2024 school year:

Ticket Sellers - \$70.00 per event

Ticket Takers - \$65.00 per event

Security - \$65.00 per event

Clock Operators - \$60.00 per event

Surf Team Lifeguard - \$35.00 per hour

Public Address Announcer for Varsity Games - \$65.00 per event

Recommend approval of the following pay rates *for non-staff* at school sponsored events for the 2023-2024 school year:

Ticket Sellers - \$55.00 per event

Ticket Takers - \$50.00 per event

Security - \$50.00 per event

Clock Operators - \$45.00 per event

Surf Team Lifeguard - \$20.00 per hour

Public Address Announcer for Varsity Games - \$50.00 per event

Recommend approval of the following pay rates for substitutes for the 2023-2024 school year:

Teacher	\$110.00/day
Teacher (over 20 days in same assignment)	\$120.00/day
Nurse	\$250.00/day
Paraprofessional	\$100.00/day \$107.00/day (effective January 1, 2024)
Secretary	\$100.00/day \$107.00/day (effective January 1, 2024)
Custodian	\$17.00/hour
Athletic Trainers	\$30.00/hour

Curriculum Writing 2023-2024 SY:

Recommend approval of the *recission* of the appointment for the following **2023-2024 school year curriculum writing assignments:**

Course	Teacher	Hours	Total Cost
Medical Interventions (Project Lead the Way)	Lisa Crowning	60	\$1,800.00

(Previously BOE approved 6/13/2023)

Recommend approval of the **appointment** of the following teachers to **write curriculum for the 2023-2024 school year** at the rate of \$30.00 per hour. In addition to the hours listed below, teachers shall also be paid an additional \$30.00 if they attend an optional summer curriculum training session.

Course	Teacher	Hours	Total Cost
Medical Interventions (Project Lead the Way)	Chryseis McHugh	60	\$1,800.00

Athletics/Addendum “C” Advisors

Recommend approval for the following non-paid **volunteer athletic assistants** for the 2023-2024 school year:

- Evan Kainer – Cross Country
- Christie Rampone – Girls Soccer
- Jeffrey Algor – Boys Soccer
- James Crines – Boys Soccer
- John Long – Boys Soccer
- John Morris – Football
- Eric Howland – Football
- Julian Price, Sr. – Football
- Richard Irace – Ice Hockey
- Thomas Pellegrino - Announcer/ Clock Operator
- Chris Rice – Athletic Event Photographer

Recommend approval of the following out-of-district athletic event workers for the 2023-2024 school year:

- Vanessa Hyland - Ticket Seller/Taker
- Mary Devereaux - Ticket Seller/Taker
- Thomas Mahon - Clock Operator -Scorekeeper

Leave of Absence

Recommend approval of the **medical leave of absence** of Employee ID# 4901 from June 28, 2023 through on or about August 9, 2023 with a return date of on or about August 10, 2023 as follows:

- Paid Vacation/Sick Leave: June 28, 2023 – July 24, 2023 (2 vacation days, 12 sick days)
- Unpaid FMLA Medical Leave: July 25, 2023 – August 9, 2023 (10 workdays)

Resignation

Recommend approval of the **resignation** of **James Fagen**, High School Teacher of Social Studies (2000-MHS-SOCS-03) and the **recission of the appointment** of **James Fagen** from all **extracurricular or coaching stipend positions** for the 2023-24 school year, effective July 1, 2023.

Recommend approval of the **resignation** of **Ryan Wiemken**, High School Teacher of Music (2000-MHS-ARPE-01) and the **recission of the appointment** of **Ryan Wiemken** from all **extracurricular or coaching stipend positions** for the 2023-24 school year, effective September 1, 2023.

Recommend approval of the **resignation** of **Hannah Ameen**, High School Job Coach (7 hrs/day) (9155-MHS-SPEC-11), effective July 1, 2023.

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **18th day of July 2023**, 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]
[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, 2023**, 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 **July 18, 2023**, 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, 2023** and expiring at midnight on **June 30, 2024**.

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.

School Business Administrator Contract 2023-2024

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 SIXTY THOUSAND FOUR HUNDRED TWENTY-ONE DOLLARS (\$160,421.00)**, retroactive to July 1, 2023, for his term of employment. This annual salary shall be paid to the Business Administrator in accordance with the payroll schedule for other certified employees. Any changes/modifications to this Contract of Employment must have the prior approval of the Executive County Superintendent of Schools.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Business Administrator shall be granted twenty-five (25) vacation days annually calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Business Administrator on **July 1, 2023**, 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, 2023**. 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 1.5% of his base salary 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 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, 2023**. 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,
School Business Administrator Contract 2023-2024

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 **July 18, 2023**, 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:

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **18th day of July 2023**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

TARA THOLEN-LOBEL, whose address is [REDACTED]
(hereinafter “the Assistant Business Administrator”).

WITNESSETH

WHEREAS, the Board and the Assistant 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 Assistant Business Administrator the position of Assistant School Business Administrator effective **July 1, 2023**, 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 **July 18, 2023** and has authorized the President of the Board to execute this Contract of Employment.

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

1. **TERM**

The Board hereby agrees to employ **Tara Tholen-Lobel** as the Assistant School Business Administrator for the period beginning **July 1, 2023** and expiring at midnight on **June 30, 2024**.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. Certification:

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

B. Duties:

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

3. PROFESSIONAL GROWTH OF ASSISTANT BUSINESS ADMINISTRATOR

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

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Assistant 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 Assistant 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 Assistant Business Administrator an annual salary of **ONE HUNDRED THOUSAND FOUR HUNDRED NINETY-TWO DOLLARS (\$100,492.00)**, retroactive to July 1, 2023, for her term of employment. This salary shall be paid to the Assistant Business Administrator in accordance with the payroll schedule for other certified employees.

B. Merit Bonus:

The Assistant Business Administrator may receive a merit bonus in addition to her annual base salary. The merit bonus will be based upon her achievement of merit criteria. Within sixty (60) days of the execution of this Contract of Employment, the School Business Administrator and the Assistant Business Administrator, with the approval of the Superintendent of Schools, shall select one merit goal for the 2023-2024 school year.

The Assistant Business Administrator shall receive a merit bonus in an amount of 5.00% of her annual base salary for this goal being achieved. The Assistant Business Administrator shall submit a certification and supporting evidence that the merit goal has been achieved to the School Business Administrator and the Superintendent of Schools and shall await a confirmation of the satisfaction of same from the Superintendent of Schools prior to payment of the merit bonus.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Assistant Business Administrator 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 Assistant Business Administrator on **July 1, 2023**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Assistant Business Administrator 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 Assistant Business Administrator shall be granted four (4) personal days annually, without loss of salary, all of which shall be available to the Assistant Business Administrator on **July 1, 2023**. The Assistant Business Administrator shall be

compensated for all unused personal days at \$125.00 per day no later than June 30 of each year.

The Assistant 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; 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 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 Assistant Business Administrator to work on any paid holiday, the Board shall offer the Assistant Business Administrator 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 Assistant Business Administrator no later than September 1 of each year.

B. Bereavement Leave:

The Assistant Business Administrator 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 Assistant Business Administrator.

The Assistant Business Administrator 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 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 Assistant 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 Assistant Business Administrator, and if applicable, her spouse and dependents. Pursuant to applicable law and regulation, the Assistant Business Administrator shall contribute an amount towards payment of premiums. The Assistant Business Administrator shall contribute 1.5% of her base salary 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 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 Business Administrator

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

The Assistant Business Administrator 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 Assistant Business Administrator shall be provided twelve (12) sick days annually, calculated on an annualized basis, all of which shall be available to the Assistant Business Administrator on **July 1, 2023**. 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.

E. Membership Fees:

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

F. Expense Reimbursement and Equipment:

The Board shall reimburse the Assistant Business Administrator for expenses incurred for travel and sustenance in the performance of the Assistant 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 Assistant 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 her employment with the Board, the Assistant Business Administrator shall be provided with a laptop computer.

F. Tuition Reimbursement:

The Board shall reimburse the Assistant Business Administrator for the successful completion of up to nine (9) graduate credits per year, up to the per credit cost of the

Rutgers Graduate School of Education for the same academic year.

6. **EVALUATION**

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

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

Any notice of renewal or extension of this Contract of Employment shall be agreed by and between the Board and the Assistant Business Administrator 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 Assistant 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 Assistant Business Administrator;
- C. Unilateral termination by the Board upon sixty (60) days written notice to the Assistant Business Administrator;
- D. Actions consistent with law; or
- E. In the event that the Assistant 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.

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 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 **July 18, 2023**, 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.

TARA THOLEN-LOBEL
Assistant Business Administrator

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 **18th day of July 2023**, 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 **July 1, 2023**, 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 **July 18, 2023** 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 **July 1, 2023** and expiring at midnight on **June 30, 2024**.

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-FOUR THOUSAND THREE HUNDRED TWENTY DOLLARS (\$124,320.00)**, retroactive to July 1, 2023, for her term of employment. 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, 2023**, 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, 2023**. 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, 2023**. 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 **July 18, 2023**, 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:

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **18th day of July 2023**, 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, 2023**, 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 **July 18, 2023**, 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, 2023** and expiring at midnight on **June 30, 2024**.

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 SEVENTY-TWO THOUSAND FIVE HUNDRED SIXTY-THREE DOLLARS (\$172,563.00)**, retroactive to July 1, 2023, for his term of employment. This annual salary

shall be paid to the Assistant Superintendent in accordance with the payroll schedule for other certified employees. Any changes/modifications to this Contract of Employment must have the prior approval of the Executive County Superintendent of Schools.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Assistant Superintendent shall be granted twenty-five (25) vacation days annually, calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Assistant Superintendent on **July 1, 2023**, 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, 2023**. 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 1.5% of his base salary 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 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, 2023**. 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, 2023** 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 **July 18, 2023**, 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:

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **18th day of July 2023**, 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, 2023**, 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 **July 18, 2023** 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, 2023** and expiring at midnight on **June 30, 2024**.

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 FORTY-FOUR SEVEN HUNDRED SEVENTY-SEVEN DOLLARS (\$144,777.00)**, retroactive to July 1, 2023 for her term of employment. 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, 2023**, 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, 2023**. 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, 2023**. 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, 2023** 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 **July 18, 2023**, 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 **18th day of July 2023**, 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, 2023**, 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 **July 18, 2023** 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, 2023** and expiring at midnight on **June 30, 2024**.

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 **TWO-HUNDRED THOUSAND DOLLARS (\$200,000.00)** Dollars, retroactive to July 1, 2023, for his term of employment. 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, 2023**, 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, 2023**. 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, 2023**. 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, 2023** 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's certificate is revoked, this Contract shall become null and void as of the date of revocation.

10. **COMPLETE AGREEMENT**

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

11. **CONFLICTS**

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

12. **SAVINGS CLAUSE**

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

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

WHEREAS, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **July 18, 2023**, 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:

**District Non-Affiliated Support Staff
2023-24 School Year**

DOCUMENT U-7

Tenured Confidential/Non-Affiliated Clerical Support Staff

Employee Name	Position Code	Position Description	FTE	Salary (\$) *
Attilio, Maria	9300-BOE-SUPO-03	Confidential Secretary Data Management	1.0000	71,025.00
Blasi, Teresa	9300-BOE-BUSO-04	Payroll and Benefits Clerk	1.0000	60,254.00
Dietrick, JoAnn	9300-BOE-SUPO-01	Confidential Secretary	1.0000	69,661.00
Freeman, Sandra	9300-BOE-BUSO-01	Confidential Secretary to SBA (Resignation Effective 11/1/2023)	1.0000	77,355.00
Hudson, Tara	9300-BOE-BUSO-01	Confidential Secretary to SBA	1.0000	62,254.00
Jost, Cynthia	9300-BOE-BUSO-03	Accounts Payable Clerk	1.0000	63,761.00

**All salaries retroactive to July 1, 2023*

Tenure Ineligible, 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	59,205.00*
Caci, Dylan	9200-BOE-TECH-04	Technology Assistant	12 mo / school calendar	0.6250	18,800.00*
Clayton, Donald ¹	9251-BOE-SECU-01	School Security Officer	185 days	8.0 hrs/day	34.00 / hr
Clayton, Timothy	9250-BOE-SECU-01	School Security Coordinator	12 mo	1.0000	84,130.00*
Craig, Randall ¹	9251-BOE-SECU-06	School Security Officer	185 days	5.0 hrs/day	34.00 / hr
Egan, James	9200-BOE-TECH-02	Technology Specialist	12 mo	1.0000	87,712.00*
Hudson, Matthew	9401-BOE-FACL-01	Custodial Supervisor	12 mo	1.0000	88,777.00*
Johansen, Michael	9010-MHS-ATHL-01	Strength Conditioning Coach	11 mo (205 working days)	1.0000	74,724.00*
Rodger, Marc	9401-BOE-FACL-02	Head Custodian	12 mo	1.0000	66,524.00*
Scott, Frank	9200-BOE-TECH-01	Network Administrator	12 mo	1.0000	127,013.00*
Smith, Keith ¹	9251-BOE-SECU-04	School Security Officer	185 days	5.0 hrs/day	34.00 / hr
White, Michael ¹	9251-BOE-SECU-05	School Security Officer	185 days	8.0 hrs/day	34.00 / hr

** Salaries for 11 and 12-month employees retroactive to July 1, 2023.*

¹ Additional work hours for district school security officers as assigned and pre-authorized by supervisor on an as-needed basis will be compensated at hourly rate.