

MAY 6, 2025

**ELEMENTARY SCHOOL PERSONNEL**

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

**2024-2025 Staffing**

**Revision of the appointment of Tracey Murray as Elementary School Instructional Paraprofessional** from 5 hours per day (position code 9101-MES-SPEC-07) to **7 hours per day** (position code 9101-MES-SPEC-07) at Step 4, \$26.65 per hour, effective May 7, 2025. *(Previously BOE appointed as 5 hours per day 5/14/2024.)*

**2025-2026 Staffing**

**Re-Appointment of elementary school teaching staff** for the 2025-26 SY, per **Document 5-1**.

**Re-Appointment of elementary school administrators** for the 2025-26 SY, per **Document 5-2**.

**Re-Appointment of elementary school secretaries** for the 2025-26 SY, per **Document 5-3**.

**Re-Appointment of elementary school paraprofessionals** for the 2025-26 SY, per **Document 5-4**.

**Additional Compensation**

**Appointment of the following Overnight Chaperones** for the 8<sup>th</sup> grade arts and history field trip to Pennsylvania, at a stipend of \$225.00 each per night (one night), per the MEA agreement.

- Patricia Cassidy
- Julie Temple
- Deborah Kehoe
- Kristine Pierce
- Brian McCann

**Appointment of the following Non-Overnight Chaperones** (duty time in excess of ten hours) for the performing arts field trip to Newark Prudential Center, at a stipend of \$125.00 each, per the MEA agreement.

- Sarah Gordon
- Nurse (TBD)

**Leave of Absence**

**Medical leave of absence** of Employee ID #4911 from April 28, 2025, through on or about June 30, 2025, with an expected return date at the beginning of the 2025-26 school year or sooner subject to medical clearance as follows:

- Paid Sick Leave: April 28, 2025 – May 14, 2025 (13 sick days)
- Unpaid FMLA Personal Health Condition Leave: May 15, 2025 – June 30, 2025 (26 workdays)

**Manasquan Elementary School Teaching Staff  
2025-26 School Year**

**DOCUMENT 5-1**

**Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Ames, Taylor	1004-MES-ELEM-13	1.0000	7A BA	69,120.00	0.00
Boyne, Alissa	3120-MES-CSTM-02	1.0000	14 MA	95,200.00	500.00
Bradley, Linda	1001-MES-SPEC-08	1.0000	15 BA	96,900.00	175.00
Brown, Lauren	1004-MES-ELEM-07	1.0000	8A BA	73,420.00	0.00
Calabrese-Buss, Lauren	1004-MES-ELEM-04	1.0000	15 BA	96,900.00	800.00
Cinelli, Anthony	3101-MES-GUID-02	1.0000	8 MA	73,220.00	0.00
Clark, Eric	1001-MES-ARPE-01	1.0000	15 BA	96,900.00	175.00
DeMattia, Gina	1001-MES-HEPE-02	1.0000	8A BA	73,420.00	175.00
DeStefano, Nicole	3120-MES-CSTM-01	1.0000	8 MA	73,220.00	0.00
Deegan, Suzanne	1001-MES-SPEC-07	1.0000	9 BA	75,795.00	0.00
Demuro, Jeffrey	1001-MES-HEPE-03	1.0000	15 MA	98,900.00	1,200.00
Dullea, Meghan	1001-MES-SPEC-01	1.0000	8 BA	71,220.00	0.00
Eastmond, Carrie	1100-MES-MATH-01	1.0000	13 MA	91,505.00	500.00
Femenella, Cheryl	1004-MES-ELEM-08	1.0000	11 MA	84,395.00	500.00
Gordon, Brenan	1001-MES-SPEC-13	1.0000	8 MA	73,220.00	175.00
Gordon, Sarah	1001-MES-ARPE-02	1.0000	7 BA	67,220.00	0.00
Jensen, Laura	1100-MES-SCIE-01	1.0000	15 BA	96,900.00	1,200.00
Jones, Jestine	1100-MES-MATH-04	1.0000	13 BA	89,505.00	500.00
Kappy, Catherine	1004-MES-ELEM-01	1.0000	15 MA	98,900.00	1,200.00
Kehoe, Deborah	1001-MES-SPEC-10	1.0000	15 MA	98,900.00	800.00
Kelly, Lauren	1001-MES-SPEC-02	1.0000	11 BA	82,395.00	500.00
Kelly, Pamela	1004-MES-ELEM-05	1.0000	15 MA	98,900.00	0.00
Knitter, Nancy	1001-MES-ELLP-01	1.0000	14 MA	95,200.00	0.00
Levy, Mark	1001-MES-BUTE-01	1.0000	15 MA	98,900.00	800.00
Leybovich, Alyse	1003-MES-KIND-02	1.0000	11 MA	84,395.00	175.00
Manser, Andrew	1100-MES-MATH-03	1.0000	13 BA	89,505.00	500.00
Markovitch, Robert	1100-MES-SCIE-02	1.0000	15 BA	96,900.00	1,200.00
Mazza, Melissa	1001-MES-SPEC-09	1.0000	15 BA	96,900.00	500.00
McMullen, Jaimee	1004-MES-ELEM-15	1.0000	8 BA	71,220.00	175.00
Mccann, Brian	1001-MES-SPEC-14	1.0000	14 DOC	97,200.00	500.00
Melfi, Christine	1000-MES-PREK-03	1.0000	7A MA	71,120.00	175.00
Melillo, Marissa	1000-MES-PREK-02	1.0000	7A MA	71,120.00	0.00
Pape, Michael	1100-MES-ENGL-03	1.0000	8 BA	71,220.00	0.00
Pierce, Kristine	1100-MES-SOCS-02	1.0000	15 BA	96,900.00	500.00
Quigley, Amelia	1004-MES-ELEM-14	1.0000	8 BA	71,220.00	175.00
Reichey, Teresa	1408-MES-ASUP-02	1.0000	15 DOC	100,900.00	800.00
Reid, Marc	1100-MES-MATH-02	1.0000	15 MA	98,000.00	800.00
Reo, Patricia	1001-MES-SPEC-04	1.0000	9 BA	75,795.00	500.00

**Manasquan Elementary School Teaching Staff  
2025-26 School Year**

**DOCUMENT 5-1**

Rieth, Juliana	1100-MES-ENGL-01	1.0000	9 MA	77,795.00	0.00
Rodriguez, Carmen	1004-MES-ELEM-03	1.0000	15 MA	98,900.00	800.00
Romano, Danielle	1001-MES-SPEC-12	1.0000	9 BA	75,795.00	175.00
Rostron, Jenny	1001-MES-ARTF-01	1.0000	9 MA	77,795.00	175.00
Rotante, Justine	1001-MES-SPEC-06	1.0000	8 BA	71,220.00	175.00
Russoniello, Thomas	1100-MES-SOCS-01	1.0000	15 MA	98,900.00	800.00
Saake, Heather	1000-MES-PREK-01	1.0000	9 MA	77,795.00	175.00
Savage, Teresa	3116-MES-CSTM-01	1.0000	13 DOC	93,505.00	500.00
Sayre, Michele	1004-MES-ELEM-06	1.0000	14 MA	95,200.00	500.00
Snel, Brianna	1004-MES-ELEM-11	1.0000	8 MA	73,220.00	175.00
Taft, Catherine	1004-MES-ELEM-12	1.0000	15 BA	96,900.00	800.00
Temple, Julie	1001-MES-SPEC-16	1.0000	5-6 BA	65,920.00	0.00
Trischitta, Andrea	1100-MES-ENGL-02	1.0000	15 DOC	100,900.00	800.00
Vayas, Valerie	1001-MES-SPEC-03	1.0000	15 BA	96,900.00	800.00
Wahl, Kirt	1001-MES-BUTE-02	1.0000	15 BA	96,900.00	800.00
Ward, Kimberly	1100-MES-ENGL-04	1.0000	13 MA	91,505.00	500.00
Wells, Jill	3111-MES-CSTM-01	1.0000	15 DOC	100,900.00	800.00
Woytowicz, Jessica	1004-MES-ELEM-09	1.0000	8 MA	73,220.00	175.00
Wyville, Madeline	1001-MES-ARTF-02	1.0000	5-6 BA	65,920.00	0.00
Yeager, Brianna	1003-MES-KIND-03	1.0000	7 MA	69,220.00	0.00

**Attaining Tenure**

Employee Name	Position Code	FTE	Step	Salary (\$)	Longevity (\$)
Kuriscak, Kindle	3118-MES-CSTM-01	1.0000	13 DOC	93,505.00	500.00
Schwier, Harmony	3101-MES-GUID-01	1.0000	5-6 MA	67,920.00	0.00

**Non-Tenured**

Employee Name	Position Code	FTE	Step	Salary (\$)	Longevity (\$)
Bilodeau, Jennifer	1001-MES-SPEC-15	1.0000	10 BA	78,995.00	0.00
Cassidy, Patricia	3114-MES-NURS-01	1.0000	13 BA (11 months)	98,456.00	0.00
Drazdik, Samantha	1004-MES-ELEM-10	1.0000	7 BA	67,220.00	0.00
Ferretti, Kristina	1001-MES-SPEC-17	0.5333	8 BA	37,981.63	0.00
Knitter, Sean	1001-MES-HEPE-01	1.0000	12 BA	85,895.00	0.00
Martin, Sarah	3117-MES-GUID-02	1.0000	5-6 MA	67,920.00	0.00
O'Brien, Jessica	1001-MES-SPEC-11	1.0000	10 MA	80,995.00	0.00
Painchaud, Marissa	3119-MES-ASUP-01	1.0000	15 MA	98,900.00	0.00
Riley, Rebecca	1000-MES-PREK-04	1.0000	7 MA	69,220.00	0.00
Thompson, Devon	1001-MES-WLAN-01	1.0000	1-2 BA	63,920.00	0.00

**Manasquan Elementary School Administrators  
2025-26 School Year**

DOCUMENT 5-2

**Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>Position Description</b>	<b>FTE</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Manetta, Megan	0221-MES-ADMN-01	Principal (Grades 5-8)	1.0000	176,475.00	0.00

**Attaining Tenure**

<b>Employee Name</b>	<b>Position Code</b>	<b>Position Description</b>	<b>FTE</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Puleio, Jaelyn	0231-MES-ADMN-01	Principal (Grades PK-4)	1.0000	144,116.00	0.00
Walsh, Christin	0300-MES-CURC-01	Supervisor of Instruction	1.0000	123,429.00	1,000.00

**Manasquan Elementary School Secretaries  
2025-26 School Year**

**DOCUMENT 5-3**

**Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Gale, Kelly	9300-MES-ADMN-02	1.0000	7	63,035.00	400.00

**Attaining Tenure**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
DeDomenico, Christine	9300-MES-CSTM-01	1.0000	3-4	59,735.00	0.00

**Non-Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Walsh, Amy	9300-MES-ADMN-01	1.0000	3-4	59,735.00	0.00

**Manasquan Elementary School Paraprofessionals  
2025-26 School Year**

DOCUMENT 5-4

<b>Employee Name</b>	<b>Position Code</b>	<b>Hrs / Day</b>	<b>Step</b>	<b>Hourly Rate (\$)</b>	<b>Longevity (\$)</b>
Barlett, Christine	9151-MES-ADMN-02	5.0	4	27.51	400.00
Boehning, Kelly	9101-MES-SPEC-17	5.0	2	26.81	0.00
Caetano, Sandra	9101-MES-SPEC-05	7.0	4	27.51	0.00
Casner, Kimberly	9101-MES-SPEC-08	7.0	4	27.51	0.00
Collins, Sandra	9101-MES-SPEC-02	7.0	4	27.51	600.00
Coto, Amanda	9101-MES-SPEC-04	5.0	3	27.16	0.00
Cusanelli, Michele	9101-MES-SPEC-01	5.0	4	27.51	0.00
Dailey, Katherine	9151-MES-ADMN-03	5.0	4	27.51	0.00
Dayanghirang, Estrella	9101-MES-SPEC-14	5.0	1	26.56	0.00
DeWitt, Abigail	9101-MES-SPEC-15	5.0	3	27.16	0.00
Diaz Mendoza, Jessica	9101-MES-SPEC-16	5.0	4	27.51	0.00
Jones, Jill	9101-MES-SPEC-12	7.0	4	27.51	0.00
MacDonald, Lauren	9101-MES-SPEC-09	7.0	4	27.51	0.00
McCarthy, Mary	9101-MES-SPEC-06	7.0	4	27.51	400.00
Mclaughlin, Elizabeth	9101-MES-SPEC-03	7.0	4	27.51	600.00
Morton, Roberta	9101-MES-SPEC-11	7.0	4	27.51	0.00
Murray, Tracey	9101-MES-SPEC-07	7.0	4	27.51	0.00
Proctor, Nicole	9101-MES-SPEC-10	7.0	4	27.51	0.00
Willmot, Samantha	9101-MES-SPEC-13	5.0	4	27.51	0.00

MAY 6, 2025

## **HIGH SCHOOL & DISTRICT PERSONNEL**

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING HIGH SCHOOL AND DISTRICT PERSONNEL ACTIONS TO THE BOARD OF EDUCATION FOR APPROVAL:

### **2025-2026 Staffing**

**Re-Appointment of high school and district teaching staff** for the 2025-26 SY, per **Document P-1**.

**Re-Appointment of high school administrators** for the 2025-26 SY, per **Document P-2**.

**Re-Appointment of high school and district secretaries** for the 2025-26 SY, per **Document P-3**.

**Re-Appointment of high school paraprofessionals and job coaches** for the 2025-26 SY, per **Document P-4**.

**Re-Appointment of district custodial staff** for the 2025-26 SY, per **Document P-5**.

**Re-Appointment of district non-affiliated support staff** for the 2025-26 SY, per **Document P-6**.

**Employment contract of Dr. Peter Crawley as School Business Administrator/Board Secretary** (0112-BOE-BUSO-01) for the 2025-26 school year, per **Document P-7**. This contract has been reviewed and approved by the Executive County Superintendent in accordance with N.J.A.C. 6A:23A-3.1.

**Employment contract of Jesse Place as Assistant Superintendent** (0120-BOE-SUPO-01) for the 2025-26 school year, per **Document P-8**. This contract has been reviewed and approved by the Executive County Superintendent in accordance with N.J.A.C. 6A:23A-3.1.

**Employment contract of Lesley Kenney as Director of School Counseling Services** (0506-BOE-GUID-01) for the 2025-26 school year, per **Document P-9**.

**Employment contract of Richard Coppola as Director of Curriculum and Instruction** (0500-BOE-CURC-01) for the 2025-26 school year, per **Document P-10**.

**Employment contract of Cindy Cimino as Director of Special Services** (0524-BOE-CSTM-01) for the 2025-26 school year, per **Document P-11**.

**Employment contract of Tara Tholen-Lobel as Assistant Business Administrator** (0114-BOE-BUSO-01) for the 2025-26 school year, per **Document P-12**.

**Additional Compensation**

**Appointment** of the following **Overnight Chaperones** for the performing arts field trip to Hershey Park, PA, at a stipend of \$225.00 each per night (one night), per the MEA agreement.

- Madison Schille
- Eva Szakal
- Harry Harvey
- James Mawn
- Thomas Glenn

**Leave of Absence**

**Revised military leave of absence** for Employee ID #4923 from December 10, 2024, through **May 14, 2025**, with an expected return date of **May 15, 2025**, as follows:

- Paid Military Active-Duty Service Leave: December 10, 2024 – April 19, 2025 (90 workdays)
- Paid Vacation, Personal, and Holiday Leave: April 20, 2025 – May 8, 2025 (12 workdays)
- Unpaid Military Leave: May 9, 2025 – May 14, 2025 (4 workdays)

*(Previously BOE Approved 11/19/2024.)*

**Interns/Student Teachers**

**Acceptance** of **Olivia Scherer**, University of Connecticut student, **to complete 25 hours of field work** under the supervision of district Speech Pathologists, during May 2025 - June 2025. Cooperating/supervising teachers or administrators are authorized to accept any applicable payment or stipend directly from the student teacher/intern's institution.

**Resignations**

**Resignation** of **Patricia Christopher** as Treasurer of School Monies (9000-BOE-BUSO-01), effective June 1, 2025.

**Manasquan High School & District Teaching Staff  
2025-26 School Year**

DOCUMENT P-1

**Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Anderson, Carol	2000-MHS-WLAN-04	1.0000	14 BA	93,200.00	500.00
Basaman, Ryan	2000-MHS-MATH-01	1.0000	15 MA	98,900.00	500.00
Bilodeau, W Andrew	2000-MHS-SPEC-01	1.0000	15 BA	96,900.00	500.00
Bryant, Jason	2000-MHS-SOCS-01	1.0000	15 DOC	100,900.00	800.00
Busco, Leigh	3121-MHS-GUID-01 / 3117-MES-GUID-01	1.0000	15 MA	98,900.00	175.00
Buss, Kristen	2000-MHS-MATH-04	1.0000	15 BA	96,900.00	500.00
Castanheira, Paulo	2000-MHS-SPEC-05	1.0000	8A MA	75,420.00	0.00
Certo, Amy	2000-MHS-HEPE-07	1.0000	15 BA	96,900.00	800.00
Choma, Marisa	2000-MHS-ENGL-05	1.0000	8 BA	71,220.00	175.00
Cosse, Pamela	3117-MHS-CSTM-01	1.0000	15 MA (11 months)	108,790.00	800.00
Craig, Christopher	2000-MHS-SOCS-08	1.0000	8 MA	73,220.00	175.00
Critelli, Ryan	2000-MHS-SOCS-09	1.0000	7A BA	69,120.00	0.00
Crowning, Lisa	2000-MHS-SCIE-03	1.0000	15 BA	96,900.00	1,200.00
Driscoll, John	2000-MHS-SOCS-02	1.0000	15 DOC	100,900.00	1,200.00
Dugan, Kiernan	2000-MHS-SPEC-07	1.0000	8A BA	73,420.00	0.00
Duggan, Lauren	3101-MHS-GUID-02	1.0000	14 MA (11 months)	104,720.00	500.00
Edwards, Amy	2000-MHS-ARPR-03	1.0000	8 MA	73,220.00	175.00
Fenlon, Monica	2000-MHS-ENGL-04	1.0000	13 BA	89,505.00	500.00
Festa, Katelyn	2000-MHS-SCIE-06	1.0000	11 MA	84,395.00	0.00
Galano, Melissa	2000-MHS-ARPE-03	1.0000	7 BA	67,220.00	0.00
Glenn, Thomas	2000-MHS-SCIE-05	1.0000	15 BA	96,900.00	800.00
Graf, Ryan	2000-MHS-ARPR-02	1.0000	8 MA	73,220.00	0.00
Griffith, Allyson	2000-MHS-WLAN-03	1.0000	14 MA	95,200.00	175.00
Hall, Joann	2000-MHS-SPEC-04	1.0000	8 MA	73,220.00	175.00
Harvey, Harry	2000-MHS-ENGL-02	1.0000	15 MA	98,900.00	1,200.00
Heeter, Meredith	2000-MHS-ENGL-06	1.0000	15 MA	98,900.00	800.00
Herman, Alexis	2000-MHS-ARTF-01	1.0000	9 MA	77,795.00	0.00
Hillman, Meghan	2000-MHS-ENGL-01	1.0000	14 MA	95,200.00	500.00
Hodnett, Heidi	2000-MHS-MATH-02	1.0000	15 BA	96,900.00	0.00
Hoeler, Linda	2000-MHS-BUTE-02	1.0000	8 MA	73,220.00	175.00
Hoffman, Jeffrey	2000-MHS-WLAN-06	1.0000	8 BA	71,220.00	175.00
Hyland, Kevin	3113-MHS-ATHL-01	1.0000	5 Ath. Tr. (12 mo)	109,315.00	1,200.00
Koenig, Lorraine	2000-MHS-BUTE-01	1.0000	8 BA	71,220.00	175.00
Kopec, Oriana	3105-MHS-MEDC-01 / 3105-MES-MEDC-01	1.0000	15 DOC	100,900.00	500.00
Kozic, Claire	2000-MHS-HEPE-04	1.0000	15 MA	98,900.00	800.00
Kukoda, Lisa	2410-BOE-TECH-01	1.0000	13 BA (11 months)	98,456.00	500.00
LaCarrubba, Joseph	2000-MHS-SPEC-13	1.0000	9 BA	75,795.00	0.00

**Manasquan High School & District Teaching Staff  
2025-26 School Year**

**DOCUMENT P-1**

Lee, Brian	2000-MHS-HEPE-05	1.0000	15 BA	96,900.00	800.00
Lemongelli, Elizabeth	3117-MHS-GUID-01	1.0000	15 MA (11 months)	108,790.00	0.00
Lomas, Brett	2000-MHS-MATH-06	1.0000	15 DOC	100,900.00	500.00
Lord, Susan	3118-MHS-CSTM-01	1.0000	15 DOC (11 months)	110,990.00	500.00
Martucci, Gina	2000-MHS-MATH-07	1.0000	15 MA	98,900.00	800.00
Mawn, James	2000-MHS-ENGL-03	1.0000	15 MA	98,900.00	1,200.00
McHugh, Chryseis	2000-MHS-SCIE-01	1.0000	14 BA	93,200.00	500.00
Minutoli, Jason	2000-MHS-MATH-08	1.0000	14 BA	93,200.00	500.00
Minutoli, Kristen	2000-MHS-CLIN-01	1.0000	13 BA	89,505.00	500.00
Murin, Kimberly	2000-MHS-CLIN-03	1.0000	9 BA	75,795.00	0.00
Narucki, Alicia	3101-MHS-GUID-03	1.0000	13 MA	91,505.00	175.00
Onorato, Jamie	2000-MHS-ENGL-07	1.0000	13 DOC	93,505.00	500.00
Pagano, Nicole	2000-MHS-ARTF-02	1.0000	8A MA	75,420.00	175.00
Petriella, Adam	2000-MHS-SCIE-08	1.0000	7 MA	69,220.00	0.00
Podos, Geniene	2000-MHS-SPEC-02	1.0000	7A MA	71,120.00	0.00
Price, Julian	2000-MHS-SOCS-06	1.0000	15 BA	96,900.00	1,200.00
Puryear, Pamela	2000-MHS-SPEC-10	1.0000	15 DOC	100,900.00	800.00
Radzinsky, Kristin	2000-MHS-WLAN-05	1.0000	15 BA	96,900.00	800.00
Rostron, Brian	2000-MHS-SPEC-14	1.0000	13 BA	89,505.00	175.00
Saliski, Lauren	3101-MHS-GUID-04	1.0000	7A MA	71,120.00	0.00
Santucci, Jill	2000-MHS-HEPE-06	1.0000	15 BA	96,900.00	800.00
Savacool, Zachary	2000-MHS-SOCS-04	1.0000	7A MA	71,120.00	0.00
Sawicki, Katharine	2000-MHS-SPEC-09	1.0000	11 BA	82,395.00	0.00
Schaad, Matthew	2000-MHS-HEPE-02	1.0000	15 MA	98,900.00	800.00
Schille, Madison	2000-MHS-ARPE-02	1.0000	7 BA	67,220.00	0.00
Shibla, Brent	2000-MHS-SOCS-07	1.0000	7A MA	71,120.00	0.00
Snyder, Jason	2000-MHS-ARPR-04	1.0000	8 BA	71,220.00	175.00
Steinberg, Susan	3116-MHS-CSTM-01	1.0000	9 MA (11 months)	85,575.00	0.00
Testa, Alicia	2000-MHS-SPEC-03	1.0000	8A MA	75,420.00	0.00
Thieme, Lauren	2000-MHS-WLAN-01	1.0000	15 BA	96,900.00	0.00
Treney, Carolyn	2000-MHS-ARTF-03	1.0000	15 BA	96,900.00	800.00
Van Pelt, Dennis	2000-MHS-SOCS-10	1.0000	15 BA	96,900.00	1,200.00
Virok, Christina	2000-MHS-SOCS-11	1.0000	9 MA	77,795.00	0.00
Voskian, Matthew	2000-MHS-HEPE-01	1.0000	9 BA	75,795.00	175.00
Waldeyer, Robert	2000-MHS-BUTE-04	1.0000	15 BA	96,900.00	800.00
Walling, Elizabeth	2000-MHS-CLIN-02	1.0000	8 BA	71,220.00	175.00
Warncke, Dana	2000-MHS-HEPE-08 / 1001-MES-HEPE-04	1.0000	7A BA	69,120.00	0.00
Wasnesky, Eric	2000-MHS-SCIE-07	1.0000	15 MA	98,900.00	800.00
Witt, Jodi	2000-MHS-SPEC-11	1.0000	8A MA	75,420.00	0.00

**Manasquan High School & District Teaching Staff  
2025-26 School Year**

**DOCUMENT P-1**

Zdanowicz, Kristen	2000-MHS-MATH-09	1.0000	15 BA	96,900.00	1,200.00
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**Attaining Tenure**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Barowski, Justin	2000-MHS-HEPE-03	1.0000	5-6 BA	65,920.00	0.00
Chiang, Lawrence	2000-MHS-SCIE-09	1.0000	5-6 BA	65,920.00	0.00
Mulroy, Fatima	3101-MHS-GUID-05	1.0000	5-6 MA	67,920.00	0.00

**Non-Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Abad, Melissa	2000-MHS-MATH-05	1.0000	1-2 BA	63,920.00	0.00
Balon, Kelly	9025-BOE-CSTM-01	1.0000	15 MA (11 months)	108,790.00	0.00
Canonaco, Cheryl	2000-MHS-MATH-03	1.0000	15 MA	98,900.00	0.00
Dingwall, Alexander	3101-MHS-GUID-01	1.0000	8 MA	73,220.00	0.00
Galizio, Gabrielle	2000-MHS-ENGL-08	1.0000	3-4 BA	64,720.00	0.00
Hannafey, Valerie	3114-MHS-NURS-02	1.0000	3-4 BA	64,720.00	0.00
Hyatt, David	2000-MHS-SPEC-12	1.0000	7 BA	67,220.00	0.00
Lebret, Jill	3114-MHS-NURS-01	1.0000	12 BA (11 months)	94,485.00	0.00
Link, Bronwyn	2000-MHS-ARPR-01	1.0000	10 BA	78,995.00	0.00
Makaro, Jennifer	2000-MHS-ELLP-01	1.0000	12 MA	87,895.00	0.00
McGovern, Alison	2000-MHS-WLAN-02	1.0000	7A MA	71,120.00	0.00
McQuillen, Allison	2000-MHS-SCIE-02	1.0000	12 MA	87,895.00	0.00
Szagal, Eva	2000-MHS-ARPE-01	1.0000	15 MA	98,900.00	0.00

**Manasquan High School Administrators  
2025-26 School Year**

**DOCUMENT P-2**

**Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>Position Description</b>	<b>FTE</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Bramley, Donald	0310-MHS-ATHL-01	Supervisor of Athletics	1.0000	193,269.00	1,500.00
Murin, Craig	0202-MHS-ADMN-01	Assistant Principal	1.0000	159,069.00	2,500.00
Polak, Margaret*	0300-BOE-CURC-02	Supervisor of Instruction	1.0000	179,133.00	3,000.00

**Non-Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>Position Description</b>	<b>FTE</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Kukoda, Matthew	0201-MHS-ADMN-01	Principal	1.0000	176,120.00	0.00
Eldridge, Maria	0202-MHS-ADMN-02	Assistant Principal	1.0000	124,320.00	1,500.00

\* – Resignation effective 8/1/2025

**Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Lovell, Kara	9300-MHS-CSTM-01	1.0000	7	63,035.00	0.00
Mahon, Kathleen	9300-MHS-ATHL-01	1.0000	7	63,035.00	800.00
Maloney, Carol	9300-BOE-CURC-01	0.2594	7	16,351.28	0.00
Picker, Michelle	9300-BOE-FACL-01	1.0000	7	63,035.00	0.00
Price, Bailey	9300-MHS-GUID-01	1.0000	7	63,035.00	400.00
Read, Richard	9300-MHS-ADMN-02	1.0000	7	63,035.00	400.00
Winter, Stephanie	9300-MHS-ADMN-01	1.0000	7	63,035.00	0.00

**Manasquan High School Paraprofessionals & Job Coaches DOCUMENT P-4  
2025-26 School Year**

<b>Employee Name</b>	<b>Position Code</b>	<b>Hrs / Day</b>	<b>Step</b>	<b>Hourly Rate (\$)</b>	<b>Longevity (\$)</b>
Cosgrove, Kelly	9155-MHS-CLIN-09	7.0	3	27.16	0.00
DiPuma, Emily	9155-MHS-CLIN-10	7.0	4	27.51	0.00
Frye, Lisa	9155-MHS-CLIN-12	7.0	4	27.51	0.00
Heinley, Colin	9155-MHS-CLIN-02	7.0	3	27.16	0.00
Hernandez, Melissa	9155-MHS-CLIN-04	7.0	3	27.16	0.00
Manovill, Donya	9101-MHS-SPEC-01	7.0	4	27.51	800.00
Platten, Jenna	9155-MHS-CLIN-11	7.0	4	27.51	0.00
Sanders, Kimberly	9155-MHS-CLIN-14	7.0	4	27.51	0.00
Studer, Caroline	9155-MHS-CLIN-13	7.0	3	27.16	0.00
Sulat, Kimberley	9155-MHS-CLIN-05	7.0	3	27.16	0.00
Walsh, Jeanne	9155-MHS-CLIN-06	7.0	4	27.51	0.00
Wheeler, Jacqueline	9155-MHS-CLIN-03	7.0	4	27.51	0.00
Wilsea, Kristen	9155-MHS-CLIN-08	7.0	3	27.16	0.00

**District Custodians  
2025-26 School Year**

**DOCUMENT P-5**

**Day Custodians**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>	<b>Additional Earnings</b>
Hayden, Harry	9403-BOE-FACL-09	1.0000	15	55,097.00	1,300.00	\$550.00 (Black Seal)
Herrmann, John	9402-BOE-FACL-04	1.0000	9-11	49,087.00	0.00	\$550.00 (Black Seal)
Mendoza, Clementina	9403-BOE-FACL-06	1.0000	3-4	44,537.00	0.00	\$550.00 (Black Seal)
Porcile, Michael	9403-BOE-FACL-12	1.0000	3-4	44,537.00	0.00	\$550.00 (Black Seal)
Reichey, Thomas	9402-BOE-FACL-01	1.0000	15	55,097.00	1,300.00	\$550.00 (Black Seal) \$625.00 (Grounds)
Richey, Kevin	9402-BOE-FACL-02	1.0000	9-11	49,087.00	0.00	\$550.00 (Black Seal)
Shiple, Jason	9402-BOE-FACL-03	1.0000	6	45,487.00	0.00	\$550.00 (Black Seal)

**Night Custodians**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>	<b>Additional Earnings</b>
Almanzar, Jaime	9403-BOE-FACL-03	1.0000	1-2	47,815.00	0.00	\$0.00
Guzman, Luis	9403-BOE-FACL-11	1.0000	7	50,578.00	0.00	\$550.00 (Black Seal)
Laureigh, Justin	9403-BOE-FACL-01	1.0000	1-2	47,815.00	0.00	\$550.00 (Black Seal)
Rehbein, Dennis	9403-BOE-FACL-02	1.0000	16	61,963.00	1,500.00	\$550.00 (Black Seal)
Ross, Craig	9403-BOE-FACL-07	1.0000	1-2	47,815.00	0.00	\$550.00 (Black Seal)
Sanchez, Miguel	9403-BOE-FACL-08	1.0000	1-2	47,815.00	0.00	\$0.00
Saner, Casey	9403-BOE-FACL-05	1.0000	5	48,736.00	0.00	\$550.00 (Black Seal)
Smith, John	9403-BOE-FACL-10	1.0000	9-11	53,178.00	400.00	\$550.00 (Black Seal)
Timpani, Santo	9403-BOE-FACL-04	1.0000	16	61,963.00	1,500.00	\$550.00 (Black Seal)

**District Non-Affiliated Support Staff  
2025-26 School Year**

**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	77,559.00
Blasi, Teresa	9300-BOE-BUSO-04	Payroll and Benefits Clerk	1.0000	65,797.00
Dietrick, JoAnn	9300-BOE-SUPO-01	Confidential Secretary	1.0000	76,069.00
Hudson, Tara	9300-BOE-BUSO-01	Confidential Secretary	1.0000	67,981.00

**Non-Tenured Confidential/Non-Affiliated Clerical Support Staff**

Employee Name	Position Code	Position Description	FTE	Salary (\$)
Bryndza, Katelyn	9300-BOE-SUPO-02	Confidential Secretary	1.0000	60,060.00

**Tenure Ineligible, Non-Affiliated Support Staff**

Employee Name	Position Code	Position Description	Term	FTE / Hours	Salary / Pay Rate (\$)
Bock, Nicholas <sup>1</sup>	9200-BOE-TECH-03	Technology Specialist	12 mo	1.0000	66,073.00
Clayton, Donald <sup>2</sup>	9251-BOE-SECU-01	School Security Officer	185 days	8.0 hrs/day	40.00 / hour
Clayton, Timothy <sup>2</sup>	9250-BOE-SECU-01	School Security Coordinator	12 mo	1.0000	90,645.00
Craig, Randall <sup>2</sup>	9251-BOE-SECU-06	School Security Officer	185 days	5.0 hrs/day	40.00 / hour
Egan, James <sup>1</sup>	9200-BOE-TECH-02	Technology Specialist	12 mo	1.0000	95,606.00
Hudson, Matthew	9401-BOE-FACL-01	Custodial Supervisor	12 mo	1.0000	99,266.00
Johansen, Michael	9010-MHS-ATHL-01	Strength Conditioning Coach	11 mo (205 working days)	1.0000	81,599.00
Rodger, Marc	9401-BOE-FACL-02	Head Custodian	12 mo	1.0000	72,021.00
Rotunno, Charles	9201-BOE-TECH-01	Technology Coordinator	12 mo	1.0000	98,420.00
Scott, Frank <sup>1</sup>	9200-BOE-TECH-01	Network Administrator	12 mo	1.0000	135,286.00
Smith, Keith <sup>2</sup>	9251-BOE-SECU-04	School Security Officer	185 days	5.0 hrs/day	40.00 / hour
White, Michael <sup>2</sup>	9251-BOE-SECU-05	School Security Officer	185 days	8.0 hrs/day	40.00 / hour

<sup>1</sup> Additional overtime work hours for district technology staff as assigned and pre-authorized by supervisor on an as-needed basis will be compensated at 150% of the employee's hourly rate.

<sup>2</sup> Additional work hours for district school security as assigned and pre-authorized by supervisor on an as-needed basis will be compensated at the employee's hourly rate.

## CONTRACT OF EMPLOYMENT

**THIS CONTRACT OF EMPLOYMENT** is made and entered into this **6th day of May 2025**, 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** (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, 2025**, and he has accepted the Board’s offer; and

**WHEREAS**, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **May 6, 2025**, 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, 2025** and expiring at midnight on **June 30, 2026**.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. Certification:

The Business Administrator shall maintain a current and valid certificate issued by the New Jersey Department of Education for the position of Business Administrator/Board Secretary. In the event the Business Administrator’s certificate issued by the Department of Education is revoked, this contract is null and void as of the date of the certificate revocation.

The Business Administrator further agrees to comply with all other legal requirements respecting the employment of a Business Administrator.

B. Duties:

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

3. **PROFESSIONAL GROWTH OF BUSINESS ADMINISTRATOR**

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

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

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

#### 4. **COMPENSATION**

##### A. Salary:

The Board shall pay the Business Administrator an annual salary of **One Hundred Seventy-Four Thousand Five Hundred Six Dollars (\$174,506.00)** for his term of employment. This annual salary shall be paid to the Business Administrator in accordance with the payroll schedule for other certified employees. Any changes/modifications to this Contract of Employment must have the prior approval of the Executive County Superintendent of Schools.

#### 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, 2025**, 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, 2025**. 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. The Business Administrator shall contribute the minimum amount as required by N.J.S.A. 18A:16-17(b) toward his health care in accordance with applicable law.

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 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, 2025**. 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.

G. Tuition Reimbursement:

The Board shall reimburse the Business Administrator for the successful completion of up to eighteen (18) graduate credits per year, provided such coursework culminates in the acquisition of a graduate degree conferred by a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1.

**6. SEPARATION FROM SERVICE:**

A. Accumulated Unused Vacation Days:

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

B. Payment to Estate:

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

7. **EVALUATION**

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

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

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

9. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

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

10. **COMPLETE AGREEMENT**

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

11. **CONFLICTS**

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

12. **SAVINGS CLAUSE**

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

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

**WHEREAS**, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **May 6, 2025**, 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.

\_\_\_\_\_  
Peter Crawley, Ed.D.  
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 **6th day of May 2025**, 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** (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, 2025**, and he has accepted the Board’s offer; and

**WHEREAS**, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **May 6, 2025**, 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, 2025** and expiring at midnight on **June 30, 2026**.

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 Eighty-Seven Thousand Seven Hundred Fourteen Dollars (\$187,714.00)** for his term of employment. This annual salary shall be paid to the Assistant Superintendent in accordance with the payroll schedule for other certified employees. Any changes/modifications to this Contract of Employment must have the prior approval of the Executive County Superintendent of Schools.

#### 5. **BENEFITS**

##### A. Vacation Days/Personal Days/Holidays:

The Assistant Superintendent shall be granted twenty-five (25) vacation days annually, calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Assistant Superintendent on **July 1, 2025**, 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, 2025**. Unused personal days shall convert to sick leave at the conclusion of the school year, for the subsequent years, to the maximum extent permitted by law.

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

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

B. Bereavement Leave:

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

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

C. Health and other Insurance Benefits:

The Board shall provide health benefits, including prescription, and dental coverage for the Assistant Superintendent, and if applicable, his spouse and dependents. The Assistant Superintendent shall contribute the minimum amount as required by N.J.S.A. 18A:16-17(b) toward his health care in accordance with applicable law.

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 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, 2025**. 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, 2025** earned since the beginning of his employment in the District.

E. Membership Fees:

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

F. Expense Reimbursement and Equipment:

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

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

G. Tuition Reimbursement:

The Board shall reimburse the Assistant Superintendent for the successful completion of up to eighteen (18) graduate credits per year, provided such coursework culminates in the acquisition of a graduate degree conferred by a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1.

**6. SEPARATION FROM SERVICE**

**A. Accumulated Unused Vacation Days:**

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

**7. EVALUATION**

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

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

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

**9. TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

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

**10. COMPLETE AGREEMENT**

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

11. **CONFLICTS**

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

12. **SAVINGS CLAUSE**

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

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

**WHEREAS**, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **May 6, 2025**, 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 **6th day of May 2025**, 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**, (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, 2025**, and she has accepted the Board’s offer; and

**WHEREAS**, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **May 6, 2025** 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, 2025** and expiring at midnight on **June 30, 2026**.

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 Seventy-Seven Thousand Sixty-Nine Dollars (\$177,069.00)** 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, 2025**, 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, 2025**. 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, Jr. Day; 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 \$7,500.00. 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, 2025**. 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, 2025** earned since the beginning of her employment in the District.

E. Membership Fees:

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

F. Expense Reimbursement and Equipment:

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

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

F. Tuition Reimbursement:

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

6. **EVALUATION**

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

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

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

8. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

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

10. **COMPLETE AGREEMENT**

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

11. **CONFLICTS**

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

12. **SAVINGS CLAUSE**

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

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

**WHEREAS**, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **May 6, 2025**, 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 **6th day of May 2025**, 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**, (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, 2025**, and he has accepted the Board’s offer; and

**WHEREAS**, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **May 6, 2025** 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, 2025** and expiring at midnight on **June 30, 2026**.

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' 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)** 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, 2025**, 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, 2025**. 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 \$7,500. 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, 2025**. 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, 2025** earned since the beginning of his employment in the District.

E. Membership Fees:

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

F. Expense Reimbursement and Equipment:

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

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

F. Tuition Reimbursement:

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

6. **EVALUATION**

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

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

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

8. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

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

10. **COMPLETE AGREEMENT**

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

11. **CONFLICTS**

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

12. **SAVINGS CLAUSE**

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

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

**WHEREAS**, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **May 6, 2025**, said action having been made a part of the official minutes of that meeting.

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

\_\_\_\_\_  
Richard Coppola  
Director of Curriculum and Instruction

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
M. Alexis Pollock  
President, Manasquan Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness:

**CONTRACT OF EMPLOYMENT**

**THIS CONTRACT OF EMPLOYMENT** is made and entered into this **6th day of May 2025**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

**CINDY CIMINO**, (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, 2025**, and she has accepted the Board’s offer; and

**WHEREAS**, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **May 6, 2025** 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 **Cindy Cimino** as the Director of Special Services for the period beginning **July 1, 2025**, and expiring at midnight on **June 30, 2026**.

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 Sixty-Three Thousand One Hundred Seventy Dollars (\$163,170.00)** for the 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 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, 2025**, 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, 2025**. 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, Jr. Day; 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 \$7,500.00. 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 (prorated for the term of employment), calculated on an annualized basis, all of which shall be available to the Director on **July 1, 2025**. 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 50 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, 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.

6. **EVALUATION**

The Superintendent or designee shall evaluate the performance of the Director in accordance with law.

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

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

8. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

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

10. **COMPLETE AGREEMENT**

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

11. **CONFLICTS**

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

12. **SAVINGS CLAUSE**

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

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

**WHEREAS**, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **May 6, 2025**, 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.

\_\_\_\_\_  
CINDY CIMINO  
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 **6th day of May 2025**, 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**, (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, 2025**, and she has accepted the Board’s offer; and

**WHEREAS**, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **May 6, 2025** 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, 2025** and expiring at midnight on **June 30, 2026**.

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 Fourteen Thousand Seven Hundred Eighty-Two Dollars (\$114,782.00)** for her term of employment. This annual salary shall be paid to the Assistant Business Administrator in accordance with the payroll schedule for other certified employees.

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, 2025**, 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, 2025**. 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, Jr. Day; 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 \$7,500.00. 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, 2025**. 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 **May 14, 2025**, 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: