

ELEMENTARY SCHOOL PERSONNEL

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

Summer 2025 Staffing

Revision of the **appointment** of the following **Summer 2025 Elementary School staff**:

Position	Employee	Compensation	Approved Hours
ESY Supplemental Teacher	Jennifer Bilodeau	\$50 per hour	80 hours*

** Previously appointed for up to 40 hours June 10, 2025.*

2025-2026 Staffing

Revised Re-Appointment of the following **elementary school teaching staff** for the 2025-2026 school year:

Employee Name	Position Code	FTE	Step	Salary (\$)	Longevity (\$)
Melillo, Marissa	1004-MES-ELEM-02	1.0000	7A MA	71,120.00	175.00

(Originally re-appointed May 6, 2025.)

Voluntary reassignment of **Megan Manetta** from **Elementary School Principal, Grades 5-8** (0221-MES-ADMN-01), to **Elementary School Principal** (0231-MES-ADMN-01), for the 2025-26 school year, retroactive to July 1, 2025, at an **annual salary of \$185,000.00**.

Athletic & Extracurricular Stipend Positions

Appointment of **Pamela Voelksen** as **Elementary School Field Hockey Coach** (9720-MES-ATHL-01) for the 2025-26 school year with stipend of \$3,854.00.

JULY 15, 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:

Summer 2025 Staffing

Appointment of Jenna Platten as a Screening Assistant to assist with the administration of sports physicals for up to 10 hours in June 2025 at \$30.00 per hour.

2025-2026 Staffing

Voluntary rescission of the employment contract of Jaclyn Puleio as Elementary School Principal, Grades PK-4 (0231-MES-ADMN-01), as approved May 6, 2025, and approval of the employment contract of Jaclyn Puleio as Director of Curriculum and Instruction (0500-BOE-CURC-01) for the 2025-26 school year, retroactive to July 1, 2025, per Document U-1.

Addendum to the employment contract of Cindy Cimino, Director of Special Services, retroactive to July 1, 2025, per Document U-2.

Appointment of Peter Balon as High School Instructional Paraprofessional (9101-MHS-SPEC-03) for the 2025-26 school year, at Step 2, \$26.81 per hour, 7 hours per day.

Appointment of Heather Wanner as High School Teacher of Dance, substitute for employee ID# 4970, from on or about September 2, 2025, through on or about November 16, 2025, at \$130.00 per diem for the first 20 working days and \$150.00 per diem thereafter.

Appointment of Leonardo Rios as High School Teacher of English (2000-MHS-ENGL-05), (long-term leave replacement substitute for Employee ID#4540), from September 1, 2025, through on or about November 30, 2025, at Step 1-2 BA, \$63,920.00 (pro-rated).

Mentoring

Recommend approval of the appointment of the following teacher mentors for the 2025-2026 school year. Stipend amounts will be payroll deductions from mentees to pay mentors. All mentors will be paid in the June 2026 payroll, pro-rated, if necessary and as noted below.

Provisional Teacher	Certificate Type	Mentor	Mentoring Period	Stipend
Leonardo Rios	CEAS	Meghan Hillman	9/1/25-11/30/25 (13 / 30 weeks = 43.33%)	\$238.33

2025-2026 Pay Rates

Recommend approval of the following pay rates for school sponsored events *for school personnel* for the 2025-2026 school year:

Ticket Sellers - \$70.00 per event

Ticket Takers - \$65.00 per event

Security - \$65.00 per event

Clock Operators - \$60.00 per event

Surf Team Lifeguard - \$35.00 per hour

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

Recommend approval of the following pay rates *for non-staff* at school sponsored events for the 2025 -2026 school year:

Ticket Sellers - \$55.00 per event

Ticket Takers - \$50.00 per event

Security - \$50.00 per event

Clock Operators - \$45.00 per event

Surf Team Lifeguard - \$20.00 per hour

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

Athletic & Extracurricular Stipend Positions

Appointment of the **High School Athletic and Extracurricular Stipend staff** for the 2025-2026 school year, per Document U-3.

Appointment of the **High School Athletic and Co-Curricular Activity Unpaid Volunteers** for the 2025-2026 school year, per Document U-4.

Recommend approval of the following out-of-district athletic event workers for the 2025-2026 school year:

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

Additional Compensation

Appointment of Meredith Heeter to be compensated to attend up to 32 hours of professional development for AP Research Training at \$30 per hour.

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **15th day of July 2025**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

JACLYN PULEIO, (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 Curriculum and Instruction retroactively effective to **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 **July 15, 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 **Jaclyn Puleio** as the Director of Curriculum and Instruction for the period retroactively 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 Curriculum and Instruction. 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 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's duties.

3. **PROFESSIONAL GROWTH OF DIRECTOR**

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 Fifty-Five Thousand Dollars (\$155,000.00)**. This annual salary shall be paid to the Director in accordance with the payroll schedule for other certified employees.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Director shall be granted twenty-five (25) vacation days annually, all of which shall be available to the Director on **July 1, 2025**, which may be taken 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 by 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 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.

The Director retains all prior accumulated 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'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 Curriculum and Instruction, 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 **July 15, 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.

JACLYN PULEIO
Director of Curriculum and Instruction

Date

Witness:

M. ALEXIS POLLOCK
President, Manasquan Board of Education

Date

Witness:

ADDENDUM TO CONTRACT OF EMPLOYMENT

THIS ADDENDUM TO CONTRACT OF EMPLOYMENT is made and entered into this **15th day of July 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 current contract of employment between the Board and the Director began on July 1, 2025, and is to expire on June 30, 2026; and

WHEREAS, the Board seeks to AMEND the current agreement in light of additional responsibilities being added to the position of Director of Special Services; and

WHEREAS, the Board approved authorization of this Addendum to Contract of Employment by a vote of its members at a regularly scheduled meeting on **July 15, 2025**, and has authorized the President of the Board to execute this Addendum to Contract of Employment.

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the parties do hereby agree as follows:

1. Section 4.A. (Compensation, Salary) of the Contract of Employment shall be amended to an annual salary of ONE HUNDRED SIXTY-EIGHT THOUSAND ONE HUNDRED SEVENTY DOLLARS (\$168,170.00), retroactive to July 1, 2025.
2. All other terms, conditions and provisions of the previous contract of employment shall remain in full force and effect for the duration of the contract.

IN WITNESS WHEREOF, the undersigned parties or their duly authorized officers have signed this Contract effective on the day and year first above written.

M. Alexis Pollock
President, Manasquan Board of Education

Cindy Cimino
Director of Special Services

Date: _____

Date: _____

Witness:

Witness:

Director of Special Services Contract Amendment, 2025-2026

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Location **MHS/DIST**

Stipend Position Type/Department: **ATHL**

Stipend Job Group: **1-Fall Sports**

Position	Position Code	Employee	% of Stipend	Stipend (\$)	Step
Cheerleading (Fall) Assistant Coach	9700-MHS-ATHL-02	Stover, Dana	100%	3,716.00	Stipend
Football Videotaping	9725-MHS-ATHL-09	Bresnahan, Bruce	100%	1,935.00	Stipend
Surfing (Girls) Coach	9750-MHS-ATHL-01	Gilmartin, Mark	100%	5,120.00	Stipend

Location **MHS/DIST**

Stipend Position Type/Department: **EXAC**

Stipend Job Group: **Extracurriculars**

Position	Position Code	Employee	% of Stipend	Stipend (\$)	Step
Future Business Leaders of America Advisor	9959-MHS-EXAC-01	Hoeler, Linda	100%	5,222.00	Stipend
History Honor Society Advisor	9961-MHS-EXAC-01	Critelli, Ryan	100%	3,121.00	Stipend
Unified Sports Advisor	9962-MHS-EXAC-01	Walling, Elizabeth	100%	4,288.00	Stipend

**Athletic and Co-Curricular Activity Unpaid Volunteer Appointments
2025-26 School Year
for BOE Agenda 07/15/2025**

DOCUMENT U-4

Location **MHS/DIST**

Volunteer Position Type/Department: **ATHL**

Volunteer Job Group: **1-Fall Sports**

Volunteer Position	Position Code	Volunteer
Football Volunteer	9725-MHS-ATHL-V1	Barry, Benton
Football Volunteer	9725-MHS-ATHL-V2	Certo, Louis
Football Volunteer	9725-MHS-ATHL-V3	Howland, Eric
Football Volunteer	9725-MHS-ATHL-V4	Morris, John
Football Volunteer	9725-MHS-ATHL-V5	Price, Julian
Soccer (Boys) Volunteer	9735-MHS-ATHL-V1	Long, John
Soccer (Girls) Volunteer	9740-MHS-ATHL-V1	Rampone, Christie

Volunteer Job Group: **4-Sports (Unspecified Season)**

Volunteer Position	Position Code	Volunteer
Volunteer Medical Professional for Athletics	9882-MHS-ATHL-V1	Buddle, Vincent
Volunteer Medical Professional for Athletics	9882-MHS-ATHL-V2	Gallagher, William
Volunteer Medical Professional for Athletics	9882-MHS-ATHL-V3	Gonzalez, Peter
Volunteer Medical Professional for Athletics	9882-MHS-ATHL-V4	Jarmon, Nicholas
Volunteer Medical Professional for Athletics	9882-MHS-ATHL-V5	Nitche, Jason
Volunteer Medical Professional for Athletics	9882-MHS-ATHL-V6	Petrosini, Anthony
Volunteer Medical Professional for Athletics	9882-MHS-ATHL-V7	Sargent, Thomas
Volunteer Medical Professional for Athletics	9882-MHS-ATHL-V8	Stamos, Bruce

Volunteer Job Group: **Athletic Event Staff**

Volunteer Position	Position Code	Volunteer
Volunteer Athletic Event Announcer	A009-MHS-ATHL-V1	Pellegrino, Thomas