

**MANASQUAN PUBLIC SCHOOLS**  
**ENROLLMENT REPORT**  
**2014 - 2015 School Year**

DOCUMENT A

**ELEMENTARY SCHOOL**

Grade		Comparative Figures - ES			
Kdg	52 (4 sections)	September	2000		695
1st	72 (4 sections)	September	2001		695
2nd	59 (3 sections)	September	2002		691
3rd	71 (4 sections)	September	2003		691
4th	61 (3 sections)	September	2004		681
5th	79 (4 sections)	September	2005		703
6th	81 (4 sections)	September	2006		688
7th	69 (4 sections)	September	2007		684
8th	66 (4 sections)	September	2008		696
Pre-Schl.	7 (1 section)	September	2009		709
LLD	0	September	2010		684
MD	3	September	2011		677
PPD	2	September	2012		663
School PD	1	September	2013		649
<b>Total</b>	<b>623</b>	<b>September</b>	<b>2014</b>		<b>619</b>

	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Avon	5	9	7	4	25
Belmar	26	29	25	22	102
Brielle	57	67	46	69	239
Lake Como	7	12	6	10	35
Manasquan	85	72	79	61	297
Sea Girt	11	12	11	9	43
Spring Lake	17	16	13	12	58
Spring Lake Heights	28	35	28	40	131
Employee Child	0	0	1	0	1
Parent Paid	0	0	0	1	1
PTC 20 (LLD)	4	5	5	1	15
PTC 22 (ED)	0	0	0	0	0
PTC 23 (MD)	0	0	0	0	0
<b>Sub-totals</b>	<b>240</b>	<b>257</b>	<b>221</b>	<b>229</b>	<b>947</b>

Shared-time:

Avon	0	0	0	0	0
Belmar	3	1	5	4	13
Brielle	2	1	2	3	8
Lake Como	0	2	0	4	6
Manasquan	1	3	3	0	7
Sea Girt	0	0	0	0	0
Spring Lake	0	0	1	0	1
Spring Lake Heights	0	2	3	0	5
LLD/Voc shared time	3	2	0	2	7
<b>Sub-totals</b>	<b>9</b>	<b>11</b>	<b>14</b>	<b>13</b>	<b>47</b>
<b>High School Totals</b>	<b>249</b>	<b>268</b>	<b>235</b>	<b>242</b>	<b>994</b>

Comparative Figures - HS

September	2000	913
September	2001	971
September	2002	1059
September	2003	1078
September	2004	1063
September	2005	1047
September	2006	1052
September	2006	1052
September	2007	1025
September	2008	1028
September	2009	1016
September	2010	1028
September	2011	1021
September	2012	963
September	2013	1003
September	2014	1007

**MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT**  
**2014 - 2015 School Year**

<b>HIGH SCHOOL</b>		<u>ATTENDANCE</u> <u>PERCENTAGE</u>	<u>AVERAGE DAILY</u> <u>ENROLLMENT</u>	<u>AVERAGE DAILY</u> <u>ATTENDANCE</u>	
Mar-14		93.13	978.42	922.33	
Mar-15		94.6	973.41	920.81	
<b>ELEMENTARY SCHOOL</b>					
Mar-14		95.127	660.524	630.238	
Mar-15		94.726	623	590.857	

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT**  
**2014 - 2015 School Year**

**HIGH SCHOOL**

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
March 23	7:41 A.M.	30 minutes	System Malfunction/Fire Drill	
<b>ELEMENTARY SCHOOL</b>				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
March 4	8:05 A.M.	20 minutes		Table Top Security Meeting
March 31	10:10 A.M.	30 minutes		Emergency Lockdown (Exterior)

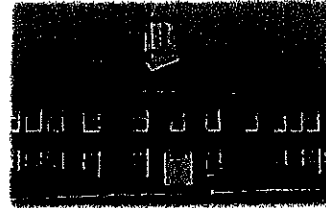
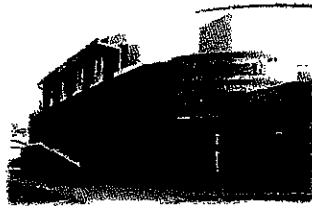
# MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT

April 28, 2015

[illegible]

**All victims received counseling.**

## MANASQUAN BOARD OF EDUCATION



2015-2016  
BUDGET PRESENTATION

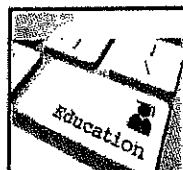
## MISSION STATEMENT

Manasquan's mission is to empower students to reach their potential and become life-long learners. We strive to ensure that students play an active role in their education, are guided by rigorous academic standards aligned with the NJ Core Curriculum Content Standards, and function within the community that regards students, educators, and parents as full participants in the educational process. We dedicate ourselves to the realization of a supportive learning environment that nurtures growth, personal integrity and mutual respect.



## Manasquan Board of Education 2015-2016 Timeline

Dates	Activity
March 17, 2015	Tentative Budget Adoption
March 27, 2015	Approval by Executive County Superintendent of Schools
April 28, 2015	Public Hearing and Final Adoption of the 2015-2016 School Budget - MHS Media Center 6pm



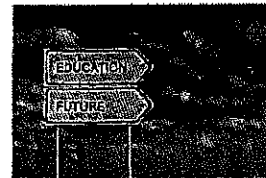
## The 2015-2016 Budget Provides For:



- Maintaining current course offerings, personnel and the rich curriculum which is based on core content standards
- Implementation of a new World History 9<sup>th</sup> Grade Honors course
- Implementation of a new High School Academy of Engineering
- Implementation of a new High School Robotics Course
- Implementation of a new High School Italian 1 Course
- Implementation of a new Grade 12 AP Statistics Course
- Implementation of a new Grade 7 Algebra 1 Summer Transition Program
- Implementation of an accelerated 7th Grade STEM Program

## Major Factors Impacting the Proposed Budget

- Enrollment
- Tuition Adjustments due to sending districts
- Flat State Aid
- Community Disaster Loan Funds
- Out of District Placements/Transportation
- Insurance Premiums
- Chapter 78 Staff Contributions
- Negotiations
- SDA Grant Assessment
- PERS Pension Costs
- Net Valuation Taxable (Ratables)



## Budget Breakdown 2015-2016

- Total Budget: \$25,133,477, down \$425,226 (-1.66%) from the 2014-2015 revised budget.
- Amount allocated from fund balance to support this budget: \$373,503 (direct taxpayer relief).
- Administrative Per Pupil Cost is \$1,815 – down from \$1,861 in 2014-2015 revised budget (This amount is below the regional limit of \$1,941 imposed by the state)
- Proposed Per Pupil Cost: \$14,174 – up from \$13,983 in the 2014-2015 revised budget

## Total Revenues

	2014-2015 Original Revenues	2015-2016 Proposed Revenues	Difference
Tax Levy	\$12,575,032	\$12,952,283	\$377,251
Tuition Revenue	\$9,366,309	\$8,602,812	-\$763,497
State Aid	\$586,048	\$586,048	\$0.00
Extraordinary Aid & Misc. Revenue	\$257,000	\$267,000	\$10,000
Fund Balance & Reserves	\$355,000	\$483,503	\$128,503
CDL -Community Development Loan	\$890,000	\$839,651	-\$50,349
Grants & Entitlements	\$496,889	\$413,855	-\$83,034
Debt Service	\$1,032,425	\$988,325	-\$44,100
<b>Total General Fund</b>	<b>\$25,558,703</b>	<b>\$25,133,477</b>	<b>-\$425,226</b>

## CDL Monies

- The district was approved for up to \$1.4 million dollars of CDL funds for 2015-2016
- The Board has approved requesting \$839,651 for the 2015-2016 school year
- \$376,699 will be used toward the tuition adjustment due to sending districts
- \$462,952 will be used to offset general expenses
- The total 2015-2016 CDL Budget is lower than the 2014-2015 Budget by \$50,349

## General Fund (Operating Budget) State Aid

- A 0% increase in general fund state aid is projected for the 2015-2016 School Year
- State Aid accounts for only 2.47% of our General Fund Budget



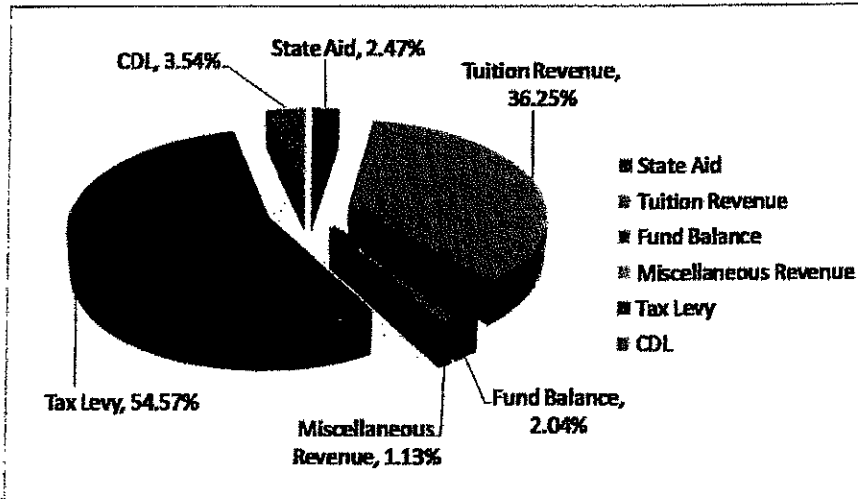
(Cont'd)

## General Fund Balance: What Is It?


- In essence the Board's Savings Account
- Limited by law to the greater of \$250,000 or 2% of the general fund budget. Anything accumulated over this must be designated in the subsequent year as taxpayer relief.
- Excess Fund Balance History:
  - 2013-2014 Budget - \$281,537 (\$156,037 + 125,500 from tuition reserve)
  - 2014-2015 Budget - \$355,000 (\$255,000 + \$100,000 from tuition reserve)
  - 2015-2016 Budget - \$483,503 (\$373,503 + \$100,000 from tuition reserve + \$10,000 maintenance reserve)




## General Fund Revenue



## Total Appropriations

	2014-2015 Revised Appropriations	2015-2016 Proposed Appropriations	Difference
Total General Current Expense	\$23,600,317	\$23,685,138	\$84,821
Total Capital Outlay	\$129,022	\$46,109	-\$82,913
Increase in Capital Reserve	\$300,000	\$0	-\$300,000
Interest Deposit to Capital Reserve	\$50	\$50	\$0
Total Special Revenue Funds	\$496,889	\$413,855	-\$83,034
Total Debt Service Fund	\$1,032,425	\$988,325	-\$44,100
<b>Total Expenditures/ Appropriations</b>	<b>\$25,558,703</b>	<b>\$25,133,477</b>	<b>-\$425,226 or -1.66%</b>

 <b>Advertised Appropriations</b>			
Instruction	2014-2015 Appropriations	2015-2016 Appropriations	Difference
Regular Program	\$7,854,286	\$7,675,217	-\$179,069
Special Education	\$1,944,774	\$1,986,316	\$41,542
Basic Skills/Remedial	\$7,245	\$18,378	\$11,133
Bilingual Education	\$147,038	\$149,986	\$2,948
Co/Extra-Curricular Activities & School Sponsored Athletic Activities	\$749,307	\$744,169	-\$5,138
Attendance & Social Work	\$34,698	\$35,393	\$695

<b>Advertised Appropriations - Continued</b>			
	2014-2015 Appropriations	2015-2016 Appropriations	Difference
Tuition - Special Ed.	\$763,676	\$1,107,481	\$343,805
Other Support Svcs. - Guidance	\$720,169	\$737,526	\$17,357
Health Services	\$230,303	\$219,912	-\$10,391
Other Support Svcs. - Regular Ed.-e.g., Speech Serv.	\$630,356	\$447,251	-\$183,105
Child Study Teams - Special Education	\$639,658	\$660,918	\$21,260
Improvement of Instructional Services	\$360,346	\$384,693	\$24,347
Ed. Media Svcs. - Library	\$344,740	\$401,324	\$56,584

## Advertised Appropriations - Continued

	2014-2015 Appropriations	2015-2016 Appropriations	Difference
Instructional Staff Training	\$15,240	\$24,552	\$9,312
General Admin.	\$637,785	\$588,994	-\$48,791
School Admin.	\$1,446,308	\$1,348,714	-\$97,594
Central Services	\$425,942	\$413,814	-\$12,128
Operations. & Maint.	\$2,480,521	\$2,284,058	-\$196,463
Transportation	\$482,403	\$613,083	\$130,680
Employee Benefits	\$3,685,522	\$3,843,359	\$157,837
<b>Total General Current Expense</b>	<b>\$23,600,317</b>	<b>\$23,685,138</b>	<b>\$84,821</b>

## 2015-2016 Proposed Capital Outlay Appropriations

School/Department	Description	\$ Amount
MHS	New Audio/Video Equipment TV's, Speakers and Audio Wiring along with components which will allow for televising within the schools	\$9,500
MHS	New Art Studio Laser Printer	\$3,500
MHS	Athletic Equipment As Needed	\$6,000
DISTRICT	Debt Service Assessment for SDA Funding	\$27,109
DISTRICT	Interest to Capital Reserves	\$50
	<b>Total Capital Outlay</b>	<b>\$46,159</b>

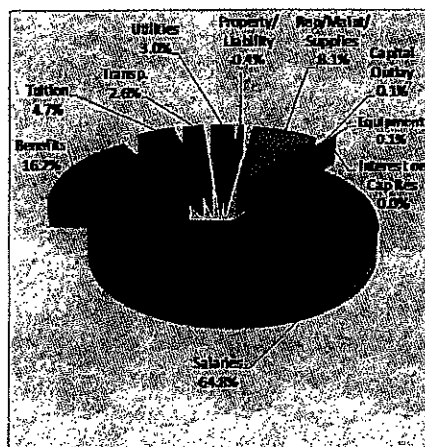
## Manasquan School District 2015-2016 Technology Budget

Major initiatives include:

- Continued Expansion of the Student Mobile Technology Program (1:1 Program)
- Internet Bandwidth increase (Ten-Fold)
- New Desktop/Mobile Computers for MES and Primary Grades
- Large Format Color Laser Printer for MHS Art & Design Program



## Discretionary vs. Fixed Appropriations 2015-2016



<b>Fixed Expenses - \$21,772,215 (92%)</b>		
Salaries	\$15,387,140	64.8%
Benefits	\$ 3,843,359	16.2%
Tuition	\$ 1,107,481	4.7%
Transportation	\$ 613,083	2.6%
Utilities	\$ 719,165	3.0%
Property/Liability	\$ 101,987	0.4%
<b>Discretionary Expenses - \$1,959,082 (8%)</b>		
Rep/Maint./Supplies	\$ 1,912,923	8.1%
Capital Outlay	\$ 27,109	0.1%
Equipment	\$ 19,000	0.1%
Interest to Cap Res	\$ 50	0.0%
<b>Total General Fund Budget</b>	<b>\$23,731,297</b>	<b>100%</b>

## Budget Summary Comparison 2014-2015 vs. 2015-2016

	Revised 2014-2015	Proposed 2015-2016	\$ Diff.
General Fund Tax Levy	\$12,575,032	\$12,952,283	\$377,251
Debt Service	\$1,012,458	\$988,325	-\$24,133
Assessed Valuation	\$1,555,731,800	\$1,595,231,200	\$39,499,400 2.4% Inc.
General Fund-Tax Rate: Per \$100 of Assessed Value	\$0.873	\$0.874	\$0.001

\*The assessed valuation pre Sandy Storm  
was \$ 1,605,420,340

## Tax Impact - Proposed 2015-2016 Budget

Annual Tax on a Home with the following:	Budget Year 2014-2015	Budget Year 2015-2016	Increase 2015-2016
Average Residential Assessment	\$488,900	\$488,900	\$0
Annual Tax- General Fund & Debt Service	\$4,268.10	\$4,272.99	\$4.89/year \$.41/month .11%

## Proposed Tax Impact

Assessed Value as it Appears on Your Tax Bill	School Tax 2014-2015 \$0.873 per \$100	School Tax 2015-2016 \$0.874 per \$100	Annual Tax Increase	Monthly Tax Increase
400,000	\$3,492.00	\$3,496.00	\$4.00	\$0.33
488,900	\$4,268.10	\$4,272.99	\$4.89	\$0.41
500,000	\$4,365.00	\$4,370.00	\$5.00	\$0.42
600,000	\$5,238.00	\$5,244.00	\$6.00	\$0.50
700,000	\$6,111.00	\$6,117.00	\$7.00	\$0.58
800,000	\$6,984.00	\$6,992.00	\$8.00	\$0.66
900,000	\$7,857.00	\$7,866.00	\$9.00	\$0.75

## Calculating Your Annual Tax Increase

$(\text{Assessed Value} / 100) \times \text{School Tax Increase}$

Example using average residential assessment:

$(\$488,900 / 100) \times .001$

Equals \$4.89

# Property Tax Reimbursement (Senior Freeze)

## Eligibility Requirements

(Includes income, age and residency)  
can be found at:

[www.nj.gov/treasury/taxation/ptr/firstyear.shtml](http://www.nj.gov/treasury/taxation/ptr/firstyear.shtml)

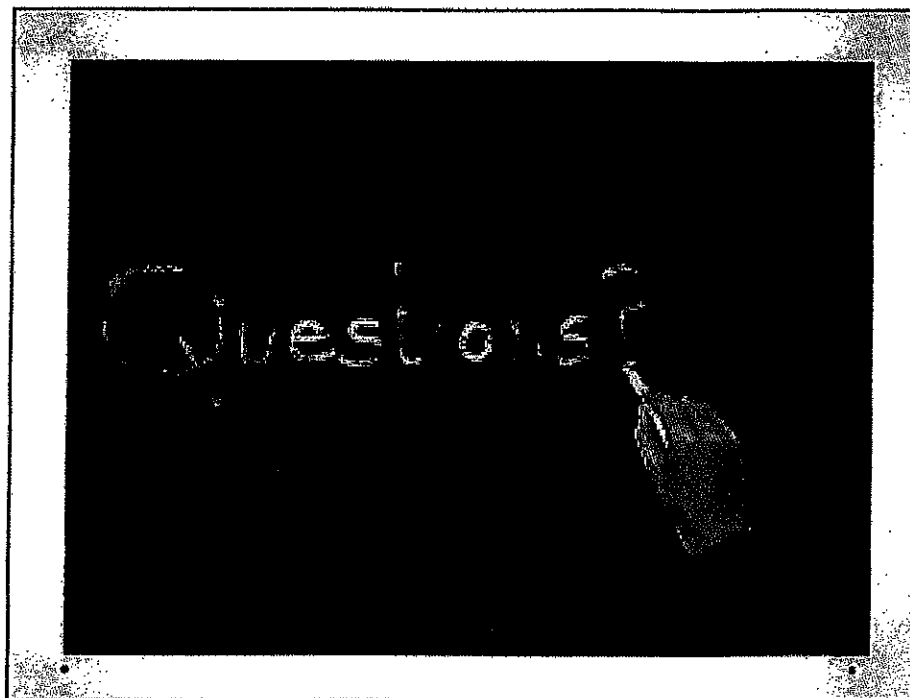
609-292-6400 after 8:30 a.m.

Filing deadline for 2014 is June 1, 2015

## Budget Accomplishments



- Reasonable, Fiscally Responsible, while addressing the needs of all students
- Maintains current educational and extra and co-curricular programs
- Continues the implementation of new curriculum
- Meets state mandates
- Provides needed staff and staff development





**DOCUMENT E**

APRIL 28, 2015

**ELEMENTARY SCHOOL PERSONNEL**

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

**Recommend** approval of **Kate Marvel**, TCH.ES.SPED.RR.29, to accompany 6<sup>th</sup> grade end of the school year beach Field Trip at a rate of \$28.50 for three instructional periods, not to exceed \$85.50.

**Recommend** approval of **John Smith**, CUS.ES.CUST.NA.02, Night Custodian, to begin April 29, 2015 through June 30, 2015, Step 1, at an annual salary of \$35,139 (pro-rated).

**Recommend** approval of the administrators for the 2015-2016 SY as per **Document E-1**.

**Recommend** approval of the custodial staff for the 2015-2016 SY as per **Document E-1**.

**Recommend** approval of the following non-tenure, attaining tenure and tenured teachers for the 2015-2016 SY as per **Document E-2**.

**Recommend** approval of the following teacher to replace **Kimberly Craig**, previously approved on January 27, 2015, to chaperone the 8<sup>th</sup> Grade Class Trip, April 20 and 21, 2015 (1 night) at a stipend of \$225.00 each per night:

**Heather Saake**

**Recommend** approval of the following nurse to chaperone the 8<sup>th</sup> Grade Class Trip, April 20 and 21, 2015 (1 night) at a stipend of \$225.00 each per night:

**Gina Melillo**

**Recommend** approval of the appointment extension of **Gina Melillo**, TLR.ES.LTRT.01.10, as an **Elementary School Nurse** (*long term replacement*) from February 15, 2015 through May 30, 2015 at Step 1B \$47,610.00 (pro-rated). (*Previously approved on September 25, 2014*)

**Recommend** approval for **TCH.ES.ELEM.03.14** (4440) to extend her Child Care Leave of Absence through December 31, 2015. (*Previously approved on May 27, 2014 to return on September 1, 2015*)

**Recommend** approval of the following coverage for the March 2015 PARCC testing at a stipend of \$28.50 per class:

<b><u>Oriana Kopec</u></b>	<b>1</b>	<b>\$ 28.50</b>
<b><u>Luke Akins</u></b>	<b>1</b>	<b>\$ 28.50</b>
<b><u>Samantha Oro</u></b>	<b>8</b>	<b>\$228.00</b>

April 28, 2015

## **DOCUMENT E**

**Recommend** approval of the retirement of JoAnn Bonaccolta, TCH.ES.ELEM.03.23, on July 1, 2015.

**Recommend** approval of coverage for a substitute nurse at a rate of \$150.00 per diem for the following:

April 13-15	Scoliosis Screening
May 6	Nurse Articulation Meeting

April 28, 2015

## ELEMENTARY SCHOOL

Salaries are as per negotiated contract.

<b><u>ADMINISTRATORS (ELEMENTARY SCHOOL) - TENURE</u></b>				<b><u>SALARY</u></b>	<b><u>LONGEVITY</u></b>
GRAZIANO	COLLEEN	ES Principal	ADM.ES.PRIN.NA.01	\$147,988	\$2,000
KIRK	RICHARD	Asst. ES Principal	ADM.ES.APRI.NA.01	\$132,392	\$2,000

Final Salaries to be determined when contract negotiations are finalized.

### **CUSTODIANS**

DEASE	MARY	Cust	CUS.ES.CUST.NA.07
HAYDEN	HARRY	Cust	CUS.ES.CUST.NA.11
SOMMERS	JOSEPH	Maint	CUS.ES.CUST.NA.04
TIMPANI	SANTINO	Cust	CUS.HS.CUST.NA.16
ZUNA	CARLOS	Maint	CUS.ES.CUST.NA.06

### **SECRETARIES - NON TENURE**

GALE	KELLY	Secret	SEC.ES.SCHS.NA.01
------	-------	--------	-------------------

### **SECRETARIES - TENURE**

GALLANT	PATRICIA	Secret	SEC.ES.SCHS.NA.03
KING	CATHERINE	Secret	SEC.ES.SCHS.NA.02

# ELEMENTARY SCHOOL

**Recommend that tenure be granted to the following teachers on the day they complete statute requirements  
NJSA 18A:28-5.**

**Recommmed that contracts be issued to the following 10-month employees (unless otherwise noted):**

**Final Salaries to be determined when contract negotiations are finalized.**

## ATTAINING TENURE

N/A

## NON TENURE

AKINS	LUKE	Phys Ed	TCH.ES.GYM.FL.01	
BENDER	JENNY	Art	TCH.ES.ART.FL.01	
GAWRON	LAUREN	Elem	TCH.ES.ELEM.03.17	
GLIDDON	AMELIA	Elem	TCH.ES.ELEM.03.18	
GORDON	BRENAN	Spec Ed	TCH.ES.SPED.RR.27	(Pro-rated to 50%)
MARSHALL	LISA	Elem	TCH.ES.ELEM.05-01	
MARVEL	KATE	Spec Ed	TCH.ES.SPED.RR.29	(Pro-rated to 64%)
MURA	KALI	Elem	TCH.ES.ELEM.01.02	
O'HARA	BRIANNA	Elem	TCH.ES.ELEM.04.06	
ORO	SAMANTHA	Spec Ed	TCH.ES.SPED.RR.28	(Pro-rated to 50%)
RAMIREZ	STACEY	Spec Ed	TCH.ES.SPED.FL.23	
ROMANO	DANIELLE	Spec Ed	TCH.ES.SPED.RR.25	
SAAKE	HEATHER	Spec Ed	TCH.ES.SPED.RR.24	
SOMMESE	GINA	Phys Ed	TCH.ES.GYM.FL.02	
SPONZO	JENNIFER	Spec Ed	TCH.ES.SPED.RR.23	
YOUNG	AMY	Couns	GUI.ES.GUID.FL.02	

## TENURE

AKINS	JOAN	Speech	THP.ES.SPCH.FL.01
BOTTONE	DEBORAH	Spec Ed	TCH.ES.SPED.RR.03
BOYES	ELISE	Elem	TCH.ES.ELEM.KD.03
BOYNE	ALISSA	Speech	THP.ES.SPCH.FL.02
BRADLEY	LINDA	Spec Ed	TCH.ES.SPED.RR.20
BUSS	LAUREN	Elem	TCH.ES.ELEM.02.04
CIRIELLO	JESSICA	Elem	TCH.ES.ELEM.03.05
COSGROVE	LAURIE	Nurse	NRS.ES.NURS.FL.02
CRAIG	KIMBERLY	Midd Sch	TCH.MS.ENGL.06.04
CRAWLEY	KAREN	ESL	TCH.ES.ESL.FL.01
DEANTONIO	VALERIE	Spec Ed	TCH.ES.SPED.RR.04
DZENIS	BARBARA	Health	TCH.ES.HLTH.FL.01
EASTMOND	CARRIE	Midd Sch	TCH.MS.MATH.06.01
FAUL- RUMPLASCH	DESIREE	Elem	TCH.ES.ELEM.04.16
FEMENELLA	CHERYL	Elem	TCH.ES.ELEM.03.07

## DOCUMENT E - 2

HILL	SANDRA JO	Elem	TCH.ES.ELEM.KD.08
INNARELLA	THERESA	Spec Ed	TCH.ES.SPED.RR.18
JONES	JESTINE	Midd Sch	TCH.MS.MATH.08.04
KAPPY	CATHERINE	Elem	TCH.ES.ELEM.01.09
KEHOE	DEBORAH	Spec	TCH.ES.SPED.RR.22
KELLY	LAUREN	Elem	TCH.ES.ELEM.03.14
KIRK	CYNTHIA	Elem	TCH.ES.ELEM.01.10
KOPEC	ORIANA	Media Sp	TCH.ES.LIBR.FL.01
KUKODA	LISA	Midd Sch	TCH.MS.ENGL.07.01
KURISCAK	KINDLE	Spec Ed	TCH.ES.SPED.RR.16
LAMORTICELLA	ANN MARIE	Wld Lang	TCH.ES.WLAN.FL.01
LAUFFER	MARIE	Music	TCH.ES.MUSI.FL.02
LEVY	MARK	Tech	TCH.ES.TECH.FL.01
LEYBOVICH	ALYSE	Elem	TCH.ES.ELEM.KD.11
MANSER	ANDREW	Midd Sch	TCH.MS.MATH.08.03
MARINELLI	JOAN	Elem	TCH.ES.ELEM.01.22
MARKOVITCH	ROBERT	Midd Sch	TCH.MS.SCNC.07.02
MAZZA	MELISSA	Spec	TCH.ES.SPED.RR.21
MCCANN	BRIAN	Spec Ed	TCH.ES.SPED.RR.19
MEAD	DONNA	Elem	TCH.ES.ELEM.02.12
MELILLO	GINA	Nurse	PARA.ES.AIDE.NA.18
MINUTOLI	KRISTEN	Spec Ed	TCH.ES.SPED.LR.08
REICHEY	TERESA	Elem	TCH.ES.ELEM.05.15
REID	MARC	Midd Sch	TCH.MS.MATH.07.02
REO	PATRICIA	Spec	TCH.ES.SPED.RR.12
RODRIGUEZ	CARMEN	Spec Ed	TCH.ES.SPED.LL.05
RUSSONIELLO	THOMAS	Elem	TCH.MS.SSTU.07.01
SANDERS	NANCY	Guid	GUI.ES.COUN.FL.01
SAVAGE	TERESA	Child St	CST.ES.PSYC.FL.02
SAYRE	MICHELE	Elem	TCH.ES.ELEM.02.13
SCHAAD	MATTHEW	Phys Ed	TCH.ES.GYM.FL.03
SLIWOSKI	KRISTINE	Elem	TCH.ES.ELEM.03.20
TAFT	CATHERINE	Elem	TCH.ES.ELEM.04.19
TRISCHITTA	ANDREA	Midd Sch	TCH.MS.ENGL.08.02
TRUMPSBOUR	TERESA	Art	TCH.ES.ART.FL.02
VOORHEES	L LORISSA	Child St	CST.ES.LDTC.FL.01
WAHL	KIRT	Tech	TCH.ES.TECH.FL.02
WAHL	LAURA JENSEN	Midd Sch	TCH.MS.SCNC.06.01
WALLING	ELIZABETH	Para	TLR.ES.LTRT.02.01
WALSH	CHRISTIN	Read Spe	TCH.ES.RSPE.FL.01
WELLS	JILL	Child St	THP.ES.OCTH.FL.01
YELLOVICH	KRISTINE	Midd Sch	TCH.MS.SSTU.06.02

**THE UNIVERSITY OF CHICAGO**

Student Information					Placement				
Town	Student No.	Student Name	Placement						
Belmar	82694		Hawkswood						
	171334		Harbor School						
	171336		Eden Institute						
	53196		Wall High School						
	30498		Collier						
	102898		Lehmann						
	132074		Collier High School						
Lake Como	101996		Wall High School						
	15262		LifeWorks						
	182525		Collier						
	182561		Woodcliff Academy						
Brielle	111194		Lehmann						
	52695		Southern Regional High School						
	121494		Hawkswood						
	51396		Point Pleasant Boro						
	92797		Douglass Developmental Center						
	52097		Jackson Memorial H.S.						
	182556		Red Bank Regional						
Sea Girt	50498		Bridge Academy						
	171044		Riverview School (residential)						
	182296		Wall H.S.						
	13198		Woodcliff Academy						
Avon	92797		Wall Life Skills						
	82697		Children's Center						
	182560		Adol. Therapeutic Day School/Rutgers						





# Manasquan Public Schools

## 2014-2015

### School Calendar

DOCUMENT 1

APPROVED: February 25, 2014

REVISED: June 24, 2014

REVISED: April 28, 2015

#### SEPTEMBER 2014

S	M	T	W	T	F	S
	1	2	(3)	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### OCTOBER 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

#### NOVEMBER 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

#### DECEMBER 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### JANUARY 2015

S	M	T	W	T	F	S
				1	2	3
4	(5)	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### Pupil Days

##### September

(20)

- 1 Labor Day
- 2 Faculty Meeting
- 3 Schools Open ½ Day Students/Staff In-service
- 24 Early Dismissal/Staff In-service

##### October

(22)

- 13 Columbus Day - Faculty Only
- District In-service

##### November

(16)

- 6 NJEA Convention
- 7 NJEA Convention
- 27 Thanksgiving Day
- 28 Thanksgiving Recess

##### December

(17)

- 23 Holiday Recess Begins at 12:30 p.m.

##### January

(18)

- 5 Schools Re-open
- 19 Martin Luther King Day
- 30 Faculty Only / District In-service

##### February

(15)

- 9 - 13 Winter Recess
- 16 Schools Re-open
- 26 Delayed Opening/Staff In-service

##### March

(22)

##### April

(16)

- 3 - 10 Spring Recess
- 13 Schools Re-open

##### May

(20)

- 25 Memorial Day

##### June

(14)

- 18 Students' Last Day
- 19 Teachers' Last Day
- 23 Students' Last Day
- 24 Teachers' Last Day

Total Pupil Days: 180

Total Teacher Days: 184

THIS SCHEDULE IS SUBJECT TO EMERGENCY CHANGES & OTHER ADJUSTMENTS AS APPROVED BY THE BOARD AND/OR SUPERINTENDENT. JANUARY 19 WILL BE USED AS A MAKE UP DAY IF SNOW DAYS OCCUR BEFORE THAT DAY. JUNE 19 WILL BE USED AS A MAKE UP DAY IF NECESSARY. ANY ADDITIONAL DAYS WILL BE MADE UP AT THE END OF THE SCHOOL YEAR. NO PLANS SHOULD BE MADE THAT CANNOT BE ADJUSTED.

/ / SCHOOLS CLOSED

#### FEBRUARY 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	(16)	17	18	19	20	21
22	23	24	25	26	27	28

#### MARCH 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### APRIL 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	(13)	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### MAY 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### JUNE 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## NEW JERSEY DEPARTMENT OF EDUCATION

## EQUIVALENCY APPLICATION

N.J.A.C. 6A:5

COUNTY Monmouth COUNTY CODE # 25  
 SCHOOL DISTRICT Manasquan DISTRICT CODE # 2930

"EQUIVALENCY" means approval to achieve the intent of a specific rule through an alternate means that is different from, yet judged to be comparable to or as effective as, those prescribed within the rule.

1. List the Administrative Code citation(s) that necessitates the proposed equivalency. As the Department cannot approve an equivalency to an entire chapter, subchapter or section (e.g., N.J.A.C. 6A:5; N.J.A.C. 6A:5-1; or N.J.A.C. 6A:5-1.1, respectively), all applications must include a citation at least at the subsection level (e.g., N.J.A.C. 6A:5-1.1(a)).

NJAC 6A:5-1.1 The Commissioner, with authority delegated by the N.J. State Board of Education, on a case by case basis approve a waiver or an equivalency to a specific rule.

2. Describe what the school district intends to accomplish that is currently prevented or disallowed by the existing rule(s).

Manasquan will continue to function as a highly performing school district with a score greater than 80% in each of the five areas of QSAC, Instruction and Program, Fiscal Management, Governance, Personnel and Operations. The provision of a thorough and efficient education to the students in the district is not compromised as a result of the equivalency or waiver. There will be no risk to student health, safety, or civil rights by granting the equivalency or waiver.

3. Describe why an equivalency is necessary to accomplish the desired or measurable result(s). Describe the proposed equivalent.

Manasquan School District has earned excellent status as a high achieving school district for the last six years. We will continue to evaluate and adjust our curriculums and student offerings to maintain our status of excellence. Annually, we will review and complete the Statement of Assurances in all five areas.

4. Describe the process, including solicitation of input and public comment, employed to inform the community, parents, district board of education members, administrators, and staff in the proposal's development.

This was discussed at the March 30<sup>th</sup> Administrative council meeting. It was also discussed at the Committee of the Whole meeting on April 21, 2015. Input and public comment was welcomed. The board took formal action at the April 28, 2015 board meeting.

5. List the date the district board of education adopted a resolution supporting the proposed equivalency: April 28, 2015

I, Frank Kasyan, ED.d, certify that the information presented in this application is true and accurate to the best of my knowledge.

Frank Kasyan, ED.d

CHIEF SCHOOL ADMINISTRATOR

SIGNATURE

DATE

**MANASQUAN BOARD OF EDUCATION RESOLUTION****Pension and Health Benefits Reform**

**WHEREAS**, the health of New Jersey's public employee retirement systems affects the state's economy and its citizens' quality of life, and impacts critical functions, ranging from the state's ability to borrow to finance public works projects to its annual budget including state aid to education and, consequently, the operation of the public schools; and

**WHEREAS**, the New Jersey Pension and Health Benefits Study Commission, appointed by Governor Chris Christie in 2014, has issued its final report, "A Roadmap to Resolution," which proposes monumental changes in how public employee benefits, particularly the Teachers' Pension and Annuity Fund (TPAF) and the School Employees' Health Benefits Program (SEHBP), are financed and administered; and

**WHEREAS**, the Manasquan Board of Education believes that reform must balance the health of the state's retiree benefits programs with local school boards' responsibility to provide sound educational programming; and

**WHEREAS**, TPAF benefits are established by the state and not through local school board action; and

**WHEREAS**, post-retirement medical benefits are provided to TPAF retirees through state legislation, not local school board action; and

**WHEREAS**, the Manasquan Board of Education believes that the TPAF and any new retirement program for certificated school district staff must be funded by the state government; and

**WHEREAS**, the Manasquan Board of Education believes that transferring payment of the employer's contribution to the teacher retirement plan and post-retirement medical benefits from the state to local school districts would have a detrimental impact on the resources necessary to maintain educational programming; and

**WHEREAS**, to restore solvency to, and avert future default of, the state's retirement programs, the pension and benefits reform act of 2011 (*P.L. 2011, c.78*) includes a schedule of annual state payments designed to close the deficit of the plans that serve school district employees; and

**WHEREAS**, medical benefits for retired school employees, which will total over \$1 billion in 2015-2016, are a major cost-driver in the state budget; and

**WHEREAS**, the Manasquan Board of Education supports the current statutorily required employee contributions toward health benefits, which reflect current practice in the private sector and in public employment in other states, and have provided significant financial relief for local school districts, thereby enabling them to direct resources toward educational programming, including teacher employment.

**NOW, THEREFORE, BE IT RESOLVED** that the Manasquan Board of Education urges the state Legislature and Governor to ensure that the employers' cost for teacher pensions and post-retirement medical benefits—financial obligations created by the state—are not transferred to local school districts; and be it further

**RESOLVED**, that to provide local school districts and local property taxpayers with financial relief, the Legislature should amend *P.L. 2011, c.78* to make the current employee contributions toward health coverage a permanent requirement and not a subject of labor negotiations; and be it further

**RESOLVED**, that to provide further control over the cost of health benefits, the Legislature should give local boards of education unilateral authority to enroll in the School Employee Health Benefits Program if the board determines that such action would generate financial savings; and be it further

**RESOLVED**, that the Manasquan Board of Education supports the goal of reducing the overall costs of public employee health and retirement benefits and urges the state Legislature and Governor to take a studied and comprehensive approach that will ensure the long-term solvency of the state's public employee retirement programs without unduly burdening local school district budgets and endangering educational programming; and be it further

**RESOLVED**, that this resolution be delivered to Governor Chris Christie, State Senate President Stephen M. Sweeney, Assembly Speaker Vincent Prieto; and the 30th Legislative District's representatives in the state Senate and General Assembly; and be it further

**RESOLVED**, that a copy of this resolution be sent to the New Jersey School Boards Association.

APRIL 28, 2015

**HIGH SCHOOL PERSONNEL**

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

**Recommend** the approval of **Brian McCann** TCH.ES.SPED.RR.19 to assist student #23270 in order to participate in sending district track team at Spring Lake Heights, 5 hours per week for 6 weeks, to begin on April 22, 2015, at a rate of \$18.64 per hour, not to exceed \$559.20.

**Recommend** approval for **TCH.HS.LIBR.FL.01** (4635) to take a paid Family Medical Leave of Absence beginning on or about May 25, 2015 through June 30, 2015, with an anticipated return for the 2015-2016 school year.

**Athletics**

**Recommend** approval of the following non-paid volunteer coach for the 2014-2015 SY:

**Louis Brzozowski** - Baseball Coach

**Recommend** approval of the administrators for the 2015-2016 SY as per **Document 4-1.**

**Recommend** approval of the following custodial staff for the 2015-2016 SY as per **Document 4-2.**

**Recommend** approval of the following non-tenure, attaining tenure and tenured teachers for the 2015-2016 SY as per **Document 4-3.**

**Recommend** approval of the following confidential support personnel for the 2015-2016 SY as per **Document 4-4.**

**Recommend** approval of the contract of **Lynn Coates**, ADM.BO.SBA.NA.01, as Business Administrator/Board Secretary for the 2015-2016 SY as per **Document 4-5.**

**Recommend** approval of the following coverage for the March 2015 PARCC testing at a stipend of \$57.00 per block:

<b><u>Tom Glenn</u></b>	2	\$ 114.00
<b><u>Gina Martucci</u></b>	1.5	\$ 85.50
<b><u>Jim Fagen</u></b>	1.5	\$ 85.50
<b><u>Carol Anderson</u></b>	2	\$ 114.00
<b><u>Monica Fenlon</u></b>	2	\$ 114.00
<b><u>Kristin Radzinsky</u></b>	1	\$ 57.00
<b><u>Jamie Onorato</u></b>	2.5	\$ 142.50

April 28, 2015

**DOCUMENT 4**

**Recommend** approval of Marisa Marco, for the long term duty coverage of 3A Study Hall from April 13, 2015 through June 30, 2015 at a rate of \$28.50 per diem.

**Recommend** approval of Matthew Voskian, for the long term duty coverage of 4A Auditorium from April 13, 2015 through June 30, 2015 at a rate of \$28.50 per diem.

**Recommend** approval of Lisa Kukoda, for the long term duty coverage of one block of English from April 13, 2015 through June 30, 2015 at a pro-rated amount of \$2,565.00. (\$5,130.00 stipend)

**Recommend** approval of the resignation of Jaclyn Wolfe, effective May 7, 2015.

**Recommend** approval for **CUS.DS.SUPV.NA.03** (4473) to take a paid Medical Leave of Absence beginning on April 16, 2015 through on or about May 29, 2015.

**Recommend** approval for **TCH.HS.SPED.RR.10** (4323) to take a paid Medical Leave of Absence beginning on March 29, 2015 through on or about April 13, 2015

**Recommend** approval of Biology Remediation for Blocks 3 and 4 and associated Study Hall coverage, from May 5, 2015 through May 22, 2015.

**Recommend** approval of the hiring of two teachers at a rate of \$30.00 per hour, not to exceed 60 hours, to write the following curriculum:

- Honors World History
- Italian
- Robotics
- Films, Flicks, and Movies
- A.P. Statistics

**Recommend** approval of the following coaches to chaperone the Manasquan High School Surf Team at the NSSA Interscholastic National Championships, June 12-June 15, 2015 (5 nights) at a stipend of \$225.00 each per night:

Kristen Buss  
Joseph LaCarrubba

April 28, 2015

# 

Salaries are as per negotiated contract.

### 

				<u>SALARY</u>	<u>LONGEVITY</u>
PLACE	JESSE	Director of Tech	ADM.HS.TECH.NA.01	\$110,755	
KERENSKY	BARBARA	Director of Curriculum/ Instruction	SUP.HS.SUPV.FL.01	\$122,922	\$1,000
POLAK	MARGARET	Supervisor of Special Services	CST.HS.ADMN.NA.01	\$132,506	\$1,000

### 

BRAMLEY	DONALD C	HS Assist. Principal	ADM.HS.APRIN.NA.01	\$129,609	
CAHILL	PETER	HS Assist. Principal	ADM.HS.APRI.NA.02	\$125,721	\$2,000
COPPOLA	RICHARD	High School Principal	ADM.HS.PRIN.NA.01	\$156,599	
KORNEGAY	RONALD	Athletic Director	ADM.HS.ATHL.NA.01	\$151,933	
MCCARTHY	SEAN	Dean of Students	GUI.HS.SUPV.FL.03	\$118,447	\$1,000

### 

MURIN	CRAIG	Supervisor of Math	SUP.HS.SUPV.FL.05	\$102,424	
-------	-------	--------------------	-------------------	-----------	--

### 

BIGLEY III	BERNARD	Supervisor of Buildings & Grounds	CUS.DS.SUPV.NA.01	\$99,454	\$1,000
------------	---------	-----------------------------------	-------------------	----------	---------

# HIGH SCHOOL

Final Salaries to be determined when contract negotiations are finalized.

## CUSTODIANS

DICHIARA	SALVATORE	Cust	CUS.HS.CUST.NA.08
FADEN	STEVEN	Cust	CUS.HS.CUST.NA.09
GUZMAN	PASTOR	Cust	CUS.HS.CUST.NA.10
HORDEMAN	DIANE	Cust	CUS.HS.CUST.NA.01
HUDSON	MATTHEW	Cust	CUS.HS.CUST.NA.12
REHBEIN	DENNIS	Cust	CUS.HS.CUST.NA.14
REICHEY	THOMAS	Cust	CUS.HS.CUST.NA.15
RODGER	MARC	Cust	CUS.HS.CUST.NA.13

## SECRETARIES- TENURE

ECKART	DURELL	Secret	SEC.HS.SCHS.NA.05
FEY	PATRICIA	Secret	SEC.HS.SCHS.NA.09
MAHON	KATHLEEN	Secret	SEC.HS.SCHS.NA.08
METZ	VIRGINIA	Secret	SEC.HS.SCHS.NA.04
SCERBO	LUCYANN	Secret	SEC.HS.SCHS.NA.06



# HIGH SCHOOL

**Recommend that tenure be granted to the following teachers on the day they complete statute requirements  
NJSA 18A:28-5.**

**Recommmed that contracts be issued to the following 10-month employees (unless otherwise noted):**

**Final Salaries to be determined when contract negotiations are finalized.**

## ATTAINING TENURE

N/A

## NON TENURE

CAPODANNO	ANTOINETTE	ESL	TCH.HS.ESL.FL.01
CARAVELLA	NICOLE	Art	TCH.HS.ART.FL.02
CRAIG	CHRISTOPHER	Spec Ed	TCH.HS.SPED.RR.13
EDWARDS	AMY	Media	TCH.HS.LIBR.FL.01
FREDERICK	ELLEN	Spec Ed	TCH.HS.SPED.RR.26
HOELER	LINDA	Business	TCH.HS.BUSN.FL.02
MARCO	MARISA	English	TCH.HS.ENGL.FL.06
NARUCKI	ALICIA	Couns	GUI.HS.COUN.FL.04
SNYDER	JASON	Math	TCH.HS.MATH.FL.03
WARNCKE	DANA	Phys Ed	TCH.HS.GYM.FL.06 (Pro-rated 20%)

## TENURE

ABRAHAM	ALAN	Music	TCH.HS.MUSI.FL.01
ANDERSON	CAROL	Wld Lang	TCH.HS.WLAN.FL.06
BASAMAN	RYAN	Math	TCH.HS.MATH.FL.01
BATTAGLIA JR	PAUL	Math	TCH.HS.MATH.FL.02
BILODEAU	WILFRED	Spec Ed	TCH.HS.SPED.LR.01
BONTALES	CHERYL	Nurse	NRS.HS.NURS.FL.01
BOODEY	GRETCHEN	Spec Ed	TCH.HS.SPED.LR.02
BRYANT	JASON	Soc St	TCH.HS.SSTU.FL.01
BUCKLEY	BARBARA	Science	TCH.HS.SCNC.FL.02
BUSCO	LEIGH	SAC	GUI.HS.SAC.FL.01
BUSS	KRISTEN	Math	TCH.HS.MATH.FL.04
CACI	MARIANNE	Art	TCH.HS.ART.FL.01
CERTO	AMY	Phys Ed	TCH.HS.GYM.FL.08
CERTO	LOUIS	Soc St	TCH.HS.SSTU.FL.09
COSSE	PAMELA	Child St	CST.HS.SOCWK.FL.01 11 month position
CROWNING	LISA	Science	TCH.HS.SCNC.FL.03
DEMURO	JEFFREY	Phys Ed	TCH.HS.GYM.FL.03
DRISCOLL	JOHN	Soc St	TCH.HS.SSTU.FL.02
ELDRIDGE	MARIA	Wld Lang	TCH.HS.WLAN.FL.02
ELMS	DINA D'ANGELICI	Guid	GUI.HS.COUN.FL.01
FAGEN	JAMES	Soc St	TCH.HS.SSTU.FL.03

## DOCUMENT 4-3

FENCHEL	KURT	Phys Ed	TCH.HS.GYM.FL.02	
FENLON	MONICA	English	TCH.HS.ENGL.FL.05	
FREDA	MARYANNE	Math	TCH.HS.MATH.FL.05	(Pro-rated 87%)
FREDA	JAMES	Science	TCH.HS.SCNC.FL.04	
GILBERT	LAUREN	Guid	GUI.HS.COUN.FL.02	
GLENN IV	THOMAS	Science	TCH.HS.SCNC.FL.05	
GRANDINETTI	PAMELA	Spec Ed	TCH.HS.SPED.LR.06	
HALLION	DAVID	Spec	TCH.HS.SPED.LR.11	
HARVEY JR	HARRY	English	TCH.HS.ENGL.FL.02	
HAWRYLUK	SHARON	Soc St	TCH.HS.SSTU.FL.04	
HEETER	MEREDITH	English	TCH.HS.ENGL.FL.07	
HILLMAN	MEGHAN	English	TCH.HS.ENGL.FL.01	
HOFFMAN	ERICH	Guid	GUI.HS.COUN.FL.03	
HYLAND	KEVIN	Trainer	TCH.HS.TRNR.FL.01	
JANUARIO	MARTIN	Wld Lang	TCH.HS.WLAN.FL.03	
KACKOS	JENNIFER	Spec Ed	TCH.HS.SPED.RR.07	
KEHOE	ROBERT	Child St	CST.HS.PSYC.FL.01	11 month position
KOZIC	CLAIRE	Phys Ed	TCH.HS.GYM.FL.04	
LEE	BRIAN	Phys Ed	TCH.HS.GYM.FL.05	
LOBOSCO	JOANNE	Soc St	TCH.HS.SSTU.FL.05	
LOMAS	BRETT	Math	TCH.HS.MATH.FL.06	
LORD VAN NOTE	SUSAN	Child St	CST.HS.LDTC.FL.02	11 month position
MARTUCCI	GINA	Math	TCH.HS.MATH.FL.07	
MAWN	JAMES	English	TCH.HS.ENGL.FL.04	
MCHUGH	CHRYSEIS	Science	TCH.HS.SCNC.FL.01	
MCKENZIE	PATRICIA	Busin	TCH.HS.BUSN.FL.03	
MINUTOLI	JASON	Math	TCH.HS.MATH.FL.08	
MOORE	JILL	Spec Ed	TCH.HS.SPED.LR.09	
MORRIS	MEREDITH	Home Ec	TCH.HS.HMEC.FL.01	
MURA	JENNIFER	Spec Ed	TCH.HS.SPED.RR.17	
O'CONNOR	ERIN	SCIENCE	TCH.HS.SCNC.FL.06	
ONORATO	JAMIE	English	TCH.HS.ENGL.FL.08	
PAPPA	LAUREN	WLAN	TCH.HS.WLAN.FL.08	
PRICE	JULIAN	Soc St	TCH.HS.SSTU.FL.06	
PURYEAR	PAMELA	Spec Ed	TCH.HS.SPED.RR.10	
RADZINSKY	KRISTIN	Wld Lang	TCH.HS.WLAN.FL.07	
READ	RICHARD	Soc St	TCH.HS.SSTU.FL.07	
ROACH	JUSTIN	English	TCH.HS.ENGL.FL.03	
SANTUCCI	JILL	Phys Ed	TCH.HS.GYM.FL.07	
TRENEY	CAROLYN	Art	TCH.HS.ART.FL.03	
VAN PELT JR	DENNIS	Soc St	TCH.HS.SSTU.FL.10	
VILLANO	SUSAN	Spec Ed	TCH.HS.SPED.RR.14	
VOSKIAN	MATTHEW	Phys Ed	TCH.HS.GYM.FL.01	
WALDEYER	ROBERT	Busin	TCH.HS.BUSN.FL.04	
WASNESKY	ERIC	Science	TCH.HS.SCNC.FL.07	
WEISERT	LEE	Music	TCH.HS.MUSI.FL.02	
ZDANOWICZ	KRISTEN	Math	TCH.HS.MATH.FL.09	

## DISTRICT

Final Salaries to be determined when contract negotiations are finalized.

### CONFIDENTIAL SUPPORT

#### DISTRICT SECRETARIES - TENURE

ATTILIO	MARIA	Secret	SEC.BO.DATA.NA.07
FREEMAN	SANDRA	Secret	SEC.BO.CSEC.NA.14
JOST	CYNTHIA	Secret	SEC.BO.APAY.NA.17
READ	KIMBERLY	Secret	SEC.BO.BKPR.NA.16

#### DISTRICT SECRETARIES - NON TENURE

BLASI	TERESA	Payroll	SEC.BO.PYRL.NA.15
DIETRICK	JOANN	Secret	SEC.BO.CSEC.NA.12
HUDSON	TARA	Tech	TCN.BO.TECH.NA.03

#### COMPUTER NETWORK ENGINEER

SCOTT IV	FRANK	Tech	TCN.HS.TECH.NA.02
----------	-------	------	-------------------

#### TECHNOLOGY SPECIALISTS

EGAN	JAMES	Tech	TCN.HS.TECH.NA.01
FROELICH	KYLE	Tech	TCN.HS.TECH.NA.04

#### CUSTODIAL SUPERVISORS

SCHNEBEL	CORY	Cust Supv.	CUS.DS.SUPV.NA.03
LEWIS	RYAN	Cust Supv.	CUS.DS.SUPV.NA.02

#### SCHOOL SECURITY OFFICER

CLAYTON	TIMOTHY	Security	SSO.DS.SAFE.FL.01
---------	---------	----------	-------------------

## CONTRACT OF EMPLOYMENT

**THIS CONTRACT OF EMPLOYMENT** is made and entered into this **28<sup>th</sup> day of April 2015**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 98736 (hereinafter "the Board")

and

**LYNN COATES**, whose address  
(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 Business Administrator the position of School Business Administrator/Board Secretary effective July 1, 2015, 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 April 28, 2015, subject to approval by the Executive County Superintendent of School 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 Lynn Coates as the Business Administrator/Board Secretary for the period beginning July 1, 2015, and expiring at midnight on June 30, 2016.

### 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 her participation as she and the Superintendent might decide, in light of her 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 her professional responsibilities for the Board;
- D. Visits to other institutions; and
- E. Other activities promoting the professional growth of the Business Administrator.

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

4. **COMPENSATION**

A. Salary:

The Board shall pay the Business Administrator an annual salary of ONE HUNDRED FORTY SEVEN THOUSAND NINE HUNDRED DOLLARS (\$147,900) Dollars. 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, 2015, upon prior approval of the Superintendent of Schools.

If business demands prohibit the 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. Should the Business Administrator not be reappointed for the 2016-2017 school year, she shall be compensated for up to ten (10) unused vacation days calculated at the rate of 1/260 on an annualized basis.

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, 2015.

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.

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.

C. Health and other Insurance Benefits:

The Board shall provide health benefits, including prescription, and dental coverage for the Business Administrator, and if applicable, her dependents. The Business Administrator shall contribute an amount established by P.L. 2011, Chapter 78 towards the cost of health benefits coverage.

The Business Administrator has the right to waive health benefits. In exchange for waiving coverage, she shall be reimbursed in the amount of the lesser of \$5,000 or 25% of the premium saved. The reimbursement may be pro-rated for partial periods of the school year.

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 her payment of premiums towards a disability insurance policy. The Business Administrator shall provide the Board with proof of payment of the premiums at the time she 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, 2015. 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.

The Business Administrator shall receive a sick leave bank of thirty five (35) accumulated sick days. The thirty five (35) sick days shall be excluded from the Business Administrator's accumulation of sick days for retirement compensation purposes. Such thirty five (35) sick days shall only be used by the Business Administrator in the event of an emergency, and such days shall reduce in number on a one-for-one basis as the Business Administrator earns sick days with the Board.

E. Membership Fees:

The Board shall pay one-hundred (100%) percent of the Business Administrator's membership fees and/or charges for three (3) professional associations selected by the Business Administrator that directly relates to her 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 her employment with the Board, the Business Administrator shall be provided with a laptop computer.

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. Payment shall be calculated at the Business Administrator's daily rate of pay, based upon a 260-day work year, following her last day of employment.

B. Payment to Estate:

If the Business Administrator dies before her Employment Contract year is completed, payment for any accumulated unused vacation days due to the Business Administrator shall be made to her 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 April 28, 2015, 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.

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

\_\_\_\_\_  
Business Administrator/Board Secretary

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

\_\_\_\_\_  
Manasquan Board of Education  
President



**State of New Jersey**

DEPARTMENT OF EDUCATION  
MONMOUTH COUNTY OFFICE

P.O. Box 1264

FREEHOLD, NEW JERSEY 07728-1264

PHONE: 732-431-7810

FAX: 732-776-7237

CHRIS CHRISTIE  
GOVERNOR

KIM GUADAGNO  
LT. GOVERNOR

DAVID C. HESPE  
COMMISSIONER

JOSEPH F. PASSIMENT, JR.  
INTERIM EXECUTIVE COUNTY SUPERINTENDENT

PHYSICAL LOCATION:  
4000 KOZLOSKI ROAD  
FREEHOLD, NJ 07728

April 6, 2015

Dr. Frank Kasyan, Superintendent  
Manasquan Borough Board of Education  
169 Broad Street  
Manasquan, NJ 08736

Dear Dr. Kasyan:

I have reviewed the employment contract for Lynn Coates, Business Administrator, in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for a period commencing on July 1, 2015 through June 30, 2016.

If there are any changes to the terms of this contract, you will need to submit it to Joseph F. Passiment, Jr., Interim Executive County Superintendent, for review and approval prior to the required public notice and hearing of such changes.

FOR ANNUAL CONTRACTS:

Please be reminded that the contract for this position must be submitted annually to the Executive County Superintendent for review and approval.

Sincerely,

Joseph F. Passiment, Jr.,  
Interim Executive County Superintendent

JFP:ps