

September 27, 2016

**ELEMENTARY SCHOOL PERSONNEL**

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

**2016-2017 Staffing**

**Recommend** the approval of the appointment of **Christine Rice**, TCH.ES.ESL.FL.01 as an **ESL Teacher** for the **2016-2017 SY** at **Step 2-3MA**, **\$50,845.00 pro-rated**, effective start date on or about October 1, 2016. *(pending certification)*

**Leave of Absence**

**Recommend** approval of the request for TCH.ES.SPED.RR.03 (4440) to take a paid medical leave of absence beginning on January 9, 2017 through February 20, 2017, an unpaid Family Medical Leave of Absence beginning on or about February 21, 2017 through May 23, 2017, and an unpaid Child Care leave of absence beginning on or about May 24, 2017 through June 30, 2017, with an expected return date on the first day of the 2017-2018 school year.

**Additional Compensation**

**Recommend** approval of **Jacqueline Szenzenstein** to provide Scoliosis screening for 3 hours at **\$34.89 per hour**, not to exceed \$104.67.



SEPTEMBER 27, 2016

**HIGH SCHOOL PERSONNEL**

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

**2016-2017 Staffing**

**Recommend** the approval of the appointment of **Jesse Place, ADM.HS.TECH.NA.01**, as Director of Technology and Human Resources for the **2016-2017 SY** at **\$120,824.00 pro-rated**, effective September 28, 2016.

**Recommend** the approval of the appointment of **Lauren Saliski, GUI.HS.LTRG.01.01**, as a **Guidance Counselor (long term replacement-4556)** on or about September 26, 2016 through March 15, 2017 (dates revised) at **Step 1MA \$50,345.00 pro-rated**. (*previously approved on September 20, 2016*)

**Recommend** approval of the following substitutes for the 2016-2017 SY, pending documentation as applicable:

**Teacher**

Ertle, Erik		Buckle, David	
Murphy, Jeremiah		Sharkey, Rhyan	
Gale, Paige		Matthews, Thomas	

**Paraprofessional**

Ertle, Erik		Buckle, David	
Murphy, Jeremiah		Sharkey, Rhyan	
Gale, Paige		Matthews, Thomas	

**Secretary**

Sharkey, Rhyan		Matthews, Thomas	
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**Nurse**

Beth Ann Kerekes	
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**Recommend** approval of the following Home Instructors for the 2016-2017 SY:

Ali McHugh, Karen		Joyce, Vincent Jerry	
Bates, Flora		Lawler, Alice	
Borowsky, Nancy		Mangan, Judith	
Condon, Gail		Mangione, Deborah	
Cousins, Susan		Martin, Roberta	
DeRoos, Faith		Musumeci, Joseph	
Fulcomer, Katherine		Ryan, Kathleen	
Gilligan, Paula		Shea, Anne	
Hardie, Karen			

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## Additional Compensation

**Recommend** approval of the following teachers as presenters for a **Teachers Teaching Teachers** program on October 10, 2016 (In-Service Day) at **\$90.00** for each 1.5 hour workshop and **\$60.00** for preparation time for each new workshop. Total program cost not to exceed **\$2,880.00**

Presenter	Workshop	Workshop#	Prep	Total
Paul Battaglia	Student-directed Inquiry	2	1	\$240.00
Cheryl Bontales	EpiPen & Glucagon Training	2	1	\$240.00
Cheryl Femenella	Making Smarts out of the Arts	1	1	\$150.00
Alexis Herman	Teach Like an Artist	1	1	\$150.00
Courtney Larkin	Photoshop 101	2	1	\$240.00
Mark Levy	3D Design with TinkerCad	1	1	\$150.00
Brett Lomas	Canvas: Help!	2	1	\$240.00
Thomas Glenn	OneNote and Office Mix	2	1	\$240.00
Lisa Kukoda	Digital Assessments	2	-----	-----
Gina Martucci	Turn Your Creative Activities into Cash	1	1	\$150.00
Brian McCann	CPI Training	2	1	\$240.00
Gina Melillo	EpiPen & Glucagon Training	2	1	\$240.00
Meredith Morris	Incorporating Culinary into your Classroom	1	1	\$150.00
Jesse Place	Using Online Maps, Satellite Imager, & GIS Tools Across Disciplines	1	-----	-----
Krissy Sliwoski	Making Smarts out of the Arts	1	1	\$150.00
Christin Walsh	Developing & Assessing Readers in your Classroom; Up Close & Personal with Text: A Closer Look at Close Reading	2	2	\$300.00

**Recommend** approval of the following teachers to teach an additional class for the 2016-2017 school year:

David Hallion	Integrated Math	September 26, 2016 through January 20, 2017	\$5,130.00 (pro-rated)
Andrew Bilodeau	Integrated Math	September 26, 2016 through January 20, 2017	\$5,130.00 (pro-rated)

**Recommend** approval of the following teachers for extra duty coverage, for the 2016-2017 school year at a stipend of **\$28.50 per day**:

**David Hallion** – 5<sup>th</sup> Block ISS (September 26, 2016 – January 20, 2017)

**Andrew Bilodeau** – 4B Study Hall (September 26, 2016 – January 20, 2017)

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**Resignation**

**Recommend** the approval of the resignation of **Ryan Lewis**, CUS.DS.SUPV.NA.02, Custodial Night Supervisor, effective October 15, 2016.

**Athletics/Addendum "C" Advisors**

**Recommend** the approval of the resignation of **Amy Certo** as Varsity Softball Coach for the 2016-2017 school year.

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## MANASQUAN PUBLIC SCHOOLS

**TITLE:** CUSTODIAN SUPERVISOR

**QUALIFICATIONS:**

1. Black Seal License; high school diploma or equivalent training
2. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; grounds and field maintenance; heating and ventilation as determined by the board
3. Ability to obtain Educational Facility Manager Certificate within two (2) years
4. Supervisory ability
5. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Building Principal/Educational Facility Manager/Business Administrator

**SUPERVISES:** All custodian/grounds workers under his/her authority

**JOB GOALS:**

To oversee the custodial and grounds operations of individual school facilities and ensure a safe, clean, and comfortable school environment, to carry out administrative tasks required to maintain and operate the plant to the required standards.

**PERFORMANCE RESPONSIBILITIES**

Supervision of Operations/Maintenance and Grounds

1. Assumes responsibility for the opening and closing of the school each day.
2. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity.
3. Plans and oversees all maintenance and repair work in the building.
4. Maintains an inventory and recommends purchase of supplies, tools, equipment, and fuel.
5. Completes custodial reports, building condition reports and other records as required.
6. Conducts periodic inspections and test of all electrical installations in the school to ensure their safe conditions.
7. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operations are enforced.



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8. Maintains records to allow the board to remain informed about the number and status of maintenance and report projects being done pursuant to permits.
9. Maintains preventative maintenance logs and other records as required.
10. Performs related duties as required for daily operation of the school.
11. During fires, emergencies, fire drills and school security drills, coordinates with local emergency responders.
12. Assists in updating safety and security plans and procedures for drilling, managing and responding to school emergencies.
13. Assists the Business Administer with preparation and implementation of the Long Range Facilities Plan.
14. Assumes responsibilities for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's grounds.
15. Assumes responsibilities for the implementation of the district's school integrated pest management policy as required by statute.
16. Provides proper notification of pesticide applications, maintains required records and responds to inquiries regarding the pest management program.
17. Determine and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.
18. Recommends for purchase necessary equipment and supplies and mains an inventory of them.
19. Keeps abreast of new work methods, procedures and equipment.
20. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
21. Inspects all school grounds on regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
22. Ensures proper maintenance and operations of department equipment, including motorized vehicles, tools and machinery.
23. Assists in the preparation of the grounds budget.
24. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
25. Confers with school Principals and Supervisor of Athletic and Co-Curricular Activities, landscape architects and other parties in making plans for landscaping, planning and maintenance of various school grounds.
26. Maintains all records that are required by board policy, statute or administrative code.

### Supervision of Staff

1. Schedules daily tasks, supervises work of staff and participates in daily cleaning of facilities.
2. Participates in the selection, assignment, scheduling and training of the staff.
3. Monitors the time records of all staff in the school and certifies them for salary payment.
4. Evaluated the performance of staff in accordance with board guidelines, superintendent's instructions and contract requirements.
5. If the board adopts a dress code or uniforms for staff in order to improve security, efficiency or morale, ensures that staff conform to the dress code. Periodically informs the board of opportunities to improve the policy on uniforms.

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6. Performs other duties within the scope of his/her employment and certification as may be assigned.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board of education.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State Law and the provisions of the board's policy on evaluations.

**Approved by: Manasquan Board of Education**

**Date Revised: September 27, 2016 BOE Approval**