

APRIL 30, 2019

ELEMENTARY SCHOOL PERSONNEL

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

2018-2019 Staffing

Recommend approval of the appointment of **Roberta Morton**, PARA.ES.AIDE.NA.06, as an **Elementary School Paraprofessional** for the 2018-2019 school year, effective April 8, 2019 at 7 hours per day, Step 1 - \$20.35 per hour.

2019-2020 Staffing

Recommend approval of the non-tenure, attaining tenure and tenured teaching staff for the **2019-2020 SY**, as per **Document 3-1**.

Recommend approval of the tenured elementary school administrators for the **2019-2020 SY**, as per **Document 3-2**.

Recommend approval of the tenured secretarial staff for the **2019-2020 SY**, as per **Document 3-3**.

Recommend approval of the paraprofessional staff for the **2019-2020 SY**, as per **Document 3-4**.

Recommend approval of the custodial staff for the **2019-2020 SY**, as per **Document 3-5**.

Leave of Absence

Recommend approval of the request for **PARA.ES.AIDE.NA.17** (4718) to take an unpaid Medical Leave of Absence *extension*, during the period of April 1 – May 27, 2019. (*Previously approved on January 22, 2019, February 20, 2019, and March 19, 2019*)

Recommend approval of the request for **TCH.ES.ELEM.05.21** (4777) to take an unpaid Childcare Leave of Absence *extension* for the 2019-2020 school year with an expected return date on the first day of the 2020-2021 school year. (*Pending placement on the annual rehire list*) *Previously approved on October 16, 2018*.

Recommend approval of the request for **TCH.ES.SPED.PS.15** (4690) to take a paid Family Leave of Absence beginning on or about September 3, 2019 through September 25, 2019 (17 Days), an unpaid Federal and NJ Family Leave beginning on or about September 26, 2019 through November 29, 2019, with an expected return date of December 2, 2019. (*Pending placement on the annual rehire list*)

Recommend approval of the request for **TCH.ES.ELEM.03.20** (4493) to take an unpaid Child Care leave of absence *extension* for the 2019-2020 school year. (*previously approved on April 24, 2018*)

Additional Compensation

Recommend approval to compensate Kelly Balon for 12 hours of after school home programming for special education student # 5705503520 at a rate of \$90.00 per hour from May 1 through June 30, 2019.

Addendum C/Athletics

Recommend approval to rescind the following Addendum "C" 2018-2019 SY coaching staff stipend (*Previously approved on January 22, 2019*):

| Sport | Coach | Step | Stipend | Longevity |
|--------------|-----------------|-------------|----------------|------------------|
| Cheerleading | Jaimee McMullen | A | \$1,300.00 | |

Recommend approval of the following *revised* Addendum "C" 2018-2019 SY club advisor staff stipends. (*Previously approved on January 22, 2019*):

| Club | Advisor | Stipend | Longevity |
|--------------------------------|-----------------------------------|----------------------|------------------|
| Coordinator: Grades K-2 | Alyse Leybovich 9/1/18-1/13/19 | \$1,909.00 pro-rated | |
| Coordinator: Grades K-2 | Kali Mura 1/14/19-6/30/19 | \$1,909.00 pro-rated | |

Resignation

Recommend approval of the resignation of **Jessica Ciriello, TCH.ES.BASK.FL.02**, Elementary School Teacher, for the purpose of retirement, effective July 1, 2019.

Interns/Student Teachers

Recommend approval of graduate student clinician, Justine Centner to complete a clinical externship practicum for the Stockton University Master of Science in Communication Disorders program with Manasquan School District. The student clinician will be under the supervision of certified speech-language pathologist, Alissa Boyne. The externship practicum will begin on September 5, 2019 through December 10, 2019.

ES TEACHING STAFF

DOCUMENT 3 - 1

TENURE - ELEMENTARY SCHOOL

| LASTNAME | FIRSTNAME | JOBTITLE | STEP | SALARY | LONGEVITY |
|--------------|-----------|-------------|------|-------------|------------|
| Akins | Luke | Teacher MA | 4-5 | \$56,775.00 | \$0.00 |
| Boyne | Alissa | Teacher MA | 8A | \$68,025.00 | \$175.00 |
| Bradley | Linda | Teacher BA | 11 | \$75,655.00 | \$0.00 |
| Buss | Lauren | Teacher BA | 9 | \$68,325.00 | \$175.00 |
| Demattia | Gina | Teacher BA | 5A | \$55,975.00 | \$0.00 |
| Dyer | Jennifer | Teacher BA | 8A | \$66,025.00 | \$0.00 |
| Dzenis | Barbara | Teacher BA | 15 | \$90,375.00 | \$1,200.00 |
| Eastmond | Carrie | Teacher MA | 8 | \$65,875.00 | \$0.00 |
| Faul | Desiree | Teacher BA | 14 | \$86,375.00 | \$500.00 |
| Femenella | Cheryl | Teacher MA | 7 | \$61,775.00 | \$175.00 |
| Gliddon | Ameilia | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |
| Gordon | Brenan | Teacher MA | 4-5 | \$56,775.00 | \$0.00 |
| Hill | Sandra Jo | Teacher BA | 13 | \$82,775.00 | \$800.00 |
| Jones | Jestine | Teacher BA | 8 | \$63,875.00 | \$0.00 |
| Kappy | Catherine | Teacher MA | 13 | \$84,775.00 | \$800.00 |
| Kehoe | Deborah | Teacher BA | 13 | \$82,775.00 | \$500.00 |
| Kelly | Lauren | Teacher BA | 7 | \$59,775.00 | \$0.00 |
| Kirk | Cynthia | Teacher BA | 15 | \$90,375.00 | \$1,200.00 |
| Kopoc | Oriana | Teacher PhD | 13 | \$86,775.00 | \$175.00 |
| Kuriscak | Kindle | Teacher BA | 8 | \$63,875.00 | \$175.00 |
| Lamorticella | Ann Marie | Teacher MA | 13 | \$84,775.00 | \$500.00 |
| Levy | Mark | Teacher MA | 9 | \$70,325.00 | \$500.00 |
| Leybovich | Alyse | Teacher MA | 7 | \$61,775.00 | \$0.00 |
| Manser | Andrew | Teacher BA | 8 | \$63,875.00 | \$175.00 |
| Markovich | Robert | Teacher BA | 11 | \$75,655.00 | \$500.00 |
| Masilhan | Lauren | Teacher BA | 6 | \$57,175.00 | \$0.00 |
| Mazza | Melissa | Teacher BA | 11 | \$75,655.00 | \$175.00 |
| Mccann | Brian | Teacher PhD | 8A | \$70,025.00 | \$175.00 |
| Mead | Donna | Teacher MA | 11 | \$77,655.00 | \$500.00 |
| Minutoli | Kristen | Teacher BA | 8 | \$63,875.00 | \$175.00 |

| LASTNAME | FIRSTNAME | JOBTITLE | STEP | SALARY | LONGEVITY |
|-------------|--------------|----------------------|------|--------------|-----------|
| Mura | Kali | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |
| Pierce | Kristine | Teacher BA | 11 | \$75,655.00 | \$175.00 |
| Reichey | Teresa | Teacher MA | 11 | \$77,655.00 | \$500.00 |
| Reid | Marc | Teacher MA | 15 | \$92,375.00 | \$500.00 |
| Reo | Patricia | Teacher BA | 6 | \$57,175.00 | \$175.00 |
| Rodriguez | Carmen | Teacher MA | 11 | \$77,655.00 | \$500.00 |
| Romano | Danielle | Teacher BA | 6 | \$57,175.00 | \$0.00 |
| Roston | Jenny | Teacher MA | 6 | \$59,175.00 | \$0.00 |
| Rotante | Justine | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |
| Russoniello | Thomas | Teacher MA | 11 | \$77,655.00 | \$500.00 |
| Saake | Heather | Teacher MA | 6 | \$59,175.00 | \$0.00 |
| Sanders | Nancy | Teacher PHD - 11 Mnt | 15 | \$103,812.50 | \$800.00 |
| Savage | Teresa | Teacher PHD - 11 Mnt | 8 | \$74,662.50 | \$175.00 |
| Sayre | Michele | Teacher MA | 8A | \$68,025.00 | \$175.00 |
| Schaad | Matthew | Teacher MA | 13 | \$84,775.00 | \$500.00 |
| Sliwoski | Kristine | Teacher BA | 7 | \$59,775.00 | \$0.00 |
| Snel | Brianna | Teacher MA | 5A | \$57,975.00 | \$0.00 |
| Taft | Catherine | Teacher BA | 11 | \$75,655.00 | \$500.00 |
| Trischitta | Andrea | Teacher Phd | 13 | \$86,775.00 | \$175.00 |
| Trumpbour | Teresa | Teacher BA | 15 | \$90,375.00 | \$800.00 |
| Vayas | Valerie | Teacher BA | 11 | \$75,655.00 | \$500.00 |
| Wahl | Laura Jensen | Teacher BA | 11 | \$75,655.00 | \$500.00 |
| Wahl | Kirt | Teacher BA | 11 | \$75,655.00 | \$500.00 |
| Walsh | Christin | Teacher Phd | 11 | \$79,655.00 | \$175.00 |
| Ward | Kimberly | Teacher MA | 8 | \$65,875.00 | \$0.00 |
| Wells | Jill | Teacher Phd | 15 | \$94,375.00 | \$500.00 |

ATTAINING TENURE - ELEMENTARY SCHOOL

| | | | | | |
|-----------|----------|----------------------|-----|-------------|--------|
| Clark | Eric | Teacher BA | 10 | \$71,955.00 | \$0.00 |
| Dullea | Meghan | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |
| McMullen | Jaimiee | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |
| Stonaker | Kathleen | Teacher MA - 11month | 8A | \$74,827.50 | \$0.00 |
| Woytowicz | Jessica | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |

| LASTNAME | FIRSTNAME | JOBTITLE | STEP | SALARY | LONGEVITY |
|---------------------------------------|-----------|----------|------|--------|-----------|
| NON TENURE - ELEMENTARY SCHOOL | | | | | |

| | | | | | |
|-----------|-----------|------------|-----|-------------|--------|
| Cinelli | Anthony | Teacher MA | 4-5 | \$56,775.00 | \$0.00 |
| Ciufo | Margaret | Teacher BA | 8A | \$66,025.00 | \$0.00 |
| Deegan | Suzanne | Teacher BA | 6 | \$57,175.00 | \$0.00 |
| Destefano | Nicole | Teacher MA | 4-5 | \$56,775.00 | \$0.00 |
| Gola | Kristie | Teacher MA | 6 | \$59,175.00 | \$0.00 |
| Gordon | Sarah | Teacher BA | 1-2 | \$52,475.00 | \$0.00 |
| Kelly | Pamela | Teacher MA | 9 | \$70,325.00 | \$0.00 |
| Melfi | Christine | Teacher MA | 3 | \$54,975.00 | \$0.00 |
| Melillo | Marissa | Teacher BA | 3 | \$52,975.00 | \$0.00 |
| Murin | Kimberly | Teacher BA | 6 | \$57,175.00 | \$0.00 |
| Rice | Christine | Teacher MA | 4-5 | \$56,775.00 | \$0.00 |
| Skea | Moiria | Teacher BA | 6 | \$57,175.00 | \$0.00 |
| Walling | Elizabeth | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |
| Wemple | Elyse | Teacher BA | 3 | \$52,975.00 | \$0.00 |

DOCUMENT 3-2

ES ADMINISTRATORS
2019-2020 School Year

| |
|---------------|
| TENURE |
|---------------|

| LASTNAME | FIRSTNAME | JOBTITLE | SALARY | LONGEVITY |
|----------|-----------|-----------------------|--------|-----------------------------|
| Graziano | Colleen | ES Principal | | <i>Pending Negotiations</i> |
| Kirk | Richard | ES Asst. Principal | | <i>Pending Negotiations</i> |
| Roach | Justin | Supervisor Curriculum | | <i>Pending Negotiations</i> |

DOCUMENT 3-3

ES SECRETARIAL STAFF

2019-2020 School Year

TENURE STAFF

| LASTNAME | FIRSTNAME | JOB TITLE | SALARY | STEP | LONGEVITY |
|----------|-----------|-----------------|-------------|------|-----------|
| Eckart | Durell | Secretary-12 Mo | \$54,000.00 | 9 | \$700.00 |
| Gale | Kelly | Secretary-12 Mo | \$49,925.00 | 5-6 | \$0.00 |
| Gallant | Patricia | Secretary-12 Mo | \$54,000.00 | 9 | \$700.00 |
| King | Catherine | Secretary-12 Mo | \$54,000.00 | 9 | \$800.00 |

DOCUMENT 3-4

ES PARAPROFESSIONAL STAFF
 2019-2020 School Year

| LASTNAME | FIRSTNAME | STEP | HOURS | HOURLY RATE | LONGEVITY |
|------------|-----------|------|-------|-------------|-----------|
| Barlett | Christine | 4 | 4.0 | \$22.26 | \$0.00 |
| Casner | Kimberly | 2 | 5.0 | \$21.32 | \$0.00 |
| Collins | Cynthia | 4 | 4.0 | \$22.26 | \$0.00 |
| Collins | Sandra | 4 | 7.0 | \$22.26 | \$500.00 |
| Dailey | Katherine | 3 | 4.0 | \$21.77 | \$0.00 |
| Degennaro | Sheri | 4 | 7.0 | \$22.26 | \$0.00 |
| Fawkes | Katelin | 3 | 5.0 | \$21.77 | \$0.00 |
| Kufel | Nicole | 2 | 7.0 | \$21.32 | \$0.00 |
| Kurani | Danielle | 4 | 4.0 | \$22.26 | \$0.00 |
| Le Blanc | Nancy | 4 | 7.0 | \$22.26 | \$500.00 |
| McCarthy | Mary | 4 | 7.0 | \$22.26 | \$0.00 |
| McLaughlin | Elizabeth | 4 | 7.0 | \$22.26 | \$500.00 |
| Morton | Roberta | 1 | 7.0 | \$21.07 | \$0.00 |
| Rosko | Kristine | 3 | 7.0 | \$21.77 | \$0.00 |
| Triggiano | Patricia | 4 | 7.0 | \$22.26 | \$500.00 |
| White | Madonna | 4 | 6.5 | \$22.26 | \$600.00 |

(Funded by Spring Lake Heights School Dist)

DOCUMENT 3-5

ES CUSTODIAL STAFF
2019-2020 School Year

| LASTNAME | FIRSTNAME | JOB TITLE | STEP | SALARY | NIGHT BONUS | BLACK SEAL LICENSE | LONGEVITY |
|-----------------|------------------|------------------|-------------|---------------|--------------------|-----------------------------------|------------------|
| Dease | Mary | Custodian | 12 | \$46,272.00 | | \$450.00 | \$1,400.00 |
| Hayden | Harry | Custodian | 9 | \$42,772.00 | | \$450.00 | \$400.00 |
| Rehbein | Dennis | Custodian-Night | 14 | \$48,672.00 | \$4,056.00 | \$450.00 | \$1,400.00 |
| Sommers | Joseph | Custodian-Night | 16 | \$52,957.00 | \$4,413.00 | \$450.00 | \$1,500.00 |
| Timpani | Santo | Custodian-Night | 12 | \$46,272.00 | \$3,856.00 | \$450.00 | \$1,400.00 |
| Zuna | Carlos | Custodian-Night | 12 | \$46,272.00 | \$3,856.00 | \$450.00 | \$1,300.00 |

APRIL 30, 2019

HIGH SCHOOL PERSONNEL

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

2018-2019 Staffing

Recommend approval of the appointment of Autumn Sterner, PARA.HS.AIDE.NA.16, as a **High School Paraprofessional** for the 2018-2019 school year, effective April 29, 2019, at 7 hours per day, Step 1 - \$20.35 per hour.

2019-2020 Staffing

Recommend approval of the non-tenure, attaining tenure and tenured teaching staff for the **2019-2020 SY**, as per Document N-1.

Recommend approval of the tenured high school and district administrators for the **2019-2020 SY**, as per Document N-2.

Recommend approval of the non-tenure and tenured secretarial staff for the **2019-2020 SY**, as per Document N-3.

Recommend approval of the paraprofessional staff for the **2019-2020 SY**, as per Document N-4.

Recommend approval of the custodial staff for the **2019-2020 SY**, as per Document N-5.

Recommend approval of the confidential non-affiliated tenured district support staff for the **2019-2020 SY**, as per Document N-6.

Recommend approval of the non-affiliated district support staff for the **2019-2020 SY**, as per Document N-7.

Recommend approval of the contract of Lynn Coates, ADM.BO.SBA.NA.01, as Business Administrator/Board Secretary for the **2019-2020 SY** as per Document N-8.

Recommend approval of the contract of Jesse Place, ADM.HS.TECH.NA.01, as Director of Technology and Human Resources for the **2019-2020 SY** as per Document N-9.

Recommend approval of the contract of Lesley Kenney, ADM.HS.GUI.FL.03, as Director of School Counseling Services for the **2019-2020 SY** as per Document N-10.

Leave of Absence

Recommend approval of the request for **TCH.HS.SSTU.FL.04** (4403) to take a paid Medical Leave of Absence, during the period of March 14, 2019 – June 30, 2019.

Substitutes:

Recommend approval of the following substitutes for the **2018-2019 SY**:

Teacher

| | | | |
|--|--|------------------|--|
| Di Chiara, Francesca <i>Effective April 1, 2019</i> | | Schwier, Harmony | |
| Schultz, Nicholas | | | |

Nurse

| | |
|------------------|--|
| Rusoff, Kimberly | |
|------------------|--|

Custodian

| | |
|----------------------------|--|
| Roman-Sarmiento, Nestor | |
|----------------------------|--|

Addendum C/Athletics

Recommend approval of the resignation of **Joann Hall** as an Addendum "C" **2018-2019 SY** advisor for the Warriors for Wellness, effective April 5, 2019.

Resignation

Recommend approval of the resignation of **Barbara Kerensky**, ADM.HS.CUIN.NA.01, Director of Curriculum and Instruction, for the purpose of retirement, effective July 1, 2019.

HS TEACHING STAFF

DOCUMENT N - 1

TENURE - HIGH SCHOOL

| LASTNAME | FIRSTNAME | JOBTITLE | STEP | SALARY | LONGEVITY |
|-------------|-------------|----------------------------|------|--------------|------------|
| Anderson | Carol | Teacher BA | 8A | \$66,025.00 | \$175.00 |
| Basaman | Ryan | Teacher MA | 14 | \$88,375.00 | \$175.00 |
| Blodeau | Wilfred | Teacher BA | 15 | \$90,375.00 | \$175.00 |
| Bontales | Cheryl | Teacher MA | 15 | \$92,375.00 | \$175.00 |
| Bryant | Jason | Teacher PhD | 15 | \$94,375.00 | \$500.00 |
| Buckley | Barbara | Teacher PhD | 15 | \$94,375.00 | \$800.00 |
| Busco | Leigh | Teacher MA | 9 | \$70,325.00 | \$0.00 |
| Buss | Kristen | Teacher BA | 15 | \$90,375.00 | \$175.00 |
| Certo | Amy | Teacher BA | 11 | \$75,655.00 | \$500.00 |
| Certo | Louis | Teacher PhD | 13 | \$86,775.00 | \$800.00 |
| Cosse | Pamela | Teacher MA - 11month | 15 | \$101,612.50 | \$500.00 |
| Craig | Christopher | Teacher MA | 4-5 | \$56,775.00 | \$0.00 |
| Crowning | Lisa | Teacher BA | 14 | \$86,375.00 | \$500.00 |
| Demuro | Jeffrey | Teacher MA | 14 | \$88,375.00 | \$800.00 |
| Driscoll | John | Teacher PhD | 15 | \$94,375.00 | \$500.00 |
| Duggan | Lauren | Teacher MA | 8A | \$68,025.00 | \$175.00 |
| Edwards | Amy | Teacher MA | 4-5 | \$56,775.00 | \$0.00 |
| Eldridge | Maria | Teacher MA | 15 | \$92,375.00 | \$500.00 |
| Fagen | James | Teacher PhD | 8A | \$70,025.00 | \$175.00 |
| Fenlon | Monica | Teacher BA | 8A | \$66,025.00 | \$175.00 |
| Freda | James | Teacher PhD | 15 | \$94,375.00 | \$1,200.00 |
| Glenn Iv | Thomas | Teacher BA | 11 | \$75,655.00 | \$500.00 |
| Hallion | David | Teacher BA | 8 | \$63,875.00 | \$0.00 |
| Harvey Jr | Harry | Teacher MA | 15 | \$92,375.00 | \$1,200.00 |
| Heeter | Meredith | Teacher MA | 11 | \$77,655.00 | \$500.00 |
| Hillman | Meghan | Teacher MA | 8A | \$68,025.00 | \$175.00 |
| Hoeler | Linda | Teacher MA | 4-5 | \$56,775.00 | \$0.00 |
| Hoffman | Erich | Teacher MA - 11month | 15 | \$101,612.50 | \$500.00 |
| Hyland | Kevin | Athletic Trainer - 12Month | 5 | \$102,517.00 | \$800.00 |
| Keller-kaas | Sharon | Teacher PhD | 9 | \$72,325.00 | \$500.00 |

| LASTNAME | FIRSTNAME | JOBTITLE | STEP | SALARY | LONGEVITY |
|-------------|-----------|----------------------|------|--------------|------------|
| Kozic | Claire | Teacher MA | 9 | \$70,325.00 | \$500.00 |
| Kukoda | Lisa | Teacher BA - 11Mnth | 8 | \$70,262.50 | \$175.00 |
| Lee | Brian | Teacher BA | 11 | \$75,655.00 | \$175.00 |
| Lobosco | Joanne | Teacher BA | 14 | \$86,375.00 | \$500.00 |
| Lomas | Brett | Teacher PhD | 11 | \$79,655.00 | \$175.00 |
| Lord | Susan | Teacher PhD - 11 Mnt | 15 | \$103,812.50 | \$175.00 |
| Marco | Marisa | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |
| Martucci | Gina | Teacher MA | 15 | \$92,375.00 | \$175.00 |
| Mawn | James | Teacher MA | 14 | \$88,375.00 | \$800.00 |
| McHugh | Chryseis | Teacher BA | 8A | \$66,025.00 | \$175.00 |
| Minutoli | Jason | Teacher BA | 8A | \$66,025.00 | \$175.00 |
| Moore | Jill | Teacher BA | 15 | \$90,375.00 | \$1,200.00 |
| Morris | Meredith | Teacher BA | 6 | \$57,175.00 | \$0.00 |
| Mura | Jennifer | Teacher MA | 14 | \$88,375.00 | \$800.00 |
| Narucki | Alicia | Teacher MA | 8 | \$65,875.00 | \$0.00 |
| Onorato | Jamie | Teacher MA | 8 | \$65,875.00 | \$0.00 |
| Pagano | Nicole | Teacher MA | 5A | \$57,975.00 | \$0.00 |
| Price | Julian | Teacher BA | 15 | \$90,375.00 | \$800.00 |
| Puryear | Pamela | Teacher PhD | 15 | \$94,375.00 | \$175.00 |
| Radzinsky | Kristin | Teacher BA | 11 | \$75,655.00 | \$175.00 |
| Santucci | Jill | Teacher BA | 9 | \$68,325.00 | \$500.00 |
| Snyder | Jason | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |
| Trenay | Carolyn | Teacher BA | 11 | \$75,655.00 | \$500.00 |
| Van Pelt Jr | Dennis | Teacher BA | 13 | \$82,775.00 | \$800.00 |
| Voskian | Matthew | Teacher BA | 6 | \$57,175.00 | \$0.00 |
| Waldeyer | Robert | Teacher BA | 15 | \$90,375.00 | \$175.00 |
| Wasnesky | Eric | Teacher MA | 9 | \$70,325.00 | \$175.00 |
| Weisert | Lee | Teacher PhD | 15 | \$94,375.00 | \$1,200.00 |
| Zdanowicz | Kristen | Teacher BA | 14 | \$86,375.00 | \$800.00 |

ATTAINING TENURE - HIGH SCHOOL

| | | | | | |
|----------|---------|------------|-----|-------------|--------|
| Griffith | Allyson | Teacher MA | 8A | \$68,025.00 | \$0.00 |
| Hall | Joann | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |
| Hoffman | Jeffrey | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |

| LASTNAME | FIRSTNAME | JOBTITLE | STEP | SALARY | LONGEVITY |
|----------|-----------|------------|------|-------------|-----------|
| Koenig | Lorraine | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |
| Larkin | Courtney | Teacher MA | 5A | \$57,975.00 | \$0.00 |
| Roston | Brian | Teacher BA | 8 | \$63,875.00 | \$0.00 |
| Russo | Rosa | Teacher BA | 7 | \$59,775.00 | \$0.00 |
| Teufel | Megan | Teacher BA | 4-5 | \$54,775.00 | \$0.00 |

NON TENURE - HIGH SCHOOL

| LASTNAME | FIRSTNAME | JOBTITLE | STEP | SALARY | LONGEVITY |
|--------------|------------|----------------------|------|-------------|-----------|
| Balon | Kelly | Teacher MA - 11month | 12 | \$89,292.50 | \$0.00 |
| Dugan | Kiernan | Teacher BA | 5A | \$55,975.00 | \$0.00 |
| Eggle | Carlmann | Teacher BA | 3 | \$52,975.00 | \$0.00 |
| Festa | Katelyn | Teacher MA | 7 | \$61,775.00 | \$0.00 |
| Graf | Ryan | Teacher MA | 4-5 | \$56,775.00 | \$0.00 |
| Herman | Alexis | Teacher MA | 6 | \$59,175.00 | \$0.00 |
| Hodnett | Heidi | Teacher BA | 10 | \$71,965.00 | \$0.00 |
| Jaeger | Tiffany | Teacher MA | 4-5 | \$56,775.00 | \$0.00 |
| Knitter | Nancy | Teacher MA | 8A | \$68,025.00 | \$0.00 |
| Lacarrubba | Joseph | Teacher BA | 6 | \$57,175.00 | \$0.00 |
| Podos | Geniene | Teacher MA | 3 | \$54,975.00 | \$0.00 |
| Rudder | Elizabeth | Teacher MA - 11month | 9 | \$77,357.50 | \$0.00 |
| Saliski | Lauren | Teacher MA | 3 | \$54,975.00 | \$0.00 |
| Sawicki | Katharine | Teacher BA | 7 | \$59,775.00 | \$0.00 |
| Shibla | Brent | Teacher MA | 3 | \$54,975.00 | \$0.00 |
| Steinberg | Susan | Teacher MA - 11month | 6 | \$65,092.50 | \$0.00 |
| Szenzenstein | Jacqueline | Teacher BA | 5A | \$55,975.00 | \$0.00 |
| Thieme | Lauren | Teacher BA | 11 | \$75,655.00 | \$0.00 |
| Virok | Christina | Teacher MA | 6 | \$59,175.00 | \$0.00 |
| Wiemken | Ryan | Teacher BA | 5A | \$55,975.00 | \$0.00 |
| Witt | Jodi | Teacher MA | 5A | \$57,975.00 | \$0.00 |

HS/DISTRICT ADMINISTRATORS

2019-2020 School Year

| |
|---------------|
| TENURE |
|---------------|

| LASTNAME | FIRSTNAME | JOBTITLE | SALARY | LONGEVITY |
|----------|-----------|---|-----------------------------|-----------|
| Bramley | Donald | HS Asst.. Principals | <i>Pending Negotiations</i> | |
| Cahill | Peter | Supervisor of Athletics and Co-Curricular Acitivities | <i>Pending Negotiations</i> | |
| Coppola | Richard | HS Principal | <i>Pending Negotiations</i> | |
| Murin | Craig | Supervisor | <i>Pending Negotiations</i> | |
| Polak | Margaret | Supv Spec Services | <i>Pending Negotiations</i> | |
| Read | Richard | HS Asst.. Principals | <i>Pending Negotiations</i> | |

DOCUMENT N-3

HS SECRETARIAL STAFF
2019-2020 School Year

TENURE STAFF

| LASTNAME | FIRSTNAME | JOB TITLE | STEP | SALARY | LONGEVITY |
|-----------------|------------------|------------------|-------------|---------------|------------------|
| Mahon | Kathleen | Secretary-12 Mo | 9 | \$54,000.00 | \$700.00 |
| Price | Bailey | Secretary-12 Mo | 5-6 | \$49,925.00 | \$0.00 |

NON TENURE STAFF

| LASTNAME | FIRSTNAME | JOB TITLE | STEP | SALARY | LONGEVITY |
|-----------------|------------------|------------------|-------------|---------------|------------------|
| Lovell | Kara | Secretary-12 Mo | 2 | \$47,950.00 | \$0.00 |
| Read | Richard | Secretary-12 Mo | 3-4 | \$48,850.00 | \$0.00 |
| Winter | Stephanie | Secretary-12 Mo | 3-4 | \$48,850.00 | \$0.00 |

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HS PARAPROFESSIONAL STAFF

2019-2020 School Year

| LASTNAME | FIRSTNAME | STEP | HOURS | HOURLY RATE | LONGEVITY |
|----------|-----------|------|-------|----------------|-----------|
| Bertscha | William | 2 | 7.0 | \$21.32 | \$0.00 |
| Daly | Gregory | 3 | 4.0 | \$21.77 | \$0.00 |
| Gerlach | Dorothy | 4 | 7.0 | \$22.26 | \$500.00 |
| Manovill | Donya | 4 | 7.0 | \$22.26 | \$500.00 |
| Sternier | Autumn | 1 | 7.0 | \$21.07 | \$0.00 |

(Funded by Belmar School District)

(Funded by Belmar School District and Brielle School District)

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HS CUSTODIAL STAFF
2019-2020 School Year

| LASTNAME | FIRSTNAME | JOB/TITLE | STEP | SALARY | NIGHT BONUS | BLACK SEAL LICENSE | LONGEVITY | CUSTODIAN OF GROUNDS STIPEND |
|----------|-----------|---------------------|------|-------------|-------------|-----------------------|------------|---------------------------------------|
| Dayton | Logan | Custodian - Grounds | 3-5 | \$39,077.00 | | \$0.00 | \$0.00 | \$0.00 |
| Dichiara | Salvatore | Custodian | 12 | \$46,272.00 | | \$450.00 | \$1,300.00 | \$0.00 |
| Faden | Steven | Custodian-Night | 9 | \$42,772.00 | \$3,564.00 | \$450.00 | \$400.00 | \$0.00 |
| Guzman | Pastor | Custodian-Night | 10 | \$43,972.00 | \$3,664.00 | \$450.00 | \$400.00 | \$0.00 |
| Herrmann | John | Custodian - Grounds | 3-5 | \$39,077.00 | | \$0.00 | \$0.00 | \$0.00 |
| Hordeman | Diane | Custodian | 3-5 | \$39,077.00 | | \$450.00 | \$0.00 | \$0.00 |
| Reichey | Thomas | Custodian - Grounds | 9 | \$42,772.00 | | \$450.00 | \$400.00 | \$625.00 |
| Richey | Kevin | Custodian - Grounds | 3-5 | \$39,077.00 | | \$450.00 | \$0.00 | \$0.00 |
| Smith | John | Custodian-Night | 3-5 | \$39,077.00 | \$3,256.00 | \$450.00 | \$0.00 | \$0.00 |

DISTRICT NON-AFFILIATED CONFIDENTIAL SUPPORT STAFF**2019-2020 School Year****Tenured Staff**

| | 2019-2020 | |
|-----------------|------------------|------------------|
| Name | Salary | Longevity |
| Attilio, Maria | \$ 59,275.00 | \$ 1,250.00 |
| Dietrick, JoAnn | \$ 58,800.00 | \$ 500.00 |
| Disoteo, Teresa | \$ 49,818.00 | \$ 500.00 |
| Freeman, Sandra | \$ 64,681.00 | \$ 1,250.00 |
| Hudson, Tara | \$ 49,818.00 | \$ 500.00 |
| Jost, Cynthia | \$ 53,531.00 | \$ 750.00 |
| Read, Kimberly | \$ 78,868.00 | \$ 1,750.00 |

DISTRICT NON-AFFILIATED SUPPORT STAFF
2019-2020 School Year

| Last Name | First Name | Job Title | Salary | Longevity/Stipend (if applicable) |
|------------------|-------------------|--|---------------------|--|
| Bock | Nicholas | Technology Specialist | \$51,170.00 | N/A |
| Clayton | Timothy | School Security Coordinator | \$63,141.00 | N/A |
| Egan | James | Technology Specialist | \$75,708.00 | \$400.00 Longevity |
| Hudson | Matthew | Custodial Supervisor | \$65,562.00 | \$10,000.00 CEFM Certificate \$450.00 Boiler License \$1,200.00 Longevity |
| Johansen | Michael | Strength and Conditioning Coach | \$51,750.00 | N/A |
| Rodger | Marc | Head Custodian | \$49,774.00 | \$450.00 Boiler License |
| Scott | Frank | Computer Network Eng | \$109,830.00 | \$700.00 Longevity |

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CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **30th day of April 2019**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter "the Board")

and

LYNN COATES, whose address is _____ (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, 2019**, and she has accepted the Board's offer; and

WHEREAS, the Business Administrator has permitted the Board to utilize her Educational Facility Manager Certificate and the Business Administrator will provide mentor services for a school employee; and

WHEREAS, the Board approve authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **April 30, 2019**, 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 Lynn Coates as the Business Administrator/Board Secretary for the period beginning July 1, 2019, and expiring at midnight on June 30, 2020.

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 SIXTY-SIX THOUSAND FOUR HUNDRED THIRTY NINE DOLLARS (\$166,439)**. 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, 2019**, 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 fifteen (15) 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 **2020-2021** 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, 2019**.

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, 2019**. 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 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, not to exceed (40) forty 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 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 30, 2019**, 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

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **30th day of April 2019**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter "the Board")

and

JESSE R. PLACE, whose address is (hereinafter "the Director of Technology and Human Resources").

WITNESSETH

WHEREAS, the Board and the Director of Technology and Human Resources 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 Technology and Human Resources the position of Director of Technology and Human Resources effective **July 1, 2019**, 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 **April 30, 2019** and has authorized the President of the Board to execute this Contract of Employment.

NOW, THEREFORE, the Board and the Director of Technology and Human Resources, for the consideration herein specified, agree as follows:

1. **TERM**

The Board hereby agrees to employ Jesse R. Place as the Director of Technology and Human Resources for the period beginning July 1, 2019 and expiring at midnight on June 30, 2020.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. Certification:

The Director of Technology and Human Resources shall maintain a current and valid certificate issued by the New Jersey Department of Education for the position of Director of Technology and Human Resources. In the event the Director of Technology and Human Resources' certificate issued by the Department of Education is revoked, this contract is null and void as of the date of the certificate revocation.

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The Director of Technology and Human Resources further agrees to comply with all other legal requirements respecting the employment of a Director of Technology and Human Resources.

B. Duties:

The duties and responsibilities of the Director of Technology and Human Resources shall include those prescribed by statute, code, and the Board-approved job description. The Board's job description for Director of Technology and Human Resources is specifically incorporated herein, by reference as describing the Director of Technology and Human Resources' duties.

3. PROFESSIONAL GROWTH OF DIRECTOR OF TECHNOLOGY AND HUMAN RESOURCES

The Board and the Director of Technology and Human Resources recognize the value to the District of the continuing professional growth and development of the Director of Technology and Human Resources. The Board encourages the continuing professional growth of the Director of Technology and Human Resources through his participation as he and the Superintendent might decide, in light of his professional responsibilities as the Director of Technology and Human Resources, 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 Technology and Human Resources 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 Technology and Human Resources.

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Director of Technology and Human Resources' 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

Director of Technology and Human Resources Contract, 2019-2020

upon prior approval of the Superintendent and the Board. The Director of Technology and Human Resources 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 Technology and Human Resources an annual salary of **ONE HUNDRED THIRTY TWO THOUSAND SIX HUNDRED FIFTY THREE DOLLARS (\$132,653.00)** Dollars. This annual salary shall be paid to the Director of Technology and Human Resources in accordance with the payroll schedule for other certified employees.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Director of Technology and Human Resources 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 Technology and Human Resources on **July 1, 2019**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Director of Technology and Human Resources 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 Technology and Human Resources shall be granted four (4) personal days annually, without loss of salary, all of which shall be available to the Director of Technology and Human Resources on **July 1, 2019**. The Director of Technology and Human Resources shall be compensated for all unused personal days at \$125.00 per day no later than June 30 of each year.

The Director of Technology and Human Resources 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 Technology and Human Resources 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 Technology and Human

DOCUMENT N-9

Resources to work on any paid holiday, the Board shall offer the Director of Technology and Human Resources 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 Technology and Human Resources no later than September 1 of each year.

B. Bereavement Leave:

The Director of Technology and Human Resources 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 Technology and Human Resources.

The Director of Technology and Human Resources 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 Technology and Human Resources 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 Technology and Human Resources, and if applicable, his spouse and dependents. The Director of Technology and Human Resources 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 Technology and Human Resources 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 Technology and Human Resources' 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 Technology and Human Resources has the right to waive health benefits.

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In exchange for waiving coverage, he shall be reimbursed in the amount of the lesser of \$5,000 or 25% of the premium saved. The reimbursement may be pro-rated for partial periods of the school year.

D. Sick Leave:

The Director of Technology and Human Resources shall be provided twelve (12) sick days annually, calculated on an annualized basis, all of which shall be available to the Director of Technology and Human Resources on **July 1, 2019**. 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 Technology and Human Resources shall retain all of his prior unused sick leave days prior to July 1, 2019 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 Technology and Human Resources' 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 Technology and Human Resources, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

The Board shall reimburse the Director of Technology and Human Resources 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 Technology and Human Resources shall be provided with a laptop computer.

F. Tuition Reimbursement:

The Board shall reimburse the Director of Technology and Human Resources 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 Technology and Human Resources 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 Technology and Human Resources 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 Technology and Human Resources 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 Technology and Human Resources;
- D. Actions consistent with law; or
- E. In the event that the Director of Technology and Human Resources' 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,

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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 Technology and Human Resources 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 30, 2019**, 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
Director of Technology and Human Resources

Date

Witness:

Eugene Cattani, Jr.
President, Manasquan Board of Education

Date

Witness:

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **30th day of April 2019**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

LESLEY A. KENNEY, whose address is (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, 2019**, 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 30, 2019** 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, 2019 and expiring at midnight on June 30, 2020.

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 TWENTY THREE THOUSAND ONE HUNDRED SEVENTY NINE DOLLARS (\$123,179.00)** Dollars. 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, 2019**, 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, 2019**. The Director of School Counseling Services shall be compensated for all unused personal days at \$125.00 per day no later than June 30 of each year.

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

If school is in session on any of the holidays listed above, the Director of School Counseling Services may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Director of School Counseling Services to work on any paid holiday, the Board shall offer the Director of School Counseling Services another scheduled work day in lieu of the holiday during the same school year on which she does not need to report to work. These alternate holiday dates

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shall be provided to the Director of School Counseling Services no later than September 1 of each year.

B. Bereavement Leave:

The Director of School Counseling Services shall be entitled to five (5) days of bereavement leave, without loss of pay due to the death of her father, mother, spouse, partner in a civil union, brother, sister, father-in-law, mother-in-law, son, daughter, grandchild, or any person permanently living with the Director of School Counseling Services.

The Director of School Counseling Services shall be entitled to three (3) days of bereavement leave, per incident, without loss of pay due to the death of a sister-in-law, brother-in-law, aunt, uncle or other near relative at the discretion of the Superintendent.

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

C. Health and other Insurance Benefits:

The Board shall provide health benefits, including prescription, and dental coverage for the Director of School Counseling Services, and if applicable, her spouse and dependents. The Director of School Counseling Services shall contribute an amount established by P.L. 2011, Chapter 78, at Tier 4 towards the cost of health benefits coverage.

The health insurance, prescription, and dental plan for the Director of School Counseling Services shall be substantially equivalent to the health insurance, prescription, and dental plan provided to other administrators employed by the district.

It shall be the Director of School Counseling Services' option to enroll in the Board's High Deductible HSA health/prescription plan with one-half of the annual deductible funded by the Board directly to the Director's HSA no later than January 1 of each year and one-half of the annual deductible paid as a stipend to the Director or to the Director's HSA no later than January 15 of each year. The Director shall be permitted to change back to the Board's traditional, direct access plan during any benefits open enrollment period offered to other employees of the Board.

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

D. Sick Leave:

The Director of School Counseling Services shall be provided twelve (12) sick days annually, calculated on an annualized basis, all of which shall be available to the Director of School Counseling Services on **July 1, 2019**. 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, 2019 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 **April 30, 2019**, 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:

Eugene Cattani, Jr.
President, Manasquan Board of Education

Date

Witness:

Manasquan BOE & MAA FINAL Memorandum of Agreement

(2019-04-16)

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| 1. Article I. (Recognition), A. | <p>REMOVE the following titles:</p> <ul style="list-style-type: none"> 4. Dean of Students 5. Director of Technology 6. Athletic Director 10. Supervisor of Curriculum, Professional Development, English and World Language 11. Supervisor of Mathematics and Business 12. Supervisor of Instructions 13. Manager of Educational Facilities <p>RENUMBER remaining titles 1-6.</p> <p>ADD the following titles:</p> <ul style="list-style-type: none"> 7. Supervisor of Instruction <p><i>Explanation:</i> Removes legacy titles that no longer exist. Replaces specific supervisor titles that often change to simply "Supervisors of Instruction" to indicate that any of these supervisor titles would be recognized.</p> |
| 2. Article VIII (Vacation Leave & Holidays) | <p>ADD item C. to Article VIII as follows:</p> <p>C. If school is in session on any of the holidays listed in Section B., administrators may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires administrators to work on any holiday listed in Section B., the Board shall offer the Association another scheduled work day in lieu of the holiday during the same school year on which administrators do not need to report to work. These alternate holiday dates will be provided to the association prior to the beginning of the school year.</p> <p>ADD item D. to Article VIII as follows:</p> <p>D. Administrators are encouraged to use their vacation days on dates when school is not in session for students and faculty. Should an administrator wish to take more than three consecutive vacation days during dates on which school is in session OR one or more vacation days adjacent (immediately before or after) a school holiday or recess, they shall first request a meeting with the Superintendent at least ten school days prior to the requested vacation days to discuss their request.</p> |

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| | <p>3. Article XI (Salaries)</p> <p>REMOVE Section A.</p> <p>REVISE Section B. as follows and RENUMBER as Section A:</p> <p>B. A. The salaries of all administrators covered by the Agreement shall be paid in accordance with the salary guides set forth in the Appendices attached hereto and made a part hereof, reflecting an agreed upon on average increase of 3.5% for the 2019-2020 school year, 3.5% for the 2020-2021 school year, 3.5% for the 2021-2022 school year, 3.0% for the 2022-2023 school year, and 3.0% for the 2023-2024 school year, based upon the salary total from the 2018-2019 Administrator Salary Scattergram.</p> <p>REMOVE Sections D., E., and F.</p> |
| | <p>4. Article XII (Insurance and Fringe Benefits)</p> <p>ADD an Item 5 under Section A. as follows:</p> <p>5. Effective January 1, 2020, administrators may elect to enroll in the Board's High Deductible Health Savings Account (HSA) plan. If the administrator elects to join the HSA plan, the Board shall pay 50% towards the deductible for the HSA plan on January 1 of each year. The Board shall give an additional stipend of the remaining 50% of the deductible to the administrator by January 15th of each year. Administrators shall have the option to return to the Direct Access Plan during open enrollment periods.</p> <p>ADD an Item 6 under Section A. as follows:</p> <p>6. Any changes in health benefit coverage will result in benefits that are substantially equivalent to the Direct Access Plan.</p> |
| | <p>5. Article XIII (Terminal Leave Pay)</p> <p>REPLACE Article XIII as follows:</p> <p>A. Effective July 1, 2019, the Board shall pay \$110 for each day of unused accumulated sick leave to administrators who have rendered no less than fifteen (15) years of service in the Manasquan School District, upon retirement, subject to the conditions below and as found in N.J.S.A. 18A:30-3.5 and 3.6.</p> <p>B. All administrators entering the MAA bargaining unit on or after July 1, 2019, upon retirement, shall be paid \$110 for each day of accumulated sick leave, not to exceed ten thousand dollars (\$10,000.00).</p> |


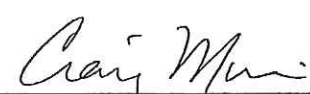


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| | <p>C. Effective July 1, 2019, an administrator who entered the MAA bargaining unit prior to July 1, 2019 and with less than 182 accrued sick days, upon retirement, shall be paid \$110 for each day of accumulated sick leave, not to exceed twenty thousand dollars (\$20,000.00).</p> <p>D. Effective July 1, 2019, an administrator who entered the MAA bargaining unit prior to July 1, 2019 and with 182 or more days of accumulated sick leave, upon retirement, shall be paid \$110 for each day of unused accumulated sick leave earned prior to July 1, 2019. (The number of accumulated sick days for the purpose of this calculation of payment shall not exceed the number of accumulated sick days of the administrator on June 30, 2019.)</p> |
| 6. Article XIV (Longevity) | |
| | <p>REPLACE Article XIV as follows:</p> <p>Longevity shall be included as part of an administrator's pensionable salary based on the following schedule based on years of service in the district. "Years of Service" is defined as full years completed as of July 1 of each school year.</p> <p>Years 10.00 to 14.99: \$500.00 Years 15.00 to 19.99: \$1,000.00 Years 20.00 to 24.99: \$1,500.00 Years 25.00 to 29.99: \$2,500.00 Years 30.00 and Greater: \$3,000.00</p> |
| 7. Article XVI (Duration of Agreement) | |
| | <p>REVISE Article XVI, Section A. as follows:</p> <p>A. This agreement shall be effective as of July 1, 2016 <u>July 1, 2019</u> and shall be effective until June 30, 2019 <u>June 30, 2024</u> subject to the Association's right to negotiate a successor agreement as provided in Article II. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated above, unless it is extended by written mutual agreement of the Board and the Association.</p> |

All other provisions of the Collective Bargaining Agreement that will expire on June 30, 2019 remain in full force and effect.

All other prior proposals shall be considered withdrawn.

For the Board:

For the Association:

 Date: 4-17-19
 Date: 4-17-19
 Date: 4-17-19
 Date: 4-17-19

| Name | 2018-19 | 2019-20 | 2020-21 | 2021-2022 | 2022-2023 | 2023-2024 |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Bramley, Donald | \$142,075 | \$146,882 | \$151,858 | \$157,007 | \$161,575 | \$166,281 |
| Cahill, Peter | \$145,894 | \$150,701 | \$155,677 | \$160,826 | \$165,394 | \$170,100 |
| Coppola, Richard | \$168,640 | \$173,447 | \$178,423 | \$183,572 | \$188,140 | \$192,846 |
| Graziano, Colleen | \$159,367 | \$164,174 | \$169,150 | \$174,299 | \$178,867 | \$183,573 |
| Kirk, Richard | \$152,426 | \$157,233 | \$162,209 | \$167,358 | \$171,926 | \$176,632 |
| Murin, Craig | \$112,799 | \$117,606 | \$122,582 | \$127,731 | \$132,299 | \$137,005 |
| Polak, Margaret | \$142,694 | \$147,501 | \$152,477 | \$157,626 | \$162,194 | \$166,900 |
| Read, Richard | \$115,569 | \$120,376 | \$125,352 | \$130,501 | \$135,069 | \$139,775 |
| Roach, Justin | \$96,658 | \$101,465 | \$106,441 | \$111,590 | \$116,158 | \$120,864 |
| Total | \$1,236,122 | \$1,279,386 | \$1,324,165 | \$1,370,511 | \$1,411,626 | \$1,453,975 |