

MAY 2, 2017

ELEMENTARY SCHOOL PERSONNEL

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

Additional Compensation

Recommend the approval of the following to chaperone the 8th Grade Class trip, May 23, 2017-May 24, 2017, (1 night), at a stipend of **\$225.00** (* except where notated) each per night:

- **Laura Wahl**
- **Kirt Wahl**
- **Kristine Yellovich**
- **Michele McNelis**
- **Brian McCann**
- **Andrew Manser**
- **Elizabeth Walling**
- **Jennifer Dyer**
- **Gina Melillo**
- **Richard Kirk ***

Recommend approval of Amelia Gliddon as the advisor for the Makerfest STEAM Challenge for 10 hours at \$28.50 per hour, not to exceed \$285.00.

Recommend approval of Andrea Trischitta to provide preparation for the Poetry Slam Consortium for 7 hours at \$28.50 per hour, not to exceed \$199.50.

Recommend approval of Andrea Trischitta to provide preparation for the Music and Movies Consortium for 10 hours at \$28.50 per hour, not to exceed \$285.50.

Warrior Club House Courtesy Aide Pay Rate:

Recommend approval of the hourly rate of pay for the Warrior Club House Courtesy Aide – Before and After Care Program of \$15.00 per hour.

Leave of Absence:

Recommend approval of the *revised* request for **TCH.ES.SPED.LR.08** (4321) to take an unpaid Family Medical Leave of Absence beginning on April 24, 2017 through June 30, 2017, a paid Family Leave of Absence beginning on September 5, 2017 through October 30, 2017, an unpaid Federal and NJ Family Leave beginning October 31, 2017 through February 6, 2018 with the maximum allowed as stipulated by the FMLA and NJFLA, and an unpaid Child Care Leave of Absence beginning February 7, 2018 through June 30, 2018 with an expected return date the first day of the 2018-2019 school year. (*pending placement on the school annual year re-hire lists*)

Recommend approval for **TCH.ES.RSPE.FL.01** (4391) to take an unpaid Childcare Leave of Absence extension beginning on May 31, 2017 through January 15, 2018 with an expected return on January 16, 2018, previously approved on August 16, 2016. (*pending placement on the school annual year re-hire lists*)

May 2, 2017

DOCUMENT O

Recommend approval for **TCH.ES.ELEM.02.13** (4089) to take an unpaid Family Medical Leave of Absence beginning on March 30, 2017 through on or about April 26, 2017 with an expected return on April 27, 2017 with the maximum allowed as stipulated by the FMLA.

Recommend approval of the request for **TCH.ES.SPED.PS.15** (4690) to take a paid Family Leave of Absence beginning on or about June 12, 2017 through June 22, 2017, an unpaid Federal and NJ Family Leave beginning September 1, 2017 through October 31, 2017 with an expected return date of November 1, 2017. (*pending placement on the school annual year re-hire lists*)

2016-2017 Staffing:

Recommend approval of the appointment of **Gerald Brown** as a Child Care Teacher for the Warrior Clubhouse Childcare Program for the **2016-2017 SY** at **\$18.00 per hour**, on an as needed basis.

2017-2018 Staffing

Recommend approval of the non-tenure, attaining tenure and tenured teaching staff for the **2017-2018 SY** as per **Document O-1**.

Recommend approval of the administrators for the **2017-2018 SY** as per **Document O-2**.

Recommend approval of the tenured, attaining tenure and non-tenured support staff for the 2017-2018 SY, as per **Document O-3**.

Recommend approval of the custodial staff for the 2017-2018 SY, as per **Document O-4**.

Recommend approval of the paraprofessional staff for the 2017-2018 SY, as per **Document O-5**.

17/18 ES TEACHER REHIRE LIST

TENURE

LASTNAME	FIRSTNAME	JOB TITLE	SALARY	LONGEVITY
Akins	Joan	Teacher MA	91,275.00	0.00
Boyne	Alissa	Teacher MA	63,010.00	0.00
Bradley	Linda	Teacher BA	67,510.00	0.00
Buss	Lauren	Teacher BA	63,010.00	0.00
Ciriello	Jessica	Teacher MA	91,275.00	500.00
Demattia	Gina	Teacher BA	51,510.00	0.00
Dyer	Jennifer	Teacher BA	61,010.00	0.00
Dzenis	Barbara	Teacher BA	85,540.00	500.00
Eastmond	Carrie	Teacher MA	61,010.00	0.00
Faul	Desiree	Teacher BA	78,640.00	0.00
Femenella	Cheryl	Teacher MA	58,410.00	0.00
Hill	Sandra Jo	Teacher BA	75,140.00	0.00
Innarella	Theresa	Teacher PhD	63,010.00	0.00
Jones	Jestine	Teacher BA	59,010.00	0.00
Kappy	Catherine	Teacher MA	77,140.00	500.00
Kehoe	Deborah	Teacher BA	75,140.00	0.00
Kelly	Lauren	Teacher BA	56,410.00	0.00
Kirk	Cynthia	Teacher BA	89,275.00	1,000.00
Kopec	Oriana	Teacher PhD	79,140.00	0.00
Kuriscak	Kindle	Teacher BA	59,010.00	0.00
Lamorticella	Ann Marie	Teacher MA	77,140.00	0.00
Lauffer	Marie	Teacher BA	63,010.00	0.00
Levy	Mark	Teacher MA	65,010.00	0.00
Leybovich	Alyse	Teacher MA	56,010.00	0.00
Manser	Andrew	Teacher BA	59,010.00	0.00
Markovitch	Robert	Teacher BA	67,510.00	0.00
Mazza	Melissa	Teacher BA	67,510.00	0.00
Mccann	Brian	Teacher PhD	65,010.00	0.00

LASTNAME	FIRSTNAME	JOB TITLE	SALARY	LONGEVITY	
Mead	Donna	Teacher MA	69,510.00	0.00	
Minutoli	Kristen	Teacher BA	61,010.00	0.00	
Reichey	Teresa	Teacher MA	69,510.00	0.00	
Reid	Marc	Teacher MA	91,275.00	0.00	
Reo	Patricia	Teacher BA	54,010.00	0.00	
Rodriguez	Carmen	Teacher MA	69,510.00	0.00	
Rostron	Jenny	Teacher MA	56,010.00	0.00	
Russoniello	Thomas	Teacher MA	69,510.00	0.00	
Sanders	Nancy	Teacher PhD	98,494.00	500.00	11 months
Savage	Teresa	Teacher PhD	69,311.00	0.00	11 months
Sayre	Michele	Teacher MA	63,010.00	0.00	
Schaad	Mathew	Teacher MA	77,140.00	0.00	
Sliwoski	Kristine	Teacher BA	59,010.00	0.00	
Taft	Catherine	Teacher BA	67,510.00	0.00	
Trischitta	Andrea	Teacher PhD	79,140.00	0.00	
Trumpbour	Teresa	Teacher BA	82,140.00	500.00	
Vayas	Valerie	Teacher BA	67,510.00	0.00	
Wahl	Laura Jensen	Teacher BA	67,510.00	0.00	
Wahl	Kirt	Teacher BA	67,510.00	0.00	
Walsh	Christin	Teacher PhD	71,510.00	0.00	
Ward	Kimberly	Teacher MA	61,010.00	0.00	
Wells	Jill	Teacher PhD	93,275.00	0.00	
Yellowich	Kristine	Teacher BA	67,510.00	0.00	

ATTAINING TENURE

LASTNAME	FIRSTNAME	JOB TITLE	SALARY	LONGEVITY
Krozser	Stacey	Teacher BA	50,610.00	0.00
Romano	Danielle	Teacher BA	54,010.00	0.00
Saake	Heather	Teacher BA	54,010.00	0.00

NON TENURE

LASTNAME	FIRSTNAME	JOB TITLE	SALARY	LONGEVITY
Akins	Luke	Teacher MA	52,610.00	0.00
Clark	Eric	Teacher BA	65,210.00	0.00
Gawron	Lauren	Teacher BA	54,010.00	0.00
Gliddon	Amelia	Teacher BA	50,610.00	0.00
Gordon	Brenan	Teacher MA	52,610.00	0.00
Marvel	Kate	Teacher MA	52,610.00	0.00
McMullen	Jaimie	Teacher BA	50,610.00	0.00
Mcneils	Michele	Teacher BA	50,110.00	0.00
Welfi	Christine	Teacher MA	52,110.00	0.00
Meillo	Gina	Teacher BA	51,510.00	0.00
Mura	Kali	Teacher BA	50,610.00	0.00
Rice	Christine	Teacher MA	52,610.00	0.00
Roland	Meghan	Teacher BA	50,610.00	0.00
Rotante	Justine	Teacher BA	50,610.00	0.00
Snel	Brianna	Teacher BA	54,010.00	0.00
Stonaker	Kathleen	Teacher MA	69,311.00	0.00
Walling	Elizabeth	Teacher BA	50,610.00	0.00
Wemple	Elyse	Teacher BA	50,610.00	0.00
Woytowicz	Jessica	Teacher BA	50,610.00	0.00
Young	Amy	Teacher MA	61,010.00	0.00

11 months

17/18 ES ADMIN REHIRE LIST

TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Graziano	Colleen	ES Principal	155,880.00	2,000.00
Kirk	Richard	Asst Principal - ES	148,769.00	2,000.00

17/18 ES SUPPORT STAFF REHIRE LIST

TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Gallant	Patricia	Secretary-12 Mo	52,000.00	600.00
King	Catherine	Secretary-12 Mo	52,000.00	360.00

ATTAINING TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Gale	Kelly	Secretary-12 Mo	45,620.00	0.00

NON TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Trainor	Sheri	Secretary-12 Mo	31,814.06	0.00
				71.30%

17/18 ES CUSTODIAN REHIRE LIST

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	STIPEND AMOUNT	STIPEND STIPEND	STIPEND AMOUNT	LONGEVITY
Dease	Mary	Custodian	43,232.00 BLACK SEAL	450.00		3,114.00	1,200.00
Hayden	Harry	Custodian	39,737.00 BLACK SEAL	450.00		360.00	
Smith	John	Custodian-Night	37,362.00 BLACK SEAL	450.00	CUSTODIAN NIGHT	0.00	
Sommers	Joseph	Custodian-Night	47,932.00 BLACK SEAL	450.00	CUSTODIAN NIGHT	3,994.00	1,200.00
Timpani	Santo	Custodian-Night	43,232.00 BLACK SEAL	450.00	CUSTODIAN NIGHT	3,603.00	1,200.00
Zuna	Carlos	Custodian-Night	43,232.00 BLACK SEAL	450.00	CUSTODIAN NIGHT	3,603.00	1,200.00

17/18 ES PARAPROFESSIONAL REHIRE LIST

LASTNAME	FIRSTNAME	JOBTITLE	LONGEVITY	HOURS		SALARY
				PER DAY		
Barlett	Christine	Paraprofessional	0.00	4.00		\$20.68/hour
Bergen	Kristen	Paraprofessional	0.00	4.00		\$20.08/hour
Brown	Gerald	Paraprofessional	0.00	7.00		\$20.08/hour
Collins	Cynthia	Paraprofessional	0.00	4.00		\$20.68/hour
Collins	Sandra	Paraprofessional	360.00	7.00		\$21.18/hour
Demico	Sarah	Paraprofessional	0.00	7.00		\$20.68/hour
Katona	Kelley	Paraprofessional	0.00	7.00		\$21.18/hour
Kurani	Danielle	Paraprofessional	0.00	4.00		\$21.18/hour
Le Blanc	Nancy	Paraprofessional	360.00	7.00		\$21.18/hour
Mccarthy	Mary	Paraprofessional	0.00	5.00		\$21.18/hour
Mclaughlin	Elizabeth	Paraprofessional	360.00	7.00		\$21.18/hour
Meillo	Marissa	Paraprofessional	0.00	7.00		\$20.68/hour
Murin	Kimberly	Paraprofessional	0.00	7.00		\$21.18/hour
Triggiano	Patricia	Paraprofessional	360.00	7.00		\$21.18/hour
White	Madonna	Paraprofessional	360.00	6.50		\$21.18/hour

MAY 2, 2017

HIGH SCHOOL PERSONNEL

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

Additional Compensation

Recommend the approval of the following teachers to chaperone the Junior Prom on March 24, 2017 at a stipend of \$28.50/hour for 5 hours each:

Christopher Craig	John Driscoll	Kurt Fenchel
David Hallion	Courtney Larkin	Jason Snyder
Megan Teufel	Tiffany Jaeger	Meghan Hillman
Marisa Marco		

Recommend the approval of the following teachers to chaperone the Senior Prom on June 9, 2017 at a stipend of \$28.50/hour for 5 hours each:

Amy Edwards	Dina Elms	Kurt Fenchel
David Hallion	Meredith Heeter	Meredith Morris
Megan Teufel	Alicia Narucki	Jason Snyder
Matthew Voskian		

Recommend approval of **Susan Fick**, special education teacher, to provide Wilson Level I reading instruction to student # 192909 twice a week for 50 minutes for the 2016-2017 SY at a rate of **\$50.00 per session**, paid by Brielle.

Resignation

Recommend the approval of the resignation of **Dina D'Angelico-Elms**, GUI.HS.COUN.FL.03, High School Guidance Counselor, for the purpose of retirement, effective July 1, 2017.

Recommend the approval of the resignation of **Patricia Fey**, SEC.HS.SCHS.NA.09, 12-Month Secretary, for the purpose of retirement, effective June 1, 2017.

Recommend the approval of the resignation of **Alan Abraham**, TCH.HS.MUSI.FL.01, High School Music Teacher, for the purpose of retirement, effective May 1, 2017.

Substitutes:

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

Teacher

Walsh, Lynn		Tardiff, Michaela
Finlay, Amanda		Sherwood, Alexis
Bale, Leah		DiPasquale, Brittany
Warncke, Dana		

May 2, 2017

Paraprofessional

Walsh, Lynn		Tardiff, Michaela
Finlay, Amanda		Sherwood, Alexis
Bale, Leah		DiPasquale, Brittany
Warncke, Dana		

Secretary

Walsh, Lynn		Tardiff, Michaela
Finlay, Amanda		Sherwood, Alexis
DiPasquale, Brittany		Warncke, Dana

Athletics/Addendum "C" Advisors:

Recommend approval to **rescind** following Addendum "C" 2016-2017 SY advisor staff (previously approved on February 28, 2017:

Club	Advisor	Stipend
Boys Volleyball	Chryseis McHugh	\$2,400.00

Recommend approval of following Addendum "C" 2016-2017 SY advisor staff, effective March 28, 2017:

Club	Advisor	Stipend
Band Director	David Buckle	\$13,162 (pro-rated)
Band Front	David Buckle	\$2,354 (pro-rated)

Recommend approval of following *revised* Addendum "C" 2016-2017 SY advisor staff, effective August 26, 2016 through March 27, 2017:

Club	Advisor	Stipend
Band Director	Alan Abraham	\$13,162 (pro-rated)
Band Front	Alan Abraham	\$2,354 (pro-rated)
Band Assistant	David Buckle	\$3,344 (pro-rated)

Leave of Absence:

Recommend approval of the request for **TCH.HS.WLAN.FL.04(4727)** to take a paid Family Leave of Absence beginning on or about September 5, 2017 through September 25, 2017, an unpaid Federal and NJ Family Leave beginning September 26, 2017 through February 9, 2018 with an expected return date of February 19, 2018. (*pending placement on the school annual year re-hire lists*)

2016-2017 Staffing

Recommend approval of the *revised* contract of **Lynn Coates**, ADM.BO.SBA.NA.01, as Business Administrator/Board Secretary for the 2016-2017 SY as per **Document 3-1**.

Recommend the approval of the appointment of **Stephanie Winter**, as a 12-month Secretary, at **Step 1-2 \$42,515.00 (pro-rated)** effective May 30, 2017.

May 2, 2017

DOCUMENT 3

2017-2018 Staffing

Recommend approval of the non-tenure, attaining tenure and tenured teaching staff for the **2017-2018 SY** as per **Document 3-2.**

Recommend approval of the non-tenured and tenured administrators for the **2017-2018 SY** as per **Document 3-3.**

Recommend approval of the district administrators for the **2017-2018 SY** as per **Document 3-4.**

Recommend approval of the tenured and non-tenured support staff for the **2017-2018 SY**, as per **Document 3-5.**

Recommend approval of the confidential district support staff for the **2017-2018 SY** as per **Document 3-6.**

Recommend approval of the technology and district support personnel for the **2017-2018 SY** as per **Document 3-7.**

Recommend approval of the custodial staff for the **2017-2018 SY**, as per **Document 3-8.**

Recommend approval of the paraprofessional staff for the **2017-2018 SY**, as per **Document 3-9.**

Recommend approval of the contract of **Lynn Coates**, ADM.BO.SBA.NA.01, as Business Administrator/Board Secretary for the **2017-2018 SY** as per **Document 3-10.**

AMENDED CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **2nd day of May 2017**, 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 approved authorization of a Contract of Employment for the Business Administrator on April 26, 2016, and the contract was approved by the Executive County Superintendent; 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

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, 2016, and expiring at midnight on June 30, 2017.

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 FIFTY ONE THOUSAND FIVE HUNDRED NINETY-SEVEN DOLLARS (\$151,597)**. 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.

The parties agree that a stipend in the amount of \$1,753 shall be paid for the purpose of mentoring.

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, 2016**, 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 **2017-2018** 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, 2016**.

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, 2016**. 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 Revised Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **May 2, 2017**, 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

17/18 HS TEACHER REHIRE LIST

TENURE				
LASTNAME	FIRSTNAME	JOB TITLE	SALARY	LONGEVITY
Anderson	Carol	Teacher BA	61,010.00	0.00
Basaman	Ryan	Teacher MA	80,640.00	0.00
Battaglia Jr	Paul	Teacher BA	75,140.00	0.00
Blodeau	Wilfred	Teacher BA	89,275.00	0.00
Bortales	Cheryl	Teacher MA	91,275.00	0.00
Boodey	Gretchen	Teacher BA	89,275.00	1,000.00
Bryant	Jason	Teacher PhD	93,275.00	0.00
Buckley	Barbara	Teacher PhD	89,540.00	500.00
Busco	Leigh	Teacher MA	65,010.00	0.00
Buss	Kristen	Teacher BA	82,140.00	0.00
Caravella	Nicole	Teacher MA	53,510.00	0.00
Certo	Louis	Teacher PhD	79,140.00	500.00
Certo	Amy	Teacher BA	67,510.00	0.00
Cosse	Pamela	Teacher MA	92,554.00	0.00 11 months
Crowning	Lisa	Teacher BA	78,640.00	0.00
Demuro	Jeffrey	Teacher MA	80,640.00	500.00
Driscoll	John	Teacher PhD	93,275.00	0.00
Duggan	Lauren	Teacher MA	63,010.00	0.00
Eldridge	Maria	Teacher MA	87,540.00	0.00
Fagen	James	Teacher PhD	65,010.00	0.00
Fenchel	Kurt	Teacher BA	89,275.00	0.00
Fenlon	Monica	Teacher BA	61,010.00	0.00
Freda	James	Teacher PhD	93,275.00	1,000.00
Glenn Iv	Thomas	Teacher BA	67,510.00	0.00
Hallion	David	Teacher BA	59,010.00	0.00
Harvey Jr	Harry	Teacher MA	87,540.00	500.00
Heeter	Meredith	Teacher MA	69,510.00	0.00
Hillman	Meghan	Teacher MA	63,010.00	0.00
Hoffman	Erich	Teacher MA	91,275.00	0.00
Hyland	Kevin	Athletic Trainer	92,875.00	500.00
Kehoe	Robert	Teacher PhD	102,603.00	0.00 11 months
Keller-kaas	Sharon	Teacher PhD	67,010.00	0.00

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Kozic	Claire	Teacher MA	65,010.00	0.00
Kukoda	Lisa	Teacher BA	59,010.00	0.00
Lee	Brian	Teacher BA	67,510.00	0.00
Lobosco	Joanne	Teacher BA	78,640.00	0.00
Lomas	Brett	Teacher PhD	71,510.00	0.00
Lord Van Note	Susan	Teacher PhD	102,603.00	0.00 11 months
Martucci	Gina	Teacher MA	91,275.00	0.00
Mawn	James	Teacher MA	80,640.00	500.00
McHugh	Chryseis	Teacher BA	61,010.00	0.00
Minutoli	Jason	Teacher BA	61,010.00	0.00
Moore	Jill	Teacher BA	89,275.00	1,000.00
Morris	Meredith	Teacher BA	54,010.00	0.00
Mura	Jennifer	Teacher MA	80,640.00	0.00
O'Connor	Erin	Teacher MA	58,410.00	0.00
Onorato	Jamie	Teacher MA	61,010.00	0.00
Price	Julian	Teacher BA	82,140.00	500.00
Puryear	Pamela	Teacher PhD	86,140.00	0.00
Radzinsky	Kristin	Teacher BA	67,510.00	0.00
Santucci	Jill	Teacher BA	63,010.00	0.00
Treney	Carolyn	Teacher BA	67,510.00	0.00
Van Pelt Jr	Dennis	Teacher BA	69,160.00	500.00
Villano	Susan	Teacher BA	89,275.00	1,000.00
Voskian	Matthew	Teacher BA	54,010.00	0.00
Waideyer	Robert	Teacher BA	89,275.00	0.00
Wasnesky	Eric	Teacher MA	65,010.00	0.00
Weisert	Lee	Teacher PhD	93,275.00	1,000.00
Zdanowicz	Kristen	Teacher BA	78,640.00	0.00

ATTAINING TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Craig	Christopher	Teacher MA	52,610.00	0.00
Edwards	Amy	Teacher MA	52,610.00	0.00
Hoeler	Linda	Teacher MA	52,610.00	0.00
Marco	Marisa	Teacher BA	50,610.00	0.00

NON TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Balon	Kelly	Teacher MA	80,454.00	0.00 11 months
Griffith	Allyson	Teacher MA	63,010.00	0.00
Hall	Joann	Teacher BA	50,610.00	0.00
Herman	Alexis	Teacher MA	56,010.00	0.00
Hoffman	Jeffrey	Teacher BA	50,610.00	0.00
Jaeger	Tiffany	Teacher MA	52,610.00	0.00
Knitter	Nancy	Teacher MA	63,010.00	0.00
Koenig	Lorraine	Teacher BA	50,610.00	0.00
Larkin	Courtney	Teacher MA	53,510.00	0.00
Narucki	Alicia	Teacher MA	63,010.00	0.00
Rostrom	Brian	Teacher BA	59,010.00	0.00
Rudder	Elizabeth	Teacher MA	71,511.00	0.00 11 months
Russo	Rosa	Teacher BA	56,410.00	0.00
Shibla	Brent	Teacher MA	52,110.00	0.00
Snyder	Jason	Teacher BA	50,610.00	0.00
Szenzenstein	Jacqueline	Teacher BA	36,150.72	0.00 71.43%
Teufel	Megan	Teacher BA	50,610.00	0.00
Virok	Christina	Teacher MA	56,010.00	0.00

17/18 HS ADMIN REHIRE LIST

TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Bramley	Donald C	HS Asst.. Principals	138,670.00	0.00
Coppola	Richard	HS Principal	164,927.00	0.00
Mccarthy	Sean	Dean of Students	125,043.00	2,000.00
Murin	Craig	SUPERVISOR - 12 MO.	110,109.00	1,000.00

NON TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Cahill	Peter	Supervisor of Athletics	142,736.00	2,000.00
Read	Richard	HS Asst.. Principals	113,150.00	1,000.00
Roach	Justin	SUPERVISOR - 12 MO.	94,300.00	0.00

17/18 DISTRICT ADMIN REHIRE LIST

TENURE

LAST NAME	FIRST NAME	JOB TITLE	SALARY	LONGEVITY
Kerensky	Barbara	Dir of Curr & Inst	131,348.60	1,000.00
Place	Jesse	Dir of Tech&HR	123,844.60	
Polak	Margaret	Supv Spec Services	139,614.00	2,000.00

17/18 HS SUPPORT STAFF REHIRE LIST

TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Eckart	Durell	Secretary-12 Mo	52,000.00	600.00
Mahon	Kathleen	Secretary-12 Mo	52,000.00	600.00
Metz	Virginia	Secretary-12 Mo	50,320.00	360.00
Scerbo	Lucyann	Secretary-12 Mo	50,320.00	360.00

NON TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Juska	Bailey	Secretary-12 Mo	45,620.00	0.00
Winter	Stephanie	Secretary-12 Mo	44,620.00	0.00

17/18 NON-AFFILIATED DISTRICT SUPPORT STAFF

TENURE

LASTNAME	FIRSTNAME	JOB TITLE	SALARY	LONGEVITY
Attilio	Maria	Conf. Secretary	54,279.99	500.00
Blasi	Teresa	Payroll/Benefits	45,620.00	0.00
Freeman	Sandra	Conf. Secretary	59,229.90	1,000.00
Jost	Cynthia	Accounts Payable	49,020.00	0.00
Read	Kimberly	Bookkeeper	72,221.97	1,000.00

ATTAINING TENURE

LASTNAME	FIRSTNAME	JOB TITLE	SALARY	LONGEVITY
Dietrick	JoAnn	Conf. Secretary	53,844.53	0.00
Hudson	Tara	Tech Comm Assist.	45,620.00	0.00

17/18 TECHNOLOGY AND DISTRICT SUPPORT REHIRE LIST

Technology Non-Affiliated

LAST NAME	FIRST NAME	SALARY	LONGEVITY
Egan	James	71,017.13	0
Froehlich	Kyle	48,459.95	0
Scott	Frank	103,024.80	0

Supervisor Non-Affiliated

LAST NAME	FIRST NAME	SALARY	LONGEVITY	STIPEND BLACK SEAL
Hudson	Matthew	61,500.00	360.00	450.00

17/18 HS CUSTODIAN REHIRE LIST

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	STIPEND	STIPEND AMOUNT	STIPEND	STIPEND AMOUNT	LONGEVITY
Dichiara	Salvatore	Custodian	43,232.00	BLACK SEAL	450.00			1,200.00
Faden	Steven	Custodian-Night	39,737.00	BLACK SEAL	450.00	CUSTODIAN NIGHT	3,311.00	360.00
Guzman	Pastor	Custodian-Night	40,737.00	BLACK SEAL	450.00	CUSTODIAN NIGHT	3,395.00	360.00
Hordeman	Diane	Custodian	37,362.00	BLACK SEAL	450.00			0.00
Rehbein	Dennis	Custodian-Night	45,532.00	BLACK SEAL	450.00	CUSTODIAN NIGHT	3,794.00	1,200.00
Reichey	Thomas	Custodian	39,737.00	BLACK SEAL	450.00	CUSTODIAN OF GROUNDS	625.00	360.00
Richey	Kevin	Custodian - Ground:	37,362.00		0.00			0.00
Rodger	Marc	Custodian-Night	37,362.00	BLACK SEAL	450.00	CUSTODIAN NIGHT	3,114.00	0.00

17/18 HS PARAPROFESSIONAL REHIRE LIST

LASTNAME	FIRSTNAME	JOBTITLE	LONGEVITY	HOURS PER DAY	SALARY
Gerlach	Dorothy	Paraprofessional	360.00	7.00	\$21.18/hour
Manovill	Donya	Paraprofessional	360.00	7.00	\$21.18/hour
Read	Richard	Paraprofessional	0.00	7.00	\$21.18/hour

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **2nd day of May 2017**, 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, 2017**, 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 **May 2, 2017**, 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, 2017, and expiring at midnight on June 30, 2018.

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 FIFTY FIVE THOUSAND THREE HUNDRED EIGHTY-SEVEN DOLLARS**

(\$155,387). 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.

The parties agree that a stipend in the amount of \$12,000 shall be paid for the purpose of Mrs. Coates being appointed Facility Manager under her CEFM Certificate and incorporated in her stipend as she will mentor the Custodial Supervisor who is pursuing his certificate.

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, 2017**, 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 **2018-2019** 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, 2017**.

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, 2017**. 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 Revised Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **May 2, 2017**, 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