

JULY 15, 2019

ELEMENTARY SCHOOL PERSONNEL

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

2019-2020 Staffing

Recommend approval of the following teachers to teach an **additional elementary school class** for the 2019-2020 school year.

Teacher	Subject Area	Term	Compensation
Trischitta, Andrea	Digital Storytelling	Full Year	\$7,500.00
Clark, Eric	Band Lessons	Full Year	\$7,500.00

Additional Compensation

Recommend the approval of the following additional compensation for the 2019-2020 school year:

Employee	Number of Hours	Hourly Rate	Purpose
Ann Marie LaMorticella	12 Hours	\$50.00	Translator at IEP Meetings
Jill Wells	8 Hours	\$80.00	Newly Referred Student Evaluations for Child Study Team
Kindle Kuriscak	7 Hours	\$30.00	CST Meetings – Processing New Referrals or Re-evaluations
Deborah Kehoe	7 Hours	\$30.00	CST Meetings – Processing New Referrals or Re-evaluations
Alissa Boyne	8 Hours	\$80.00	Newly Referred Student Evaluations for Child Study Team
Kelly Balon	30 Minutes Per Month	\$93.15	Home Training / Behavior Support for Student #6136152278
Kelly Balon	4 Hours Per Month	\$93.15	Home Training / Behavior Support for Student #5705503520

DOCUMENT 3

Kirt Wahl	4 Hours (Winter Date To Be Determined)	\$30.00	Grade 8 Film Festival MP1 and MP2
Kirt Wahl	4 Hours (Spring Date To Be Determined)	\$30.00	Digital Storytelling MP3 and MP4
Andrea Trischitta	4 Hours (Winter Date To Be Determined)	\$30.00	Grade 8 Film Festival MP1 and MP2
Andrea Trischitta	4 Hours (Spring Date To Be Determined)	\$30.00	Digital Storytelling MP3 and MP4
Amelia Gliddon	10 Hours June 2020	\$30.00	Advisor for Makerfest
AnnMarie LaMorticella	10 Hours June 2020	\$30.00	Advisor for Makerfest
Jaimee McMullen	4 Hours July 2019	\$50.00 Compensation Paid by Warrior Clubhouse	Summer STEM Camp Preparation
Oriana Kopec	10 Days, 2 Hours Per Day plus 4 Hours of Preparation July 2019	\$50.00 Compensation Paid by Warrior Clubhouse	Summer STEM Camp

Recommend the approval of **Meghan Dullea** to provide community based recreational support for up to a maximum of **72 hours at \$50.00 per hour**. All support provided off campus via home programming or structured camp.

Athletics/Addendum "C" Advisors

Recommend approval of the resignation of **Sarah King** as Girls Cross Country Coach for the 2019-2020 school year.

Resignation

Recommend approval of the resignation of **Kristie Gola**, TCH.ES.ELEM.05.01, Elementary School Teacher, effective June 30, 2019.

JULY 15, 2019

HIGH SCHOOL PERSONNEL

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

2019-2020 Staffing

Recommend approval of **Paul Guntjeski** to provide six (6) hours per week of home behavioral support/training to SID# 9024185332 at a rate of \$25.00 per hour from July 2019 through June 2020, not to exceed \$7,000.00.

Recommend approval of the appointment of **Dana Warncke**, TCH.HS.GYM.FL.03 ,as a Teacher of Health and Physical Education, for the 2019-2020 school year at **Step 3BA- \$52,975.00**.

Recommend approval of the voluntary transfer of **Christopher Craig** from High School Teacher of Special Education, TCH.HS.SPED.RR.13, to High School Teacher of Social Studies, TCH.HS.SSTU.FL.08, effective for the 2019-2020 school year.

Recommend approval of the appointment of **Adam Petriella**, TCH.HS.SCNC.FL.08 as a Teacher of Science, for the 2019-2020 school year at **Step 1-2MA - \$54,475.00, pending criminal history and employment history review.**

Recommend approval to **rescind the appointment and contract** of **Jesse Place**, ADM.HS.TECH.NA.01, as Director of Technology and Human Resources, effective July 16, 2019.

Recommend approval of the appointment and contract of **Jesse Place**, ADM.BO.ASSTSUP.NA.01, as Assistant Superintendent, for the 2019-2020 school year effective July 16, 2019, as per **Document O-1**.

Recommend approval of the appointment of **Robert Goodall**, ADM.HS.PRIN.NA.01, as High School Principal for the 2019-2020 school year at a salary of **\$178,500.00 (pro-rated)**, effective on or about July 16, 2019 or as soon as released from current contract, **pending criminal history and employment history review.**

Curriculum Writing 2019-2020SY:

Recommend approval of the **revision** of the following teacher to write curriculum for the 2019-2020 school year at the rate of \$30.00 per hour. In addition to the hours listed below, teachers shall also be paid an additional \$60.00 if they attend an optional summer curriculum training session. (*previously approved on June 11, 2019*).

<i>New Full-Year Courses</i>			
<i>College Curriculum or AP Syllabus</i>			
Course	Teacher	Hours	Total Cost
Informational Technology	Linda Hoeler	60	\$1,800.00

Leave of Absence

Recommend approval of the request for **TCH.HS.SPED.LR.02** (4857) to take a paid Family Leave of Absence beginning on or about October 21, 2019 through November 8, 2019 (15 Days), and an unpaid Federal and NJ Family of Absence from November 9, 2019 through February 2, 2020, with the maximum permitted under the FMLA and NJFLA, with an expected return date of February 3, 2020.

Additional Compensation

Recommend the approval of the following additional compensation for the 2019-2020 school year:

Employee	Number of Hours	Hourly Rate	Purpose
Brett Lomas	7 Hours	\$30.00	Newly Referred Student Evaluations or Re-evaluation for Child Study Team
Katharine Sawicki	7 Hours	\$30.00	Newly Referred Student Evaluations or Re-evaluation for Child Study Team
Kelly Balon	4 Hours Per Month	\$93.15	Home Training / Behavior Support for Student #9024185332
Amy Edwards	4 Hours July 2019	\$50.00 Compensation Paid by Warrior Clubhouse	Summer STEM Camp Preparation
Thomas Glenn	10 Days, 2 Hours Per Day plus 4 Hours of Preparation July 2019	\$50.00 Compensation Paid by Warrior Clubhouse	Summer STEM Camp

Recommend approval of the following Central Office Staff Member(s) to perform clerical responsibilities at Public Board of Education Meetings for the 2019-2020 school year at a stipend of \$32.50 per hour:

Sandra Freeman

Alternates: JoAnn Dietrick and Tara Hudson

Recommend the approval of **Brett Lomas** to receive a stipend of \$5,000 (salary) and \$382 (FICA) to teach a summer bridge course for AP Computer Science A. This stipend is fully funded by the approved Advanced Computer Science Grant Mr. Lomas was awarded in January 2019.

Athletics/Addendum "C" Advisors

Recommend approval of the following Addendum "C" 2019-2020 SY coaching staff :

SPORT	COACH	STEP	STIPEND	LONGEVITY
VARSITY GIRLS TRACK & FIELD COACH	KRISTEN ZDANOWICZ	C	\$6,600.00	
ASSISTANT GIRLS BASKETBALL COACH	SIERRA SABIN	A	\$3,772.00	
ASSISTANT FIELD HOCKEY	MCKENZIE GROGAN (Pending Criminal History and Employment History Review)	A	\$4,384.00	

Recommend approval of the following Addendum "C" 2019-2020 SY advisors:

CLUB	ADVISOR		STIPEND	LONGEVITY
NATIONAL HONOR SOCIETY CO-ADVISOR	NANCY KNITTER		\$1,260.00	
NATIONAL HONOR SOCIETY CO-ADVISOR	KATHARINE SAWICKI		\$1,260.00	
STUDENT COUNCIL CO-ADVISOR	CHRISTOPHER CRAIG		\$2,105.00	
STUDENT COUNCIL CO-ADVISOR	MARISA MARCO		\$2,105.00	
WARRIOR FOR WELLNESS ADVISOR	CLAIRE KOZIC		\$1,345.00	

Recommend approval of the **resignation** of Allyson Griffith as an Addendum "C" 2019-2020 SY Class Advisor.

Recommend approval for the following non-paid **volunteer coaches** for the 2019-2020 school year school:

Julian Price, Sr. – football
 Eric Howland – football
 Brian Price – football
 John Morris – football (*pending criminal history and employment history review*)
 Christie Pearce Rampone – girls' soccer
 MaryBeth Stehle – girls' soccer
 James Crines – boys' soccer
 David Zupko – boys' soccer
 Jeffrey Algor – boys' soccer

Recommend approval of Chris Rice as a non-paid **volunteer athletic event photographer**.

Recommend approval of Anthony Petrosini, M.D. and Peter Gonzalez, M.D. as a non-paid **volunteer orthopedic physicians/volunteer medical doctors**, for the 2019-2020 school year.

DOCUMENT O

Recommend approval of the following out-of-district athletic event workers for the 2019-2020 school year:

- | | |
|---------------------|-----------------------|
| • Mary Devereux | Ticket Seller/Taker |
| • Vanessa Hyland | Ticket Seller/Taker |
| • Thomas Mahon | Security/Scorekeeper |
| • Arthur Gordon | Announcer/Scorekeeper |
| • Thomas Pellegrino | Announcer |

Resignation

Recommend approval of the resignation of Melanie DiTommaso, **GULHS.LTRG.01.01, High School Guidance Counselor** (long term replacement – 4556), effective July 16, 2019.

Interns/Student Teachers

Recommend approval of Julia Sablon, OTA student from Thomas Jefferson to complete her Level II fieldwork under the supervision of district OT Jill Wells from October 21, 2019 through December 14, 2019 (8 weeks/300 hours).

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **15th day of July 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 Assistant Superintendent").

WITNESSETH

WHEREAS, the Board and the Assistant Superintendent 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 Assistant Superintendent the position of Assistant Superintendent effective **July 16, 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 **July 15, 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 Assistant Superintendent, for the consideration herein specified, agree as follows:

1. **TERM**

The Board hereby agrees to employ Jesse R. Place as the Assistant Superintendent for the period beginning July 16, 2019 and expiring at midnight on June 30, 2020.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. **Certification:**

The Assistant Superintendent shall maintain a current and valid certificate issued by the New Jersey Department of Education for the position of Assistant Superintendent. In the event the Assistant Superintendent'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 Assistant Superintendent further agrees to comply with all other legal requirements respecting the employment of an Assistant Superintendent.

B. Duties:

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

3. **PROFESSIONAL GROWTH OF ASSISTANT SUPERINTENDENT**

The Board and the Assistant Superintendent recognize the value to the District of the continuing professional growth and development of the Assistant Superintendent. The Board encourages the continuing professional growth of the Assistant Superintendent through his participation as he and the Superintendent might decide, in light of his professional responsibilities as the Assistant Superintendent, 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 Assistant Superintendent to perform his professional responsibilities for the Board;
- D. Visits to other institutions; and
- E. Other activities promoting the professional growth of the Assistant Superintendent.

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Assistant Superintendent'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 Assistant Superintendent shall follow Board policy and applicable law in supplying the necessary documentation for reimbursement.

4. **COMPENSATION**

A. Salary:

The Board shall pay the Assistant Superintendent an annual salary of **ONE HUNDRED THIRTY TWO THOUSAND SIX HUNDRED FIFTY THREE DOLLARS (\$132,653.00)** Dollars, pro-rated for his term of employment. This pro-rated, annual salary shall be paid to the Assistant Superintendent 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.

B. Merit Bonuses:

The Assistant Superintendent may receive a merit bonus in addition to his annual base salary. The merit bonus will be based upon his achievement of quantitative merit criteria and/or qualitative merit criteria. If the parties have not already done so, then within sixty (60) days of the execution of this Contract of Employment, the Board and the Assistant Superintendent shall select up to two (2) merit criteria for the 2019-2020 school year. The Executive County Superintendent of Schools shall approve or disapprove the selection of quantitative merit and/or qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and/or qualitative merit criteria.

The Assistant Superintendent shall receive a merit bonus in an amount of 2.5% of his annual base salary for each quantitative and qualitative merit criterion achieved. The Board shall submit a resolution to the Executive County Superintendent of Schools certifying that the merit criterion has been satisfied and shall await a confirmation of the satisfaction of that criterion from the Executive County Superintendent of Schools prior to payment of the merit bonus.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Assistant Superintendent 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 Assistant Superintendent on **July 16, 2019**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Assistant Superintendent 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. Should the Assistant Superintendent not be reappointed for the 2020-2021 school year, he shall be compensated for up to ten (10) unused vacation days calculated at the rate of 1/260 on an annualized basis.

The Assistant Superintendent shall be granted four (4) personal days annually, without loss of salary, all of which shall be available to the Assistant Superintendent on **July 16, 2019**.

The Assistant Superintendent 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 Assistant Superintendent may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Assistant Superintendent to work on any paid holiday, the Board shall offer the Assistant Superintendent 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 Assistant Superintendent no later than September 1 of each year.

B. Bereavement Leave:

The Assistant Superintendent 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 Assistant Superintendent. The Assistant Superintendent 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 Assistant Superintendent 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 Assistant Superintendent's family as defined above.

C. Health and other Insurance Benefits:

The Board shall provide health benefits, including prescription, and dental coverage for the Assistant Superintendent, and if applicable, his spouse and dependents. The Assistant Superintendent 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 Assistant Superintendent shall be substantially equivalent to the health insurance, prescription, and dental plan provided to other administrators employed by the Board.

It shall be the Assistant Superintendent's 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 Assistant Superintendent or to the Assistant Superintendent's HSA no later than January 15 of each year. The Assistant Superintendent 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 Assistant Superintendent has the right to waive health benefits. 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.

To the extent the Board does not provide group disability insurance to the staff of the District, the Board shall reimburse the Assistant Superintendent, annually in an amount up to two thousand dollars (\$2,000.00), for his payment of premiums toward a disability insurance policy. The Assistant Superintendent shall provide the Board with proof of payment of the premiums at the time he requests reimbursement.

D. Sick Leave:

The Assistant Superintendent shall be provided twelve (12) sick days annually, calculated on an annualized basis, all of which shall be available to the Assistant Superintendent on **July 16, 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 Assistant Superintendent's then annual salary unless otherwise provided by law. Reimbursement for sick days shall not exceed \$15,000.00.

The Assistant Superintendent 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 Assistant Superintendent's membership fees and/or charges for two (2) professional associations selected by the Assistant Superintendent that directly relate to his professional duties and responsibilities as Assistant Superintendent, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

The Board shall reimburse the Assistant Superintendent for expenses incurred for travel and sustenance in the performance of the Assistant Superintendent'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 Assistant Superintendent 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 Assistant Superintendent shall be provided with a laptop computer.

G. Mentoring/Residency Program:

The Board shall pay or reimburse the Assistant Superintendent the full cost of his participation in the New Jersey School Administrator Residency Program required to obtain his standard School Administrator endorsement. This shall include costs to enroll in the residency program and payments to a mentor as required by the program.

H. Tuition Reimbursement:

The Board shall reimburse the Assistant Superintendent 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, provided such coursework culminates in the acquisition of a graduate degree conferred by a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1.

6. **SEPARATION FROM SERVICE**

A. Accumulated Unused Vacation Days:

Upon the Assistant Superintendent'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 thirty-five (35) days. Payments shall be calculated at the Assistant Superintendent's daily rate of pay, based upon a 260-day work year, within thirty (30) days of the Assistant Superintendent's last day of employment.

7. **EVALUATION**

The Superintendent shall evaluate the performance of the Assistant Superintendent 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 Assistant Superintendent on terms and conditions as agreed by the parties and upon the prior approval of the Executive County Superintendent of Schools.

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 Assistant Superintendent upon sixty (60) days written notice to the Board. The Board may agree to a lesser period of time if so requested by the Assistant Superintendent;
- C. Unilateral termination by the Board upon sixty (60) days written notice to the Assistant Superintendent;
- D. Actions consistent with law; or
- E. In the event that the Assistant Superintendent's certificate is revoked, this Contract shall become null and void as of the date of revocation.

10. **COMPLETE AGREEMENT**

This Contract of Employment embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

11. **CONFLICTS**

In the event of any conflict between the terms, conditions and provisions of the Board's policies, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Contract of Employment shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the contract.

12. **SAVINGS CLAUSE**

If during the term of this Contract of Employment, it is found that a specific clause of the Contract of Employment is contrary to federal or state law, the remainder of the Contract of Employment not affected by such a ruling shall remain in force.

WHEREAS, the Assistant Superintendent approves the terms and conditions of this Contract of Employment, and agrees to be bound by same;

WHEREAS, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **July 15, 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
Assistant Superintendent

Date

Witness:

Eugene Cattani, Jr.
President, Manasquan Board of Education

Date

Witness:

JULY 15, 2019

HIGH SCHOOL PERSONNEL

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

Resignation

Recommend approval of the resignation of **Lynn Coates**, ADM.BO.SBA.NA.01, for the purpose of retirement effective December 1, 2019.