

APRIL 24, 2018

ELEMENTARY SCHOOL PERSONNEL

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

Additional Compensation

Recommend approval of **Andrea Trischitta** to be compensated five (5) hours during the period of January 31, 2018 and February 1, 2018 for the purpose of preparation and performance of the Oratory Symposium, at a rate of **\$28.50 per hour, not to exceed \$142.50.**

Recommend approval of **Andrea Trischitta** to be compensated five and a half (5.5) hours during the period of March 1, 2018 and March 2, 2018 for the purpose of preparation and performance of the Seuss in My Room performance, at a rate of **\$28.50 per hour, not to exceed \$156.75.**

Recommend approval of **Andrea Trischitta** to be compensated ten (10) hours during the period of March 5, 2018 through March 30, 2018 for the purpose of preparation the Shore Consortium – Music and Movies, at a rate of **\$28.50 per hour, not to exceed \$285.00.**

Recommend approval to compensate **Laura Wahl** a stipend in the amount of **\$910.00** as advisor for an additional ten (10) sessions of STEM Club – Grade 6.

Leave of Absence

Recommend approval of the request for TCH.ES.ELEM.03.20 (4493) to take an unpaid Child Care leave of absence *extension* for the 2018-2019 school year. (*previously approved on November 15, 2016*)

2018-2019 Staffing

Recommend approval of the non-tenure, attaining tenure and tenured teaching staff for the **2018-2019 SY** as per **Document 4-1.**

Recommend approval of the non-tenure and tenured secretarial staff for the **2018-2019 SY**, as per **Document 4-2.**

Recommend approval of the custodial staff for the **2018-2019 SY**, as per **Document 4-3.**

Recommend approval of the paraprofessional staff for the **2018-2019 SY**, as per **Document 4-4.**

Recommend approval of the tenured administrators for the **2018-2019 SY** as per **Document 4-5.**

Recommend the approval of the contract of **Barbara Kerensky**, Co-Coordinator of the Warrior Clubhouse Childcare Program for the **2018-2019 SY** at **\$4,203.00.**

Recommend the approval of the contract of **Margaret Polak**, Co-Coordinator of the Warrior Clubhouse Childcare Program for the **2018-2019 SY** at **\$4,203.00.**

April 24, 2018

DOCUMENT 4-1

MES - TEACHING STAFF

2018-2019 School Year

TENURE

LASTNAME	FIRSTNAME	SALARY	
Boyne	Alissa	To Be Determined	
Bradley	Linda	To Be Determined	
Buss	Lauren	To Be Determined	
Ciriello	Jessica	To Be Determined	
DeMattia	Gina	To Be Determined	
Dyer	Jennifer	To Be Determined	
Dzenis	Barbara	To Be Determined	
Eastmond	Carrie	To Be Determined	
Faul	Desiree	To Be Determined	
Femenella	Cheryl	To Be Determined	
Hill	Sandra Jo	To Be Determined	
Jones,	Jestine	To Be Determined	
Kappy	Catherine	To Be Determined	
Kehoe	Deborah	To Be Determined	
Kelly	Lauren	To Be Determined	
Kirk	Cynthia	To Be Determined	
Kopec	Oriana	To Be Determined	
Kuriscak	Kindle	To Be Determined	
Lamorticella	Ann Marie	To Be Determined	
Lauffer	Marie	To Be Determined	
Levy	Mark	To Be Determined	
Leybovich	Alyse	To Be Determined	
Manser	Andrew	To Be Determined	
Markovitch	Robert	To Be Determined	
Mazza	Melissa	To Be Determined	
Mccann	Brian	To Be Determined	
Mead	Donna	To Be Determined	
Minutoli	Kristen	To Be Determined	
Pierce	Kristine	To Be Determined	
Reichey	Teresa	To Be Determined	
Reid	Marc	To Be Determined	
Reo	Patricia	To Be Determined	
Rodriguez	Carmen	To Be Determined	
Romano	Danielle	To Be Determined	
Rostron	Jenny	To Be Determined	
Russoniello	Thomas	To Be Determined	
Saake	Heather	To Be Determined	
Sanders	Nancy	To Be Determined	11 months
Savage	Teresa	To Be Determined	11 months
Sayre	Michele	To Be Determined	
Schaad	Matthew	To Be Determined	
Sliwoski	Kristine	To Be Determined	
Taft	Catherine	To Be Determined	
Trischitta	Andrea	To Be Determined	

DOCUMENT 4-1

Trumpbour	Teresa	<i>To Be Determined</i>
Vayas	Valerie	<i>To Be Determined</i>
Wahl	Laura Jensen	<i>To Be Determined</i>
Wahl	Kirt	<i>To Be Determined</i>
Walsh	Christin	<i>To Be Determined</i>
Ward	Kimberly	<i>To Be Determined</i>
Wells	Jill	<i>To Be Determined</i>

ATTAINING TENURE

LASTNAME	FIRSTNAME	SALARY
Akins	Luke	<i>To Be Determined</i>
Gliddon	Amelia	<i>To Be Determined</i>
Gordon	Brenan	<i>To Be Determined</i>
Maslihan	Lauren	<i>To Be Determined</i>
Mura	Kali	<i>To Be Determined</i>
Rotante	Justine	<i>To Be Determined</i>
Snel	Brianna	<i>To Be Determined</i>

NON TENURE

LASTNAME	FIRSTNAME	SALARY
Clark	Eric	<i>To Be Determined</i>
Deegan	Suzanne	<i>To Be Determined</i>
Destefano	Nicole	<i>To Be Determined</i>
Gola	Kristie	<i>To Be Determined</i>
Kelly	Pamela	<i>To Be Determined</i>
Mcmullen	Jaimee	<i>To Be Determined</i>
Melfi	Christine	<i>To Be Determined</i>
Melillo	Gina	<i>To Be Determined</i>
Melillo	Marissa	<i>To Be Determined</i>
Murin	Kimberly	<i>To Be Determined</i>
Rice	Christine	<i>To Be Determined</i>
Roland	Meghan	<i>To Be Determined</i>
Skea	Moir	<i>To Be Determined</i>
Stonaker	Kathleen	<i>To Be Determined</i>
Walling	Elizabeth	<i>To Be Determined</i>
Wemple	Elyse	<i>To Be Determined</i>
Woytowicz	Jessica	<i>To Be Determined</i>

11 months

MES - SECRETARIES**2018-2019 School Year****TENURE**

LASTNAME	FIRSTNAME	JOBTITLE	SALARY
Gale	Kelly	Secretary-12 Mo	<i>To Be Determined</i>
Gallant	Patricia	Secretary-12 Mo	<i>To Be Determined</i>
King	Catherine	Secretary-12 Mo	<i>To Be Determined</i>

NON TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY
Trainor	Sheri	Secretary-11 Mo	<i>To Be Determined</i>

MES - CUSTODIANS**2018-2019 School Year**

LASTNAME	FIRSTNAME	JOBTITLE	SALARY
Dease	Mary	Custodian	<i>To Be Determined</i>
Hayden	Harry	Custodian	<i>To Be Determined</i>
Smith	John	Custodian-Night	<i>To Be Determined</i>
Sommers	Joseph	Custodian-Night	<i>To Be Determined</i>
Timpani	Santo	Custodian-Night	<i>To Be Determined</i>
Zuna	Carlos	Custodian-Night	<i>To Be Determined</i>

MES - PARAPROFESSIONALS**2018-2019 School Year**

LASTNAME	FIRSTNAME	HOURS	SALARY
Barlett	Christine	4	<i>To Be Determined</i>
Brown	Gerald	7	<i>To Be Determined</i>
Collins	Cynthia	4	<i>To Be Determined</i>
Collins	Sandra	7	<i>To Be Determined</i>
Dailey	Katherine	4	<i>To Be Determined</i>
Dipasquale	Brittany	7	<i>To Be Determined</i>
Fawkes	Katelin	5	<i>To Be Determined</i>
Kurani	Danielle	4	<i>To Be Determined</i>
Le Blanc	Nancy	7	<i>To Be Determined</i>
Mccarthy	Mary	7	<i>To Be Determined</i>
Mclaughlin	Elizabeth	7	<i>To Be Determined</i>
Rosko	Kristine	7	<i>To Be Determined</i>
Triggiano	Patricia	7	<i>To Be Determined</i>
White	Madonna	6.5	<i>To Be Determined</i>

18/19 ES ADMIN REHIRE LIST

MAA - TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Graziano	Colleen	ES Principal	159,367.00	2,000.00
Kirk	Richard	ES Asst. Principal	152,426.00	2,000.00

APRIL 24, 2018

DOCUMENT N

HIGH SCHOOL PERSONNEL

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

2017-2018 Staffing

Substitutes:

Recommend approval of the following substitutes for the 2017-2018 SY:

Teacher

Nappi, Michele	
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Paraprofessional

Nappi, Michele	
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Secretary

Maloney, Carol		Nappi, Michele	
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Leave of Absence:

Recommend approval of the request for TCH.HS.BUSN.FL.03 (4721) to take an unpaid NJ Family Leave *extension* beginning on June 8, 2018, 2018 through June 30, 2018, with the maximum allowed as stipulated by the NJFLA, with an expected return date of September 4, 2018. (previously approved on September 19, 2017)

Additional Compensation

Recommend the approval of the following teachers to chaperone the Junior Prom on April 13, 2018 at a stipend of \$28.50/hour for 4.5 hours each:

Christopher Craig	Amy Edwards	Allyson Griffith
David Hallion	Jason Snyder	Matthew Voskian
Megan Teufel	Meghan Hillman	Joseph LaCarrubba
Marisa Marco	Timothy Clayton	

Recommend the approval of the following coaches to chaperone the Manasquan High School Surf Team at the NSSA Interscholastic National Championships, June 13 – June 19, 2018 (6 nights), at a stipend of **\$225.00** each per night:

- Kristen Buss
- Joseph LaCarrubba

2018-2019 Staffing

Recommend approval of the non-tenure, attaining tenure and tenured teaching staff for the **2018-2019 SY** as per **Document N-1**.

April 24, 2018

DOCUMENT N

Recommend approval of the non-tenure, attaining tenure and tenured high school and district administrators for the **2018-2019 SY** as per **Document N-2.**

Recommend approval of the non-tenure, attaining tenure and tenured secretarial staff for the **2018-2019 SY**, as per **Document N-3.**

Recommend approval of the confidential district support staff for the **2018-2019 SY**, as per **Document N-4.**

Recommend approval of the technology and district support staff for the **2018-2019 SY** as per **Document N-5**

Recommend approval of the custodial staff for the **2018-2019 SY**, as per **Document N-6.**

Recommend approval of the paraprofessional staff for the **2018-2019 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 **2018-2019 SY** as per **Document N-8.**

Recommend approval of **Richard Read** as the **Energy Specialist** with the following stipend:

- **2018-2019 SY - \$25,846.00**

MHS - TEACHING STAFF

DOCUMENT N-1

2018-2019 School Year
TENURE

LASTNAME	FIRSTNAME	SALARY	
Anderson	Carol	To Be Determined	
Basaman	Ryan	To Be Determined	
Battaglia Jr	Paul	To Be Determined	
Bilodeau	Wilfred	To Be Determined	
Bontales	Cheryl	To Be Determined	
Boodey	Gretchen	To Be Determined	
Bryant	Jason	To Be Determined	
Buckley	Barbara	To Be Determined	
Busco	Leigh	To Be Determined	
Buss	Kristen	To Be Determined	
Certo	Louis	To Be Determined	
Certo	Amy	To Be Determined	
Cosse	Pamela	To Be Determined	11 months
Craig	Christopher	To Be Determined	
Crowning	Lisa	To Be Determined	
Demuro	Jeffrey	To Be Determined	
Driscoll	John	To Be Determined	
Duggan	Lauren	To Be Determined	
Edwards	Amy	To Be Determined	
Eldridge	Maria	To Be Determined	
Fagen	James	To Be Determined	
Fenchel	Kurt	To Be Determined	
Fenlon	Monica	To Be Determined	
Freda	James	To Be Determined	
Glenn Iv	Thomas	To Be Determined	
Hallion	David	To Be Determined	
Harvey Jr	Harry	To Be Determined	
Heeter	Meredith	To Be Determined	
Hillman	Meghan	To Be Determined	
Hoeler	Linda	To Be Determined	
Hoffman	Erich	To Be Determined	11 months
Hyland	Kevin	To Be Determined	
Kehoe	Robert	To Be Determined	11 months
Keller-kaas	Sharon	To Be Determined	
Kozic	Claire	To Be Determined	
Kukoda	Lisa	To Be Determined	
Lee	Brian	To Be Determined	
Lobosco	Joanne	To Be Determined	
Lomas	Brett	To Be Determined	
Lord	Susan	To Be Determined	11 months
Marco	Marisa	To Be Determined	
Martucci	Gina	To Be Determined	
Mawn	James	To Be Determined	
Mchugh	Chryseis	To Be Determined	
Minutoli	Jason	To Be Determined	

Moore	Jill	To Be Determined
Morris	Meredith	To Be Determined
Mura	Jennifer	To Be Determined
Onorato	Jamie	To Be Determined
Pagano	Nicole	To Be Determined
Price	Julian	To Be Determined
Puryear	Pamela	To Be Determined
Radzinsky	Kristin	To Be Determined
Santucci	Jill	To Be Determined
Treney	Carolyn	To Be Determined
Van Pelt Jr	Dennis	To Be Determined
Villano	Susan	To Be Determined
Voskian	Matthew	To Be Determined
Waldeyer	Robert	To Be Determined
Wasnesky	Eric	To Be Determined
Weisert	Lee	To Be Determined
Zdanowicz	Kristen	To Be Determined

ATTAINING TENURE

LASTNAME	FIRSTNAME	SALARY
Narucki	Alicia	To Be Determined
Snyder	Jason	To Be Determined

NON TENURE

LASTNAME	FIRSTNAME	SALARY	
Balon	Kelly	To Be Determined	11 months
Ciufo	Margaret	To Be Determined	
Eggie	Carlyann	To Be Determined	
Festa	Katelyn	To Be Determined	
Griffith	Allyson	To Be Determined	
Hall	Joann	To Be Determined	11 months
Herman	Alexis	To Be Determined	
Hoffman	Jeffrey	To Be Determined	
Jaeger	Tiffany	To Be Determined	
Knitter	Nancy	To Be Determined	
Koenig	Lorraine	To Be Determined	(50%)
Lacarrubba	Joseph	To Be Determined	
Larkin	Courtney	To Be Determined	
Rostron	Brian	To Be Determined	
Rudder	Elizabeth	To Be Determined	
Russo	Rosa	To Be Determined	(50%)
Saliski	Lauren	To Be Determined	
Savaiano	Scott	To Be Determined	
Sawicki	Katharine	To Be Determined	
Shibla	Brent	To Be Determined	
Teufel	Megan	To Be Determined	(50%)
Virok	Christina	To Be Determined	
Wiemken	Ryan	To Be Determined	

18/19 HS/DISTRICT ADMIN REHIRE LIST**MAA - TENURE**

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Bramley	Donald C	HS Asst.. Principals	142,075.00	0.00
Coppola	Richard	HS Principal	168,640.00	0.00
Murin	Craig	Supervisor	112,799.00	1,000.00
Polak	Margaret	Supv Spec Services	142,694.00	2,000.00

MAA - ATTAINING TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY	LONGEVITY
Cahill	Peter	Supervisor of Athletics	145,894.00	2,000.00
Read	Richard	HS Asst.. Principals	115,569.00	1,000.00
Roach	Justin	Supervisor Curriculum	96,658.00	0.00

NON-AFFILIATED TENURE

LAST NAME	FIRST NAME	JOB TITLE	SALARY	LONGEVITY
Coates	Lynn	School Business Admin	171,272.00	0.00
Kerensky	Barbara	Dir of Curr & Inst	134,633.00	1,000.00
Place	Jesse	Dir of Tech&HR	126,941.00	0.00

NON-AFFILIATED NON TENURE

LAST NAME	FIRST NAME	JOB TITLE	SALARY	LONGEVITY
Kenney	Lesley	Dir of School Counseling	117,875.00	0.00

MHS - SECRETARIES**2018-2019 School Year****TENURE**

LASTNAME	FIRSTNAME	JOBTITLE	SALARY
Eckart	Durell	Secretary-12 Mo	<i>To Be Determined</i>
Mahon	Kathleen	Secretary-12 Mo	<i>To Be Determined</i>
Metz	Virginia	Secretary-12 Mo	<i>To Be Determined</i>

ATTAINING TENURE

Price	Bailey	Secretary-12 Mo	<i>To Be Determined</i>
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NON TENURE

Winter	Stephanie	Secretary-12 Mo	<i>To Be Determined</i>
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18/19 NON-AFFILIATED DISTRICT SUPPORT STAFF

TENURE

LASTNAME	FIRSTNAME	JOBTITLE	SALARY
Attilio	Maria	Conf. Secretary	<i>To Be Determined</i>
Blasi	Teresa	Payroll/Benefits	<i>To Be Determined</i>
Dietrick	JoAnn	Conf. Secretary	<i>To Be Determined</i>
Freeman	Sandra	Conf. Secretary	<i>To Be Determined</i>
Hudson	Tara	Tech Comm Assist.	<i>To Be Determined</i>
Jost	Cynthia	Accounts Payable	<i>To Be Determined</i>
Read	Kimberly	Bookkeeper	<i>To Be Determined</i>

**18/19 NON-AFFILIATED TECHNOLOGY AND DISTRICT
SUPPORT REHIRE LIST**

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>SALARY</u>
Bock	Nicholas	Technology Specialist	<i>To Be Determined</i>
Clayton	Timothy	School Security Officer	<i>To Be Determined</i>
Egan	James	Technology Specialist	<i>To Be Determined</i>
Hudson	Matthew	Custodial Supervisor	<i>To Be Determined</i>
Johansen	Michael	Strength and Conditioning Coach	<i>To Be Determined</i> (50%)
Scott	Frank	Computer Network Eng	<i>To Be Determined</i>

MHS - CUSTODIANS**2018-2019 School Year**

LASTNAME	FIRSTNAME	JOBTITLE	SALARY
Dayton	Logan	Custodian - Grounds	<i>To Be Determined</i>
Dichiara	Salvatore	Custodian	<i>To Be Determined</i>
Faden	Steven	Custodian-Night	<i>To Be Determined</i>
Guzman	Pastor	Custodian-Night	<i>To Be Determined</i>
Herrmann	John	Custodian - Grounds	<i>To Be Determined</i>
Hordeman	Diane	Custodian	<i>To Be Determined</i>
Rehbein	Dennis	Custodian-Night	<i>To Be Determined</i>
Reichey	Thomas	Custodian - Grounds	<i>To Be Determined</i>
Richey	Kevin	Custodian - Grounds	<i>To Be Determined</i>
Rodger	Marc	Custodian-Night	<i>To Be Determined</i>

MHS - PARAPROFESSIONALS**2018-2019 School Year**

LASTNAME	FIRSTNAME	HOURS	SALARY
Daly	Gregory	4	<i>To Be Determined</i>
Gerlach	Dorothy	7	<i>To Be Determined</i>
Katona	Kelley	7	<i>To Be Determined</i>
Manovill	Donya	7	<i>To Be Determined</i>
Read	Richard (RJ)	7	<i>To Be Determined</i>

DOCUMENT N-8

CONTRACT OF EMPLOYMENT

THIS CONTRACT OF EMPLOYMENT is made and entered into this **24th day of April 2018**, 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, 2018**, 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 24, 2018**, 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, 2018, and expiring at midnight on June 30, 2019.

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 NINE THOUSAND TWO HUNDRED SEVENTY-TWO DOLLARS**

(\$159,272). 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, 2018**, 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 **2019-2020** 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, 2018**.

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, 2018**. The unused portion of such leave, at the end of any year, shall be cumulative. Unused sick leave may be accumulated from year to year and accumulated sick leave shall be eligible for reimbursement in accordance with law. Upon retirement and notice to the Board all unused, accumulated sick days shall be reimbursed, at the final per diem rate which shall be calculated at 1/260 of the Business Administrator's then annual salary unless otherwise provided by law. Reimbursement for sick days shall not exceed \$15,000.

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

E. Membership Fees:

The Board shall pay one-hundred (100%) percent of the Business Administrator's membership fees and/or charges for three (3) professional associations selected by the Business Administrator that directly relates to her professional duties and responsibilities as Business Administrator, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

The Board shall reimburse the Business Administrator for expenses incurred for travel and sustenance in the performance of the Business Administrator's duties under this Contract of Employment in accordance with law. Mileage shall be paid from mileage vouchers

according to "New Jersey Office of Management and Budget" rates per mile. The Business Administrator shall be reimbursed for expenses pursuant Board policy, upon prior approval of the Superintendent and the Board, and pursuant to N.J.S.A.18A:11-12 and regulations promulgated thereunder.

During her employment with the Board, the Business Administrator shall be provided with a laptop computer.

6. SEPARATION FROM SERVICE:

A. Accumulated Unused Vacation Days:

Upon the Business Administrator's separation from employment with the Board or retirement from employment with the District, the Board will pay all unused vacation days earned while an employee of the Board, in accordance with law and this agreement. Payment shall be calculated at the Business Administrator's daily rate of pay, based upon a 260-day work year, following her last day of employment.

B. Payment to Estate:

If the Business Administrator dies before her Employment Contract year is completed, payment for any accumulated unused vacation days due to the Business Administrator shall be made to her estate in accordance with law.

7. EVALUATION

The Superintendent shall evaluate the performance of the Business Administrator in accordance with law.

8. RENEWAL/EXTENSION OF CONTRACT OF EMPLOYMENT

Any notice of renewal or extension of this Contract of Employment shall be agreed by and between the Board and the Business Administrator on terms and conditions as agreed by the parties and upon the prior approval of the Executive County Superintendent of Schools.

9. TERMINATION OF CONTRACT OF EMPLOYMENT

This Contract of Employment may be terminated by:

A. Mutual agreement of the parties;

B. Unilateral termination by the Business Administrator upon sixty (60) days written notice to the Board. The Board may agree to a lesser period of time if so requested by the Business Administrator;

- C. Unilateral termination by the Board upon sixty (60) days written notice to the Business Administrator;
- D. Actions consistent with law; or
- E. In the event that the Business Administrator's certificate is revoked, this Contract shall become null and void as of the date of revocation.

10. **COMPLETE AGREEMENT**

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

11. **CONFLICTS**

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

12. **SAVINGS CLAUSE**

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

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

WHEREAS, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **April 24, 2018**, 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