

MAY 14, 2024

## **ELEMENTARY SCHOOL PERSONNEL**

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

### **2023-2024 Staffing**

**Recommend** approval of the **appointment** of **Devon Thompson** as **Elementary School Teacher of Spanish** (1001-MES-WLAN-01) (leave replacement for Employee ID #6206) from March 5, 2024, to June 30, 2024, at **Step 1-2 BA - \$60,155 (pro-rated)**.

### **2024-2025 Staffing**

**Recommend** approval of the **elementary school teaching staff** for the 2024-2025 SY, as per Document 8-1.

**Recommend** approval of the **elementary school administrators** for the 2024-2025 SY, as per Document 8-2.

**Recommend** approval of the **elementary school secretarial staff** for the 2024-2025 SY, as per Document 8-3.

**Recommend** approval of the **elementary school paraprofessional staff** for the 2024-2025 SY, as per Document 8-4.

### **Leave of Absence**

**Recommend** approval of the **revised leave of absence** of Employee ID# 6206 from on or about March 11, 2024, through **June 30, 2024**, with a return date of **September 1, 2024**, as follows:

- Paid Sick/Paid Personal Leave: March 11, 2024 – March 26, 2024 (9 sick days, 3 personal days)
- Unpaid Personal Leave of Absence: March 27, 2024 – **June 30, 2024**

*(Previously BOE approved 2/6/2024 with a return date of June 2, 2024.)*

### **Interns/Student Teachers**

**Recommend** approval of Seton Hall University graduate student **Peter Ruckdeschel** to complete 50 hours of field work under the supervision of Jaclyn Puleio, Principal, during May 2024-August 2024.

Cooperating/supervising teachers or administrators are authorized to accept any applicable payment or stipend directly from the student teacher/intern's institution.

**Manasquan Elementary School Teaching Staff  
2024-25 School Year**

**DOCUMENT 8 - 1**

**Tenured**

Employee Name	Position Code	FTE	Step	Salary (\$)	Longevity (\$)
Akins, Luke	1001-MES-HEPE-01	1.0000	7A MA	69,810.00	175.00
Boyne, Alissa	3120-MES-CSTM-02	1.0000	13 MA	90,185.00	500.00
Bradley, Linda	1001-MES-SPEC-08	1.0000	15 BA	95,575.00	175.00
Brown, Lauren	1004-MES-ELEM-07	1.0000	8 BA	69,910.00	0.00
Calabrese-Buss, Lauren	1004-MES-ELEM-04	1.0000	14 BA	91,875.00	500.00
Cinelli, Anthony	3101-MES-GUID-02	1.0000	7A MA	69,810.00	0.00
Clark, Eric	1001-MES-ARPE-01	1.0000	15 BA	95,575.00	0.00
DeMattia, Gina	1001-MES-HEPE-02	1.0000	8 BA	69,910.00	175.00
DeStefano, Nicole	3120-MES-CSTM-01	1.0000	7A MA	69,810.00	0.00
Deegan, Suzanne	1001-MES-SPEC-07	1.0000	8A BA	72,110.00	0.00
Demuro, Jeffrey	1001-MES-HEPE-03	1.0000	15 MA	97,575.00	1,200.00
Dullea, Meghan	1001-MES-SPEC-01	1.0000	7A BA	67,810.00	0.00
Eastmond, Carrie	1100-MES-MATH-01	1.0000	12 MA	86,585.00	500.00
Femenella, Cheryl	1004-MES-ELEM-08	1.0000	10 MA	79,685.00	500.00
Gordon, Brennan	1001-MES-SPEC-13	1.0000	7A MA	69,810.00	175.00
Gordon, Sarah	1001-MES-ARPE-02	1.0000	6 BA	64,610.00	0.00
Jensen, Laura	1100-MES-SCIE-01	1.0000	15 BA	95,575.00	1,200.00
Jones, Jestine	1100-MES-MATH-04	1.0000	12 BA	84,585.00	175.00
Kappy, Catherine	1004-MES-ELEM-01	1.0000	15 MA	97,575.00	1,200.00
Kehoe, Deborah	1001-MES-SPEC-10	1.0000	15 MA	97,575.00	800.00
Kelly, Lauren	1001-MES-SPEC-02	1.0000	10 BA	77,685.00	175.00
Kelly, Pamela	1004-MES-ELEM-05	1.0000	14 MA	93,875.00	0.00
Knitter, Nancy	1001-MES-ELLP-01	1.0000	13 MA	90,185.00	0.00
Kuriscak, Kindle	3118-MES-CSTM-01	1.0000	12 MA	86,585.00	500.00
Levy, Mark	1001-MES-BUTE-01	1.0000	14 MA	93,875.00	800.00
Leybovich, Alyse	1003-MES-KIND-02	1.0000	10 MA	79,685.00	175.00
Manser, Andrew	1100-MES-MATH-03	1.0000	12 BA	84,585.00	500.00
Markovitch, Robert	1100-MES-SCIE-02	1.0000	15 BA	95,575.00	800.00
Mazza, Melissa	1001-MES-SPEC-09	1.0000	15 BA	95,575.00	500.00
McMullen, Jaimee	1004-MES-ELEM-15	1.0000	7A BA	67,810.00	0.00
Mccann, Brian	1001-MES-SPEC-14	1.0000	13 DOC	92,185.00	500.00
Melfi, Christine	1000-MES-PREK-03	1.0000	7 MA	67,910.00	0.00
Melillo, Marissa	1000-MES-PREK-02	1.0000	7 MA	67,910.00	0.00
Pape, Michael	1100-MES-ENGL-03	1.0000	7A BA	67,810.00	0.00
Pierce, Kristine	1100-MES-SOCS-02	1.0000	15 BA	95,575.00	500.00
Quigley, Amelia	1004-MES-ELEM-14	1.0000	7A BA	67,810.00	175.00
Reichey, Teresa	1408-MES-ASUP-02	1.0000	15 MA	97,575.00	800.00
Reid, Marc	1100-MES-MATH-02	1.0000	15 MA	96,675.00	800.00

**Manasquan Elementary School Teaching Staff**  
**2024-25 School Year**

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Reo, Patricia	1001-MES-SPEC-04	1.0000	8A BA	72,110.00	500.00
Rieth, Juliana	1100-MES-ENGL-01	1.0000	8A MA	74,110.00	0.00
Rodriguez, Carmen	1004-MES-ELEM-03	1.0000	15 MA	97,575.00	800.00
Romano, Danielle	1001-MES-SPEC-12	1.0000	8A BA	72,110.00	175.00
Rostron, Jenny	1001-MES-ARTF-01	1.0000	8A MA	74,110.00	175.00
Rotante, Justine	1001-MES-SPEC-06	1.0000	7A BA	67,810.00	175.00
Russoniello, Thomas	1100-MES-SOCS-01	1.0000	15 MA	97,575.00	800.00
Saake, Heather	1000-MES-PREK-01	1.0000	8A MA	74,110.00	175.00
Savage, Teresa	3116-MES-CSTM-01	1.0000	12 DOC	88,585.00	500.00
Sayre, Michele	1004-MES-ELEM-06	1.0000	13 MA	90,185.00	500.00
Snel, Brianna	1004-MES-ELEM-11	1.0000	7A MA	69,810.00	175.00
Sullivan, Kali	1001-MES-SPEC-11	1.0000	7A BA	67,810.00	175.00
Taft, Catherine	1004-MES-ELEM-12	1.0000	15 BA	95,575.00	800.00
Trischitta, Andrea	1100-MES-ENGL-02	1.0000	15 DOC	99,575.00	500.00
Vayas, Valerie	1001-MES-SPEC-03	1.0000	15 BA	95,575.00	800.00
Wahl, Kirt	1001-MES-BUTE-02	1.0000	15 BA	95,575.00	800.00
Ward, Kimberly	1100-MES-ENGL-04	1.0000	12 MA	86,585.00	500.00
Wells, Jill	3111-MES-CSTM-01	1.0000	15 DOC	99,575.00	800.00
Woytowicz, Jessica	1004-MES-ELEM-09	1.0000	7A MA	69,810.00	175.00
Yeager, Brianna	1003-MES-KIND-03	1.0000	6 MA	66,610.00	0.00

**Attaining Tenure**

Employee Name	Position Code	FTE	Step	Salary (\$)	Longevity (\$)
Ames, Taylor	1004-MES-ELEM-13	1.0000	7 BA	65,910.00	0.00
Temple, Julie	1001-MES-SPEC-16	1.0000	4-5 BA	63,410.00	0.00
Wyville, Madeline	1001-MES-ARTF-02	1.0000	4-5 BA	63,410.00	0.00

**Non-Tenured**

Employee Name	Position Code	FTE	Step	Salary (\$)	Longevity (\$)
Bagheri, Diane	1001-MES-WLAN-01	1.0000	9 MA	76,485.00	0.00
Bilodeau, Jennifer	1001-MES-SPEC-15	1.0000	9 BA	74,485.00	0.00
Cassidy, Patricia	3114-MES-NURS-01	1.0000	12 BA (11 mo)	93,044.00	0.00
Ferretti, Kristina	1001-MES-SPEC-17	0.5333	7A BA	36,163.00	0.00
Hagel, Samantha	1004-MES-ELEM-10	1.0000	6 BA	64,610.00	0.00
Martin, Sarah	3117-MES-GUID-02	1.0000	4-5 MA	65,410.00	0.00
Painchaud, Marissa	3119-MES-ASUP-01	1.0000	14 MA	93,875.00	0.00
Riley, Rebecca	1000-MES-PREK-04	1.0000	6 MA	66,610.00	0.00
Schwier, Harmony	3101-MES-GUID-01	1.0000	4-5 MA	65,410.00	0.00

**Manasquan Elementary School Administrators  
2024-25 School Year**

**DOCUMENT 8 - 2**

**Attaining Tenure**

<b>Employee Name</b>	<b>Position Code</b>	<b>Position Description</b>	<b>FTE</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Manetta, Megan	0221-MES-ADMN-01	Principal (Grades 5-8)	1.0000	170,342.00	0.00

**Non-Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>Position Description</b>	<b>FTE</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Puleio, Jaclyn	0231-MES-ADMN-01	Principal (Grades PK-4)	1.0000	139,108.00	0.00
Walsh, Christin	0300-MES-CURC-01	Supervisor of Instruction	1.0000	119,140.00	500.00

**Manasquan Elementary School Secretarial Staff  
2024-25 School Year**

**DOCUMENT 8 - 3**

**Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Gale, Kelly	9300-MES-ADMN-02	1.0000	7	61,210.00	400.00

**Non-Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
DeDomenico, Christine	9300-MES-CSTM-01	1.0000	2-3	56,630.00	0.00
Walsh, Amy	9300-MES-ADMN-01	1.0000	2-3	56,630.00	0.00

**Manasquan Elementary School Paraprofessionals  
2024-25 School Year**

**DOCUMENT 8 - 4**

<b>Employee Name</b>	<b>Position Code</b>	<b>Hrs / Day</b>	<b>Step</b>	<b>Hourly Rate (\$)</b>	<b>Longevity (\$)</b>
Barlett, Christine	9151-MES-ADMN-02	5.0	4	26.65	0.00
Caetano, Sandra	9101-MES-SPEC-14	5.0	4	26.65	0.00
Casner, Kimberly	9101-MES-SPEC-08	7.0	4	26.65	0.00
Collins, Sandra	9101-MES-SPEC-02	7.0	4	26.65	600.00
Coto, Amanda	9101-MES-SPEC-04	5.0	2	25.93	0.00
Cusanelli, Michele	9101-MES-SPEC-01	5.0	4	26.65	0.00
Dailey, Katherine	9151-MES-ADMN-03	5.0	4	26.65	0.00
DeWitt, Abigail	9101-MES-SPEC-15	5.0	2	25.93	0.00
Diaz Mendoza, Jessica	9101-MES-SPEC-16	5.0	4	26.65	0.00
Gerlach, Dorothy	9151-MES-ADMN-04	7.0	4	26.65	600.00
Jones, Jill	9101-MES-SPEC-12	7.0	4	26.65	0.00
MacDonald, Lauren	9101-MES-SPEC-09	5.0	3	26.28	0.00
McCarthy, Mary	9101-MES-SPEC-06	7.0	4	26.65	0.00
Mclaughlin, Elizabeth	9101-MES-SPEC-03	7.0	4	26.65	600.00
Morton, Roberta	9101-MES-SPEC-11	7.0	4	26.65	0.00
Murray, Tracey	9101-MES-SPEC-07	5.0	4	26.65	0.00
Proctor, Nicole	9101-MES-SPEC-10	7.0	4	26.65	0.00
Triggiano, Patricia	9101-MES-SPEC-05	7.0	4	26.65	600.00
Willmot, Samantha	9101-MES-SPEC-13	5.0	4	26.65	0.00

MAY 14, 2024

## **HIGH SCHOOL PERSONNEL**

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

### **2023-2024 Staffing**

**Recommend** approval of the **appointment** of **Miguel Sanchez** as **Custodian (Night)** (9403-BOE-FACL-08) for the 2023-2024 school year at **Step 1-2 - \$45,475.00 (pro-rated)**, effective on or about June 1, 2024. *(Pending Criminal History and Employment History Review)*

### **2024-2025 Staffing**

**Recommend** approval of the **appointment** of **Dr. Matthew Kukoda** as **Manasquan High School Principal** (0201-MHS-ADMN-01) for the 2024-2025 school year at a **salary of \$170,000.00 (pro-rated)**, effective on or about July 15, 2024, or upon release from current position. *(Pending Criminal History and Employment History Review)*

**Recommend** approval of the **high school and district teaching staff** for the 2024-2025 SY, as per Document N-1.

**Recommend** approval of the **high school administrators** for the 2024-2025 SY, as per Document N-2.

**Recommend** approval of the **high school and district secretarial staff** for the 2024-2025 SY, as per Document N-3.

**Recommend** approval of the **high school paraprofessional staff and job coaches** for the 2024-2025 SY, as per Document N-4.

**Recommend** approval of the **district custodial staff** for the 2024-2025 SY, as per Document N-5.

**Recommend** approval of the **district non-affiliated support staff** for the 2024-2025 SY, as per Document N-6.

**Recommend** approval of the employment contract of **Dr. Peter Crawley** as **School Business Administrator/Board Secretary** (0112-BOE-BUSO-01) for the 2024-2025 school year, as per Document N-7. This contract has been reviewed and approved by the Executive County Superintendent in accordance with N.J.A.C. 6A:23A-3.1.

**Recommend** approval of the employment contract of **Jesse Place** as **Assistant Superintendent** (0120-BOE-SUPO-01) for the 2024-2025 school year, as per Document N-8. This contract has been reviewed and approved by the Executive County Superintendent in accordance with N.J.A.C. 6A:23A-3.1.

**Recommend** approval of the employment contract of **Lesley Kenney** as **Director of School Counseling Services** (0506-BOE-GUID-01) for the 2024-2025 school year, as per Document N-9.

**DOCUMENT N**

**Recommend** approval of the employment contract of **Richard Coppola** as **Director of Curriculum and Instruction** (0500-BOE-CURC-01) for the 2024-2025 school year, as per Document N-10.

**Recommend** approval of the employment contract of **Cindy Cimino** as **Director of Special Services** (0524-BOE-CSTM-01) for the 2024-2025 school year, as per Document N-11.

**Recommend** approval of the employment contract of **Tara Tholen-Lobel** as **Assistant Business Administrator** (0114-BOE-BUSO-01) for the 2024-2025 school year, as per Document N-12.

**Additional Compensation**

**Recommend** approval of the **appointment** of the following employees as a **High School Paraprofessional/Job Coach for Athletics or Extracurricular Activities** for the 2023-2024 school year as needed and as assigned by supervisor at the hourly rate specified:

- Kristen Wilsea - \$37.32 / hour

**Substitutes:**

**Recommend** approval of the following substitute for the **2023-2024** school year:

Name	Teacher	Paraprofessional	Secretary
Dyba, Robyn	X	X	X
Pezzullo-Kessler, Kristen	X	X	X

**Leave of Absence**

**Recommend** approval of the intermittent, unpaid FMLA/NJFLA (concurrent) leave of absence of Employee ID# 4970 as follows:

- 2023-24 School Year (on/about June 2024) - 5 workdays
- 2024-25 School Year (on/about December 2024) - 10 workdays

**Recommend** approval of Employee ID# 6094, to take an unpaid personal leave of absence from September 1, 2024, through on or about December 17, 2024, with an expected return date on December 18, 2024.

**Resignations**

**Recommend** approval of the **resignation** of **Bruce Juska** as **Custodian** (9403-BOE-FACL-08), effective May 1, 2024.

**Recommend** approval of the **resignation** of **Noreen Delaney** as **Job Coach CLI Program** (9155-MHS-SPEC-01), effective May 16, 2024.

**Recommend** approval of the **resignation for the purpose of retirement** of **Mary Dease** as **Custodian** (9403-BOE-FACL-03), effective July 1, 2024.

**Recommend** approval of the **resignation for the purpose of retirement** of **Erich Hoffman** as **High School Counselor** (3101-MHS-GUID-01), effective July 1, 2024.

**Interns/Student Teachers**

**Recommend** approval of Grand Canyon University graduate student **Nicole Van Doren** to complete 240 hours of field work under the supervision of district social workers during September 2024-June 2025.

Cooperating/supervising teachers or administrators are authorized to accept any applicable payment or stipend directly from the student teacher/intern's institution.



**Manasquan High School & District Teaching Staff  
2024-25 School Year**

**DOCUMENT N - 1**

**Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Anderson, Carol	2000-MHS-WLAN-04	1.0000	13 BA	88,185.00	500.00
Basaman, Ryan	2000-MHS-MATH-01	1.0000	15 MA	97,575.00	500.00
Bilodeau, W Andrew	2000-MHS-SPEC-01	1.0000	15 BA	95,575.00	500.00
Bryant, Jason	2000-MHS-SOCS-01	1.0000	15 DOC	99,575.00	800.00
Busco, Leigh	3121-MHS-GUID-01/ 3117-MES-GUID-01	1.0000	14 MA	93,875.00	175.00
Buss, Kristen	2000-MHS-MATH-04	1.0000	15 BA	95,575.00	500.00
Certo, Amy	2000-MHS-HEPE-07	1.0000	15 BA	95,575.00	800.00
Choma, Marisa	2000-MHS-ENGL-05	1.0000	7A BA	67,810.00	175.00
Cosse, Pamela	3117-MHS-CSTM-01	1.0000	15 MA (11 mo)	107,333.00	800.00
Craig, Christopher	2000-MHS-SOCS-08	1.0000	7A MA	69,810.00	175.00
Critelli, Ryan	2000-MHS-SOCS-09	1.0000	7 BA	65,910.00	0.00
Crowning, Lisa	2000-MHS-SCIE-03	1.0000	15 BA	95,575.00	800.00
Driscoll, John	2000-MHS-SOCS-02	1.0000	15 DOC	99,575.00	800.00
Dugan, Kiernan	2000-MHS-SPEC-07	1.0000	8 BA	69,910.00	0.00
Duggan, Lauren	3101-MHS-GUID-02	1.0000	13 MA	90,185.00	500.00
Edwards, Amy	2000-MHS-ARPR-03	1.0000	7A MA	69,810.00	175.00
Eggie, Carlyann	2000-MHS-ENGL-08	1.0000	4-5 MA	65,410.00	0.00
Fenlon, Monica	2000-MHS-ENGL-04	1.0000	12 BA	84,585.00	500.00
Festa, Katelyn	2000-MHS-SCIE-06	1.0000	10 MA	79,685.00	0.00
Freda, James	2000-MHS-SCIE-04	1.0000	15 DOC	99,575.00	1,200.00
Galano, Melissa	2000-MHS-ARPE-03	1.0000	6 BA	64,610.00	0.00
Glenn, Thomas	2000-MHS-SCIE-05	1.0000	15 BA	95,575.00	800.00
Graf, Ryan	2000-MHS-ARPR-02	1.0000	7A MA	69,810.00	0.00
Griffith, Allyson	2000-MHS-WLAN-03	1.0000	13 MA	90,185.00	0.00
Hall, Joann	2000-MHS-SPEC-04	1.0000	7A MA	69,810.00	0.00
Harvey, Harry	2000-MHS-ENGL-02	1.0000	15 MA	97,575.00	1,200.00
Heeter, Meredith	2000-MHS-ENGL-06	1.0000	15 MA	97,575.00	800.00
Herman, Alexis	2000-MHS-ARTF-01	1.0000	8A MA	74,110.00	0.00
Hillman, Meghan	2000-MHS-ENGL-01	1.0000	13 MA	90,185.00	500.00
Hodnett, Heidi	2000-MHS-MATH-02	1.0000	15 BA	95,575.00	0.00
Hoeler, Linda	2000-MHS-BUTE-02	1.0000	7A MA	69,810.00	175.00
Hoffman, Jeffrey	2000-MHS-WLAN-06	1.0000	7A BA	67,810.00	0.00
Hyland, Kevin	3113-MHS-ATHL-01	1.0000	5 Ath. Tr. (12 mo)	107,990.00	1,200.00
Koenig, Lorraine	2000-MHS-BUTE-01	1.0000	7A BA	67,810.00	0.00
Kopec, Oriana	3105-MHS-MEDC-01	1.0000	15 DOC	99,575.00	500.00
Kozic, Claire	2000-MHS-HEPE-04	1.0000	14 MA	93,875.00	800.00
Kukoda, Lisa	2410-BOE-TECH-01	1.0000	12 BA (11 mo)	93,044.00	500.00
LaCarrubba, Joseph	2000-MHS-SPEC-13	1.0000	8A BA	72,110.00	0.00

**Manasquan High School & District Teaching Staff  
2024-25 School Year**

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Larkin, Courtney	2000-MHS-BUTE-03	1.0000	8 MA	71,910.00	0.00
Lee, Brian	2000-MHS-HEPE-05	1.0000	15 BA	95,575.00	800.00
Lemongelli, Elizabeth	3117-MHS-GUID-01	1.0000	14 MA (11 mo)	103,263.00	0.00
Lomas, Brett	2000-MHS-MATH-06	1.0000	15 DOC	99,575.00	500.00
Lord, Susan	3118-MHS-CSTM-01	1.0000	15 DOC (11 mo)	109,533.00	500.00
Martucci, Gina	2000-MHS-MATH-07	1.0000	15 MA	97,575.00	800.00
Mawn, James	2000-MHS-ENGL-03	1.0000	15 MA	97,575.00	1,200.00
McHugh, Chryseis	2000-MHS-SCIE-01	1.0000	13 BA	88,185.00	500.00
Minutoli, Jason	2000-MHS-MATH-08	1.0000	13 BA	88,185.00	500.00
Minutoli, Kristen	2000-MHS-SPEC-17	1.0000	12 BA	84,585.00	175.00
Morris, Meredith	2000-MHS-ARPR-01	1.0000	8A BA	72,110.00	175.00
Murin, Kimberly	2000-MHS-SPEC-16	1.0000	8A BA	72,110.00	0.00
Narucki, Alicia	3101-MHS-GUID-03	1.0000	12 MA	86,585.00	175.00
Onorato, Jamie	2000-MHS-ENGL-07	1.0000	12 DOC	88,585.00	500.00
Pagano, Nicole	2000-MHS-ARTF-02	1.0000	8 MA	71,910.00	175.00
Petriella, Adam	2000-MHS-SCIE-08	1.0000	6 MA	66,610.00	0.00
Podos, Geniene	2000-MHS-SPEC-02	1.0000	7 MA	67,910.00	0.00
Price, Julian	2000-MHS-SOCS-06	1.0000	15 BA	95,575.00	1,200.00
Puryear, Pamela	2000-MHS-SPEC-10	1.0000	15 DOC	99,575.00	500.00
Radzinsky, Kristin	2000-MHS-WLAN-05	1.0000	15 BA	95,575.00	800.00
Rostron, Brian	2000-MHS-SPEC-14	1.0000	12 BA	84,585.00	0.00
Russo, Rosa	2000-MHS-WLAN-07	1.0000	10 BA	77,685.00	0.00
Saliski, Lauren	3101-MHS-GUID-04	1.0000	7 MA	67,910.00	0.00
Santucci, Jill	2000-MHS-HEPE-06	1.0000	14 BA	91,875.00	800.00
Sawicki, Katharine	2000-MHS-SPEC-09	1.0000	10 BA	77,685.00	0.00
Schaad, Matthew	2000-MHS-HEPE-02	1.0000	15 MA	97,575.00	800.00
Shibla, Brent	2000-MHS-SOCS-07	1.0000	7 MA	67,910.00	0.00
Snyder, Jason	2000-MHS-ARPR-04	1.0000	7A BA	67,810.00	175.00
Steinberg, Susan	3116-MHS-CSTM-01	1.0000	8A MA (11 mo)	81,521.00	0.00
Testa, Alicia	2000-MHS-SPEC-03	1.0000	8 MA	71,910.00	0.00
Thieme, Lauren	2000-MHS-WLAN-01	1.0000	15 BA	95,575.00	0.00
Treney, Carolyn	2000-MHS-ARTF-03	1.0000	15 BA	95,575.00	800.00
Van Pelt, Dennis	2000-MHS-SOCS-10	1.0000	15 BA	95,575.00	1,200.00
Virok, Christina	2000-MHS-SOCS-11	1.0000	8A MA	74,110.00	0.00
Voorhees, Megan	2000-MHS-MATH-05	1.0000	6 BA	64,610.00	0.00
Voskian, Matthew	2000-MHS-HEPE-01	1.0000	8A BA	72,110.00	175.00
Waldeyer, Robert	2000-MHS-BUTE-04	1.0000	15 BA	95,575.00	500.00
Walling, Elizabeth	2000-MHS-SPEC-16	1.0000	7A BA	67,810.00	175.00
Warncke, Dana	1001-MES-HEPE-04 / 2000-MHS-HEPE-08	1.0000	7 BA	65,910.00	0.00
Wasnesky, Eric	2000-MHS-SCIE-07	1.0000	14 MA	93,875.00	500.00

**Manasquan High School & District Teaching Staff  
2024-25 School Year**

**DOCUMENT N - 1**

Witt, Jodi	2000-MHS-SPEC-11	1.0000	8 MA	71,910.00	0.00
Zdanowicz, Kristen	2000-MHS-MATH-09	1.0000	15 BA	95,575.00	1,200.00

**Attaining Tenure**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Castanheira, Paulo	2000-MHS-SPEC-05	1.0000	8 MA	71,910.00	0.00
Savacool, Zachary	2000-MHS-SOCS-04	1.0000	7 MA	67,910.00	0.00
Schille, Madison	2000-MHS-ARPE-02	1.0000	6 BA	64,610.00	0.00

**Non-Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Balon, Kelly	9025-BOE-CSTM-01	1.0000	15 MA (11 mo)	107,333.00	0.00
Barowski, Justin	2000-MHS-HEPE-03	1.0000	4-5 BA	63,410.00	0.00
Canonaco, Cheryl	2000-MHS-MATH-03	1.0000	15 MA	97,575.00	0.00
Chiang, Lawrence	2000-MHS-SCIE-09	1.0000	4-5 BA	63,410.00	0.00
Hannafey, Valerie	3114-MHS-NURS-02	1.0000	2-3 BA	62,410.00	0.00
Hyatt, David	2000-MHS-SPEC-12	1.0000	6 BA	64,610.00	0.00
Makaro, Jennifer	2000-MHS-ELLP-01	1.0000	11 MA	83,085.00	0.00
Mason, Eric	2000-MHS-SOCS-03	1.0000	11 BA	81,085.00	0.00
McQuillen, Allison	2000-MHS-SCIE-02	1.0000	11 MA	83,085.00	0.00
Mulroy, Fatima	3101-MHS-GUID-05	1.0000	4-5 MA	65,410.00	0.00
Szkal, Eva	2000-MHS-ARPE-01	1.0000	15 MA	97,575.00	0.00

**Manasquan High School Administrators  
2024-25 School Year**

**DOCUMENT N - 2**

**Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>Position Description</b>	<b>FTE</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Polak, Margaret	0300-BOE-CURC-02	Supervisor of Instruction	1.0000	172,908.00	3,000.00

**Attaining Tenure**

<b>Employee Name</b>	<b>Position Code</b>	<b>Position Description</b>	<b>FTE</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Bramley, Donald	0310-MHS-ATHL-01	Supervisor of Athletics & Extracurricular Activities	1.0000	186,553.00	1,500.00
Murin, Craig	0202-MHS-ADMN-01	Assistant Principal	1.0000	153,541.00	2,500.00

**Non-Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>Position Description</b>	<b>FTE</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Eldridge, Maria	0202-MHS-ADMN-02	Assistant Principal	1.0000	120,000.00	1,500.00

**Manasquan High School & District Secretarial Staff  
2024-25 School Year**

**DOCUMENT N - 3**

**Tenured**

<b>Employee Name</b>	<b>Position Code</b>	<b>FTE</b>	<b>Step</b>	<b>Salary (\$)</b>	<b>Longevity (\$)</b>
Lovell, Kara	9300-MHS-CSTM-01	1.0000	7	61,210.00	0.00
Mahon, Kathleen	9300-MHS-ATHL-01	1.0000	7	61,210.00	800.00
Maloney, Carol	9300-BOE-CURC-01	0.2594	6	15,468.00	0.00
Picker, Michelle	9300-BOE-FACL-01	1.0000	6	59,630.00	0.00
Price, Bailey	9300-MHS-GUID-01	1.0000	7	61,210.00	400.00
Read, Richard	9300-MHS-ADMN-02	1.0000	7	61,210.00	400.00
Winter, Stephanie	9300-MHS-ADMN-01	1.0000	7	61,210.00	0.00

**Manasquan High School Paraprofessionals & Job Coaches DOCUMENT N - 4**  
**2024-25 School Year**

<b>Employee Name</b>	<b>Position Code</b>	<b>Hrs / Day</b>	<b>Step</b>	<b>Hourly Rate (\$)</b>	<b>Longevity (\$)</b>
Bertscha, William	9101-MHS-SPEC-05	7.0	4	26.65	0.00
Cosgrove, Kelly	9155-MHS-SPEC-09	7.0	2	25.93	0.00
DiPuma, Emily	9155-MHS-SPEC-10	7.0	3	26.28	0.00
Frye, Lisa	9155-MHS-SPEC-12	7.0	4	26.65	0.00
Heinley, Colin	9155-MHS-SPEC-02	7.0	2	25.93	0.00
Hernandez, Melissa	9155-MHS-SPEC-04	7.0	2	25.93	0.00
Manovill, Donya	9101-MHS-SPEC-01	7.0	4	26.65	600.00
Platten, Jenna	9155-MHS-SPEC-11	7.0	4	26.65	0.00
Sanders, Kimberly	9155-MHS-SPEC-14	7.0	4	26.65	0.00
Sterner, Autumn	9101-MHS-SPEC-02	7.0	4	26.65	0.00
Studer, Caroline	9155-MHS-SPEC-13	7.0	2	25.93	0.00
Sulat, Kimberley	9155-MHS-SPEC-05	7.0	2	25.93	0.00
Walsh, Jeanne	9155-MHS-SPEC-06	7.0	4	26.65	0.00
Wheeler, Jacqueline	9155-MHS-SPEC-03	7.0	3	26.28	0.00
Wilsea, Kristen	9155-MHS-SPEC-08	7.0	2	25.93	0.00

**District Custodial Staff  
2024-25 School Year**

DOCUMENT N - 5

**Day Custodians**

Employee Name	Position Code	FTE	Step	Salary (\$)	Longevity (\$)	Additional Earnings
Hayden, Harry	9403-BOE-FACL-09	1.0000	14	51,947.00	1,300.00	\$550.00 (Black Seal)
Herrmann, John	9402-BOE-FACL-04	1.0000	8-10	47,147.00	0.00	\$550.00 (Black Seal)
Porcile, Michael	9403-BOE-FACL-12	1.0000	2-3	43,387.00	0.00	\$550.00 (Black Seal)
Reichey, Thomas	9402-BOE-FACL-01	1.0000	14	51,947.00	1,300.00	\$550.00 (Black Seal) \$625.00 (Grounds)
Richey, Kevin	9402-BOE-FACL-02	1.0000	8-10	47,147.00	0.00	\$550.00 (Black Seal)
Shipley, Jason	9402-BOE-FACL-03	1.0000	5	44,237.00	0.00	\$550.00 (Black Seal)

**Night Custodians**

Employee Name	Position Code	FTE	Step	Salary (\$)	Longevity (\$)	Additional Earnings
Guzman, Luis	9403-BOE-FACL-11	1.0000	6	48,465.00	0.00	\$550.00 (Black Seal)
Guzman, Pastor <sup>1</sup>	9403-BOE-FACL-07	1.0000	15	58,551.00	1,300.00	\$550.00 (Black Seal)
Mendoza, Clementina	9403-BOE-FACL-06	1.0000	2-3	47,003.00	0.00	\$550.00 (Black Seal)
Rehbein, Dennis	9403-BOE-FACL-02	1.0000	16	60,880.00	1,500.00	\$550.00 (Black Seal)
Saner, Casey	9403-BOE-FACL-05	1.0000	4	47,436.00	0.00	\$550.00 (Black Seal)
Smith, John	9403-BOE-FACL-10	1.0000	8-10	51,076.00	400.00	\$550.00 (Black Seal)
Timpani, Santino	9403-BOE-FACL-04	1.0000	16	60,880.00	1,500.00	\$550.00 (Black Seal)

1 – Resignation effective 9/1/2024

**District Non-Affiliated Support Staff**  
**2024-25 School Year**

**DOCUMENT N - 6**

**Tenured Confidential/Non-Affiliated Clerical Support Staff**

Employee Name	Position Code	Position Description	FTE	Salary (\$)
Attilio, Maria	9300-BOE-SUPO-03	Confidential Secretary Data Management	1.0000	73,866.00
Blasi, Teresa	9300-BOE-BUSO-04	Payroll and Benefits Clerk	1.0000	62,664.00
Dietrick, JoAnn	9300-BOE-SUPO-01	Confidential Secretary	1.0000	72,447.00
Hudson, Tara	9300-BOE-BUSO-01	Confidential Secretary to SBA	1.0000	64,744.00

**Non-Tenured Confidential/Non-Affiliated Clerical Support Staff**

Employee Name	Position Code	Position Description	FTE	Salary (\$)
Bryndza, Katelyn	9300-BOE-SUPO-02	Confidential Secretary	1.0000	57,200.00

**Tenure Ineligible, Non-Affiliated Support Staff**

Employee Name	Position Code	Position Description	Term	FTE / Hours	Salary / Pay Rate (\$)
Bock, Nicholas	9200-BOE-TECH-03	Technology Specialist	12 mo	1.0000	63,777.00
Clayton, Donald <sup>1</sup>	9251-BOE-SECU-01	School Security Officer	185 days	8.0 hrs/day	36.00 / hr
Clayton, Timothy <sup>1</sup>	9250-BOE-SECU-01	School Security Coordinator	12 mo	1.0000	87,495.00
Craig, Randall <sup>1</sup>	9251-BOE-SECU-06	School Security Officer	185 days	5.0 hrs/day	36.00 / hr
Egan, James	9200-BOE-TECH-02	Technology Specialist	12 mo	1.0000	92,284.00
Hudson, Matthew	9401-BOE-FACL-01	Custodial Supervisor	12 mo	1.0000	92,772.00
Johansen, Michael	9010-MHS-ATHL-01	Strength Conditioning Coach	11 mo (205 working days)	1.0000	77,713.00
Rodger, Marc	9401-BOE-FACL-02	Head Custodian	12 mo	1.0000	69,518.00
Scott, Frank	9200-BOE-TECH-01	Network Administrator	12 mo	1.0000	130,585.00
Smith, Keith <sup>1</sup>	9251-BOE-SECU-04	School Security Officer	185 days	5.0 hrs/day	36.00 / hr
White, Michael <sup>1</sup>	9251-BOE-SECU-05	School Security Officer	185 days	8.0 hrs/day	36.00 / hr

<sup>1</sup> Additional work hours for district school security as assigned and pre-authorized by supervisor on an as-needed basis will be compensated at the employee's hourly rate.



## **CONTRACT OF EMPLOYMENT**

**THIS CONTRACT OF EMPLOYMENT** is made and entered into this **14th day of May 2024**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

**PETER CRAWLEY** (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, 2024**, 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 **May 14, 2024**, 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 Peter Crawley as the Business Administrator/Board Secretary for the period beginning **July 1, 2024** and expiring at midnight on **June 30, 2025**.

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 his participation as he and the Superintendent might decide, in light of his 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 his professional responsibilities for the Board;
- D. Visits to other institutions; and
- E. Other activities promoting the professional growth of the Business Administrator.

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Business Administrator's knowledge and expertise in the field of education and administration shall be paid for/reimbursed by the Board in accordance with law. Such payments or reimbursements, shall be made in accordance with, including any amendments or revisions thereto, the OMB travel circular provisions, the general requirements of N.J.S.A. 18A:11-12, the New Jersey administrative code, Board policy, and upon prior approval of the Superintendent and the Board. The Business Administrator shall follow Board policy and applicable law in supplying the necessary documentation for reimbursement.

4. **COMPENSATION**

A. Salary:

The Board shall pay the Business Administrator an annual salary of **ONE HUNDRED SIXTY-SIX THOUSAND ONE HUNDRED NINETY-SIX DOLLARS (\$166,196.00)** for his term of employment. This annual salary shall be paid to the Business Administrator in accordance with the payroll schedule for other certified employees. Any changes/modifications to this Contract of Employment must have the prior approval of the Executive County Superintendent of Schools.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Business Administrator shall be granted twenty-five (25) vacation days annually calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Business Administrator on **July 1, 2024**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Business Administrator from using all of his allotted vacation days in a given year, he may carry over up to ten (10) unused vacation days to be used during the next year pursuant to law. Any vacation days carried over from the previous year that are not used shall be forfeited.

The 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, 2024**. Unused personal days shall convert to sick leave at the conclusion of the school year, for the subsequent years, to the maximum extent permitted by law.

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.

If school is in session on any of the holidays listed above, the Business Administrator may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Business Administrator to work on any paid holiday, the Board shall offer the Business Administrator 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 Business Administrator no later than September 1 of each year.

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.

The Business Administrator 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 Business Administrator's family as defined above.

C. Health and other Insurance Benefits:

The Board shall provide health benefits, including prescription, and dental coverage for the Business Administrator, and if applicable, his spouse and dependents. The Business Administrator shall contribute the minimum amount as required by N.J.S.A. 18A:16-17(b) toward his health care in accordance with applicable law.

The health insurance, prescription, and dental plan for the Business Administrator shall be substantially equivalent to the health insurance, prescription, and dental plan provided to other employees employed by the Board.

It shall be the Business Administrator's option to enroll in the Board's High Deductible HSA health/prescription plan with one-half of the maximum annual health savings account contribution limit, as promulgated by the Internal Revenue Service, funded by the Board directly to the Business Administrator's HSA no later than January 1 of each year and one-half of the maximum annual health savings account contribution limit, as promulgated by the Internal Revenue Service, paid as a stipend to the Business Administrator or to the Business Administrator's HSA no later than January 15 of each year. The Business Administrator 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 Business Administrator 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 Business Administrator, annually in an amount up to two thousand dollars (\$2,000.00), for his payment of premiums toward a disability insurance policy. The Business Administrator shall provide the Board with proof of payment of the premiums at the time he 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, 2024**. The unused portion of such leave, at the end of any year, shall be cumulative. Unused sick leave may be accumulated from year to year and accumulated sick leave shall be eligible for reimbursement in accordance with law. Upon retirement and notice to the Board all unused, accumulated sick days shall be reimbursed, at the final per diem rate which shall be calculated at 1/260 of the Business Administrator's then annual salary unless otherwise provided by law. Reimbursement for sick days shall not exceed \$15,000.

E. Membership Fees:

The Board shall pay one-hundred (100%) percent of the Business Administrator's membership fees and/or charges for two (2) professional associations selected by the Business Administrator that directly relates to his 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 his employment with the Board, the Business Administrator shall be provided with a laptop computer.

G. Tuition Reimbursement:

The Board shall reimburse the Business Administrator for the successful completion of up to eighteen (18) graduate credits per 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 Business Administrator's separation from employment with the Board or retirement from employment with the District, the Board will pay all unused vacation days earned while an employee of the Board, in accordance with law and this agreement, not to exceed (35) thirty five days. Payment shall be calculated at the Business Administrator's daily rate of pay, based upon a 260-day work year, within (30) thirty days of the Business Administrator's last day of employment.

B. Payment to Estate:

If the Business Administrator dies before his Employment Contract year is completed, payment for any accumulated unused vacation days due to the Business Administrator shall be made to his 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 **May 14, 2024**, 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.

\_\_\_\_\_  
Peter Crawley, Ed.D.  
Business Administrator

\_\_\_\_\_  
Date

Witness: \_\_\_\_\_

\_\_\_\_\_  
M. Alexis Pollock  
President, Manasquan Board of Education

\_\_\_\_\_  
Date

Witness: \_\_\_\_\_

## **CONTRACT OF EMPLOYMENT**

**THIS CONTRACT OF EMPLOYMENT** is made and entered into this **14th day of May 2024**, 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** (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 1, 2024**, 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 **May 14, 2024**, 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 1, 2024** and expiring at midnight on **June 30, 2025**.

#### **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 SEVENTY-EIGHT THOUSAND SEVEN HUNDRED SEVENTY-FIVE DOLLARS (\$178,775.00)** for his term of employment. This 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.

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 1, 2024**, 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.

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 1, 2024**. Unused personal days shall convert to sick leave at the conclusion of the school year, for the subsequent years, to the maximum extent permitted by law.

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 the minimum amount as required by N.J.S.A. 18A:16-17(b) toward his health care in accordance with applicable law.

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 employees 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 maximum annual health savings account contribution limit, as promulgated by the Internal Revenue Service, funded by the Board directly to the Assistant Superintendent's HSA no later than January 1 of each year and one-half of the maximum annual health savings account contribution limit, as promulgated by the Internal Revenue Service, 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 1, 2024**. 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, 2024** 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. Tuition Reimbursement:

The Board shall reimburse the Assistant Superintendent for the successful completion of up to eighteen (18) graduate credits per 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.

**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 Assistant Superintendent 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 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 **May 14, 2024**, 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: \_\_\_\_\_

\_\_\_\_\_  
M. Alexis Pollock  
President, Manasquan Board of Education

\_\_\_\_\_  
Date

Witness: \_\_\_\_\_

## **CONTRACT OF EMPLOYMENT**

**THIS CONTRACT OF EMPLOYMENT** is made and entered into this **14<sup>th</sup> day of May 2024**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

**LESLEY A. KENNEY**, (hereinafter “the Director of School Counseling Services”).

### **WITNESSETH**

**WHEREAS**, the Board and the Director of School Counseling Services believe that a written contract of employment is necessary to specifically describe their relationship and to serve as the basis of effective communication between them; and

**WHEREAS**, the Board offered Director of School Counseling Services the position of Director of School Counseling Services effective **July 1, 2024**, and she has accepted the Board’s offer; and

**WHEREAS**, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **May 14, 2024** and has authorized the President of the Board to execute this Contract of Employment.

**NOW, THEREFORE**, the Board and the Director of School Counseling Services, for the consideration herein specified, agree as follows:

1. **TERM**

The Board hereby agrees to employ Lesley A. Kenney as the Director of School Counseling Services for the period beginning **July 1, 2024** and expiring at midnight on **June 30, 2025**.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. Certification:

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

The Director of School Counseling Services further agrees to comply with all other legal requirements respecting the employment of a Director of School Counseling Services.

B. Duties:

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

3. **PROFESSIONAL GROWTH OF DIRECTOR OF SCHOOL COUNSELING SERVICES**

The Board and the Director of School Counseling Services recognize the value to the District of the continuing professional growth and development of the Director of School Counseling Services. The Board encourages the continuing professional growth of the Director of School Counseling Services through her participation as she and the Superintendent might decide, in light of her professional responsibilities as the Director of School Counseling Services, in the following ways:

- A. The operations, programs and other activities conducted or sponsored by local, county, and state professional associations during the school day where necessary, upon written request to, and the prior approval of the Superintendent, including but not limited to, conferences, conventions, and workshops;
- B. Seminars and courses offered by public or private educational institutions;
- C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Director of School Counseling Services to perform her professional responsibilities for the Board;
- D. Visits to other institutions; and
- E. Other activities promoting the professional growth of the Director of School Counseling Services.

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Director of School Counseling Services' knowledge and expertise in the field of education and administration shall be paid for/reimbursed by the Board in accordance with law. Such payments or reimbursements, shall be made in accordance with, including any amendments or revisions thereto, the OMB travel circular provisions, the general requirements of N.J.S.A. 18A:11-12, the New Jersey administrative code, Board policy, and upon prior approval of the Superintendent and the Board. The Director of School Counseling Services shall follow Board policy and applicable law in supplying the necessary documentation for reimbursement.



4. **COMPENSATION**

A. Salary:

The Board shall pay the Director of School Counseling Services an annual salary of **ONE HUNDRED SIXTY-EIGHT THOUSAND SIX HUNDRED THIRTY-SEVEN DOLLARS (\$168,637.00)** for her term of employment. This annual salary shall be paid to the Director of School Counseling Services in accordance with the payroll schedule for other certified employees.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Director of School Counseling Services shall be granted twenty-five (25) vacation days annually, calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Director of School Counseling Services on **July 1, 2024**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Director of School Counseling Services from using all of her allotted vacation days in a given year, she may carry over up to ten (10) unused vacation days to be used during the next year pursuant to law. Any vacation days carried over from the previous year that are not used shall be forfeited.

The Director of School Counseling Services shall be granted four (4) personal days annually, without loss of salary, all of which shall be available to the Director of School Counseling Services on **July 1, 2024**. The Director of School Counseling Services shall be compensated for all unused personal days at \$125.00 per day no later than June 30 of each year.

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

If school is in session on any of the holidays listed above, the Director of School Counseling Services may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Director of School Counseling Services to work on any paid holiday, the Board shall offer the Director of School Counseling Services another scheduled work day in lieu of the holiday during the same school year on which she does not need to report to work. These alternate holiday dates shall be provided to the Director of School Counseling Services no later than September 1 of each year.

B. Bereavement Leave:

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

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

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

C. Health and other Insurance Benefits:

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

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

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

The Director of School Counseling Services has the right to waive health benefits. In exchange for waiving coverage, she shall be reimbursed in the amount of \$7,500.00. The reimbursement may be pro-rated for partial periods of the school year.

D. Sick Leave:

The Director of School Counseling Services shall be provided twelve (12) sick days annually, calculated on an annualized basis, all of which shall be available to the Director of School Counseling Services on **July 1, 2024**. The unused portion of such leave, at the end of any year, shall be cumulative. Unused sick leave may be accumulated from year to year and accumulated sick leave shall be eligible for reimbursement in accordance with law. Upon retirement and notice to the Board all unused, accumulated sick days shall be reimbursed, at the final per diem rate of \$110.00 per day. Reimbursement for sick days shall not exceed \$15,000.00.

The Director of School Counseling Services shall retain all of her prior unused sick leave days prior to **July 1, 2024** earned since the beginning of her employment in the District.

E. Membership Fees:

The Board shall pay one hundred (100%) percent of the Director of School Counseling Services' membership fees and/or charges for two (2) professional associations selected by the Director that directly relates to her professional duties and responsibilities as Director of School Counseling Services, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

The Board shall reimburse the Director of School Counseling Services for expenses incurred for travel and sustenance in the performance of the Director's duties under this Contract of Employment in accordance with law. Mileage shall be paid from mileage vouchers according to "New Jersey Office of Management and Budget" rates per mile. The Director shall be reimbursed for expenses pursuant Board policy, upon prior approval of the Superintendent and the Board, and pursuant to N.J.S.A.18A:11-12 and regulations promulgated thereunder.

During her employment with the Board, the Director of School Counseling Services shall be provided with a laptop computer.

F. Tuition Reimbursement:

The Board shall reimburse the Director of School Counseling Services for the successful completion of up to nine (9) graduate credits per year, up to the per credit cost of the Rutgers Graduate School of Education for the same academic year.

6. **EVALUATION**

The Superintendent shall evaluate the performance of the Director of School Counseling Services in accordance with law.

7. **RENEWAL/EXTENSION OF CONTRACT OF EMPLOYMENT**

Any notice of renewal or extension of this Contract of Employment shall be agreed by and between the Board and the Director of School Counseling Services on terms and conditions as agreed by the parties.

8. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

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

10. **COMPLETE AGREEMENT**

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

11. **CONFLICTS**

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

12. **SAVINGS CLAUSE**

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

**WHEREAS**, the Director of School Counseling Services approves the terms and conditions of this Contract of Employment, and agrees to be bound by same;

**WHEREAS**, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of **May 14, 2024**, said action having been made a part of the official minutes of that meeting.

**IN WITNESS WHEREOF**, the parties set their hands and seals to this Contract of Employment effective on the day and year first above written.

\_\_\_\_\_  
Lesley A. Kenney  
Director of School Counseling Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
M. Alexis Pollock  
President, Manasquan Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness:

**CONTRACT OF EMPLOYMENT**

**THIS CONTRACT OF EMPLOYMENT** is made and entered into this **14<sup>th</sup> day of May 2024**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

**RICHARD COPPOLA**, (hereinafter “the Director of Curriculum and Instruction”).

**WITNESSETH**

**WHEREAS**, the Board and the Director of Curriculum and Instruction believe that a written contract of employment is necessary to specifically describe their relationship and to serve as the basis of effective communication between them; and

**WHEREAS**, the Board offered Director of Curriculum and Instruction the position of Director of Curriculum and Instruction effective **July 1, 2024**, 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 **May 14, 2024** and has authorized the President of the Board to execute this Contract of Employment.

**NOW, THEREFORE**, the Board and the Director of Curriculum and Instruction, for the consideration herein specified, agree as follows:

1. **TERM**

The Board hereby agrees to employ Richard Coppola as the Director of Curriculum and Instruction for the period beginning **July 1, 2024** and expiring at midnight on **June 30, 2025**.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. Certification:

The Director of Curriculum and Instruction shall maintain a current and valid certificate issued by the New Jersey Department of Education for the position of Director of Curriculum and Instruction. In the event the Director of Curriculum and Instruction’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 Director of Curriculum and Instruction further agrees to comply with all other legal

requirements respecting the employment of a Director of Curriculum and Instruction.

B. Duties:

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

3. **PROFESSIONAL GROWTH OF DIRECTOR OF CURRICULUM AND INSTRUCTION**

The Board and the Director of Curriculum and Instruction recognize the value to the District of the continuing professional growth and development of the Director of Curriculum and Instruction. The Board encourages the continuing professional growth of the Director of Curriculum and Instruction through his participation as he and the Superintendent might decide, in light of his professional responsibilities as the Director of Curriculum and Instruction, in the following ways:

- A. The operations, programs and other activities conducted or sponsored by local, county, and state professional associations during the school day where necessary, upon written request to, and the prior approval of the Superintendent, including but not limited to, conferences, conventions, and workshops;
- B. Seminars and courses offered by public or private educational institutions;
- C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Director of Curriculum and Instruction to perform his professional responsibilities for the Board;
- D. Visits to other institutions; and
- E. Other activities promoting the professional growth of the Director of Curriculum and Instruction.

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

4. **COMPENSATION**

A. Salary:

The Board shall pay the Director of Curriculum and Instruction an annual salary of **TWO-HUNDRED THOUSAND DOLLARS (\$200,000.00)** for his term of employment. This annual salary shall be paid to the Director of Curriculum and Instruction in accordance with the payroll schedule for other certified employees.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Director of Curriculum and Instruction shall be granted twenty-five (25) vacation days annually, calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Director of Curriculum and Instruction on **July 1, 2024**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Director of Curriculum and Instruction from using all of his allotted vacation days in a given year, he may carry over up to ten (10) unused vacation days to be used during the next year pursuant to law. Any vacation days carried over from the previous year that are not used shall be forfeited.

The Director of Curriculum and Instruction shall be granted four (4) personal days annually, without loss of salary, all of which shall be available to the Director of Curriculum and Instruction on **July 1, 2024**. The Director of Curriculum and Instruction shall be compensated for all unused personal days at \$125.00 per day no later than June 30 of each year.

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

If school is in session on any of the holidays listed above, the Director of Curriculum and Instruction may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Director of Curriculum and Instruction to work on any paid holiday, the Board shall offer the Director of Curriculum and Instruction another scheduled work day in lieu of the holiday during the same school year on which he does not need to report to work. These alternate holiday dates shall be provided to the Director of Curriculum and Instruction no later than September 1 of each year.



B. Bereavement Leave:

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

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

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

C. Health and other Insurance Benefits:

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

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

It shall be the Director of Curriculum and Instruction'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 Director or to the Director's HSA no later than January 15 of each year. The Director shall be permitted to change back to the Board's traditional, direct access plan during any benefits open enrollment period offered to other employees of the Board.

The Director of Curriculum and Instruction has the right to waive health benefits. In exchange for waiving coverage, he shall be reimbursed in the amount of \$7,500. The reimbursement may be pro-rated for partial periods of the school year.

D. Sick Leave:

The Director of Curriculum and Instruction shall be provided twelve (12) sick days annually, calculated on an annualized basis, all of which shall be available to the Director of Curriculum and Instruction on **July 1, 2024**. The unused portion of such leave, at the end of any year, shall be cumulative. Unused sick leave may be accumulated from year to year and accumulated sick leave shall be eligible for reimbursement in accordance with law. Upon retirement and notice to the Board all unused, accumulated sick days shall be reimbursed, at the final per diem rate of \$110.00 per day. Reimbursement for sick days shall not exceed \$15,000.00.

The Director of Curriculum and Instruction shall retain all of his prior unused sick leave days prior to **July 1, 2024** earned since the beginning of his employment in the District.

E. Membership Fees:

The Board shall pay one-hundred (100%) percent of the Director of Curriculum and Instruction's membership fees and/or charges for two (2) professional associations selected by the Director that directly relates to his professional duties and responsibilities as Director of Curriculum and Instruction, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

The Board shall reimburse the Director of Curriculum and Instruction for expenses incurred for travel and sustenance in the performance of the Director's duties under this Contract of Employment in accordance with law. Mileage shall be paid from mileage vouchers according to "New Jersey Office of Management and Budget" rates per mile. The Director shall be reimbursed for expenses pursuant Board policy, upon prior approval of the Superintendent and the Board, and pursuant to N.J.S.A.18A:11-12 and regulations promulgated thereunder.

During his employment with the Board, the Director of Curriculum and Instruction shall be provided with a laptop computer.

F. Tuition Reimbursement:

The Board shall reimburse the Director of Curriculum and Instruction for the successful completion of up to nine (9) graduate credits per year, up to the per credit cost of the Rutgers Graduate School of Education for the same academic year.

6. **EVALUATION**

The Superintendent shall evaluate the performance of the Director of Curriculum and Instruction in accordance with law.

7. **RENEWAL/EXTENSION OF CONTRACT OF EMPLOYMENT**

Any notice of renewal or extension of this Contract of Employment shall be agreed by and between the Board and the Director of Curriculum and Instruction on terms and conditions as agreed by the parties.

8. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

- A. Mutual agreement of the parties;
- B. Unilateral termination by the Director of Curriculum and Instruction upon sixty (60) days written notice to the Board. The Board may agree to a lesser period of time if so requested by the Director;
- C. Unilateral termination by the Board upon sixty (60) days written notice to the Director of Curriculum and Instruction;
- D. Actions consistent with law; or
- E. In the event that the Director of Curriculum and Instruction'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 Director of Curriculum and Instruction 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 **May 14, 2024**, 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.

\_\_\_\_\_  
Richard Coppola  
Director of Curriculum and Instruction

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
M. Alexis Pollock  
President, Manasquan Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness:

**CONTRACT OF EMPLOYMENT**

**THIS CONTRACT OF EMPLOYMENT** is made and entered into this **14<sup>th</sup> day of May 2024**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

**CINDY CIMINO**, (hereinafter “Director”).

**WITNESSETH**

**WHEREAS**, the Board and the Director 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 Director the position of Director of Special Services effective **July 1, 2024**, and she has accepted the Board’s offer; and

**WHEREAS**, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **May 18, 2024** and has authorized the President of the Board to execute this Contract of Employment.

**NOW, THEREFORE**, the Board and the Director, for the consideration herein specified, agree as follows:

1. **TERM**

The Board hereby agrees to employ **Cindy Cimino** as the Director of Special Services for the period beginning **July 1, 2024**, and expiring at midnight on **June 30, 2025**.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. Certification:

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

B. Duties:

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

3. **PROFESSIONAL GROWTH OF DIRECTOR OF SPECIAL SERVICES**

The Board and the Director recognize the value to the District of the continuing professional growth and development of the Director. The Board encourages the continuing professional growth of the Director through her participation as she and the Superintendent might decide, in light of her professional responsibilities as the Director, in the following ways:

- A. The operations, programs and other activities conducted or sponsored by local, county, and state professional associations during the school day where necessary, upon written request to, and the prior approval of the Superintendent, including but not limited to, conferences, conventions, and workshops;
- B. Seminars and courses offered by public or private educational institutions;
- C. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Director to perform her professional responsibilities for the Board;
- D. Visits to other institutions; and
- E. Other activities promoting the professional growth of the Director.

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

4. **COMPENSATION**

A. Salary:

The Board shall pay the Director an annual salary of **ONE HUNDRED FIFTY-FIVE THOUSAND FOUR HUNDRED DOLLARS (\$155,400.00)** for the term of employment. This annual salary shall be paid to the Director of School Counseling Services in accordance with the payroll schedule for other certified employees.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Director shall be granted twenty-one (21) vacation days annually calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Director on **July 1, 2024**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Director from using all of her allotted vacation days in a given year, she may carry over up to ten (10) unused vacation days to be used during the next year pursuant to law. Any vacation days carried over from the previous year that are not used shall be forfeited.

The Director shall be granted four (4) personal days annually without loss of salary, all of which shall be available to the Director on **July 1, 2024**. The Director shall be compensated for all unused personal days at \$125.00 per diem no later than June 30 of each year.

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

If school is in session on any of the holidays listed above, the Director may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the Director to work on any paid holiday, the Board shall offer the Director another scheduled workday in lieu of the holiday during the same school year on which she does not need to report to work. These alternate holiday dates shall be provided to the Director no later than September 1 of each year.

B. Bereavement Leave:

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

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

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

C. Health and other Insurance Benefits:

The Board shall provide health benefits, including prescription, and dental coverage for the Director, and if applicable, her spouse and dependents. The Director shall contribute an amount established by P.L. 2020, Chapter 44 towards the cost of health benefits coverage.

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

The Director has the right to waive health benefits. In exchange for waiving coverage, she shall be reimbursed in the amount of \$7,500.00. The reimbursement may be pro-rated for partial periods of the school year.

D. Sick Leave:

The Director shall be provided twelve (12) sick days annually (prorated for the term of employment), calculated on an annualized basis, all of which shall be available to the Director on **July 1, 2024**. The unused portion of such leave, at the end of any year, shall be cumulative. Unused sick leave may be accumulated from year to year and accumulated sick leave shall be eligible for reimbursement in accordance with law. Upon retirement and notice to the Board all unused, accumulated sick days shall be reimbursed, at the final per diem rate of \$110.00 per day. Reimbursement for sick days shall not exceed \$15,000.00.

In accordance with N.J.S.A. 18A:30-3.2, the Board grants the Director half (0.5) credit for accumulated sick leave days that Director holds in her immediate prior public school district employer, up to a maximum of 50 days, upon receipt of a certificate from the immediate prior employer of the Director's accumulated sick day balance.

E. Membership Fees:

The Board shall pay one hundred (100%) percent of the Director's membership fees and/or charges for two (2) professional associations selected by the Director that directly relates to her professional duties and responsibilities as Director of Special services, subject to the approval of the Superintendent.



F. Expense Reimbursement and Equipment:

The Board shall reimburse the Director for expenses incurred for travel and sustenance in the performance of the Director's duties under this Contract of Employment in accordance with law. Mileage shall be paid from mileage vouchers according to "New Jersey Office of Management and Budget" rates per mile. The Director shall be reimbursed for expenses pursuant Board policy, upon prior approval of the Superintendent and the Board, and pursuant to N.J.S.A.18A:11-12 and regulations promulgated thereunder.

During her employment, the Director shall be provided with a laptop computer.

G. Tuition Reimbursement:

The Board shall reimburse the Director for the successful completion of up to nine (9) graduate credits per year, up to the per credit cost of the Rutgers Graduate School of Education for the same academic year.

6. **EVALUATION**

The Superintendent or designee shall evaluate the performance of the Director in accordance with law.

7. **RENEWAL/EXTENSION OF CONTRACT OF EMPLOYMENT**

Any notice of renewal or extension of this Contract of Employment shall be agreed by and between the Board and the Director on terms and conditions as agreed by the parties.

8. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

- A. Mutual agreement of the parties;
- B. Unilateral termination by the Director upon sixty (60) days written notice to the Board. The Board may agree to a lesser period of time if so requested by the Director;
- C. Unilateral termination by the Board upon sixty (60) days written notice to the Director;
- D. Actions consistent with law; or
- E. In the event that the Director'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 Director 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 **May 14, 2024**, 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.

\_\_\_\_\_  
CINDY CIMINO  
Director of Special Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
M. ALEXIS POLLOCK  
President, Manasquan Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness:

**CONTRACT OF EMPLOYMENT**

**THIS CONTRACT OF EMPLOYMENT** is made and entered into this **14<sup>th</sup> day of May 2024**, by and between the **MANASQUAN BOARD OF EDUCATION**, with offices located at 169 Broad Street, Manasquan, New Jersey 08736 (hereinafter “the Board”)

and

**TARA THOLEN-LOBEL**, (hereinafter “the Assistant Business Administrator”).

**WITNESSETH**

**WHEREAS**, the Board and the Assistant 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 Assistant Business Administrator the position of Assistant School Business Administrator effective **July 1, 2024**, and she has accepted the Board’s offer; and

**WHEREAS**, the Board approved authorization of this Contract of Employment by a vote of its members at a regularly scheduled meeting on **May 14, 2024** and has authorized the President of the Board to execute this Contract of Employment.

**NOW, THEREFORE**, the Board and the Assistant Business Administrator, for the consideration herein specified, agree as follows:

1. **TERM**

The Board hereby agrees to employ **Tara Tholen-Lobel** as the Assistant School Business Administrator for the period beginning **July 1, 2024** and expiring at midnight on **June 30, 2025**.

2. **CERTIFICATION AND RESPONSIBILITIES**

A. Certification:

The Assistant Business Administrator shall maintain a current and valid certificate issued by the New Jersey Department of Education for the position of Assistant Business Administrator. In the event the Assistant 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 Assistant Business Administrator further agrees to comply with all other legal

requirements respecting the employment of an Assistant Business Administrator.

B. Duties:

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

3. **PROFESSIONAL GROWTH OF ASSISTANT BUSINESS ADMINISTRATOR**

The Board and the Assistant Business Administrator recognize the value to the District of the continuing professional growth and development of the Assistant Business Administrator. The Board encourages the continuing professional growth of the Assistant Business Administrator through her participation as she and the Superintendent might decide, in light of her professional responsibilities as the Assistant 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 Assistant 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 Assistant Business Administrator.

Expenses for meals, lodging, registration, and transportation for national conventions of recognized educational associations, workshops, seminars, and institutes to enhance the Assistant 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 Assistant 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 Assistant Business Administrator an annual salary of **ONE HUNDRED FOUR THOUSAND ONE HUNDRED TEN DOLLARS (\$104,110.00)** for her term of employment. This annual salary shall be paid to the Assistant Business Administrator in accordance with the payroll schedule for other certified employees.

B. Recording Secretary Stipend

The Assistant Business Administrator will receive a stipend in the amount of 5.00% of her base salary for performing the duties of Recording Secretary for the Board of Education public meetings. This stipend will be payable no later than January 15th of each school year.

5. **BENEFITS**

A. Vacation Days/Personal Days/Holidays:

The Assistant Business Administrator shall be granted twenty-one (21) vacation days annually, calculated at the rate of 1/260 on an annualized basis, all of which shall be available to the Assistant Business Administrator on **July 1, 2024**, upon prior approval of the Superintendent of Schools.

If business demands prohibit the Assistant 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.

The Assistant Business Administrator shall be granted four (4) personal days annually, without loss of salary, all of which shall be available to the Assistant Business Administrator on **July 1, 2024**. The Assistant Business Administrator shall be compensated for all unused personal days at \$125.00 per day no later than June 30 of each year.

The Assistant Business Administrator shall be entitled to the following paid holidays: New Year's Day; Martin Luther King, Jr. Day; 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 Business Administrator may be required to work on these holidays to ensure the efficient and safe

operations of the schools. If the Board requires the Assistant Business Administrator to work on any paid holiday, the Board shall offer the Assistant Business Administrator another scheduled workday in lieu of the holiday during the same school year on which she does not need to report to work. These alternate holiday dates shall be provided to the Assistant Business Administrator no later than September 1 of each year.

**B. Bereavement Leave:**

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

The Assistant Business Administrator 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 Business Administrator 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 Business Administrator'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 Business Administrator, and if applicable, her spouse and dependents. Pursuant to applicable law and regulation, the Assistant Business Administrator shall contribute an amount towards payment of premiums. The Assistant Business Administrator shall contribute 1.5% of her base salary through a payroll deduction toward the cost of health insurance premiums in accordance with N.J.A.C. 6A:23A-3.1(e)(5) and N.J.S.A. 18A:16-17 (P.L. 1979 c.391) or as required by N.J.S.A. 18A:16-13.2 (P.L. 2020, c.44), and any implementing regulations.

The health insurance, prescription, and dental plan for the Assistant Business Administrator shall be substantially equivalent to the health insurance, prescription, and dental plan provided to other administrators employed by the district.

The Assistant Business Administrator has the right to waive health benefits. In exchange for waiving coverage, she shall be reimbursed in the amount of \$7,500.00. The reimbursement may be pro-rated for partial periods of the school year.

**D. Sick Leave:**

The Assistant Business Administrator shall be provided twelve (12) sick days annually, calculated on an annualized basis, all of which shall be available to the Assistant Business

Administrator on **July 1, 2024**. The unused portion of such leave, at the end of any year, shall be cumulative. Unused sick leave may be accumulated from year to year and accumulated sick leave shall be eligible for reimbursement in accordance with law. Upon retirement and notice to the Board all unused, accumulated sick days shall be reimbursed, at the final per diem rate of \$110.00 per day. Reimbursement for sick days shall not exceed \$15,000.00.

E. Membership Fees:

The Board shall pay one hundred (100%) percent of the Assistant Business Administrator membership fees and/or charges for two (2) professional associations selected by the Assistant Business Administrator that directly relates to her professional duties and responsibilities as Assistant Business Administrator, subject to the approval of the Superintendent.

F. Expense Reimbursement and Equipment:

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

F. Tuition Reimbursement:

The Board shall reimburse the Assistant Business Administrator for the successful completion of up to nine (9) graduate credits per year, up to the per credit cost of the Rutgers Graduate School of Education for the same academic year.

6. **EVALUATION**

The School Business Administrator shall evaluate the performance of the Assistant Business Administrator 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 Business Administrator on terms and conditions as agreed by the parties.

8. **TERMINATION OF CONTRACT OF EMPLOYMENT**

This Contract of Employment may be terminated by:

- A. Mutual agreement of the parties;
- B. Unilateral termination by the Assistant 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 Assistant Business Administrator;
- C. Unilateral termination by the Board upon sixty (60) days written notice to the Assistant Business Administrator;
- D. Actions consistent with law; or
- E. In the event that the Assistant 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.

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 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 **May 14, 2024**, 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.

\_\_\_\_\_  
TARA THOLEN-LOBEL  
Assistant Business Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
M. ALEXIS POLLOCK  
President, Manasquan Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness: