

MARCH 11, 2025

**ELEMENTARY SCHOOL PERSONNEL**

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

**Mentoring**

**Recommend** approval of the appointment of the following teacher mentors for the 2024-2025 school year. Stipend amounts will be payroll deductions from mentees to pay mentors. All mentors will be paid in the June 2025 payroll, pro-rated, if necessary and as noted below.

Provisional Teacher	Certificate Type	Mentor	Mentoring Period	Stipend
Jenna Platten	CEAS	Alyse Leybovich	15 weeks	\$275.00

MARCH 11, 2025

## HIGH SCHOOL & DISTRICT PERSONNEL

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING HIGH SCHOOL AND DISTRICT PERSONNEL ACTIONS TO THE BOARD OF EDUCATION FOR APPROVAL:

### 2024-2025 Staffing

**Appointment of Peter Balon as High School Job Coach (CLI Program) (9155-MHS-CLIN-11)** (temporary replacement for Employee ID# 6094) from March 3, 2025, through June 30, 2025, at **Step 1, \$25.68 per hour, 7 hours per day.**

### 2025-2026 Staffing

**Appointment of James Fagen as High School Teacher of Social Studies (2000-MHS-SOCS-03) at Step 14 DOC, \$97,200.00, plus \$500.00 longevity for the 2025-2026 school year.**

### Substitutes:

**Appointment** of the following substitutes for the 2024-2025 school year:

NAME	TEACHER	PARAPROFESSIONAL	SECRETARY
Marrabello, Barbara*	X	X	X
Martin, Dolores	X		
Peters, Nicole	X	X	X
Sullivan, Denise*	X	X	X

*\*Pending Employment History Review*

### Athletic & Extracurricular Positions

**Appointment** of the following **athletic coaches** for the 2024-2025 school year:

Position	Position Code	Appointee	Stipend
HS Spring Track (Girls) Assistant Coach	9875-MHS-ATHL-02	Eric Mason	\$3,875.00
HS Lacrosse (Girls) Assistant Coach	9850-MHS-ATHL-02	Gregory MacGillis	\$5,022.00

**Appointment** of the following **unpaid volunteer athletic assistants** for the 2024-2025 school year:

- Devin McNamara– Boys Lacrosse
- Ryan Calmon – Boys Lacrosse
- Wayne Malone - Boys Lacrosse (*pending certification*)

**Appropriation of Perkins Grant funds** for the payment of the following previously appointed 2024-2025 stipends using expense account 20-361-100-100-01-01-00-001:

Stipend Position	Appointed Employee	Stipend Amount
Academy of Finance Coordinator (9901-MHS-EXAC-01)	John Driscoll	\$7,438.00
Academy of Finance Asst. Coordinator (9901-MHS-EXAC-02)	Linda Hoeler	\$4,508.00

(Previously BOE appointed to positions June 11, 2024.)

**Adoption** of the following **athletic event worker pay rates for sectional final games** as recommended by the NJSIAA for both district employees and non-district employees:

- Event Security - \$85.00 per event
- Announcer - \$85.00 per event
- Ticket Seller/Taker - \$75.00 per event
- Clock Operators/Scorers - \$75.00 per event

**Interns/Student Teachers**

**Acceptance of Sarah Brennan**, Towson University student, **to complete Level II Occupational Therapy field work** under the supervision of district Occupational Therapists, during September 2025 - December 2025 and the **approval of the agreement between Towson University and the Manasquan Board of Education for the field placement of occupational therapy and occupational science students** as per **Document L-1**. Cooperating/supervising teachers or administrators are authorized to accept any applicable payment or stipend directly from the student teacher/intern's institution.

## AGREEMENT

THIS AGREEMENT (the “Agreement”) is entered into as of the date of last signature below (the “Effective Date”), by and between TOWSON UNIVERSITY, an agency of the State of Maryland (hereinafter referred to as the “University”), on behalf of its College of Health Professions, located at 8000 York Road, Towson, Maryland 21252, and Manasquan Board of Education (hereinafter referred to as the “Facility”) located at 169 Broad Street, Manasquan, NJ, 08736.

### RECITALS

WHEREAS, the University has a curriculum in occupational therapy and occupational science (the “Program”); and

WHEREAS, the University desires the cooperation of the Facility in the development and implementation of the field components of its Program curriculum; and

WHEREAS, the Facility, as a licensed and accredited Facility, is willing to participate in the development and implementation of field experiences for Program students.

NOW, THEREFORE, in consideration of the mutual agreements and covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, it is mutually agreed as follows:

### ARTICLE I. UNIVERSITY RESPONSIBILITIES

A. The University shall maintain ongoing communication with the Facility Supervisor (as further described in Article II.A below) of Facility with regard to changes in course content, sequencing, and/or other information pertinent to Program education. Such communication will include, but not be limited to, on-site visits or scheduled virtual meetings.

B. The University shall notify the Facility Supervisor, at a time mutually agreed upon, of its planned schedule of student assignment, including the name of the student, level of academic preparation, and length and dates of educational experience.

C. The University shall refer to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum which is applicable to the Facility. The University shall assume responsibility for assuring continuing compliance with the educational standards established by the American Occupational Therapy Association.

D. The University shall inform the student of the Facility’s requirements for acceptance.

E. The University shall advise the assigned student of responsibility for complying with the rules and regulations of the Facility.

F. The University shall assure that the assigned student is covered by professional liability insurance protection in the minimum amount of one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate. This insurance shall cover students for their acts, failure to act, or negligence arising out of or caused by the activities which are the subject of this Agreement. The University shall provide the Facility with a certificate of insurance evidencing such coverage upon request.

G. The University shall supply the Facility Supervisor with appropriate forms to be used in evaluating the performance of the assigned student.

## ARTICLE II. FACILITY RESPONSIBILITIES

- A. The Facility shall designate as Supervisor the staff member at the Facility who will be responsible for the planning and implementation of the experience at the Facility (the "Facility Supervisor"). The designated Facility Supervisor shall meet the criteria established by the University for supervising students.
- B. The Facility shall recognize the need for time to plan and implement the educational experience, including, when feasible, time to attend relevant meetings and conferences.
- C. Facility shall be responsible for and retain absolute control over the organization, administration, operation, and financing of its services, and shall retain responsibility for patient and/or client care in areas where students have the educational experience. University students and any on-site faculty shall be subject to authority of the Facility.
- D. The Facility shall provide the physical facilities and equipment necessary to conduct the educational experience.
- E. The Facility shall use reasonable efforts to provide to each assigned student, whenever possible, reasonable study and storage space.
- F. The Facility shall provide the assigned student with a copy of the Facility's existing pertinent rules and regulations with which the student is expected to comply, and shall communicate any changes to such rules or regulations which may affect the student's experience.
- G. The Facility shall make available, if possible, emergency health care to the assigned student or on-site faculty. The student or on-site faculty will otherwise be responsible for their own health care.
- H. The Facility shall evaluate the performance of the assigned student on a regular basis using the evaluation form developed by the American Occupational Therapy Association and/or Program and supplied by the University. The completed evaluation will be forwarded to the University at the address for notices below within one (1) week following conclusion of the student's experience.
- I. The Facility may terminate any student whose health or performance is a detriment to client well-being or to achievement of the stated objectives of the educational experience upon notice to University of such pending termination. The Facility agrees that the University will allow that student the opportunity to respond to the Facility's charges against that student.
- J. The Facility shall advise the University of any changes in its operation, policies, or personnel which may affect the experience.
- K. University and Facility may provide to each other educational records of the student. Facility acknowledges that records relating to or concerning the Program are educational records within the meaning of the Family Educational Rights and Privacy Act ("FERPA") and Facility shall not disclose such records except to the University or in strict compliance with the provisions of FERPA, and upon prior notice to the student and to the University.

### ARTICLE III. JOINT RESPONSIBILITIES

A. The University and the Facility shall establish the educational objectives for the educational experience, devise methods for their implementation, and continually evaluate to determine the effectiveness of the educational experience.

B. The University and the Facility shall mutually determine the number of students from the University which can be accommodated by the Facility in any period of time.

C. Any and all notices, consents, or other communications required to be made by one party to the other shall be deemed to have been properly given if made in writing and (a) personally delivered, (b) transmitted by electronic means (facsimile or e-mail) with documentation of transmission or receipt, or (c) delivered by United States first class mail, postpaid, to the addresses or numbers set forth below:

If to University:           Towson University  
                                  College of Health Professions  
                                  8000 York Road  
                                  Towson, Maryland 21252  
                                  Attn: Academic Fieldwork Coordinator  
                                  Phone: 410-704-2762  
                                  Via e-mail: alittleton@towson.edu

If to Facility:               Manasquan Board of Education  
                                  169 Broad Street  
                                  Manasquan, NJ 08736  
                                  Phone: 732-528-8800

### ARTICLE IV. GENERAL PROVISIONS

A. Term. This Agreement shall have a term of five (5) years, commencing upon the Effective Date, and ending on \_October 15, 2029, (the "Term") unless otherwise earlier terminated according to the provisions of this Agreement. Either party may terminate this Agreement upon sixty (60) days prior written notice to the other party. Termination of this Agreement shall not affect the completion of the experience by any student already enrolled until such student has completed the educational experience, except in the event of immediate termination by Facility as set forth in Section II.I. of this Agreement.

B. Non-Discrimination. The parties hereto agree that neither party shall discriminate on the basis of race, color, religion, creed, age, sex, gender identity, sexual orientation, genetic information, marital status, national origin, ancestry, physical or mental handicap, or any other protected class.

C. Relationship of the Parties. Nothing in this Agreement is intended to or shall be construed to constitute or establish an agency, employer/employee, partnership, franchise, or fiduciary relationship between the parties or between the Facility and the Student. Neither party shall have the right or authority or shall hold itself out to have the right or authority to bind the other party, nor shall either party be responsible for the acts or omissions of the other except as provided specifically to the contrary herein.

D. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the respective permitted successors and assigns of the parties hereto.

E. Governing Law. The University and the Facility agree that the laws of Maryland shall govern this Agreement and its interpretation, without reference to its conflicts of laws provisions. Nothing herein shall be deemed a waiver of immunity or defense that may exist in any action against University.

F. Counterparts. This Agreement may be executed in multiple counterparts, each of which is deemed an original and all of which constitute one and the same agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other parties, including by facsimile or PDF delivery. The signatures of all of the parties need not appear on the same counterpart.

G. Entire Agreement. This Agreement sets forth all of the agreements and understandings between the parties hereto with respect to the subject matter hereof, and supersedes and terminates all prior agreements and understandings between the parties with respect to the specific subject matter hereof. There are no agreements or understandings with respect to the subject matter hereof, either oral or written, between the parties other than as set forth herein. Except as expressly set forth in this Agreement, this Agreement may not be assigned, modified or amended in whole or in part unless reduced to writing and signed by the respective authorized officers of Facility and the University.

Facility and the University have caused this Agreement to be executed and delivered on the date below by their duly authorized representatives.

**TOWSON UNIVERSITY**

By: \_\_\_\_\_  
Lisa Ann Plowfield, PhD, RN  
Title: Dean, College of Health Professions  
Date: \_\_\_\_\_

**FACILITY**

x \_\_\_\_\_  
By: \_\_\_\_\_ Peter Crawley, Ed.D.  
Title: Business Admin/Board Secretary  
Date: \_\_\_\_\_