

SEPTEMBER 17, 2025

PERSONNEL ADDENDUM

PERSONNEL ITEMS 29-42

CERTIFICATED STAFF 29-35:

29. Recommended for Employment:

{Code = (R) Replacement; (TR) Temporary Replacement; (New) New Position}

			<u>\$</u>
A.	<u>Alayna Galati</u> STR Health/Phys Ed	(R) 10/1/2025* - 6/30/2026	58,325.00 (Prorated)
B.	<u>Melissa A. Parente</u> WAL Sped Aut	(R) 10/1/2025** - 6/30/2026	57,525.00 (Prorated)

**start date pending release from current district*

***start date pending issuance of teaching certificate*

30. Recommended Salary Adjustments:

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A.	<u>Sybil D. Canary</u> HSN LDTC	9/18/2025 - 6/30/2026 (DLM Facilitator Stipend)	+5,335.45 (Prorated)

31. Recommended Change of Contract Start Date:

A.	<u>Robert L. Wynn, Jr.</u> HSE Sped RR	10/27/2025
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32. Recommended Leave of Absence Requests:

A.	<u>Employee #13217</u> HSE Science	Family	9/15/2025 - 9/19/2025
B.	<u>Employee #15694</u> JAC Speech Language Specialist	Family	11/17/2025 - 2/20/2026

33. Retirement:

- A. Nancy C. Page 2/1/2026
IN Sped RR

34. Transfers Effective for the 2025-2026 SY: (Attached)

35. Certified Job Description: (Attached)

- A. Recommend approval of the attached certified job descriptions:

Assistant Principal (Revised)

SUPPORT STAFF 36-43:

36. Special Education Paraprofessionals:

- A. Recommended for Employment:

<u>Michelle Trautweiler</u>	(R)	\$21,960.00
JAC Tier 2 Paraprofessional	9/22/2025 – 6/30/2026	(Prorated)

- B. Resignations:

<u>Lauren A. Harrington</u>	9/27/2025
WD Tier 2 Paraprofessional	

<u>Katherine M. Hollingworth</u>	9/20/2025
ND Tier 2 Paraprofessional	

- C. Transfers for the 2025-2026 school year effective 9/1/2025: (Attached)

37. Cafeteria/Playground Aides:

- A. Recommended for placement on the substitute list at a rate of \$15.49 per hour:

<u>Lorene Sparmo</u>	<u>Effective Date</u> 9/18/2025
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38. Cafeteria/Playground Aides: (Continued)

B. Recommended Leave of Absence Requests:

<u>Employee #10111</u> ED Café/Playground Aide	Personal	10/3/2025 - 10/10/2025
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39. Food Services Department:

A. Recommended Continued Change of Employment:

<u>Shannan Whalen</u> HSN Cafeteria Worker	IN "Acting" Lead Cafeteria Worker 9/17/2025 – 11/17/2025	\$40,661.00 (Prorated)
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B. Recommended Leave of Absence Requests:

<u>Employee #14457</u> IN Cafeteria Worker	Medical	9/17/2025 – 11/17/2025
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40. Maintenance Department:

A. Recommended Leave of Absence Request:

<u>Employee #15969</u> Tradesman - Electrician	Family	9/10/2025 – 10/29/2025
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41. Transportation Department:

A. Recommended for Employment:
(Code=(R) Replacement)

<u>Melinda Simsen</u> Sped Bus Attendant	(R) 9/18/2025 - 6/30/2026	\$ 25,552.80 (Prorated)
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B. **Rescind** Employment Offer:
(Code=(R) Replacement)

<u>Shinequa L. Fleming</u> Reg Bus Driver	(R) 9/18/2025 - 6/30/2026	\$35,838.00 (Prorated)
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42. Extracurricular:

A. Extracurricular New Club Recommendations:

IS Jazz Ensemble

HSS Craft Club

HSE Current Affairs Forum

43. Substitute Nurses/Athletic Trainer/Secretaries (Attached)

SEPTEMBER 17, 2025

PERSONNEL ADDENDUM

ATTACHMENTS

Certified Transfer List
2025-2026 School Year

31

	From:	To:
Black, Christine A.	ND - ESL 11-240-100-101-007-0100	ED - ESL 11-240-100-101-008-0100

9/17/25
Caden
att.

TITLE: ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. Valid New Jersey School Administrator/Principal Certificate of eligibility with appropriate educational credentials (Masters Degree).
2. Five years experience in public education and adequate experience as determined by the board.
3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent of Schools/Assistant Superintendent/Principal

SUPERVISES: All certified and non-certified staff as assigned by, or in the absence of the principal.

JOB GOAL:

To assist the principal in providing leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.

PERFORMANCE RESPONSIBILITIES:

School Leadership

1. Assists the principal in duties related instruction, supervision, evaluation and the overall administration of the school.
2. Serves as building administrator in the absence of the principal.
3. Requisitions supplies, textbooks and equipment, conducts inventories, and maintains records, and reviews receipts and purchase orders for such material.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
6. Greets and interacts with parents and visitors in the absence of the school principal.
7. Assists in curriculum development.
8. Observes and evaluates teaching staff and non-teaching personnel as designated by the building principal.
9. Conducts faculty meetings in the absence of the Principal.
10. Approves and coordinates bedside instruction
11. Assists in the responsibility for commencement ceremony and preparation. (High School and Intermediate School)

ASSISTANT PRINCIPAL (Continued)

12. Assists in the responsibility for commencement ceremony and preparation. (High School and Intermediate School)
13. Assumes responsibility for building and equipment, e.g., maintenance, repairs, security, inventories, fire drills and lockers.
14. Strives to maintain and improve professional competence and to keep abreast of latest administrative methods.
15. Assists in upholding and enforcing school rules, administrative regulations and board policy.
16. Attends and participates in staff and/or committee meetings as deemed necessary.

Student Discipline and Supervision of Students

1. Assists in maintaining high standards of student conduct and enforcing discipline policies.
2. Assists in supervision of the cafeteria during lunch hours. Assists with playground supervision when assigned.
3. Provides guidance to individual students, resolves individual behavioral problems.

Recording Keeping, Reporting and Scheduling

1. Supervises the reporting and monitoring of student attendance, and work with the attendance supervisor for investigative follow-up actions.
2. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
3. Assists in scheduling and coordination al health examinations.
4. Performs such record-keeping and reporting functions as the principal may direct.

Interaction with School Staff

1. Supervises teachers and departments as assigned by the principal.
2. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
3. Assists in the coordination and supervision of special programs funded by the state or federal government.
4. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.

Other

1. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
2. Performs such other duties as may be assigned by the principal or superintendent or his/her designee.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of certified staff.

Adopted by: Toms River Regional Schools Board of Education
Date: March 18, 2014
Revision: September 17, 2025

Para Transfer List
2025-2026 School Year

360

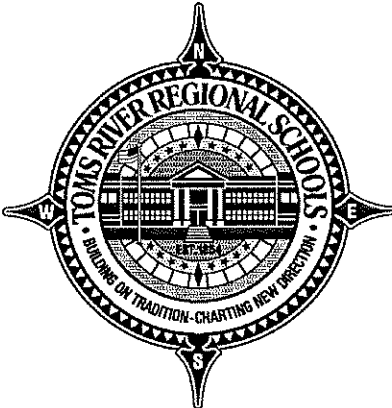
	From:	To:
Daly, Catherine M. *	SB - Tier 2 Paraprofessional 11-000-217-106-010-0205	ND Preschool - Tier 2 Paraprofessional 11-000-217-106-011-0205
* effective 9/16/25		

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BOARD AGENDA

September 17, 2025

SUBSTITUTE NURSE /ATHLETIC TRAINER



SUBSTITUTES

CERTIFICATION

- 1. Ms. Renee Emanuel ★
- 2. Ms. Caitlyn E Inglis
- 3. Ms. Christine M Koppenhaver

- County Nurse Certificate K-12
- County Nurse Certificate K-12(Applying)
- County Nurse Certificate K-12(Applying)

* effective 10/1/2025



BOARD AGENDA

September 17, 2025

SUBSTITUTE SECRETARY

SUBSTITUTES

1. Ms. Jessica A LoAlbo

CERTIFICATION

Secretary (applying)

SEPTEMBER 17, 2025

**EDUCATIONAL PROGRAMS
ADDENDUM**

EDUCATIONAL PROGRAMS ITEM 8

8. Recommended Professional Development Requests:

- A. Staff Development Workshops, Inc.
Math Staff Development
September 23, 2025 and October 2, 2025
Expenses not to exceed \$3,600.00

- B. Staff Development Workshops, Inc.
ELA Staff Development
September 23, 2025 and October 2, 2025
Expenses not to exceed \$3,600.00