

**PERSONNEL:**

Consider recommendations of the Superintendent of Schools on the following items:

***ADMINISTRATIVE***

**A-1 APPOINTMENT OF DEPUTY SUPERINTENDENT OF SCHOOLS**

***Dr. Paul Romanelli***  
***Effective August 1, 2022 to August 14, 2022***  
***Per Diem Rate***

**A-2 APPOINTMENT OF SUPERINTENDENT OF SCHOOLS**

***Dr. Paul Romanelli***  
***Effective August 15, 2022 to August 14, 2025***  
***\$240,000 (2022-2023)***

**TEACHERS**

**T-1 PROBATIONARY APPOINTMENT**

Danielle Carihfield, Art  
Effective August 29, 2022 to August 28, 2026  
(Paul J Bellew & Manetuck; Step 1A<sup>1</sup>, Replacing Annette Musteric {retired})

*In order to be granted tenure a classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law § 3012-d of either effective or highly effective in at least three of the four preceding years and if a classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time.*

**T-2 PROBATIONARY APPOINTMENT (AMENDED)**

Brittany Probst, Mathematics  
Effective August 29, 2022 to August 28, 2025  
(High School; change in effective date from August 29, 2022 to August 28, 2026)

**T-3 REGULAR SUBSTITUTE**

Grixon Moreira, World Languages  
Effective August 29, 2022 through June 30, 2023  
(Beach; Step 1A<sup>1</sup>; Replacing Elizabeth Daddi {LoA})

Megan Rooney, Special Education  
Effective August 29, 2022  
(Manetuck; Step 1A<sup>1</sup>; replacing Deanna Johnson {LoA})

**TEACHING ASSISTANTS**

**TA-1 TENURE APPOINTMENT (AMENDED)**

Michelle Edgley, Teaching Assistant  
Effective September 2, 2022  
(change in effective date from September 1, 2022 to September 2, 2022)

**CIVIL SERVICE**

CL-1

**CHANGE IN TITLE**

Joan Distefano, Custodial Worker I  
Effective June 27, 2022  
(Oquenock; Step 5; change from Acting Head Custodian)

Robert Verito, Acting Head Custodian  
Effective June 27, 2022  
(Bayview; Step 10; change from Custodial Worker III)

CL-2

**PROBATIONARY APPOINTMENT**

\*Eva Gonzalez, Contingent Account Clerk  
Effective July 18, 2022  
(District Office; Step 1; replacing D. Farewell {Benefits})

CL-3

**RESIGNATION**

Mary Ellen McElwee, Part-Time Food Service Worker  
Effective June 22, 2022  
(Udall)

Mary Morici, Part-Time Food Service Worker  
Effective June 30, 2022  
(Bayview)

Kristen Wilson, Cafeteria Aide  
Effective June 25, 2022  
(Paul J. Bellew)

CL-4

**SUBSTITUTE FOOD SERVICE WORKER** (\$15.00/hr)

Mary Ellen McElwee, effective August 30, 2022

**OTHER**

**SUMMER SCHOOL 2022**

Catherine Brudi, English 9  
Giavanna Donarumia, Global 10  
Edward Jablonski, U.S. History  
Michael Maneri, English 9

**SUMMER RECREATION CAMP 2022**

Camp Counselors (\$15 per hour)  
Jake McEnaney  
Julia O'Sullivan

*\*Conditional pending fingerprinting clearance*

## **CONTRACT FOR THE SUPERINTENDENT OF SCHOOLS**

**THIS AGREEMENT**, dated the \_\_\_\_ day of \_\_\_\_\_ 2022 between the Board of Education of the West Islip Union Free School District (hereinafter referred to as "West Islip" or the "District"), West Islip, Suffolk County, New York, having its principal place of business at the Administration Building, 100 Sherman Avenue, West Islip, New York, and Dr. Paul Romanelli (hereinafter referred to as "Dr. Romanelli" or the "Superintendent").

### **W I T N E S S E T H**

**WHEREAS**, the Board of Education (the "Board") has offered to employ Dr. Paul Romanelli as Superintendent of Schools for West Islip; and

**WHEREAS**, Dr. Romanelli has accepted the offer of employment in such capacity; and

**WHEREAS**, the parties have mutually agreed upon the following terms and conditions.

**NOW, THEREFORE**, it is mutually agreed as follows:

1. **Offer and Term of Employment**

(a) Effective August 1, 2022 through August 15, 2022, Dr. Romanelli shall be employed as Deputy Superintendent of Schools performing such duties as are necessary to transition to Superintendent of Schools. Effective August 16, 2022 through August 15, 2025, Dr. Romanelli shall be employed as Superintendent of Schools.

(b) The subject of renewal of this contract shall be brought by the Superintendent to the attention of the Board no less than fourteen (14) months prior to the termination of this contract. If the Board has determined not to renew this Agreement at its expiration, it shall, at least one (1) year prior thereto, provide written notice of intention not to renew to the Superintendent, so that he may have ample opportunity to seek other employment. Failure to provide such one (1) year notice shall not serve to extend the expiration date of this

contract. Nothing herein contained shall preclude termination of this Agreement by mutual consent of the parties. The Superintendent may waive his right to notice of intent not to renew or waive the one (1) year requirement without formal amendment of this Agreement, but any such waiver must be in writing to be effective.

2. Acceptance by Superintendent

The Superintendent hereby accepts said offer of employment and agrees to perform, to the best of his ability, the duties of such position.

3. Compensation

(a) The Superintendent's annual base salary for the period August 1, 2022 through June 30, 2023 shall be Two Hundred Forty Thousand and xx/100 (\$240,000) Dollars, paid in equal installments in accordance with the rules of the Board of Education governing salary payment to other District administrators.

(b) The Superintendent's salary and fringe benefits for each succeeding year of this Agreement, and any extension hereof, shall not be diminished from that paid the previous year. Increases in compensation and improvements in fringe benefits shall be determined as follows: On or about June 1<sup>st</sup> of each year of this Agreement, the Board shall meet to discuss with the Superintendent and thereafter determine what salary increase and/or benefit modifications(s) shall be made to this Agreement. The decision of the Board shall be communicated to the Superintendent on or before June 30<sup>th</sup> of each year of this Agreement.

(c) The Board reserves the right to increase the annual base salary, in its discretion, during the term of this Agreement.

4. Vacation Entitlement

The Superintendent will be entitled to twenty (20) paid vacation days per year, prorated for the period August 1, 2022 through June 30, 2023. The Superintendent shall be credited with his annual vacation entitlement for the first year on August 1, 2022 and on July 1<sup>st</sup> of each year thereafter. The scheduling of vacations of more than five (5) consecutive school days in length shall be subject to the approval of the President of the Board of Education. In the event the Superintendent separates from employment with the District prior to June 30<sup>th</sup> in any year, his annual vacation entitlement for that year shall be prorated as of the date of his separation. Upon separation he shall be paid for the unused portion of those prorated days at his then daily rate. If the Superintendent has used more than his annual entitlement as prorated as of the date of separation, the District reserves the right to require the Superintendent to reimburse the District for those days which exceed his prorated annual entitlement as of separation at his then daily rate of pay. Vacation time may only be taken at times when school is not in session, unless prior authorization for other times is granted by the President of the Board of Education. Up to a maximum of ten (10) days of unused vacation time may be carried over to the next year at the discretion of the Superintendent. However, total vacation available in any year shall not exceed thirty-five (35) days. The Superintendent shall be permitted to cash out up to five (5) unused vacation days each school year at the rate of 1/240<sup>th</sup> of his annual base salary.

5. Holidays

The Superintendent shall be entitled to seventeen (17) paid holidays per year. It is the Board's and the Superintendent's desire that these holidays be consistent with those granted to secretaries who are members of the West Islip Unit, Educational Chapter of the West Islip Secretarial Association. Since however, the holidays for secretaries are established annually in

conjunction with the development of the school calendar, the Superintendent shall review the holidays to be taken by the secretaries for each school year and submit to the Board on or about July 1<sup>st</sup> of each year the seventeen (17) holidays he will be taking for that year.

6. Benefits

The Superintendent shall be entitled to the following benefits:

(a) Health Insurance: The District shall pay 85% of the cost of the premium for a family or individual health insurance plan for the Superintendent. The health plan applicable to the Superintendent shall be the Empire State Plan of Health Insurance (with Major Medical) or its equivalent.

Health insurance shall continue upon the Superintendent's simultaneous retirement from the District and from the New York State Teachers' Retirement System, and the District shall pay 85% of the cost of individual or family coverage, as applicable, in the Empire Plan or its equivalent.

(b) Dental Insurance: The District shall pay 85% of the cost of dental insurance, individual or family, as applicable. The maximum annual allowance is \$3000. Dental insurance shall be continued for the Superintendent who retires from the District and simultaneously retires from the New York State Teachers' Retirement System. The Superintendent must be 55 years of age or older to receive this benefit.

(c) Optical Insurance: The Superintendent shall be entitled to optical insurance, individual or family, as applicable, with 100% of the premium paid by the District.

(d) Disability Insurance: As per existing policy and conditions, the Superintendent shall be entitled long-term disability coverage equivalent to 66-2/3% of his pay up to a maximum of \$3,000 per month provided all accumulated sick leave has been exhausted.

The District will provide short-term disability coverage equivalent to 66 2/3% of salary provided all accumulated sick leave has been exhausted. The short-term disability coverage will cease when the long-term disability commences.

(e) Flexible Benefit Plan: The Superintendent shall be entitled to participate in the District's Flexible Benefits Plan pursuant to Section 125 of the Regulations of the Internal Revenue Service.

(f) 403-b: A contribution of \$2,500 per year will be made by the District on behalf of the Superintendent to a 403-b plan of his choice.

(g) Illness in the Family: When absence is necessary due to illness of any member of the immediate family, (the immediate family includes wife, husband, son, daughter, father, mother, brother, sister, or proven close relative), the Superintendent may be permitted a total of five (5) fully paid days of absence per year. Additional days may be allowed at the discretion of the President of the Board of Education when unusual circumstances warrant such action. These days will not be charged against the annual sick leave.

(h) Death in the Family: For a death in the immediate family, (the immediate family includes wife, husband, son, daughter, father, mother, brother, sister, or proven close relative), five (5) days with full pay shall be allowed. Additional days may be allowed at the discretion of the President of the Board of Education when unusual circumstances warrant such action. These days will not be charged against annual sick leave.

(i) Personal Business/Religious Holiday: Permission for absence for personal business or religious holiday shall be obtained in advance from the President of the Board of Education. Five (5) days with pay shall be allotted for this purpose each year. Such personal days or religious holidays will not be charged against the annual sick leave. One (1) unused

personal day or religious holiday may be cashed out per year at the per diem rate.

(j) **Jury Duty:** Jury duty, or attendance required in court as a witness or by subpoena, will not result in payroll deductions and the number of days will not be deducted from any other leave. Jury duty fees and witness fees, if any, shall be turned over to the District. Mileage reimbursement shall be kept by the Superintendent.

(k) **Life Insurance:** A paid group term life insurance program will be provided in the amount of twice the annual base salary, including accidental death and dismemberment. The Superintendent may purchase additional amounts of life insurance at cost, and carry this insurance into retirement, reimbursing the District.

(l) **Food Allowance:** The Superintendent shall be entitled to up to twenty-five dollars (\$25.00) reimbursement per dinner when required by the Board of Education to attend evening meetings. Reimbursement by the Superintendent shall be made after submission of a receipt for such expenditures.

(m) **Sick Leave:** The Superintendent shall be entitled to twelve (12) days sick leave at full salary per year, prorated for the period August 1, 2022 through June 30, 2023. All unused sick leave is accumulated for use purposes only except as referred to in this paragraph. Upon separation of service from the District the Superintendent shall be paid accumulated unused sick days paid at the rate of \$400 per day to a maximum of \$54,000. To the extent permitted by law, such payment shall be made to a 403-b account for the benefit of the Superintendent. Any contribution to a 403-b account shall be subject to the terms of a mutually acceptable agreement. In addition to the above referenced sick days, the Superintendent shall be credited with fifty (50) sick days upon initial employment, which days will be available for use only (i.e., no cash value), and only to the extent that the above referenced sick day allotment is



insufficient to address illness.

(n) Car Expense: The Superintendent shall be entitled to One Hundred (\$100.00) Dollars per month for car expenses.

(o) Meeting Expenses: The Superintendent shall be entitled to be reimbursed up to One Thousand (\$1,000.00) Dollars per year towards meeting expenses.

(p) Career Increments:

- i. Career Increment #1: The Superintendent shall receive a \$2,500 career increment after he has completed four (4) years of service in the District as Superintendent of Schools. Such career increment shall be added to his annual base salary.
- ii. Career Increment #2: The Superintendent shall receive a \$2,500 career increment after he has completed eight (8) years of service in the District as Superintendent of Schools. Such career increment shall be added to his annual base salary.
- iii. Career Increment #3: The Superintendent shall receive a \$2,500 career increment after he has completed twelve (12) years of service in the District as Superintendent of Schools. Such career increment shall be added to his annual base salary.

#### 7. Performance Evaluation

The Board of Education shall devote at least a portion of one executive session meeting during the months of June or July in each year of the Superintendent's employment with the District to evaluate his performance and his working relationship with the Board. The evaluation shall be based upon performance criteria established by the Board at the start of each contract year and shall be reduced to writing, the instrument for which shall be jointly agreed upon. The Superintendent shall be provided with a copy of the written evaluation, signed by all members of the Board, at least five (5) days prior to the executive session of the Board scheduled

to discuss such evaluation. Such evaluations shall be kept confidential by the Board and individual Board members to the extent permitted by law.

8. Superintendent's Duties and Responsibilities

(a) The Superintendent shall be the chief administrative officer of the District and shall perform all of the duties of and possess all of the authority now or hereafter imposed upon or granted to a Superintendent of Schools under the provisions of the Education Law or other statute of the State of New York, or by rule or regulation of the Board of Regents or Commissioner of Education.

(b) The Board may, from time to time, prescribe additional duties and responsibilities for the Superintendent, provided, however, that all additional duties responsibilities prescribed by the Board are consistent with those normally associated with the position of Superintendent of Schools in the State of New York.

(c) Consistent with and pursuant to Education Law §211-B(5)(a), the Superintendent shall cooperate fully with any distinguished educator appointed by the Commissioner of Education.

9. Responsibilities of Employment

The Superintendent shall devote his full time, skill, labor and attention to said employment during the term of this contract provided, however, that the Superintendent, with prior notice to the Board and prior approval of the Board President, may undertake consultative work, speaking engagements, writing, lecturing, or other scientific or professional endeavors. In such instances, the Superintendent may receive compensation, remuneration or honorarium from others.

10. Association Memberships

The District shall pay dues on behalf of the Superintendent for his membership in the New York State Council of Superintendents, the Suffolk County Superintendent's Association, the American Association of School Administrators, and the Association for Supervision and Curriculum Development.

11. Professional Conferences

The Superintendent shall attend appropriate professional conferences on the state and national levels with the approval of the Board of Education. The reasonable expenses of such attendance shall be reimbursed by the District in conformity with District policy #4410 concerning reimbursement of expenses. The District will pay the fee associated with the Superintendent's attendance at the New Superintendent's Institute, which is part of the NYSCOSS Fall and Mid Winter Conference. In addition, the Superintendent shall be entitled to mileage reimbursement in accordance with the approved District rate, for the use of his vehicle in connection with travel to and from conferences.

12. Certification

The Superintendent shall possess a valid certificate to act as a Superintendent of Schools in the State of New York during the term of his employment with the District.

13. Board Referral

Any complaints or criticism regarding the administration of the District or the Superintendent's performance of his duties shall, whenever possible, be promptly and discreetly referred by the Board or any individual Board member to the Superintendent for his study and recommendation. This provision shall not preclude the Board of Education from taking action with regard to the administration of the District or the Superintendent's performance of his duties

including, but not limited to, implementation of the termination provisions herein. The District's failure to meet its obligations under this clause shall not be construed as a waiver of any of its rights or obligations under this contract, or applicable law.

14. Termination of Agreement

The employment relationship between West Islip and the Superintendent shall be for the term of this Agreement, unless severed by mutual agreement, or upon resignation or retirement provided advance notice of resignation or retirement shall be provided to the Board of Education no less than six (6) months prior to the intended date of retirement or resignation. In addition, the District shall have the right, in its sole discretion, to terminate this Agreement for cause following the service upon the Superintendent of charges in writing and giving the Superintendent a reasonable opportunity to respond in writing to the same if the District chooses to do so, or if the Superintendent requests it. The District shall hold a hearing regarding same before a Hearing Officer mutually selected by the parties (or through AAA if the parties are unable to agree) who shall take testimony, receive evidence and make proposed findings of fact and recommendations with respect to the disposition of such charges, but any decision with respect to the same shall remain within the sole discretion of the Board. During the course of any such proceeding, the Superintendent shall be entitled to legal counsel of his own choosing at his own expense. "Cause" shall be defined as follows: "failure to comply with the By-Laws, Policies and Regulations of the District or the laws or regulations of the State of New York; engaging in conduct which significantly impairs the faithful and thorough discharge of his duties; neglect of duties hereunder in a manner which materially breaches this Agreement."

15. Written Agreement

This Agreement shall continue in full force and effect for the term expressed

herein and shall constitute the entire Agreement between the parties. This Agreement may not be changed or modified except through written Agreement between the parties.

16. Severability

The invalidity or unenforceability of any provision hereof shall in no way effect the validity or enforceability of any other provision.

17. Indemnification

The Board agrees to provide legal counsel and to indemnify the Superintendent against all uninsured financial loss arising out of any proceeding, claim, demand, suit or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while the Superintendent is acting within the scope of his employment or under the direction of the Board.

The District agrees, as a further condition of this employment contract, that it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his individual capacity, or in his official capacity as agent and employee of the District provided the incident arose while the Superintendent was acting within the scope of his employment under the direction of the Board.

As a condition for such indemnification, the Superintendent shall, within ten (10) days of the time he is served with any summons, complaint, process, notice, demand or pleading, deliver a copy of the same to the Board.

**IN WITNESS THEREOF**, the parties hereunto set their hands and seals the day and

year first above written.

WEST ISLIP UNION FREE  
SCHOOL DISTRICT

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By: ANTHONY TUSSIE  
President

  
DR. PAUL ROMANELLI

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