

**Chari Chanley's
Certification Regarding
Status of Dissertation
as of July 2023:
Awaiting Receipt**

Michael A. Pattanite, Jr., Esq. Attorney ID: 019212010
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Lawrenceville, New Jersey 08648
(609) 896-2000

Attorney(s) for **Respondents, Monroe Township Board of Education and Ms. Chari Chanley**

Robin Soriano

Petitioners,

v.

Monroe Township Board of Education and
Chari Chanley (Superintendent)

Respondents

BEFORE THE COMMISSIONER OF
EDUCATION
NEW JERSEY
OFFICE OF ADMINISTRATIVE LAW

OAL DKT. NO. EDU 04076-22
AGENCY DKT. NO. 96-5/22

**Supplemental Certification of Chari
Chanley**

I, Chari Chanley do hereby certify and swear upon the penalty of perjury to the following facts:

1. I make this certification to advise the Court as to the status of my Doctor Degree.
2. On or about March 2023, I was provided a memo from my dissertation chair, Dr. James Coaxum. Please see March 16, 2023 email, a copy of which is attached hereto as "Exhibit A".
3. Attached to the email is a letter outlining the steps necessary to complete my doctorate degree. Please see March 15, 2023 letter, a copy of which is attached hereto as "Exhibit B".
4. The process outlined in the letter by Dr. Coaxum explicitly states this process is necessary "due to a change in your committee membership occurring after the Dissertation Defense..." Exhibit B.

Exhibit A

Exhibit B



members. The committee will be prompt in providing feedback, but there should be no expectation that this will occur in a single iteration.

3. The committee will meet with you for a 45 minute scholarly discussion around your work. This step is necessary because the entire committee, as formed with Dr. Manning, did not participate together in your symposium/defense. This step should be taken as seriously as the defense and represents the time that Dr. Manning will evaluate your oral ability to articulate your dissertation content. At the conclusion of this meeting the committee may sign off on Part A (verifying that the defense has been passed) of the Dissertation Approval Form. Please be reminded that the dissertation defense is considered an examination and is evaluative in its nature. If necessary, the committee will recommend any final edits in writing that stems from the scholarly discussion. (We acknowledge that you presented an earlier version of your dissertation draft as a symposium/defense.)

4. You will have time to incorporate any edits and return your final draft to committee members. We encourage you to incorporate edits promptly. There may be several revisions (back and forth) between you and the committee members. Upon final approval of those edits the committee will sign Part B of your approval form. Parts C and D of your form will then need to be signed by your Program Coordinator/Department Head and your College Dean.

5. Once you have all required signatures on the Dissertation Approval Form (Parts A through D), please reach out again to Jenn Tharp, who will assist you with final formatting and the uploading of your dissertation document and approval form to ProQuest ETD.

6. Once the ProQuest ETD formatting revision process is complete, you will receive notification from the university that you have satisfied your dissertation requirements!. Diplomas are issued after dissertation and all relevant coursework has been satisfied.

Please advise if you have any questions about this process. Look forward to working with you during this final phase of the dissertation process.

Best Wishes,

James Coaxum, III, Ph.D.

Cc to:

Tabbatha Dobbins, School of Graduate Studies Dean

Gaetane Jean-Marie, College of Education Dean

Dr. Monica Kerrigan, Department Chair

Dr. Stephanie Lezotte, School of Graduate Studies Assistant Dean

Ms. Jenn Tharp, Graduate Services Specialist

Mike (Miguel) Greenup, Ed.D. Program Coordinator

Department of Educational Services and Leadership

College of Education
James Hall, 3rd Floor
201 Mullica Hill Road
Glassboro, NJ 08028

856-256-4755 phone
856-256-5677 fax

From: "Coaxum, James" <messenger@webex.com>
Date: May 1, 2023 at 11:14:20 AM EDT
To: [REDACTED]@gmail.com
Subject: Webex meeting invitation: Symposium Meeting - Chanley
Reply-To: coaxum@rowan.edu

Coaxum, James is inviting you to a scheduled Webex meeting.

Monday, May 1, 2023

1:00 PM | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

[Join meeting](#)

More ways to join:

Join from the meeting link

<https://rowan.webex.com/rowan/j.php?MTID=m724c99fd996c750487627a427aa4636c>

Exhibit D

Exhibit E

Meeting of the Monroe Twp. Board of Education February 16, 2022

Link to meeting video:

<https://monroetv.viebit.com/player.php?hash=4nz3xxFIZECn>

At the 4:32:04 min mark, Chari Chanley is exposed for deliberately misrepresenting herself as a Dr. in five yearbooks. Instead of apologizing and accepting responsibility for this mistake, Ms. Chanley blames Rowan University for her failure to achieve a doctorate, accusing the university of “libel” and a “lack of ethics”. Ms. Chanley also makes several false claims about her doctoral status. For example, she claimed she was meeting with her “dissertation chairperson” weekly in February 2022 when evidence later proved she was not even enrolled in the Rowan doctoral program during this period. Ms. Chanley’s remarks prompt a public investigation into her enrollment status and tuition reimbursements.

< Prev Next >

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District Policy

1620 - Administrative Employment Contracts

Section: Administration
 Date Created: September 2008
 Date Edited: December 2020

ADMINISTRATIVE EMPLOYMENT CONTRACTS (M)

1620

M

The Executive County Superintendent shall review and approve for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, an Executive County Superintendent from another county shall be designated by the Commissioner to review and approve all contracts listed above.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board of Education approval and execution of the contract to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

In accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments.

The review and approval of the employment contracts of Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the school district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the

5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means, e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.
6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.
9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:
 - a. A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.
 - b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.
 - c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.
 - d. The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.
10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.
11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.
12. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB) circulars. If such allowance is included, the employee shall not be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract shall include a provision of a dedicated driver or chauffeur.
13. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.
14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a regionally accredited college or university as defined in applicable regulations. No contract shall include a provision for assistance, tuition reimbursement, or additional compensation for graduate school coursework, unless the coursework culminates in the acquisition of a graduate degree conferred by a regionally accredited college or university as defined in applicable regulations.

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any actions by the Executive County Superintendent undertaken pursuant to N.J.S.A. 18A:7-8.1, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3, Controversies and Disputes.

Revised: April 2, 2009
Revised: March 22, 2010
Reaffirmed: March 18, 2019
Revised: December 9, 2020



ACTING SUPERINTENDENT AGREEMENT

This Acting Superintendent Agreement ("Agreement") is entered into by and between the **Monroe Township Board of Education**, with offices located at 423 Buckelew Avenue Monroe Township, New Jersey 08831 (the "Board"), and **Chari Chanley** ("Acting Superintendent"), under the following terms and conditions:

1. The Board hereby employs Chari Chanley as Acting Superintendent in accordance with *N.J.A.C. 6A:9B-13.1*. Acting Superintendent shall receive a salary of one hundred ninety-five thousand dollars (\$195,000.00), to be pro-rated based upon service in the position of Acting Superintendent. In the event Acting Superintendent attains a doctoral degree from an accredited institution of higher education while serving in this position, her salary will be increased by fourteen hundred dollars (\$1,400.00), for a total of one hundred ninety-six, four hundred dollars (\$196,400.00), to be pro-rated based upon the date Acting Superintendent provides the Board with proof of receipt of such degree in the form of a diploma, official transcript or official conferral letter.
2. Payments to Acting Superintendent will be made on the same pay schedule applicable to other certified school district employees. The parties acknowledge that this Contract must be approved by the Executive County Superintendent for Middlesex County in accordance with applicable law and regulation prior to approval by the Board.
3. In addition to the benefits Acting Superintendent currently receives pursuant to the Agreement Between the Board and The Monroe Township School Administrators Association, based upon her employment as Middle School Principal (including, but not limited to: health care, sick, vacation, personal or funeral/bereavement days, and disability and life insurance), she will be entitled to the following:
 - A. Vacation may be taken during the school year upon notice to the Board President. Acting Superintendent may take time off during winter and spring breaks without using sick or vacation time. Acting Superintendent shall be entitled to all holidays granted to other administrators in the district.
 - B. Membership at the Board's expense for professional dues in the following professional organizations: NJASA, AASA and the Middlesex County Administrators Association, Learning Forward, and/or other organizations deemed important by Acting Superintendent and the Board.
 - B. Reimbursement for attendance at the annual NJSBA/NJASA/NJASBO Workshop and Convention, NJASA TECHSPO, the annual conference of the NJASA, AASA SEL Cohort meetings, and/or the AVID Summer Institute.
 - C. In addition to the above, the parties acknowledge that Acting Superintendent must complete a one-year Commissioner-approved residency program while serving under a provisional school administrator certificate. The Board agrees to pay the costs associated with Acting Superintendent's participation in the residency program, including travel and parking.

D. Reimbursement or payment for the expenses associated with Paragraphs B, C and D above shall be made in accordance with P.L. 2007, c/ 53, The School District Accountability Act and affiliated regulations and Board policies.

E. Acting Superintendent shall receive the written approval of the Board for any courses for which she will seek tuition reimbursement for graduate level courses at an accredited institution of higher education that are part of a formal program of studies leading toward a doctoral degree in an area or discipline judged to be of benefit to the Board. Tuition reimbursement must culminate in the acquisition of a doctoral degree confirmed by a duly accredited institution of higher education.

4. Acting Superintendent shall have all power and authority to act as the chief school administrator for the Monroe Township School District ("District") upon her appointment as Acting Superintendent, including but not limited to the duties and responsibilities set forth in N.J.S.A. 18A:17-15 et al. In addition, upon the termination of this contract, Acting Superintendent shall be returned to her position of Middle School Principal and shall retain all tenure rights and all benefits to which she is entitled under the existing Agreement between the Board and the Monroe Township School Administrators Association, including any annual increase she would be entitled to at that time had she continued to serve in the position of Middle School Principal in lieu of serving as Acting Superintendent, and any increase to which she will be entitled in the event she has obtained a doctoral degree at that time.

5. Acting Superintendent agrees to faithfully perform the duties under the position of Acting Superintendent and to serve as the acting chief administrator in accordance with the laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future. Acting Superintendent will perform all duties incident to the Office of the Superintendent and such other duties as may be prescribed by the Board from time to time.

6. Acting Superintendent agrees to devote the full time, skills, labor, and attention to this employment during the term of this Agreement; and further agrees not to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation without written permission of the Board. Should Acting Superintendent choose to engage in such outside activities on weekends, on her vacation time, or at other times when she is not required to be present in the District, she shall retain any honoraria paid. Acting Superintendent shall notify the Board President in the event she is going to be away from the District on District business or personal matters for two (2) or more days in any week. The Board recognizes that the demands of the Acting Superintendent's position require her to work long and irregular hours, and occasionally may require that she attend to District business outside of the District.

7. Acting Superintendent shall have a seat on the Board and have the right to speak (but not vote) on all issues before the Board in accordance with applicable law. Acting Superintendent shall attend all regular and special meetings of the Board, (except where a Rice notice has been served upon the Acting Superintendent notifying her that her employment will be discussed in closed session, and Acting Superintendent had not requested that the meeting be conducted in public, or where Acting Superintendent has a conflict of interest), and all committee

meetings thereof, and shall serve as advisor to the Board and said committees on all matters affecting the District.

8. Acting Superintendent represents that she holds all valid certificates and any other items required by the State of New Jersey for the position of Acting Superintendent, and that such certificates will remain in full force and effect during the time of the Acting Superintendency. If, at any time during the term of this Agreement, the Acting Superintendent's certification(s) is revoked, this Agreement shall be null and void as of the date of the revocation.

9. Either party can terminate this Agreement without cause upon 30 days' written notice to the other party. However, this Agreement shall terminate immediately under any of the following circumstances: (a) the appointment or hiring of another individual to service in the office of Superintendent; (b) failure to possess/obtain proper certification; (c) revocation or suspension of Acting Superintendent's certificate; (d) approval not received under N.J.A.C. 6A:9B-13.1; (e) forfeiture under N.J.S.A. 2C:51-2; (f) mutual agreement of the parties; or (g) misrepresentation of employment history, educational and professional credentials, and/or criminal background. This Agreement also shall immediately terminate upon the appointing and start date of another acting superintendent, an interim superintendent, or a permanent superintendent. Nothing in this Contract shall affect the Board's rights with regard to suspension under N.J.S.A. 18A:6-8.3 and applicable case law.

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

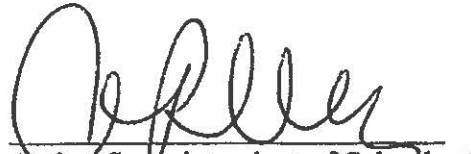
11. The failure of either party to insist on strict performance of any covenant, provision or condition hereof, or to exercise any option herein contained, shall not be construed as a waiver of said covenant, provision, condition, or option in any instance.

12. If, during the term of this Agreement, a specific clause of the Agreement is held to be invalid, illegal or unenforceable, this Agreement shall be construed as if not containing the provision(s), and the remainder of the Agreement shall not be affected by such a ruling and shall remain in full force.

IN WITNESS WHEREOF, they set their hands and seals to this Employment Contract

effective on the day and year first above written.

CHARI CHANLEY


Acting Superintendent of Schools

MONROE TOWNSHIP BOARD OF
EDUCATION


By: Michele Arminio,
Board President

WITNESS:



DATE: 11/22/21

WITNESS: BOARD SECRETARY


Michael C. Gorski

DATE:

ACTING SUPERINTENDENT OF SCHOOLS

Detailed Statement of Contract Costs

Monroe Township Board of Education					
As. Chari Chanley					
Authorized Submission to County Office					
Grade Span	K-12				
Students as of 10-15-20	6928.00				
	Year 1	Year 2	Year 3	Year 4	Year 5
Term:	2021-22	2022-23	2023-24	2024-25	2025-26
	\$ 195,000.00	N/A	N/A	N/A	N/A
Annual Doctoral Differential Contingency (to be prorated)	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -
Total Annual Salary	\$ 196,400.00	\$ -	\$ -	\$ -	\$ -
Additional Salary					
Active Merit Goals	\$ -	\$ -	\$ -	\$ -	\$ -
Inactive Merit Goals	\$ -	\$ -	\$ -	\$ -	\$ -
Total Additional Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Total Annual Salary plus Additional Salary	\$ 196,400.00	\$ -	\$ -	\$ -	\$ -
Contribution for Cost of Premiums for:					
Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Term Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Long Term Care Insurance	\$ 600.00	\$ -	\$ -	\$ -	\$ -
Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Health Insurance - Describe:	\$ -	\$ -	\$ -	\$ -	\$ -
Cost of Benefits	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -
125 Plan Reimbursements - Describe:	\$ -	\$ -	\$ -	\$ -	\$ -
Board Contribution for Cost of Premiums	\$ 4,600.00	\$ -	\$ -	\$ -	\$ -
Employee contribution to health benefits as per law	\$ -	\$ -	\$ -	\$ -	\$ -
Total Health Benefit Compensation	\$ 4,600.00	\$ -	\$ -	\$ -	\$ -
Compensation					
Travel and Expense Reimbursement (Estimated Annual Cost)	\$ 1,975.00	\$ -	\$ -	\$ -	\$ -
Professional Development (Capped Amount or Estimated Annual Cost)	\$ 7,050.00	\$ -	\$ -	\$ -	\$ -
Meal Reimbursement	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -
Printing Expenses - Describe:	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -
Local/State/County/Local/Other Dues	\$ 3,375.00	\$ -	\$ -	\$ -	\$ -
Options	\$ -	\$ -	\$ -	\$ -	\$ -
Paid Cell Phone or Reimbursement for Personal Cell Phone	\$ -	\$ -	\$ -	\$ -	\$ -
Computer for Home use, including supplies, maintenance, Internet	\$ -	\$ -	\$ -	\$ -	\$ -
- Describe:	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Compensation	\$ 18,900.00	\$ -	\$ -	\$ -	\$ -
Sick and Vacation Compensation					
Paid for Unused Sick Leave Upon Retirement	\$ 14,352.31	\$ -	\$ -	\$ -	\$ -
Paid for Unused Vacation Leave - Retirement or Separation	\$ 19,640.00	\$ -	\$ -	\$ -	\$ -
Total Sick and Vacation Compensation	\$ 33,992.31	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACT COSTS	\$ 253,892.31	\$ -	\$ -	\$ -	\$ -

**EMPLOYMENT CONTRACT
BETWEEN
THE MONROE TOWNSHIP BOARD OF EDUCATION
AND
THE MONROE TOWNSHIP SCHOOL ADMINISTRATORS ASSOCIATION**

The undersigned agree to the following for their respective parties:.

1. Duration – July 1, 2011 through June 30, 2014.
2. Salaries for the three years shall be as set forth in Attachment A. Each member will receive an annual increase in salary of 2% the first year, 2% the second year, and 2.25% the third year of the contract, as delineated in Attachment A. The minimums and maximums of the salary guide, present salaries aside, will be adjusted so that any newly hired assistant principal's salary is not higher than any building principal's salary.
3. The parties agree to the minimum-maximum salary ranges on Attachment A. The parties agree that Dr. Barberi, Mr. Ventrello and Mr. Magielnicki shall receive the same percentage increase as other members of the unit even though their salaries may exceed the agreed-upon salary ranges for their respective positions.
4. Accumulated sick leave payouts shall be contributed on behalf of a member as a non-elective employer contribution into a Tax Sheltered Annuity (TSA) Plan over the course of one, two, three, four or five years in accordance with New Jersey State Income Tax Regulations and the Internal Revenue Code §403(b). See Article XI.
5. For members employed after September 1, 1993 the sick leave payout cap will be \$10,500. See Article XI.
6. Members of the Monroe Township School Administrators Association who have alternate medical insurance coverage can elect to decline benefits provided by the Monroe Township Board of Education and receive a monetary amount of \$4,000 (four thousand dollars). See Article VIII.
7. National conferences attended will be limited to 12 members per year as stipulated in Article VII. Notwithstanding the foregoing, provisions for participation and reimbursement for expenses will be in accordance with New Jersey Regulations. The Board will reimburse members for expenses and mileage in accordance with New Jersey Regulations. See Article VII.
8. All members of the Monroe Township School Administrators Association who have or will receive their Doctorate degree will be awarded the same credit on the guide as the teachers in the District pursuant to the

MTEA/MTBE Agreement in effect, which is currently \$5,750. See Article XIV.

9. "Me Too" Clause: Unless specifically mentioned in the agreement or contract between the Monroe Township Board of Education and the Monroe Township School Administrators Association, all language and benefits as they may apply shall be identical to those prescribed in the collective negotiations agreement between the Board and the Monroe Township Education Association ("MTEA") presently in effect now and in the future (e.g. health care benefits). See Article XVI.
10. Severability: The parties agree that if any Court or administrative agency declares any portion of this Agreement unenforceable, the remaining portions shall be fully enforceable.

ARTICLE I

MEMBERSHIP

A. Unit Membership

In accordance with Chapter 123, Public Laws of 1974, the Monroe Township Board of Education recognizes the Monroe Township School Administrators' Association as the exclusive and sole representative for collective negotiations concerning terms and conditions of employment for district leadership personnel who are required to hold an administrative certificate for their position. This shall include Principals, Assistant (Vice) Principals, District Supervisors and Director of Pupil Personnel Services; it shall specifically exclude Superintendent of Schools, Assistant Superintendent of Schools, Administrative Assistant, and Board Secretary/Business Administrator.

B. Definitions

For the purpose of clarity, terms crucial to the interpretation of this contract are listed below:

1. Board – the Monroe Township Board of Education
2. Employees – Leadership personnel represented by the Association in the negotiating unit as defined above.
References to "males" shall include females.
3. Association – The Monroe Township School Administrators Association.

ARTICLE II

NEGOTIATIONS PROCEDURE

A. Deadline Dates

The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, in good faith effort to reach agreement on the terms and conditions of employment of MTSAA membership. Any agreement so negotiated shall apply to all members of the Association, be reduced to writing, and be signed by the Board and Administrators' Association.

B. Negotiating Team Authority

Neither party in any negotiations shall have control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations within the predetermined limits prescribed by the respective parties. The total tentative agreement reached between negotiating committees by the Board and the Association shall be subject to ratification by the full membership of the Association and approved by the full Board of Education.

C. Exchange of Information

In preparation for and during negotiations, the Association shall have access to relevant data and be permitted to inspect all public records, public data, and information pertinent to issues being negotiated.

D. Maintaining Current Benefits

Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment are applicable during the term of this Agreement. Unless otherwise provided in the Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any employee's benefits existing prior to its effective date.

E. Modification – Understanding of Parties

This agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. Reopening of negotiations to consider any modification of this Agreement shall be made only by mutual consent of both parties. Any such modification shall be effective only when agreed to in writing and duly executed by both parties.

F. Impasse

In the event that the Board and the Association have failed to reach agreement on all topics of negotiations, after genuine and sincere efforts to negotiate, either the Board, the Association, or both may notify the Chairman of the public Employment Relations Commission in writing that an impasse exists, and shall request the assignment of a mediator, and follow the procedures and regulations as outlined in P.L. 123.

ARTICLE III
GRIEVANCE PROCEDURE

A. Definition

1. A grievance is a claim involving the terms and conditions of employment by an employee or his representative that he has suffered harm by the interpretation, application or violation of this Agreement affecting him.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the appeal and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to resolve, at the lowest possible level, any grievance presented. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Any individual employee at any time may present grievances to his employer and have the grievance adjusted, without intervention of the bargaining representative, so long as such adjustment is not inconsistent with the terms of the Agreement.

C. Procedure

1. Informal

An employee with a grievance shall first discuss it with his/her immediate superior. At this stage, both parties shall make a strong effort to resolve the matter informally.

2. Level One

If no resolution is reached informally, the grievance shall be reduced to writing and submitted to the immediate superior. He may at his option, designate a representative to be present. All Level One grievances shall be initiated within five (5) school days after the event or circumstances being grieved takes place.

3. Level Two

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five

(5) school days after presentation of the grievance, he may file the grievance in writing with the Association within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Association may refer it to the Superintendent of Schools.

4. Level Three

If the aggrieved person is not satisfied with the disposition of his grievance at the Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may, within five (5) school days after the decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Association submit his grievance to the Board of Education. If the Association determines that the grievance is meritorious, it may submit the grievance to the Board of Education within fifteen (15) school days after the receipt of a request by the aggrieved person. A complaint of a non-tenured employee which arises by a reason of his not being reemployed shall not be carried beyond Level Three of the grievance procedure.

5. Level Four

a. If the grievance as defined under l.a. of definition of a grievance and if the aggrieved person is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within fifteen (15) school days after the grievance was delivered to the Board, the aggrieved person may, within five(s) school days, request in writing that the Association submit his grievance to advisory arbitration. If the Association determines that the grievance is meritorious, it may elect to submit the grievance to arbitration within fifteen (15) school days after receipt of the request from the aggrieved person, but shall first notify the Board of such decision.

b. The arbitrator shall then be selected under the rules of the Public Employees Relations Commission. (PERC).

6. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

7. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school

year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

8. It shall be the general practice of all parties in interest to process grievance procedures during times which do not interfere with assigned duties, unless it is agreed by the Board to hold the proceedings during working hours.

D. Rights to Representation

Any individual employee of the district shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his appeal. He shall have the right to present his own appeal at any step or to designate a representative(s) of the Association.

E. Miscellaneous

1. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and shall be transmitted promptly to all parties in interest and to the Superintendent and the Chairperson of the Grievance Committee.
2. Every effort shall be made to resolve all grievances before they reach Level Three.
3. An employee shall continue to perform all assigned duties before and during any grievance procedures initiated, but shall advise his superior that he is performing these duties under protest.
4. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
5. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be designed jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
6. All meetings and hearings under this procedure shall not be conducted in public.
7. Any grievance not filed within the prescribed time limits at any level shall be considered as waived.

8. If a grievance affects one administrator, the Association shall submit such grievance, in writing at the First Level. If a grievance affects a group of administrators in more than one job site, the Association may submit such grievance in writing at the First Level or Second Level, whichever is appropriate.

ARTICLE IV

ASSOCIATION PRIVILEGES AND OBLIGATIONS

- A. Representatives of the Association, the NJPSA, NASSP and NAESP shall be permitted to transact official Association business on school property with the approval of the Superintendent.
- B. The Association and its representatives shall have the privilege to use school buildings at all reasonable hours for meetings with prior approval from the office of the Superintendent.
- C. The Association shall have the privilege to purchase expendable office supplies and other materials from the Board if such supplies and materials are available.
- D. For purposes of processing grievances and negotiations, the Association shall, upon request, have access to data in the public domain.
- E. Association representatives shall suffer no loss of pay for mutually scheduled hearings, etc.
- F. The Association shall be able to utilize the regular inter-school or intra-school methods of communications or distribution of materials for Association business with the understanding that such usage be judicious and not bear any burden on the school system.

ARTICLE V

ADMINISTRATOR RIGHTS

- A. Rights and Protection in Representation

Pursuant to Chapter 123, Public Laws of 1974, the parties hereby recognize that every employee covered by this Agreement shall have the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in the collective negotiations or to refrain from so doing. The parties agree that neither shall directly or indirectly discourage or deprive or coerce any covered employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974.

B. Required Meetings or Hearings

Whenever any Administrator has been called to appear before the Board or any committee, member, representative or agent thereof concerning any matter which could directly affect the continuation of that Administrator in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

ARTICLE VI

EVALUATION

- A.** The Board of Education and the Superintendent subscribe to the principle that an employee has the right to full knowledge regarding the judgment of his/her superiors respecting the effectiveness of his/her performance and that, further, he/she is entitled to receive such recommendations that will assist him/her in increasing the effectiveness of his/her performance.
- B.** All administrators commencing work before September 30 will be evaluated by the Superintendent of Schools or his/her designee. A written report and conference shall be held no later than fifteen (15) working days following the evaluation. At such time the administrator is entitled to have his/her response to the evaluation heard and appended to the evaluation report. The fifteen day time limit may be extended by mutual consent of both parties.
1. Non-tenured administrators shall receive at least three (3) written evaluations per year, at least one each semester.
 2. Tenured administrators shall receive at least one (1) written evaluation each year.
 3. Evaluation of tenured administrators shall be submitted to the administrators prior to June 15th.
- C.** Any changes in the evaluation instrument, or evaluation procedures now being used, will first be discussed with Association representatives.
- D.** Each administrator shall sign all copies of each written evaluation attesting to the fact that the contents of the evaluation are known to him/her. No written evaluation may become part of an administrator's personnel file without the administrator's knowledge. Further, each administrator shall receive a copy of each written evaluation.

PROMOTIONS AND TRANSFERS

- A. The administrative staff and the Association will be notified of all vacancies which develop in administrative positions.
- B. Administrators desiring a change of employment within the system and who wish to transfer to another building or administrative position shall file a written statement with the Superintendent of Schools by March 1 or such time that an opening arises.
- C. When an involuntary transfer of an administrator is being considered by the Board, every effort shall be made to provide for a smooth transition and to give the administrator the opportunity to become oriented to the new school curriculum, staff, facility and community.

ARTICLE VII

PROFESSIONAL DEVELOPMENT

- A. Professional Dues

The Board of Education recognizes the value of professional organizations and agrees to pay the dues for employees who join professional organizations at the state and national levels.

- B. Conventions, Seminars and Conferences

With the approval of the Superintendent, administrators and district supervisors will be permitted to attend professional seminars, conferences and conventions which have for their theme subjects of interest to the professional progress of our schools. Administrators and district supervisors who attend these functions shall be reimbursed by the Board for expenses and mileage in accordance with New Jersey Regulations as related to A5 Chapter 53 and OMB circulars.

All members of the unit will continue to be permitted to attend the NJPSA annual fall convention with all expenses being paid by the Board, in accordance with New Jersey Regulations as stated above. Members may also attend national conferences. Of the total members in the unit, twelve (12) will be able to attend a national conference annually. Notwithstanding the foregoing, provisions for participation and reimbursement for expenses will be in accordance with New Jersey Regulations. If the Board requires a unit member to attend such a convention, that convention does not count against the number of conventions guaranteed by this Agreement.

- C. Tuition Reimbursement

Unit members are eligible to be reimbursed for graduate level courses taken beyond the attainment of the M.A. under the following terms:

- a. The course must receive the written approval of the Superintendent prior to registration
- b. The unit member must successfully complete the course
- c. The maximum number of credits which may annually be reimbursed is 12
- d. The reimbursement rate shall be at the prevailing State College rate, including Rutgers, per credit hour
- e. Reimbursement covers tuition, required textbooks and supplies

ARTICLE VIII

INSURANCE PROTECTION

All health care insurance policy provisions as specified in the Agreement between the Monroe Township Education Association and the Monroe Township Board of Education covering the period July 1, 2011 to June 30, 2014 shall be provided to the membership of the Monroe Township School Administrators Association. The Board shall pay the premium for each member of the Monroe Township School Administrators Association as defined by the carrier and in cases where appropriate for family plan insurance coverage, upon employee contribution of 1.5% of base salary, through the withholding of the contribution from the pay, salary or other compensation, for medical benefits, pharmaceutical benefits, and other health care benefits in accordance with the requirements of N.J.S.A. 18A:16-17, as that law may be amended from time to time. Coverage shall commence in accordance with the "waiting period": "A period of time which ends on the first day of the calendar month following 30 days of active service."

Exception:

- A. In addition, the Board shall provide for unreimbursed "out of pocket" expenses for an annual physical not to exceed a maximum of \$250.000 annually. Additionally, the Board shall continue the current Disability Insurance plan.
- B. Members of the Association who have alternate medical insurance coverage may elect to decline insurance benefits provided by this Article VIII and receive payment in the amount of \$4,000, which will be prorated over a period of ten (10) months through payroll.

ARTICLE IX

VACATIONS

All Twelve month employees shall be entitled to 20 vacation days each year to be taken the Months of July and August, unless permission is granted by the Superintendent for these days to be used at other times.

ARTICLE X

LEGAL ASSISTANCE

In addition to giving full legal support to each MTSAA member in matters resulting from the discharge of his or her duties (Save Harmless), the Board of Education shall also give the same legal support to any MTSAA member who becomes the victim of an assault while in the performance of his or her duties.

ARTICLE XI

SEPARATION FROM SERVICE

When an administrator who has gained tenure leaves his position in Monroe Township for any reason, he shall receive a lump sum based on the following formula:

$$(1/4 \times SL) \times (1/240 \times CS)$$

SL = unused accumulated sick leave

CS = last or highest annual contractual salary under which employed

The above provision applies only to administrators employed prior to September 1, 1993. For all administrators employed after September 1, 1993, the sick leave payment shall be limited to no more than \$10,500 (ten thousand five hundred dollars).

- A. Effective July 1, 2011, accumulated sick leave payouts for members will be treated as a non-elective employer contribution. Upon termination of employment, the lump sum payment described in this Article (see formula/amount above) shall be contributed on behalf of a member as a non-elective employer contribution to a contract the member owns as part of a plan maintained by the Board (TAX DEFERRED ANNUITY PLAN), as described in the Internal Revenue Code §403(b), as such law may change from time to time. The Board and the Association agree that current law provides that non-elective employer contributions do not show up on box one of W-2 forms and are not subject to FICA taxes. The Board and the Association further agree that: (i) a member may not elect to receive, in lieu of such non-elective employer contribution, a cash payment from the Board for supplemental compensation; and (ii) a non-elective employer contribution will not be made on behalf of a member following the month in which such member dies. Contributions to a member's 403(b) account can be made for up to five years after he or she has left service.

- B. A member who dies during his/her term of contract shall have payment for the unused (pro-rated) vacation days given to his/her estate at a rate of 1/240th of his/her last contracted salary.
- C. A member who resigns or retires during the contract year shall receive a pro-rated payment of his/her vacation days at the rate of 1/240th of his/her contracted salary.

ARTICLE XII

ADMINISTRATORS' LEAVE BENEFITS

- 1. All certificated administrators employed on a twelve-month basis shall be granted twelve (12) days sick leave, and three (3) days personal leave per year. Sick leave days and personal days not used during the year shall be accumulative as sick leave days. Other temporary non-accumulative leave of absence with full pay shall be approved each school year as follows:
 - a. Time necessary for appearances in any legal proceeding connected with the administrator's employment, except in the case of the administrator bringing suit against the Board.
 - b. Up to five (5) days at any time in the event of the death of an administrator's spouse, child, parent, brother, sister, parent-in-law, or any other member of the immediate household.
 - c. Up to two (2) days at any one time in the event of the death of an administrator's sister-in-law, brother-in-law, son-in-law, daughter-in-law, or any other member of the immediate family.
- 2. The need to overextend any leave shall result in the deduction of 1/240ths of his/her annual salary. However, the Board of Education, upon the recommendation of the Superintendent, at any time may grant leaves without loss of pay.

ARTICLE XIII

LONGEVITY

- 1. Longevity benefits shall be identical to those prescribed in the MTEA/MTBE Agreement in effect.

ARTICLE XIV

DOCTORAL DEGREE COMPENSATION

All members of the Association who have or will receive their Doctorate degree during the term of this Agreement from a college or university that has been accredited by an

accrediting agency approved by the United States Department of Education for the area being studied shall receive the same credit on the guide as the teachers in the District pursuant to the MTEA/MTBE Agreement in effect, which is currently \$5,750.

ARTICLE XV

PAYMENT FOR OVERNIGHT EDUCATIONAL PROGRAMS

1. Members who participate in overnight education programs with the approval of the Superintendent shall be compensated at the same rate prescribed in the MTEA/MTBE agreement.

ARTICLE XVI

"ME TOO" CLAUSE

Unless specifically mentioned in this Agreement, all language and benefits as they may apply shall be identical to those prescribed in the MTEA/MTBE agreement presently in effect now and in the future (e.g. health care benefits).

For: Monroe Township School Administrators Association



Dennis J. Ventrello, President

8/16/11
Date

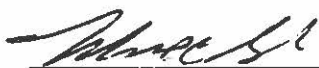
For: Monroe Township Board of Education



Kathy Kolanowich, President

08/16/11
Date

Attest:



Michael C. Gorski, CPA,
Board Secretary/Business Administrator

8/16/11
Date

Appendix B

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
HS Principal				
Goodall, Robert	145,087.00	147,988.74	150,948.51	154,344.86
MS Principal				
Chanley, Chari	134,494.00	137,183.88	139,927.56	143,075.93
ES Principals				
Alvich, Dori	119,236.00	121,620.72	124,053.13	126,844.33
Barberi, Lynn	133,716.00	136,390.32	139,118.13	142,248.28
Layman, Adam	104,423.00	106,511.46	108,641.69	111,086.13
Ventrello, Dennis	145,205.00	148,109.10	151,071.28	154,470.39
Walker, Dana	118,200.00	120,564.00	122,975.28	125,742.22
HS AP's				
Cernansky, James	104,562.00	106,653.24	108,786.30	111,234.00
Higgins, Kevin	104,562.00	106,653.24	108,786.30	111,234.00
Madreperla, Scott	116,808.00	119,144.16	121,527.04	124,261.40
MS AP's				
Higgins, James	98,211.00	100,175.22	102,178.72	104,477.75
Sidler, Scott	92,801.00	98,362.68	100,329.93	102,587.35
ES AP's				
Magielnicki, Theodore	136,524.00	139,272.84	142,058.30	145,254.61
Mahoney, Erinn	92,239.00	94,083.78	95,965.46	98,124.68
Dir. Pupil Pers				
Ruela, Marietta	118,029.00	120,389.58	122,797.37	125,560.31
K-12 Supervisors				
Burke, Bonnie	108,201.00	110,365.02	112,572.32	115,105.20
Critelli, Michele	118,096.00	120,457.92	122,867.08	125,631.59
McConnell, Laurie	108,201.00	110,365.02	112,572.32	115,105.20
Mele, Robert	134,151.00	136,834.02	139,570.70	142,711.04
Pepe, Marie	102,450.00	104,499.00	106,588.98	108,987.23
Placenti, Damon	104,039.00	106,119.78	108,242.18	110,677.62
Woodring, Elizabeth	111,678.00	113,911.56	116,189.79	118,804.06

HS Principal		2010-11	2011-12	2012-13	2013-14
Minimum		113,552.00	115,823.04	118,139.50	120,797.64
Maximum		154,269.00	157,354.38	160,501.47	164,112.75
MS Principal					
Minimum		108,987.00	111,166.74	113,390.07	115,941.35
Maximum		144,649.00	147,541.98	150,492.82	153,878.91
Elem. Principal					
Minimum		104,423.00	106,511.46	108,641.69	111,086.13
Maximum		139,918.00	142,716.36	145,570.69	148,846.03
HS Assistant Prin					
Minimum		104,562.00	102,653.24	104,706.30	107,062.19
Maximum		138,325.00	141,091.50	143,913.33	147,151.38
MS Assistant Prin					
Minimum		96,434.00	98,362.68	100,329.93	102,587.36
Maximum		127,082.00	129,623.64	132,216.11	135,190.98
Elem Assistant Prin					
Minimum		85,000.00	92,700.00	94,554.00	96,681.46
Maximum		113,119.00	115,381.38	117,689.01	120,337.01
K-12 Supervisors					
Minimum		100,190.00	102,193.80	104,237.68	106,583.02
Maximum		135,866.00	138,583.32	141,354.99	144,535.47

	2010-11	2011-12	2012-13	2013-14
Longevity	15 years = \$1405 20 years = \$1705 25 years = \$2380 30 years = \$2865	As negotiated between the Board and MTEA		
Doctorate	\$5750			

MONROE TOWNSHIP
BOARD OF EDUCATION

By: Kathy Kotupanowich
Kathy Kotupanowich, President

Date: 08/16/11

ATTEST:

By: Michael C. Gorski
Michael C. Gorski, CPA
Business Administrator/Board Secretary

Date: 8/16/11

MONROE TOWNSHIP SCHOOL
ADMINISTRATORS ASSOCIATION

By: Dennis J. Ventrello
Dennis J. Ventrello, President

Date: 8/16/11

WITNESS:

By: Michael C. Gorski
_____, Title

Date: 8/16/11

CONTRACT OF EMPLOYMENT
this Agreement, made this 1st day of July 2022, between
the **MONROE TOWNSHIP BOARD OF EDUCATION**
in Middlesex County (hereinafter "the Board")
with offices located at
423 Buckelew Ave, Monroe Township, NJ 08831 and
Chari Chanley (hereinafter "the Superintendent")

PREAMBLE

WITNESSETH

THIS EMPLOYMENT CONTRACT replaces and supersedes all prior Employment Contracts between the parties hereto. Signature of this Contract constitutes assent to a rescission of any and all prior contracts, as well as agreement to the terms herein;

WHEREAS, the Board desires to employ the Superintendent as the Chief Education Officer of the school district; and,

WHEREAS, the Board desires to provide the Superintendent with a written employment contract in order to enhance administrative stability and continuity within the schools, which the Board believes generally improves the quality of its overall educational program; and,

WHEREAS, the Board and the Superintendent believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools; and,

WHEREAS, the Superintendent is the holder of an appropriate certificate as prescribed by the State Board of Education and as required by *N.J.S.A. 18A:17-17*;

NOW, THEREFORE, in consideration of the following mutual promises and obligations,
the parties agree as follows:

ARTICLE I

EMPLOYMENT

The Board hereby agrees to employ Chari Chanley as Superintendent of Schools for the period of July 1, 2022 through 11:59 p.m. June 30, 2025. The parties acknowledge that this Contract must be approved by the Middlesex County Executive County Superintendent in accordance with applicable law and regulation.

ARTICLE II

CERTIFICATION

The parties acknowledge that the Superintendent currently possesses the appropriate New Jersey administrative certification and school administrator endorsement.

If, at any time during the term of this Contract, the Superintendent's certification(s) is revoked, this Contract shall be null and void as of the date of the revocation.

ARTICLE III

DUTIES

In consideration of the employment, salary and fringe benefits established hereby, the Superintendent hereby agrees to the following:

A. To perform faithfully the duties of Superintendent of Schools for the Board and to serve as the chief school administrator in accordance with the laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future. The specific job description adopted by the Board,

applicable to the position of Superintendent of Schools, is incorporated by reference into this Contract.

B. To devote the Superintendent's full time, skills, labor, and attention to this employment during the term of this Contract; and further agrees not to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation without written permission of the Board. Should the Superintendent choose to engage in such outside activities on weekends, on her vacation time, or at other times when she is not required to be present in the district, she shall retain any honoraria paid. The Superintendent shall notify the Board President in the event she is going to be away from the district on district business for two (2) or more days in any week. Any time away from the district that is not for district business must be arranged in accordance with provisions in this Contract governing time off. The Board recognizes that the demands of the Superintendent's position require her to work long and irregular hours, and occasionally may require that she attend to district business outside of the district.

C. To assume the responsibilities for the selection, renewal, placement, removal, and transfer of personnel, subject to the approval of the Board, by recorded roll call majority vote of the full membership of the Board, and subject to applicable Board policies and directives. The Board shall not withhold its approval of any such recommendation for arbitrary or capricious reasons, all in accordance with *N.J.S.A. 18A:27-4.1*.

D. To non-renew personnel pursuant to *N.J.S.A. 18A:27-4.1*, and to provide a written statement of reasons for non-renewal upon proper request to the employee.

E. To study and make recommendations with respect to all criticisms and complaints, which the Board, either by committee or collectively, shall refer to her. The Superintendent shall

have the right to contact the Board's attorney for legal assistance as the need arises in carrying out her duties.

F. To assume responsibility for the administration of the affairs of the school district, including but not limited to programs, personnel, fiscal operations, and instructional programs. All duties and responsibilities therein will be performed and discharged by the Superintendent, or by staff, at the Superintendent's direction.

G. To have a seat on the Board and have the right to speak (but not vote) on all issues before the Board in accordance with applicable law. The Superintendent shall attend all regular and special meetings of the Board, (except where a *Rice* notice has been served upon the Superintendent notifying her that her employment will be discussed in closed session, and the Superintendent had not requested that the meeting be conducted in public, or where the Superintendent has a conflict of interest), and all committee meetings thereof, and shall serve as advisor to the Board and said committees on all matters affecting the school district.

H. To suggest, from time to time, regulations, rules, policies, and procedures deemed necessary for compliance with law and/or for the well-being of the school district.

I. To perform all duties incident to the Office of the Superintendent and such other duties as may be prescribed by the Board from time to time. The Superintendent shall, at all times, adhere to all applicable federal and state statutes, rules, regulations, and executive orders, as well as district policies and regulations.

J. The Board shall not substantially increase the duties of the Superintendent by assigning him/her the duties or responsibilities of another position or title unless the parties agree upon additional compensation commensurate with such increase in duties, the additional

compensation shall be reflected in an addendum to this Employment Agreement, and such addendum shall be approved by the Executive County Superintendent.

K. The Board acknowledges that the administration and the day-to-day operation of the district falls within the legislatively designated authority of the Superintendent. The Board further acknowledges that the Board's legislatively designated role is to ensure that administrative authority is exercised consistently with the laws of the state as well as the duly adopted policies of the Board such that no exercise of administrative authority can be fairly characterized as arbitrary, capricious, or unreasonable.

ARTICLE IV

SALARY AND BENEFITS

A. Any adjustment in salary made during the life of this Employment Contract shall be in the form of an amendment and shall become part of this Employment Contract, but it shall not be deemed that the Board and the Superintendent have entered into a new employment contract.

1. Salary. The Board shall provide the following salary as part of the Superintendent's compensation:

a. Initial Salary. The Board shall pay the Superintendent an annual base salary of Two Hundred Thousand Dollars (\$200,000.00) for the 2022-2023 school year, plus a longevity payment of One Thousand Four Hundred Five Dollars (\$1,405.00). This annual salary shall be paid to the Superintendent in accordance with the schedule of salary payments in effect for other certified employees.

b. Effective July 1, 2023, the Board shall pay the Superintendent an annual base salary of Two Hundred Four Thousand Dollars (\$204,000.00), which

is an increase of 2%, plus a longevity payment of One Thousand Seven Hundred Five Dollars (\$1,705.00) for the 2023-2024 school year.

c. Effective July 1, 2024 the Board shall pay the Superintendent an annual base salary of Two Hundred Eight Thousand and Eighty Dollars (\$208,080.00), which is an increase of 2.5%, plus a longevity payment of One Thousand Seven Hundred Five Dollars (\$1,705.00) for 2024-2025 school year.

2. No Reduction in Salary/Compensation. During the term of this Employment Contract, including any extension hereof, the Superintendent shall not be reduced in compensation and/or benefits except as otherwise provided by law. Throughout this agreement the Superintendent will retain all tenure rights, and will continue to accrue seniority rights, to all positions to which she has earned tenure within the district.

B. Sick Leave. The Superintendent shall receive 12 sick days annually. Unused sick leave days shall be cumulative in accordance with the provisions of Title 18A. Upon retirement and notice to the Board, the Board shall reimburse the Superintendent for any accumulated but unused sick days not to exceed the statutory maximum of \$15,000. Payment shall be made within sixty (60) days of the Superintendent's last day of employment. Throughout this contract, the per diem rate shall be calculated as 1/260 of the Superintendent's then-current annual salary.

C. Professional Membership. The Superintendent shall be entitled to membership, at the Board's expense for professional dues in the following professional associations: NJASA, AASA, and the Middlesex County Administrators Association, Learning Forward, ASCD and/or other organizations deemed important by the Superintendent and the Board. The Superintendent also shall be entitled to reimbursement for expenses incurred for attendance at professional

conferences. The Superintendent shall be entitled to attend the annual NISBA/NIASA/NTASBO Workshop and Convention, NJASA TECHSPO, the annual conference of the NJASA, the annual AASA conference, AASA SEL Cohort meetings, and/or the AVID Summer Institute. Reimbursement or payment for such expenses shall be made in accordance with *P.L. 2007, c. 53, The School District Accountability Act* and affiliated regulations, and Board Policies. In addition to the above, the parties acknowledge that the Superintendent engages in mentoring through New Jersey Leaders to Leaders ("NJ L2L"). The board acknowledges that the Superintendent may continue her activities through NJ L2L on her own time or while taking vacation time from the district. There will be no expense to the district for the Superintendent's activities through NJ L2L.

D. Professional Publications. The Superintendent may subscribe to appropriate educational and/or professional publications within the limit set in the annual budget.

E. Health Benefits:

1. The Board shall provide the Superintendent with individual or family health benefits coverage. The Superintendent shall contribute toward the cost of her medical, dental and prescription benefits at the rates set forth in tier four of P.L. 2011, Chapter 78, reduced by 20%. Insurance will be provided by the same carrier the Board has contracted with for all other employees with like benefits. Such limitation shall in no way link this Contract with any agreement collectively negotiated with district employees. The contribution shall be paid by the Superintendent through payroll deduction.

2. The Superintendent may waive coverage in any of the health benefits plans if covered through a spouse, civil union or domestic partner's health plan, and in accordance with procedures established by the Board. The Superintendent will be paid \$4,000 for waiver of family coverage and \$2,500 for waiver of single coverage.

F. Disability. The Board shall provide the Superintendent with disability coverage on the same terms and conditions as that provided to other district employees, and permissible by state statute, naming the Superintendent as beneficiary.

G. Vacation Leave:

1. The Superintendent shall be entitled to an annual vacation of 20 working days per year, prorated. All of the vacation days shall be available for the Superintendent's use on July 1 of each year of the Contract.

2. The Superintendent shall be entitled to take time off during the district's winter and spring breaks. It will be unnecessary for the Superintendent to utilize sick or vacation leave during these breaks.

3. The Superintendent may take vacation days during the school year, upon notice to the Board President. The Superintendent is expected to attend to the business of the district as required for the smooth and efficient operation of the school district. The Superintendent shall document the use of accrued vacation days with the Board Secretary.

4. The Board encourages the Superintendent to take her full vacation allotment each year; however, not more than 20 vacation days may be carried over by the Superintendent from year to year. All days carried over must be used in the next year, or those days not taken will be forfeited.

5. Vacation leave not taken in a given year because of duties directly related to a state of emergency declared by the Governor may accumulate at the discretion of the Board until, pursuant to a plan established by the Board and the Superintendent, the leave is used or the Superintendent is compensated for that leave.

6. Upon separation from employment, the Superintendent shall be paid for his/her unused, accumulated vacation days. The per diem rate for unused vacation days shall be calculated at 1/260th of the Superintendent's final salary. The Board shall make any such payment within thirty (30) days after the Superintendent's last day of employment. In the event of the Superintendent's death, payment for her unused accumulated vacation days shall be made to her estate. .

H. Holiday Leave. The Superintendent shall be entitled to all holidays granted to other administrators in the district.

I. Personal Leave. The Superintendent shall be entitled to 3 personal days, to attend to personal business during the school day, with full pay during the work year. Personal days may be taken during the school year. As much advance notice as possible of the request to take personal time will be given to the Board President. Personal day usage shall be reflected on time-off slips filed with the Board Secretary. Unused personal days shall convert to accumulated sick leave at the end of each year of the contract.

J. Mileage Reimbursement. The Superintendent shall be reimbursed for actual mileage when using her personal vehicle for Board business as annually established by the Annual Appropriations Act or the New Jersey Office of Management and Budget. Reimbursement for the use of a personal vehicle shall be tendered only upon proof of compliance with applicable regulations.

K. Attendance Record. The Superintendent shall be responsible for filing a time-off slip, in advance of the time off, as set forth herein, or immediately upon her return to the district in the event of an unplanned absence, with the Board Secretary each time any leave is taken. The

Superintendent and Board President shall periodically review the Superintendent's attendance record to assure correctness.

L. Professional Liability. The Board agrees 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 her individual capacity or in her official capacity as agent and/or employee of the Board, provided the incident, which is the subject of any such demand, claim, suit, action or legal proceeding, arose while the Superintendent was acting within the scope of her employment. If, in the good faith opinion of the Superintendent, a conflict exists in regard to the defense of any claim, demand or action brought against her, and the position of the Board in relation thereto, the Superintendent may engage her own legal counsel, in which event the Board shall indemnify the Superintendent for the costs of her legal defense. The Board further agrees to cover the Superintendent under the Board's liability insurance policies, including employment practices liability coverage, in the minimum amount of \$1 million.

M. Cellular Telephone/Smart Phone: The Board will purchase an iPhone for the Superintendent, which will be used exclusively for her duties as Superintendent. The Board will pay for the fees associated with this phone.

ARTICLE V

ANNUAL EVALUATION

A. The Board shall evaluate the performance of the Superintendent at least once per year in accordance with statutes, regulations and Board policy relating to Superintendent evaluation. Each annual evaluation shall be in writing and shall represent a majority of the Board. A copy of the evaluation shall be provided to the Superintendent, and the Superintendent and the Board shall meet to discuss the findings. The Board may meet in closed session to discuss the

evaluation and the Superintendent's performance where a *Rice* notice has been served upon the Superintendent, giving notice that the Superintendent's employment will be discussed in closed session, and the Superintendent has not requested that the meeting be conducted in public. The evaluations shall be based upon the criteria adopted by the Board, the goals and objectives of the district, which shall include encouragement of student achievement, the responsibilities of the Superintendent as set forth in the job description for the position of Superintendent, the district's placement on the NJQSAC continuum (with respect to those DPRs that are within the Superintendent's control), and such other criteria as the State Board of Education shall by regulation prescribe. In the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, and in reasonable detail, the specific instances of unsatisfactory performance. The evaluation shall include specific recommendations for improvement in all instances where the Board deems performance to be unsatisfactory. The Superintendent shall have the right to respond in writing to the evaluation; this response shall become a permanent attachment to the Superintendent's personnel file upon the Superintendent's request. On or before June 1st of each year of this Employment Contract, the Superintendent and the Board shall meet to review the evaluation format and to mutually determine the evaluation format to be used in the subsequent school year.

The final draft of the annual evaluation shall be adopted by the Board by June 30 of each year of this Contract. The Superintendent shall propose a schedule for evaluation for the next year to the Board President by the annual organization meeting each year.

B. Within one hundred twenty (120) days of the execution of this Employment Contract, the parties shall meet to establish the district's goals and objectives for the ensuing school year. Said goals and objectives shall be reduced to writing and shall be among the criteria by which

the Superintendent is evaluated, as hereinafter provided. On, or prior to, June 1 of each succeeding school year, the parties will meet to establish the district's goals and objectives for the next succeeding school year, in the same manner and with the same effect as heretofore described.

C. The parties also agree that the Board shall not hold any discussions regarding the Superintendent's employment, unless the Superintendent is given written notice at least 48 hours in advance. In addition, the Board shall not hold any discussions with regard to the Superintendent's performance, or that may adversely affect the Superintendent's employment, in public session, unless the Superintendent requests that such discussions be held in public session, pursuant to the Open Public Meetings Act.

ARTICLE VI

TERMINATION OF EMPLOYMENT CONTRACT

A. This Contract shall terminate, the Superintendent's employment will cease, and no compensation shall thereafter be paid, under any one of the following circumstances:

(1) revocation or suspension of the Superintendent's certificate, in which case this Contract shall be null and void as of the date of revocation, as required by *IVIS.A.* 18A:17-15.1;

(2) forfeiture under *N.J.S.A.* 2C:51-2;

(3) mutual agreement of the parties; or

(4) notification in writing by the Board to the Superintendent, at least 90 calendar days prior to the expiration of this Contract, of the Board's intent not to renew this Contract.

B. In the event the Superintendent is arrested and charged with a criminal offense, which could result in forfeiture under *N.J.S.A.* 2C:51-2, the Board reserves the right to suspend

her pending resolution of the criminal charges. Such suspension shall be with pay prior to indictment, and may be with or without pay, at the Board's discretion, subsequent to indictment, unless the Board certifies contractual tenure charges.

C. Nothing in this Contract shall affect the Board's rights with regard to suspension under *N.J.S.A.* 18A:6-8.3 and applicable case law.

D. The Superintendent may terminate this Employment Contract upon at least 90 calendar days written notice to the Board, filed with the Board Secretary, of her intention to resign.

E. The Superintendent shall not be dismissed or reduced in compensation during the term of this Contract, except as authorized by paragraphs B. and C. *supra* and *N.J.S.A.* 18A:17-20.2.

ARTICLE VII

RENEWAL - NON RENEWAL

This Employment Contract shall automatically renew for a term of three calendar years, expiring at the close of business June 30, 2028 unless either of the following occurs:

A. the Board by contract reappoints the Superintendent for a different term allowable by law;

B. the Board notifies the Superintendent in writing, prior to April 1, 2025 that she will not be reappointed at the end of the current term, in which case her employment as superintendent of schools shall cease upon the expiration of this Contract and she shall be permitted to exercise bumping rights to be placed in any position in the district to which she holds superior tenure and seniority rights; or

C. In accordance with such laws and regulation that would require nullification of this Contract.

ARTICLE VIII

COMPLETE AGREEMENT

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

ARTICLE IX

SAVINGS CLAUSE

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

ARTICLE X

RELEASE OF PERSONNEL INFORMATION

PERSONNEL RECORDS

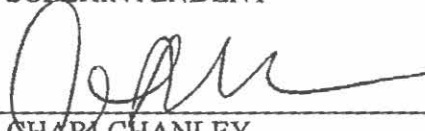
The Superintendent shall have the right, upon request, to review the contents of her personnel file and to receive copies at Board expense of any documents contained therein. She/he shall be entitled to have a representative accompany her during such review. At least once every year, the Superintendent shall have the right to indicate those documents and/or other materials in her file that she/he believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by her shall be destroyed.

No material derogatory to the Superintendent's conduct, service, character, or personality shall be placed in her personnel file unless she has had an opportunity to review the material. The Superintendent shall acknowledge that she has had the opportunity to review such material by affixing her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Superintendent shall also have the right to submit a written answer to such material.

IN WITNESS WHEREOF, the parties have set their hands and seals to this

Employment Contract effective on the day and year first above written.

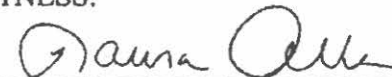
SUPERINTENDENT



CHARI CHANLEY

Date: 7/20/2022

WITNESS:

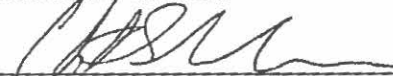


LAURA ALLEN

Acting Business Administrator

Date: 7/20/22

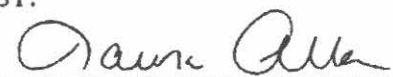
BOARD OF EDUCATION OF
MONROE TOWNSHIP



CHRISSY SKURBE, President

Date: 7/20/2022

ATTEST:



LAURA ALLEN

Acting Business Administrator

Date: 7/20/22

SUPERINTENDENT

Detailed Statement of Contract Costs

District:	Monroe Township Board of Education				
Name:	Chari Chanley				
Date BOE Authorized Submission to County Office	7/8/2022				
District Grade Span	PreK-12				
On Roll Students as of 10-15 of the prior year	6853				
	Year 1	Year 2	Year 3	Year 4	Year 5
	2022-23	2023-24	2024-25	2025-26	2026-27
Contract Term:					
Salary					
Salary	\$ 200,000	\$ 204,000	\$ 208,080	\$ -	\$ -
Longevity	\$ 1,405	\$ 1,705	\$ 1,705	\$ -	\$ -
Total Annual Salary	\$ 201,405	\$ 205,705	\$ 209,785	\$ -	\$ -
Additional Salary					
Quantitative Merit Goals	\$ -	\$ -	\$ -	\$ -	\$ -
Qualitative Merit Goals	\$ -	\$ -	\$ -	\$ -	\$ -
Total Additional Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Total Annual Salary plus Additional Salary	\$ 201,405	\$ 205,705	\$ 209,785	\$ -	\$ -
Board Contribution for Cost of Premiums for:					
Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Prescription Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Disability Insurance	\$ 470	\$ 470	\$ 470	\$ -	\$ -
Long-term Care Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Other Insurance - Describe:	\$ -	\$ -	\$ -	\$ -	\$ -
Waiver of Benefits	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ -
Section 125 Plan Reimbursements - Describe:	\$ -	\$ -	\$ -	\$ -	\$ -
Board Contribution for Cost of Premiums	\$ 4,470	\$ 4,470	\$ 4,470	\$ -	\$ -
Employee contribution to health benefits as per law	\$ -	\$ -	\$ -	\$ -	\$ -
Total Health Benefit Compensation	\$ 4,470	\$ 4,470	\$ 4,470	\$ -	\$ -
Other Compensation					
Travel and Expense Reimbursement (Estimated Annual Cost)	\$ 4,500	\$ 4,500	\$ 4,500	\$ -	\$ -
Professional Development (Capped Amount or Estimated Annual Cost)	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	\$ -
Tuition Reimbursement	\$ 4,000	\$ -	\$ -	\$ -	\$ -
Mentoring Expenses - Describe:	\$ -	\$ -	\$ -	\$ -	\$ -
National/State/County/Local/Other Dues	\$ 4,900	\$ 4,900	\$ 4,900	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	\$ -
Computer for Home use, including supplies, maintenance, internet	\$ -	\$ -	\$ -	\$ -	\$ -
Other - Describe:	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Compensation	\$ 22,100	\$ 18,100	\$ 18,100	\$ -	\$ -
Sick and Vacation Compensation					
Tax Paid for Unused Sick Leave Upon Retirement	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -
Tax Paid for Unused Vacation Leave - Retirement or Separation	\$ 34,084	\$ 34,812	\$ 35,502	\$ -	\$ -
Total Sick and Vacation Compensation	\$ 49,084	\$ 49,812	\$ 50,502	\$ -	\$ -
TOTAL CONTRACT COSTS	\$ 277,059	\$ 278,087	\$ 282,857	\$ -	\$ -

Monroe Township Board of Education

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District Policy

6472 - Tuition Assistance

Section: Finances
Date Created: February 2012
Date Edited: June 2012

FINANCES
6472/page 1 of 1
Tuition Assistance
Nov 11

[See POLICY ALERT No. 195]

6472 TUITION ASSISTANCE

The Board of Education recognizes the importance of advanced educational experience, coursework, and degrees for employees. The Board of Education may provide tuition assistance to an employee in accordance with contract provisions in a collective bargaining agreement, an individual employment contract, or as per any other employment agreement or contract approved by the Board.

In accordance with the provisions of N.J.S.A. 18A:6-8.5, in order for the Board of Education to provide tuition assistance to an employee for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education. The institution shall be a duly authorized institution of higher education as defined in Section 3 of P.L. 1986, c.87 (C.18A:3-15.3).

The employee shall be required to obtain approval from the Superintendent of Schools prior to enrollment in any course for which tuition assistance is sought. In the event the Superintendent denies the approval, the employee may appeal the denial to the Board of Education. In the case of tuition assistance for the Superintendent of Schools, the approval shall be obtained from the Board of Education.

The employee must successfully complete the course in order to receive tuition reimbursement. Tuition reimbursement is limited to a maximum of 12 credits annually at the Rutgers rate and in accordance with the Educational Assistance Plan. Reimbursement covers tuition and required textbooks.

In accordance with the provisions of N.J.S.A. 18A:6-8.5.c., tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.

Nothing in N.J.S.A. 18A:6-8.5 shall be construed to limit the authority of the Board to establish more stringent requirements for the provision of tuition assistance or additional compensation. The provisions of this Policy and N.J.S.A. 18A:6-8.5 shall not be deemed to impair an obligation set forth in a collective negotiations agreement or an individual contract of employment in effect on May 6, 2010.

N.J.S.A. 18A:6-8.5

Adopted: February 15, 2012
Revised: 20 June 2012



ROBIN SORIANO

Plaintiff,

v.

CHARI CHANLEY & THE
MONROE TWP BOARD OF EDUCATION :

Defendant.

:
: OFFICE OF ADMINISTRATIVE LAW
:
: Docket No. # EDU 04076-2022
:
:
:
:
:
:
:
:

CERTIFICATION OF KATHLEEN "KATHY" KOLUPANOWICH

I, Kathleen Kolupanowich, certify as follows:

1. I am a resident and community member of Monroe Township, Middlesex County, New Jersey. I have lived in Monroe Township for 36 years.
2. I have served on the Monroe Township Board of Education from 1999-2020 and I am a former Board Vice President (5 years) and Board President (10 years) of the Board. As the Board President, I served as an *ex officio* member on all committees. I am personally familiar with the facts of the matter.
3. During my tenure on the Board, I have worked very closely with district personnel including the superintendent and business administrator.
4. I am certified by the New Jersey School Boards Association as both a Certified Board Member and Master Board Member.
5. Tuition reimbursements are agreed upon through contract negotiations between the Board and

district unions. Therefore, the Board was never made aware of tuition reimbursements made to any employee, including district administrators. They were never on the Board agendas for approval and were not included in meeting minutes. Neither Board members nor the public were ever made aware of their approval or disbursement.

6. Tuition reimbursements are handled by the business administrator's office and payments are made upon approval of the superintendent or superintendent's designee, and/or the Business Administrator's office.

7. I did not become aware of the amounts of tuition reimbursement payments made to Chari Chanley until April 2022.

8. I was aware that Chari Chanley did not achieve her doctorate while I served on the Board of Education. (If she had achieved a doctorate, it would have been praised at a public meeting.) Yet as principal of Monroec Township Middle School, during the period 2013-2017, Chari Chanley misrepresented her credentials by using "Dr" (Ed.D) before her name in each yearbook during those years. Ms. Chanley only stopped this misrepresentation of her credentials after multiple Board of Education members complained about this dishonesty at a committee meeting. The Board vice president at that time (Steven Riback) and I raised our concerns about this issue with Chari Chanley's supervisor, Superintendent Dr. Michael Kozak. However, our concerns were not satisfactorily addressed and there was no Board investigation of this matter. Subsequent to my leaving the Board, Mrs. Chanley and Board President Chrissy Skurbe told a NJDOE representative that this matter was "handled" by a prior board and settled internally. A corrective action plan was ordered by the NJDOE representative, yet no one investigated to prove whether or not the matter was handled by a prior BOE. There is no Board of Education Closed Session agenda noting Chari Chanley's misrepresentation was discussed. For her to have been the subject of a board investigation, she would have had to be RICE'd and noted on an agenda for closed session. OPRA requests show no evidence of such meetings or notifications. At a BOE meeting, the Board attorney, Vito Gagliardi, claimed this misrepresentation, that it was a "typo". However, evidence shows that Chari Chanley was fully aware of the use of "Dr" in her signature in the yearbook and condoned it. As a prior member of the Monroe Twp. Board Of Education, I can

attest that there was never any board investigation into this matter, nor did Dr. Kozak inform the board of anything he did on the matter.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willingly false, I am subject to punishment.

Kathy Kolupanowich
KATHY KOLUPANOWICH

Dated: April 30, 2022

ROBIN SORIANO

Plaintiff,

v.

CHARI CHANLEY & TIE
MONROE TWP BOARD OF EDUCATION :

Defendant.

: OFFICE OF ADMINISTRATIVE LAW

: Docket No. # EDU 04076-2022

: **CERTIFICATION OF STEVEN RIBACK**

I, Steven Riback, certify as follows:

1. I am a resident of and a community member of Monroe Township, Middlesex County, New Jersey.
 2. I served on the Monroe Township Board of Education from 2014-2020. I was Board Vice President for three years and Board President for two years. As such, I am personally familiar with the facts at hand.
 3. I am certified by the New Jersey School Boards Association.
 4. During my tenure on the Board, I have worked very closely with district personnel including the superintendent and business administrator.
 5. During my tenure, the Board was never made aware of tuition reimbursements made to any employee, including the principals and the superintendents. Board members never asked to see them and they were never on the Board Agendas for approval.
 6. Tuition reimbursements are handled by the business administrator's office and payments are made upon approval of the superintendent or superintendent's designee.
-

7. I was aware that Chari Chanley did not achieve her doctorate while I served on the Board of Education. Yet as principal of Monroe Twp. Middle School during the period 2013-2017, Chari Chanley misrepresented her credentials by using "Dr" (Ed.D) in her name in each yearbook during those years. Mrs. Chanley only stopped this misrepresentation of her credentials after multiple Board of Education members complained about this dishonesty. The Board president at that time (Kathy Kolupanowich) and I raised our concerns about this issue with Chari Chanley's supervisor, Superintendent Dr. Michael Kozak. However, our concerns were not satisfactorily addressed and there was no Board investigation of this matter. Subsequent to my leaving the Board, Mrs. Chanley and Board President Skurbe told a NJDOE representative that this matter was "handled" by a prior board and settled internally. A corrective action plan was issued yet no one investigated to prove whether or not the matter was handled by a prior BOE. There is no Board of Education Closed Session agenda noting Chari Chanley's misrepresentation was discussed. For her to have been the subject of a board investigation, she would have had to be RICED and noted on an agenda for closed session. OPRA requests show no evidence of such meetings or notifications. At a BOE meeting, the Board attorney, Vito Gagliardi, stated to answer the point raised by the public concerning this misrepresentation, that it was a "typo". I have seen evidence that Chari Chanley was aware of the use of "Dr" in her signature in the yearbook yet allowed it to continue. As a prior member of the Monroe Twp. Bd. Of Education, I can attest that there was never any board investigation into this matter, nor did Dr. Kozak inform the board of anything he did on the matter.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willingly false, I am subject to punishment.

 4/30/23

STEVEN RIBACK

Dated: April 30, 2022

MONROE TOWNSHIP SCHOOL DISTRICT

Pre-Registration for Educational Assistance Benefit Determination Form

This form must be submitted for approval at least 10 days prior to the start of class to be eligible for reimbursement.

PLEASE PRINT

Employee Name: <u>CHARI CHANLEY</u>				
Employee Location: <u>MTMS</u>				
Employee Grade/Subject/Assignment: <u>PRINCIPAL</u>				
Name of College or University: <u>ROWAN UNIVERSITY</u>				
List Course Information below (course numbers must be listed)				
Graduate	Undergraduate*	Title of Course(s)	Date(s) of Course(s)	Credits
# <u>EDST 20795</u>	#	<u>DISSERTATION</u>	<u>FALL 2021</u>	<u>1</u>
#	#			
#	#			
Is this course(s) needed to maintain present certification?			☐ Yes ☒ No	
Is this course(s) being taken at an accredited college/university?			☒ Yes ☐ No	
Is the course(s) at the graduate level?			☒ Yes ☐ No	

*Only eligible non-certificated staff members may take undergraduate courses

*Only TENURED staff are eligible for Educational Assistance

By signing below, I agree that in the event that I fail to remain employed by the Board for two (2) years following the completion of the courses/program for which I receive reimbursement, I will be required to reimburse the Board 100% of the tuition reimbursement I will receive as a result of this request for educational reimbursement.

Employee Signature: [Signature] Date: 8/18/2021

Approval:

☒ Yes, provided you have not reached the maximum yearly allowance.

☐ No

Signature of Superintendent or Superintendent's Designee: [Signature] Date: 8/19/21

REQUEST FOR EDUCATIONAL REIMBURSEMENT - Must be completed entirely

Course	#1 <u>EDST 20795</u>	#2	#3	Total
Tuition	\$ <u>752.00</u>	\$	\$	\$
Grado Received	<u>+</u>			
Grand Total				\$ <u>752.00</u>
Less other current year reimbursement for previously submitted classes				\$ <u>752.00</u>

Please attach official transcripts with proof of payment and class schedule for reimbursement. Evidence of completion for your course(s) must be submitted within 30 days after the end of the semester.

Signature of Administrator: [Signature] Date: 8/16/21
 Superintendent Approval: [Signature] Date: 8/16/21

Revised 6/2018

March 15, 2023 Bill List pg 67 of 79

Monroe Township Board of Education Check Register from 2/1/2022 to 3/7/2022 for
All Bank Accounts Included

Page 64

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	P.O. or Bal Sh	Exp. Acct. or Balance Sheet Title
B:43911	3/7/22	ZONAR SYSTEMS HOME BASE SERVICE 7/21-6/22	1,638.00	P202204456	11-000-270-615-000-096
B:43912	3/7/22	PORZIO, BROMBERG & NEWMAN PROFESSIONAL SERVICES RENDERED #021	1,240.00	P202204454	11-000-230-331-000-098
B:43913	3/7/22	PORZIO, BROMBERG & NEWMAN PROFESSIONAL SERVICES RENDERED #021	2,143.00	P202204455	11-000-230-331-000-098
B:43914	3/7/22	POLICY FIND PROJECT 808390	2,300.00	P202204456	11-000-230-590-000-098
B:43915	3/7/22	SBHS CPA CIEHR COMPETITION 2/19/22	150.00	P202204457	11-402-100-800-000-070
B:43916	3/7/22	GMCBCA SPRING 2022 BASEBALL ANNUAL DUES	120.00	P202204458	11-402-100-800-000-070
B:43917	3/7/22	REGION 6 WRESTLING REGION 6 WRESTLING DUES	60.00	P202204459	11-402-100-800-000-070
B:43918	3/7/22	SHORE TRACK COACHES ASSOCIATION GIRLS WINTER TRACK INVITATIONAL 2/16	60.00	P202204460	11-402-100-800-000-070
B:43919	3/7/22	CHARI CHANLHY 1 CREDIT COURSE - FALL 2021 TUITION RE	852.00	P202204461	11-000-291-280-000-095
B:43920	3/7/22	MEGAN ALEXANDER REIMBURSE MIDWEST CLINIC REGISTRAT	145.00	P202204462	11-000-223-500-000-070
B:43921	3/7/22	ATLANTIC TOMORROWS OFFICE BB - QUARTERLY PER COPY CONTRACT BS - QUARTERLY PER COPY CONTRACT WL - QUARTERLY PER COPY CONTRACT ML - QUARTERLY PER COPY CONTRACT AP - QUARTERLY PER COPY CONTRACT OT - QUARTERLY PER COPY CONTRACT HS - QUARTERLY PER COPY CONTRACT MS - QUARTERLY PER COPY CONTRACT PPS - QUARTERLY PER COPY CONTRACT QUARTERLY PER COPY CONTRACT QUARTERLY PER COPY CONTRACT QUARTERLY PER COPY CONTRACT TRANSPORTATION - QUARTERLY PER COP QUARTERLY PER COPY CONTRACT	3,315.13 4,580.07 2,757.13 115.50 6,299.63 4,792.26 7,419.98 16,985.19 801.06 86.09 112.73 90.70 90.69 2,202.18	P202204463 P202204463 P202204463 P202204463 P202204463 P202204463 P202204463 P202204463 P202204463 P202204463 P202204463 P202204463 P202204463 P202204463	11-190-100-610-000-010 11-190-100-610-000-020 11-190-100-610-000-030 11-190-100-610-000-040 11-190-100-610-000-050 11-190-100-610-000-060 11-190-100-610-000-070 11-190-100-610-000-080 11-000-219-600-000-093 11-000-230-610-000-098 11-000-251-600-000-095 11-000-261-610-000-097 11-000-270-610-000-096 64-990-320-600-000-098
Total Check Amount:			49,648.34		
B:43922	3/7/22	KATE TOWLEN HEARING AID BATTERIES	32.39	P202204464	11-204-100-610-000-060
B:43923	3/7/22	AI HOLD FINANCIAL SERVICES CULINARY ARTS SUPPLIES	636.70	P202204465	11-190-100-610-078-070

RE: [EXTERNAL] OPRA request

From: Crawford, Elyse G (crawfordeg@rowan.edu)

To: [REDACTED]; opra@rowan.edu

Cc: feld@rowan.edu

Date: Monday, March 14, 2022 at 04:06 PM EDT

Ms. Aziz,

I am in receipt of your March 14, 2022 OPRA request for the enrollment dates of Chari Chanley. Please be advised that the enrollment dates for Ms. Chanley are considered Open Public Records for purposes of OPRA and are provided below:

Enrolled in the following Semesters

Fall 2008 through Spring 2013

Fall 2015

Spring 2018

Spring 2019 through Fall 2021

*Not enrolled in Spring 2022
Semester as of 3/4/22*

Please feel free to reach out to me with any additional questions. Rowan considers this to be a complete response to your March 14, 2022 Request.

Regards,

Elyse

Elyse G. Crawford, Esquire

Assistant General Counsel

Rowan University

201 Mullica Hill Road

Glassboro, NJ 08028

Office: (856)256-5113

CONFIDENTIALITY NOTICE: This e-mail communication and any attachments may contain confidential and privileged information intended for the designated recipient(s) named above. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution or copying of it or its contents is prohibited. If you have received this communication in error, please notify me immediately by replying to this message and deleting it from your computer. Thank you.

From: Sarah Aziz <saziz577@yahoo.com>

Sent: Monday, March 14, 2022 11:21 AM

To: opra <opra@rowan.edu>

Subject: [EXTERNAL] OPRA request

I am requesting the enrollment dates of Chari Robynne Brownstein Chanley, also known as

Academic Calendar 2021-2022

Fall Semester 2021

Semester Classes Begin	Wednesday, September 1
Labor Day (no classes)	Monday, September 6
Thanksgiving Recess (no classes)	Thursday-Saturday, November 25-27
Semester Classes End	Wednesday, December 8
Reading & Review (no classes)	Thursday, December 9
Finals Week	Friday-Thursday, December 10-16 (includes Saturday, December 11)
Flexible Time Day	Friday, December 17

Spring Semester 2022

Semester Classes Begin	Tuesday, January 18
Spring Break	Monday, March 14-Saturday, March 19
Reading & Review (no classes)	Friday, April 29
Final Exam Week	Saturday-Friday, April 30-May 6 (includes Saturday, April 30)
Commencement Week	Saturday, May 7; Monday-Friday, May 9-13

Summer Sessions 2022

Memorial Day (no classes)	Monday, May 30
Fourth of July (no classes)	Monday, July 4

Summer Sessions are Subject to Change. Visit the Office of Winter, Summer, and Special Sessions for the Term calendars www.rowan.edu/winter/summer/calendars.

NOTE:

Please note that this calendar applies to traditional programs offered on the Glassboro and Camden campuses during the fall and spring semesters. Visit www.rowan.edu/university/academic/calendars and use the links listed for calendars from The Division of Global Learning & Partnerships, Office of Winter, Summer, and Special Sessions, the Cooper Medical School of Rowan University, the Rowan University School of Osteopathic Medicine, and the Graduate School of Biomedical Sciences.

MONROE TOWNSHIP SCHOOL DISTRICT

Pre-Registration for Educational Assistance Benefit Determination Form

This form must be submitted for approval at least 10 days prior to the start of class to be eligible for reimbursement.

PLEASE PRINT				
Employee Name: <u>CHARI R. CHANLEY</u>				
Employee Location: <u>SUPERINTENDENT'S OFFICE</u>				
Employee Grade/Subject/Assignment: <u>Acting Superintendent</u>				
Name of College or University: <u>ROWAN UNIVERSITY</u>				
List Course Information below (course numbers must be listed)				
Graduate	Undergraduate*	Title of Course(s)	Date(s) of Course(s)	Credits
# <u>EDS 2175</u>	#	<u>DEVELOPING CREDIT</u>	<u>Spring 2022</u>	<u>1</u>
#	#			
#	#			
Is this course(s) needed to maintain present certification?			☐ Yes	☒ No
Is this course(s) being taken at an accredited college/university?			☒ Yes	☐ No
Is the course(s) at the graduate level?			☒ Yes	☐ No

*Only eligible non-certificated staff members may take undergraduate courses

*Only TENURED staff are eligible for Educational Assistance

By signing below, I agree that in the event that I fail to remain employed by the Board for two (2) years following the completion of the courses/program for which I receive reimbursement, I will be required to reimburse the Board 100% of the tuition reimbursement I will receive as a result of this request for educational reimbursement.

Employee Signature

Date

Approval:

☒ Yes, provided you have not reached the maximum yearly allowance.

☐ No

Signature of Superintendent or Superintendent's Designee

Date

REQUEST FOR EDUCATIONAL REIMBURSEMENT - Must be completed entirely

Course	#1	#2	#3	Total
Tuition	\$ <u>852.74</u>	\$	\$	\$ <u>876.28</u>
Grade Received				
Grand Total				\$ <u>876.28</u>
Less other current year reimbursement for previously submitted classes				\$ <u>876.28</u>

Please attach official transcripts with proof of payment and class schedule for reimbursement.

Evidence of completion for your course(s) must be submitted within 30 days after the end of the semester.

Superintendent Approval

Date

July 20, 2022 Bill List pg 30 of 53

Monroe Township Board of Education Check Register from 6/14/2022 to 7/14/2022 for All Funds

All Bank Accounts Included

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PQ or Bal Shrt	Exn. Acct. or Balance Sheet Title
B:46590	6/24/22	PLEDGER M FEDORA CLASSROOM EDUCATOR COURSE 5/23-27/22	5,000.00	P202204561	20-231-200-500-000-020
B:46591	6/27/22	NJTESOL/NJBE INC NJTESOL SPRING CONFERENCE 6/1-3/22	3,038.00	P202204421	20-274-200-500-000-000
B:46592	6/27/22	PHOENIX ADVISORS LLC PROFESSIONAL SERVICES RENDERED	1,250.00	P202205598	11-000-230-339-000-098
B:46595	6/27/22	AHOLD FINANCIAL SERVICES CULINARY ARTS - SUPPLIES	2,105.41	P202205601	11-190-100-610-078-070
B:46596	6/27/22	WHS ATHLETICS JV WRESTLING TOURNAMENT 12/28/22	300.00	P202205602	11-402-100-800-000-070
B:46597	6/27/22	DAY SPRING EDUCATIONAL SERVICES, LLC EDUCATIONAL EVALS - EJJ, CL	730.00	P202205603	11-000-219-320-000-093
B:46598	6/27/22	MARINA VITALIN REIMBURSE REFRESHMENTS FOR EVENT 4/	115.26	P202205604	90-000-540-916-000-070
B:46599	6/27/22	METZ CULINARY MANAGEMENT MAY 2022 - COST OF OPERATIONS	110,597.68	P202205605	60-910-310-100-000-098
		MAY 2022 - COST OF OPERATIONS	13,218.38	P202205605	60-910-310-200-000-098
		MAY 2022 - COST OF OPERATIONS	16,522.98	P202205605	60-910-310-200-000-098
		MAY 2022 - COST OF OPERATIONS	3,200.00	P202205605	60-910-310-500-000-098
		MAY 2022 - COST OF OPERATIONS	4,080.00	P202205605	60-910-310-500-000-098
		MAY 2022 - COST OF OPERATIONS	1,715.97	P202205605	60-910-310-500-000-098
		MAY 2022 - COST OF OPERATIONS	33,733.37	P202205605	60-910-310-600-000-098
		MAY 2022 - COST OF OPERATIONS	143,350.54	P202205605	60-910-310-870-000-098
		MAY 2022 - COST OF OPERATIONS	(12,707.57)	P202205605	60-910-310-870-000-098
Total Check Amount:			313,711.35		
B:46600	6/27/22	ENEUDY PEREZ URENA (2) 3 CREDIT CLASSES-REIMBURSE SPRING 2022	5,112.00	P202205606	11-000-291-280-000-095
B:46601	6/27/22	CHARI CHANLEY 1 CREDIT CLASS - REIMBURSE SPRING 2022	876.28	P202205607	11-000-291-280-000-095
B:46602	6/27/22	TAMAR LOPEZ REIMBURSE SPRING 2022 TUITION	997.00	P202205608	11-000-291-280-000-095
B:46603	6/27/22	FHS TRACK/XC GIRLS SPRING TRACE MEET	80.00	P202205609	11-402-100-800-000-070
B:46604	6/27/22	LIVINGSTON HIGH SCHOOL VOLLYBALL GIRLS VOLLYBALL TOURNAMENT	325.00	P202205610	11-402-100-800-000-070
B:46605	6/27/22	HFA AUDIT OF FINANCIAL STATEMENTS YR ENI	2,000.00	P202205611	11-000-230-332-000-095





Thesis/Dissertation Committee Appointment Form

Candidate's Name: Chari Robynne Brownstein Chanley Banner ID: [REDACTED]

Degree and Program: Doctor of Education/Educational Leadership

College: Education Department: Educational Leadership

☒ I understand that research involving human subjects (including surveys, questionnaires, and interviews), animals, and/or rDNA and biological hazardous materials requires approval from the appropriate regulatory research oversight committees (IRB, IACUC, IDC). I certify that I will comply with current applicable Rowan University policies, federal regulations, and required training pertaining to research before and during all stages of my research.

Candidate's Signature: [Signature] Date: 3/17/2023

The thesis/dissertation committee must be comprised of at least three members, including the Thesis/Dissertation Advisor. Please check with your department/program for further requirements.

Dr. James Coaxum III Educational Leadership

Committee Chair (Print name) James Coaxum III Department Educational Leadership Date 3-20-23

Signature [Signature] Date 3-18-23

Dr. JoAnn B. Manning Educational Leadership

Committee Member (Print name) JoAnn B. Manning Department Educational Leadership Date 3-18-23

Signature [Signature] Date 3-18-23

Dr. Stephen Genco Educational Leadership

Committee Member (Print name) Stephen Genco Department Educational Leadership Date 3/17/23

Signature [Signature] Date 3/17/23

Committee Member (Print name) - Optional [Blank] Department [Blank] Date [Blank]

Signature [Blank] Date [Blank]

Committee Member (Print name) - Optional [Blank] Department [Blank] Date [Blank]

Signature [Blank] Date [Blank]

Committee Member (Print name) - Optional [Blank] Department [Blank] Date [Blank]

Signature [Blank] Date [Blank]

Committee Member (Print name) - Optional [Blank] Department [Blank] Date [Blank]

Signature [Blank] Date [Blank]

Committee Member (Print name) - Optional [Blank] Department [Blank] Date [Blank]

Signature [Blank] Date [Blank]

College Approval: [Blank] Date [Blank]

Mr. Miguel Greenup [Signature] Date 3/27/23

Program Coordinator (Print name) Miguel Greenup Signature [Signature] Date 3/29/23

Dr. Monica Kerrigan [Signature] Date 3/29/23

Department Chair/Head (Print name) Monica Kerrigan Signature [Signature] Date 3/29/23

Dr. Gaetano Jean-Marie [Signature] Date 3/29/23

College Dean (Print name) Gaetano Jean-Marie Signature [Signature] Date 3/29/23

School of Graduate Studies Approval: (Please upload form to the Pre-Submission Workshop in order to receive final signature.)

Dean of the School of Graduate Studies (Print name) [Blank] Signature [Blank] Date [Blank]

Signature [Blank] Date [Blank]

Signature [Blank] Date [Blank]

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Rev. 9-23-2020
GAS students please use the forms available here:
<http://www.rowan.edu/graduate-studies/forms>

Rowan University | Office of Graduate Research Services
South Jersey Tech Park
107 Garrett Pkwy, Millers Hill, NJ 08062

Missing required
signature



Rowan University

DOCTORAL PROGRAM IN EDUCATIONAL LEADERSHIP FORMATION OF DISSERTATION COMMITTEE

Student's Name: _____

Banner ID Number: _____

By their signatures below, the following have agreed to serve as members of my dissertation committee. They understand that their role is to guide the development of my dissertation, beginning with the dissertation proposal. Each member of the committee commits to serving until the dissertation is successfully completed. The committee composition may change only for reasons deemed acceptable by the Chair of the Department of Educational Services & Leadership, and the Dean of the College of Education. (Such reasons include but are not limited to sabbatical leave, other extended leave, and discontinuation of service at Rowan University.)

Dissertation Title:

Chair

Chair's Signature

Date

Member's Name

Member's Signature

Date

Member's Name

Member's Signature

Date

Member's Name

Member's Signature

Date

After obtaining committee signatures, please submit form along with other required committee approval forms and documentation to the Program Coordinator by **March 1** following completion of Dissertation Seminar II.

Program Coordinator's Name

Program Coordinator's Signature

Date

Department Chair's Name

Chair's Signature

Date

Dean's Name (or Designee)

Dean's Signature (or Designee)

Date

DISSERTATION COMMITTEE RATIONALE FORM

Instructions: The student must complete this form. Attach a word document detailing the rationale for your committee members and their CV or resume. Incomplete forms or packets missing any of the required items will be returned without review.

Name: _____ Banner ID: _____

Dissertation title: _____

Methodological approach: _____

Name of dissertation chair: _____

Name of generalist: _____

Name of methodologist: _____

Other committee member: _____

Rationale Form Checklist

- ☐ I have completed this form fully.
- ☐ I have attached a CV/resume for each potential member of my committee.
- ☐ I have attached a document explaining my rationale for this committee that includes the following:
 - ☐ My research questions
 - ☐ A summary of my dissertation topic
 - ☐ An introduction and discussion of the role of each committee member in light of my dissertation topic and methodological approach
 - ☐ A cogent argument for why each individual is an appropriate resource for my study
 - ☐ A possible location for where my research will be conducted
 - ☐ Citations that are most relevant to my topical area and my methodological approach

Student's signature: _____ Date: _____