

FINANCE ADDENDUM

RECOMMENDATION

C. FINANCE

To be voted on 10/30/18: Recommend approval of the following resolution:

Grant Submission

1. Authorize the submission of an application to Sustainable Jersey for Schools for a \$10,000 grant, funded by the 2018 Gardinier Environmental Fund, intended to support energy projects focused on conservation, efficiency, and renewable energy.



WEST WINDSOR - PLAINSBORO REGIONAL SCHOOL DISTRICT

AUTOMATED PERSONNEL AGENDA REPORT

Agenda Date: 10/30/2018

Deadline for next Agenda: 11/7/2018

Abbreviation Chart

AP	Advanced Placement
CC	Child Care
CE	Community Education
CR	Classroom
CST	Child Study Team
DEAC	District Evaluation Advisory Committee
EDCOT	Education with Digital Courseware and Online Technologies
EDP	Extended Day Program
ESL	English Second Language
ESY	Extended School Year
FMLA	Family Medical Leave Act
KE	Kindergarten Extension
LOA	Leave of Absence
ME	Mini-Explorer
MODEL	Measure of Developing English Language
NGSS	Next Generation Science Standards
NJFLA	New Jersey Family Leave Act
ODE	Outdoor Education
OG	Orton Gillingham
OOD	Out of District
SAC	Student Assistance Counselor
SES	Supplemental Educational Services
SPED	Special Education
TCRWP	Teachers College Reading and Writing Project

If you have any questions or concerns, please contact Charity Fues at charity.fues@ww-p.org
or at the WWP School Board Office: 609-716-5000 ext. 5015.

Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
A. Administration								
None								
B. Certificated Staff								
Change								
Kelley, Jennifer	Change	Teacher Spanish- LR		N/C	HSN	10/8/18	3/26/19	Change start date from TBD to 10/8/18.
Mandhyan, Viveka	Change	School Psychologist		N/C	GMS	10/25/18	6/30/19	Change start date from TBD to 10/25/18. Change tenure date from TBD to 10/26/22.
Martinie, Rachel	Change	Teacher Spanish- LR		N/C	HSS	10/24/18	6/30/19	Change start date from TBD to 10/24/18.
Lee, Jenna	Change	Teacher Special Education		N/A	TC	1/10/19	3/15/19	Change FMLA/NJFLA/CC from 1/3/19-3/8/19 unpaid, with benefits to 1/10/19-3/15/19 unpaid, with benefits. Change RTW from 3/11/19 to 3/18/19.
Post, Ashley	Change	Teacher Special Education		N/A	CMS	12/21/18	3/8/19	Change CC from 12/22/18-3/8/19 unpaid, with benefits, RTW: 3/11/19 to 12/21/18-3/8/19 unpaid, with benefits, RTW: 3/11/19.
Biro, Monica	Change	Teacher Mathematics- 120%	15MA	\$114,408.00 (prorated)	HSN	10/15/18	11/27/18	Change end date from 10/30/18 to 11/27/18 for change in salary from 100% to 120% for an additional section.
Boyce, Robert	Change	Teacher Mathematics- 120%	15MA	\$117,888.00 (prorated)	HSN	10/15/18	11/27/18	Change end date from 10/30/18 to 11/27/18 for change in salary from 100% to 120% for an additional section.
McDowell, Kathleen	Change	Teacher Mathematics- 120%	15BA	\$110,940.00 (prorated)	HSN	10/15/18	11/27/18	Change end date from 10/30/18 to 11/27/18 for change in salary from 100% to 120% for an additional section.
McMichael, Ryan	Change	Teacher Special Education- 120%	1MA	\$68,400.00 (prorated)	HSN	10/15/18	11/27/18	Change end date from 10/30/18 to 11/27/18 for change in salary from 100% to 120% for an additional section.



Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Wishart, Kelly	Change	Teacher Mathematics-120%	11BA	\$90,720.00 (prorated)	HSN	10/15/18	11/27/18	Change end date from 10/30/18 to 11/27/18 for change in salary from 100% to 120% for an additional section.
Verblauw, Jason	Change Location	Teacher Music		N/C	CMS/GMS	10/1/18	6/30/19	Change location from 50% CMS, 50% GMS to 60% CMS, 40% GMS.
Leave of Absence								
DiCarlo, Stephanie	Leave-FMLA/NJFLA/CC	Teacher Special Education		N/A	GMS	3/21/19	6/14/19	FMLA/NJFLA/CC: 3/21/19-6/14/19 unpaid, with benefits. (RTW: 6/17/19)
Gardner, Carolyn	Leave-FMLA/NJFLA	Teacher Elementary		N/A	TC	10/23/18	11/6/18	FMLA/NJFLA: 10/23/18-11/6/18 unpaid, with benefits. (RTW: 11/12/19)
Resignation								
Bancroft, Deanna	Resign	Teacher Communication Arts		N/A	CMS/GMS	6/30/19	6/30/19	Resign, after 26 years in the district, for the purpose of retirement.
C. Non Certificated Staff								
Appoint								
Caudo, Patricia	Appoint	Payroll Supervisor		\$76,000.00 (prorated)	CO	TBD	6/30/19	Appoint as Payroll Supervisor, pending employment verification, replacing Sandra McGonigal, who resigned.
Irtazah, Usman	Appoint	Security Officer "Eyes on the Door"		\$15.00/hr.	DIST	TBD	6/30/19	Appoint as substitute security officer - "Eyes on the Door", as needed.
Change								
Nazario, Luis	Change	Support Specialist for Portable Devices		\$68,000.00 (prorated)	CO	10/31/18	6/30/19	Change from Computer Support Specialist to Support Specialist for Portable Devices, growth position.
Edwards, Christopher	Change	Support Specialist for Repair Services		N/C	CO	10/31/18	6/30/19	Change from Senior Computer Support Specialist to Support Specialist for Repair Services.
Mastrangeli, Pietro	Change	Support Specialist for Systems		N/C	CO	10/31/18	6/30/19	Change from Senior Computer Support Specialist to Support Specialist for Systems.



Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Brown, Latia	Change	Cafeteria Aide		N/C	MH	10/15/18	6/30/19	Change start date from TBD to 10/15/18.
Mittal, Vimi	Change	Cafeteria Aide		N/C	VIL	10/24/18	6/30/19	Change start date from TBD to 10/24/18.
Colon, Robyn	Change	Instructional Assistant	2	\$18.99/hr.	TC	10/9/18	6/30/19	Change hourly rate from Non-Degreed to Degreed, as per contract.
Drago, Rose	Change	Bus Driver/ Instructional Assistant		N/C	HSN/CMS	11/2/18	6/30/19	Change start date from TBD to 11/2/18 for 7.25 hrs/day.
Murray, Stacy	Change	Instructional Assistant		N/C	TC	11/26/18	6/30/19	Change hours from 6.5 hrs/day to 6.75 hrs/day. Change location from DN to TC, replacing Judy Bessler, who retired.
Pettus, Evan	Change	Instructional Assistant		N/C	HSN/CMS	10/22/18	6/30/19	Change hours from 7.25 hrs/day to 7.75 hrs/day. Change location from 100% HSN to 94% HSN, 6% CMS.
Todd, Bradley	Change	Instructional Assistant		N/C	HSN	10/29/18	6/30/19	Change location from GMS to HSN, replacing Jean Grecsek, who resigned.
Gass, Stephen	Change	Security Officer "Eyes on the Door"		N/C		10/17/18	6/30/19	Change start date from TBD to 10/17/18.
Adams, Loretta	Change	Bus Driver		N/C	TRAN	10/2/18	10/19/18	Change from 7.5 hrs/day to 7.8 hrs/day.
Adams, Loretta	Change	Bus Driver		N/C	TRAN	10/22/18	5/24/19	Change from 7.8 hrs/day to 7.9 hrs/day.
Adams, Loretta	Change	Bus Driver		N/C	TRAN	5/27/19	5/31/19	Change from 7.9 hrs/day to 7.6 hrs/day.
Adams, Loretta	Change	Bus Driver		N/C	TRAN	6/3/19	6/30/19	Change from 7.6 hrs/day to 7.0 hrs/day.



Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Carr, Richard	Change	Bus Driver		N/C	TRAN	10/15/18	5/31/19	Change from 5.9 hrs/day to 7.4 hrs/day.
Carr, Richard	Change	Bus Driver		N/C	TRAN	6/3/19	6/30/19	Change from 7.4 hrs/day to 5.5 hrs/day.
Cassidy, Trinity	Change	Bus Driver		N/C	TRAN	10/15/18	10/19/18	Change from 7.5 hrs/day to 7.8 hrs/day.
Cassidy, Trinity	Change	Bus Driver		N/C	TRAN	10/22/18	5/31/19	Change from 7.8 hrs/day to 8.0 hrs/day.
Cassidy, Trinity	Change	Bus Driver		N/C	TRAN	6/3/19	6/30/19	Change from 8.0 hrs/day to 7.5 hrs/day.
Cheesman, Susanne	Change	Bus Driver		N/C	TRAN	10/15/18	5/31/19	Change from 7.2 hrs/day to 7.9 hrs/day.
Cheesman, Susanne	Change	Bus Driver		N/C	TRAN	6/3/19	6/30/19	Change from 7.9 hrs/day to 7.5 hrs/day.
Correa, Cheryl	Change	Bus Driver		N/C	TRAN	10/15/18	12/14/18	Change from 7.4 hrs/day to 7.9 hrs/day.
Correa, Cheryl	Change	Bus Driver		N/C	TRAN	12/17/18	5/31/19	Change from 7.9 hrs/day to 7.7 hrs/day.
Correa, Cheryl	Change	Bus Driver		N/C	TRAN	6/3/19	6/30/19	Change from 7.7 hrs/day to 7.5 hrs/day.
Marcelin, Frito	Change	Bus Driver		N/C	TRAN	10/1/18	5/31/19	Change from 7.2 hrs/day to 7.8 hrs/day.
Marcelin, Frito	Change	Bus Driver		N/C	TRAN	6/3/19	6/30/19	Change from 7.8 hrs/day to 7.0 hrs/day.
Nixon, Brian	Change	Bus Driver		N/C	TRAN	10/15/18	5/24/19	Change from 7.9 hrs/day to 8.0 hrs/day.



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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Nixon, Brian	Change	Bus Driver		N/C	TRAN	5/27/19	5/31/19	Change from 8.0 hrs/day to 7.7 hrs/day.
Nixon, Brian	Change	Bus Driver		N/C	TRAN	6/3/19	6/30/19	Change from 7.7 hrs/day to 7.0 hrs/day.
Nixon, Rashad	Change	Bus Driver		N/C	TRAN	10/15/18	5/31/19	Change from 6.5 hrs/day to 6.6 hrs/day.
Nixon, Rashad	Change	Bus Driver		N/C	TRAN	6/3/19	6/30/19	Change from 6.6 hrs/day to 5.0 hrs/day.
Trower-Brooks, Lucy	Change	Bus Driver		N/C	TRAN	10/15/18	5/31/19	Change from 7.2 hrs/day to 7.9 hrs/day.
Trower-Brooks, Lucy	Change	Bus Driver		N/C	TRAN	6/3/19	6/30/19	Change from 7.9 hrs/day to 7.0 hrs/day.
Resignation								
Genevieve, Gerard	Resign	Security Officer "Eyes on the Door"		N/A	CMS/HSN	10/18/19	10/18/19	Resign from position.
Morgan, Karen	Resign	Secretary 12 Months		N/A	HSS	12/31/18	12/31/18	Resign, after 17.5 years in the district, for the purpose of retirement.
Rasmussen, Christina	Resign	Instructional Assistant		N/A	VIL	11/5/18	11/5/18	Resign from position.
Udeshi, Vimla	Resign	Instructional Assistant		N/A	HSN	2/28/19	2/28/19	Resign, after 25.5 years in the district, for the purpose of retirement.
D. Substitute / Other								
Appoint								
Kelly, SallyAnne	Appoint	Substitute Nurse		\$200.00/Day DIST		10/31/18	6/30/19	Appoint as a Substitute Nurse (County Cert.), pending employment verification, as needed for temporary assignments.



Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Applegate, Jeffrey	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Barca, Brendan	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Chada Venkata Naga, Sita	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Ciardella, Ralph	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Gala, Vipula	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Ghule, Vidyagauri	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Gopal, Anandha Selvi	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Johnson, Zavon	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Lewis, Kyle D.	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Mani, Gayathri	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.



Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Schacht, Laurel	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Rutter, Amanda	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Schacht, Ronald	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Steiner, Angel	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Tandon, Mala	Appoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (County Cert.) pending employment verification, as needed for temporary assignments.
Katz, Rebecca A.	Appoint	Substitute Teacher		\$95.00/day	DIST	10/31/18	6/30/19	Appoint as a Substitute Teacher (New Jersey Cert.) pending employment verification, as needed for temporary assignments.
Reappoint								
Mahajan, Deepa	Reappoint	Substitute Teacher		\$85.00/day	DIST	10/31/18	6/30/19	Re-appoint as a Substitute Teacher (County Cert.), as needed for temporary assignments.
Change								
McCormick, Laura	Change	Substitute Teacher		\$95.00/day	DIST	9/1/18	6/30/19	Change from County Substitute Teacher to New Jersey Certified Substitute Teacher .
Resignation								
Cohen, Debbie	Resign	Substitute Teacher		N/A	DIST	10/2/18	10/2/18	Resign from position.
E. Extracurricular / Extra Pay								
Bus Duty								
Barkenbush, Rosemarie	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/18	6/30/19	Bus duty, not to exceed 30 min/day.



Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Chaperone								
Kannan, Vaishnavi	Extra Duty	Chaperone		\$51.95/event	CMS	10/1/18	6/21/19	Chaperone, as scheduled.
Kennen, Barbara	Extra Duty	Chaperone		\$51.95/event	CMS	10/1/18	6/21/19	Chaperone, as scheduled.
Lora-Simon, Milagros	Extra Duty	Chaperone		\$51.95/event	CMS	10/1/18	6/21/19	Chaperone, as scheduled.
McGrady, Melissa	Extra Duty	Chaperone		\$51.95/event	CMS	10/1/18	6/21/19	Chaperone, as scheduled.
Shah, Netri	Extra Duty	Chaperone		\$51.95/event	CMS	10/1/18	6/21/19	Chaperone, as scheduled.
Curriculum								
Zhao, Suihua	Extra Duty	Curriculum		\$47.09/hr.	DIST	7/1/18	6/30/19	K-12 ESL Testing, total program not to exceed 250 hours.
Aconi, Fabio	Extra Duty	Curriculum		\$47.09/hr.	DIST	9/1/18	6/30/19	ESL Parent Workshop Series, not to exceed 12 hours.
Bader, Amanda	Extra Duty	Curriculum		\$47.09/hr.	DIST	9/1/18	6/30/19	ESL Parent Workshop Series, not to exceed 12 hours.
Christie, Shayne	Extra Duty	Curriculum		\$47.09/hr.	DIST	9/1/18	6/30/19	ESL Parent Workshop Series, not to exceed 12 hours.
Jackson-Escogido, Jennifer	Extra Duty	Curriculum		\$47.09/hr.	DIST	9/1/18	6/30/19	ESL Parent Workshop Series, not to exceed 12 hours.
Zola, Anna	Extra Duty	Curriculum		\$47.09/hr.	DIST	9/1/18	6/30/19	ESL Parent Workshop Series, not to exceed 12 hours.
Ellingson, Caitlin	Extra Duty	Curriculum		\$47.09/hr.	HSN	9/1/18	6/30/19	PARCC Remediation Program, total HSN program not to exceed 72 hours.
Oldehoff, Robert	Extra Duty	Curriculum		\$47.09/hr.	HSN	9/1/18	6/30/19	PARCC Remediation Program, total HSN program not to exceed 72 hours.



Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Sternotti, Cynthia	Extra Duty	Curriculum		\$47.09/hr.	HSN	9/1/18	6/30/19	PARCC Remediation Program, total HSN program not to exceed 72 hours.
Suozzo, Erin	Extra Duty	Curriculum		\$47.09/hr.	HSN	9/1/18	6/30/19	PARCC Remediation Program, total HSN program not to exceed 72 hours.
Kumor, Zachary	Extra Duty	Curriculum		\$47.09/hr.	HSS	9/1/18	6/30/19	PARCC Remediation Program, total HSS program not to exceed 72 hours.
Oldehoff, Robert	Extra Duty	Curriculum		\$47.09/hr.	HSS	9/1/18	6/30/19	PARCC Remediation Program, total HSS program not to exceed 72 hours.
Pintimalli, Dawn	Extra Duty	Curriculum		\$47.09/hr.	HSS	9/1/18	6/30/19	PARCC Remediation Program, total HSS program not to exceed 72 hours.
Robles, Regina	Extra Duty	Curriculum		\$47.09/hr.	HSS	9/1/18	6/30/19	PARCC Remediation Program, total HSS program not to exceed 72 hours.
Home Instruction								
Conlon, Jamie	Extra Duty	Home Instruction		\$47.09/hr.	MR	10/4/18	10/29/18	Home Instruction for Reading, Language Arts, Math, Science and Social Studies, not to exceed 24 hours.
Fityere, Christine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/16/18	11/30/18	Home Instruction for Intro to Spanish and Forensic Science, not to exceed 2 hrs/wk per subject.
Seiben, Lorraine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/15/18	11/30/18	Home Instruction for LA, not to exceed 2 hrs/wk per subject.
Sieben, Lorraine	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/16/18	11/30/18	Home Instruction for LA III and AS II, not to exceed 2 hrs/wk per subject.
Weber, Nicole	Extra Duty	Home Instruction		\$47.09/hr.	DIST	10/16/18	11/30/18	Home Instruction for Algebra II, not to exceed 2 hrs/wk per subject.
Home Programming								
Delre, Margaret	Extra Duty	Home Programming		\$70.00/hr.	DIST	9/6/18	6/20/19	Home programming to address IEP goals, not to exceed 60 hours.



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King, Amanda	Extra Duty	Home Programming		\$70.00/hr.	DIST	9/6/18	6/20/19	Home programming to address IEP goals, not to exceed 18 hours.
McCormick, Megan	Extra Duty	Home Programming		\$70.00/hr.	DIST	10/1/18	6/20/19	Home programming to address IEP goals, not to exceed 18 hours.
Weingart, Jessica	Extra Duty	Home Programming		\$70.00/hr.	DIST	9/6/18	6/20/19	Home programming to address IEP goals, not to exceed 18 hours.
Moving								
Baer, Debra	Extra Duty	Moving		\$47.09/hr.	DN	9/1/18	9/30/18	Moving, not to exceed 2 hours.
Callea, Natalie	Extra Duty	Moving		\$47.09/hr.	MR	7/1/18	9/5/18	Moving, not to exceed 12 hours.
Catizone, Heather	Extra Duty	Moving		\$47.09/hr.	CMS	7/1/18	9/5/18	Moving, not to exceed 12 hours.
Keeney, Megan	Extra Duty	Moving		\$47.09/hr.	CMS	7/1/18	9/5/18	Moving, not to exceed 12 hours.
Keller, Elizabeth	Extra Duty	Moving		\$47.09/hr.	CMS	7/1/18	9/5/18	Moving, not to exceed 12 hours.
Pierce, Katherine	Extra Duty	Moving		\$47.09/hr.	CMS	7/1/18	9/5/18	Moving, not to exceed 12 hours.
Professional Development								
Morgan, Laura	Extra Duty	Professional Development		\$80.00/day	HSN	10/3/18	10/3/18	"Handle with Care" initial instructional assistant training workshop, 1 day.
Wilson, Meaghan	Extra Duty	Professional Development		\$80.00/day	TC	10/3/18	10/3/18	"Handle with Care" initial instructional assistant training workshop, 1 day.
Duhamel, Margaret	Extra Duty	Professional Development		\$80.00/day	TC	10/3/18	10/3/18	"Handle with Care" initial instructional assistant training workshop, 1 day.
Title I								



Personnel Agenda

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Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Aloi, Tina	Extra Duty	Title 1: After School Tutoring Program		\$47.09/hr.	MR	10/30/18	12/20/18	Title 1: After School Tutoring Program, not to exceed 20 hours.
Bossio, Deborah	Extra Duty	Title 1: After School Tutoring Program		\$47.09/hr.	MR	10/30/18	12/20/18	Title 1: After School Tutoring Program, not to exceed 20 hours.
Carnevale, Mary-Ann	Extra Duty	Title 1: After School Tutoring Program		\$47.09/hr.	MR	10/30/18	12/20/18	Title 1: After School Tutoring Program, not to exceed 20 hours.
Cicerale, Robyn	Extra Duty	Title 1: After School Tutoring Program		\$47.09/hr.	MR	10/30/18	12/20/18	Title 1: After School Tutoring Program, not to exceed 20 hours.
Coffey, Amy	Extra Duty	Title 1: After School Tutoring Program		\$47.09/hr.	MR	10/30/18	12/20/18	Title 1: After School Tutoring Program, not to exceed 20 hours.
De Souza, Nicole	Extra Duty	Title 1: After School Tutoring Program		\$47.09/hr.	MR	10/30/18	12/20/18	Title 1: After School Tutoring Program, not to exceed 20 hours.
Malakates, Evangelos	Extra Duty	Title 1: After School Tutoring Program		\$47.09/hr.	MR	10/30/18	12/20/18	Title 1: After School Tutoring Program, not to exceed 20 hours.
Ozdonski, Paige	Extra Duty	Title 1: After School Tutoring Program		\$47.09/hr.	MR	10/30/18	12/20/18	Title 1: After School Tutoring Program, not to exceed 20 hours.
Ross, Alexa	Extra Duty	Title 1: After School Tutoring Program		\$47.09/hr.	MR	10/30/18	12/20/18	Title 1: After School Tutoring Program, not to exceed 20 hours.
Change								
Natoli, Kimberly	Change	Summer Data Collection		Hourly Rate	DIST	6/15/18	10/9/18	Change end date for data collection from 8/31/18 to 10/9/18.
Ray, Sujata	Change	Summer Data Collection		Hourly Rate	DIST	6/15/18	6/30/19	Change data collection, from total program not to exceed 20.5 hours to total program not to exceed 32 hours.
Collins, Eileen	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/18	6/30/19	Change Bus Duty from not to exceed 3.5 hrs/wk to not to exceed 5.5 hrs/wk.
Massari, Nancy	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/18	6/30/19	Change Bus Duty from not to exceed 3.5 hrs/wk to not to exceed 5.5 hrs/wk.



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It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Messina, Diana	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/18	6/30/19	Change Bus Duty from not to exceed 3.5 hrs/wk to not to exceed 5.5 hrs/wk.
Nadkarni, Neeta	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/18	6/30/19	Change Bus Duty from not to exceed 3.5 hrs/wk to not to exceed 5.5 hrs/wk.
Rosa, Michael	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/18	6/30/19	Change Bus Duty from not to exceed 3.5 hrs/wk to not to exceed 5.5 hrs/wk.
Termyna, Jeannine	Extra Duty	Bus Duty		\$15.84/hr.	MH	9/1/18	6/30/19	Change Bus Duty from not to exceed 45 min/day to not to exceed 35 min/day.
E. Stipend Athletic								
Athletic Coordinator								
Dobinson, Katharine	Stipend- Athletic	Athletic Coordinator		\$5,784.00	HSN	Winter 2018-2019	Winter 2018-2019	Athletic Coordinator, 7 yrs. exp., paid in FULL in March.
Fisher, Bryan	Stipend- Athletic	Athletic Coordinator		\$5,283.00	HSS	Winter 2018-2019	Winter 2018-2019	Athletic Coordinator, 3 yrs. exp., paid in FULL in March.
Maggio, Vincent	Stipend- Athletic	Athletic Coordinator		\$4,426.00	CMS	Winter 2018-2019	Winter 2018-2019	Athletic Coordinator, 6 yrs. exp., paid in FULL in March.
Agalias, George	Stipend- Athletic	Athletic Coordinator		\$4,226.00	GMS	Winter 2018-2019	Winter 2018-2019	Athletic Coordinator, 3 yrs. exp., paid in FULL in March.
Athletic Trainer								
Betts, Joseph	Stipend- Athletic	Athletic Trainer-Substitute		\$65.00/ Unit	HSN	Winter 2018-2019	Winter 2018-2019	Substitute Athletic Trainer, as needed for temporary assignments.
Basketball								
Stevens, Timothy	Stipend- Athletic	Basketball-Boys Head Coach		\$9,659.00	HSN	Winter 2018-2019	Winter 2018-2019	Basketball - Boys Head Coach, 9 yrs. exp., paid in FULL in March.
Lagomarsino, Ryan	Stipend- Athletic	Basketball-Boys Assistant Coach		\$5,031.00	HSN	Winter 2018-2019	Winter 2018-2019	Basketball - Boys Assistant Coach, 0 yrs. exp., paid in FULL in March.
Torralba, Jeffrey	Stipend- Athletic	Basketball-Boys Assistant Coach		\$5,784.00	HSN	Winter 2018-2019	Winter 2018-2019	Basketball - Boys Assistant Coach, 7 yrs. exp., paid in FULL in March.
Moore, Franklin	Stipend- Athletic	Basketball-Girls Head Coach		\$8,855.00	HSN	Winter 2018-2019	Winter 2018-2019	Basketball - Girls Head Coach, 6 yrs. exp., paid in FULL in March.



Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kratz, Emily	Stipend- Athletic	Basketball- Girls Assistant Coach		\$5,031.00	HSN	Winter 2018-2019	Winter 2018-2019	Basketball - Girls Assistant Coach, 0 yrs. exp., paid in FULL in March.
Sheehan, Michael	Stipend- Athletic	Basketball- Boys Head Coach		\$8,855.00	HSS	Winter 2018-2019	Winter 2018-2019	Basketball - Boys Head Coach, 5 yrs. exp., paid in FULL in March.
Gambino, Joseph	Stipend- Athletic	Basketball- Boys Assistant Coach		\$5,031.00	HSS	Winter 2018-2019	Winter 2018-2019	Basketball - Boys Assistant Coach, 0 yrs. exp., paid in FULL in March.
Gero, Christopher	Stipend- Athletic	Basketball- Boys Assistant Coach		\$5,031.00	HSS	Winter 2018-2019	Winter 2018-2019	Basketball - Boys Assistant Coach, 1 yr. exp., paid in FULL in March.
Hussong, Michael	Stipend- Athletic	Basketball- Girls Head Coach		\$8,050.00	HSS	Winter 2018-2019	Winter 2018-2019	Basketball - Girls Head Coach, 2 yrs. exp., paid in FULL in March.
Hutchinson, Donald	Stipend- Athletic	Basketball- Girls Assistant Coach		\$6,288.00	HSS	Winter 2018-2019	Winter 2018-2019	Basketball - Girls Assistant Coach, 30 yrs. exp., paid in FULL in March.
Randazzo, Jessica	Stipend- Athletic	Basketball- Girls Assistant Coach		\$5,031.00	HSS	Winter 2018-2019	Winter 2018-2019	Basketball - Girls Assistant Coach, 0 yrs. exp., paid in FULL in March.
Jackson, Michael	Stipend- Athletic	Basketball- Boys Coach		\$3,773.00	CMS	Winter 2018-2019	Winter 2018-2019	Basketball - Boys Coach, 12 yrs. exp., paid in FULL in March.
Simpson, Michael	Stipend- Athletic	Basketball- Boys Coach		\$3,018.00	CMS	Winter 2018-2019	Winter 2018-2019	Basketball - Boys Coach, 1 yr. exp., paid in FULL in March.
Schattin, Jeffrey	Stipend- Athletic	Basketball- Girls Coach		\$3,018.00	CMS	Winter 2018-2019	Winter 2018-2019	Basketball - Girls Coach, 1 yr. exp., paid in FULL in March.
DelSignore, Glenn	Stipend- Athletic	Basketball- Boys Coach		\$3,773.00	GMS	Winter 2018-2019	Winter 2018-2019	Basketball - Boys Coach, 13 yrs. exp., paid in FULL in March.
Thompson, Jay	Stipend- Athletic	Basketball- Boys Coach		\$3,773.00	GMS	Winter 2018-2019	Winter 2018-2019	Basketball - Boys Coach, 23 yrs. exp., paid in FULL in March.
Giordano, Julia	Stipend- Athletic	Basketball- Girls Coach		\$3,169.00	GMS	Winter 2018-2019	Winter 2018-2019	Basketball - Girls Coach, 3 yrs. exp., paid in FULL in March.
Small, Lauren	Stipend- Athletic	Basketball- Girls Coach		\$3,169.00	GMS	Winter 2018-2019	Winter 2018-2019	Basketball - Girls Coach, 3 yrs. exp., paid in FULL in March.
Cheerleading								



Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Kitson, Mary	Stipend- Athletic	Cheerleading-Head Coach		\$5,734.00	HSN	Winter 2018-2019	Winter 2018-2019	Cheerleading - Head Coach, 9 yrs. exp., paid in FULL in March.
Davis, Jennifer	Stipend- Athletic	Cheerleading-Assistant Coach		\$3,521.00	HSN	Winter 2018-2019	Winter 2018-2019	Cheerleading - Assistant Coach, 2 yrs. exp., paid in FULL in March.
Callahan, Barbra	Stipend- Athletic	Cheerleading-Head Coach		\$5,017.00	HSS	Winter 2018-2019	Winter 2018-2019	Cheerleading - Head Coach, 2 yrs. exp., paid in FULL in March.
Terppe, Brianna	Stipend- Athletic	Cheerleading-Assistant Coach		\$3,521.00	HSS	TBD	Winter 2018-2019	Cheerleading - Assistant Coach, 0 yrs. exp., paid in FULL in March.
Holleran, Kimberlee	Stipend- Athletic	Cheerleading-Coach		\$3,018.00	CMS	Winter 2018-2019	Winter 2018-2019	Cheerleading - Coach, 0 yrs. exp., paid in FULL in March.
Churinkas, Linda	Stipend- Athletic	Cheerleading-Coach		\$3,018.00	GMS	Winter 2018-2019	Winter 2018-2019	Cheerleading - Coach, 1 yr. exp., paid in FULL in March.
Diving								
Hemmel, Shannen	Stipend- Athletic	Diving- Head Coach		\$5,532.00	HSS	Winter 2018-2019	Winter 2018-2019	Diving - Head Coach, 0 yrs. exp., paid in FULL in March.
Bower, Daniel	Stipend- Athletic	Diving-Assistant Coach		\$3,521.00	HSS	Winter 2018-2019	Winter 2018-2019	Diving - Assistant Coach, 0 yrs. exp., paid in FULL in March.
Fencing								
Chang, Richard	Stipend- Athletic	Fencing- Head Coach		\$5,811.00	HSN	Winter 2018-2019	Winter 2018-2019	Fencing - Head Coach, 3 yrs. exp., paid in FULL in March.
Olson, David	Stipend- Athletic	Fencing-Assistant Coach		\$3,698.00	HSN	Winter 2018-2019	Winter 2018-2019	Fencing - Assistant Coach, 3 yrs. exp., paid in FULL in March.
Lewis, Kyle	Stipend- Athletic	Fencing- Head Coach		\$5,532.00	HSS	Winter 2018-2019	Winter 2018-2019	Fencing - Head Coach, 0 yrs. exp., paid in FULL in March.
Bader, Amanda	Stipend- Athletic	Fencing-Assistant Coach		\$3,521.00	HSS	Winter 2018-2019	Winter 2018-2019	Fencing - Assistant Coach, 1 yr. exp., paid in FULL in March.
Fitness Supervision								
Reilly, Jeffrey	Stipend- Athletic	Fitness Supervision		\$3,169.00	HSN	Winter 2018-2019	Winter 2018-2019	Fitness Supervision, 4 yrs. exp., paid in FULL in March.
Brack, Daniel	Stipend- Athletic	Fitness Supervision-50%		\$1,509.00	HSS	Winter 2018-2019	Winter 2018-2019	Fitness Supervision - 50%, 2 yrs. exp., paid in FULL in March.



Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Colon, David	Stipend- Athletic	Fitness Supervision- 50%		\$1,509.00	HSS	Winter 2018-2019	Winter 2018-2019	Fitness Supervision - 50%, 0 yrs. exp., paid in FULL in March.
Ice Hockey								
Nobilio, James	Stipend- Athletic	Ice Hockey- Head Coach		\$5,784.00	HSN	TBD	Winter 2018-2019	Ice Hockey - Head Coach, 0 yrs. exp., paid in FULL in March.
Binger, Glen	Stipend- Athletic	Ice Hockey- Head Coach		\$5,784.00	HSS	Winter 2018-2019	Winter 2018-2019	Ice Hockey - Head Coach, 2 yrs. exp., paid in FULL in March.
Strober, Matthew	Stipend- Athletic	Ice Hockey- Assistant Coach		\$4,024.00	HSN/HSS	Winter 2018-2019	Winter 2018-2019	Ice Hockey - Assistant Coach, 0 yrs. exp., paid in FULL in March.
Swimming								
Robinson, Todd	Stipend- Athletic	Swimming- Head Coach		\$9,659.00	HSN	Winter 2018-2019	Winter 2018-2019	Swimming - Head Coach, 10 yrs. exp., paid in FULL in March.
Markley, Kirk	Stipend- Athletic	Swimming- Assistant Coach		\$5,532.00	HSN	Winter 2018-2019	Winter 2018-2019	Swimming - Assistant Coach, 6 yrs. exp., paid in FULL in March.
Reca, Cheryl	Stipend- Athletic	Swimming- Assistant Coach		\$6,288.00	HSN	Winter 2018-2019	Winter 2018-2019	Swimming - Assistant Coach, 16 yrs. exp., paid in FULL in March.
Turner, Jessica	Stipend- Athletic	Swimming- Head Coach		\$8,451.00	HSS	Winter 2018-2019	Winter 2018-2019	Swimming - Head Coach, 3 yrs. exp., paid in FULL in March.
Paulson, Brian	Stipend- Athletic	Swimming- Assistant Coach		\$5,283.00	HSS	Winter 2018-2019	Winter 2018-2019	Swimming - Assistant Coach, 4 yrs. exp., paid in FULL in March.
Reilly, Kathleen	Stipend- Athletic	Swimming- Assistant Coach		\$5,031.00	HSS	Winter 2018-2019	Winter 2018-2019	Swimming - Assistant Coach, 2 yrs. exp., paid in FULL in March.
Winter Track								
Gould, Brian	Stipend- Athletic	Winter Track- Head Coach		\$7,231.00	HSN	Winter 2018-2019	Winter 2018-2019	Winter Track - Head Coach, 16 yrs. exp., paid in FULL in March.
Hankh, Nicolette	Stipend- Athletic	Winter Track- Assistant Coach		\$4,024.00	HSN	Winter 2018-2019	Winter 2018-2019	Winter Track - Assistant Coach, 0 yrs. exp., paid in FULL in March.
Warren, Matthew	Stipend- Athletic	Winter Track- Assistant Coach		\$4,226.00	HSN	Winter 2018-2019	Winter 2018-2019	Winter Track - Assistant Coach, 4 yrs. exp., paid in FULL in March.
Smith, Todd	Stipend- Athletic	Winter Track- Head Coach		\$7,231.00	HSS	Winter 2018-2019	Winter 2018-2019	Winter Track - Head Coach, 18 yrs. exp., paid in FULL in March.



Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Coburn, Matthew	Stipend- Athletic	Winter Track- Assistant Coach		\$4,226.00	HSS	Winter 2018-2019	Winter 2018-2019	Winter Track - Assistant Coach, 3 yrs. exp., paid in FULL in March.
Wrestling								
Petrone, Christopher	Stipend- Athletic	Wrestling- Head Coach		\$6,337.00	HSN	Winter 2018-2019	Winter 2018-2019	Wrestling - Head Coach, 3 yrs. exp., paid in FULL in March.
Kaminskas, Kyle	Stipend- Athletic	Wrestling- Assistant Coach		\$4,024.00	HSN	Winter 2018-2019	Winter 2018-2019	Wrestling - Assistant Coach, 0 yrs. exp., paid in FULL in March.
Gerstacker, Warren	Stipend- Athletic	Wrestling- Head Coach		\$6,036.00	HSS	Winter 2018-2019	Winter 2018-2019	Wrestling - Head Coach, 2 yrs. exp., paid in FULL in March.
Erb, Joseph	Stipend- Athletic	Wrestling- Assistant Coach		\$4,024.00	HSS	Winter 2018-2019	Winter 2018-2019	Wrestling - Assistant Coach, 2 yrs. exp., paid in FULL in March.
Moscattello, Michael	Stipend- Athletic	Wrestling- Coach		\$3,018.00	CMS	Winter 2018-2019	Winter 2018-2019	Wrestling - Coach, 1 yr. exp., paid in FULL in March.
Valentine, Daniel	Stipend- Athletic	Wrestling- Coach		\$3,321.00	GMS	Winter 2018-2019	Winter 2018-2019	Wrestling - Coach, 6 yrs. exp., paid in FULL in March.
Change								
Linton, Tehya	Change	Volunteer Cheerleading		\$0.00	HSS	TBD	Fall 2018 Winter 2018-2019	Change start date for Volunteer Cheerleading to TBD.
Pratts-Smith, Ebria	Change	Volunteer Cheerleading		\$0.00	HSN	TBD	Fall 2018 Winter 2018-2019	Change start date for Volunteer Cheerleading to TBD.
E. Stipend Non-Athletic								
Play Publicity								
Rivero, Gabriella	Stipend Non-Athletic	Play Publicity		\$1,509.15	GMS	9/1/18	6/30/19	Play Publicity, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
Sewing Club								
Jinks, Ellen	Stipend Non-Athletic	Standard Club Advisor- 50%		\$1,509.15 (prorated)	GMS	1/1/19	6/30/19	Sewing Club Advisor - SPRING only, 0 yrs. exp., paid in FULL in June.
Change								
Bilicki, Jordan	Change	Color Guard Assistant		\$2,515.25	HSS	9/1/18	11/30/18	Change start date from TBD to 9/1/18 for Color Guard Assistant, 0 yrs. Exp., paid in FULL in Dec.



Personnel Agenda

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
DiCarlo, Stephanie	Change	Standard Club Advisor- 50%		\$1,584.61 (prorated)	GMS	9/1/18	12/31/18	Change Math Problem Solving Club Advisor from 100% to 50% - FALL only, 3 yrs. exp., paid in FULL in Dec.
King, Amanda	Change	Grade Level Leader, Special Services		\$2,585.00	TC	9/1/18	6/30/19	Change Grade Level Leader - Special Services, from shared 50% to 100%, paid 1/2 in Dec. and 1/2 in June.
Lee, Jenna	Change	Grade Level Leader, Special Services		\$2,585.00	TC	9/1/18	6/30/19	Change Grade Level Leader - Special Services, from shared 50% to 100%, paid 1/2 in Dec. and 1/2 in June.
Rescind								
DiCarlo, Stephanie	Rescind	Play Publicity		\$1,584.61	GMS	9/1/18	6/30/19	Rescind Play Publicity, 3 yrs. exp., paid 1/2 in Dec. and paid 1/2 in June.
Zupkus, Emily	Rescind	Standard Club Advisor- Shared		\$754.58	GMS	9/1/18	6/30/19	Rescind GSA Club, shared 50%, 0 yrs. exp., paid 1/2 in Dec. and 1/2 in June.
F. Community Education								
Change								
Breese, Ron	Change	EDP Group Leader		N/C	CMS	10/8/18	6/30/19	Change start date from TBD to 10/8/18.
Marshall, Hanna	Change	EDP Group Leader		\$15,890.00 (prorated)	TC	10/15/18	6/30/19	Change salary from \$13,696.00 to \$15,890 (prorated).
G. Emergent Hires								
None								



Personnel Addendum

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
B. Certificated Staff								
Change								
Employee # 4191	Change	Teacher Special Education		N/A	HSS	10/12/18	10/12/18	Change resignation date from 12/31/18 to 10/12/18.
D. Substitute / Other								
Change								
Bekoe, Seth	Change	Substitute Teacher		\$95.00/day	DIST	10/26/18	6/30/19	Change from County Substitute Teacher to New Jersey Certified Substitute Teacher .
E. Extracurricular / Extra Pay								
Chaperone								
Bordfeld, Leslie	Extra Duty	Chaperone		\$64.95/event	HSN	9/1/18	6/30/19	Chaperone, as needed.
Change								
Delre, Margaret	Change	Home Programming		\$70.00/hr.	DIST	9/6/18	6/20/19	Change home programming to address IEP goals from not to exceed 60 hours to not to exceed 72 hours.
Nunziato, Christine	Change	Summer Science Chemical Inventory Technician		\$47.09/hr.	HSN	7/1/18	8/31/18	Change Summer Science Chemical Inventory Technician, from not to exceed 10 hours to not to exceed 13 hours.
E. Stipend Athletic								
Basketball								
Zeutenhorst, Tyler	Stipend- Athletic	Volunteer Basketball		\$0.00	HSS	Winter 2018- 2019	Winter 2018-2019	Volunteer Basketball.
Wrestling								
Beske, Galen	Stipend- Athletic	Volunteer Wrestling		\$0.00	CMS	Winter 2018- 2019	Winter 2018-2019	Volunteer Wrestling.
Sattiraju, Ravi	Stipend- Athletic	Volunteer Wrestling		\$0.00	CMS	Winter 2018- 2019	Winter 2018-2019	Volunteer Wrestling.
F. Community Education								
Appoint								



Personnel Addendum

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools.

Name (Last, First)	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Term.	Discussion
Sterling, Allison	Appoint	CE Nurse		\$47.09/hr.	DN	TBD	6/30/19	Appoint as a CE Nurse.
Zutty, Haley	Appoint	EDP Group Leader		\$10.00/hr.	MH	11/1/18	6/30/19	Appoint as an EDP Group Leader.



PERSONNEL ADDENDUM 2

RECOMMENDATION

D. PERSONNEL

To be voted on 10/30/18: Recommend approval of the following resolution:

Civil Action

1. Be it resolved by the Board, in accordance with the “New Jersey First Act” (*N.J.S.A. 52:14-7*), to authorize the filing of a civil action in lieu of prerogative writ in connection to employee number 5767.

PERSONNEL ADDENDUM 3

RECOMMENDATION

D. PERSONNEL

To be voted on 10/30/18: Recommend approval of the following resolution:

Examination for Cause

1. WHEREAS, the West Windsor Plainsboro Regional School District Board of Education received certain information regarding employee 7464, which creates concern for his/her ability to instruct students consistent with the Board policies, regulations, and known expectations;

WHEREAS, based on the information regarding employee 7464, the Superintendent has determined that there may a potential deviation from normal physical or mental health;

IT IS HEREBY RESOLVED, that the Board, upon the recommendation of the Superintendent and consistent with N.J.S.A. 18A:16-2 and Board Policy and Regulation 3161, hereby requires employee 7464 to undergo a complete mental/physical examination.