

2023-24 New Employee Orientation

Day 1 - Tuesday, August 22, 2023

8:00 a.m. – 11:30 a.m. – Certificated & Non-Certificated Staff

11:30 a.m. - 3:30 p.m. - Certificated Staff Only

Location: Fair Lawn High School, 14-00 Berdan Avenue, Fair Lawn, NJ

| Time | Topic | Presenter(s) | Location |
|--|---|--|-------------------|
| 8:00 - 9:00 a.m. | Registration/Device Distribution/ Coffee/Breakfast | | FLHS Auditorium |
| 9:00 – 9:30 a.m. | Welcome and Introductions | <p>Camille DeFranco Acting Superintendent of Schools</p> <p>Ronald Barbarulo Board of Education President</p> <p>Dr. Natalie Lacatena Asst. Superintendent of Education</p> <p>Lisa MacClements PTA Council President</p> | FLHS Auditorium |
| 9:30 - 10:30 a.m. | <p>District Overview</p> <p>Frontline Central/Absence Management/Recruiting and Hiring</p> <p>Business Office Procedures</p> <p>Payroll</p> <p>Healthcare Benefits/Pensions/ Flexible Spending Plan</p> | <p>Denise V. Tighe Director of Human Resources</p> <p>Meg Baldwin HR Generalist</p> <p>Danielle Mancuso Business Administrator</p> <p>Michael Morin Payroll Supervisor</p> <p>Joanna Mickle Benefits Coordinator Gallagher Benefit Services*</p> | FLHS Auditorium |
| 10:30 – 11:30 a.m. | Harassment, Intimidation, Bullying/Child Abuse Training | <p>Dr. Natalie Lacatena Asst. Superintendent of Education</p> <p>Dr. Jonathan Hesney Supervisor of Student Services-MS/HS</p> | FLHS Auditorium |
| 11:30 a.m. – 12:00 p.m. LUNCH - Courtesy of Fair Lawn Education Association | | | D-Café |
| 12:00 – 2:00 p.m. - Fair Lawn Education Association Meeting | | | |
| 2:00 - 3:30 p.m. | Technology Applications | <p>Kathleen Tobin Director of Educational Applications & Training</p> | FLHS Media Center |

*Gallagher representative Mario Karcic

403b Retirement Plan representatives from: Security Benefit, Equitable, Valic and Lincoln Financial will be available with information