

# 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><b>Camille DeFranco</b> Acting Superintendent of Schools</p> <p><b>Ronald Barbarulo</b> Board of Education President</p> <p><b>Dr. Natalie Lacatena</b> Asst. Superintendent of Education</p> <p><b>Lisa MacClements</b> 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><b>Denise V. Tighe</b> Director of Human Resources</p> <p><b>Meg Baldwin</b> HR Generalist</p> <p><b>Danielle Mancuso</b> Business Administrator</p> <p><b>Michael Morin</b> Payroll Supervisor</p> <p><b>Joanna Mickle</b> Benefits Coordinator <b>Gallagher Benefit Services*</b></p>	FLHS Auditorium
10:30 – 11:30 a.m.	Harassment, Intimidation, Bullying/Child Abuse Training	<p><b>Camille DeFranco</b> Acting Superintendent of Schools</p> <p><b>Dr. Natalie Lacatena</b> Asst. Superintendent of Education</p>	FLHS Auditorium
<b>11:30 a.m. – 12:00 p.m. LUNCH - Courtesy of Fair Lawn Education Association</b>			<b>B-Café (Room B105)</b>
<b>12:00 – 2:00 p.m. - Fair Lawn Education Association Meeting</b>			
2:00 - 3:30 p.m.	<p>Technology Applications (Elementary &amp; Middle Schools)</p> <p>Technology Applications (High School)</p>	<p><b>Kathleen Tobin</b> Director of Educational Applications &amp; Training</p> <hr/> <p><b>Jennifer Lubonski</b> Instructional Technology Coach</p>	<p>FLHS Media Center</p> <p>FLHS Room D203</p>

**\*Gallagher representative Mario Karcic**

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