

2025-26 New Employee Orientation

Day 1 - Tuesday, August 19, 2025

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/ Coffee/Breakfast		FLHS Auditorium
9:00 – 9:30 a.m.	Welcome and Introductions	Dr. Rui Dionisio Superintendent of Schools Julie Mahan Board of Education President Claire Keller Asst. Superintendent of Education Camille DeFranco Asst. Superintendent of Student Services Shannon Lyons PTA Council, President	FLHS Auditorium
9:30 - 10:30 a.m.	District Overview Frontline Central/Absence Management/Recruiting and Hiring Business Office Procedures Payroll/ Healthcare Benefits/Pensions/ Flexible Spending Plan	Denise V. Tighe Director of Human Resources Meg Baldwin HR Generalist Melissa Beattie Asst. Business Administrator Michael Morin Payroll/Benefits Supervisor Joanna Mickle Attendance & Benefits Coordinator Gallagher Benefit Services - Representative*	FLHS Auditorium
10:30 – 11:30 a.m.	Harassment, Intimidation, Bullying Training Child Abuse Training	Claire Keller Asst. Superintendent of Education Camille DeFranco Asst. Superintendent of Student Services	FLHS Auditorium
11:30 a.m.	Non-Certificated Staff Dismissal		
11:30 a.m. – 12:00 p.m. LUNCH - Courtesy of Fair Lawn Education Association B-Cafe (B105) (Instructional and Educational Services Personnel, Ancillary Teachers and Paraprofessionals) 12:00 – 2:00 p.m. - Fair Lawn Education Association Meeting			

2:00 - 3:30 p.m.	Technology Applications (Elementary & Middle Schools) Technology Applications (High School)	Kathleen Tobin Director of Educational Applications & Training Cristina Cernadas Technology Support Coach Leah Lindstrom Technology Support Coach	FLHS D-Cafe FLHS B103
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***Gallagher representative Lynsey Drum**

403b Retirement Plan representatives from: Guideline Financial Strategies, Lincoln Investment, Corebridge Financial and Equitable will be available with information