

Perth Amboy Board of Education
Regular Meeting
 October 16, 2014 – 6:00 p.m.
Perth Amboy High School
300 Eagle Avenue

MINUTES

1. Call to Order – President Gonzalez.

2. Pledge of Allegiance.

3. Notice of Meeting

"The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Perth Amboy Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted at the bulletin board in the Administrative Headquarters Building, mailing notices to The Home News Tribune, The Amboy Guardian, El Diario/La Prensa, City Clerk Jasko, as well as all other persons requiring notification pursuant to the New Jersey Open Public Meetings Law."

4. Roll Call – Mr. Derek J. Jess, Board Secretary.

Mr. Bermudez	<u>P</u>	Mr. Ortiz	<u>P</u>
Ms. Garcia	<u>P</u>	Mr. Puccio	<u>P</u>
Ms. Gonzalez	<u>P</u>	Ms. Roman	<u>P</u>
Mr. Lebreault	<u>P</u>	Ms. Tejeda	<u>P</u>
		Mr. Varela	<u>A</u>

Administration:

Dr. Rodriguez	<u>P</u>
Mr. Jess	<u>P</u>
Dr. Sheard	<u>P</u>
Mr. Stern	<u>P</u>

5. Meeting open to the public for discussion of agenda items.

<u>Lebreault</u>	<u>Tejeda</u>	CARRIED UNANIMOUSLY
Motion	Seconded	(To close following discussion)

6. Presentations

2014-2015 District Teacher of the Year

Ms. Dawn Bishop-Wistreich, James J. Flynn School

2014-2015 Building Teachers of the Year

Ms. Rebecca Dix, Perth Amboy High School

Mr. Jeremiah Kleckner, Samuel E. Shull School

Ms. Laura Apisa, Dr. Herbert N. Richardson School

Ms. Nayilva Nunez, William C. McGinnis School

Ms. Mary Howell, Edward J. Patten School

Ms. Mallory Rohrbach, Ignacio Cruz Early Childhood Center

Ms. Courtney Gillespie, School Seven

Ms. Margaret Amy Martinez, Edmund Hmielecki, Jr. E.C.C.

Ms. Ruth Sanabria, Adult Education Center

Ms. Erica Graham, Robert N. Wilentz School

Mr. Joseph Lajewski, Anthony V. Ceres School

7. Student Representatives Report – Olivia Feliciano and Alexander Collado (NONE)

8. Executive Session – discussion of personnel matters at 7:24 PM.

<u>Lebreault</u>	<u>Roman</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- Motion by Tejeda, seconded by Bermudez to return to the public at 9:31 pm.

9. Approval of Minutes of Board Retreat held on September 10, 2014.

<u>Tejeda</u>	<u>Bermudez</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

10. Approval of Minutes of Regular Meeting held on September 23, 2014.

<u>Tejeda</u>	<u>Bermudez</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

11. Approval of Minutes of Executive Session held on September 23, 2014.

<u>Tejeda</u>	<u>Bermudez</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

12. Approval of Bill List for the period of September 1, 2014 through September 30, 2014. (Attachment)

<u>Tejeda</u>	<u>Lebreault</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

13. Correspondence

A. State Department of Education (Copies distributed to Members of the Board)

- 1). Letters received from the Public Employees' Retirement System approving the applications for Service Retirements for the following individuals with the following effective dates:

Yillian Perez	September 1, 2014
Lorraine A. Grobelny	September 1, 2014

- 2). Letter received from the Public Employees' Retirement System approving the application for Ordinary Disability Retirement for the following individual with the following effective date:

Carol A. Borrero	December 1, 2013
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14. Reports

A. Board Secretary – Mr. Jess

- 1). Report of Bid Opening held on October 2, 2014. (Attachment 14-A-1)
- 2). Secretary's Monthly Financial Report for the month of August 2014. (Attachment 14-A-2)
- 3). Treasurer's Monthly Financial Report for the month of August 2014. (Attachment 14-A-3)

Acceptance of the Report of the Secretary and Treasurer as submitted and as being in agreement for the month of August 2014.

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

Acceptance of certification that no major line item has been over-expended for the month of August 2014.

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

14. Reports (continued)

A. Board Secretary – Mr. Jess

- 4). School Bus Emergency Evacuation Drill Report – Mr. Jess reported on three bus evacuation drills that were held.

School	Drill Date	Drill Time	Location	Route(s)	Person Conducting Drill
Flynn	10/2/14	8:20 AM	850 Chamberlain	F3,F3A,F4,F4A, F5,F6,F8,F9,F10, F15,F17,F17A,F20	John Cilia
School 7	10/14/14	8:20 AM	163 Patterson Street	Frog Bus, Rabbit Bus, Lion Bus	MaryJo Sperlazza
Patten	10/16/14	9:05 AM	500 Charles Street	Bus #'s 7,8,21	Althea Rogers-Baker/ Edgar Cruz

- 5). Mr. Jess reported that for the second year in a row the district has received the Certificate of Excellence in Financial Reporting from ASBO International. This achievement is for exceeding ASBO International's high standards for financial reporting and fiscal accountability. The district was recognized for its comprehensive annual financial report for the year ending June 30, 2013. Mr. Jess thanked Mr. Richard Grobelny and the Business Office staff for helping the district to achieve this honor.
- 6). Mr. Jess stated that he would be remiss if he did not thank one of our employees who acted selflessly and gave of himself within the last few weeks. Mr. Robert Dahill helped save the life of a young girl who was attempting to commit suicide. Mr. Dahill thought nothing of himself as he rushed to the aid of this young girl who was attempting to jump from the Victory Bridge. Mr. Dahill was one of three passersby who stopped and aided this young lady from making the biggest mistake of her life. We thank Mr. Dahill for being a true hero.

B. Board President's Report – Mrs. Obdulia Gonzalez

- Mrs. Gonzalez offered condolences to those staff members who lost a member of their family during the past month.
- Mrs. Gonzalez congratulated all the Teachers of the Year. She also thanked all of the staff for their hard work and dedication.
- Mrs. Gonzalez spoke about the Literacy Conference; even though it was bad weather we had a good turnout from both parents and students. She thanked Dr. Medina and all the staff that volunteered and we hope this is a step in the right direction.
- Mrs. Gonzalez stated that at the Curriculum Meeting they had a discussion with regards to test scores and she agrees with Ms. Roman that we have a serious challenge ahead of us. We need to get above the average scores for our district factor group. The district goals that have been presented by Dr. Rodriguez have been moving along.
- With regards to a new high school, Mrs. Gonzalez said that she has a lot of respect for Mr. Jess who has an objective opinion on our push for a new high school. She would like him to speak later in the meeting and give his perspective on the high school, to look at where we've been and to give a well informed summary.

C. Acting Superintendent's Report – Dr. Vivian C. Rodriguez

- Red Ribbon Week – October 23rd through October 31st - Dr. Rodriguez read a Resolution proclaiming the week of October 23rd through October 31st "Red Ribbon Week" which is the opportunity for students, staff and the community to unite against drugs. Love yourself and be drug free.
- School Violence Awareness – October 20th through October 24th – Dr. Rodriguez read a Resolution proclaiming October 20th through October 24th as "School Violence Awareness Week". During the week we will discuss how to talk about keeping our schools safe and recognizing how to help keep our kids remain safe.

14. Reports (continued)

C. Acting Superintendent's Report – Dr. Vivian C. Rodriguez

- Announcement of Parent Workshop – October 23, 2014 at Samuel E. Shull School - With regards to School Counseling and Related Services, there will be a parent prevention and education program on October 23, 2014 at the Shull School in both English and Spanish. We ask any parent who's interested to please attend.
- All acts of Violence and Vandalism for the 2013-2014 school year – Total incidents that occurred were 90. There were 29 acts of violence, 5 acts of vandalism, 5 acts involving weapons, 12 acts involving substance abuse and 39 acts involving harassment, intimidation and bullying.
- Dr. Rodriguez thanked everyone who was on our 'team 10/15' for their efforts on our student count and we're happy to report that no errors have been reported within the NJ Smart Application. The ASSA is complete and has been verified.
- On October 22, 2014 we will begin our first ½ day of professional development and the schedule has been provided to the Board for their review. Lunch will be provided to all students on these ½ days.
- On October 11, 2014 we had the Literacy Fair at the Richardson School. We would like to thank the AFT for working with us during this great day. It was a great sense of collaboration amongst the district and the AFT and shows what we could do when we all work together.

15. Recommendations of the Acting Superintendent of Schools

A. Curriculum Committee – Ms. Dianne Roman, Chairperson

- Mrs. Roman began by thanking Dr. Medina, the AFT and Dr. Rodriguez for a great team effort with the Literacy Fair. It was something that was needed for our parents and our students and hopefully this will be the first of many in the district.

1). Approval of field trips. (Attachment 15-A-1)

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

2). Approval for the Perth Amboy High School Debate Team to attend an over-night trip to the Princeton High School Model UN conference from November 20, 2014 through November 23, 2014 at a total cost not to exceed \$7,419.00.

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

3). Approval for the Perth Amboy High School Debate Team to attend an over-night trip to the National High School Model UN Competition in New York from March 4, 2015 through March 7, 2015 at a total cost not to exceed \$9,850.00.

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

4). Approval of the placement of special education students in out-of-district facilities for the 2014-2015 school year.

<u>Student</u>	<u>Class</u>	<u>Facility</u>	<u>Tuition</u>	<u>Date</u>
LG	OHI	Ranch Hope	\$ 42,571.00	09/03/14
CG	OHI	Ranch Hope	\$ 42,571.00	09/03/14
CS	ED	Mt. St. Joseph Children's Cntr.	\$ 57,780.00	09/19/14
EO	N/A	Barnegate Township	\$ 13,407.00	09/04/14
JP	OHI	Mary A. Dobbins	\$ 57,464.00	09/09/14
FJ	ED	CPC High Point	\$ 60,000.00	10/06/14
JC	MD	Katzenbach School for the Deaf	\$100,000.00	10/14/14

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

15. Recommendations of the Acting Superintendent of Schools**A. Curriculum Committee – Ms. Dianne Roman, Chairperson**

- 5). Approval for the following staff to provide After/Before/Home Instruction for the 2014-2015 school year. (Attachment 15-A-5)

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 6). Approval for Nicki Newton, Teacher at the Newark High School, to observe Ms. Rachel Wintemberg's class at the William C. McGinnis School on October 24, 2014 at no cost to the Perth Amboy Board of Education.

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 7). Approval for the following Middlesex County College students, whom we have accepted for their student observation:

<u>Student's Name</u>	<u>Date</u>	<u>School</u>	<u>Subject</u>
Glenys Garcia	10/17/14-12/19/14	McGinnis	Elementary
Jen Alvarez	10/17/14-12/19/14	Flynn	Elementary

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 8). Approval for the following Rutgers, The State University of New Jersey student, whom we have accepted for her student observation:

<u>Student's Name</u>	<u>Date</u>	<u>School</u>	<u>Subject</u>
Katie Poandl	10/17/14-12/19/14	Richardson	Elementary

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 9). Approval for the following Kean University student, whom we have accepted for her student practicum in counseling for the Spring Semester:

<u>Student's Name</u>	<u>Date</u>	<u>School</u>	<u>Subject</u>
Luisanny Ortiz	01/05/15-06/30/15	Liberal Arts Academy	Guidance Counseling

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 10). Approval for the following Kean University student, whom we have accepted for her student observation:

<u>Student's Name</u>	<u>Date</u>	<u>School</u>	<u>Subject</u>
Santria Kerr	10/17/14-12/19/14	Flynn	Elementary

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 11). Approval for the following Grand Canyon University student, whom we have accepted for her student teaching:

<u>Student's Name</u>	<u>Date</u>	<u>School</u>	<u>Subject</u>
Ramona Taylor	01/05/15-4/26/15	Flynn	Elementary
Ramona Taylor	01/05/15-4/26/15	Flynn	Special Education

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

15. Recommendations of the Acting Superintendent of Schools

A. Curriculum Committee – Ms. Dianne Roman, Chairperson

- 12). Approval for the following instructors to teach the Math and LA Praxis Practice Courses for Special Education teachers during the 2014-2015 school year and to be compensated at the contractual rate. The classes will meet for 2-hours per week through June 4, 2015. Paid through account number 11-000-219-110-0-0000-16.

Jena Sciarappa	McGinnis School	(M.S. Language Arts Class)
Melissa Borges	McGinnis School	(M.S. Math Class)
Dana Solomon	P. A. High School	(H.S. Language Arts Class)
Norma Dunne	P. A. High School	(H.S. Math Class)
Samuel Cerritos	P. A. High School	(H.S. Math Class)

<u>Roman</u>	<u>Garcia</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 13). Approval for Kelly Ford Consulting to provide 3 full-days of professional services in relation to "the use of DRA2 assessment" in primary grades on December 3, 2014, December 10, 2014, and December 17, 2014 at a cost not to exceed \$6,750.00, funded through the Federal Office.

<u>Roman</u>	<u>Garcia</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 14). Approval for Rutgers Division of Continuing Studies to design and implement a Model K-8 Gifted Education Program by providing 5 days of onsite and 9 ½ days off-site consulting and delivery of summary and report from October 2014 through February 2015 at a cost not to exceed \$21,750.00, funded through Federal Funds.

<u>Roman</u>	<u>Garcia</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 15). Approval for Dr. Christopher Shamburg, New Jersey City University, to conduct 14 sessions of professional development and coaching for Shull School teachers on the implementation of VAKT (Visual, Auditory, Kinesthetic, and Tactile) strategies, as per our 2014-2015 School Improvement Plan, at a cost not to exceed \$21,000.00, funded through Title I Federal Focus Funds. All workshops will be completed by June 15, 2015.

<u>Roman</u>	<u>Garcia</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- Dr. Rodriguez stated that it is better to approve this now, but it doesn't mean we are going to be using all the money. This item, as well as using some of these funds for Dr. Carrigg's continuing workshops was discussed at the Curriculum Meeting. The RAC Team is not sure if we should use the money for this or for something else. We're trying to convince them not to use the money here, however this is something that we need.
- Mrs. Roman stated that we've been looking at the NJ Ask scores and asked if Dr. Rodriguez expects to put more information with regards to scores out there? Will you do that after Dr. Carrigg continues with his professional development?
- Dr. Rodriguez said yes, we may use Project Read money to help with the middle school initiatives. She needs to talk to Mr. Jess about where this money can come from.

- 16). Approval for Jennifer Rosant, Bullfrog Races/Navy Seals, to conduct 8 sessions of motivational strategy sessions for Shull School students, as per our 2014-2015 School Improvement Plan, at a cost not to exceed \$10,000.00, funded through Title I Federal Focus Funds. All workshops will be completed by June 30, 2015.

<u>Roman</u>	<u>Garcia</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

15. Recommendations of the Acting Superintendent of Schools

A. Curriculum Committee – Ms. Dianne Roman, Chairperson

- 17). Approval to continue participation with the Academy of Urban Leadership Charter School Internship Program at the Perth Amboy High School, Edward J. Patten School, Edmund Hmieleski Early Childhood Center, and School #7, during the 2014-2015 school year at no cost to the Perth Amboy Board of Education.

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 18). Approval for up to twenty-five 6th-8th grade students from the William C. McGinnis School to participate in "Minding Our Business Service-Learning Program" during the 2014-2015 school year at no cost to the Perth Amboy Board of Education.

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 19). Approval for the Robert Wood Johnson University Hospital to provide professional development to our special services personnel at the Dr. Herbert N. Richardson School regarding the use of a student's augmentative communication device at a cost not to exceed \$1,000.00. Paid through account number 11-000-217-320-0-0000-16.

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 20). Approval for all students in Grades 7-12 to participate in the National Council on Alcoholism and Drug Dependence (NCAAD) of Middlesex County, Inc. countrywide survey during the 2014-2015 school year.

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 21). Approval for the following staff to write benchmark assessments for grades K-1, as part of the K-1 Literacy Initiative, not to exceed 6 hours, at an hourly rate of \$27.00, funded through Federal Office.

<u>Kindergarten</u>	<u>Grade 1</u>
Marlene Rudowitz	Katelyn Frevert
Beth Lieberman	Jessica D'Amore
Debbie Mongiello	Maria Hornlein
	Jenna Piccarelli

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 22). Approval to participate and support Raritan Bay Area YMCA Fit together – Primary & Secondary Delinquency Prevention Program grant application through the Middlesex County Department of Community Services for the period of January 1, 2015 through December 31, 2015. (Attachment 15-A-22)

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 23). Approval of the continuation of the Heroes and Cool Kids Program for the 2014-2015 school year for the Perth Amboy High School (\$4,500.00), William C. McGinnis School (\$2,500.00) and the Samuel E. Shull School (\$2,500.00) at a cost not to exceed \$9,500.00. Paid through the following funds:

High School	Account # 15-402-100-500-0-0000-03
McGinnis School	Account # 15-190-100-610-0-0000-04
Shull School	Account # 15-190-100-800-0-0000-06

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

15. Recommendations of the Acting Superintendent of Schools

A. Curriculum Committee – Ms. Dianne Roman, Chairperson

- 24). Approval for Fred Carrigg & Associates, LLC to provide up to 8 days of professional services in relation to curriculum, policies, instructional techniques & any other areas of the literacy program at the Middle Schools from October 28, 2014 through June 30, 2015 at a cost not to exceed \$20,000.00, funded through the Federal Office.

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 25). Approval for approximately 360 students from Perth Amboy High School to participate with Kean University in a two-site project with South Brunswick Crossroad Middle Schools in a grant proposal entitle "The Google Hour" through the National Writing Project's 2014-2015 LRNG Innovation Challenge.

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 26). Approval to adopt the revised Curriculum Guide's listed below for implementation in 2014-2015.

AP Chemistry
Spanish IV
French II
Digital Photography
Vocational English – Special Education
Transition to Work – Special Education

<u>Roman</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

15. Recommendations of the Acting Superintendent of Schools

B. Finance Committee – Mr. Samuel Lebreault, Chairperson

- 1). Approval of travel expenses. (Attachment 15-B-1)

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 2). Approval of Bid Awards. (Attachment 15-B-2)

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 3). Provision of Temporary Emergency Transportation to the following pursuant to the provisions of the Homeless Act.

<u>Student</u>	<u>From</u>	<u>To</u>
TT	South Amboy, NJ	Richardson School
JM	South Amboy, NJ	Hmieleski E.C.C.
YZ	Iselin, NJ	Ignacio Cruz E.C.C.
JV	Iselin, NJ	Patten School
AV	Iselin, NJ	Patten School

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 4). Authorization for the Middlesex Regional Educational Services Commission to serve as the districts administrator of the Non-Public School Nursing Program during the 2014-2015 school year.

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

15. Recommendations of the Acting Superintendent of Schools

B. Finance Committee – Mr. Samuel Lebreault, Chairperson

- 5). Authorization to enter into a contract with Bayada Home Health Care, Inc. to provide nursing services to a special education student (W.A.) during the 2014-2015 school year at the rate of \$54.50 per hour for a registered nurse and \$44.50 per hour for a licensed practical nurse.

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 6). Approval of the acceptance of the following school wide allocations for the 2014-2015 school year for Federal reporting and staffing purposes. (Attachment 15-B-6)

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- Mrs. Garcia asked what this is.
- Mr. Jess stated this is a breakdown of how the money the district receives from the federal government is spent within the budget. It is broken down between local funds which are made up of our State aid and our taxes and our entitlement monies, which are our IDEA funds and our Title I monies. We need to approve this to show that we're in compliance with the federal laws and to show that we are spending all of our entitlement monies within our budgets.

- 7). Approval for the Dr. Herbert N. Richardson School to submit a grant application to the Whole Kids Foundation, in partnership with FoodCorps-USA, for a school garden program.

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 8). Authorization to accept funding from the following NCLB Grants for the 2014-2015 school year:

Title I (Part A)	\$3,863,688
Title II (Part A)	\$669,117
Title III	\$537,620

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 9). Approval of the following to provide medical services during the 2014-2015 school year.

- a). Dr. Wije Kottahachchi, School Physician/Health Services Director
- | | |
|---------------------------------------|----------------------|
| • Working Papers | \$150.00 per session |
| • Special Education Student Physicals | \$ 40.00 |
| • Student Drug Screening Physicals | \$ 40.00 |
| • Review of Students Drug Screening | \$ 10.00 |
| • Extracurricular Athletic Physicals | \$ 25.00 |
| • Salary | \$12,943 |
- b). Dr. James Lamprinakos
- | | |
|-------------------------------------|----------|
| • Employee Physicals | \$ 60.00 |
| • Student drug screenings/physicals | \$ 40.00 |
| • Review of student drug screenings | \$ 10.00 |
- c). Dr. Jaime Santamaria
- | | |
|---------------------------------|----------|
| • Student Eye Exams and Glasses | \$100.00 |
|---------------------------------|----------|

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	

15. Recommendations of the Acting Superintendent of Schools

B. Finance Committee – Mr. Samuel Lebreault, Chairperson

- 10). Approval of the following staff to serve as McKinney-Vento displaced students building representatives for the 2014-2015 school year.

<u>Name</u>	<u>School</u>
Genesis Rodriguez	District
Jere Karnilaw	High School
Cynthia Trujillo	McGinnis
Carolyn Arlequin	Shull
Julia Figueroa	Flynn
Eva Harris	Ceres
Nancy Trejo	Richardson
Cynthia Rossi	Patten
Carol Takacs	Wilentz
Arelis Blanco	Cruz/Hmieleski

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

15. Recommendations of the Acting Superintendent of Schools

C. Buildings and Grounds Committee – Mr. Israel Varela, Chairperson

- 1). Approval of an application from the Raritan Bay Area YMCA to utilize the William C. McGinnis School and the Samuel E. Shull School for the 2014-2015 school year to provide After-School services. (Tabled at the September 23rd Board Meeting)

<u>Lebreault</u>	<u>Garcia</u>	UNTABLE
Motion	Seconded	CARRIED UNANIMOUSLY

<u>Lebreault</u>	<u>Bermudez</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 2). Approval of an application from the Perth Amboy Federation/AFT to utilize the Perth Amboy High School Auditorium on Tuesday, October 21, 2014 from 6:30 p.m. to 9:30 p.m. to conduct the Perth Amboy Board of Education Candidates' Forum.

<u>Lebreault</u>	<u>Tejeda</u>	(Roman – Abstained)
Motion	Seconded	CARRIED UNANIMOUSLY

- Mrs. Roman asked Mr. Stern if she should abstain on this item. Mr. Stern replied that it's not necessary within a matter of law; and because this is a facilities question and it has nothing to do with candidates for the Board of Education.

- 3). Approval for the City to utilize the following schools to conduct Community Meetings from 5:30 p.m. to 8:00 p.m. on the following dates: (Tabled at the September 23rd Board Meeting)

James J. Flynn School	October 23 rd , 24 th
Perth Amboy High School	October 28 th
Samuel E. Shull School	October 29 th , 30 th
Robert N. Wilentz School	November 10 th , 11 th
Anthony V. Ceres School	November 12 th , 13 th
Edward J. Patten School	November 14 th , 17 th

<u>Lebreault</u>	<u>Puccio</u>	UNTABLE
Motion	Seconded	This item does not come off the table

Yes to unttable – Garcia, Puccio, Ortiz
No to unttable – Lebreault, Bermudez, Tejeda
Abstaining – Roman, Gonzalez
THE ITEM DOES NOT COME OFF THE TABLE.

15. Recommendations of the Acting Superintendent of Schools

C. Buildings and Grounds Committee – Mr. Israel Varela, Chairperson

- 4). Approval of an application from the Puerto Rican Association for Human Development, Inc. to utilize the Robert N. Wilentz School Auditorium/Cafeteria on Sunday, November 16, 2014 from 9:00 a.m. to 8:00 p.m. for their celebration of Puerto Rico Discovery Day.

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 5). Approval to enter into a Service Agreement with Raritan Bay Area YMCA and the Perth Amboy Board of Education to provide space for the Perth Amboy High School Swim Team meets during the 2014-2015 school year at no cost to the district.

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 6). Approval of an application from the Perth Amboy Fire Department to utilize the Ignacio Cruz Early Childhood Center Parking Lot on October 11, 2014 from 9:30 a.m. to 1:00 p.m. for their Fire Prevention Kick-off with the American Red Cross.

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 7). Approval of an application from Perth Amboy Republican Organization to utilize the William C. McGinnis School on October 23, 2014 from 6:00 p.m. to 10:00 p.m. to host a dual debate for Congressional Candidates of the Legislative District 6 and our Local Council Candidates.

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	TABLED

- Mr. Lebreault said that over the last five years he does not remember political parties having debates within our schools. He is not sure if we should set a precedent on this. While it will be candidates from both parties now, tomorrow it could be others.
- Mr. Bermudez disagreed saying that we are the biggest forum in our town. It is good for all citizens in town to see who is running on their behalf to represent them. People should have the opportunity to see and hear what these people say.
- Mrs. Garcia stated she is all for debates, but this is more for the City to house the debate in one of there buildings and not in a school. Olive Street is where these debate were held in the past and this is where it should be.
- Mr. Ortiz said public universities have debates all the time. Mr. Bermudez makes an excellent point. We should allow them to do this regardless of their affiliation.
- Mr. Puccio said the high school has had a lot of debates in the past and it should be allowed.
- Mr. Lebreault said he agrees with Mrs. Garcia with regards to other venues. A local synagogue recently held the mayoral debate. We try new things; if we do try it we could never take it back. You've done it and you'll have to continue to do it because the precedent has been set. Schools should stay out of politics, it doesn't mean that the Mayor and the Council can't be having their debates here because they are non-partisan.
- Mr. Ortiz said they are our buildings and the State pays 75% of the bill. We all pay some amount; it's the public's building.
- Mr. Jess than stated that perhaps the facility use policy should be reviewed to determine what it says regarding the holding of political debates within our schools. The item could be tabled for now, and upon review of the policy, the Board can be polled to see if they would be in favor of this item being placed on the next agenda.
- A motion was made by Mr. Bermudez and seconded by Mrs. Roman to table this item for further review. Carried unanimously.

15. **Recommendations of the Acting Superintendent of Schools**

D. **Personnel Committee – Mr. Samuel Lebreault, Chairperson**

Note: All appointments of district staff are contingent upon satisfying the requirements of the New Jersey Criminal History Background Check Status.

1). **Acceptance of the following resignations:**

- a). Irma Reyes, Teacher, Perth Amboy Education Center, effective January 1, 2015 for the purpose of retirement.
- b). Adelaida Garcia, Teacher, Anthony V. Ceres School, effective January 1, 2015 for the purpose of retirement.
- c). Brienne Richards, Temporary Replacement, School Psychologist, Edward J. Patten School, effective November 26, 2014.
- d). Wanda Segarra-Cruz, Evening ESL Program, Perth Amboy Education Center, effective September 24, 2014.
- e). Mobin Ahmed, Part-Time Evening Science Teacher, Perth Amboy Education Center, effective October 2, 2014.
- f). Michael Rocco, Part-Time Evening English Teacher, Perth Amboy Education Center, effective September 18, 2014.
- g). Latica Hicks, Saturday Morning Family School Program, effective November 8, 2014.
- h). Colleen DeLuca, Assistant Cheerleading Coach, Perth Amboy High School, effective September 30, 2014.
- i). Fabiola Ramirez, Substitute Lunch Aide, effective September 24, 2014.

Lebreault
Motion

Tejeda
Seconded

CARRIED UNANIMOUSLY

2). **Approval of the following requests for a Leave of Absence:**

- a). Karla Flores, Maternity Leave of Absence, November 24, 2014 through December 19, 2014, utilizing sick days; January 5, 2015 through February 13, 2015 without pay.
- b). Yirenni Hernandez, Maternity Leave of Absence, January 5, 2015 through February 13, 2015, utilizing sick days, February 16, 2015 through March 27, 2015, without pay.
- c). Shawn Liddick, Medical Leave of Absence, September 2, 2014 through September 26, 2014, utilizing sick days.
- d). Joann Magyar, Medical Leave of Absence, September 22, 2014 through October 17, 2014, utilizing sick days.
- e). Kimberly Ray, Extension of Medical Leave of Absence, November 3, 2014 through December 5, 2014, without pay.
- f). Raymond Magyar, Extension of Medical Leave of Absence, September 22, 2014 through October 7, 2014, utilizing sick days.
- g). Carmen Montalvo, Family Leave of Absence, September 2, 2014 through June 30, 2015, Intermittent Days, without pay.

Lebreault
Motion

Tejeda
Seconded

CARRIED UNANIMOUSLY

15. Recommendations of the Acting Superintendent of Schools

D. Personnel Committee – Mr. Samuel Lebreault, Chairperson

3). **Appointments of the following certificated staff:**

- a). Christopher Bailey, Physics Teacher, Perth Amboy High School, effective October 20, 2014 through June 30, 2015 (Step 1-BA) at a pro-rated 10-month salary of \$48,000.00, pending negotiations. COE:Physics. (Replacing – J. Boima)
- b). Zack S. Dymond-Drake, School Social Worker, Samuel E. Shull School, effective on or before December 1, 2014 through June 30, 2015 (Step 3-MA) at a pro-rated 10-month salary of \$54,200.00, pending negotiations. Standard:Social Worker (Replacing – S. Batareseh)
- c). Ana Maria Tejada, Bilingual Elementary Teacher, Dr. Herbert N. Richardson School, effective October 20, 2014 through June 30, 2015 (Step 4-MA) at a pro-rated 10-month salary of \$55,100.00, pending negotiations. Standard:Elementary (New position)
 - Mrs. Garcia asked why are we hiring a new bilingual teacher. Is there an increase of students that show the need for this new teacher?
 - Mr. Nieves said this teacher will be for the districts Encamino Program in the second grade. Students are being bussed from all elementary schools in the district to the Richardson School for this program. Currently there are five kids in this classroom, however this can grow to about 20 students as has happened in the past. This is for students that come to our country who have no education and have a lot of problems with reading, writing and speaking the language. This is part of the Bilingual Program that is being brought back into the district.
- d). Nicole Ricca, Temporary Replacement, School Psychologist, Dr. Herbert N. Richardson School, effective November 1, 2014 through March 27, 2015 (Step 1-MA) at a pro-rated 10-month salary of \$53,500.00, pending negotiations. Standard: School Psychologist. (Replacing – N. Plevniak)

Lebreault
Motion

Tejeda
Seconded

CARRIED UNANIMOUSLY

4). **Appointments of the following non-certificated staff:**

- a). Enrique Stinga, Bilingual Paraprofessional, Perth Amboy Education Center, effective October 20, 2014 through June 30, 2015 at a pro-rated 10-month salary of \$35,300.00, pending negotiations. (New position)
- b). Amanda Soto-Bowman, Lunchtime Aide, Dr. Herbert N. Richardson School, effective November 17, 2014 at an hourly rate of \$14.25 for the 2014-2015 school year. (New position)
- c). Elvita Castro, Lunchtime Aide, Dr. Herbert N. Richardson School, effective October 17, 2014 at an hourly rate of \$14.25 for the 2014-2015 school year. (Replacing – A. Brito-Martinez)

Lebreault
Motion

Tejeda
Seconded

CARRIED UNANIMOUSLY

- 5). Appointment of Rosalie LaRosa-Anstett, Instructional Leader, Robert N. Wilentz School, effective October 20, 2014 through June 30, 2015 at a pro-rated 12-month salary of \$91,350.00. Standard: Supervisor/COE: Principal. (Replacing – M. Griffin)

Lebreault
Motion

Tejeda
Seconded

(Roman – Abstained)
CARRIED UNANIMOUSLY

15. **Recommendations of the Acting Superintendent of Schools**

D. **Personnel Committee – Mr. Samuel Lebreault, Chairperson**

- 6). Approval for the following staff members to serve as mentors for the first-year teachers from October 1, 2014 through June 30, 2015 at the contractual rate:

<u>Novice Teacher</u>	<u>School</u>	<u>Subject</u>	<u>Mentor</u>
Sandra Camacho	Richardson	Elementary	Cassandra Lawrence
Jackelyn Cruz	Richardson	Elementary	Cassandra Lawrence
Alex Gurvits	PAHS	Science	Mark Niebojeski
Erica Mateo Baez	Education Center	Academic Advisor	Maria Cepin
Norelis Martinez	Ignacio Cruz	P-3	Lynda Alfano
Nelly Orosco	Richardson	Elementary	Bertha Struhala
Alfonso Vistoso	Education Center	Social Studies	Danny Rodriguez

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 7). Approval of the following Security Personnel to work the after-school programs at the William C. McGinnis School, beginning on October 20, 2014 through June 15, 2015 from 4:00 p.m. to 6:00 p.m. for the 2014-2015 school year. Paid through account number 15-130-100-101. (One security personnel per day, security personnel will alternate days)

<u>Name</u>	<u>Hourly Rate</u>
Lindsey Nicholson	\$40.64
Ferman Crisco	\$37.66
Jose Gonzalez	\$36.38
Malan Lampley	\$34.10
Oliver Diaz	\$32.95

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 8). Approval of the following staff at the William C. McGinnis School to provide parent workshops and to be compensated at an hourly rate of \$34.00 during the 2014-2015 school year. (Attachment 15-D-8)

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 9). Approval for the following Samuel E. Shull School staff to monitor the Saturday Detention Program to be located at the Perth Amboy High School beginning on October 18, 2014 through June 13, 2015 from 9:00 a.m. to 12:00 p.m. Funded through the Shull School budget account number 15-130-100-101-1-0000-06.

<u>Name</u>	<u>Program Name</u>	<u>Rate of Pay</u>
Alexander Rodriguez	Saturday Detention	\$34.00
Benedict Tegano	Saturday Detention	\$34.00
Gregory Rosenthal	Saturday Detention	\$34.00

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED BY MAJORITY

- Mrs. Garcia asked if there is a curriculum or a way to handle the students that are in detention so that this is not a waste of their time.
- Dr. Rodriguez stated that Mr. Heidelberg has an educational plan to work with the students who are misbehaving and end up in detention. This is not just a waste of time. There will be certified teachers who carryout the educational plan for the students.
- Mrs. Roman said she would like to see the plan.
- Mr. Ortiz said detention is archaic. It doesn't teach anything, the money may be better spent and we could be more creative and mentor the kids to help them because this would be a waste of tax payer's money if there was no educational component.
- Mrs. Gonzalez spoke about the Student Code of Conduct and stated that while it's a valid code, it doesn't address what is in the policy.

15. Recommendations of the Acting Superintendent of Schools

D. Personnel Committee – Mr. Samuel Lebreault, Chairperson

- Dr. Rodriguez said Mr. Heidelberg started a program where he purchased six bikes and he leaves them on stage for all the students to see. He tries to get the kids to learn values and has a positive behavior plan for them to earn tickets to be placed in a lottery to win these bikes. Mr. Heidelberg is very in tune with encouraging the students to have good values and a good attitude.
- Mrs. Roman asked about the ratio of students to teachers within detention so we do not have two students with two teachers.
- Dr. Rodriguez said that there are three teachers being recommended. One of them will be a substitute and the teachers will be used, depending upon the number of students in detention.
- A motion was made by Mrs. Garcia to table this item, seconded by Mr. Bermudez.

Yes to table – Garcia, Ortiz, Roman and Bermudez.

No to table – Gonzalez, Lebreault, Puccio, Tejada

The item is not tabled.

Vote on the original motion to approve:

Yes – Tejada, Puccio, Lebreault, Gonzalez, Bermudez.

No – Ortiz, Garcia

Abstaining – Roman

The motion passes 5-2-1.

- 10). Approval of the following additional staff for the Samuel E. Shull School Academic Learning Center before/after school program beginning on October 17, 2014 through June 12, 2015 for the 2014-2015 school year. Paid through Title I Funds. (Attachment 15-D-10)

<u>Lebreault</u>	<u>Tejada</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 11). Approval of the following staff to work the Samuel E. Shull School Extra-curricular stipend positions for the 2014-2015 school year. (Attachment 15-D-11)

<u>Lebreault</u>	<u>Tejada</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 12). Approval of the following additional staff to work the Perth Amboy High School Extra-curricular position at a stipend amount of \$310.00 for the 2014-2015 school year.

<u>Name</u>	<u>Club Name</u>
Kimberly Tan	Advisor/World Language Honor Society: American Sign Language

<u>Lebreault</u>	<u>Tejada</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 13). Approval to appoint the following staff/substitutes to work the Evening Adult High School/Evening Basic Skills/Saturday Morning Family School Programs beginning on October 20, 2014 through June 30, 2015 for the 2014-2015 school year. (Attachment 15-D-13)

<u>Lebreault</u>	<u>Tejada</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 14). Approval of the following Paraprofessionals from the Department of Special Services to work the before/after school program for the 2014-2015 school year.

<u>Name</u>	<u>Location</u>	<u>Program Name</u>	<u>Rate of Pay</u>
Diana Perez	McGinnis School	Personal Aide	\$24.00
Patricia Zulin	McGinnis School	Personal Aide	\$24.00
Iris Maisonette-Ruiz	Shull School	Substitute Bus Aide	\$24.00
Sandra Eberhardt	McGinnis School	Substitute Bus Aide	\$24.00

<u>Lebreault</u>	<u>Tejada</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

15. **Recommendations of the Acting Superintendent of Schools**

D. **Personnel Committee – Mr. Samuel Lebreault, Chairperson**

- 15). Approval of the following staff at the Robert N. Wilentz School to work the before/after school programs beginning on October 20, 2014 through May 25, 2015 for the 2014-2015 school year.

<u>Name</u>	<u>Position</u>	<u>Program</u>	<u>Rate of Pay</u>
Matthew Wechter	Teacher	Family Literacy	\$34.00
Nicholas Huzar	Teacher	Family Literacy	\$34.00
Marisa DeLaFuente	Teacher	Family Literacy	\$34.00
Ekaterina Georgoulas	Paraprofessional	Family Literacy	\$34.00
Pedro Roman	Security	Family Literacy	\$26.62
Vivian Irizarry	Paraprofessional	Tutoring	\$24.00

Lebreault Tejeda (Mrs. Roman abstaining on Pedro Roman)
Motion Seconded CARRIED UNANIMOUSLY

- 16). Approval of the following staff at the Edward J. Patten School to work the before/after school program beginning on October 20, 2014 through June 15, 2015 for the 2014-2015 school year.

<u>Name</u>	<u>Position</u>	<u>Program</u>	<u>Rate of Pay</u>
Krista Poltritzky	Teacher	Tutoring/Homework	\$34.00
Jessica D'Amore	Teacher	Tutoring/Homework	\$34.00
Shelly Ramos	Teacher	Tutoring/Homework	\$34.00

Lebreault Tejeda
Motion Seconded CARRIED UNANIMOUSLY

- 17). Approval of the following staff to work the before/after school Bilingual/ESL Reading Horizons Program beginning on October 20, 2014 through June 15, 2015. Paid through Title III Funds. (Attachment 15-D-17)

Lebreault Tejeda
Motion Seconded CARRIED UNANIMOUSLY

- 18). Approval of the following to serve as a Substitute Lunch Aide/Cafeteria Worker for the 2014-2015 school year effective October 17, 2014.

Johanna Garcia Ruiz

Lebreault Tejeda
Motion Seconded CARRIED UNANIMOUSLY

- 19). Approval for the following students enrolled in the Cooperative Office Education (C.O.E.) course at Perth Amboy High School to work in-district for the 2014-2015 school year at an hourly rate of \$8.25, pending availability and identification of work site:

Milagros Canela	Christopher Corporan
Wilmar A. Cuartas	Anny Hernandez
Christopher Marquez	Genesis Nunez
Claribel Peralta	Cierra M. Williams
Nicole Mena	

Lebreault Tejeda
Motion Seconded CARRIED UNANIMOUSLY

15. Recommendations of the Acting Superintendent of Schools

D. Personnel Committee – Mr. Samuel Lebreault, Chairperson

- 20). Approval for the following Perth Amboy High School staff to receive a "per diem" 6th period teaching assignment, at the "per diem" rate of \$46.25, beginning on October 17, 2014 for the 2014-2015 school year. Funded through the High School budget account number 15-140-100-101-1-0000-03.

Thomas Amador (5/5 EPTA)	Angel Caballero (5/5 EPTA)
Ruth Roca (5/5 EPTA)	Barbara Biancamano (5/5 EPTA)
Dana Ponti-Rojas (5/5 EPTA)	Sebastian Torres-Hernandez (5/5 EPTA)
Marlin Guzman (5/5 EPTA)	Anthony Burdier (4/5 EPTA)

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 21). Approval of the following salary adjustments. (Attachment 15-D-21)

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 22). Approval of the transfer and/or change in assignment for the following staff for the 2014-2015 school year. (Attachment 15-D-22)

<u>Lebreault</u>	<u>Tejeda</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- 23). Appointment of Diane E. Davidson, Interim Transportation Manager, effective October 20, 2014 until or before June 30, 2015 at a pro-rated amount of \$85,000.00 (\$354.17 per diem). (Replacing – E. Treadaway)

<u>Lebreault</u>	<u>Puccio</u>	
Motion	Seconded	CARRIED BY MAJORITY

Yes – Puccio, Lebreault, Tejeda, Bermudez, Gonzalez
No – Ortiz, Garcia
Abstained – Roman

- 24). Approval of the following additional salary adjustments. (Attachment 15-D-24)

<u>Lebreault</u>	<u>Puccio</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

15. Recommendations of the Acting Superintendent of Schools

E. Athletics & Co-Curricular – Mr. Anthony Bermudez, Chairperson

- 1). Approval to officially retire #14 from the Perth Amboy's Boys' Basketball Program in Honor of Mr. Blake Taylor.

<u>Bermudez</u>	<u>Lebreault</u>	
Motion	Seconded	TABLED

- Mr. Bermudez thanked Mr. Puccio for bringing this information to his attention. However he would like to make a motion to table this item so that all members of the Taylor Family could be honored together and have their numbers retired together as this has not happened in the past.
- Mr. Puccio thanked Mr. Massopust for providing the information. Bruce Taylor who is the oldest brother, played with the San Francisco 49ers and was the defensive rookie of the year. Brian Taylor was the second leading scorer in New Jersey, went on to Princeton and went on to play for the Nets in the ABA. Blake Taylor went on to play at Arizona State. It would be a disservice if we do not tie all three of their number retirements together as none of them have been retired yet.

Motion – Bermudez; Second – Puccio to Table. Carried Unanimously

16. Old Business

Second Reading of the following Policies. (Attachment)

- Section 3000 – Teaching Staff Members (excluding Attendance Policy)
- 3283 – Electronic Communications Between Teaching Staff Members and Students
- 4283 – Electronic Communications Between Support Staff Members and Students
- Mr. Lebreault stated that Mrs. Garcia raised a point regarding Policies 3283 and 4283: option one states that the parent can decide with the building principal about who can communicate electronically with the student, whereas option two allows the parent to make the decision and the building principals does not have to approve it. Mr. Lebreault recommends using option two because the parent will be responsible for making the decision on behalf of their child.
- Mrs. Garcia said sometimes kids don't have the parental guidance that they need so the student could be left in a harmful situation and they need the extra layer to protect them.
- Mr. Lebreault said the first step is to give permission for a relative to do this. It's very difficult to supersede parental authority. Having it rest on the shoulder of the parent is where it should be and at least six Board members agreed with option two when it was discussed amongst the Board members.
- Mrs. Garcia said if there is no parental guidance at home, how do you know the signature is from the parent. If the parent is involved, they are aware of the child's environment.

Lebreault
Motion

Tejeda
Seconded

To utilize Option 2.
CARRIED UNANIMOUSLY

- Ms. Tejeda stated that the new high school has been the topic in the community since we received the letter from the SDA about a new high school. It's also become more heated when the SDA had a conversation with some of the Board members. \$190,000,000 is being proposed for a new high school. In speaking with the people in the community, many are looking at other options, but maybe we should purchase the Delaney Homes anyway. Mr. Dzema said there are 3.9 acres that are being used for housing, but could we see if we can get the entire property for this project and maybe find another place for the 72 units.
- Mr. Bermudez said he agrees with Ms. Tejeda. We need to look at other properties; we have this property to fall back on.
- Mr. Stern said let the record reflect that there is a conflict concerning Mrs. Garcia and discussion on this issue as she is Chair of the Planning Board. The recommendation is for her to recuse herself from any discussion or action taken with regards to Perth Amboy Housing Authority/Delaney Homes Site.
- Mrs. Garcia said she disagrees. She consulted the Planning Board attorney and he said that she could participate because it has been done in the past, but all of a sudden she can't vote. When a State builds a school they don't have to go to the Planning Board so she can vote and participate.
- Mr. Stern said this is based on the position, not personal. He will not debate the opinion of the other attorney.
- Mrs. Garcia said the opinion is wrong and she will get a letter from the Planning Board attorney saying she could participate.
- Mr. Lebreault said perhaps the Planning Board attorney and the Board attorney can discuss this matter further.
- Mrs. Garcia said she can participate here.
- Mr. Stern said for the purposes of this meeting, you, Mrs. Garcia, should not participate or the other option is to not talk about this topic this evening.
- Mrs. Garcia than made a motion to table, but there was no second.
- Mr. Lebreault suggested that we look at other sites, but he did point out to Mr. Jess that we think about other properties.
- Ms. Tejeda suggested that we get all 15 acres from the Housing Authority and work with the City to see if we could put those 72 units elsewhere. We could purchase the property now to secure the site and look elsewhere while we have the site.
- Mrs. Roman stated that she received an email from Mrs. Gonzalez stating that certain members of the Board met with the SDA to discuss this project. Perhaps the SDA could present to the entire Board about a new high school. The parents and the community also need to be involved in the dialogue.
- Mr. Lebreault than raised a point of order saying that Mrs. Roman's question needs to be answered about who met with the SDA.
- Mrs. Gonzalez stated that the Finance Chair, the Board President, the Board Vice President, Dr. Rodriguez and Mr. Jess met with the SDA.

16. Old Business (continued)

- Mr. Jess then explained the process. Back in 2002 the district participated in a state endorsed competition for designing of the new high school that was sponsored by the City. As everyone knows, a competition winner was picked but the high school was never built. The SDA was negotiating with the Housing Authority to purchase that piece of property, but a price could not be agreed upon and the SDA backed away and took their money elsewhere. In the meantime, the Housing Authority relocated the occupants of that property and began to clear the property in anticipation that the property would be purchased and the new high school would be built. For the next few years there was no movement on a new high school and two years ago Mr. Jess began talks with the State about the construction of the new high school. Mr. Jess's goal was to get the State to commit to building a new high school for our town if the Board would purchase a piece of property. Mr. Jess was successful in securing that promise from the SDA. During this past summer, as discussions were ensuing about the new high school and the Seaman Avenue school, the SDA informed Mr. Jess that Mr. McKenna had sent a letter to the Mayor asking her if she would support the construction of a new high school on the Delaney Homes site. The Mayor said yes. The SDA then had a conversation with the Housing Authority and Mr. Dzema to find out if they would still be interested in selling the property to the Board of Education. Mr. Dzema stated that there were some reservations because the last time they tried to sell this piece of property, the SDA backed out of the deal, however if the Board were still interested they would consider selling it. Mr. Jess met with Mr. Dzema to find out if that were true and if they would consider selling the land and the Housing Authority said as long as the Board was serious, they would consider selling it to them. The Housing Authority did advertise for proposals for potential projects to be built on that site. A letter was then sent by Mr. McKenna to Mrs. Gonzalez stating that they would like to build the district a new high school, but that there was a potential time limit. When the SDA came to meet with the Board, those in attendance were Mr. Jess, Dr. Rodriguez, Mrs. Gonzalez, Mr. Varela and Mr. Lebreault, because Mrs. Gonzalez is the Board President; Mr. Varela is the Board Vice President and the Chair of Buildings and Grounds and Mr. Lebreault is the Chair of Finance. During that meeting Mr. McKenna said that the Housing Authority gave him the 30 day time limit and that is why he discussed that timeframe in his letter.
- Mrs. Gonzalez stated that she had met with Mr. Dzema and asked him about the 30 day time limit and he said that there was no time limit and that the district could do there due diligence with regards to that property or another property.
- Mr. Jess stated that the Board has indicated that they would like to see if there are any other properties in town that are viable because they would not be doing their due diligence if they only looked at only one piece of property. The three most recent high schools built by the SDA in Abbott Districts are: Union City High School which sits on just under four acres; New Brunswick High School which sits on 22.6 acres on the former Jersey Barrier Concrete Company site which was very contaminated and Philipsburg High School which sits on a total of 120 acres, however only 20 acres will be used for the building foot print as the rest is forest and wetlands. While 11.7 acres on Delaney Homes would be a good site for our school, it will not allow us at the present time to incorporate everything that we need to, which is why the district feels it should look for additional sites to see if they are viable. With regards to the \$190,000,000 price tag, the SDA has committed that amount, but we only learned of that recently. The district has engaged our environmental consultant to do a preliminary assessment on the Delaney Homes site and some other sites located within town to determine if the land is viable to build on or if the land would be too contaminated and take too long to clean up. Once those reports are completed, the Board will review them and then make the decision on which piece of property to purchase.
- Mrs. Gonzalez thanked Mr. Jess for his report and stated that it was a very clear report which shows that the Board is working steadily and diligently to bring a new high school to Perth Amboy.
- Mr. Lebreault said with regards to the full Housing Authority site, he doesn't think the amount of money spent by the Housing Authority is that much. It's worth less than it was a few years ago and if we could work with the Housing Authority and the City, who is pushing us to buy that site, we should be able to purchase the entire property. Nothing is more important than the school and we will get it and we will keep looking.
- Mrs. Garcia stated she agrees with everyone that the Delaney site is the best site, but if you decide to purchase another site we should be clear on who will clean up the property and purchase the land.
- Mr. Lebreault said the State will not purchase land for us or clean it up. If we purchase property we need to clean it up.
- Mrs. Garcia said last month we approved the environmental consultant to do some testing. Was that only for the Seaman Avenue or was that for everything?
- Mr. Jess said in June the Board approved PennJersey to be the districts environmental consultant which allows us to utilize them on any project that we need. We will pay them an hourly rate like we pay our architects and our engineer. In September, the Board specifically approved them to do the Seaman Avenue testing because the project cost was large.
- Mrs. Garcia said with regards to eminent domain, that could drag on for years and the cost to clean up a certain property would be upwards of \$100,000,000.

16. Old Business (continued)

- Mr. Lebreault said he doesn't know how we know the cost of that site, but once the environmentalist completes their work we'll have a better idea of what the plan will be. Many obstacles may be there, but we can purchase the Delaney Homes first and see what else is out there.
- Mr. Bermudez said there is no 30 day time frame and we'll get a high school if we get the land. The Housing Authority will be there for us. If we have the best of both worlds we can see what else is out there. We should look to what is feasible for our students.
- Mrs. Roman said we need proper communication amongst the Board so we all know what's happening.
- Mrs. Garcia than asked about the Long Range Facility Plan which was filed in 2007.
- Mr. Jess stated that the Long Range Facility Plan was first submitted in 2005 and it includes the construction of a new high school, a new middle school, a new elementary school and a new early childhood school. The plan is updated every five years and every time a project is amended or added, the plan is amended. The State has been working on new software so the Long Range Facilities Plan can be updated again and hopefully this software will be updated soon.
- Mr. Jess has been working with the district architect to ensure that the plan is updated and contains everything that the district needs .

Lebreault
Motion

Bermudez
Seconded

(To close old business)
CARRIED UNANIMOUSLY

17. New Business

First Reading of the following Policy. (Attachment)

- 2624 – Grading System
- Bylaws

Approval of the following Job Description. (Attachment)

- Education Center Transitional Coach

Approval of the following revised Job Descriptions. (Attachment)

- Director of Bilingual Education/ESL and World Languages
- Director of Special Education Services
- District Supervisor for Language Arts Literacy & Social Studies K-8
- District Supervisor of Mathematics and Science K-8
- District Supervisor of Educational Technology K-12
- District Supervisor of Early Childhood Education Services

Lebreault
Motion

Tejeda
Seconded

CARRIED UNANIMOUSLY

- Dr. Sheard stated that the revised job descriptions are not new, but because of unrecognized titles that were not approved by the County Superintendent we needed to revise them.
- Mr. Lebreault then asked Dr. Rodriguez and Dr. Sheard about the process for hiring teachers when someone resigns. He is hearing that sometimes it takes two months to get someone into a spot and the students always have different subs.
- Dr. Rodriguez said when a teacher resigns during the school year it does hurt the district. As soon as we are notified that someone will be resigning, Human Resource posts the position to move it quickly. Many times the teachers that we are going to hire are teaching in other districts and they are required to give their notice to their current district and that creates a delay.
- Mr. Lebreault asked what we do internally when someone resigns. If that person resigned tomorrow do we have to wait until November to accept their resignation and then post the position?
- Dr. Sheard stated that today she was notified that a teacher will retire on January 1, 2015. The position has already been posted. We have a relationship with Source 4 Teachers and we can get a long term sub, that's certified in the content area, because that is part of the new evaluation system. We make every effort to fill the position if someone is out for an extended period of time, which is 20 days or longer.
- Mr. Lebreault stated that he would like to discuss a specific example with Dr. Sheard.
- Dr. Rodriguez said there are times when a teacher is specific to a subject area and it's hard to get a replacement. We also use 6th period assignments to help this situation.
- Mrs. Roman asked about census numbers (current enrollment) for the total population of students within our district.
- Dr. Rodriguez stated that she does not have that information, but she will get it to everyone.

Roman
Motion

Bermudez
Seconded

(To close new business)
CARRIED UNANIMOUSLY

18. Open to the Public

- Public member #1 – stated that one Board member allegedly used Facebook to denigrate Board members, staff and the Superintendent. It's disturbing that Mr. Ortiz called Dr. Rodriguez a bad word and when he was told he went too far, he deleted it. The Board President and a vice principal were also called derogatory terms. The public member asked that given an incident that involved Mr. Ortiz in 2012, he would like the Board and the Department of Education to conduct an investigation into the behavior of Mr. Ortiz. As Mrs. Garcia says, 'don't be afraid to ask questions'. On September 23, 2014 the public member received a piece of paper regarding a preliminary investigation of Mr. Ortiz by a vice principal of the high school.
- Mr. Stern interjected and stated that the public portion of the meeting is for the public to be heard and we respect their right to be heard. When the public is talking about someone's reputation, please understand that the person they are talking about can't protect themselves and there is a balance between the first amendment right and the person's right.
- The public member stated that in an article, it said that DYFS cleared Mr. Ortiz, but Dr. Caffrey and Ms. Marshall covered it up by not informing anyone of this.
- Public Member #2 – stated that it's reprehensible that someone uses a personnel file when they spoke out when someone was raped and two administrators wrote letters of recommendation for that person and it was covered up. Mr. Varela, Mr. Lebreault, Dr. Rodriguez and Mrs. Gonzalez spoke about Hispanic hiring, that they can't see it happening. No one answered how Dr. Sheard was hired and interviewed after the job posting was closed. You hired someone black to show that you are not discriminating, but that's a veiled attempt to show that you're not discriminating after the district was served with a lawsuit. Dr. Rodriguez never answered Ryan Boyd's question about coaches not having the proper certification to be coaches. He's not sure that Mr. Cardona or Dr. Rodriguez can prove this since Mr. Cardona does not have a physical education certificate. You want a new high school, but Dr. Collazo can't run this high school since he was hired without experience and he didn't do all of his evaluations last year. Many people speak out about Dr. Collazo and having no experience, but nothing is done. The district did not immediately notify police or DYFS about the Morales incident until four days later. Dr. Rodriguez was not cooperating fully with the prosecutor.
- Public member #3 – spoke about athletics. Considering we have quite a few athletes whose numbers were not retired, perhaps the Board should consider paying tribute to all of them. An example is Mr. Gaytas, who was an all American in high school. He's also glad to see that we're looking at other properties for our high school.
- Public member #4 – congratulated all the Teachers of the Year. Stated that with regards to the high school, it's a great idea to buy all the Housing Authority land and also to look at other properties.
- Public member #5 – stated that it's great to see all the Teachers of the Year honored tonight. She knows the Board of Education must be impartial and she wants to show that by having a non-partisan mediator participate in the proposed debate. She always operates in good faith and it's a civic and educational event to engage the community in something they may have not seen before. This does happen in other districts, like Morristown. With all politics in town, she wanted to find a place where politics wouldn't be involved, which is why she chose our schools. The goal is to engage an open forum regardless of political affiliation.

Lebreault
Motion

Bermudez
Seconded

(To close public business)
CARRIED UNANIMOUSLY

- Mr. Stern thanked all the speakers. The Board reserves the right to or not to respond. Some comments that were made tonight were part of litigation so they will be resolved one way or the other in the court of law and we will respond accordingly.
- Mr. Ortiz stated that in May of 2014 the report that was referred to earlier that was in his personnel file, but now it is not there. People always talk about retaliation. In May, Mr. Varela inquired about Mr. Ortiz's personnel file. A few weeks ago this document was OPRA'd and released. This past week Mr. Ortiz viewed his personnel file again and nothing was in there. So where did it go? He has no problem with it being read, but how is it possible that his personnel file was leaked. If the allegations in the DYFS report were found to be true, he would not be able to be a Board member or have his substitute teacher certificate, which he still has.
- Mrs. Garcia said it's very dangerous that it was read in public and that it came from a Board member. That should be an ethics violation. The key for files should only be in the possession of the Superintendent and the secretary. Mr. Varela does not live in town and that should be investigated.

19. A motion was made by Mr. Lebreault and seconded by Ms. Tejeda at 11:54 PM to adjourn the meeting. Carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Jess', with a long horizontal flourish extending to the right.

Derek J. Jess
School Business Administrator/
Board Secretary

DJJ/eh



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
(609) 292-7524 TDD (609) 292-7718
www.state.nj.us/treasury/pensions

September 17, 2014

Correspondence

13 - A - 1

Trenton, NJ 08625-0295
Location:
50 West State Street
Trenton, New Jersey

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

FLORENCE J. SHEPPARD
Acting Director

YILLIAN PEREZ

RE: PERS, 789552

To: Retiree
From: Bureau of Retirements
Subject: Notice of Retirement Approval

Congratulations on your retirement. The Board of Trustees, at their regular meeting on September 17, 2014, approved your application for Early-55+ Retirement effective September 1, 2014. (In accordance with your selection of option c).

In accordance with law, you have until thirty days after (A) the effective date of your retirement, or (B) the date your retirement was approved by the Board of Trustees, whichever is the later date, to make any changes to your retirement. Also, your first check cannot be mailed until after this thirty day period. However, the benefit will be retroactive to the original effective date of your retirement. Please allow an additional period for the disbursement and delivery of the check by the federal postal authorities.

You should expect to be reenrolled in the PERS if you accept full time employment after retirement with the State or any of the local participating public employers in a PERS covered position and your total salary from all public employment exceeds \$15,000 in a calendar year.

If you return to public employment following your retirement, you must notify our Office of Client Services immediately at (609) 292-7524.

CC: Employer
PERTH AMBOY BD OF ED
178 BARRACKS ST
PERTH AMBOY NJ 08861



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
(609) 292-7524 TDD (609) 292-7718
www.state.nj.us/treasury/pensions

September 17, 2014

Mailing Address:
PO Box 295
Trenton, NJ 08625-0295
Location:
50 West State Street
Trenton, New Jersey

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

FLORENCE J. SHEPPARD
Acting Director

LORRAINE A GROBELNY

RE: PERS, 1107836

To: Retiree
From: Bureau of Retirements
Subject: Notice of Retirement Approval

Congratulations on your retirement. The Board of Trustees, at their regular meeting on September 17, 2014, approved your application for Service Retirement effective September 1, 2014. (In accordance with your selection of option 1).

In accordance with law, you have until thirty days after (A) the effective date of your retirement, or (B) the date your retirement was approved by the Board of Trustees, whichever is the later date, to make any changes to your retirement. Also, your first check cannot be mailed until after this thirty day period. However, the benefit will be retroactive to the original effective date of your retirement. Please allow an additional period for the disbursement and delivery of the check by the federal postal authorities.

You should expect to be reenrolled in the PERS if you accept full time employment after retirement with the State or any of the local participating public employers in a PERS covered position and your total salary from all public employment exceeds \$15,000 in a calendar year.

If you return to public employment following your retirement, you must notify our Office of Client Services immediately at (609) 292-7524.

CC: Employer
PERTH AMBOY BD OF ED
178 BARRACKS ST
PERTH AMBOY NJ 08861



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

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(609) 292-7524 TDD (609) 292-7718
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Correspondence

13 - A - 2

Trenton, NJ 08625-0295
Location:
50 West State Street
Trenton, New Jersey

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

FLORENCE J. SHEPPARD
Acting Director

September 17, 2014

CAROL A BORRERO

RE: PERS #887669

Dear Carol A Borrero:

The Board of Trustees of the Public Employees' Retirement System (PERS) at its meeting of September 17, 2014 considered and approved your application for Ordinary Disability retirement benefits effective December 1, 2013 under Maximum pursuant to N.J.S.A. 43:15A-42 and relevant case law.

If you wish to change your option selection or change your beneficiary, you must complete a new retirement application within 30 days from the date of board approval or the date of retirement, whichever is later. You may access this form by logging into the Member Benefits Online System (MBOS). MBOS is a set of internet-based tools that allow registered members quick and easy access to their pension account information, and, if applicable, health benefits account information. To register for MBOS, please visit our web site at: www.state.nj.us/treasury/pensions and click the **MBOS** link on the home page.

Once the Board approves a member for a disability retirement allowance; the member's retirement application shall not be withdrawn or canceled, or amended to a later retirement date than the date specified in the approved retirement allowance.

If a member continues to receive a salary beyond the effective date of retirement, no retirement benefits shall be paid for the period where the member received salary and no salary or service credit shall be provided for the service rendered after the approved effective date of retirement. In addition, the employer shall be required to complete an updated Certification of Service and Final Salary.

The statute permits the Board of Trustees to require a disability retiree to undergo annual medical examinations to determine if they continue to be totally and permanently disabled and therefore eligible for continued receipt of a disability retirement allowance.

If in the future you consider returning to a position either in private industry or public employment, be advised that your retirement allowance as a disability retiree is subject to adjustment if your earnings from employment after retirement exceed the difference between the pension portion of your retirement allowance and the salary attributable to your former position.

Pension laws require reenrollment of a retiree under certain conditions. Disability retirees needing guidance on returning to employment should visit our website at: www.state.nj.us/treasury/pensions and
New Jersey Is An Equal Opportunity Employer - Printed on Recycled and Recyclable Paper

REPORT OF BID OPENING ON OCTOBER 2, 2014 AT 11:00 A.M. IN THE BOARD'S BUSINESS OFFICE.

Bids were opened and read aloud by Mr. Derek J. Jess in the Board's business office.

In attendance were: Derek J. Jess, Mario Cofini and Jahaira Rosario.

BID FOR THE SALE OF USED VEHICLES - BID #15-056

Jersey One Auto Sales, Inc. Jersey City NJ

Money Order

Quantity: 1
Description of Vehicle: School bus
Year: 2000
Make: General Motors
Model: Chevy
Identification No.: 1GBJG31F9Y1265692
Odometer Reading: 64, 200 (as of 9/8/2014)
Vendor Bid: \$444.00

Quantity: 1
Description of Vehicle: School Bus
Year: 2000
Make: General Motors
Model: Chevy
Identification No.: 1GBJG31R3Y1143968
Odometer Reading: 121,662 (as of 9/8/2014)
Vendor Bid: \$434.00

Quantity: 1
Description of Vehicle: School Bus
Year: 1999
Make: Thomas
Model: International
Identification No.: 1HVBBA8P9XH203265
Odometer Reading: 117,556 (as of 9/8/2014)
Vendor Bid: \$924.00

Curriculum

15 - A - 1

FIELD TRIPS FOR BOARD APPROVAL ON OCTOBER 15, 2014

Date of Trip	Destination Name	School	Teacher Responsible	Admissions Cost, if any	Admissions/Additional Costs Account Number	Additional Cost, if any	Transportation Cost	Transportation Account Number	Grand Total Cost	Num Buses	Departure Time	Return Time
10/24/2014	Montclair State University	High School	Brooke Napoli				\$ 325.00	15-000-270-512-0-0000-03	\$ 325.00	1	7:30 a.m.	3:00 p.m.
10/29/2014	Rutger University EOF Open House	High School	Allison McMorrow					Transportation to be provided by Rutgers			8:00 a.m.	2:30 p.m.
10/29/2014	Paritlan Bay Medical Center	High School	LaVerne D. Green				\$ 20.00		\$ 20.00	1	12:30 p.m.	3:00 p.m.
10/29/2014	Metuchen High School	High School	Ramon Ortiz				\$ 260.00	15-000-270-512-0-0000-03	\$ 260.00	1	3:15 p.m.	6:30 p.m.
10/29/2014	Wightmans' Farm	Ceres School	Mrs. Van Ihsem	\$ 1,245.00	Student Activities Account		\$ 375.00	Student Activities Account	\$ 1,620.00	3	9:00 a.m.	2:00 p.m.
11/1/2014	Perth Amboy City Hall	Shull School	Mr. Tegano							2	10:30 a.m.	2:00 p.m.
11/12/2014	Union County Magnet H.S.	High School	Ramon Ortiz				\$ 260.00	15-000-270-512-0-0000-03	\$ 260.00	1	3:15 p.m.	6:30 p.m.
11/15/2014	Lenape Regional High School	High School	Bernadette Hubbs	\$ 100.00	15-401-100-500-0-0000-03		\$ 145.00	15-000-270-512-0-0000-03	\$ 245.00	1	7:45 a.m.	4:45 p.m.
11/15/2014	Lenape Regional High School	High School	Adler/Anderson	\$ 595.00	15-402-100-500-0-0000-03		\$ 145.00	15-000-270-512-0-0000-03	\$ 740.00	1	7:15 a.m.	5:45 p.m.
11/19/2014	The United Nations	High School	Dolores M. Rodriguez	\$ 494.00	15-401-100-500-0-0000-03		\$ 220.00	15-000-270-512-0-0000-03	\$ 714.00	1	9:00 a.m.	2:00 p.m.
11/19/2014	North Brunswick H.S.	High School	Ramon Ortiz				\$ 260.00	15-000-270-512-0-0000-03	\$ 260.00	1	3:15 p.m.	6:30 p.m.
11/19/2014	New Jersey Institute of Technology	High School	Wachera Brown				\$ 150.00	15-000-270-512-0-0000-03	\$ 150.00	1	8:30 a.m.	2:00 p.m.
12/5/2014	New Jersey Institute of Technology	High School-PLA	Lisa Cancel Dana DiGiacomo				\$ 250.00	13-601-200-800-0-0000-12	\$ 250.00	1	7:30 a.m.	2:30 p.m.
12/9/2014	Stevens Institute of Technology - Ethics Bowl	High School	Frank Torres		15-401-100-500-0-0000-03	\$ 50.00	\$ 240.00	15-000-270-512-0-0000-03	\$ 290.00	1	7:00 a.m.	4:00 p.m.
12/16/2014	Newark Museum	High School-PLA	Olga Bautista Dana DiGiacomo	\$ 224.00	13-601-200-800-0-0000-12	\$ 30.00	\$ 175.00	13-601-200-800-0-0000-12	\$ 429.00	1	9:00 a.m.	2:00 p.m.
12/19/2014	Montclair State University	High School	Allison McMorrow				\$ 120.00	15-000-270-512-0-0000-03	\$ 120.00	1	9:00 a.m.	1:30 p.m.
12/19/2014	Arista Care at Alameda Center	High School	Helen Vassallo				\$ 120.00	15-000-270-512-0-0000-03	\$ 120.00	1	9:00 a.m.	12:00 p.m.
3/17/2015	St. Patrick's Day Parade South Amboy, NJ	High School	Marilena Kerins				\$ 360.00	15-000-270-512-0-0000-03	\$ 360.00	2	1:00 p.m.	5:00 p.m.
3/18/2015	Piscataway High School	High School	Ramon Ortiz				\$ 260.00	15-000-270-512-0-0000-03	\$ 260.00	1	3:15 p.m.	6:30 p.m.

4/15/2015	Immaculata High School	High School	Ramon Ortiz						\$ 260.00	15-000-270-512-0-0000-03	\$ 260.00	1	3:15 p.m.	6:30 p.m.
5/14/2015	The Gagosian Gallery & other Chelsea Art District Galleries	High School	Brooke Napoli						\$ 150.00	15-000-270-512-0-0000-03	\$ 150.00	1	9:00 a.m.	2:00 p.m.
5/15/2015	Turtle Back Zoo	Ceres School	Mrs. Van Hsem						\$ 450.00	Student Activities Account	\$ 1,612.00	3	9:00 a.m.	2:00 p.m.

**PERTH AMBOY PUBLIC SCHOOLS
DEPARTMENT OF SPECIAL SERVICES
178 BARRACKS STREET
PERTH AMBOY, NEW JERSEY 08861
TELEPHONE 732-376-6206
FAX 732-826-4932**

Nancy Samaha, Ph.D
Chief Special Education Services
Supervisor

Arleen Rios
Supervisor

Diane Dahl
Supervisor

Special Education ♦ Psychological Services ♦ Social Worker Services ♦ Learning Disabled Services ♦ Home Instruction
Supplemental Instruction ♦ Speech & Hearing Services

To: Dr. Vivian Rodriguez
Acting Superintendent

From: Dr. Nancy Samaha, Ph.D *NVS*
Chief Special Education Services Supervisor

Date: September 30, 2014

Subject: Home Instruction

The following Staff will be providing After/Before/Home Instruction for the 2014-2015 school year. Board approval is hereby requested.

Staff	School	Hourly Rate
Cerritos, Samuel / SC	PAHS	\$34.00
Jeffrey , Katie / MC	"	"
Khan, Kavita / MC	"	"
O'Grady, Tricia / EC	"	"
Seaman, Tami / MC	"	"
Muskus, Caryn	W. C. McGinnis	"
Parlami, Joanna	"	"
Allan, Christine	S. E. Shull	"
Nemerofsky, Courtney	"	"
Rodriguez, Alex	"	"
Tegano, Benedict	"	"
DeLaCruz, Liliana	Special Services	"

Letter of Support and Collaboration
Between
Raritan Bay Area YMCA and Perth Amboy Board of Education

This letter is in support of the Raritan Bay Area YMCA *Families Fit Together- Primary and Secondary Delinquency Prevention Program* grant application made available through the Middlesex County Department of Community Services, Office of Human Services, and Division of Children's Services for the period of January 1, 2015 to December 31, 2015. The program shall provide comprehensive services designed to increase the likelihood that youth will remain free from initial involvement with the formal or informal juvenile system.

Throughout the course of the past year we have seen the positive impact the Raritan Bay Area YMCA Families Fit Together Program has had. At-risk middle school students who were previously disengaged from their studies, community, and families have emerged into positive leaders who have recommended their peers to the program. We have recognized the success of a youth based program in its ability to help students learn, thrive and grow.

Over the course of the year, the Y has provided services for over 122 children and families in a variety of family based prevention programs. In addition, over 14 identified at-risk students have attended and grown into Y Leaders. We have seen the youth become positive role models and they have actively participated in the Counselors-In-Training (CIT) program throughout the summer.

In recognizing the need for such services in the community of Perth Amboy, I am committed to ensuring the Perth Amboy Public Schools continue to work collaboratively with the Y on all appropriate projects.

Below is the collaborating service the Perth Amboy Board of Education shall provide:

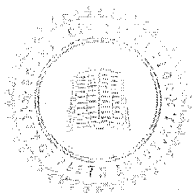
- | | |
|--|---|
| <input type="checkbox"/> Programming/activity related services | <input type="checkbox"/> Adult Education |
| <input type="checkbox"/> Provide volunteer staffing | <input type="checkbox"/> Parent Education |
| X Marketing/Recruiting/Referrals | <input type="checkbox"/> Health Education |
| <input type="checkbox"/> Technical Assistance | X Facility Use |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Other (please specify) _____ |

_____/_____/_____
Dr. Vivian Rodriguez, Interim Superintendent of Schools
Perth Amboy Board of Education

Date

Perth Amboy Public Schools
Approval for Travel Expenses – October 2014
Board Meeting October 16, 2014

Staff Member	Building	Travel Dates	Workshop/Conference	Destination	Regist. Fee	Meals and Incidentals Days Daily Total	Mileage/Trans.	Lodging Nights Daily Total	Account Number	Bd. App Cost	Board App	County Approval
Cynthia Fischer	PAHS	October 6 – 7, 2014	Art Educators of NJ Annual Conference	Long Branch, NJ	\$ 250.00	0	0	0	15-190-100-500-0-0000-03	\$ 250.00		
Lauren Merocco	Patton School	October 21, 2014	Keys to Content Area Reading and Writing	Piscataway, NJ	\$ 150.00	0	0	0	20-271-200-300-0-0000-40	\$ 150.00		
Laura Bartram	Patton School	October 21, 2014	Keys to Content Area Reading and Writing	Piscataway, NJ	\$ 150.00	0	0	0	20-271-200-300-0-0000-40	\$ 150.00		
Heidi Shepherd	District	October 23, 2014	Schoolwide User Group Event	Naperville, NJ	0	0	\$ 35.34	0	11-000-252-580-0-0000-00	\$ 35.34		
Jennifer Foster	District	October 24, 2014	Identifying & Managing At-Risk Youth in Schools & the Community	Edison, NJ	\$ 100.00	0	0	0	20-251-200-500-0-0000-40	\$ 100.00		
Robyn Resko	PAHS	October 24, 2014	Identifying & Managing At-Risk Youth in Schools & the Community	Edison, NJ	\$ 100.00	0	0	0	20-251-200-500-0-0000-40	\$ 100.00		
Lon Tugentman	Shul	October 24, 2014	Identifying & Managing At-Risk Youth in Schools & the Community	Edison, NJ	\$ 100.00	0	0	0	20-251-200-500-0-0000-40	\$ 100.00		
Suzanne Carey	PAHS	October 28, 2014	New Jersey's 5th Statewide Conference on Children's Mental Health	Woodbridge, NJ	\$ 55.00	0	0	0	20-251-200-500-0-0000-40	\$ 55.00		
Dana DiGiuseppe (Replacement for Wanda Hentzen)	PAHS	October 28 th – October 31 st , 2014	CPI Training	New Brunswick, NJ	0	No Cost To The District						



Perth Amboy Public Schools

Administrative Headquarters Building

178 Barracks Street

Perth Amboy, New Jersey 08861

Tel: (732) 376-6202 — Fax: (732) 826-2644

Finance
15 – B – 2

Derek J. Jess

School Business Administrator

Board Secretary

October 16, 2014

BOARD AGENDA: OCTOBER 6, 2014

RESOLUTION

RESOLVED, that the following bid award be made upon the recommendation of the School Business Administrator/Board Secretary:

Re: Bid #15-052 SITE IMPROVEMENTS AND REPAIRS

All Surface Asphalt Paving, Inc., 528 Hardenberg Avenue, Point Pleasant, NJ Various Unit Pricing

ASAP, Inc.

All Surface Asphalt Paving, Inc.

528 Hardenberg Avenue

Point Pleasant, New Jersey 08742

732-295-3800 tel 732-899-0086 fax

Vendor's Name: All Surface Asphalt Paving, Inc

BID PROPOSAL FORM

PERTH AMBOY PUBLIC SCHOOLS

SITE IMPROVEMENTS AND REPAIRS - BID #15-052

Bids will be taken as follows:

No.	Item	Unit	Unit Price
1A.	New Concrete Curb	LF	22.50 h
1B.	Concrete Curb Removal & Replacement	LF	27.50 h
2A.	New Concrete Sidewalk	SF	7.85 L
2B.	Concrete Sidewalk Removal & Replacement	SF	9.50 L
3A.	New Concrete Driveway Apron	SF	8.50 h
3B.	Concrete Driveway Apron Removal & Replacement	SF	10.00 L
4A.	Pavement Milling Only - up to 2" depth	SY	3.00 L
4B.	Pavement Milling & Overlay - up to 2" depth	SY	18.00 L
5.	Subgrade Reconstruction	CY	47.00 L
6A.	Pavement - Standard Duty	SY	41.00 h
6B.	Pavement - Heavy Duty	SY	55.00 h
6C.	Pavement - Light Duty	SY	22.00 L
7.	Topsoil and Seed	SY	4.00 L
8.	Topsoil and Sod	SY	5.50 L



Perth Amboy Public Schools

Administrative Headquarters Building

178 Barracks Street

Perth Amboy, NJ 08861

Tel: (732) 376-6202 – Fax: (732) 826-2644

Derek J. Jess

School Business Administrator

Board Secretary

Board of Education:

Obdulia Gonzalez, President

Israel Varela, Vice President

Anthony Bermudez

Maria Garcia

Samuel Lebreault

William Ortiz

Kenneth Puccio

Dianne Roman

Milady Tejada

October 16, 2014

BOARD AGENDA: OCTOBER 3, 2014

RESOLUTION

RESOLVED, that the following bid award be made upon the recommendation of the School Business Administrator/Board Secretary:

Re: Bid #15-056 Bid for the Sale of Used Vehicles

Jersey One Auto, 495 Tonnele Avenue, Jersey City, NJ 07307

Vehicle#1: 2000 Chevy School Bus, Identification No. 1GBJG31F9Y1265692.....\$444.00

Vehicle#2: 2000 Chevy School Bus, Identification No. 1GBJG31R3Y1143968.....\$434.00

Vehicle#3: 1999 International School Bus, Identification No. 1HVBBA8P9XH203265.....\$924.00

John E. Kababa, Morristown, NJ

Bank Check

Quantity: 1
Description of Vehicle: School bus
Year: 2000
Make: General Motors
Model: Chevy
Identification No.: 1GBJG31F9Y1265692
Odometer Reading: 64, 200 (as of 9/8/2014)
Vendor Bid: \$300.00

Quantity: 1
Description of Vehicle: School Bus
Year: 2000
Make: General Motors
Model: Chevy
Identification No.: 1GBJG31R3Y1143968
Odometer Reading: 121,662 (as of 9/8/2014)
Vendor Bid: \$300.00

Quantity: 1
Description of Vehicle: School Bus
Year: 1999
Make: Thomas
Model: International
Identification No.: 1HVBBA8P9XH203265
Odometer Reading: 117,556 (as of 9/8/2014)
Vendor Bid: \$400.00

Perth Amboy Board of Education
Office of Special Funded Programs
Administrative Headquarters
178 Barracks Street
Perth Amboy, New Jersey 08861
732-376-6207

Finance
15 - B - 6

SUPT. OF SCHOOLS
PERTH AMBOY, N.J.
2014 OCT -7 PM 1:12

To: Dr. Vivian Rodriguez
From: Jasmin Minaya
Re: 13-14 School District Budget Statement- School Based Budget
Date: October 7, 2014

Acceptance of the following school wide allocations for the 2014-2015 school year for Federal reporting and staffing purposes.

School	Local Percentage	Title 1 Percentage	IDEA Percentage	Total
A.V Ceres	.9769	.0213	.0018	1.0000
PAHS	.9833	.0117	.0050	1.0000
W.C McGinnis	.9733	.0211	.0056	1.0000
E.J Patten	.9823	.0137	.0040	1.0000
S.E Shull	.9736	.0210	.0054	1.0000
J.J Flynn	.9852	.0106	.0042	1.0000
H.N. Richardson	.9902	.0084	.0014	1.0000
R.N Wilentz	.9867	.00133	.0000	1.0000

Thank you,

Jasmin Minaya

Cc: D. Jess
R. Grobelny

McGinnis School Parent Workshops

[illegible]

Personnel
15-D-10

[illegible]

Shull School Extracurricular Activities
2014-15

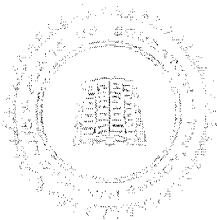
Personnel
15 - D - 11

Employee name	School	Position	Program Name	Account Number	Rate of Pay	Dates (From- To)	Hours/ Am or PM
Michelle Novello	Shull	Advisor	Creative Visual Arts	15-401-100-100-0-0000-06	\$ 1,175.00	2014-15	
Alexander Kaplan	Shull	Advisor	Peer Mentoring Club	15-401-100-100-0-0000-06	\$ 1,175.00	2014-15	
Jason Garzone	Shull	Advisor	Odyssey of the Mind	15-401-100-100-0-0000-06	\$ 1,175.00	2014-15	
Monaliza Suarez	Shull	Advisor	Odyssey of the Mind	15-401-100-100-0-0000-06	\$ 1,175.00	2014-15	
Jessica Blockus	Shull	Advisor	Math Mania	15-401-100-100-0-0000-06	\$ 1,175.00	2014-15	
Katherine Rowland	Shull	Advisor	Maderlin Club	15-401-100-100-0-0000-06	\$ 1,175.00	2014-15	
Joann Szczesny	Shull	Advisor	Theater	15-401-100-100-0-0000-06	\$ 1,175.00	2014-15	
Christine Hernandez	Shull	Advisor	Poetry Club	15-401-100-100-0-0000-06	\$ 1,175.00	2014-15	
Christine Allan	Shull	Advisor	8th Grade Advisor	15-401-100-100-0-0000-06	\$ 1,620.00	2014-15	
Monaliza Suarez	Shull	Advisor	8th Grade Advisor	15-401-100-100-0-0000-06	\$ 1,620.00	2014-15	
Lorian Redouane	Shull	Advisor	Publication Advisor	15-401-100-100-0-0000-06	\$ 3,235.00	2014-15	
Amanda Tomaro	Shull	Advisor	Student Council	15-401-100-100-0-0000-06	\$ 1,215.00	2014-15	
Patricia Astarita	Shull	Coordinator	Elementary T.V. 34	15-401-100-100-0-0000-06	\$ 930.00	2014-15	

Personnel
15 - D - 17

Employee Name	School	Position	Program Name	Account Number	Rate of Pay/Dates (From-To)	Hours/ Am or PM
Carah Gilligan	McGinnis	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour 10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Eva Lebron Vera	McGinnis	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour 10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Courtney Guadagno	McGinnis	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour 10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Mariana Sosa	McGinnis	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour 10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Michelle Taylor	McGinnis	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour 10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Mayra Munez	McGinnis	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour 10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Jessica Beerman	McGinnis	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour 10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Liliana Cortez	McGinnis	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour 10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Antonio Lopez	McGinnis	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour 10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Myrta Cruz	McGinnis	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour 10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Rita Rayviallo	McGinnis	Substitute	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour 10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM

Employee name	School	Position	Program Name	Account Number	Rate of Pay	Dates (From-To)	Hours/ Am or PM
Amie Encarnacion	Shull	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Carla Maria Maisto	Shull	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Indira Estevez	Shull	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Lula Villarreal	Shull	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Crista Agil	Shull	Teacher	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
Leslie Velez	Shull	ite Coordinator	Bilingual/ESL Reading Horizon	Title III	\$34.00/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
JOEL TROCHE	Shull	Security	Bilingual/ESL Reading Horizon	Title III	\$40.17/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
RICARDO MEDINA	Shull	Security	Bilingual/ESL Reading Horizon	Title III	\$32.31/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
CRISTINA CRUZ	Shull	Security	Bilingual/ESL Reading Horizon	Title III	\$39.47/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
ROBERTO SAMPES	Shull	Security	Bilingual/ESL Reading Horizon	Title III	\$37.56/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
MARK MONTALVO	Shull	Security	Bilingual/ESL Reading Horizon	Title III	\$39.00/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
MARK DELPOISE	Shull	Security	Bilingual/ESL Reading Horizon	Title III	\$32.95/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM
WILLIAM BETANCES	Shull	Security	Bilingual/ESL Reading Horizon	Title III	\$32.95/Hour	10/20/14 - 6/15/15	7:15 - 8:00 AM and/or 2:45 - 3:45 PM



Perth Amboy Public Schools

Administrative Headquarters Building
178 Barracks Street
Perth Amboy, NJ 08861
732-376-6200

Personnel
15 - D - 21

Debra J. Sheard, Ed.D.
Director of Personnel & Evaluation

Ext. 30-151/Ext. 30-152
Ext. 30-153/Ext. 30-154
Fax: (732) 638-1007

October 3, 2014

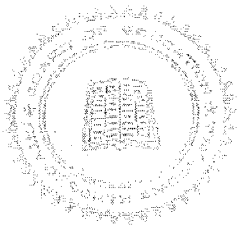
AGENDA: October 16, 2014

To: The Honorable Members of the Board of Education

From: Dr. Debra J. Sheard
Director of Personnel & Evaluation

Please be advised that the annual salary of the following employee(s) salaries and previously approved by the Board are recommended to be adjusted as follows:

Name	School	Old Salary	New Salary	Effective Date	Reason
David Benyola	I. Cruz	\$42,025	\$42,875	10/1/14	10yrs. Para Longevity
Mayda Castro	Shull	\$29,680	\$30,180	10/1/14	10yrs. SRP Longevity
Nancy DiForti	Patten	\$47,700	\$48,525	10/1/14	20yrs. Para Longevity
Mario Martinez	PAHS	\$43,600	\$44,400	10/1/14	20yrs. LEO Longevity
Grisel Perez	Richardson	\$83,250	\$84,600	10/1/14	20yrs. Teacher Longevity
Irma Reyes	Ed. Center	\$83,250	\$84,600	10/1/14	20yrs. Teacher Longevity
Rafael Rivera	PAHS	\$43,400	\$44,200	10/1/14	20yrs. SRP Longevity
Christine Allan	Shull	\$91,100	\$92,600	11/1/14	25yrs. Teacher Longevity
Steven Missal	PAHS	\$98,000	\$88,750	10/17/14	Removal of Full EPTA
Nagla Bedir	PAHS	\$62,750	\$53,500	10/17/14	Removal of Full EPTA
Ashley D'Anton	Patten	\$48,700	\$54,200	11/1/14	MA Degree
Debora Soriano	PAHS	\$59,500	\$60,500	9/1/14	Content Area



Perth Amboy Public Schools

Administrative Headquarters Building

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(732) 376-6200

Personnel
15 - D - 22

Debra J. Sheard, Ed.D.
Director of Personnel & Evaluation

Ext. 30-151/30-152
30-153/30-154
Fax: (732) 638-1007

Date: September 30, 2014

From: Debra J. Sheard, Ed.D. *[Signature]*
Director of Personnel & Evaluation

To: Vivian C. Rodriguez, Ed.D.
Interim Superintendent of Schools

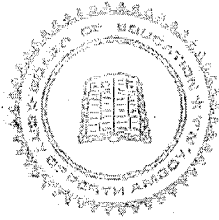
Re: Agenda Item

Please recommend the following for Board of Education approval on the October 16, 2014 Agenda.

The transfer and/or change in assignment of the following staff for the 2014-15 school year:

Name	From	To	Effective
Ruth Sanabria	English Teacher – P.A. Education Center	English Teacher – Perth Amboy High School (Replacing M. Fillipatos)	October 20, 2014
Patrick Phillips	Language Arts Teacher – W. C. McGinnis School	English Teacher – Perth Amboy High School (Replacing V. Martiniuk)	October 20, 2014
Claire Burns Klein	ESL Teacher – R. N. Wilentz School	ESL Teacher (Traveling) – Wilentz School & Ceres School	October 20, 2014
Daja Georgiana	Teacher of Students w/Disabilities P.A. Education Center	Teacher of Students w/Disabilities Perth Amboy High School	September 1, 2014
Joseph Norbut	Teacher of Students w/Disabilities South Campus	Teacher of Students w/Disabilities Perth Amboy High School	September 1, 2014

Thank you.



Perth Amboy Public Schools

Administrative Headquarters Building
178 Barracks Street
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Personnel
15 - D - 24


Debra J. Sheard, Ed.D.
Director of Personnel & Evaluation

Ext. 30-151/Ext. 30-152
Ext. 30-153/Ext. 30-154
Fax: (732) 638-1007

October 3, 2014

AGENDA: October 16, 2014

To: The Honorable Members of the Board of Education

From: Dr. Debra J. Sheard 
Director of Personnel & Evaluation

Please be advised that the annual salary of the following employee(s) salaries and previously approved by the Board are recommended to be adjusted as follows:

Name	School	Old Salary	New Salary	Effective Date	Reason
Joann Golebiewski	Ceres	\$30,900	\$36,050	11/1/14	6hrs. to 7hrs. Increase
Christine Allan	Shull	\$92,600	\$101,850	9/1/14	EPTA Stipend
Sheila Deegan	Wilentz	\$84,600	\$86,100	10/16/14	25yrs. Teacher Longevity
Mirta Rios	Ignacio	\$42,100	\$42,600	10/16/14	15yrs. SRP Longevity
Olga Gutierrez	Ignacio	\$48,525	\$49,800	10/16/14	25yrs. Para Longevity

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DIRECTOR OF BILINGUAL/ESL AND WORLD LANGUAGES

Qualifications:

1. Hold a New Jersey Administrative Certificate in accordance with the requirement of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11, with a principal endorsement (N.J.A.C. 6-11-9.3 and 9.5).
2. Possess a Master's Degree from an accredited college or university.
3. Have excellent administrative and/or teaching experience and work with students.
4. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
5. Five years experience in the field of Bilingual/ESL Education.
6. Demonstrate knowledge and understanding of curriculum development and program evaluation as related to Bilingual Education.
7. Required Criminal History Check.
8. Provide Proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
9. Pass required State Mantoux/Tuberculin test and physical exam as required.
10. Possess the ability to read/write and communicate effectively in English/Spanish preferred.

Reports to: Assistant Superintendent for Learning/Educational Services

Supervisory Responsibilities:

The Director of Bilingual/ESL and World Languages is responsible for the supervision and evaluation of the Supervisor of Bilingual Education and all other personnel assigned to the department of Bilingual Education. In conjunction with the building Principals and/or the Supervisor of Bilingual Education she/he is responsible for supervision and evaluation of Bilingual teachers and all other personnel assigned to the Department of Bilingual Education.

Nature and Scope of Job:

The Director of Bilingual/ESL and World Languages shall be responsible to the Assistant Superintendent for Learning/Educational Services for the administration and supervision of the District Programs of Bilingual Education. He/she shall lead the direction and implementation of all Bilingual programs and activities for the Perth Amboy Public School District. The Director of Bilingual/ESL and World Languages shall also work cooperatively in conjunction with building principals and supervisors to ensure all Bilingual/ESL programs are coordinated and established uniformly and equitably through the district ensuring high levels of student achievement.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DIRECTOR OF BILINGUAL/ESL AND WORLD LANGUAGES (Cont'd.)

Duties and Responsibilities:

In addition to the responsibilities common to all members of the administrative staff, the Director of Bilingual/ESL and World Languages within his/her certificate and accordance with terms and conditions of employment contained in the negotiated Agreement, when and if applicable, will:

1. Develop, review, and recommend innovative approaches, models and strategies to meet the needs of students in the Bilingual Program.
2. Develop and prepare the Bilingual Education Program Plan as required by the New Jersey Department of Education.
3. Develop and prepare proposals for additional funding for bilingual programs under federal and private foundation funding sources.
4. Prepare all necessary budgets as required by local, state, or federal funding of the Bilingual Program.
5. Keep abreast of developments in Bilingual/ESL Education and furnishes leadership in determining their appropriateness for inclusion in the districts educational programs.
6. Review materials and make recommendations for new materials to be used in the Bilingual Program.
7. Recommend staffing needs and assist in the recruitment, selection and placement of Bilingual personnel. Also provide orientation and monitor the performance of new Bilingual educational staff.
8. Observe and evaluate instructional staff in Bilingual Program and make recommendations regarding increments and re-employment of certificated and non-certificated staff.
9. Conduct the annual needs assessment as required by local, state and/or federal regulations.
10. In cooperation with the Building Principals and Supervisors, assures that the Bilingual education students are progressing in accordance with federal and state expectations.
11. Evaluate lesson plans and observe classes on a regular basis.
12. Conduct meetings as necessary for the proper functioning of the instructional programs.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DIRECTOR OF BILINGUAL/ESL AND WORLD LANGUAGES (Cont'd.)

13. Develop and implement adequate procedures in accordance with local, state, and federal requirements.
14. Maintain an ongoing evaluation of all phases of the Bilingual Program.
15. Establish goals and objectives for the Department and make determinations concerning the quality of achievement.
16. Make recommendations for new policy or revision of existing policy for the Bilingual Program.
17. Develop and administer an adequate program of parental involvement in accordance with local, state, and federal requirements.
18. Develop and implement an ongoing program of in-service for Bilingual staff.
19. Establish and maintain cooperative, consultative, and working relationships with administrators and supervisors concerning the integration and the coordination of the Bilingual Program with the total school program.
20. Perform other duties as assigned by the Superintendent/Assistant Superintendent for Learning/Educational Services.

Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and/or administrative performance.
4. Official college transcripts.
5. Employment interview.

Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made while performing this job, the staff member shall:

JOB DESCRIPTION

**PERTH AMBOY
BOARD OF EDUCATION**

DIRECTOR OF BILINGUAL/ESL AND WORLD LANGUAGES (Cont'd.)

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

Terms of Employment:

12-month exempt salaried position with agreement between the Perth Amboy School Administrators Assoc. and the Perth Amboy Board of Education. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et). The Director of Bilingual/ESL and World Languages will be evaluated by the Assistant Superintendent for Learning/Educational Services.

Legal References:

18A:11-1, 26-2; NJAC 6:3-1-21, 6:11-10.9

Date Adopted: June 17, 1980

Dates Revised: June 2, 1988; January 17, 2012; October 16, 2014

JOB DESCRIPTION

**PERTH AMBOY
BOARD OF EDUCATION**

DIRECTOR OF SPECIAL EDUCATION SERVICES

Qualifications:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11, with a principal endorsement (N.J.A.C. 6-11-9.3 and 9.5).
2. Holds a Master's degree from an accredited college or university.
3. Five years teaching/administrative experience.
4. Three years successful experience in Special Education.
5. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
6. Strong leadership and communication skills.
7. Broad knowledge of child growth and development and psychology of exceptional children.
8. Required Criminal History Check.
9. Provide Proof of U.S Citizenship or legal resident alien status by completing Federal Form I-9.
10. Pass required State Mantoux/Tuberculin test and Physical Exam as required.

Reports To: Assistant Superintendent for Learning/Educational Services

Supervisory Responsibilities:

The Director of Special Education Services is responsible for the supervision and evaluation of the Supervisors of Special Education, and all other personnel assigned to the Department of Special Services. In conjunction with the Building Principals and/or the Supervisors of Special Education, she/he is responsible for the supervision and evaluation of Special Education Teachers, Speech Correction Specialists, and all other personnel assigned to the Department of Special Services.

Nature and Scope of Job:

The Director of Special Education Services shall be responsible to the Assistant Superintendent for Learning/Educational Services for the administration, supervision, organization, coordination and development of all Child Study Teams, Home Instruction, Supplemental Instruction, Speech Instruction and Special Education Programs within the district. The Director of Special Education Services will also be responsible for those programs involving Out-of-District Placement and coordination with other public agencies.

Job Functions and Responsibilities:

The Director of Special Education Services shall, within his/her certificate and in accordance with terms and conditions of employment contained in the negotiated agreements, when and if applicable:

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DIRECTOR OF SPECIAL EDUCATION SERVICES (Cont'd.)

1. Develop and maintain an organizational plan for effective and efficient use of all Special Services personnel in the district.
2. Keep informed of all legal requirements governing special education.
3. Ensure observations and annual evaluations of Child Study Team Members, Special Education Supervisors, and related services providers are completed.
4. Ensure that the personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, board policy and contractual requirements.
5. Supervise and coordinate the activities of the Child Study Team personnel, Speech Correction Specialists, Home and Supplemental instructors, Supervisor of Special Education, and Special Education teachers.
6. Confer with the Superintendent on all matters involving philosophy and Special Service personnel within the district.
7. Coordinate and evaluate comprehensive program for Home Bound instruction, when required.
8. Meets regularly and routinely with the building Child Study Teams, Special Education Supervisor, and Principals in order to closely supervise individual student cases and issues.
9. Prepare applicable Federal and State reports. (ADR etc.)
10. Prepare applicable proposals for Federal and/or State funding.
11. Establish goals and objectives for the Department of Special Services and make determinations concerning the quality of achievement.
12. Determine the needs for materials and have input into the physical facilities available for Child Study Team personnel.
13. Coordinate the purchasing of instructional materials and equipment following district procedures and guidelines.
14. Participate in evaluating designated existing programs as an ongoing responsibility.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DIRECTOR OF SPECIAL EDUCATION SERVICES (Cont'd.)

15. Collect and analyze data, particularly State Assessments, regarding the achievement of classified students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of State and other assessments.
16. Organize, coordinate, supervise and evaluate all phases of instructional programs for Special Education and various areas of exceptionality and recommend changes and additions as needed.
17. Recommend staffing needs and assist in the recruitment, selection and placement of Special Services personnel. Provide orientation and assistance and monitor the performance of new staff.
18. Maintain an oversight of all district accounts associated with Special Education.
19. Assist building Principals with the administration and supervision of Special Education programs and staff within their schools.
20. In cooperation with the Supervisors of Special Education and Building Principals, assures that the special education students are progressing in accordance with federal and state expectations.
21. Participate in the identification, classification and placement of students with special needs.
22. Oversee and supervise the development, review and revision of curriculum and instructional strategies for Special Education programs based upon the philosophy goals and objectives of the district.
23. Plan and implement programs of in-service training for Special Services as well as other personnel. Oversee the training and professional development of all special education staff members to advance the student achievement of classified special education students served.
24. Advise Civic and Community groups on design and implementation of school related projects.
25. Provide opportunities for effective staff development that address the needs of the staff, including, workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.
26. Supervise all assigned personnel to ensure that all responsibilities are met and exceeded, consistent with research on learning and child growth and development, and strategies in special education instruction.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DIRECTOR OF SPECIAL EDUCATION SERVICES (Cont'd.)

27. Develop with individual staff members a Professional Improvement Plan (PIP).
28. Develop and maintain a structure for parent communication and involvement in Special Services Initiatives and projects.
29. Develop, prepare and organize the preparation of an annual budget for the Special Services program.
30. Attend professional meetings, workshops and/ or conferences including meetings arranged by Department of Education representatives.
31. Participate in district wide committees whenever appropriate.
32. Perform other duties as determined by the Superintendent of Schools.

Verification of Competency:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official College Transcripts.
5. Employment Interview

Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DIRECTOR OF SPECIAL EDUCATION SERVICES (Cont'd.)

7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

Terms of Employment:

12-month exempt salaried position with agreement between the Perth Amboy School Administrators Assoc. and the Perth Amboy Board of Education. Salary, benefits, and leave time as negotiated. The Director of Special Education Services will be evaluated by the Assistant Superintendent for Learning/Educational Services.

Legal References:

18A: 11-2
18A: 26-2
NJAC 6:3-1.21
NJAC 6:11-10.9

Date Adopted: June 1, 1972

Dates Revised: June 28, 1979; June 2, 1988; November 19, 1992; October 4, 2001;
September 21, 2010; January 18, 2012; October 16, 2014

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

District Supervisor for Language Arts Literacy & Social Studies K-8

Qualifications:

1. Possession or eligibility of NJ certification in Administration or Supervision, Elementary Education & ESL.
2. Demonstrated success in advancing reading proficiency in students.
3. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
4. Have excellent integrity; demonstrate good moral character and initiative.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Required Criminal History Check.
7. Provide Proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
8. Pass required State Mantoux/Tuberculin test and physical exam as required.

Reports to: Assistant Superintendent for Learning/Educational Services

Nature and Scope of Job:

The District Supervisor for Language Arts Literacy & Social Studies K-8 shall be responsible to the Superintendent of Schools and Assistant Superintendent for Learning/Educational Services for the coordination of school and community initiatives to improve literacy throughout Perth Amboy. He/She will work in conjunction with the building principals who maintain the basic responsibility for all activities in their buildings, and leaders of civic organizations, post-secondary institutions, and private organizations that play a role in the growth in literacy rates throughout our community.

Duties and Responsibilities:

The District Supervisor for Language Arts Literacy & Social Studies K-8 shall within his/her certificate and in accord with terms and conditions of employment contained in the negotiated agreements, when and if applicable:

1. Provide leadership in setting literacy goals in Language Arts and Social Studies K-8 for the City of Perth Amboy.
2. Work with our university and professional development partners to improve reading and writing programs within our K-8 schools.
3. Work with Perth Amboy City departments (i.e. Library, Recreation, Senior Services) to provide opportunities to improve literacy throughout the community.
4. Work with school and community staff to create new family literacy activities at school and community venues Grades K-8.
5. Continually evaluate progress of our efforts to improve literacy in Grades K-8.
6. Investigate and recommend any and all strategies that hold promise to improve literacy throughout our community.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

District Supervisor for Language Arts Literacy & Social Studies K-8 (Cont'd.)

7. Apply for grants that may provide unique funding opportunities that might increase literacy throughout our community.
8. Manage existing grant programs to ensure ongoing compliance and communication with the funding sources.
9. Communicate with all stakeholders of the success of our efforts to improve community literacy.
10. Be available as a resource person/speaker for interested parent or community groups.
11. Be available as resource person for teachers, principals and district committees.
12. Seek professional improvement through such avenues as review of professional literature, membership in professional organizations and attending educational meetings/workshops.
13. Perform other duties as determined by the Assistant Superintendent for Learning/Educational Services.

Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching/administrative performance.
4. Official college transcripts.
5. Employment interview.

Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

District Supervisor of Mathematics and Science K - 8

Qualifications:

1. Possession or eligibility of NJ Certification in Administration or Supervision, and Mathematics or Science.
2. Demonstrated success in advancing math & science proficiency in students.
3. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
4. Have excellent integrity; demonstrate good moral character and initiative.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Required Criminal History Check.
7. Provide Proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
8. Pass required State Mantoux/Tuberculin test and physical exam as required.

Reports to: Assistant Superintendent for Learning/Educational Services

Nature and Scope of Job:

The District Supervisor for Mathematics & Science K-8 shall be responsible to the Superintendent of Schools and Assistant Superintendent for Learning/Educational Services for the coordination of school and community initiatives to improve mathematics and S.T.E.M. K - 8 throughout Perth Amboy. He/She will work in conjunction with the building principals who maintain the basic responsibility for all activities in their buildings, and leaders of civic organizations, post-secondary institutions, and private organizations that play a role in the growth in literacy rates throughout our community.

Duties and Responsibilities:

The District Supervisor for Mathematics & Science K-8 shall within his/her certificate and in accord with terms and conditions of employment contained in the negotiated agreements, when and if applicable:

1. Provide leadership in setting Mathematics and S.T.E.M. goals K - 8.
2. Work with our university and professional development partners to improve Mathematics & S.T.E.M. programs within our K - 8 schools.
3. Work with Perth Amboy City departments (i.e. Library, Recreation, Senior Services) to provide opportunities to improve Mathematics and S.T.E.M. throughout the community.
4. Work with school and community staff to create new Mathematics & S.T.E.M. activities at school and community venues grades K - 8.
5. Continually evaluate progress of our efforts to improve Mathematics & S.T.E.M. grades K - 8.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

District Supervisor for Language Arts Literacy & Social Studies K-8 (Cont'd.)

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

Terms of Employment:

12-month salaried position with agreement between the Perth Amboy School Administrators Assoc. and the Perth Amboy Board of Education. The District Supervisor for Language Arts Literacy & Social Studies K-8 will be evaluated by Assistant Superintendent for Learning/Educational Services.

Legal References:

18A: 11-1
18A: 26-2
NJAC 6:3-1.21
NJAC 6:11-10.9

Date Adopted: April 25, 2013

Date Revised: April 10, 2014, October 16, 2014

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

District Supervisor of Mathematics and Science K – 8 (Cont'd.)

6. Investigate and recommend any and all strategies that hold promise to improve mathematics and S.T.E.M. throughout our community.
7. Apply for grants that may provide unique funding opportunities that might increase Mathematics and S.T.E.M. throughout our community.
8. Manage existing grant programs to ensure ongoing compliance and communication with the funding sources.
9. Communicate with all stakeholders of the success of our efforts to improve community Mathematics and S.T.E.M.
10. Be available as a resource person/speaker for interested parent or community groups.
11. Be available as resource person for teachers, principals and district committees.
12. Seek professional improvement through such avenues as review of professional literature, membership in professional organizations and attending educational meetings/workshops.
13. Perform other duties as determined by the Assistant Superintendent for Learning/Educational Services.

Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching/administrative performance.
4. Official college transcripts.
5. Employment interview.

Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

District Supervisor of Mathematics and Science K - 8 (Cont'd.)

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

Terms of Employment:

12-month salaried position with agreement between the Perth Amboy School Administrators Assoc. and the Perth Amboy Board of Education. The District Supervisor for Mathematics & Science K – 8 will be evaluated by Assistant Superintendent for Learning/Educational Services.

Legal References:

18A: 11-1
18A: 26-2
NJAC 6:3-1.21
NJAC 6:11-10.9

Date Adopted: June 19, 2014

Date Revised: October 16, 2014

JOB DESCRIPTION

**PERTH AMBOY
BOARD OF EDUCATION**

DISTRICT SUPERVISOR OF EDUCATIONAL TECHNOLOGY K - 12

QUALIFICATIONS:

1. Valid New Jersey Supervisor Certification and Technology.
2. Successful classroom teaching experience in Technology.
3. Familiarity with various educational applications of microcomputer technology.
4. Familiarity with microcomputer system administration.
5. Formal training or relevant experience with computer technology and networked information systems.
6. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum.
7. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis.

REPORTS TO: Assistant Superintendent for Learning/Educational Services

NATURE OF SCOPE OF JOB:

1. Provide training and support for instructional staff in the use of District technology initiatives for their professional and classroom use.
2. Works with Principals to have technology oriented open houses for parents, with students and teachers to demonstrating current programs used for instruction in the classroom.
3. Meets with school level technology leaders and the technology committee at the district and board level in order to assist in implementation of the district technology plan.
4. Disseminate technology related information throughout the district using the intranet and working with the district web developer.
5. Help in the evaluation and purchase of software and hardware that is used in the classrooms while adhering to district standards currently in place.
6. Coordinate the use of technology by teachers, administrators, support staff and students to enhance the efficiency and effectiveness of programs and services.
7. Help Develop a long-range district technology plan for the use of present and emerging technology designed to improve the teaching/learning process.
8. Assists faculty and staff in dealing with minor technical issues in order to maintain a positive attitude among educators about use of technologies and avoid frustration by those teachers unfamiliar with them.
9. Work with the director of Information Technology to ensure that the current devices deployed in the district are compatible with the software initiatives available to teaching staff and student body. (ie. Browser compatibility, Flash enabled, Java version requirements)

JOB DESCRIPTION

**PERTH AMBOY
BOARD OF EDUCATION**

DISTRICT SUPERVISOR OF EDUCATIONAL TECHNOLOGY K – 12 (Cont'd.)

10. When evaluating a new program to help support curriculum enrichment you will work with the Director of Information technology to make sure the program will integrate into our current environment and will be sustainable by the infrastructure in place.
11. Explores new sources of educational technology, and recommends strategic technology changes to the Administration.
12. Assists in the planning and implementation of the district's technology in-service education program for the instructional staff.
13. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
14. Assist the Assistant Superintendent for Learning/Educational Services in compiling and disseminating district data to administrators.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching/administrative performance.
4. Official college transcripts.
5. Employment interview.

PHYSICAL DEMANDS, VISUAL ACUITY AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DISTRICT SUPERVISOR OF EDUCATIONAL TECHNOLOGY K – 12 (Cont'd.)

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT:

12-month salaried position with agreement between the Perth Amboy School Administrators Assoc. and the Perth Amboy Board of Education. The District Supervisor of Educational Technology K-12 will be evaluated by Assistant Superintendent for Learning/Educational Services.

Date Adopted: 3/5/2009

Revised: 4/10/2014; 10/16/14

JOB DESCRIPTION

**PERTH AMBOY
BOARD OF EDUCATION**

DISTRICT SUPERVISOR OF EARLY CHILDHOOD EDUCATION SERVICES

Qualifications:

1. Possession of a valid New Jersey Supervisor/Administrator Certificate or credentials that would allow you to attain State of New Jersey Supervisor/Administrator certifications (if out-of state)
2. Hold a masters degree from an accredited college.
3. At least three years of successful teaching experience in at least one subject and/or curriculum area of supervision.
4. Thorough working knowledge of New Jersey statutes regarding early childhood programs.
5. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students staff, administration, parents and the community.
6. Strong leadership and communication skills.
7. Have excellent supervisory experience and work with adolescents.
8. Broad knowledge of child growth and development and psychology of exceptional children.
9. Required Criminal History Check.
10. Provide Proof of U.S Citizenship or legal resident alien status by completing Federal Form I-9
11. Pass required State Mantoux/Tuberculin test and Physical Exam as required.

Reports To: Assistant Superintendent for Learning/Educational Services

Nature and Scope of Job:

The District Supervisor of Early Childhood Services will serve as the person charged with the overall development, and implementation of all Early Childhood Services. The primary responsibilities will be to provide leadership with program design, alignment of curriculum for the Early Childhood program management, facility design and operational activities for the district. The District Supervisor of Early Childhood Services will also be responsible for the development, planning and implementation of the district Early Childhood Centers and Providers.

The District Supervisor of Early Childhood Services coordinates the planning, development, implementation and evaluation of curriculum and instructional practices within the assigned area(s) to ensure that all students meet and exceed the State Core Curriculum Content Standards. The District Supervisor of Early Childhood Services works collaboratively with the building administrators and instructional staff and communicates effectively with parents, members of the community and colleagues.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DISTRICT SUPERVISOR OF EARLY CHILDHOOD SERVICES (Cont'd.)

Duties and Responsibilities:

The District Supervisor of Early Childhood Services will provide leadership for the curriculum design and development process for the district's Early Childhood Education Center and the community providers.

- Be aware of effective developmentally appropriate programs and practices and guide district staff and community providers in their application.
- Chair/serve on curriculum and professional committees within the district and with the community providers.
- Help to locate, review, select and evaluate materials, equipment and resources that support district and community provider curriculum and instruction.
- Conduct the observations and evaluations and develop the professional improvement plans for district teachers.
- Conduct periodic supervisory visits to community provider sites to ensure the implementation of developmentally appropriate curriculum and instructional practices and to monitor the implementation of the community providers' contracts.
- Participate in the planning, implementation and evaluation of staff development activities.
- Visit district and community provider classrooms, confer with teachers, provide constructive criticism, and consult with administrative and supervisory personnel regarding these activities.
- Observe classroom instruction to evaluate curriculum implementation (content, materials, pedagogy, pace and standards), student performance, and program effectiveness.
- Provide ongoing opportunities for effective professional development that address the needs of the individual and the instructional program, including workshops, visitations, demonstration lessons, and team teaching in which the staff share successful practices and strategies.
- Conduct meetings as necessary for the proper functioning of Pre-K and Providers instructional programs. Keep the staff informed about current educational research, technology and materials for the improvement of instruction.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DISTRICT SUPERVISOR OF EARLY CHILDHOOD SERVICES (Cont'd.)

- Communicate with the administrative and supervisory staff regularly about the needs, successes, and general operation of assigned programs and services.
- Attend required staff meetings and serve, as appropriate, on staff committees.
- Summarize, interpret and disseminate current developments in instruction, learning theory and cognitive research through reading of professional journals, participation in professional development and involvement in professional organizations.
- Collect and analyze performance data, particularly State assessments, regarding the achievement of students and other pertinent information affecting the design and evaluation of curriculum and instructional practices.
- Ensure that the instructional programs engage the learner in tasks that require problem solving and creativity, that they address each student's needs, interests and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement
- Provide administrative and supervisory responsibility for assigned instructional programs in the respective Core Curriculum Content Standards.
- Work cooperatively and collectively with Pre-school principals, and teachers to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
- Acts in the role of coach and model by engaging in the delivery and implementation of Early Childhood Education programs with both teachers and student groups.
- As a member of the instructional team collaborates with the development and implementation of program assessment instruments.
- Provides leadership that will help foster a professional learning community that focuses on implementation of effective Arts practices as the primary vehicle for improving student achievement.
- Collaborates with the preparation of education concept documents, formal program, proposal writing and identification of external resources to meet program goals.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

DISTRICT SUPERVISOR OF EARLY CHILDHOOD SERVICES (Cont'd.)

- Monitors the process for enrollment and retention of students at the Early Childhood Centers and Providers.
- Contributes to the development and administration of budget as appropriate; directs the forecast of additional funds needed for staffing, equipment and supplies; monitors and recommends expenditures.
- Fosters a climate and culture of academic excellence, innovation and encourages community building and shared purpose. Work to promote vertical and horizontal articulation within and between the district and community providers.
- Aid in the analysis and interpretation of test data.
- Participate in the recruitment and selection of Pre-School staff.
- Encourage district and community provider teachers to share their ideas, skills, and materials.
- Help to foster an environment in which all pupils are encouraged to develop their maximum potential.
- Be available as a resource person/speaker for interested parent or community groups as well as for district and community provider, teachers, principals and committees.
- Seek professional improvement through such avenues as review of professional literature, membership in professional organizations, and attending educational meetings/workshops.
- Assist in the planning and preparation of requests for additional programs to be funded by federal, state, and private funding sources.
- Perform other duties as determined by the Superintendent of Schools and Assistant Superintendent for Learning/Educational Services.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official College Transcripts.
5. Employment Interview.

JOB DESCRIPTION

**PERTH AMBOY
BOARD OF EDUCATION**

DISTRICT SUPERVISOR OF EARLY CHILDHOOD SERVICES (Cont'd.)

Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

Terms of Employment:

12-month exempt, salaried position with agreement between the Perth Amboy School Administrators Association and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The District Supervisor of Early Childhood Services will be evaluated by the Assistant Superintendent for Learning/Educational Services.

Date Adopted: October 11, 2012

Date Revised: October 16, 2014

POLICY

OLD BUSINESS

PERTH AMBOY BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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3000 TEACHING STAFF MEMBERS

<u>Number</u>	<u>Title</u>
3111	Creating Positions
3112	Abolishing Positions
3124	Employment Contract
3125	Employment of Teaching Staff Members (M)
3125.2	Employment of Substitute Teachers
3126	Induction Program for Provisional Teachers
3130	Assignment and Transfer
3134	Assignment of Additional Duties
3141	Resignation
3142	Nonrenewal of Nontenured Teaching Staff Member
3143	Dismissal
3144	Certification of Tenure Charges
3144.12	Certification of Tenure Charges – Inefficiency (M)
3144.3	Suspension Upon Certification of Tenure Charge
3146	Conduct of Reduction in Force
3150	Discipline
3151	Assessment of Pay
3152	Withholding an Increment
3159	Teaching Staff Member/School District Reporting Responsibilities
3160	Physical Examination (M)
3161	Examination for Cause
3211	Code of Ethics
3211.3	Consulting Outside the District
3212	Attendance (M)
3214	Conflict of Interest
3216	Dress and Grooming
3217	Use of Corporal Punishment
3218	Substance Abuse (M)
3221	Evaluation of Teachers (M)
3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)
3223	Evaluation of Administrators (M)
3230	Outside Activities
3231	Outside Employment as Athletic Coach



POLICY

PERTH AMBOY BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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<u>Number</u>	<u>Title</u>
3230	Tutoring Services
3233	Political Activities
3240	Professional Development for Teachers and School Leaders
3244	Professional Development Program (M)
3270	Professional Responsibilities
3280	Liability for Pupil Welfare
3281	Inappropriate Staff Conduct
3282	Use of Social Networking Sites
3283	Electronic Communications Between Teaching Staff Members and Students
3310	Academic Freedom
3321	Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members
3322	Staff Member's Use of Cellular Telephones
3324	Right of Privacy
3351	Healthy Workplace Environment
3362	Sexual Harassment (M)
3370	Teaching Staff Member Tenure
3372	Teaching Staff Member Tenure Acquisition
3373	Tenure Upon Transfer or Promotion
3374	Tenure Upon Transfer to an Underperforming School
3381	Protection Against Retaliation
3420	Benefits
3425	Work Related Disability Pay
3425.1	Modified Duty Early Return To Work Program -- Teaching Staff Members
3431.1	Family Leave (M)
3431.3	New Jersey's Family Leave Insurance Program
3432	Sick Leave
3433	Vacations
3435	Anticipated Disability
3436	Personal Leave
3437	Military Leave
3439	Jury Duty



2624 GRADING SYSTEM

[See POLICY ALERT Nos. 111, 120 and 153]

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual pupils is important to the continuing process of learning. The Board, therefore, directs the instructional program of this school district include a system of grading that measures progress toward the Common Core Curriculum Standards, New Jersey Core Curriculum Content Standards and the educational goals of the district.

Pupils shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. As a rule, grading should reward pupils for positive efforts and minimize failure, and pupils should be encouraged to evaluate their own achievements.

The Superintendent shall develop and continually review in consultation with teaching staff members, parent(s) or legal guardian(s), and pupils, a grading program appropriate to the course of study and maturity of pupils. The final decision on any contested grade will be the responsibility of the Superintendent. A pupil classified as disabled will be graded in accordance with his/her Individualized Educational Program (IEP) or the Section 504 Plan.

REPORT CARD GRADING

The grading scale that will be used consistently in grades 5 – 12 as follows:

Grading Scale:

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	65 – 69
F	=	0 – 64

POLICY GUIDE

Grades 9 – 12

Secondary school students must comply with Policy No. 5460 – High School Graduation in order to complete high school successfully and be awarded a diploma.

Secondary school students must comply with the credit requirements below and must give evidence that they have successfully mastered a course of study and instructional program aligned to the Common Core Curriculum Standards, New Jersey Core Curriculum Content Standards and the educational goals of the district.

Grade Levels

All students that began freshman year prior to September 2014:

<u>Number of Credits Earned</u>	<u>Grade</u>
0 – 30	09
31– 60	10
61 –90	11
91 – 120	12

All students that began freshman year September 2014 or after:

<u>Number of Credits Earned</u>	<u>Grade</u>
0 – 35	09
36 – 70	10
71 –100	11
101 – 130	12

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.OR 2624 GRADING SYSTEM

[See POLICY ALERT No. 153]

A. Purpose of Grading

1. The purpose of grading is to assist pupils in the process of learning; all grading systems will be subject to continual review and revision to that end.
2. Grades acknowledge a pupil's demonstrated proficiency in the New Jersey Core Curriculum Content Standards and locally established learning goals and objectives:
 - a. Active participation in and attention to daily lessons,
 - b. Frequent contribution to discussions,
 - c. Prompt, thorough, accurate, and neat preparation of assignments,
 - d. Thorough preparation and performance on tests and assessments,
 - e. Display of an eagerness to learn and an inquisitive approach to lessons,
 - f. Attention to the need for proper materials,
 - g. Cooperation with the teacher's efforts, and
 - h. Willingness to work to the best of his/her ability and to do more than the minimum expected.

B. Preparation for Grading

1. Each pupil must be informed of the behavior and achievements expected of him/her at the outset of each course of study or unit of study.
2. Each pupil must be kept informed of his/her progress during the course of a unit of study. Pupils who so request are entitled to see the grades resulting from their performance during the grading period.

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3. Each method of grading shall be appropriate to the course of study and the maturity and abilities of the pupils.
4. Pupils should be encouraged to evaluate their own achievements.
5. The process of review and revision will involve teaching staff members, parent(s) or legal guardian(s), and, as appropriate, pupils.

C. Grading Periods

1. Grades will be awarded at the end of four marking periods in each school year.
2. Pupils will be given notice of their mid-term grades at mid-point of each marking period.
3. Pupils will be given a final grade in each subject at the end of the school year.
4. Grades will be recorded on report cards for parent(s) or legal guardian(s) notification in accordance with Policy No. 5420 and Regulation No. 5420.

D. Basis for Grading

The teacher responsible for assigning a grade should take into consideration the pupil's:

1. Completion of written assignments prepared in the classroom or elsewhere;
2. Oral contributions in class, including discussion responses, observations, panel participation, presentations, initiation of topics;
3. Performance on oral and written tests and quizzes;
4. Research into standard references and other background materials;
5. Oral and written reports on materials read by the pupil;
6. Laboratory work;
7. Term papers;

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8. Special oral or written reports;
 9. Other evidences of the pupil's constructive efforts and achievements in learning; and
 10. For the final grade, the pupil's attendance record, in accordance with Policy Nos. 5200, 5410, and 5460.
- E. Meaning of Grades
1. The following grades will be given in each academic subject at the end of each marking period:
 - a. A grade of A indicates superior performance. It may be given to a pupil whose achievement is significantly above grade level; whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose.
 - b. A grade of B indicates above average performance. It should be given to a pupil whose achievement is above grade level; whose work frequently excels; and who generally demonstrates strength in the subject.
 - c. A grade of C indicates average performance. It should be given to a pupil whose achievement in most areas of the subject are average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.
 - d. A grade of D indicates below average performance. It should be given to a pupil whose achievement in the subject is barely passing; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the subject.
 - e. A grade of F indicates failing performance and that no credit can be given for the subject. It should be given to a pupil who has not met the minimum requirements of the course; who has demonstrated an inability or unwillingness to master the basic elements of the course; or who has failed to meet the minimum attendance standards necessary to pass a course of study.

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2. The following grading scales and indicators shall be used:

Grades K - 12

A = 90 to 100

B = 80 to 99

C = 70 to 79

D = 65 to 69

F = 0 to 64

3. A "pass" or "fail" grade may be given in a particular course of study provided that:
- a. The course of study is nonsequential in nature,
 - b. The parent(s) or legal guardian(s), teacher, and guidance counselor have consented to the grading method,
 - c. The pupil has requested pass-fail, on a form submitted to his/her school counselor, no later than the end of the first marking period, and is approved by the building principal
 - d. The pupil agrees that his/her choice of the pass-fail option for that course of study is final and cannot be revoked.
4. A grade of "Incomplete" will be given to those pupils unable to complete the work assigned to the course for reasons beyond the pupil's control, such as the pupil's disability.
- a. A teacher who submits a grade of incomplete will accompany the grade with a reasonable estimate of the amount of time the pupil will require to complete the work necessary for the granting of credit.

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- b. Except as may be required by unusual circumstances, make up work should be completed within two weeks of the end of the marking period or, if the pupil is disabled at the end of the marking period, two weeks after the pupil's return to school.
 - c. The pupil's completed work will be graded and the teacher will submit a grade, which will replace the incomplete grade on the pupil's transcript.
 - d. A pupil who does not complete the work within the period allowed will receive a grade of 0 for the incomplete work and the average grade including the 0 in the subject.
6. A grade of M - excused" will be given to each pupil in a physical education class who was excused for good cause from participation in certain aspects of the course requirements.
8. For Grades K -- 8: Final grades, year-end or semester-end, will be calculated by assigning a numerical value to each marking period grade and dividing the sum of those values by the number of marking periods.
- a. The following numerical values will be assigned to marking period grades:

Marking period grade Numerical value

A	90 - 100
B	80 - 89
C	70 - 79
D	65 - 69
F	0 - 64

- b. The dividend numerical value will be assigned as final grade in accordance with the following chart:

Range of numerical Final grade values

90 to 100 A
80 to 89 B

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70 to 79 C

65 to 69 D

0 to 64 F

For Grades 9 – 12: Final grades, year-end or semester-end, will be calculated by assigning a numerical value to each marking period grade, the mid-term exam and final exam. For a Full Year Course each marking period grade will be 20% of the final grade and each exam grade will be 10% of the final grade. For a Semester course each marking period grade will be 40% of the final grade and the exam grade will be 20% of the final grade.

- a. The following numerical values will be assigned to marking period grades:

Marking period grade Numerical value

A 90 - 100

B 80 - 89

C 70 - 79

D 65 - 69

F 0 - 64

- b. The dividend numerical value will be assigned as final grade in accordance with the following chart:

Range of numerical Final grade values

90 to 100 A

80 to 89 B

70 to 79 C

65 to 69 D

0 to 64 F

G. Grade Validation

In order that he/she may justify a grade, each teacher is directed to retain in his/her possession the following records to validate grades awarded to pupils. The records should

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be kept for a minimum of six years after the end of the school year in which the grades were awarded.

1. The daily attendance and tardiness record;
2. All grades earned for classroom activities such as quizzes, tests, reports, and class recitations;
3. All grades earned for activities conducted elsewhere, such as homework assignments and term papers;
4. Any notation regarding the meaning of each grade and its relation to the type of activity or material covered;
5. Any notation of discussions with the pupil on a grade or the pupil's cumulative grade average;
6. Any referrals for guidance, discipline, and the like; and
7. Any notations recording communications between the teacher and the parent(s) or legal guardian(s), the Principal, or other teaching staff members.

H. Appeal

1. Each teacher is responsible for the determination of the grade a pupil receives for participation in the teacher's course of study.
2. Each teacher may be required to furnish reasons, supported by evidence (see paragraph E above) to substantiate any grade earned.
3. If a grade is challenged by a pupil or a parent(s) or legal guardian(s), the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
4. If the parent(s) or legal guardian(s) or pupil is not satisfied by the teacher's explanations, he/she may appeal the grade to the Principal, who will consult with the teacher and the pupil in an attempt to resolve the dispute. The Principal will give every reasonable deference to the teacher's professional judgment.

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5. If the Principal determines that the grade should be changed, he/she will alter the grade on all records and indicate by whose authority the grade has been changed.
6. No reprisals will be taken in any form against a teacher who remains determined in his/her belief that the grade originally given is fair and correct.
7. The Superintendent may hear an appeal from the Principal's determination. Only in the most extraordinary circumstances will the Superintendent alter a grade determined at the school building level.

BYLAWS

PERTH AMBOY BOARD OF EDUCATION

ADOPTION RESOLUTION

ADOPTION RESOLUTION

RESOLVED, that the bylaws and policies printed and codified in the comprehensive document entitled "Bylaws and Policies of the Perth Amboy Board of Education" are hereby adopted and that all bylaws and policies heretofore adopted by the Perth Amboy Board of Education and inconsistent with the bylaws and policies hereby adopted are hereby rescinded, and be it further

RESOLVED, that in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.

Adopted by the Perth Amboy Board of Education in the County of Middlesex at a public meeting held at Perth Amboy, New Jersey on the _____ day of _____, 20____.



BYLAWS

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0000.02 INTRODUCTION

Definitions

The following terms used in these bylaws, policies, and regulations shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

"Board" means the Board of Education of Perth Amboy.

"Bylaw" means a rule of the Board for its own operation.

"Chief School Administrator" means the Chief Executive Officer of this school district, whose title in this district is the Superintendent.

"Collective Bargaining", "Negotiated Agreement", or "Collective Bargaining Agreement" means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

"Commissioner" means the New Jersey State Commissioner of Education.

"Core Curriculum Content Standards" means the New Jersey Core Curriculum Content Standards and the Common Core State Standards initiatives coordinated by the Council of Chief State School Officers (CCSSO) and the National Governor's Association (NGA) in partnership with other national organizations.

"County Superintendent" means the Executive County Superintendent of Schools designated by the Department of Education for this school district. "Executive County Superintendent" means the "County Superintendent."

"Day" means a calendar day.

"Full Board" means the authorized number of voting members of the Board of Education.

"Meeting" means a gathering that is attended by or open to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.

"Parent" means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency who has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil provided such parental rights have not been terminated by a court of appropriate jurisdiction.



BYLAWS

PERTH AMBOY BOARD OF EDUCATION

INTRODUCTION

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"Policy" means a Statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and pupils, and gives direction to the Superintendent.

"President" means the President of the Board of Education.

"Principal" means the administrator in charge of a school building or facility; except where prohibited by law, "Principal or designee" means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.

"Professional employee" means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

"Pupil" means a student enrolled in a school in this district.

"Regulation" means a Statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

"Secretary" means the Secretary of the Board of Education.

"Student" means a pupil enrolled in a school in this district.

"Superintendent" means the Chief School Administrator of this school district; except where prohibited by law, "Superintendent or designee" means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

"Support staff member" means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

"Teaching staff member" means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

"Treasurer" means the Treasurer of School Moneys for this school district.

Construction

The following rules of construction apply to these bylaws, policies and regulations:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;



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INTRODUCTION

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3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier, and the more specific bylaw, policy or regulation shall take precedence over the more general;
4. Except as otherwise provided by the context, the auxiliary verbs "shall," "will," and "must" indicate a mandated action, and the auxiliary verb "may" indicates an action that is permitted but is not mandated.

Effectuation

Except as may otherwise be expressly provided, a bylaw, policy or regulation will become effective on the date it is adopted and a revised bylaw, policy or regulation will become effective on the date it is revised.

Citations

Bylaws, policies and regulations may contain citations to the following codifications of State and Federal laws and regulations:

1. United States Statutes
20 U.S.C.A. Education
2. United States Regulations
34 C.F.R. Education
3. New Jersey Statutes
N.J.S.A. 2C Code of Criminal Justice
N.J.S.A. 9 Children-Juvenile and Domestic Relations
N.J.S.A. 10 Civil Rights
N.J.S.A. 11 Civil Service
N.J.S.A. 17 Corporations and Institutions for Finance and Insurance
N.J.S.A. 18A Education
N.J.S.A. 19 Elections
N.J.S.A. 24 Food and Drug
N.J.S.A. 26 Health and Vital Statistics
N.J.S.A. 27 Highways
N.J.S.A. 30 Institutions and Agencies
N.J.S.A. 34 Labor and Worker's Compensation
N.J.S.A. 36 Legal Holidays
N.J.S.A. 39 Motor Vehicles and Traffic Regulation
N.J.S.A. 41 Oaths and Affidavits
N.J.S.A. 45 Professions and Affidavits



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N.J.S.A. 47 Public Records
N.J.S.A. 52 State Government, Departments, and Officers
N.J.S.A. 53 State Police
N.J.S.A. 54 Taxation
N.J.S.A. 59 Tort Claims

4. New Jersey Administrative Code

N.J.A.C. 1 Administrative Law
N.J.A.C. 6 & 6A Education
N.J.A.C. 8 Health
N.J.A.C. 10 Human Services
N.J.A.C. 13 Law and Public Safety
N.J.A.C. 17 Treasury-General

Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education or until regulations issued by the Superintendent are amended.

Enactment

The official record of the adoption, issuance, amendment, or repeal of the bylaws, policies and regulations of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the bylaw, policy and regulation manual shall be maintained by the office of the Superintendent and shall be the manual to which all others may be compared for accuracy.



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0110	Identification
0120	Authority and Powers
0131	Bylaws and Policies
0132	Executive Authority
0133	Adjudication of Disputes
0134	Board Self Evaluation
0141	Board Member Number and Term
0142	Board Member Qualifications, Prohibited Acts, and Code of Ethics (M)
0142.1	Nepotism (M)
0143	Board Member Election and Appointment
0144	Board Member Orientation and Training
0145	Board Member Resignation and Removal
0146	Board Member Authority
0148	Board Member Indemnification
0151	Organization Meeting
0152	Board Officers
0153	Annual Appointments
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0162	Notice of Board Meetings
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0164	Conduct of Board Meetings
0165	Voting
0166	Executive Sessions
0167	Public Participation in Board Meetings
0168	Recording Board Meetings
0169	Board Member Use of Electronic Mail/Internet
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0172	Duties of Treasurer of School Monies
0173	Duties of Public School Accountant
0174	Legal Services (M)
0175	Contracts with Independent Consultants
0176	Collective Bargaining and Contract Approval/Ratification
0177	Professional Services (M)

DRAFT 2



POLICY

PERTH AMBOY BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Electronic Communications Between Teaching Staff
Members and Students

M

3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or



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TEACHING STAFF MEMBERS

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Electronic Communications Between Teaching Staff
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2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student



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TEACHING STAFF MEMBERS

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Electronic Communications Between Teaching Staff Members and Students

- a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
 - b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
 - c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.
2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student
 - a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.
 - (1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
3. Text Messaging Electronic Communications Between Teaching Staff Members and Students
 - a. Text messaging communications between a teaching staff member and an individual student are prohibited.



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TEACHING STAFF MEMBERS

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Electronic Communications Between Teaching Staff Members and Students

- (1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student
 - a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.
 - b. A teaching staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.
 - c. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
 - d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.



POLICY

PERTH AMBOY BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Electronic Communications Between Teaching Staff
Members and Students

Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted: 16 October 2014



POLICY

OLD BUSINESS

PERTH AMBOY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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Electronic Communications Between Support Staff
Members and Students

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4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to support staff members to prevent improper electronic communications between support staff members and students. The Board of Education recognizes support staff members can be vulnerable in electronic communications with students.

The Board prohibits all electronic communications between a support staff member and a student. However, based on a support staff member's professional responsibilities electronic communications between a support staff member and a student may be permitted with written approval of the Superintendent or designee. The approval is only for the school year in which the approval is granted. If the Superintendent or designee approves electronic communications between a support staff member and a student, the support staff member shall be required to comply with all the provisions of this Policy.

The Commissioner of Education has determined inappropriate conduct may determine a school staff member unfit to discharge the duties and functions of their position. Improper electronic communications by school staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a support staff member's responsibilities assigned to the support staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a support staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or



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SUPPORT STAFF MEMBERS

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Electronic Communications Between Support Staff Members and Students

2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a support staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the support staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the support staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the support staff member and a student that the Commissioner of Education would determine to be inappropriate in determining the support staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student shall be followed:



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Electronic Communications Between Support Staff Members and Students

1. E-Mail Electronic Communications Between a Support Staff Member and a Student
 - a. All e-mails between a support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
 - b. A support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the support staff member and the student.
 - c. A support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a support staff member shall have no expectation of privacy on the school district's e-mail system.
2. Cellular Telephone Electronic Communications Between a Support Staff Member and a Student
 - a. Communications between a support staff member and a student via a personal cellular telephone shall be prohibited.
 - (1) However, a support staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the support staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
3. Text Messaging Electronic Communications Between Support Staff Members and Students
 - a. Text messaging communications between a support staff member and an individual student are prohibited.



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Electronic Communications Between Support Staff Members and Students

- (1) However, a support staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the support staff member's professional responsibilities regarding the student. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the activity approved by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Support Staff Members and a Student
 - a. A support staff member is prohibited from communicating with any student through the support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a support staff member and a student.
 - b. A support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the support staff member and shall be reported to the Principal or designee by the support staff member.
 - c. If a support staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
 - d. Communication between a support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.



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Electronic Communications Between Support Staff Members and Students

Reporting Responsibilities

1. In the event a student sends an electronic communication to a support staff member who has not been approved by the Superintendent or designee to have electronic communications, the support staff member shall report the communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such electronic communications. Electronic communications by a support staff member or a student where such communications are not approved by the Superintendent or designee may result in appropriate disciplinary action.
2. In the event a student sends an improper electronic communication, as defined in this Policy, to a support staff member who has been approved by the Superintendent or designee to receive electronic communications, the support staff member shall report the improper electronic communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a support staff member or a student may result in appropriate disciplinary action.

A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The support staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted: 16 October 2014

