

Perth Amboy Board of Education
Regular Meeting
November 20, 2014 – 6:00 p.m.
William C. McGinnis School
271 State Street

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>	arrived at 6:53 pm
Mrs. Garcia	<u>A</u>	
Mrs. Gonzalez	<u>P</u>	
Mr. Lebreault	<u>P</u>	

Mr. Ortiz	<u>A.</u>
Mr. Puccio	<u>A</u>
Mrs. Roman	<u>P</u>
Ms. Tejeda	<u>P</u>
Mr. Varela	<u>P</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>Varela</u>	<u>Tejeda</u>	CARRIED UNANIMOUSLY
Motion	Seconded	(To close following discussion)

6. Presentations

- Students who have achieved a perfect score on the 2014 NJ Assessment of Skills and Knowledge (NJASK) statewide test.

Language Arts & Math
Kevin Tang

Math & Science
Alexander Kodak

Math
Ordonez Campos,
Marvelyn Mejia Diaz
Jade Sikely
Jesenia Marie Vega
Brisa Bermeo
Gerardo Chico
Jordlyn Deleon
Steven Minaya
Karissa Rodriguez
Anthony Cortes
Jayden Castillo
Bryan Fernandez
Jayden Hernandez
Xavier Lopez
Michelle Johanna
Joseph Rodriguez
Adonny Rosario
Emmalee Semple
Vanessa Vargas
Kevin Arias
Francis Bayona
Nathan Iglesia
Sabrina Martinez
Gustavo Merino
Ghair Reyes
Jessica Albu
Bryan Lopez
Jacinta Batista

Science
Joseph Berry
Denny Collado
Joseth Pena
Elijah Villar
Adriel Fernandez
Sanlazarro Gonzalez
Samantha Bayona

Math
Aishik Sen
Yezabel Soto
Jesus Banos
Kiara Carabajal
Denise Coria
Brenda Figueroa
Lisbeth Rocha
Ingrid Vasquez
Gianella Bautista
Aliani Jo Colon
Joseph Ferrara
Lazarus Lisojo
Jason Morales
Leila Perez
Miguel Rodriguez
Zahkiya Ross Timmons
Ayden Vargas
Sebastian Alarcon Fernandez
Alessandra Barriaga
Melany Bencosme Moscoso
Nataly Jimenez
Hailie Marie Martinez Cotto
Saniya Posey
Mario Zayas
Shakema Griffin
Justin Quintero
Daniel Nunez

6. Presentations (continued)

- Students who have achieved a perfect score on the 2014 NJ Assessment of Skills and Knowledge (NJASK) statewide test.

Math

Gustavo Paz
Thomas Abreu
Zonia Diaz
Jacob Wadley
Sarin Fernandez
David Luna
Brian Ortiz Pantoja
Denisse Sanchez Tlanipa
Luis Valdez
Destiny Cruz
Gabriel Gamino
Oludayo Ibikunle
Steven Ramos Ortiz
Alanna Rivera
Benjamin Salerno
Kader Biteye
Eileen Carrera
Andrea Febres
Patrick Ponce
Allan Rodriguez
Samantha Aguillon
Daniel Jimenez Cruz
Jack Lacina
Erik Aguilar
Chris Fernandez
Wen Shao
Jenisty Colon
Gustavo Gamino
Osiel Vivar

Math

Camille Silverio
Anthony Cerritos
Emmanuel Tapia
Carolyn Diaz
Giovanni Gutierrez
Jayden Mercado
Alyssa Ramos
Robert Sanchez Tlanipa
Robert Valdez
Lizbeth Delossantos
Seryna Genao
Siix Johnson
Darleni Richardson
Kacey Saldivar
Kateryna Yasinovska
Melanie Brito
Andy Chumpitaz
Lesley Garcia
Ashley Ricks
Azumuneer Watkins
Vanessa Gomez
Destiny Surriel
Kaileann Villanueva
Jason Cheng
Wendy Mota
Michael Chumpitaz
Willington Gahona
Anastasia Kodak

7. Student Representatives Report – Olivia Feliciano and Alexander Collado

8. A motion made at 6:53 pm to go into executive session for the discussion of personnel matters, student matters and the potential purchase of land.

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- A motion was made by Ms. Tejeda and seconded by Mr. Varela at 8:47 pm to re-enter the public portion.

9. Approval of Minutes of Regular Meeting held on October 16, 2014.

Lebreault
Motion

Tejeda
Seconded

(Varela – Abstained)
CARRIED UNANIMOUSLY

10. Approval of Minutes of Executive Session held on October 16, 2014.

Tejeda
Motion

Bermudez
Seconded

(Varela – Abstained)
CARRIED UNANIMOUSLY

11. Approval of Bill List for the period of October 1, 2014 through October 31, 2014. (Attachment)

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

12. Correspondence

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

- 1). Letters received from the Teachers' Pension and Annuity Fund approving the applications for Service Retirements for the following individuals with the following effective dates:

Carolyn McGarigleriad
Maria Zampella
Mary C. Griffin

August 1, 2014
October 1, 2014
October 1, 2014

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

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

Vivian H. Thompson	September 1, 2014
Anna P. Garrick	October 1, 2014

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

Myra Nieves	July 1, 2014
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- 4). Letter received from the Public Employees' Retirement System approving the application for Deferred Retirement for the following individual with the following effective date:

Milagros Rosa	November 1, 2014
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- 5). Notification by the Council of the City of Perth Amboy of An Ordinance (1745-2014) to Amend An Ordinance Creating An Arts Council.

13. ReportsA. Board Secretary – Mr. Jess

- 1). Secretary's Monthly Financial Report for the month of September 2014. (Attachment)

- 2). Treasurer's Monthly Financial Report for the month of September 2014. (Attachment)

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

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

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

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

- 3). 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
Richardson	10/17/14	8:40 AM	318 Stockton Street	17, 1, 3, 24	Karen Moffatt
South Campus	10/20/14	10:05 AM	351 Mechanic Street	25	Brian Rivera
McGinnis	10/21/14	8:00 AM	271 State Street	2,3,11	Chris Garrick
Shull	10/24/14	8:55 AM	380 Hall Avenue	1,2,6,7,13,17, 9,23, hazardous	Derrick Kyriacou
PAHS	10/27/14	7:30/7:40/ 7:45 AM	300 Eagle Avenue	18,16,19	Mendez/Nunez
East Campus	10/27/14	7:40 AM	680 Catherine Street	25	Marcos Diaz
PLA	10/27/14	8:15 AM	178 Barracks Street	25	Grey/Garcia
Ceres	10/28/14	8:50 AM	445 State Street	1	Jose Santos
Hmieleski	10/29/14	8:20 AM	925 Amboy Avenue	H10,H21,H3, H4,H5,H6,H7, H8,N9	Jeri Mast
Wilentz	10/29/14	8:20 AM	51 First Street	6,11,hazardous	21Wolff/Roman

3). School Bus Emergency Evacuation Drill Report (continued):

School	Drill Date	Drill Time	Location	Route(s)	Person Conducting Drill
Ignacio	10/29/14	9:00 AM	601 Cortlandt Street	C10,C11,C12, C13,C14,C15, C16,C17,C18, C8,C9,T65	Susan Roque

School: Middlesex County Vocational School & Technical High School,
Location: 112 Rues Lane, East Brunswick
Date: 9/23/14
Route: VE37, VE40
Person Conduction Drill: Judith Alexander

School: The Center School
Location: 2 Riverview Drive, Somerset
Date: 9/30/14
Route: 5125
Person Conduction Drill: Maritza/Hendry

13. Reports

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

- Mrs. Gonzalez provided condolences to those employees who lost a family member over the previous month.
- Mrs. Gonzalez reported that the Board is moving forward with the superintendent search. On Tuesday, November 25th R-Pat Solutions, the search firm, will be holding meetings in the high school auditorium for the purpose of talking to individuals about the criteria they'd like to see in a new superintendent. The meeting will begin at 3:15 pm for staff, 4:00 pm for administration, 5:00 pm with members of the Board and 7:00 pm with members of the community. We urge everyone to participate and to complete the online evaluation which can be found on our website.
- Mrs. Gonzalez also stated that this evening our environmental consultant, Mr. Bill Call of PennJersey Environmental, met with the Board and discussed the Seaman Avenue site as well as the parcels of land that are being considered for the new high school. We hope to meet with the SDA before Christmas to discuss the purchase of land with them. Today's meeting was necessary as the Board needed to hear all the information regarding these sites. Once we're able to, we will share that information with the community. Thank you to Mr. Jess for setting up this meeting and for all his work on these two projects.

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

- Dr. Rodriguez stated that the first round of evaluations have been completed by all administrators.
- Dr. Rodriguez recognized everyone that worked on the professional development day that was held on the 19th. The training consisted of Teachscape Training, Dyslexia Training and GCN for staff.
- Dr. Rodriguez stated that this evening the Board is being asked to approve the Target Action Plans for the 2014-2015 school year. We hope that these plans will be able to provide intervention needs for our students. This evening the Board is also being asked to approve the QSAC Statement of Assurance. We passed four out of the five areas.
- Dr. Rodriguez wished everyone a very happy, healthy, safe Thanksgiving.

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

- Mrs. Roman congratulated all the students who were recognized this evening for obtaining perfect scores on their NJASK. We doubled the number of students with perfect scores from last year and we hope to have more than this, next year.
- Mr. Lebreault also provided congratulations to all 123 students who received a perfect score on the NJASK. He stated that we more than doubled the amount of students who got perfect scores from last year. They are up to the rigor that we provide and we hope that they will continue to be successful.

- 1). Approval of field trips. (Attachment 14-A-1)

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

- 2). Approval for the Perth Amboy High School Teen PEP (Grade 12) to attend an over-night trip to Camp Mason in Hardwick, N.J. on March 28, 2015 through March 29, 2015 at a cost not to exceed \$4,754.00.

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

- 3). 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>
HD	N/A	New Brunswick Public School	\$ 8,200.00	09/04/14
JS	N/A	New Brunswick Public School	\$ 8,200.00	09/04/14
JM	N/A	Glouster Cnty. Spec. Serv. District	\$23,875.00	09/04/14
SO	ED	Rancocas Valley Reg. HS	\$13,714.00	10/21/14
BL	ED	East Mountain	\$46,300.00	10/24/14
VT	MD	Lakeview School	\$57,135.00	10/27/14
KR	N/A	Stepping Stone	\$35,000.00	10/28/14
VG	ED	Somerset County	\$39,000.00	11/03/14

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

- 4). Approval for the following New Jersey City University students, whom we have accepted for their student observation for the Spring Semester:

<u>Student's Name</u>	<u>Date</u>	<u>School</u>	<u>Subject</u>
Amira Awad	01/28/15-05/06/15	Richardson	Elementary
Lauren Richardson	01/28/15-05/06/15	Richardson	Elementary

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

- 5). Approval for the following Fairleigh Dickinson University student, whom we have accepted for her student teaching assignment for the Spring Semester 2015:

<u>Student's Name</u>	<u>Date</u>	<u>School</u>	<u>Subject</u>
Sandra Diaz	01/26/15-05/01/15	Ceres	Elementary

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

- 6). Approval for the following Rutgers, The State University of New Jersey student, whom we have accepted for her field-based project at no cost to the Perth Amboy Board of Education:

<u>Student's Name</u>	<u>Date</u>	<u>School</u>	<u>Subject</u>
Marie McMahon-Connor	11/14/14-12/19/14	Flynn	Elementary

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

14. Recommendations of the Acting Superintendent of Schools

A. Curriculum Committee – Ms. Dianne Roman, Chairperson

- 7). Approval for the following Kean University student, whom we have accepted for her student observation for the Spring Semester 2015 and Fall Semester 2015.

<u>Student's Name</u>	<u>Date</u>	<u>School</u>	<u>Subject</u>
Jennifer Malave	01/05/15-12/23/15	Richardson	School Counseling

<u>Roman</u> Motion	<u>Varela</u> Seconded	CARRIED UNANIMOUSLY
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- 8). Approval for the following St. Peter's University student, whom we have accepted for his student observation for the 2014-2015 school year.

<u>Student's Name</u>	<u>Date</u>	<u>School</u>	<u>Subject</u>
Walvi DeJesus	11/14/14-12/19/14	PAHS (East Campus)	Mathematics

<u>Roman</u> Motion	<u>Varela</u> Seconded	CARRIED UNANIMOUSLY
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- 9). Approval for Antonio Lopez, Georgian Court University student, whom we have accepted for his thesis project at the William C. McGinnis School, under the supervision of Dr. Myrna Garcia, Principal, for the 2014-2015 school year.

<u>Roman</u> Motion	<u>Varela</u> Seconded	CARRIED UNANIMOUSLY
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- 10). Approval for Alicia Markle, New Jersey City University student, whom we have accepted for her research project at the William C. McGinnis School, under the supervision of Dr. Myrna Garcia, Principal, for the 2014-2015 school year.

<u>Roman</u> Motion	<u>Varela</u> Seconded	CARRIED UNANIMOUSLY
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- 11). Approval to purchase additional Reflect Annual Licenses from Teachscape for certificated staff for evaluations on Teachscape system at a cost of \$3,300.00, funded through the professional development account (11-000-223-320.0-0000-35).

<u>Roman</u> Motion	<u>Varela</u> Seconded	CARRIED UNANIMOUSLY
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- 12). Approval for the following staff to write benchmark assessments for grades K-1, as part of the K-1 Literacy Initiative, for 6 additional hours, at an hourly rate of \$27.00, funded through the Federal Office.

Marlene Rudowitz	Katelyn Frevert
Beth Lieberman	Jessica D'Amore
Debbie Mongiello	Maria Hornlein
Jenna Piccarelli	

<u>Roman</u> Motion	<u>Tejeda</u> Seconded	CARRIED UNANIMOUSLY
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- 13). Approval for the Foundation for Educational Administration to provide a Leadership Institute, in collaboration with the New Jersey Principal & Supervisor Association, for all new and existing administrators to voluntarily participate in this program to enhance leadership capacity, from December 2014 through May 2015 at a cost not to exceed \$18,998.00, funded through the District's Professional Development Account.

<u>Roman</u> Motion	<u>Tejeda</u> Seconded	CARRIED UNANIMOUSLY
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14. **Recommendations of the Acting Superintendent of Schools**

A. **Curriculum Committee – Ms. Dianne Roman, Chairperson**

- 14). Approval for the Samuel E. Shull School to participate in the Turning the Tides program through Rutgers University Behavioral Health Care, funded by the Department of Children and Families of the State of New Jersey. These programs are offered to promote coping and resilience in children and families in the communities most impacted by Super Storm Sandy at no cost to the district.

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

- 15). Approval for Kelly Ford Consulting to provide DRA training (one-day) to the middle school staff on November 14, 2014 at a cost not to exceed \$2,250.00, funded through the Federal Office.

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

- 16). Approval for the Jewish Renaissance Foundation (JRF) School Based Youth Services Program (SBYSP) to facilitate a High School Club to fulfill the requirements of the Lowe's Charitable and Educational Foundation. The purpose of the Club will be to provide PAHS students the opportunity to participate in beautifying the Main Campus courtyard. The only request is for having access to the student account labeled "Courtyard Makeover" to purchase materials and supplies to implement the project.

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

- Mrs. Roman made a motion to table this item for further discussion since we didn't receive enough information on this item and Mr. Jess is working with the districts engineer to come up with a plan to renovate the high school court yard.

- 17). Approval for Perth Amboy Public Schools to participate in the Seal of Bi-literacy for New Jersey during the 2014-2015 school year.

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

- 18). Approval of the purchase of DRA materials, grade level novels, development of thematic units & planning guide alignments for the Restructuring of the Literacy Blocks in grades 5-8, at a cost not to exceed \$77,000.00, funded through the Federal Office.

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

- 19). Approval for Lisa Funari-Willever, Award-Winning Author, to visit the 4th graders at the Robert N. Wilentz School, on Thursday, November 20, 2014 at a cost of \$1,195.00, funded through Federal Funds.

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

- 20). Approval to adopt the revised Curriculum Guide's listed below for implementation during the 2014-2015 school year:

Digital Literacy	Technology Grades K-4	Technology Grade 5
Technology Grade 6	Technology Grade 7	Technology Grade 8
Creative Writing		

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

14. Recommendations of the Acting Superintendent of Schools

A. Curriculum Committee – Ms. Dianne Roman, Chairperson

- 21). Approval to provide a Saturday program for Bilingual/ESL students in grades 9-12 to focus on ESL and Math Skills. The program will run from January 2015 through May 2015 for approximately 18 Saturday's at the Perth Amboy High School from 8:30 a.m. to 12:00 p.m. at an approximate cost of \$75,000.00 (to cover salaries, materials, and supplies).

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

- 22). Approval of the modification of the hours of the Shull School Learning Center from 45- minute periods to 60-minute periods before and after school.

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

- 23). Approval to submit to the New Jersey Department of Education the (NJQSAC) New Jersey Quality Single Accountability (SOA) Statement of Assurance in accordance with N.J.A.C 6A:30 for the 2014-2015 school year. (Attachment 14-A-23)

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

- 24). Approval to submit the 2014-2015 Progress Target Action Plans for Perth Amboy High School and Elementary Schools. (Attachment 14-A-24)

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

14. Recommendations of the Acting Superintendent of Schools

B. Finance Committee – Mr. Samuel Lebreault, Chairperson

- 1). Approval of travel expenses. (Attachment 14-B-1)

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

- 2). 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>
SG	East Orange, NJ	Ignacio Cruz Early Childhood Center
CG	East Orange, NJ	Edward J. Patten School
DC	Sayreville, NJ	Perth Amboy High School (Main Campus)
GB	Sayreville, NJ	James J. Flynn School
JM	Colonia, NJ	Anthony V. Ceres School
LAE	Colonia, NJ	William C. McGinnis School
MAE	Colonia, NJ	William C. McGinnis School
MAE	Colonia, NJ	William C. McGinnis School
ZS	Old Bridge, NJ	Robert N. Wilentz School
SK	Old Bridge, NJ	William C. McGinnis School
DO	South Amboy, NJ	Dr. Herbert N. Richardson School
ERB	New Brunswick, NJ	Dr. Herbert N. Richardson School
JM	South Amboy, NJ	Hmieleski Early Childhood Center
NF	South Amboy, NJ	Anthony V. Ceres School
NF	South Amboy, NJ	Anthony V. Ceres School
NF	South Amboy, NJ	Anthony V. Ceres School
AVL	New Brunswick, NJ	Robert N. Wilentz School

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

14. Recommendations of the Acting Superintendent of Schools

B. Finance Committee – Mr. Samuel Lebreault, Chairperson

- 3). Donation of (20) Motorola 2-way hand held radios, Model HT750 and accessories, to the City of Perth Amboy, Office of Emergency Management, to be used with their sheltering operations in times of emergencies. These devices are no longer needed or used by the district.

Lebreault
Motion

Tejeda
Seconded

(Roman – Abstained)
CARRIED UNANIMOUSLY

14. Recommendations of the Acting Superintendent of Schools

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

- 1). Approval for New Jersey City University to utilize the James J. Flynn School to provide off-campus Bilingual/Bicultural Endorsement and ESL certification during the 2014-2015 school year.

Varela
Motion

Lebreault
Seconded

CARRIED UNANIMOUSLY

- 2). Approval of an application from “El Comité Patriotico Cultural Puertorriqueño” to utilize the Ignacio Cruz Early Childhood Center Auditorium and Parking Lot on Sunday, January 4, 2015 from 11:00 a.m. to 6:00 p.m. to conduct their Annual Three Kings Day Celebration.

Varela
Motion

Lebreault
Seconded

(Roman – Abstained)
CARRIED UNANIMOUSLY

- Mr. Varela stated that the whole board has been invited to attend the festivities on January 4th. Mr. Varela thanked the committee for providing this function to our community now and in the past.

- 3). Adoption of the districts Comprehensive Maintenance Plan for the period 2014-2016 and authorization to submit same to the Department of Education. (Attachment 14-C-3)

Varela
Motion

Lebreault
Seconded

CARRIED UNANIMOUSLY

14. **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). Dr. Senovia Robles, Principal/Director, Perth Amboy Education Center, effective July 1, 2015 for the purpose of retirement.
- b). Norma Bavosi, School Counselor, Perth Amboy High School, effective January 1, 2015 for the purpose of retirement.
- c). Myra Nieves, Security Personnel, William C. McGinnis School, effective July 1, 2014 for the purpose of retirement.
- d). Candace Pyzik, Pre-School Teacher, Ignacio Cruz Early Childhood Center, effective January 1, 2015 for the purpose of retirement.
- e). Lillian Navarro, Part-Time Instructor, Saturday Morning Family School, Dr. Herbert N. Richardson School, effective September 23, 2014.
- f). Leonilde Diaz, Adult Evening Basic Skills/ESL, Perth Amboy High School (South Campus), effective October 15, 2014.
- g). Ida H. Genova, Part-Time ESL/Civics Teacher, Perth Amboy Education Center, effective November 12, 2014.

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- Mr. Lebreault wished Dr. Robles a very happy and long retirement and thanked her for everything that she has done for the district and our staff.

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

- a). Lisa Humphrey, Maternity Leave of Absence, November 17, 2014 through January 2, 2015, utilizing sick days, January 5, 2015 through January 30, 2015, without pay.
- b). Sara Stopek, Maternity Leave of Absence, January 7, 2015 through February 17, 2015, utilizing sick days, February 18, 2015 through June 30, 2015, without pay.
- c). Bimaldeep Mavi, Maternity Leave of Absence, January 5, 2015 through January 16, 2015, utilizing sick days, January 19, 2015 through May 15, 2015, without pay.
- d). Maria Stephanou, Maternity Leave of Absence, January 5, 2015 through February 9, 2015, utilizing sick days, February 10, 2015 through May 25, 2015, without pay.
- e). Diane Lemberakis, Medical Leave of Absence, October 6, 2014 through January 2, 2015, utilizing sick days.
- f). Hava Laor, Medical Leave of Absence, October 30, 2014 through January 2, 2015, utilizing sick days.
- g). Beverly Williams, Medical Leave of Absence, October 21, 2014 through November 21, 2014, utilizing sick days.
- h). Cathy Kovalsky, Medical Leave of Absence, October 20, 2014 through January 19, 2015, without pay.
- i). Patricia Defex, Medical Leave of Absence, October 21, 2014 through November 7, 2014, utilizing sick days.

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

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

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

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

- j). Patricia Larkin, Medical Leave of Absence, September 8, 2014 through October 3, 2014, utilizing sick days.
- k). Ann Marie Falzarano, Medical Leave of Absence, September 3, 2014 through October 24, 2014, utilizing sick days.
- l). Teresa Madrigal, Medical Leave of Absence, September 29, 2014 through October 16, 2014, utilizing sick days, October 17, 2014 through January 2, 2015, without pay.
- m). Danielle Lebeda, Medical Leave of Absence, November 12, 2014 through November 21, 2014, utilizing sick/personal days, November 24, 2014 through December 17, 2014, without pay.
- n). Andrea Mullen, Medical Leave of Absence, November 10, 2014 through November 26, 2014, utilizing sick days.
- o). Jacqueline Pineiro, Medical Leave of Absence, October 2, 2014 through June 30, 2015, Intermittent days, without pay.
- p). David Cardona, Family Leave of Absence, November 10, 2014 through December 12, 2014, without pay.
- q). Brian Wilson, Family Leave of Absence, January 5, 2015 through February 16, 2015, without pay.
- r). Nelly Martinez, Family Leave of Absence, November 12, 2014 through November 28, 2014, without pay.
- s). Sandra Cohorsky, Extension of Family Leave of Absence, February 1, 2015 through June 30, 2015, without pay.
- t). Kristy DeFazio, Extension of Family Leave of Absence, October 27, 2014 through December 5, 2014, without pay.
- u). Heather Renaud, Extension of Family Leave of Absence, January 1, 2015 through June 30, 2015, without pay.

Lebreault
Motion

Tejeda
Seconded

CARRIED UNANIMOUSLY

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

- a). Dr. Ning Chi, Chemistry Teacher, Perth Amboy High School, effective on or before December 1, 2014 through June 30, 2015 (Step 15b-Ph.D) at a pro-rated 10-month salary of \$80,812.00, pending negotiations. Standard:Chemistry/Standard Physical Science. (Replacing – E. McPeak)
- b). Bernadette Guerriero, School Nurse, Ignacio Cruz Early Childhood Center, effective on or before February 2, 2015 through June 30, 2015 (Step 15b-MA) at a pro-rated 10-month salary of \$79,112.00, pending negotiations. Standard: School Nurse. (Replacing – F. Launer)
- c). Lisa Delbango, Temporary Replacement, School Psychologist, Edward J. Patten School, effective on or before December 1, 2014 through February 1, 2015 (Step 1-MA) at a pro-rated 10-month salary of \$53,500.00, pending negotiations. Standard:School Psychologist. (Replacing – B. Richards/J. Pasigos)
- d). Giannina Gamino, Bilingual Kindergarten Teacher, Anthony V. Ceres School, effective on or before February 2, 2015 through June 30, 2015 (Step 5-BA) at a pro-rated 10-month salary of \$50,100.00, pending negotiations. CEAS: Elementary K-5/Provisional: Bilingual/Bicultural. (Replacing – A. Garcia)

Lebreault
Motion

Tejeda
Seconded

CARRIED UNANIMOUSLY

14. Recommendations of the Acting Superintendent of Schools

D. Personnel Committee – Mr. Samuel Lebreault, Chairperson

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

- e). Dena A. Rios, Kindergarten Teacher, Robert N. Wilentz School, effective December 1, 2014 through June 30, 2015 (Step 10-BA) at a pro-rated 10-month salary of \$55,700.00, pending negotiations. CEAS:Elementary. (Replacing – R. LaRosa-Anstett)
- f). Joel Vargas Muniz, Adult Evening Science Teacher, Perth Amboy Education Center, effective November 24, 2014 through June 22, 2015 at an hourly rate of \$34.00, from 5:00 p.m. to 9:00 p.m. Monday through Thursday. (Replacing – A. Mobin)

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

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

- a). Yvette Lopez, Technology Support Specialist, Perth Amboy High School, effective December 1, 2014 through June 30, 2015 at a pro-rated 12-month salary of \$54,765.00, pending negotiations. (Replacing – V. Thompson)
- b). Luis A. Padilla, Security Personnel, Perth Amboy High School (Afternoon Shift), effective December 1, 2014 through June 30, 2015 at a pro-rated 10-month salary of \$35,150.00, pending negotiations. (Replacing – D. Nelson)
- c). Catherine O'Halloran, Cafeteria Manager, Perth Amboy High School, effective December 1, 2014 through June 30, 2015 at a pro-rated 10-month salary of \$57,105.00, pending negotiations. (Replacing – M. Tsoukalas)
- d). Shundelle Fraser, Special Education Paraprofessional, Edward J. Patten School, effective on or before December 1, 2014 through June 30, 2015 at a pro-rated 10-month salary of \$36,250.00, pending negotiations. (Replacing – J. Cruz)
- e). Melissa Boone, Paraprofessional, Anthony V. Ceres School, effective on or before December 1, 2014 through June 30, 2015 at a pro-rated 10-month salary of \$35,300.00, pending negotiations. (Replacing – S. David)
- f). Karen Devlin, Cafeteria Manager, Anthony V. Ceres School, effective December 1, 2014 through June 30, 2015 at a pro-rated 10-month salary of \$38,195.00, pending negotiations. (Replacing – S. DaSilva)

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

- 5). Appointment of Mala A. Maharana, District Instructional Leader for Mathematics, Perth Amboy High School, effective on or before February 2, 2015 through June 30, 2015 at a pro-rated 12-month salary of \$93,175.00. Standard:Supervisor/Standard:Math (Replacing – W. Ronquillo)

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

- 6). Approval for the following staff member to serve as a mentor for the first-year teacher from September 1, 2014 through June 30, 2015 at the contractual rate:

<u>Novice Teacher</u>	<u>School</u>	<u>Subject</u>	<u>Mentor</u>
Alex Gurvits	PAHS	Science	Mark Niebojeski

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

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

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

- 7). 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>
Christopher Bailey	PAHS	Science	Arlene Roncin
Zack Dymond-Drake	Shull	Social Worker	Cindy Panek
Wendy Guerra	Shull	Language Arts	Gisela Vigil
Charity Lee	PAHS	ESL	Larry Bello
Nicole Ricca	Richardson	Special Ed-CST	Jen Hart
Ana Maria Tejada	Richardson	Elementary	Maritza Littrielio

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- 8). Approval for N.J. "Leaders to Leaders" to assign a mentor to the district's new administration staff for the 2014-2015 school year at the district's contractual rate of \$1,700.00 in accordance with the N.J. "Leaders to Leaders" Residency Plan requirement.

<u>Administrator</u>	<u>School</u>	<u>Mentor</u>
Matthew Ferri	McGinnis	Gary Kuzniak
Joanna Joaquin	Shull	Francisco Rodriguez
Lillianne Cruz-Argemil	Administration Building	Gary Kuzniak

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- 9). Approval for the following administration to be reimbursed at the district's contractual mentoring rate of \$1,700.00 for the advanced payment to mentors assigned by N.J. "Leaders to Leaders" for the 2014-2015 school year (Year 1), in accordance with the N.J. "Leaders to Leaders Residency Plan" requirement.

<u>Administrator</u>	<u>School</u>	<u>Mentor</u>
Matthew Ferri	McGinnis	Gary Kuzniak
Joanna Joaquin	Shull	Francisco Rodriguez
Lillianne Cruz-Argemil	Administration Building	Gary Kuzniak

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- 10). Approval to appoint the following staff/substitutes to work the Saturday Morning Family School Program beginning on November 22, 2014 through June 27, 2015 during the 2014-2015 school year. (Attachment 14-D-10)

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- 11). Approval to appoint the following staff/substitutes to work the before/after school programs during the 2014-2015 school year. (Attachment 14-D-11)

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- 12). Approval of the following additional staff to be added to the Substitute Bus Paraprofessional list for the 2014-2015 school year.

Carmen Mendez

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

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

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

- 13). Approval of the following to serve as Substitute Security Personnel for the 2014-2015 school year.

Abimael Mendez

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- 14). Approval of the following to serve as Substitute Custodian/Substitute Maintenance for the 2014-2015 school year.

Maria Gomes

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- 15). Approval of the following to serve as a Substitute Lunch Aide/Cafeteria Worker for the 2014-2015 school year effective December 1, 2014.

Marisa A. Serrano
Dominga Solis
Sean Neubauer
Mecedes Galva

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- 16). Approval of the following additional staff to the Exemplary Attendance List for the 2013-2014 school year.

Juan Pena
Maria Sanchez

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- 17). Approval for the following Lunch Aides to be compensated for participating in the GCN training during the 2014-2015 school year at the contractual rate, not to exceed 8 hours, funded through the professional development account. (Attachment 14-D-17)

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- 18). Approval for Angelica Cunha, School Psychologist, Samuel E. Shull School, and Melissa Corbo, School Psychologist, Ignacio Cruz Early Childhood Center, to be compensated for completing bilingual psychological evaluations at Perth Amboy High School beyond their contractual hours, at an hourly contractual rate of \$34.00, paid through account number 11-000-219-110-0-0000-16.

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- 19). Approval of the following salary adjustments. (Attachment 14-D-19)

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

- 20). Approval of the transfer and/or change in assignment for the following staff for the 2014-2015 school year. (Attachment 14-D-20)

Lebreault
Motion

Varela
Seconded

CARRIED UNANIMOUSLY

14. Recommendations of the Acting Superintendent of Schools

D. Personnel Committee – Mr. Samuel Lebreault, Chairperson

- 21). Approval of a Side Bar Agreement with the Perth Amboy Federation of Teachers, effective October 1, 2014.

Lebreault Varela
Motion Seconded CARRIED UNANIMOUSLY

14. Recommendations of the Acting Superintendent of Schools

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

- 1). Approval of the following staff to work the following stipend positions for the 2014-2015 school year:

EMPLOYEE NAME	SEASON	POSITION	AMOUNT
Vanessa Buron	Winter	Cheerleading	\$3,315.00
Jaclyn Shwietzer	Winter	Cheerleading	\$3,315.00
Cindy Cardona	Winter	Cheerleading	\$2,245.00
Edwin Santana	Winter	Boys Basketball	\$9,155.00
Donald Reid	Winter	Boys Basketball	\$5,345.00
Jordan Manley	Winter	Boys Basketball	\$5,345.00
Michael Manfre	Winter	Girls Basketball	\$9,155.00
Leezenia Cruz	Winter	Girls Basketball	\$5,345.00
Alexandria Riley	Winter	Girls Basketball	\$5,345.00
Rhonda Dakelman	Winter	Girls Winter Track	\$7,365.00
Ronald Mavus	Winter	Girls Winter Track	\$4,695.00
Bryan Williams	Winter	Boys Winter Track	\$7,365.00
Sean Atkins	Winter	Boys Winter Track	\$4,695.00
Michael Pomponio	Winter	Boys/Girls Bowling	\$4,630.00
Michael Giordano	Winter	Wrestling	\$9,155.00
Roberto Morales	Winter	Wrestling	\$5,345.00
George Vosinas	Winter	Wrestling	\$5,345.00
Kritsten Ditommaso	Winter	COED Swimming	\$6,500.00
Matthew Wechter	Winter	COED Swimming	\$4,333.00
Yamil Rullan	Winter	Boys Basketball	\$5,345.00
Jamedar Peyman	Winter	Boys Basketball	\$5,345.00
Janiri Hernandez	Winter	Girls Basketball	\$5,345.00
Kitora Jones	Winter	Girls Basketball	\$5,345.00
Jeremiah Kleckner	Winter	Wrestling	\$5,345.00
Ross Santana	Winter	Wrestling	\$5,345.00
Renee Quero	Winter	Cheerleading	\$2,245.00
Michelle Carsillo	Winter	Cheerleading	\$2,245.00
Steve Rubin	Winter	HS Athletic Site Coordinator (split evenly during winter season)	\$2,838.33

Bermudez Varela
Motion Seconded CARRIED UNANIMOUSLY

15. Old Business

Second Reading of the following Policies. (Attachment)

- 2624 – Grading System
- Bylaws

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

- Mr. Lebreault stated that the Board hopes to have a meeting soon with Mr. McKenna, who is the head of the SDA, to discuss the new high school. The Board is progressing with their due diligence in reviewing viable properties for the new high school. This evening's presentation by the environmental consultant was very informative and was very much appreciated by the Board.

<u>Lebreault</u>	<u>Tejeda</u>	(To close old business)
Motion	Seconded	CARRIED UNANIMOUSLY

16. New Business

First Reading of the following Policies. (Attachment)

- Section 1000 – Administration
- 5200 – Attendance
- 7523 – School District Provided Technology Devices to Pupils

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

- Mr. Lebreault stated that we must do our work on the new policies and asked all Board members to review the policies and provide any input and/or questions.
- Mr. Lebreault read a resolution regarding the 'Municipalities Continuing Disclosure Cooperation Initiative'. Resolution of the Board of Education in the City of Perth Amboy and the County of Middlesex, New Jersey directing the undertaking of a continuing disclosure review and authorizing participation in the Municipalities Continuing Disclosure Cooperation Initiative of the Division of Enforcement of the US Securities Exchange Commission.
- Mr. Jess explained that the Securities Exchange Commission is requiring all issuers of public debt to provide these resolutions as a backup to any potential misstatements that may have been presented when the bonds were originally issued. This does not mean that anything was misstated however the SEC is asking public entities to self-report if anything was misstated and if there was a mis-statement, amnesty will be granted and the entity will be able to provide information to correct any misstatements.

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

- Mr. Lebreault stated that the City is hosting an event this coming week from 6:00 pm – 8:00 pm at The Gallery Center for the Arts.
- Mr. Bermudez made a motion to approve the disciplinary agreements for students XXX1 and XXX2 as discussed in executive session and recommended by the Disciplinary Committee. The motion was seconded by Ms. Tejeda. Unanimously approved.

Approval of the following Job Description. (Attachment)

- District Information Technology Data Analyst

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

16. New Business (continued)

- Mr. Jess read a letter that was provided by Mr. Barry Rosengarten regarding the 225th Anniversary of the ratification of the Bill of Rights:

'Please accept this commemorative medal, commissioned for the 225th Anniversary of the ratification of the Bill of Rights.

There is an inscription on the podium south of the Arch written 25 years ago.

It states: ***"A person who gives his Nation his labor as his love is a true patriot."***

You have made significant contributions to our City. You are presented with this medal in respect of your gift of time and energy for the good and welfare of many.

The medal embodies the spirit of America represented in your acts of volunteerism.

It is based on the belief: ***"There is extreme value given to others that cannot be measured in monetary terms but results in the betterment of life and society."***

Thank you, on behalf of Barry Rosentgarten
Chairman, Celebrate Perth Amboy

Roman
Motion

Bermudez
Seconded

(To close new business)
CARRIED UNANIMOUSLY

17. Open to the Public

- Public member #1 - thanked Mrs. Gonzalez, Dr. Rodriguez, Mr. Nieves and Mrs. Crawford for working on the Code of Conduct Committee. This member then read a 'Code of Conduct Resolution' that was prepared by the Citizens Campaign Committee. It's a draft resolution which was drafted just for the Board of Education and we want to talk collaboratively with the Board on this issue.
- Mrs. Gonzalez stated that the Board welcomes the involvement of the community. The survey put out by your organization was well done. We are in the process of meeting with our Disciplinary Committee to incorporate the community's comments and we will continue to work together.
- Public member #2 - stated that she has a granddaughter whose mother is currently serving in the Armed Forces and she wants to know what programs in town are available for children under the age of 5 when the parents are out on deployment. Her granddaughter is two years old and staying with her, her daughter and grand-daughter do not live in town and she wants to know why she cannot go to school. She asked the Board to explore what can be done. Dr. Rodriguez asked the woman for her information and she will see if there is anything that can be done.
- Mr. Jess stated that the State allows resident children to enter school at the age of three. If they are under the age of three then there is nothing that the district can provide for that student, especially if they are not a resident.
- Public member #3 - thanked Mrs. McAdam, Mr. Jess, Mr. Wolff and Mr. Walters for helping her grandmother at the last Board meeting when she had an accident. With regards to Veterans Day, she was frustrated because Woodbridge students are allowed to have an excused absence on holidays but in Perth Amboy they were not excused from school to attend the Bill of Rights Ceremony. Most kids that were in attendance were from out of district. We need to let them learn about our history. We only had 140 kids out of 11,000 students go to the ceremony. What holidays are our students allowed to be excused for?
- Dr. Rodriguez stated that we follow the State law for holidays that are mandated. We did excuse 8th graders since they are currently learning about the Bill of Rights.
- The public member asked why students other than 8th graders weren't excused.
- Mrs. Gonzalez stated that we make decisions based upon the needs of the students. This came up after the district calendar was put together and professional development was set. We made accommodations, but we want our kids in school with our teachers, not out of school. The public member asked if the student is a child of a veteran can they be excused. Mrs. Gonzalez said that is not in our policy.

18. Open to the Public (continued)

- Public member #4 - stated that he had an issue with channel 34 as it appeared that something broke down. He left a message for Mr. Kolibas on a Friday and he was called back on the following Monday. He asked five or six questions and Mr. Kolibas answered them all. He was told that there was a computer part that caused the problem, but it was fixed and channel 34 is looking better and he thanked Mr. Kolibas. He then spoke about tuition for special education students. He noticed that there are some students who are getting tuition upwards of \$100,000 and that is very high. Do people check to see if these institutions are not for profit schools so that we're not just paying anyone's salary? We need to check the administrative cost and the administrative packages before we send the students there.
- Public member #5 - stated that he works for the Jewish Renaissance Foundation and asked why Curriculum item 16 was tabled. The JRF wants to partner with the district.
- Mr. Jess stated that the reason it was tabled is because (1) the district doesn't have any information from the JRF regarding this project. (2) Mr. Jess and Mr. Cofini, Director of Buildings and Grounds are not aware of this proposal. (3) Mr. Jess has already engaged our engineer to look into renovating the high school courtyard and we don't want to do double work and waste money. As we progress with our plans, we will discuss them with the students and JRF to make sure the courtyard is done properly so that we're not wasting money.
- Public member #6 - stated that at the last few meetings, a Board member brought up that the Director of Personnel and Evaluations was interviewed after the job was posted and their application was submitted after the posting was closed, however the Board never answered the questions concerning this. Ryan Boyd questioned if the new athletic coaches passed their certification requirement to be coaches, but that was never answered. Tonight the Board approved 28 people to be coaches. Did they pass their State certification for these positions? You have 14 administrators in your high school, but you're only graduating 52% of your students. In Elizabeth they have eight administrators with 6,000 students in their high school. Why do we have so many in Perth Amboy? The decisions against Ed Treadaway, Bernice Marshall, Nagel Soloman were discriminatory. Every tax payer in New Jersey, no matter where they are from, should be concerned with what's going on here. The State should take a close look at the new high school. A building doesn't make the school, but the teachers and administrators in it do. In January we'll have new faces on the Board and we hope that they are not new puppets.
- Public member #7 – hopes that the Board will have the SDA here to talk to us regarding a new high school.
- Mrs. Gonzalez stated that today the Board heard from our environmental consultant about potential high school sites. Now we'll invite the SDA to talk to the Board, hopefully before Christmas.
- The public member also thanked the Board members that are leaving. Mrs. Roman, Mrs. Garcia and Mr. Ortiz. He would not trust any land that has been contaminated, even if it's cleaned.
- Public member #8 - wished everyone a Happy Thanksgiving. Congratulated Ms. Tejeda on her re-election. She understands that you're working very hard for a new high school and the best interest for everyone and we're confident that you'll do what's best.
- Public member #9 – commended the Board on their search process for a new superintendent. We did it in the past and I'm glad that it's continued. We hope that Mr. McKenna will also speak in public and hopefully the public will get access to the environmental reports when it's appropriate. The Board should make people give their addresses when they speak to the Board. He congratulated everyone who ran for the Board of Education. It takes courage to put yourself out there. He hopes that the new Board will work together.

Varela
Motion

Bermudez
Seconded

(To close public business)
CARRIED UNANIMOUSLY

- Mrs. Gonzalez wished everyone a Happy Thanksgiving.
- Mrs. Roman thanked the Board for the work that they've done on behalf of the students and that you will do. Our students are most important. She has valued her time as a Board member and she will always advocate for education. She never looked for headlines. She congratulated the two new Board members and wished continued success to all in Perth Amboy.

18. Open to the Public (continued)

- Mrs. Gonzalez thanked Mrs. Roman for her service and expects to see her here.
- Mr. Varela stated to the public that they should realize that when the Board gives you information, people will hold us hostage, so we can't give all the information because it may impact our negotiations on land and other items.
- Mr. Lebreault wished everyone a Happy Thanksgiving. He thanked the public for speaking to us. He agrees with Mr. Varela, but some information can be provided to the public as necessary and when needed.
- Ms. Tejeda congratulated all the students who had a perfect score on the NJASK and wished everyone a Happy Thanksgiving.

19. A motion was made at 10:01 PM by Mr. Lebreault and seconded by Mr. Varela to adjourn the meeting. Unanimously approved.

Respectfully submitted,



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
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ANDREW P. SIDAMON-ERISTOFF
State Treasurer

FLORENCE J. SHEPPARD
Acting Director

October 2, 2014

CAROLYN MCGARIGLERIAD

RE: TPAF, 500353

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

Congratulations on your retirement. The Board of Trustees, at their regular meeting on October 2, 2014, approved your application for **Service Retirement effective August 1, 2014**. (In accordance with your selection of the maximum retirement option which provides no survivor's benefit).

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.

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



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

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
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ANDREW P. SIDAMON-ERISTOFF
State Treasurer

FLORENCE J. SHEPPARD
Acting Director

October 2, 2014

MARIA ZAMPELLA

RE: TPAF, 443014

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

Congratulations on your retirement. The Board of Trustees, at their regular meeting on October 2, 2014, approved your application for **Service Retirement effective October 1, 2014**. (In accordance with your selection of the maximum retirement option which provides no survivor's benefit).

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.

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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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

October 2, 2014

MARY C GRIFFIN

RE: TPAF, 416796

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

Congratulations on your retirement. The Board of Trustees, at their regular meeting on October 2, 2014, approved your application for **Service Retirement effective October 1, 2014**. (In accordance with your selection of the maximum retirement option which provides no survivor's benefit).

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.

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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www.state.nj.us/treasury/pensions

October 15, 2014

Correspondence

12 - 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

VIVIAN H THOMPSON

RE: PERS, 791840

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

Congratulations on your retirement. The Board of Trustees, at their regular meeting on October 15, 2014, approved your application for Service Retirement effective September 1, 2014. (In accordance with your selection of option b).

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

Acde
u/p

BOARD OF EDUCATION
BUSINESS OFFICE
2014 OCT 27 A 11:18
PERTH AMBOY, N.J.



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

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

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

FLORENCE J. SHEPPARD
Acting Director

October 15, 2014

ANNA P GARRICK

RE: PERS, 1267769

10-27-14

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

Congratulations on your retirement. The Board of Trustees, at their regular meeting on October 15, 2014, approved your application for Service Retirement effective October 1, 2014. (In accordance with your selection of the maximum retirement option which provides no survivor's benefit).

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

Agenda
11/13

BOARD OF EDUCATION
BUSINESS OFFICE
2014 OCT 27 A 11:18
PERTH AMBOY, N.J.

12 - A - 3

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



STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
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(609) 292-7524 TDD (609) 292-7718
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CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

October 15, 2014

MYRA NIEVES

RE: **PERS #1120777**

Dear Myra Nieves:

The Board of Trustees of the Public Employees' Retirement System (PERS) at its meeting of October 15, 2014 considered and denied your application for Accidental Disability retirement benefits related to the incident described as occurring on January 5, 2012 pursuant to N.J.S.A. 43:15A-43 and relevant case law.

The Board determined that you are totally and permanently disabled from the performance of your regular and assigned job duties.

Further, the Board found that you are physically or mentally incapacitated from the performance of your usual or other duties that your employer is willing to offer.

The documentation indicates that the event that caused your reported disability is identifiable as to time and place.

According to the medical documentation, the event is caused by a circumstance external to the member and is not the result of a pre-existing disease.

The Board noted that the event occurred during and as a result of your regular or assigned duties.

Based upon the documentation provided, your reported disability is not the result of your willful negligence.

The Board found that the basis for your disability claim does not qualify as a traumatic event that would entitle you to accidental disability retirement benefits as there was no actual accident or external happening. As such there can be no finding on the issue of undesigned and unexpected, as required by case law.

Consequently, the Board granted you benefits under **Ordinary Disability effective July 1, 2014** under Option D. The acceptance of Ordinary Disability will not prejudice your right to appeal the Board's denial of Accidental Disability. The Retirement Bureau will quote you the benefits available under Ordinary Disability retirement.



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

October 15, 2014

Correspondence

12 - A - 4

Trenton, NJ 08625-0295

Location:
50 West State Street
Trenton, New Jersey

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

FLORENCE J. SHEPPARD
Acting Director

MILAGROS ROSA

RE: PERS, 826726

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

Congratulations on your retirement. The Board of Trustees, at their regular meeting on October 15, 2014, approved your application for **Deferred Retirement effective November 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

Del
11/13

BOARD OF EDUCATION
BUSINESS OFFICE
2014 OCT 27 A 11:18
PERTH AMBOY, N.J.

AN ORDINANCE
1745-2014

11-12-14

AN ORDINANCE TO AMEND AN ORDINANCE CREATING AN ARTS COUNCIL

WHEREAS, the Council of the City of Perth Amboy has determined that it is advisable and in the best interest of the City to amend the membership provisions of the Perth Amboy Arts Council ("Arts Council") Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PERTH AMBOY that Sections 2 and 3 are amended as follows:

SECTION 2. MEMBERSHIP

- a. The Arts Council shall consist of (9) members appointed by the City Council as provided for herein. The Council shall also appoint first and second alternate members, who may attend all meetings, but shall be entitled to vote only when serving in the place of an absent regular member.
- b. Public candidates for appointment to the Arts Council shall be selected in accordance with the Citizen Service Position Notification procedures of the City Code (Chapter XXI). By formal vote, the Arts Council may forward to the City Council its recommendations for appointments or reappointments from among the list of candidates. In the event of a vacancy, a person appointed serves for the balance of the unexpired terms, at which point he or she may be appointed to a full term.
- c. Each member of the Arts Council shall have one (1) vote in decisions of the Arts Council.

SECTION 3. CONDITIONS AND TERMS OF APPOINTMENT

The following provisions shall apply to members appointed to serve on the Arts Council:

- a. At least seven (7) members of the Arts Council must reside or own property within the City or, alternatively, work or own a business within the City's municipal boundaries.
- b. The City Council will endeavor to include among the members of the Arts Council:
 1. Artists or residents interested in the arts;
 2. One (1) City Council representative, mandatory;
 3. One (1) interested high school student representative volunteer who resides within the City's municipal boundaries;
 4. One (1) interested volunteer representative from the Perth Amboy Board of Education, Administration or faculty ;
 5. One (1) interested volunteer representative from the City Department of Recreation .

- c. Any City Council member may express his or her interest in serving as the Council representative and request appointment by the City Council to a two (2) year term. In the absence of a volunteer, the Council President shall appoint a Council member to the two-(2) year term.
- d. Any volunteer applicant who is selected from high school and from the City Recreation Department shall be appointed to a seat with a term of one (1) year. In the absence of a volunteer, the City Council shall appoint to each of those two seats suitable at-large applicants for a term of one (1) year.
- e. Any volunteer applicant who is selected from the School Board, Administration or faculty shall be appointed to a seat with a term of two (2) years. In the absence of a volunteer, the City Council shall appoint an at-large applicant for term of two (2) years.
- f. Members of the Arts Council shall serve staggered terms. To achieve this result, the initial appointments of the five (5) at-large members shall be for the following durations.

Two (2) members: two (2) year terms

Three (3) members: three (3) year terms

Thereafter, all at-large members appointed shall serve staggered three (3) year terms or the unexpired balance of the term for which appointed, whichever is the lesser period, with the following exceptions:

- 1. The youth representative shall be appointed to a one (1) year term;
- 2. The City Council representative shall be appointed to a two (2) year term;
- 3. The Board of Education, Administration or faculty representative shall be appointed to a two (2) year term.

d. Members may serve up to two (2) consecutive full terms, or six (6) consecutive years, whichever is longer.

REPEAL OF PREVIOUS ORDINANCE.

All Ordinances or part of ordinances inconsistent with or in conflict with this Ordinance are hereby repealed to the extent of such inconsistency.

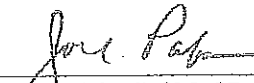
SEVERABILITY.

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or phrase hereof shall, for any reason, be held to be invalid or unconstitutional, such

decision shall not affect the validity of the remaining sections, subsections, sentences, clauses or phrases of this Ordinance, but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

EFFECTIVE DATE.

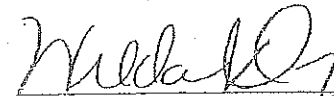
This Ordinance shall take effect immediately upon passage, publication and approval according to law.


JOEL PABON, SR.
Council President

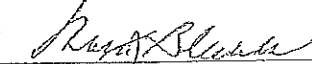
ATTEST:


ELAINE M. JASKO
City Clerk

APPROVED:


WILDA DIAZ
Mayor

APPROVED AS TO FORM:


MARK J. BLUNDA
Director of Law

Adopted on First Reading: **October 8, 2014**
Published in The Home News Tribune: **October 12, 2014**
Adopted on Second and Final Reading: **October 22, 2014**
Published in The Home News Tribune: **October 29, 2014**

Curriculum 14 - A - 1

FIELD TRIPS FOR BOARD APPROVAL ON NOVEMBER 20, 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
11/11/2014	The Wall Memorial, Sadowski Parkway	High School	Captain Hard				\$ 90.00	15-000-270-512-0-0000-03	\$ 90.00	1	1030	1330
11/11/2014	Perth Amboy Water Front	PAHS Band	Marielena Kerins				\$ 180.00	15-000-270-512-0-0000-03	\$ 180.00	2	9:30 am	1:00 pm
11/12/2014	Perth Amboy Animal Shelter	Shull	Ms. Szpyhulsky				\$ 45.00	15-000-270-512-0-0000-06	\$ 45.00	1	12:45 pm	2:15 pm
11/18/2014	Vonage Corporate Center	High School	Ronni Rothstein				\$ 400.00	15-000-270-512-0-0000-03	\$ 400.00	1	8:00 am	2:30 pm
11/19/2014	Rutgers University	High School	Dr. Wachera Brown				\$ 135.00	15-000-270-512-0-0000-03	\$ 135.00	1	4:00 pm	8:00 pm
11/21/2014	Liberty Science Center	High School	Uri Perez	\$ 702.00	15-190-100-800-0-0000-03	\$ 10.00	\$ 350.00	15-000-270-512-0-0000-03	\$ 1,062.00	1	8:00 am	3:15 pm
12/3/2014	Raritan Bay Medical Center	High School	LaVerne D. Green				\$ 20.00	15-000-270-512-0-0000-03	\$ 20.00	1	1:00 pm	2:15 pm
12/6/2014	Manchester Township H.S. Drill Competition	High School	Captain Hard		Student Activity Account	\$ 150.00	\$ 410.00	15-000-270-512-0-0000-03	\$ 560.00	1	0600	1800
12/6/2014	Perth Amboy Christmas Parade	High School	Marielena Kerins				\$ 390.00	15-000-270-512-0-0000-03	\$ 390.00	2	3:00 pm	7:00 pm
12/6/2014	Perth Amboy Christmas Parade	McGinnis	Juan Carlos Mendoza				\$ 390.00	Student Activity Account	\$ 390.00	2	3:00 pm	5:00 pm
12/7/2014	Woodbridge Annual Christmas Parade	McGinnis	Juan Carlos Mendoza				\$ 390.00	Student Activity Account	\$ 390.00	2	12:30 pm	3:30 pm
12/9/2014	College of Staten Island - Enrichment through the Arts	Ceres	Marni Sarnowski	\$ 1,503.00	Student Activity Account		\$ 680.00	Student Activity Account	\$ 2,183.00	4	9:00 am	2:00 pm
12/11/2014	Alameda Center, Patten School, McDonald's	Shull	John Gronert				\$ 125.00	15-000-270-512-0-0000-06	\$ 125.00	1	9:00 am	2:00 pm
12/12/2014	Arista Care at Alameda Center	Willentz	C. Bishop/D. Squillace				NO COST	FOR TRANSPORTATION	\$ -	1	10:00 am	12:30 pm
12/13/2014	Kean University Stage	High School - VPAM	Meghan Reeves	\$ 440.00	15-190-100-800-0-0000-03		\$ 105.00	15-000-270-512-0-0000-03	\$ 545.00	1	1:00 pm	5:00 pm
12/17/2014	Raritan Bay Medical Center	High School	LaVerne D. Green				\$ 20.00	15-000-270-512-0-0000-03	\$ 20.00	1	1:00 pm	2:15 pm
1/7/2015	Raritan Bay Medical Center	High School	LaVerne D. Green				\$ 20.00	15-000-270-512-0-0000-03	\$ 20.00	1	1:00 pm	2:15 pm
1/21/2015	Raritan Bay Medical Center	High School	LaVerne D. Green				\$ 20.00	15-000-270-512-0-0000-03	\$ 20.00	1	1:00 pm	2:15 pm

[illegible]

NJ Quality Single Accountability Continuum (QSAC)

Statement of Assurance - School Year 2014-15

District Information and Score Summary Page

District	Perth Amboy
County	Middlesex
Acting Superintendent	Dr. Vivian C. Rodriguez
District Mailing Address	178 Barracks Street, Perth Amboy, NJ 08861
Superintendent Email	vivirodriguez@paps.net

SOA Area	Score # of Yes Responses	Score % of Yes Responses
Instruction and Program	3	60%
Fiscal Management	10	100%
Governance	10	100%
Personnel	5	100%
Operations	20	100%

NJQSAC Statement of Assurance
School Year 2014-15

Perth Amboy Public Schools				
Instruction and Program	Type "1" for Yes or N/A, or "0" for No	Comments		
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	1			
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	1			
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Common Core Curriculum Standards (NJCCCS) and Common Core State Standards (CCSS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).				
Content Area and Date Standards were Adopted by State Board of Education	Date by which districts are required to align the curriculum with the NJCCCS or CCSS	Enter the Month and Year (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards	Type "1" if all curricula are aligned or type "0" if one or more curricula are <u>not</u> aligned	Comments
English Language Arts: Common Core State Standards (CCSS) for English Language Arts & Literacy (June 2010) Referred to as Language Arts Literacy in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012	May 7, 2014; June 11, 2014; July 24, 2014; August 28, 2014; September 23, 2014; and October 16, 2014		All K-12 Language Arts courses currently being offered were developed and board approved.

NJQSAC Statement of Assurance
School Year 2014-15

Perth Amboy Public Schools				
Content Area and Date Standards were Adopted by State Board of Education	Date by which districts are required to align the curriculum with the NJCCCS or CCSS	Enter the Month and Year (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards	Comments	
Math: CCSS (June 2010)	September 2011 (K-2); September 2012 (3-5 & high school); September 2013 (6-8); (prior to 2013, Districts are required to implement the 2008 NJCCCS for Mathematics for grades 6-8)	May 7, 2014; June 11, 2014; July 24, 2014; August 28, 2014; September 23, 2014; and October 16, 2014	All K-12 Mathematics courses currently being offered were developed and board approved.	
Science: NJCCCS (June 2009)	September 2011	May 7, 2014; June 11, 2014; July 24, 2014; August 28, 2014; September 23, 2014; and October 16, 2014	K-8 Science courses were developed and board approved. Most courses in grades 9 - 12 were developed and approved. A few courses are still in process and will be approved during the 2014-2015 school year.	

NJQSAC Statement of Assurance
School Year 2014-15

Perth Amboy Public Schools			
Social Studies: NJCCCS (September 2009)	September 2012	May 7, 2014; June 11, 2014; July 24, 2014; August 28, 2014; September 23, 2014; and October 16, 2014	All K-12 Social Studies courses currently being offered were developed and board approved.
Content Area and Date Standards were Adopted by State Board of Education	Date by which districts are required to align the curriculum with the NJCCCS or CCSS	Enter the <u>Month and Year</u> (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards	Comments
World Languages: NJCCCS (June 2009)	September 2012	May 7, 2014; June 11, 2014; July 24, 2014; August 28, 2014; September 23, 2014; and October 16, 2014	Grades 9-12 courses currently being offered were developed and board approved. Note: K - 8 World Language Curricula will be developed in the 2014-2015 school year.
Technology: NJCCCS (June 2009) Referred to as Technology and Career Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012		K-12 Technology curricula are being developed.

NJQSAC Statement of Assurance
School Year 2014-15

Perth Amboy Public Schools				
21st Century Life and Careers: NJCCCS (June 2009) Referred to as Consumer, Family and Life Skills in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012			Note: 21st Century Life and Careers courses are being developed and all curricula will be completed in the 2014-2015 school year.
Content Area and Date Standards were Adopted by State Board of Education	Date by which districts are required to align the curriculum with the NJCCCS or CCSS	Enter the Month and Year (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards		Comments
Visual and Performing Arts: NJCCCS (June 2009) Referred to as Arts Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012	May 7, 2014; June 11, 2014; July 24, 2014; August 28, 2014; September 23, 2014; and October 16, 2014		All Visual and Performing Art Courses in grades 9-12 currently being offered were developed and board approved. Note: K-8 Visual and Performing Arts Curricula will be developed in the 2014-2015 school year.
Comprehensive Health and Physical Education: NJCCCS (June 2009) Referred to as Health and Physical Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012	May 7, 2014; June 11, 2014; July 24, 2014; August 28, 2014; September 23, 2014; and October 16, 2014		Comprehensive & Physical Education courses in grades 9-12 were developed and board approved. Note: K-8 Health and Physical Education Curricula will be developed in the 2014-2015 school year.

NJQSAC Statement of Assurance
School Year 2014-15

Perth Amboy Public Schools		
Instruction and Program	Type "1" for Yes or N/A, or "0" for No	Comments
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (<i>N.J.A.C. 6A:19 et seq.</i>).	N/A	
5. Has a preschool program plan approved by NJDOE, Division of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula established in P.L. 2007, c. 260, the preschool Self-Assessment Validation System is complete, as per <i>N.J.A.C. 6A:13A-8.1</i> .	1	
Instruction & Program Subtotal	3	
Fiscal Management	Type "1" for Yes or N/A, or "0" for No	Comments
The district:		
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements	1	
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts. If there were no out-of-district placements, this indicator should be checked N/A.	1	

NJQSAC Statement of Assurance
School Year 2014-15

Perth Amboy Public Schools		
Fiscal Management	Type "1" for Yes or N/A, or "0" for No	Comments
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (N.J.A.C. 6A:26-2.1) and the comprehensive maintenance plan (N.J.A.C. 6A:26-20).	1	
4. Supports other budget lines by a trend analysis of historical expenditures.	1	
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes.	1	
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	1	
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	1	
8. Expends federal funds consistent with the approved indirect cost rate.	1	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	1	
10. Approves purchase orders approved only by the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	1	
Fiscal Management Subtotal	10	

NJQSAC Statement of Assurance
School Year 2014-15

Perth Amboy Public Schools		
Governance	Type "1" for Yes or N/A, or "0" for No	Comments
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et seq).	1	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	1	
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	1	
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).	1	
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).	1	
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).	1	
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1)	1	

NJQSAC Statement of Assurance
School Year 2014-15

Perth Amboy Public Schools		
Governance	Type "1" for Yes or N/A, or "0" for No	Comments
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (N.J.S.A. 18A:27-1).	1	
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended (N.J.A.C. 6A:23A-16.10).	1	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (N.J.A.C. 18A:22-7 <i>et seq.</i> and N.J.A.C. 23A:8-1).	1	
Governance Subtotal	10	
Personnel	Type "1" for Yes or N/A, or "0" for No	Comments
The district:		
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment (N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5).	1	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment (N.J.S.A. 18A:6-7.1 <i>et seq.</i> , 18A:39-19.1 and 18A:6-4.13 <i>et seq.</i>).	1	

NJQSAC Statement of Assurance
School Year 2014-15

Perth Amboy Public Schools		
Personnel	Type "1" for Yes or N/A, or "0" for No	Comments
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files (<i>N.J.A.C. 6A:32-6.2 and 6.3</i>).	1	
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 (<i>N.J.A.C. 6A:10</i>).	1	
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs (<i>N.J.A.C. 6A:9-15 et seq.</i>).	1	
Personnel Subtotal	5	
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
The district:		
1. Conducts all required trainings for school district employees (<i>N.J.S.A. 18A and N.J.A.C. 6A</i>).	1	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	1	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (<i>N.J.A.C. 6A:16-7.1</i>).	1	

NJQSAC Statement of Assurance
School Year 2014-15

Perth Amboy Public Schools		
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them (<i>N.J.A.C. 6A:16-5.3</i>).	1	
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website (<i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7</i>).	1	
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB (<i>N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5</i>).	1	
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement (<i>N.J.A.C. 6A:16-6.2</i>).	1	
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills (<i>N.J.A.C. 6A:27-11 and 12.1(g)</i>).	1	

NJQSAC Statement of Assurance
School Year 2014-15

Perth Amboy Public Schools		
Operations	Type "1" for Yes or "N/A, or"0" for No	Comments
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district (N.J.A.C. 6A:16-11).	1	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records (N.J.A.C. 6A:16-2.1 et seq.).	1	
11. Implements the NJDOE-approved school health nursing services plan (N.J.A.C. 6A:16-2.1(b)).	1	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (N.J.A.C. 6A:8-3.2).	1	
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team (N.J.A.C. 6A:14-3.7(e)11-13).	1	
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee), as part of its coordinated system for the planning and delivery of intervention and referral services (N.J.A.C. 6A:16-8).	1	
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness (N.J.A.C. 6A:16-7.2; 7.3 and 10). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	1	

NJQSAC Statement of Assurance
School Year 2014-15

Perth Amboy Public Schools		
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools (<i>N.J.A.C. 6A:32-7.5(f) 10iii and 6A:16-7.10</i>).	1	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services (<i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq</i>) and Chapter 193 Remedial Services for the Handicapped (<i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1 et seq</i>).	1	
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents policies and procedures for the prevention, assessment, intervention, referral for evaluation referral for treatment, discipline for students using alcohol or other drugs and continuity of care (<i>N.J.S.A. 18A:40A-B et seq and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3 and 6A:16-4</i>).	1	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents (<i>N.J.A.C. 6A:16-5.1 et seq</i>).	1	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood (<i>N.J.A.C. 6A:7-1.4</i>).	1	See HR
Operations Subtotal	20	

**2014-2015 Progress Targets Action Plan
Assurances***

**Curriculum
14 – A – 24**

County Code:	LEA Code: 234090
County Code:	LEA Name: Perth Amboy Public Schools

New Jersey's Elementary and Secondary Education Act (ESEA) Flexibility Request requires that New Jersey implement an accountability system with differentiated recognitions, interventions and supports. Section 2F of the Request charges the New Jersey Department of Education (NJDOE) with providing incentives and supports to schools that are not classified as a Priority or Focus School. To appropriately identify the supports needed for schools that did not meet their 2014 progress targets and/or graduation rate targets, districts must document their actions to address the needs of student populations that did not meet their proficiency targets. The district should use the attached template to summarize their schools' actions during the 2014-2015 school year to provide interventions that address the needs of the specific student populations. Use additional forms, as needed.

The district must review and sign the Progress Targets Action Plan assurances and fax a signed copy of this page to its local County Office of Education.

The signature of the district's Chief School Administrator and President of the Board of Education below assures that the district:

(For all schools)

- Documented each school's intervention efforts for student subpopulations that did not meet their 2014 progress targets and/or graduation rate targets in the Progress Targets Action Plan;
- Reviewed each school's 2014 ESEA Waiver School Profile and ESEA Waiver Annual Progress Targets located on the NJDOE's web page at <http://www.nj.gov/education/title1/accountability/progress/14/pw/> with the appropriate stakeholders.

Chief School Administrator's Name
Chief School Administrator's Signature
Date:

Board President's Name
Board President's Signature
Date:

* This form must be faxed to the County Office of Education.

2014-2015 Progress Targets Action Plan

SCHOOL CODE:	SCHOOL NAME: Perth Amboy High School		
Content Area:	<input checked="" type="checkbox"/> <i>English Language Arts</i> <input checked="" type="checkbox"/> <i>Mathematics</i>		
Subgroup(s) Not Meeting Progress Targets for proficiency and/or other measures:	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Two or More Races <input checked="" type="checkbox"/> Total Population <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Limited English Proficient Students <input type="checkbox"/> Economically Disadvantaged		
Intervention(s) to be implemented:			
Subgroup(s) Not Meeting Graduation Rate Target	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Two or More Races <input checked="" type="checkbox"/> Total Population <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Limited English Proficient Students <input type="checkbox"/> Economically Disadvantaged		
Intervention(s) to be implemented:			
Amount of Title I, Part A Funds Allocated for Intervention: (Indicate "N/A" if school does not receive Title I funds)	\$367, 967 Blended Resources in Fund 15 \$148, 000 Title 1 Funds in Find 20 \$515,967		

	Action Steps	Persons Responsible	Additional Resources Dedicated	Due Date - Timeline
1	Closing the Achievement Gap Hiring of highly qualified faculty in all academic areas.	Principal / Vice-Principals/ Instructional Leaders/ Department Chairpersons	\$367,967.00	June 2015
2	Capstone Press MYON Reader Designed to increase and to monitor students' reading levels	Instructional Leader & Department Chairperson for Language Arts	\$18,000.00	June 2015
4	Kean University Partnership Program for STEM To insure growth in the <ul style="list-style-type: none"> ➤ Interest and awareness in STEM careers ➤ Academic preparedness for 21st Century labor force ➤ Motivation for self-learning ➤ Percentages of female and minority students pursuing postsecondary STEM majors 	Vice Principals/ Science Instructional Leader and Department Chairperson	\$35,000.00	September 2014

2014-2015 Progress Targets Action Plan

		➤ Readiness of high school graduates for college level work in STEM areas, as measured by the numbers of students taking Upper level math and science courses			
5	Kean University Partnership for Project Adelante Pre-College Program is designed to reduce the high school dropout rate of Latino students, increase their academic skills, and encourage them to pursue higher education.	Principal/ Vice-Principals/ Guidance Department	\$20,000.00	September 2014	
6	College Board Pre-Scholastics Aptitude Program (PSAT) To insure effective assessment of critical reading, mathematics, and writing skills students need for SAT.	Guidance Department	\$6,500.00	May 2015	
7	Scholastic Aptitude Test (SAT) To insure effective assessment of critical reading, mathematics, and writing skills students need for college and beyond.	Head Counselor/ Guidance Department		March 2015	
8	Kaplan Learning To help students gain a thorough understanding of the test.	Guidance Department	\$20,000.00	March 2015	
9	Renaissance Learning (Renaissance Learning is a technology based educational program for high school students. The program is designed to assess, monitor, supplement, and enhance traditional classroom activities and lessons.)	Language Arts Instructional Leader and Department Chairperson	\$6,500.00	May 2015	
10	New Jersey Institute of Technology (NJIT) Summer program designed to provide students opportunities to engage in different scientific courses and to experience the relationship between these subjects and their applications to everyday life.	Principal/ Vice-Principal/ Science Instructional Leader and Department Chairperson	\$12,000.00	September 2014	
11	Assessment and Learning in Knowledge Spaces (Aleks) Mathematics Program Program is designed to monitor and close student gaps in Mathematics.	Principal/ Vice-Principal/ Science Instructional Leader and Department Chairperson	\$12,000.00	September 2014	
12	Rutgers Upward Bound To create a college-like academic environment for students with a focus on the development of autonomy, academic responsibility, and to prepare them for college.	Principal/ Vice-Principal/ Science Instructional Leader and Department Chairperson	\$12,000.00	September 2014	
13	Parental Involvement To insure that students:	Principal / Vice-Principals/ Instructional Leaders/ Department Chairpersons/ Department of	\$6000.00	June 2015	

2014-2015 Progress Targets Action Plan

	<ul style="list-style-type: none"> ➤ earn higher grades and test scores, and enroll in higher-level programs ➤ Be promoted, pass their classes, and earn credits ➤ Attend school regularly ➤ Have better social skills, show improved behavior, and adapt well to school ➤ Graduate and go on to postsecondary education 	Guidance		
14	Eduphoria: A web based program for observations of support staff.	Administration	\$200.00	January 2015
15	College Fair: Enable students to collect information about potential schools.	Administration/Participating Colleges and Universities	\$200.00	September 2014

*Title I funds must be used to supplement, and not supplant state and local funds.
Add additional forms as needed.

2014-2015 Progress Targets Action Plan Assurances*

County Code: 23-4090	LEA Code: 23-4090
County Code: 23-4090	LEA Name: Perth Amboy Board of Education

New Jersey's Elementary and Secondary Education Act (ESEA) Flexibility Request requires that New Jersey implement an accountability system with differentiated recognitions, interventions and supports. Section 2F of the Request charges the New Jersey Department of Education (NJDOE) with providing incentives and supports to schools that are not classified as a Priority or Focus School. To appropriately identify the supports needed for schools that did not meet their 2014 progress targets and/or graduation rate targets, districts must document their actions to address the needs of student populations that did not meet their proficiency targets. The district should use the attached template to summarize their schools' actions during the 2014-2015 school year to provide interventions that address the needs of the specific student populations. Use additional forms, as needed.

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The signature of the district's Chief School Administrator and President of the Board of Education below assures that the district:

(For all schools)

- Documented each school's intervention efforts for student subpopulations that did not meet their 2014 progress targets and/or graduation rate targets in the Progress Targets Action Plan;
- Reviewed each school's 2014 ESEA Waiver School Profile and ESEA Waiver Annual Progress Targets located on the NJDOE's web page at <http://www.nj.gov/education/title1/accountability/progress/14/pw/> with the appropriate stakeholders.

Chief School Administrator's Name : Michelle Velez-Jonte

Chief School Administrator's Signature

Date: 11/11/14

Board President's Name

Board President's Signature

Date:

* This form must be faxed to the County Office of Education.

2014-2015 Progress Targets Action Plan

SCHOOL CODE:	SCHOOL NAME: A.V Ceres School		
Content Area:	<input checked="" type="checkbox"/> <i>English Language Arts</i> <input checked="" type="checkbox"/> <i>Mathematics</i>		
Subgroup(s) Not Meeting Progress Targets for proficiency and/or other measures:	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Two or More Races <input type="checkbox"/> Total Population <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Limited English Proficient Students <input type="checkbox"/> Economically Disadvantaged		
Intervention(s) to be implemented:	Professional Development & student programs to enhance the LA & Math Curriculum.		
Subgroup(s) Not Meeting Graduation Rate Target	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Two or More Races <input type="checkbox"/> Total Population <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Limited English Proficient Students <input type="checkbox"/> Economically Disadvantaged		
Intervention(s) to be implemented:	Online component i-Ready for Math and ELA, Professional Development, Afterschool Tutoring		

Amount of Title I, Part A Funds Allocated \$ 169, 827 Blended Resources in Fund 15
 for Intervention:* \$ 46, 550 Title 1 Funds in Fund 20:
 (Indicate "N/A" if school does not receive Title I funds) \$216,377.00

	Action Steps	Persons Responsible	Additional Resources Dedicated	Due Date - Timeline
1	The hiring of highly qualified staff throughout the AV Ceres School to enhance the overall curriculum at the AV Ceres School.	PABOE	\$169, 827	Sept 2014-June 2015
2	Built for the Common Core, i-Ready combines a valid and reliable growth measure and individualized instruction in a single online product that saves teachers time. This online program focuses on both Language Arts and Math skills.	Administration	\$30/ Student per content area. Total max cost=\$7,000	December 2014-June-2015
3	WIN- "What I Need" A resource room that will have two certified teachers addressing the individual academic needs of each student through the use of technology combined with differentiated instruction, with the support of parents. The program will be held afterschool in the school's media center.	2 Certified Teachers 87 Days 2958.00 x 2= \$5916.00 \$34 Hourly Rate	\$6000.00 Approx. Total Cost	December 2014-May-2015
4	Professional development –Standard Solutions 3 Full day workshops	Grade 3 and 4 teachers	\$6,900	December 2014

2014-2015 Progress Targets Action Plan

	Assuring Success on the grades 3 & 4 ELA PARCC Assuring Success on the grades 3 & 4 Math PARCC Creating Quality Literacy Analysis Task - Grades 3-4 Preparing Students for the Research Simulation Tasks - Grades 3-4 Teachers will receive numerous resources and demo lessons to prepare their students for PARCC's ELA & Math assessments.			
5	NJIT - Three 4th grade students - This program will give students an opportunity to enhance their mathematics, science and technological academic achievement, develop problem-solving and critical thinking skills.	PABOE	\$5,000	July 2014
6	Capstone Digital- My On Reader- myON provides anytime, anywhere access to a library of more than 7,000 enhanced digital books with multimedia supports, real-time reporting and assessments and embedded close reading tools.	PABOE, Administration, Teachers	\$6,950	Sept 2014-June 2015
7	Parental Involvement- refreshments, supplies for parents	Administration, Teachers	\$1000	September 2014-June 2015
8	DRA- Professional Development & Kits for teachers in Grades K-1: Reading assessment material to improve student reading ability.	PABOE, Administration, Teachers	\$11,000	July 2014-June 2015
9	First In Math: An engaging web-based program that provides comprehensive content in a game format to build fluency in all areas of Mathematics	Administration	\$2,000	Sept 2014-June 2015
10	Eduphoria: A web based program for observations of support staff.	Administration	\$200	January 2015
11	Parent Literary Convention: A district wide event for parents grades K-4 to allow parents the opportunity to attend different skill building workshops.	Administration, Community Stakeholders, Parents and Teachers	\$500	October 2015

*Title I funds must be used to supplement, and not supplant state and local funds.
Add additional forms as needed.

2014-2015 Progress Targets Action Plan Assurances*

County Code: 23-4090	LEA Code: 23-4090
County Code: 23-4090	LEA Name: Perth Amboy

New Jersey's Elementary and Secondary Education Act (ESEA) Flexibility Request requires that New Jersey implement an accountability system with differentiated recognitions, interventions and supports. Section 2F of the Request charges the New Jersey Department of Education (NJDOE) with providing incentives and supports to schools that are not classified as a Priority or Focus School. To appropriately identify the supports needed for schools that did not meet their 2014 progress targets and/or graduation rate targets, districts must document their actions to address the needs of student populations that did not meet their proficiency targets. The district should use the attached template to summarize their schools' actions during the 2014-2015 school year to provide interventions that address the needs of the specific student populations. Use additional forms, as needed.

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The signature of the district's Chief School Administrator and President of the Board of Education below assures that the district:

(For all schools)

- Documented each school's intervention efforts for student subpopulations that did not meet their 2014 progress targets and/or graduation rate targets in the Progress Targets Action Plan;
- Reviewed each school's 2014 ESEA Waiver School Profile and ESEA Waiver Annual Progress Targets located on the NJDOE's web page at <http://www.nj.gov/education/title1/accountability/progress/14/pw/> with the appropriate stakeholders.

Chief School Administrator's Name : John Cilia
Chief School Administrator's Signature
Date: 11/11/14

Board President's Name Obdulia Gonzalez
Board President's Signature
Date:

* This form must be faxed to the County Office of Education.

2014-2015 Progress Targets Action Plan

SCHOOL CODE: 145	SCHOOL NAME: James J. Flynn School		
Content Area:	<input checked="" type="checkbox"/> <i>English Language Arts</i> <input checked="" type="checkbox"/> <i>Mathematics</i>		
Subgroup(s) Not Meeting Progress Targets for proficiency and/or other measures:	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Two or More Races <input checked="" type="checkbox"/> Total Population <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Limited English Proficient Students <input type="checkbox"/> Economically Disadvantaged		
Intervention(s) to be implemented:	Professional Development & student programs to enhance the LA & Math Curriculum.		
Subgroup(s) Not Meeting Graduation Rate Target	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Two or More Races <input checked="" type="checkbox"/> Total Population <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Limited English Proficient Students <input type="checkbox"/> Economically Disadvantaged		
Intervention(s) to be implemented:	Online component s-MyOn for ELA and Go Math for Math, Professional Development, Extended School-Year and additional Support Staff		
Amount of Title I, Part A Funds Allocated for Intervention:* (Indicate "N/A" if school does not receive Title I funds)	\$103, 916 Title 1 Blended Resources in fund 15 <u>\$ 174,815 Title 1 funds in fund 20</u> \$278,731		

	Action Steps	Persons Responsible	Additional Resources Dedicated	Due Date - Timeline
1	The hiring of highly qualified staff throughout the James J. Flynn School to enhance the overall curriculum at the J.J Flynn School.	PABOE	\$103, 916	Sept 2014-June 2015
2	Renaissance Learning Star assessment program to enhance students' performance in Language Arts and Math	PABOE, Administration, Teachers	\$12, 165	Sept 2014-June 2015
3	Extended School- Year for students K-4	PABOE, Administration, Teachers	\$60,000	July 2015-August 2015
4	Provide 1 additional Support Personal (Intervention): Assist in closing the reading achievement gaps. Assist in guided reading blocks for 1st grade classes with high student: teacher ratios.	PABOE, Administration	\$75,000 (Pending DOE approval)	February 2015-June 2015
5	NUT – Three 4th grade students - This program will give students an opportunity to enhance their mathematics, science and technological academic achievement, develop problem-	PABOE	\$5,000	July 2014

2014-2015 Progress Targets Action Plan

	solving and critical thinking skills.			
6	Capstone Digital- My On Reader- myON provides anytime, anywhere access to a library of more than 7,000 enhanced digital books with multimedia supports, real-time reporting and assessments and embedded close reading tools.	PABOE, Administration, Teachers	\$6950	Sept 2014-June 2015
7	Parental Involvement- refreshments, supplies for parents	Administration, Teachers	\$2,000	December 2014-June 2015
8	First In Math: An engaging web-based program that provides comprehensive content in a game format to build fluency in all areas of Mathematics.	Administration	\$2,000	Sept 2014-June 2015
9	Eduphoria: A web based program for observations of support staff.	Administration	\$200	January 2015
10	DRA- Professional Development & Kits for teachers in Grades K-1: Reading assessment material to improve student reading ability.	PABOE, Administration, Teachers	\$11,000	July 2014-June 2015
11	Parent Literary Convention: A district wide event for parents grades K-4 to allow parents the opportunity to attend different skill building workshops.	Administration, Community Stakeholders, Parents and Teachers	\$500	October 2015

*Title I funds must be used to supplement, and not supplant state and local funds.
Add additional forms as needed.

2014-2015 Progress Targets Action Plan Assurances*

County Code: 234090	LEA Code: 234090
County Code: 234090	LEA Name: Perth Amboy

New Jersey's Elementary and Secondary Education Act (ESEA) Flexibility Request requires that New Jersey implement an accountability system with differentiated recognitions, interventions and supports. Section 2F of the Request charges the New Jersey Department of Education (NJDOE) with providing incentives and supports to schools that are not classified as a Priority or Focus School. To appropriately identify the supports needed for schools that did not meet their 2014 progress targets and/or graduation rate targets, districts must document their actions to address the needs of student populations that did not meet their proficiency targets. The district should use the attached template to summarize their schools' actions during the 2014-2015 school year to provide interventions that address the needs of the specific student populations. Use additional forms, as needed.

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(For all schools)

- Documented each school's intervention efforts for student subpopulations that did not meet their 2014 progress targets and/or graduation rate targets in the Progress Targets Action Plan;
- Reviewed each school's 2014 ESEA Waiver School Profile and ESEA Waiver Annual Progress Targets located on the NJDOE's web page at <http://www.nj.gov/education/title1/accountability/progress/14/pw/> with the appropriate stakeholders.

Chief School Administrator's Name Dr. Vivian Rodriguez
Chief School Administrator's Signature
Date:

Board President's Name Obdulia Gonzalez
Board President's Signature
Date:

* This form must be faxed to the County Office of Education.

2014-2015 Progress Targets Action Plan

SCHOOL CODE: 234090	SCHOOL NAME: Edward J. Patten Elementary School		
Content Area:	<input checked="" type="checkbox"/> <i>English Language Arts</i> <input checked="" type="checkbox"/> <i>Mathematics</i>		
Subgroup(s) Not Meeting Progress Targets for proficiency and/or other measures:	Black <input checked="" type="checkbox"/> Hispanic <input checked="" type="checkbox"/> White <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Two or More Races <input checked="" type="checkbox"/> Total Population <input checked="" type="checkbox"/> Students with Disabilities <input checked="" type="checkbox"/> Limited English Proficient Students <input checked="" type="checkbox"/> Economically Disadvantaged		
Intervention(s) to be implemented:	1- Critical thinking/Problem-solving enrichment after school program design for 3 rd and 4 th grade students. 3:00 to 4:00 PM, M, T & Th. 2- Character Education program based on the Quantum Learning key of excellence "Failure Leads to Success" designed for 4 th grade students who scored between 190 and 199 in the Spring 2014 NJASK. 4 mentoring workshops a year.		

Subgroup(s) Not Meeting Graduation Rate Target	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Two or More Races <input checked="" type="checkbox"/> Total Population <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Limited English Proficient Students <input type="checkbox"/> Economically Disadvantaged
Intervention(s) to be implemented:	NA

Amount of Title I, Part A Funds Allocated for Intervention:* (Indicate "N/A" if school does not receive Title I funds)	\$147,045 Blended Resources in Fund 15 \$185,650 Title 1 Funds in Fund 20: \$332,695
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Action Steps		Persons Responsible	Additional Resources Dedicated	Due Date - Timeline
1	The hiring of highly qualified staff throughout the EJ Patten School to enhance the overall curriculum at the EJ Patten School.	PABOE	\$147,045	Sept 2014-June 2015
2	2 Additional Intervention Teachers-Assist in closing the reading achievement gaps. Assist in guided reading blocks for 1 st grade classes with high student: teacher ratios.	Administration	\$150,000 (Pending DOE approval)	February 2015-June 2015
3	To enhance the acquisition of Critical thinking/Problem-solving abilities through the use of activities and games designed to work in groups and independently. 1- 2 Staff (\$5,000) and materials (\$1000) = \$6,000.	Dulce Rodriguez, Althea Rogers-Baker, Lauren Marrocco, MaryAlice Maikisch, Joseph Carrano,	Staff- supplies @ approximate cost \$7,500.	This program would start on December 1, 2014 and

2014-2015 Progress Targets Action Plan

	<p>4\$6,000.</p> <p>2- Fee for the series of workshops: \$1,500.</p> <p><u>\$1,500.</u></p> <p>Grand Total</p> <p><u>\$7,500.</u></p>	Michel John Herits and Robin Wilkerson		conclude on May 15, 2015 three days a week (Monday, Tuesday, and Thursday).
4	Through a series of 4 mentoring workshops with Edison Jacquez, inspirational speaker, founder of B-men and guest professional athletes, students will participate in sessions that focus on the following topics: Dedication, Work ethic, Cooperation and Parallels to live a successful life through self-determination	Dulce Rodriguez, Althea Rogers-Baker, Lauren Marrocco, Edison Jacquez	Staff- supplies @ approximate cost \$1,500.	This program would start on/about January 20, 2015 and conclude on/about May 15, 2015.
5	NJIT – Three 4th grade students - This program will give students an opportunity to enhance their mathematics, science and technological academic achievement, develop problem-solving and critical thinking skills.	PABOE	\$5,000.00	July 2014
6	Capstone Digital- My On Reader- myON provides anytime, anywhere access to a library of more than 7,000 enhanced digital books with multimedia supports, real-time reporting and assessments and embedded close reading tools.	PABOE, Administration, Teachers	\$6,950.00	Sept 2014-June 2015
7	Parental involvement- refreshments, supplies for parents	Administration, Teachers	\$1,000.00	September 2014- June 2015
8	DRA- Professional Development & Kits for teachers in Grades K-1: Reading assessment material to improve student reading ability.	PABOE, Administration, Teachers	\$11,000.00	July 2014-June 2015
9	First In Math: An engaging web-based program that provides comprehensive content in a game format to build fluency in all areas of Mathematics.	Administration	\$2,000.00	Sept 2014-June 2015
10	Eduphoria: A web based program for observations of support staff.	Administration	\$200.00	January 2015
11	Parent Literary Convention: A district wide event for parents grades K-4 to allow parents the opportunity to attend different	Administration, Community Stakeholders, Parents and	\$500.00	October 2015

2014-2015 Progress Targets Action Plan

	skill building workshops.	Teachers	
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*Title I funds must be used to supplement, and not supplant state and local funds.
Add additional forms as needed.

2014-2015 Progress Targets Action Plan Assurances*

County Code: 234090	LEA Code: 234090
County Code: 234090	LEA Name: Perth Amboy

New Jersey's Elementary and Secondary Education Act (*ESEA*) Flexibility Request requires that New Jersey implement an accountability system with differentiated recognitions, interventions and supports. Section 2F of the Request charges the New Jersey Department of Education (NJDOE) with providing incentives and supports to schools that are not classified as a Priority or Focus School. To appropriately identify the supports needed for schools that did not meet their 2014 progress targets and/or graduation rate targets, districts must document their actions to address the needs of student populations that did not meet their proficiency targets. The district should use the attached template to summarize their schools' actions during the 2014-2015 school year to provide interventions that address the needs of the specific student populations. Use additional forms, as needed.

The district must review and sign the Progress Targets Action Plan assurances and fax a signed copy of this page to its local County Office of Education.

The signature of the district's Chief School Administrator and President of the Board of Education below assures that the district:

(For all schools)

- Documented each school's intervention efforts for student subpopulations that did not meet their 2014 progress targets and/or graduation rate targets in the Progress Targets Action Plan;
- Reviewed each school's 2014 *ESEA Waiver School Profile* and *ESEA Waiver Annual Progress Targets* located on the NJDOE's web page at <http://www.nj.gov/education/title1/accountability/progress/14/pw/> with the appropriate stakeholders.

Chief School Administrator's Name: Edwin Nieves
Chief School Administrator's Signature
Date: 11/10/14

Board President's Name: Obdulia Gonzalez
Board President's Signature
Date:

* This form must be faxed to the County Office of Education.

2014-2015 Progress Targets Action Plan

SCHOOL CODE:	SCHOOL NAME: Dr. Herbert N. Richardson School		
Content Area:	<input checked="" type="checkbox"/> <i>English Language Arts</i> <input checked="" type="checkbox"/> <i>Mathematics</i>		
Subgroup(s) Not Meeting Progress Targets for proficiency and/or other measures:	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Two or More Races <input checked="" type="checkbox"/> Total Population <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Limited English Proficient Students <input type="checkbox"/> Economically Disadvantaged		
Intervention(s) to be implemented:	Learning Center and Parent Academy		
Subgroup(s) Not Meeting Graduation Rate Target	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Two or More Races <input checked="" type="checkbox"/> Total Population <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Limited English Proficient Students <input type="checkbox"/> Economically Disadvantaged		
Intervention(s) to be implemented:			
Amount of Title I, Part A Funds Allocated for Intervention:* (Indicate "N/A" if school does not receive Title I funds)	\$ 89,271 Blended Resources in Fund 15 \$ 48,050 Title 1 Funds in Find 20 \$137,321		

	Action Steps	Persons Responsible	Additional Resources Dedicated	Due Date - Timeline
1	The hiring of highly qualified staff throughout the Richardson School to enhance the overall curriculum at the Richardson School.	PABOE	\$89,271	Sept 2014-June 2015
2	Learning Center –Any and all students can come to receive tutoring in English language Arts and Mathematics and have direct access to a vast array of resources with a certified teacher who will have available specific needs of each student based on data from various assessments. Students must be accompanied by parents and parents must attend to Parent Academy.	Mr. Nieves, Mrs. Miller, Ms. D. Varela	Technology \$20,400 Tue-Thurs 5:30-8=7.5. 7.5 x 4 Teachers = 30 hrs 30 hrsat \$34 an hr = \$1020 = \$20,400	January 2015 through May 2015
3	Parent Academy/Parental Involvement-While the students are	Mr. Nieves, Mrs. Miller,	\$1,000	January 2015

2014-2015 Progress Targets Action Plan

	in the Learning Center parents will be able to attend various workshops on how to support their child achieve academic success.	Ms. D. Varela		through May 2015
4	NIJIT – Three 4th grade students - This program will give students an opportunity to enhance their mathematics, science and technological academic achievement, develop problem-solving and critical thinking skills.	PABOE	\$5,000	July 2014
5	Capstone Digital- My On Reader- myON provides anytime, anywhere access to a library of more than 7,000 enhanced digital books with multimedia supports, real-time reporting and assessments and embedded close reading tools.	PABOE, Administration, Teachers	\$6,950	Sept 2014-June 2015
6	Parental Involvement- refreshments, supplies for parents	Administration, Teachers	\$1,000	September 2014- June 2015
7	DRA- Professional Development & Kits for teachers in Grades K-1: Reading assessment material to improve student reading ability	PABOE, Administration, Teachers	\$11,000	Sept 2014-June 2015
8	First In Math: An engaging web-based program that provides comprehensive content in a game format to build fluency in all areas of Mathematics.	Administration	\$2,000	Sept 2014-June 2015
9	Eduphoria: A web based program for observations of support staff.	Administration	\$200	January 2015
10	Parent Literary Convention: A district wide event for parents grades K-4 to allow parents the opportunity to attend different skill building workshops.	Administration, Community Stakeholders, Parents and Teachers	\$500	October 2015

*Title I funds must be used to supplement, and not supplant state and local funds.
Add additional forms as needed.

2014-2015 Progress Targets Action Plan Assurances*

County Code: 234090	LEA Code: 234090
County Code: 234090	LEA Name: Perth Amboy

New Jersey's Elementary and Secondary Education Act (ESEA) Flexibility Request requires that New Jersey implement an accountability system with differentiated recognitions, interventions and supports. Section 2F of the Request charges the New Jersey Department of Education (NJDOE) with providing incentives and supports to schools that are not classified as a Priority or Focus School. To appropriately identify the supports needed for schools that did not meet their 2014 progress targets and/or graduation rate targets, districts must document their actions to address the needs of student populations that did not meet their proficiency targets. The district should use the attached template to summarize their schools' actions during the 2014-2015 school year to provide interventions that address the needs of the specific student populations. Use additional forms, as needed.

The district must review and sign the Progress Targets Action Plan assurances and fax a signed copy of this page to its local County Office of Education.

The signature of the district's Chief School Administrator and President of the Board of Education below assures that the district:

(For all schools)

- Documented each school's intervention efforts for student subpopulations that did not meet their 2014 progress targets and/or graduation rate targets in the Progress Targets Action Plan;
- Reviewed each school's 2014 ESEA Waiver School Profile and ESEA Waiver Annual Progress Targets located on the NJDOE's web page at <http://www.nj.gov/education/title1/accountability/progress/14/pw/> with the appropriate stakeholders.

Chief School Administrator's Name : Dr. Vivian Rodriguez

Chief School Administrator's Signature

Date: 10-28-14

Board President's Name: Obdulia Gonzalez

Board President's Signature

Date:

* This form must be faxed to the County Office of Education.

2014-2015 Progress Targets Action Plan

SCHOOL CODE:	SCHOOL NAME: Robert N. Wilentz		
Content Area:	<input checked="" type="checkbox"/> <i>English Language Arts</i> <input checked="" type="checkbox"/> <i>Mathematics</i>		
Subgroup(s) Not Meeting Progress Targets for proficiency and/or other measures:	<input checked="" type="checkbox"/> Black <input checked="" type="checkbox"/> Hispanic <input checked="" type="checkbox"/> White <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Two or More Races <input checked="" type="checkbox"/> Total Population <input checked="" type="checkbox"/> Students with Disabilities <input checked="" type="checkbox"/> Limited English Proficient Students <input checked="" type="checkbox"/> Economically Disadvantaged		
Intervention(s) to be implemented:			
Subgroup(s) Not Meeting Graduation Rate Target	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Two or More Races <input checked="" type="checkbox"/> Total Population <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Limited English Proficient Students <input type="checkbox"/> Economically Disadvantaged		
Intervention(s) to be implemented:	After School STEM Program 3:10-4:10		
Amount of Title I, Part A Funds Allocated for Intervention:* (Indicate "N/A" if school does not receive Title I funds)	\$148,671 Title 1 Blended Resources in fund 15 \$ 112,150 Title 1 funds in fund 20 \$260,821		

Action Steps	Persons Responsible	Additional Resources Dedicated	Due Date - Timeline
1 The hiring of highly qualified staff throughout the Wilentz School to enhance the overall curriculum at the Wilentz School.	PABOE	\$148,671	Sept 2014-June 2015
2 Additional Intervention Teacher-Assist in closing the reading achievement gaps. Assist in guided reading blocks for 1st grade classes with high student: teacher ratios.	Administration	\$75,000 (Pending DOE approval)	February 2014-June 2015
3 To enhance the acquisition of knowledge in the areas of Mathematics , Engineering, Technology and Science (METS Learning) Please see attached course outline.	R.L. Anderson, Ronald Mascenik, Rosalie LaRosa-Anstett, Joel Polidura, Morgan Staplefeldt	Science supplies @ approximate cost \$5,000	This program would start on December 1, 2014 and conclude on May 15, 2015

2014-2015 Progress Targets Action Plan

				three days a week (Monday, Tuesday, Thursday). July 2014
4	NJIT – Three 4th grade students - This program will give students an opportunity to enhance their mathematics, science and technological academic achievement, develop problem-solving and critical thinking skills.	PABOE	\$5,000	
5	Capstone Digital- My On Reader- myON provides anytime, anywhere access to a library of more than 7,000 enhanced digital books with multimedia supports, real-time reporting and assessments and embedded close reading tools.	PABOE, Administration, Teachers	\$6,950	Sept 2014-June 2015
6	Parental Involvement- refreshments, supplies for parents	Administration, Teachers	\$1,000	September 2014- June 2015
7	DRA- Professional Development & Kits for teachers in Grades K-1: Reading assessment material to improve student reading ability.	PABOE, Administration, Teachers	\$11,000	October 2014-June 2015
8	First In Math: An engaging web-based program that provides comprehensive content in a game format to build fluency in all areas of Mathematics.	Administration	\$2,000	Sept 2014-June 2015
9	EduPhoria: A web based program for observations of support staff.	Administration	\$200	January 2015
10	Wilentz School Community Fair: Program will provide resources for parents, students and staff members. Agencies (local and county) will render assistance to parents, students and staff members for resources in our community that may help them increase academic achievements.	Principal/Community Stakeholder	\$6,000	October 2015
11	Parent Literary Convention: A district wide event for parents grades K-4 to allow parents the opportunity to attend different skill building workshops.	Administration, Community Stakeholders, Parents and Teachers	\$500	October 2015

2014-2015 Progress Targets Action Plan

*Title I funds must be used to supplement, and not supplant state and local funds.
Add additional forms as needed.

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Perth Amboy Public Schools

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Perth Amboy Public Schools
Approval for Travel Expenses – December 2014
Board Meeting November 20, 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
Lori Tremari	Shull	December 4, 2014	Deepening Knowledge of Common Core: Mathematics	Rutgers New Brunswick, NJ	0	0	\$ 15.00	0	11-000-223-580-0-0000-35	\$ 15.00		
Gregory Cavanaugh	PAHS	December 4, 2014	Deepening Knowledge of Common Core: Mathematics	Rutgers New Brunswick, NJ	0	0	\$ 15.00	0	11-000-223-580-0-0000-35	\$ 15.00		
Mary Guba	Shull	December 4, 2014	Deepening Knowledge of Common Core: English Language Arts & Literacy in History/Social Studies, Science & Technical Subjects	Rutgers New Brunswick, NJ	0	0	\$ 15.00	0	11-000-223-580-0-0000-35	\$ 15.00		
Pat MacMillan	McGinnis	December 4, 2014	Deepening Knowledge of Common Core: English Language Arts & Literacy in History/Social Studies, Science & Technical Subjects	Rutgers New Brunswick, NJ	0	0	\$ 15.00	0	11-000-223-580-0-0000-35	\$ 15.00		
Vanessa Martyniuk	PAHS	December 4, 2014	Deepening Knowledge of Common Core: English Language Arts & Literacy in History/Social Studies, Science & Technical Subjects	Rutgers New Brunswick, NJ	0	0	\$ 15.00	0	11-000-223-580-0-0000-35	\$ 15.00		
Meghan Fredericks	PAHS	December 4, 2014	Deepening Knowledge of Common Core: English Language Arts & Literacy in History/Social Studies, Science & Technical Subjects	Rutgers New Brunswick, NJ	0	0	\$ 15.00	0	11-000-223-580-0-0000-35	\$ 15.00		
Katie Jeffery	PAHS	December 5, 2014	13 th Annual Council of Holocaust Educators	Brookdale Community College	\$ 45.00	0	0	0	15-190-100-500-0-0000-03	\$ 45.00		
Shawn Liddick	PAHS	December 5, 2014	13 th Annual Council of Holocaust Educators	Brookdale Community College	\$ 45.00	0	0	0	15-190-100-500-0-0000-03	\$ 45.00		
Janel Greve	PAHS	December 5, 2014	13 th Annual Council of Holocaust Educators	Brookdale Community College	\$ 45.00	0	0	0	15-190-100-500-0-0000-03	\$ 45.00		
Theresa Berrios	PAHS	December 5, 2014	13 th Annual Council of Holocaust Educators	Brookdale Community College	\$ 45.00	0	0	0	15-190-100-500-0-0000-03	\$ 45.00		
Jonathan Cepeda	PAHS	December 5, 2014	13 th Annual Council of Holocaust Educators	Brookdale Community College	\$ 45.00	0	0	0	15-190-100-500-0-0000-03	\$ 45.00		
Nicole Gill	PAHS	December 5, 2014	13 th Annual Council of Holocaust Educators	Brookdale Community College	\$ 45.00	0	0	0	15-190-100-500-0-0000-03	\$ 45.00		
Tina Landi	PAHS	December 5, 2014	13 th Annual Council of Holocaust Educators	Brookdale Community College	\$ 45.00	0	0	0	15-190-100-500-0-0000-03	\$ 45.00		

Perth Amboy Public Schools

Staff Member	Building	Travel Dates	Workshop/Conference	Destination	Registr. Fee	Meals and Incidentals Days Daily Total	Mileage/ Trans.	Lodging Nights Daily Total	Account Number	Bd. App Cost	Board App	County Approval
Robyn Carrera	Flynn	December 12, 2014	Helping Struggling Readers Succeed	Rutgers New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-500-0-0000-35	\$ 150.00		
Neptali Cardona	District	December 16, 2014	Hazing, Bullying, & Athletics	NJSIAA Robbinsville, NJ	\$ 150.00	0	0	0	11-000-223-500-0-0000-35	\$ 150.00		
Teresa Casimire	PAHS	December 4, 2014	A Stepped Care Approach to the Complex Puzzle of Self-Injury	Somerset, NJ	\$ 95.00	0	0	0	15-000-218-500-0-0000-03	\$ 95.00		
Dr. Debra Sheard	District	December 4, 2014	New Jersey Leadership Summit	Monroe, NJ	0	0	\$ 35.00	0	11-000-223-560-0-0000-35	\$ 35.00		

Perth Amboy Public Schools

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PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Adult School 23-4090-180	Stripping and waxing of all floors.	Stripping and waxing of all floors.	Stripping and waxing of all floors.
	Changing of worn out diaphragms in bathroom toilets & urinals.	Changing of worn out diaphragms in bathroom toilets & urinals.	Make bathrooms ADA compliant.
	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.
	Localized repair of roofing to maintain warranty.	Localized repair of roofing to maintain warranty.	Localized repair of roofing to maintain warranty.
	Interior painting in all areas of building.	Interior painting in all areas of building.	Interior painting in all areas of building.
	Repair leaders and gutters.	Repair leaders and gutters.	Repair leaders and gutters.
	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.
	Repair piping, valves and pumps on domestic cold water supply.	Repair piping, valves and pumps on domestic cold water supply.	Repair piping, valves and pumps on domestic cold water supply.
	Repair interior ceilings and replacement of ceiling tiles.	Repair interior ceilings and replacement of ceiling tiles.	Repair interior ceilings and replacement of ceiling tiles.
	Inspection/repair all elevators.	Inspection/repair all elevators.	Inspection/repair all elevators.

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Adult School 23-4090-180	Repair/replace hot water heaters, valves, controls and piping. Repair water fountains, faucets, drains and toilets. Repair/maintain boilers/burners, thermostats - annual inspections. Chemical water treatment - heating. Repair/replace heating and cooling coils, valves, fans, motors and filters. Maintain/repair/replace temperature controls. Punched chiller tubes. Maintain/repair/inspect fire controls, detectors and sprinklers. Replace defective electrical breakers and panels. Localized repair of interior light switches and fixtures. Repair of exterior light fixtures/sensors. Repair/replace illuminated exit signs. Replace/relocate interior power outlets.	Repair/replace hot water heaters, valves, controls and piping. Repair water fountains, faucets, drains and toilets. Repair/maintain boilers/burners, thermostats - annual inspections. Chemical water treatment - heating. Repair/replace heating and cooling coils, valves, fans, motors and filters. Maintain/repair/replace temperature controls. Maintain/repair/inspect fire controls, detectors and sprinklers. Replace defective electrical breakers and panels. Localized repair of interior light switches and fixtures. Repair of exterior light fixtures/sensors. Repair/replace illuminated exit signs. Replace/relocate interior power outlets.	Repair/replace hot water heaters, valves, controls and piping. Repair water fountains, faucets, drains and toilets. Repair/maintain boilers/burners, thermostats - annual inspections. Chemical water treatment - heating. Repair/replace heating and cooling coils, valves, fans, motors and filters. Maintain/repair/replace temperature controls. Maintain/repair/inspect fire controls, detectors and sprinklers. Upgrade outdated electrical panels. Localized repair of interior light switches and fixtures. Repair of exterior light fixtures/sensors. Repair/replace illuminated exit signs. Replace/relocate interior power outlets.

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Adult School 23-4090-180	Install security cameras and card access system	Servicing of communications and security systems.	Servicing of communications and security systems.
	Repair/replace sidewalks, fencing, driveways and parking lots.	Repair/replace sidewalks, fencing, driveways and parking lots	Upgrade lighting to energy efficient fixtures.
	Renovation of supply room into computer lab.	Remove/repair asbestos thermal insulation as needed.	Install room occupancy sensors in each classroom
	Repair front exterior wall.	Replacement of broken a/c units.	Maintain newly installed HVAC controls for boiler plant
Totals:	125,340	527,121	400,000

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Perth Amboy H.S. 23-4090-050	Localized repair of cracks in structural foundations.	Localized repair of cracks in structural foundations.	Localized repair of cracks in structural foundations.
	Painting/repair of all interior ceilings.	Painting/repair of all interior ceilings.	Painting/repair of all interior ceilings.
	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.
	Re-glazing exterior windows.	Re-glazing exterior windows.	Re-glazing exterior windows.
	Localized repair of roofing to maintain warranty.	Localized repair of roofing to maintain warranty.	Localized repair of roofing to maintain warranty.
	Prepare, paint and patch interior drywall.	Prepare, paint and patch interior drywall.	Prepare, paint and patch interior drywall.
	Lubricate movable partitions.	Lubricate movable partitions.	Lubricate movable partitions.
	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.
	Repair piping, valves and pumps on domestic cold water supply.	Repair piping, valves and pumps on domestic cold water supply.	Repair piping, valves and pumps on domestic cold water supply.
	Repair interior ceilings and replacement of ceiling tiles.	Repair interior ceilings and replacement of ceiling tiles.	Repair interior ceilings and replacement of ceiling tiles.
	Inspection/repair all elevators.	Installation of new elevator.	

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Perth Amboy H.S. 23-4090-050	Repair/replace hot water heaters, valves, controls and piping.	Repair/replace hot water heaters, valves, controls and piping.	Repair/replace hot water heaters, valves, controls and piping.
	Repair water fountains, faucets, drains and toilets.	Install new energy efficient water fountains, faucets, drains and toilets.	Install new energy efficient water fountains, faucets, drains and toilets.
	Repair/clean grease traps.	Repair/clean grease traps.	Repair/clean grease traps.
	Installation of new energy efficient boilers and water heaters.	Repair/maintain boilers/burners, thermostats - annual inspections.	Repair/maintain boilers/burners, thermostats - annual inspections.
	Chemical water treatment, heating and cooling.	Chemical water treatment, heating and cooling.	Chemical water treatment, heating and cooling.
	Repair/replace heating and cooling coils, valves, fans, motors and filters.	Repair/replace heating and cooling coils, valves, fans, motors and filters.	Repair/replace heating and cooling coils, valves, fans, motors and filters.
	Inspect/repair exhaust systems.	Inspect/repair exhaust systems.	Inspect/repair exhaust systems.
	Maintain/repair/replace temperature controls.	Maintain/repair/replace temperature controls.	Maintain/repair/replace temperature controls.
	Maintain/repair/test fire controls, detectors and sprinklers.	Maintain/repair/test fire controls, detectors and sprinklers.	Maintain/repair/test fire controls, detectors and sprinklers.
	Replace defective electrical breakers and panels.	Replace defective electrical breakers and panels.	Replace defective electrical breakers and panels.
	Installation of energy efficient light fixtures in hallways.	Installation of energy efficient light fixtures in classrooms.	Installation of energy efficient light fixtures in classrooms.
	Repair of exterior light fixtures/sensors.	Repair of exterior light fixtures/sensors.	Repair of exterior light fixtures/sensors.

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Perth Amboy H.S. 23-4090-030	Repair/replace illuminated exit signs. Replace/relocate interior power outlets. Servicing of communications and security systems. Servicing of emergency generators. Repair/replace sidewalks, fencing, driveways and parking lots. Maintain and improve landscaping. Maintenance of athletic fields. Maintenance of playground facilities. Scrubbing, polishing, re-staining of gym floor. Maintain TCU's. Painting to include anti-graffiti coating in bathrooms and hallways. Replacement of acid pit. Water-sealed wood on stadium bleachers. Replacement of press box floor. Replacement of kitchen freezer and refrigerator.	Repair/replace illuminated exit signs. Replace/relocate interior power outlets. Servicing of communications and security systems. Servicing of emergency generators. Repair/replace sidewalks. Maintain and improve landscaping. Maintenance of athletic fields and track. Maintenance of playground facilities. Scrubbing, polishing, re-staining of gym floor. Renovate TCU's. Painting to include anti-graffiti coating in bathrooms and hallways. Change interior locks to ADA compliant lever handles. Water-sealed wood on stadium bleachers. Renovation of woodshop into classroom and dance studio. Removal of debris from print shop. of print shop and guidance office.	Repair/replace illuminated exit signs. Replace/relocate interior power outlets. Servicing of communications and security systems. Servicing of emergency generators. Sidewalk repairs around stadium Maintain and improve landscaping. Maintenance of athletic fields and track. Maintenance of playground facilities. Scrubbing, polishing, re-staining of gym floor. Renovate TCU's. Painting to include anti-graffiti coating in bathrooms and hallways. Change interior locks to ADA compliant lever handles Renovate bleachers in football stadium. Installation of new air conditioning throughout the entire school. Replace damaged bathroom partitions

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Perth Amboy H.S. 23-4090-050	Resurfacing of track.	Installation of new energy efficient lighting and new flooring in guidance office. Complete renovation of cafeteria. Complete renovation of teachers lunch room. Install new bleachers in lower gym. Installation of heavy duty fans in both gyms. Repaving of rear driveway/parking area.	Install water fountains with bottle fill stations Upgrade controllers on all air handler units and tie into the BMS system. Begin renovations of all science labs. Replacement of windows. Renovation of interior courtyard.
Totals:	1,088,145	986,621	8,500,000

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Perth Amboy H. S. East Campus 23-4090-050	Localized repair of cracks in structural foundations.	Localized repair of cracks in structural foundations.	Localized repair of cracks in structural foundations.
	Painting/repair of all interior ceilings.	Painting/repair of all interior ceilings.	Painting/repair of all interior ceilings.
	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.
	Re-glazing exterior windows.	Re-glazing exterior windows.	Re-glazing exterior windows.
	Localized repair of roofing to maintain warranty.	Localized repair of roofing to maintain warranty.	Localized repair of roofing to maintain warranty.
	Prepare, paint and patch interior drywall.	Prepare, paint and patch interior drywall.	Prepare, paint and patch interior drywall.
	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.
	Repair piping, valves and pumps on domestic cold water supply.	Repair piping, valves and pumps on domestic cold water supply.	Repair piping, valves and pumps on domestic cold water supply.
	Repair interior ceilings and replacement of ceiling tiles.	Repair interior ceilings and replacement of ceiling tiles.	Repair interior ceilings and replacement of ceiling tiles.

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Perth Amboy H. S. East Campus 23-4090-050	<p>Repair/replace hot water heaters, valves, controls and piping.</p> <p>Repair water fountains, faucets, drains and toilets.</p> <p>Repair/clean grease traps.</p> <p>Installation of new energy efficient boilers and water heaters.</p> <p>Chemical water treatment, heating and cooling.</p> <p>Repair/replace heating and cooling coils, valves, fans, motors and filters.</p> <p>Inspect/repair exhaust systems.</p> <p>Maintain/repair/replace temperature controls.</p> <p>Maintain/repair/test fire controls, detectors and sprinklers.</p> <p>Replace defective electrical breakers and panels.</p> <p>Installation of energy efficient light fixtures in hallways.</p> <p>Repair of exterior light fixtures/sensors.</p>	<p>Repair/replace hot water heaters, valves, controls and piping.</p> <p>Repair water fountains, faucets, drains and toilets.</p> <p>Repair/clean grease traps.</p> <p>Repair/maintain boilers/burners, thermostats - annual inspections.</p> <p>Chemical water treatment, heating and cooling.</p> <p>Repair/replace heating and cooling coils, valves, fans, motors and filters.</p> <p>Inspect/repair exhaust systems.</p> <p>Maintain/repair/replace temperature controls.</p> <p>Maintain/repair/test fire controls, detectors and sprinklers.</p> <p>Replace defective electrical breakers and panels.</p> <p>Installation of energy efficient light fixtures in classrooms.</p> <p>Repair of exterior light fixtures/sensors.</p>	<p>Repair/replace hot water heaters, valves, controls and piping.</p> <p>Repair water fountains, faucets, drains and toilets.</p> <p>Repair/clean grease traps.</p> <p>Repair/maintain boilers/burners, thermostats - annual inspections.</p> <p>Chemical water treatment, heating and cooling.</p> <p>Repair/replace heating and cooling coils, valves, fans, motors and filters.</p> <p>Inspect/repair exhaust systems.</p> <p>Maintain/repair/replace temperature controls.</p> <p>Maintain/repair/test fire controls, detectors and sprinklers.</p> <p>Replace defective electrical breakers and panels.</p> <p>Installation of energy efficient light fixtures in classrooms.</p> <p>Repair of exterior light fixtures/sensors.</p>

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Perth Amboy H. S. East Campus 23-4090-050	Repair/replace illuminated exit signs. Replace/relocate interior power outlets. Servicing of communications and security systems. Repair/replace sidewalks, fencing, driveways and parking lots. Refresh painting throughout building.	Repair/replace illuminated exit signs. Replace/relocate interior power outlets. Servicing of communications and security systems. Repair/replace sidewalks, fencing, driveways and parking lots. Refresh painting throughout building. Change interior locks to ADA compliant lever handles Asbestos Removal	Repair/replace illuminated exit signs. Replace/relocate interior power outlets. Servicing of communications and security systems. Maintain and improve landscaping. Refresh painting throughout building. Upgrade lighting to energy efficient fixtures. Install room occupancy sensors in each classroom Asbestos Removal
Totals:	41,021	56,600	50,000

PERTH AMBOY BOARD OF EDUCATION
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COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Perth Amboy H.S. South Campus 23-4090-050	Installation of electric for all technology and a/c units.	Replace outdated electrical service.	Replace outdated electrical service.
	Repairs to boilers and HVAC system.	Window repairs.	Window repairs.
	Installation of technology infrastructure and fiber optic cable.	Asbestos removal	Asbestos removal
	Painting of entire building.	Installation of energy efficient light fixtures in classrooms.	Installation of energy efficient light fixtures in classrooms.
	Installation of camera and card access system.	Repair of exterior light fixtures/sensors.	Repair of exterior light fixtures/sensors.
	Roof repairs to include a new roof.	Repair/replace illuminated exit signs.	Repair/replace illuminated exit signs.
	Installation of air conditioners in each room.	Maintain cooling tower	Maintain cooling tower
	Installation of technology equipment to include smartboards, projectors, computers, wireless technology and connection to the districts phone system.	Replace damaged stair treads	Replace damaged stair treads
	Asbestos removal.		
	Replacement of all plumbing fixtures in the building.		
	Gutter repairs.		
	Replace all locks with ADA compliant locks.		
	Installation of new kitchen equipment and cafeteria furniture.		

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COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Perth Amboy H.S. South Campus 23-4090-050			
Totals:	41,021	56,600	50,000

PERTH AMBOY BOARD OF EDUCATION
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COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
William C. McGinnis 23-4090-140	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.
	Inspection/repair of all elevators.	Inspection/repair of all elevators.	Inspection/repair of all elevators.
	Prepare, paint and patch interior drywall.	Prepare, paint and patch interior drywall.	Prepare, paint and patch interior drywall.
	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.
	Repair stair railings and treads.	Repair stair railings and treads.	Repair stair railings and treads.
	Repair/replace hot water heaters, valves, controls and piping.	Repair/replace hot water heaters, valves, controls and piping.	Repair/replace hot water heaters, valves, controls and piping.
	Repair/clean grease traps.	Repair/clean grease traps.	Repair/clean grease traps.
	Repair/maintain boilers and burners. Annual inspection of thermostats.	Repair/maintain boilers and burners. Annual inspection of thermostats.	Repair/maintain boilers and burners. Annual inspection of thermostats.
	Repair water fountains, faucets, drains and toilets.	Repair water fountains, faucets, drains and toilets.	Repair water fountains, faucets, drains and toilets.
	Chemical water treatment, heating and cooling.	Chemical water treatment, heating and cooling.	Chemical water treatment, heating and cooling.
	Repair/replace heating and cooling coils, valves, fans, motors and filters.	Repair/replace heating and cooling coils, valves, fans, motors and filters.	Repair/replace heating and cooling coils, valves, fans, motors and filters.

PERTH AMBOY BOARD OF EDUCATION
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COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
William C. McGinnis 23-4090-140	<p>Inspect/repair exhaust systems.</p> <p>Maintain/repair/replace temperature controls.</p> <p>Maintain/repair/test fire controls, detectors and sprinklers.</p> <p>Replace defective electrical breakers and panels.</p> <p>Localized repair of interior light switches and fixtures.</p> <p>Repair of exterior light fixtures/sensors.</p> <p>Repair/replace illuminated exit signs.</p> <p>Replace/relocate interior power outlets.</p> <p>Servicing of communications and security systems.</p> <p>Servicing of emergency generators.</p> <p>Repair/replace sidewalks, fencing, driveways and parking lots.</p> <p>Painting of interior of building.</p>	<p>Inspect/repair exhaust systems.</p> <p>Maintain/repair/replace temperature controls.</p> <p>Maintain/repair/test fire controls, detectors and sprinklers.</p> <p>Replace defective electrical breakers and panels.</p> <p>Localized repair of interior light switches and fixtures.</p> <p>Repair of exterior light fixtures/sensors.</p> <p>Repair/replace illuminated exit signs.</p> <p>Replace/relocate interior power outlets.</p> <p>Servicing of emergency generators.</p> <p>Renovation of parking lot, retaining wall, fencing and exterior lighting.</p> <p>Continued painting of interior of building.</p> <p>Replace chillers, fan coil units and cooling towers.</p> <p>Replace Emergency generator</p> <p>Replace hot water heaters</p>	

PERTH AMBOY BOARD OF EDUCATION
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COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
William C. McGinnis 23-4090-140		Install shut off valves on all classroom fan coil units and install drip pans on all units. Replace heating units in gym with dual (heat/cool) units. Install card access. Repair cooling towers Rebuild fire pump.	Replace heating units in gym with dual (heat/cool) units. Maintenance and repair of communications, camera and card access system.
Totals:	135,634	167,034	1,600,000

PERTH AMBOY BOARD OF EDUCATION
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COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Samuel E. Shull 23-4090-150	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.
	Replacement of windows.	Replacement of windows.	Replacement of windows.
	Localized repair of roofing to maintain warranty.	Localized repair of roofing to maintain warranty.	Localized repair of roofing to maintain warranty.
	Prepare, paint and patch interior drywall.	Prepare, paint and patch interior drywall.	Prepare, paint and patch interior drywall.
	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.
	Repair stair railings and treads.	Repair stair railings and treads.	Repair stair railings and treads.
	Localized repair/replacement of ceramic tile and trim.	Localized repair/replacement of ceramic tile and trim.	Localized repair/replacement of ceramic tile and trim.
	Repair patch/plaster interior ceilings and replacement of ceiling tiles.	Repair patch/plaster interior ceilings and replacement of ceiling tiles.	Repair patch/plaster interior ceilings and replacement of ceiling tiles.
	Inspection/repair all elevators.	Inspection/repair all elevators.	Inspection/repair all elevators.
	Repair/replace hot water heaters, valves, controls and piping.	Repair/replace hot water heaters, valves, controls and piping.	Repair/replace hot water heaters, valves, controls and piping.

PERTH AMBOY BOARD OF EDUCATION
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COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Samuel E. Shull 23-4090-150	Repair water fountains, faucets, drains and toilets.	Repair water fountains, faucets, drains and toilets.	Repair water fountains, faucets, drains and toilets.
	Repair/clean grease traps.	Repair/clean grease traps.	Repair/clean grease traps.
	Repair/maintain boilers/burners, thermostats - annual inspections.	Repair/maintain boilers/burners, thermostats - annual inspections.	Repair/maintain boilers/burners, thermostats - annual inspections.
	Chemical water treatment, heating and cooling.	Chemical water treatment, heating and cooling.	Chemical water treatment, heating and cooling.
	Repair/replace heating and cooling coils, valves, fans, motors and filters.	Repair/replace heating and cooling coils, valves, fans, motors and filters.	Repair/replace heating and cooling coils, valves, fans, motors and filters.
	Inspect/repair exhaust systems.	Inspect/repair exhaust systems.	Inspect/repair exhaust systems.
	Maintain/repair/replace temperature controls.	Maintain/repair/replace temperature controls.	Maintain/repair/replace temperature controls.
	Maintain/repair/test fire controls, detectors and sprinklers.	Maintain/repair/test fire controls, detectors and sprinklers.	Maintain/repair/test fire controls, detectors and sprinklers.
	Replace defective electrical breakers and panels.	Replace defective electrical breakers and panels.	Replace defective electrical breakers and panels.
	Localized repair of interior light switches and fixtures.	Localized repair of interior light switches and fixtures.	Localized repair of interior light switches and fixtures.
	Repair of exterior light fixtures/sensors.	Repair of exterior light fixtures/sensors.	Repair of exterior light fixtures/sensors.
	Repair/replace illuminated exit signs.	Repair/replace illuminated exit signs.	Repair/replace illuminated exit signs.

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Samuel E. Shull 23-4090-150	Replace/relocate interior power outlets.	Replace/relocate interior power outlets.	Replace/relocate interior power outlets.
	Servicing of communications and security systems.	Servicing of communications and security systems.	Replacement of security DVR's.
	Servicing of emergency generators.	Servicing of emergency generators.	Servicing of emergency generators.
	Repair/replace sidewalks, fencing, driveways and parking lots.	Repair/replace sidewalks, fencing, driveways and parking lots.	Repair/replace sidewalks, fencing, driveways and parking lots.
	Inspection, lubrication, cleaning and repair (if necessary) of new gym lockers.	Inspection, lubrication, cleaning and repair (if necessary) of gym lockers.	Inspection, lubrication, cleaning and repair (if necessary) of gym lockers.
	Installation of new cooling towers.	Replace fire alarm and PA system.	Repair playground support wall, fencing and renovate playground.
	Upgrade to burglar alarm.	Installation of new 3-way valves on all air handlers. Reinsulation of all piping and 3-way valves.	Replace classroom fan coil units and associated mill work.
			Installation of split a/c systems in computer lab and library MDF room.
			Kitchen renovations
Totals:	104,459	84,041	1,600,000

PERTH AMBOY BOARD OF EDUCATION
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COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Anthony V. Ceres 23-4090-070	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.
	Installation of new windows.	Interior painting in all areas of building.	Interior painting in all areas of building.
	Installation of new roof.	Localized repair/replacement of ceramic tile and trim.	Localized repair/replacement of ceramic tile and trim.
	Interior painting in all areas of building.	Replacement of ceiling tiles.	Replacement of ceiling tiles.
	Localized repair/replacement of ceramic tile and trim.	Inspection/repair all elevators.	Inspection/repair all elevators.
	Replacement of 2 sewer pipes.	Repair water fountains, faucets, drains and toilets.	Repair water fountains, faucets, drains and toilets.
	Replacement of ceiling tiles.	Repair/clean grease traps.	Repair/clean grease traps.
	Inspection/repair all elevators.	Repair/maintain boilers/burners, thermostats - annual inspections.	Repair/maintain boilers/burners, thermostats - annual inspections.
	Repair water fountains, faucets, drains and toilets.	Chemical water treatment, heating and cooling.	Chemical water treatment, heating and cooling.
	Repair/clean grease traps.	Repair/replace heating and cooling coils, valves, fans, motors and filters.	Inspect/repair exhaust systems.
	Repair/maintain boilers/burners, thermostats - annual inspections.	Inspect/repair exhaust systems.	Maintain/repair/test fire controls, detectors and sprinklers.
	Chemical water treatment, heating and cooling.	Maintain/repair/replace temperature controls.	Review of electrical breakers and panel for required maintenance.

PERTH AMBOY BOARD OF EDUCATION
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COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Anthony V. Ceres 23-4090-070	Repair/replace heating and cooling coils, valves, fans, motors and filters. Inspect/repair exhaust systems. Maintain/repair/replace temperature controls. Maintain/repair/test fire controls, detectors and sprinklers. Replace defective electrical breakers and panels. Localized repair of interior light switches and fixtures. Repair of exterior light fixtures/sensors. Repair/replace illuminated exit signs. Replace/relocate interior power outlets. Servicing of communications and security systems. Installation of energy efficient lighting in building. Replacement of various pipes and valves.	Maintain/repair/test fire controls, detectors and sprinklers. Replace defective electrical breakers and panels. Repair of exterior light fixtures/sensors. Repair/replace illuminated exit signs. Replace/relocate interior power outlets. Servicing of communications and security systems. Maintenance and upgrade of playground facilities. Renovation of back parking lot. Renovation of front playground, fencing, drainage and playground equipment.	Repair of exterior light fixtures/sensors. Repair/replace illuminated exit signs. Replace/relocate interior power outlets. Exterior stucco repairs Preliminary design of new addition.
Totals:	89,287	814,670	325,000

PERTH AMBOY BOARD OF EDUCATION
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COMPREHENSIVE MAINTENANCE PLAN

<u>School Name</u>	<u>13-14 Actual</u>	<u>14-15 Budgeted</u>	<u>15-16 Planned</u>
James J. Flynn 23-4090-145	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.
	Interior painting in all areas of building.	Interior painting in all areas of building.	Interior painting in all areas of building.
	Localized repair of roofing to maintain warranty.	Localized repair of roofing to maintain warranty.	Localized repair of roofing to maintain warranty.
	Upgrades to emergency lighting.		
	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.
	Localized repair/replacement of ceramic tile and trim.	Localized repair/replacement of ceramic tile and trim.	Localized repair/replacement of ceramic tile and trim.
	Repair patch/plaster interior ceilings and replacement of ceiling tiles.	Repair interior ceilings and replacement of ceiling tiles.	Repair interior ceilings and replacement of ceiling tiles.
	Repair/replace hot water heaters, valves, controls and piping.	Replacement of hot water heater and valves.	
	Repair water fountains, faucets, drains and toilets.	Repair water fountains, faucets, drains and toilets.	Repair water fountains, faucets, drains and toilets.

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COMPREHENSIVE MAINTENANCE PLAN

<u>School Name</u>	<u>13-14 Actual</u>	<u>14-15 Budgeted</u>	<u>15-16 Planned</u>
James J. Flynn 23-4090-145	Repair/maintain boilers/burners, thermostats - annual inspections.	Repair/maintain boilers/burners, thermostats - annual inspections.	Repair/maintain boilers/burners, thermostats - annual inspections.
	Chemical water treatment, heating and cooling.	Chemical water treatment, heating and cooling.	Chemical water treatment, heating and cooling.
	Repair/replace heating and cooling coils, valves, fans, motors and filters.	Repair/replace heating and cooling coils, valves, fans, motors and filters.	Repair/replace heating and cooling coils, valves, fans, motors and filters.
	Inspect/repair exhaust systems.	Inspect/repair exhaust systems.	Inspect/repair exhaust systems.
	Maintain/repair/replace temperature controls.	Maintain/repair/replace temperature controls.	Maintain/repair/replace temperature controls.
	Maintain/repair/test fire controls, detectors and sprinklers.	Maintain/repair/test fire controls, detectors and sprinklers.	Maintain/repair/test fire controls, detectors and sprinklers.
	Replace defective electrical breakers and panels.	Replace defective electrical breakers and panels.	Replace defective electrical breakers and panels.
	Localized repair of interior light switches and fixtures.	Localized repair of interior light switches and fixtures.	Localized repair of interior light switches and fixtures.
	Repair of exterior light fixtures/sensors.	Repair of exterior light fixtures/sensors.	Repair of exterior light fixtures/sensors.
	Repair/replace illuminated exit signs.	Repair/replace illuminated exit signs.	Repair/replace illuminated exit signs.
	Replace/relocate interior power outlets.	Replace/relocate interior power outlets.	Replace/relocate interior power outlets.
	Servicing of communications and security systems.	Servicing of emergency generators.	Additions/ upgrades of camera system and card access system.

PERTH AMBOY BOARD OF EDUCATION
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COMPREHENSIVE MAINTENANCE PLAN

<u>School Name</u>	<u>13-14 Actual</u>	<u>14-15 Budgeted</u>	<u>15-16 Planned</u>
James J. Flynn 23-4090-145	<p>Servicing of emergency generators.</p> <p>Repair/replace sidewalks, fencing, driveways and parking lots.</p> <p>Maintain and improve landscaping.</p> <p>Maintenance of athletic fields.</p> <p>Maintenance and upgrade of playground facilities.</p> <p>Replacement of driveway and parking lot.</p>	<p>Repair/replace sidewalks, fencing, driveways and parking lots.</p> <p>Maintain and improve landscaping.</p> <p>Maintenance of athletic fields.</p> <p>Repairs to both cooling towers and rebuilding of chiller #1.</p> <p>Site work repairs including new sidewalks, exterior stairs and playground surface and equipment.</p>	<p>Servicing of emergency generators.</p> <p>Maintain and improve landscaping.</p> <p>Maintenance of athletic fields.</p> <p>Maintenance and upgrade of playground facilities.</p> <p>Installation of new chillers and cooling towers.</p> <p>Replace rooftop exhaust fans</p>
Totals:	97,622	2,900,505	800,000

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COMPREHENSIVE MAINTENANCE PLAN

<u>School Name</u>	<u>13-14 Actual</u>	<u>14-15 Budgeted</u>	<u>15-16 Planned</u>
Edward J. Patten 23-4090-065	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments.
	Replacement of broken windows.	Replacement of broken windows.	Replacement of broken windows.
	Localized repair of roofing to maintain warranty.	Localized repair of roofing to maintain warranty.	Localized repair of roofing to maintain warranty.
	Interior painting in all areas of building.	Interior painting in all areas of building.	Interior painting in all areas of building.
	Painting of all exterior metal.		
	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.
	Localized repair/replacement of ceramic tile and trim.	Localized repair/replacement of terrazo, tile and trim.	Localized repair/replacement of terrazo, tile and trim.
	Repair patch/plaster interior ceilings and replacement of ceiling tiles.	Repair patch/plaster interior ceilings and replacement of ceiling tiles.	Repair patch/plaster interior ceilings and replacement of ceiling tiles.
	Inspection/repair all elevators.	Inspection/repair all elevators.	Inspection/repair all elevators.
	Repair/replace hot water heaters, valves, controls and piping.	Replace hot water heaters, valves, controls and piping.	Add perimeter heat in kindergarten classrooms
	Repair water fountains, faucets, drains and toilets.	Repair water fountains, faucets, drains and toilets.	Repair water fountains, faucets, drains and toilets.

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Edward J. Patten 23-4090-065	<p>Repair/maintain boilers/burners, thermostats - annual inspections.</p> <p>Chemical water treatment, heating and cooling.</p> <p>Repair/replace heating and cooling coils, valves, fans, motors and filters.</p> <p>Inspect/repair exhaust systems.</p> <p>Maintain/repair/replace temperature controls.</p> <p>Maintain/repair/test fire controls, detectors and sprinklers.</p> <p>Replace defective electrical breakers and panels.</p> <p>Localized repair of interior light switches and fixtures.</p> <p>Repair of exterior light fixtures/sensors.</p> <p>Repair/replace illuminated exit signs.</p> <p>Replace/relocate interior power outlets.</p> <p>Servicing of communications and security systems. Installation of camera system.</p>	<p>Repair/maintain boilers/burners, thermostats - annual inspections.</p> <p>Chemical water treatment, heating and cooling.</p> <p>Repair/replace heating and cooling coils, valves, fans, motors and filters.</p> <p>Inspect/repair exhaust systems.</p> <p>Maintain/repair/replace temperature controls.</p> <p>Maintain/repair/test fire controls, detectors and sprinklers.</p> <p>Replace defective electrical breakers and panels.</p> <p>Localized repair of interior light switches and fixtures.</p> <p>Repair of exterior light fixtures/sensors.</p> <p>Repair/replace illuminated exit signs.</p> <p>Replace/relocate interior power outlets.</p> <p>Servicing of communications and security systems.</p>	<p>Repair/maintain boilers/burners, thermostats - annual inspections.</p> <p>Chemical water treatment, heating and cooling.</p> <p>Repair/replace heating and cooling coils, valves, fans, motors and filters.</p> <p>Inspect/repair exhaust systems.</p> <p>Maintain/repair/replace temperature controls.</p> <p>Maintain/repair/test fire controls, detectors and sprinklers.</p> <p>Replace defective electrical breakers and panels.</p> <p>Localized repair of interior light switches and fixtures.</p> <p>Repair of exterior light fixtures/sensors.</p> <p>Repair/replace illuminated exit signs.</p> <p>Replace/relocate interior power outlets.</p> <p>Servicing of communications and security systems.</p>

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Edward J. Patten 23-4090-065	Servicing of emergency generators.	Servicing of emergency generators.	Servicing of emergency generators.
	Repair/replace sidewalks, fencing, driveways and parking lots.	Repair/replace sidewalks, fencing, driveways and parking lots.	Expansion of existing parking lot.
	Maintain and improve landscaping.	Maintain and improve landscaping.	Maintain and improve landscaping.
	Maintenance and upgrade of athletic fields.	Maintenance and upgrade of athletic fields and perimeter fencing.	Maintenance and upgrade of athletic fields
	Replacement of defective sprinkler heads.	Maintenance and upgrade of playground facilities.	Maintenance and upgrade of playground facilities.
	Installation of new chiller plant.	Feasibility study for new parking lot.	Upgrade lighting to energy efficient fixtures.
	Replacement of chillers.	Installation of new perimeter fencing.	Install room occupancy sensors in each classroom
	Installation of new heat tracer wiring on cooling towers.	Install ceiling fans in Kindergarten classrooms.	Replacement of roof.
			Install ceiling fans in Kindergarten classrooms.
Totals:	112,875	190,446	2,500,000

PERTH AMBOY BOARD OF EDUCATION
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COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Richardson 23-4090-130	Maintenance of interior light switches and fixtures.	Maintenance of interior light switches and fixtures.	Maintenance of interior light switches and fixtures.
	Maintenance of exterior light fixtures and sensors.	Maintenance of exterior light fixtures and sensors.	Maintenance of exterior light fixtures and sensors.
	Maintain temperature controls.	Maintain temperature controls.	Maintain temperature controls.
	Maintenance of playground facilities.	Maintenance of playground facilities.	Maintenance of playground facilities.
	Maintain/test fire controls, detectors and sprinklers.	Maintain/test fire controls, detectors and sprinklers.	Maintain/test fire controls, detectors and sprinklers.
	Maintenance of HVAC system and electrical systems.	Maintenance of HVAC system and electrical systems.	Maintenance of HVAC system and electrical systems.
	Installation of secondary drip-pans for all fan coil units.	Installation of ceiling fans in all kindergarten classrooms.	Repairs to cooling towers.
	Repairs to terrazzo floor.		Convert Carrier BMS system into Tracer Summit system.
	Repairs to card access system.		Fence repairs
Totals:	86,545	74,473	35,000

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Robert N. Wilentz 23-4090-200	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments. Interior painting in all areas of building. Localized repair of roofing to maintain warranty. Painting of all exterior metal. Repair of fan coils. Repair/replace interior door hardware and glazing. Localized repair/replacement of ceramic tile and trim. Replacement of ceiling tiles. Inspection/repair all elevators. Repair water fountains, faucets, drains and toilets. Chemical water treatment for heating and cooling systems.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments. Interior painting in all areas of building. Localized repair of roofing to maintain warranty. Repair of fan coils. Repair/replace interior door hardware and glazing. Localized repair/replacement of ceramic tile and trim. Replacement of ceiling tiles. Inspection/repair all elevators. Repair water fountains, faucets, drains and toilets. Chemical water treatment for heating and cooling systems.	Repair/replacement of exterior door hardware and glazing, re-caulking and adjustments. Interior painting in all areas of building. Localized repair of roofing to maintain warranty. Repair of fan coils. Repair/replace interior door hardware and glazing. Localized repair/replacement of ceramic tile and trim. Replacement of ceiling tiles. Inspection/repair all elevators. Repair water fountains, faucets, drains and toilets. Chemical water treatment for heating and cooling systems.

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Robert N. Wilentz 23-4090-200	<p>Repair/replace heating and cooling coils, valves, fans, motors and filters.</p> <p>Inspect and repair exhaust systems.</p> <p>Maintain/repair/replace temperature controls.</p> <p>Maintain/repair/test fire controls, detectors and sprinklers.</p> <p>Replace defective electrical breakers and panels.</p> <p>Localized repair of interior light switches and fixtures.</p> <p>Repair of exterior light fixtures/sensors.</p> <p>Repair/replace illuminated exit signs.</p> <p>Replace/relocate interior power outlets.</p> <p>Servicing of communications and security systems.</p> <p>Servicing of emergency generators.</p> <p>Repair/replace sidewalks, fencing, driveways and parking lots.</p> <p>Maintain and improve landscaping.</p>	<p>Repair/replace heating and cooling coils, valves, fans, motors and filters.</p> <p>Inspect and repair exhaust systems.</p> <p>Maintain/repair/replace temperature controls.</p> <p>Maintain/repair/test fire controls, detectors and sprinklers.</p> <p>Replace defective electrical breakers and panels.</p> <p>Localized repair of interior light switches and fixtures.</p> <p>Repair of exterior light fixtures/sensors.</p> <p>Repair/replace illuminated exit signs.</p> <p>Replace/relocate interior power outlets.</p> <p>Servicing of emergency generators.</p> <p>Maintain and improve landscaping.</p> <p>Maintenance and upgrade of playground facilities.</p> <p>Installation of new heat tracer wiring on cooling towers.</p>	<p>Repair/replace heating and cooling coils, valves, fans, motors and filters.</p> <p>Inspect and repair exhaust systems.</p> <p>Maintain/repair/replace temperature controls.</p> <p>Maintain/repair/test fire controls, detectors and sprinklers.</p> <p>Replace defective electrical breakers and panels.</p> <p>Localized repair of interior light switches and fixtures.</p> <p>Repair of exterior light fixtures/sensors.</p> <p>Repair/replace illuminated exit signs.</p> <p>Replace/relocate interior power outlets.</p> <p>Servicing of emergency generators.</p> <p>Maintain and improve landscaping.</p> <p>Maintenance and upgrade of playground facilities.</p> <p>Upgrade lighting to energy efficient fixtures.</p>

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Robert N. Wilentz 23-4090-200	Maintenance and upgrade of playground facilities.	Upgrade parking lot lighting. Installation of ceiling fans in all kindergarten classrooms.	Install room occupancy sensors in each classroom Installation of security fencing around playground.
Totals:	133,294	117,877	100,000

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Ignacio Cruz 23-4090-075	Maintenance of interior light switches and fixtures.	Maintenance of interior light switches and fixtures.	Maintenance of interior light switches and fixtures.
	Maintenance of exterior light fixtures and sensors.	Maintenance of exterior light fixtures and sensors.	Maintenance of exterior light fixtures and sensors.
	Maintain temperature controls.	Maintain temperature controls.	Maintain temperature controls.
	Maintenance of playground facilities.	Maintenance of playground facilities.	Maintenance of playground facilities.
	Maintain/test fire controls, detectors and sprinklers.	Maintain/test fire controls, detectors and sprinklers.	Maintain/test fire controls, detectors and sprinklers.
	Maintenance of HVAC system and electrical systems.	Maintenance of HVAC system and electrical systems.	Maintenance of HVAC system and electrical systems.
	Replacement of multi-purpose room lighting.	Replacement of booster panel for domestic water.	Replace poured in place playground surfacing.
Totals:	48,399	20,378	100,000

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Thomas M. Peterson 23-4090-060	Localized repair of cracks in structural foundation.	Localized repair of cracks in structural foundation.	Localized repair of cracks in structural foundation.
	Localized repair of cracks in exterior walls and closures.	Localized repair of cracks in exterior walls and closures.	Localized repair of cracks in exterior walls and closures.
	Repair/replacement of exterior door hardware and glazing, recaulking and adjustments.	Repair/replacement of exterior door hardware and glazing, recaulking and adjustments.	Repair/replacement of exterior door hardware and glazing, recaulking and adjustments.
	Reglazing exterior windows.	Reglazing exterior windows.	Reglazing exterior windows.
	Localized repair of roofing.	Localized repair of roof and soffit.	Localized repair of roof and soffit.
	Interior painting in all areas of building.	Interior painting in all areas of building.	Interior painting in all areas of building.
	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.	Repair/replace interior door hardware and glazing.
	Repair piping, valves and pumps on domestic cold water.	Repair piping, valves and pumps on domestic cold water.	Repair piping, valves and pumps on domestic cold water.
	Repair/replace hot water heaters, valves, controls and piping.	Repair/replace hot water heaters, valves, controls and piping.	Repair/replace hot water heaters, valves, controls and piping.
	Repair leaders and gutters.	Repair leaders and gutters.	Repair leaders and gutters.
	Replacement of steam boiler. Annual inspection of thermostats.	Repair/maintain boilers and burners. Annual inspection of thermostats.	Repair/maintain boilers and burners. Annual inspection of thermostats.

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Thomas M. Peterson 23-4090-060	Chemical water treatment - heating.	Chemical water treatment - heating.	Chemical water treatment - heating.
	Maintain/repair/replace temperature controls.	Maintain/repair/replace temperature controls.	Maintain/repair/replace temperature controls.
	Maintain/repair/test fire controls, detectors and sprinklers.	Maintain/repair/test fire controls, detectors and sprinklers.	Maintain/repair/test fire controls, detectors and sprinklers.
	Replace defective electrical breakers and panels.	Replace defective electrical breakers and panels.	Replace defective electrical breakers and panels.
	Localized repair of interior light switches and fixtures.	Localized repair of interior light switches and fixtures.	Localized repair of interior light switches and fixtures.
	Repair of exterior light fixtures/sensors.	Repair of exterior light fixtures/sensors.	Repair of exterior light fixtures/sensors.
	Repair/replace illuminated exit signs.	Repair/replace illuminated exit signs.	Repair/replace illuminated exit signs.
	Replace/relocate interior power outlets.	Replace/relocate interior power outlets.	Replace/relocate interior power outlets.
	Repair/replace sidewalks, fencing, driveways and parking lots.	Repair/replace sidewalks, fencing, driveways and parking lots.	Repair/replace sidewalks, fencing, driveways and parking lots.
	Maintenance of playground facilities.	Maintenance of playground facilities.	Maintenance of playground facilities.
	Waterproof basement and install new sump pump.	Install more french drains in basement	Install more french drains in basement
	Moving of lockers from 1st to 2nd floor.	Install PA system	Install PA system
		Upgrade pneumatic controls on heating system	Upgrade pneumatic controls on heating system
		Installation of security camera system.	Replace fire alarm system
		Installation of burglar alarm system.	Repair decorative roof
		Conversion of bathrooms to ADA compliance.	Maintain newly installed HVAC controls for boiler plant
Totals:	148,024	65,530	60,000

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

<u>School Name</u>	<u>13-14 Actual</u>	<u>14-15 Budgeted</u>	<u>15-16 Planned</u>
P.S. #7 23-4090-100	Localized repair of cracks in structural foundation. Localized repair of cracks in exterior walls and closures. Repair/replacement of exterior door hardware and glazing, recaulking and adjustments. Reglazing exterior windows. Interior painting in all areas of building. Installation of ADA compliant classroom hardware. Repair piping, valves and pumps on domestic cold water. Repair/replace hot water heaters, valves, controls and piping. Repair leaders and gutters. Repair water fountains, faucets, drains and toilets. Repair/maintain boilers and burners. Annual inspection of thermostats.	Localized repair of cracks in structural foundation. Localized repair of cracks in exterior walls and closures. Repair/replacement of exterior door hardware and glazing, recaulking and adjustments. Reglazing exterior windows. Interior painting in all areas of building. Installation of PA system. Repair piping, valves and pumps on domestic cold water. Repair/replace hot water heaters, valves, controls and piping. Repair leaders and gutters. Repair water fountains, faucets, drains and toilets. Repair/maintain boilers and burners. Annual inspection of thermostats.	Localized repair of cracks in structural foundation. Localized repair of cracks in exterior walls and closures. Repair/replacement of exterior door hardware and glazing, recaulking and adjustments. Reglazing exterior windows. Interior painting in all areas of building. Repair piping, valves and pumps on domestic cold water. Repair/replace hot water heaters, valves, controls and piping. Repair leaders and gutters. Repair water fountains, faucets, drains and toilets. Repair/maintain boilers and burners. Annual inspection of thermostats. Chemical water treatment - heating.

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
P.S. #7 23-4090-100	Chemical water treatment - heating. Repair/replace heating and cooling coils, valves, fans, motors and filters. Maintain/repair/replace temperature controls. Maintain/repair/test fire controls, detectors and sprinklers. Replace defective electrical breakers and panels. Localized repair of interior light switches and fixtures. Repair of exterior light fixtures/sensors. Repair/replace illuminated exit signs. Replace/relocate interior power outlets. Renovation of playground, driveway, retaining wall, fencing and playground.	Chemical water treatment - heating. Repair/replace heating and cooling coils, valves, fans, motors and filters. Maintain/repair/replace temperature controls. Maintain/repair/test fire controls, detectors and sprinklers. Replace defective electrical breakers and panels. Localized repair of interior light switches and fixtures. Repair of exterior light fixtures/sensors. Repair/replace illuminated exit signs. Replace/relocate interior power outlets. Installation of new playground facilities. Upgrade pneumatic controls on heating system and install BMS system.	Repair/replace heating and cooling coils, valves, fans, motors and filters. Maintain/repair/replace temperature controls. Maintain/repair/test fire controls, detectors and sprinklers. Replace defective electrical breakers and panels. Localized repair of interior light switches and fixtures. Repair of exterior light fixtures/sensors. Repair/replace illuminated exit signs. Replace/relocate interior power outlets. Maintenance of playground facilities. Upgrade pneumatic controls on heating system and install BMS system. Replace fire alarm system Maintain newly installed HVAC controls for boiler plant
Totals:	87,311	56,142	45,000

PERTH AMBOY BOARD OF EDUCATION
23-4090
COMPREHENSIVE MAINTENANCE PLAN

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
Edumnd Hmieleski ECC 23-4090-080	Maintain Cooling tower	Maintain Cooling tower	Maintain Cooling tower
	Maintain heat pumps	Maintain heat pumps	Maintain heat pumps
	Repair/maintain boilers and burners.	Repair/maintain boilers and burners.	Repair/maintain boilers and burners.
	Maintenance and repair of camera/card access system.	Maintenance and repair of camera/card access system.	Maintenance and repair of camera/card access system.
	Maintain/test fire controls, detectors and sprinklers.	Maintain/test fire controls, detectors and sprinklers.	Maintain/test fire controls, detectors and sprinklers.
	Servicing of emergency generators.	Servicing of emergency generators.	Servicing of emergency generators.
	Chemical water treatment for heating and cooling systems.	Chemical water treatment for heating and cooling systems.	Chemical water treatment for heating and cooling systems.
	Maintenance and upgrade of playground facilities.	Maintenance and upgrade of playground facilities.	Playground surface and equipment maintenance and repairs
	Maintain/repair/replace temperature controls.	Maintain/repair/replace temperature controls.	Maintain/repair/replace temperature controls.
	Maintenance of exterior light fixtures and sensors.	Maintenance of exterior light fixtures and sensors.	Maintenance of exterior light fixtures and sensors.
			Kalwall repairs
Totals:	48,399	20,377	50,000

**Saturday Morning Family School
2014-2015**

**Personnel
14 - D - 10**

A	B	C	D	E	F	G
School	Employee Name	Position	Program Name	Account Number	Rate of Pay	Date
1 Edward J. Patten	Rocio Castro	Teacher - Study Skills	Saturday Morning Family School	15-120-100-101/1-0000-05	\$34/hr	Nov. 22 - June 13, 2015
2 Edward J. Patten	Moreena Lawrie	Teacher - Study Skills	Saturday Morning Family School	15-120-100-101/1-0000-05	\$34/hr	Nov. 22 - June 13, 2015
3						
4						
5		Substitute				
6 Edward J. Patten	Lixie Gomez	Teacher	Saturday Morning Family School	15-120-100-101/1-0000-05	\$34/hr	Nov. 22 - June 13, 2015
7 Edward J. Patten	Elizabeth Fajardo	Teacher	Saturday Morning Family School	15-120-100-101/1-0000-05	\$34/hr	Nov. 22 - June 13, 2015
8 Edward J. Patten	Rullan, Alba	Teacher	Saturday Morning Family School	15-120-100-101/1-0000-05	\$34/hr	Nov. 22 - June 13, 2015
9 Edward J. Patten	Robinson, Brittany N.	Teacher	Saturday Morning Family School	15-120-100-101/1-0000-05	\$34/hr	Nov. 22 - June 13, 2015
10 Edward J. Patten	Cuevas, Veronica	Teacher	Saturday Morning Family School	15-120-100-101/1-0000-05	\$34/hr	Nov. 22 - June 13, 2015
11 Edward J. Patten	Hadley, Jessica	Teacher	Saturday Morning Family School	15-120-100-101/1-0000-05	\$34/hr	Nov. 22 - June 13, 2015
12 Edward J. Patten	Sosa, Mariana	Teacher	Saturday Morning Family School	15-120-100-101/1-0000-05	\$34/hr	Nov. 22 - June 13, 2015
13 Edward J. Patten	Yuderka Gonzalez	Paraprofessional	Saturday Morning Family School	15-190-100-106.1-0000-05	\$24/hr	Nov. 22 - June 13, 2015
14 Edward J. Patten	Henry Stinga	Paraprofessional	Saturday Morning Family School	15-190-100-106.1-0000-05	\$24/hr	Nov. 22 - June 13, 2015
15 Edward J. Patten	Suzanne Springer	Paraprofessional	Saturday Morning Family School	15-190-100-106.1-0000-05	\$24/hr	Nov. 22 - June 13, 2015

WJS 10-27-2014

Employee name	School	Position	Program Name	Account Number	Rate of Pay	Start Date	End Date	Hours/ AM or PM
Abreu, Kelly	Richardson School	Substitute Teacher	Teacher	20-234-100-101-0-0000-06	\$34	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Angela Martinez	Richardson School	Substitute Teacher	Para Prof	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Bolaños, Olga	Richardson School	Substitute Teacher	Para Prof.	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Carmen Cruz	Richardson School	Substitute Teacher	Para Prof	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Carmen Mendez	Richardson School	Substitute Teacher	Para Prof	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Carol Foster	Richardson School	Child Care Substitute	Para Prof	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Cruz, Carmen	Richardson School	Substitute Teacher	Para Prof.	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Cuevas, Veronica	Richardson School	Substitute Teacher	Teacher	20-234-100-101-0-0000-06	\$34	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Erba, Wilfredo	Richardson School	Substitute Teacher	Teacher	20-234-100-101-0-0000-06	\$34	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Harris, Danielle	Richardson School	Substitute Teacher	Teacher	20-234-100-101-0-0000-06	\$34	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Hernandez, Julissa	Richardson School	Substitute Teacher	Para Prof.	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Julissa Hernandez	Richardson School	Substitute Teacher	Para Prof	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Kisijara, Manuel	Richardson School	Substitute Teacher	Para Prof.	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Marisol Prats	Richardson School	Substitute Teacher	Para Prof	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Martinez, Angela	Richardson School	Substitute Teacher	Para Prof.	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Mendez, Carmen	Richardson School	Substitute Teacher	Para Prof.	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Rivas, Martha	Richardson School	Substitute Teacher	Para Prof.	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Rossi, Pamela	Richardson School	Substitute Teacher	Para Prof.	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Rullan, Alba	Richardson School	Substitute Teacher	Teacher	20-234-100-101-0-0000-06	\$34	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Valente, Marilyn	Richardson School	Substitute Teacher	Teacher	20-234-100-101-0-0000-06	\$34	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Vargas, Joel	Richardson School	Substitute Teacher	Teacher	20-234-100-101-0-0000-06	\$34	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Vasquez, Edgardo	Richardson School	Substitute Teacher	Teacher	20-234-100-101-0-0000-06	\$34	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Villa, Niurka	Richardson School	Substitute Teacher	Para Prof.	20-234-200-110-0-0000-40	\$24	11/22/2014	6/30/2015	Sat. 8:30am-11:30am
Zaharakis, Maria	Richardson School	Substitute Teacher	Teacher	20-234-100-101-0-0000-06	\$34	11/22/2014	6/30/2015	Sat. 8:30am-11:30am

Personnel **14 – D – 11**

Shull School Before - After School Programs

Employee name	School	Position	Program Name	Account Number	Rate of Pay	Dates (From-To)	Hours/Am or PM	Dates
Agosto, Valerie	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Babyak, Tom	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Bermeo, Stephanie	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Cangiano, Nancy	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Encarnacio, Jamie	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Estevez, Indirah	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Jensen, Erin	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Johnston, Patricia	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Mullen, Andrea	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Perez, Cecily	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Riggins, Elissa	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Sabine, Janet	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Sousa, Judith	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Tartza, Donna	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Velez, Leslie	Shull	Teacher	Family Night	20-231-200-110-1-0000-06	\$ 34.00	11/24 - 6/12	PM	Monday - Friday
Taylor, Linda	Shull	Coordinator	Learning Center	20-234-100-101-10000-06	\$ 34.00	11/24 - 6/12	Both	Monday - Friday

Shull School Before - After School Programs

[illegible]

[illegible]

[illegible]

[illegible]

Lunch Aides

Haydee Acevedo	Carmen Cosme	Brenda Lamboy
Yudit Martinez	Elizabeth Nieves	Yisel Perez-Diaz
Yohanna Rodriguez	Rosalina Seiyo	Marisol Valentin
Rachel Vasquez	Maria Nieves	Carmen Caban
Irma Castillo	Evelyn Marcucci	Cindy Shook
Rosa Soler	Carmen Cordero	Lois Cucura
Isabel Frias	Mercedes Gomez	Marixa Nieves
Carmen Padron	Elena Perez	Maria Quiles
Elba Rivera	Gillermina Santiago	Matilde Ruiz
Margarita Centeno	Luisa Chabala	Isabel Hernandez
Ruth Rosario	Arlene Magner	Carmen Torres
Yadlia Fabre	Janet Rivera	Claribel Perez
Maggie Perez	Martis Arias	Leida Fernandez
Terika Grant	Loretta Olah	Marta Ortiz
Elia Rodriguez	Alice Sarosky	Michelle Zeleniak
Maria Ayala	Sandra Dominguez	Mhyriam Jimenez
Lydia Johnson	Sonia Ramos	Enidia Reyes
Jennie Thompson Reyes	Ruth Santillana	Angela Batista
Nereida Batista	Betty Jordan	Maria Planco
Idalia Rodriguez	Wendy Siguenza	Keith Simo
Amanda Bowman	Elvita Castro	



Perth Amboy Public Schools

Administrative Headquarters Building

178 Barracks Street

Perth Amboy, NJ 08861

732-376-6200

Personnel
14 – D – 19

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 23, 2014

AGENDA: November 20, 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
Larry Bello	East Campus	\$88,750	\$89,750	11/16/14	Content Area Stipend
Irma Padilla	Ceres	\$55,825	\$56,415	11/1/14	15yrs Secretary Longevity
Nancy Zupko	Flynn	\$40,850	\$43,850	11/1/14	15yrs. Para Longevity
Joel Vargas	PAHS	\$48,000	\$55,400	9/1/14	4/5 EPTA Stipend
Tracy Soluri	PAHS	\$68,650	\$70,500	9/1/14	1/5 EPTA Stipend
Emily Figueroa	McGinnis	\$56,500	\$57,000	11/16/14	10yrs SRP Longevity



Perth Amboy Public Schools

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

Personnel
14 – D – 20

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

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

Date: November 12, 2014
From: Debra J. Sheard, Ed.D.
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 November 20, 2014 Agenda.

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

Name	From	To	Effective
Danielle Papa	Intervention Teacher – W. C. McGinnis School	Language Arts Teacher (Gr. 7) – W. C. McGinnis School	November 24, 2014
Wanda Segarra-Cruz	Basic Skills Teacher – P. A. Education Center	Transitional Coach – P.A. Education Center	November 24, 2014

Thank you.

POLICY

PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

1000/page 1 of 1

1000 ADMINISTRATION

<u>Number</u>	<u>Title</u>
1100	District Organization
1101	Control Responsibility
1110	Organizational Chart
1120	Management Team
1130	Staff Liaison Committees
1140	Affirmative Action Program (M)
1210	Board-Superintendent Relations
1220	Employment of Chief School Administrator (M)
1230	Superintendent's Duties (M)
1240	Evaluation of Superintendent (M)
1260	Incapacity of Superintendent
1310	Employment of School Business Administrator/Board Secretary
1320	Duties of the School Business Administrator/Board Secretary
1330	Evaluation of the School Business Administrator
1331	Evaluation of the Board Secretary
1350	Incapacity of School Business Administrator/Board Secretary
1400	Job Descriptions (M)
1510	Rights of Persons With Handicaps or Disabilities/Policy on Non-Discrimination (M)
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1530	Equal Employment Opportunities (M)
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1550	Affirmative Action Program for Employment and Contract Practices (M)
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1631	Residency Requirement for Person Holding School District Office, Employment, or Position



5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student's absence from school will be excused or unexcused that counts toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.



Elementary Pupils - Tardiness

Pupils tardy more than four times in one marking period, he/she will be excluded from extra-curricular activities. For each additional tardy, one additional day of suspension from extra-curricular activities will be given to the pupil.

Truancy – After the third time being truant and the pupil is over sixteen years of age, he/she will be dropped for the remainder of the school year.

Middle School/Grades 7 and 8 - Tardiness

A. Tardiness shall be divided into two categories: school day and class tardiness.

1. School Day Tardiness

Pupils who report to their homeroom after the late bell sounds to signify the start of the homeroom period or fail to report to the designated area after the bell sounds to end the homeroom period, are to be considered tardy.

2. Class Tardiness

Any pupil who arrives at his/her designated class after the bell signaling the start of the period without proper cause will be considered tardy.

B. Extra Curricular Participation on Days of Absence

1. Pupils absent from school on account of a cumulative absence may not participate in any extra-curricular activity on the day of absence.
2. Pupils on suspension will not be eligible to take part in extra-curricular activities during the length of the suspension (in-school or out-of school).

N.J.S.A. 18A:36-14; 18A:38-25
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; 6A:32-8.3

Adopted: 12 January 2006
Revised:



REGULATION

PERTH AMBOY BOARD OF EDUCATION

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M

R 5200 ATTENDANCE

A. Definitions

1. For the purposes of school attendance, a "day in session" shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather shall not be considered as days in session.
2. A "school day" shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. "A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A "half-day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.



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4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Unexcused Absences That Count Toward Truancy/Excused Absences

1. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.
2. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
 - a. The student's required attendance in court;
 - b. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
 - c. The student's suspension from school;



- d. Family illness or death supported by a written letter from the parent upon the student's return to school; supported by documentation.
- e. Visits to post-secondary educational institutions;
- f. Interviews with an admissions officer of an institution of higher education;
- g. Examination for a driver's license;
- h. Emergency and/or unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- i. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

3. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.

4. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.

D. Notice to School of a Student's Absence

- 1. The parent or adult student is requested to call the school office before the start of the student's school day.
- 2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
- 3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.



E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than three consecutive school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of three or more consecutive school days duration. The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work. (one day per day's absence)
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test within three school days.

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.



2. A secondary student may be denied course credit when he/she has been absent from eighteen days or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday or absences caused by a student's suspension will not count toward the total.

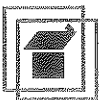
Exceptions to this rule may be made for students who have demonstrated and provided evidence to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study with the approval of the Building Principal.

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent eighteen or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday and absences due to student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study with the approval of the Building Principal.

H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and



- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.



3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.



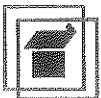
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.
3. A report card will record the number of times the student was absent and tardy in each marking period.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.



K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
 - f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.



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Attendance

L. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Issued: 12 January 2006
Revised:



7523 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

The Board of Education may provide technology devices to pupils in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;
2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;



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School District Provided Technology Devices to Pupils

4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and



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School District Provided Technology Devices to Pupils

12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – "The Anti-Big Brother Act"

Adopted:



JOB DESCRIPTION**PERTH AMBOY
BOARD OF EDUCATION****District Information Technology Data Analyst****Qualifications:**

1. Associates Degree.
2. Experience with student information systems (infinite campus preferred), SQL Server 2008/2012 experience, knowledge of T-SQL queries for data retrieval and reporting, knowledge of crystal reports, experience with NJSMART state reporting policies and procedures.
3. Minimum of 2 years' experience in developing reports and managing a district wide student information system.
4. Excellent communication skills and attention to detail.
5. Ability to work with school administrators and personnel to provide solutions/training.
6. Highly motivated person who works well individually and in a team environment.
7. Required Criminal History Check.
8. Provide Proof of U.S Citizenship or legal resident alien status by completing Federal Form I-9.
9. Pass required State Mantoux/Tuberculin test and Physical Examination as required.

Reports To: Director of Information Technology

Nature and Scope of Job:

The District Information Technology (IT) Data Analyst is responsible for all state and federal reporting, data analysis and student information system management. The District IT Data Analyst is responsible for organizing, updating and maintaining the SIS database including yearly rollover of courses and calendars. The person that fills this position will assist in developing and implementation of processes to ensure data accuracy and adherence to district procedures.

Duties and Responsibilities:

1. Oversee, manage & support the district student information system and NJSMART state reporting.
2. Designs and runs a variety of queries in large relational databases.
3. Troubleshoots data entry and reports for accuracy to identify problems and track down corrections as necessary.
4. Point of contact for all Infinite Campus technical questions and support related questions.
5. Coordinate with Administration, Supervisors, Departments, and schools on a regular basis to gather & develop process and procedures for reporting data to the state.
6. Helps to keep appropriate site and district administrators informed of issues affecting deadlines and/or data quality.
7. Train and support all users environment and promote usage of the district student information system portal.
8. Works closely with administrators to determine informational needs and design/develop program models/queries.
9. Work closely with Administrative staff to develop solutions based on the needs and accomplishments of the Board of Education.
10. Performs other duties as assigned that support the overall objective of the position.

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.
4. Official College Transcripts.
5. Employment Interview.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

District Information Technology Data Analyst (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. This position is nonaffiliated. Work schedule will be flexible to encompass a 40 hour work week.

Date Adopted: November 20, 2014

POLICY

PERTH AMBOY BOARD OF EDUCATION

PROGRAM
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Grading System

2624 GRADING SYSTEM

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 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, parents(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 is as follows:

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

Grades 9-12

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

Secondary school pupils 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 Department Core Curriculum Content Standards, and the educational goals of the district.



POLICY

PERTH AMBOY BOARD OF EDUCATION

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Grading System

Grade Levels

All pupils that began freshman year prior to September 2014:

Number of Credits Earned	Grade
0 - 30	09
31 - 61	10
61 - 90	11
91 - 120	12

All pupils that began freshman year after September 2014 or after:

Number of Credits Earned	Grade
0 - 35	09
36 - 70	10
71 - 100	11
101 - 130	12

Adopted: 12 January 2006
Revised: 20 November 2014



R 2624 GRADING SYSTEM

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.
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.



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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;
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.



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PERTH AMBOY BOARD OF EDUCATION

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Grading System

E. Meaning of Grades

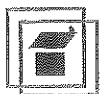
1. The following grades will be given in each academic subject at the end of each marking period:

- 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.

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



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PERTH AMBOY BOARD OF EDUCATION

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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 guidance counselor, no later than the end of the first marking period and is approved by the Building Principal, and
 - 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.
 - 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.
5. 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.



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6. 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 to 100
B	80 to 99
C	70 to 79
D	65 to 69
F	0 to 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 99	B
70 to 79	C
65 to 69	D
0 to 64	F

6. 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:



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Marking Period Grade	Numerical Value
A	90 to 100
B	80 to 99
C	70 to 79
D	65 to 69
F	0 to 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 99	B
70 to 79	C
65 to 69	D
0 to 64	F

F. 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 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;



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PERTH AMBOY BOARD OF EDUCATION

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Grading System

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.

G. 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 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.
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.

Issued: 12 January 2006
Revised: 20 November 2014



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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.



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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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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
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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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PERTH AMBOY BOARD OF EDUCATION

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Identification

0110 IDENTIFICATION

Name

The official name of the Board of Education shall be "The Board of Education of Perth Amboy in the County of Middlesex."

Purpose

The Board of Education exists for the purpose of providing a thorough and efficient system of free public education in grades Pre-Kindergarten through twelve in the Perth Amboy School District.

Composition

The Perth Amboy School District is comprised of all the area within the municipal boundaries of Perth Amboy.

Classification

The school district shall be classified as a Type II district.

Address

The address of the Board of Education shall be:
178 Barracks Street
Perth Amboy, New Jersey 08861

N.J.S.A. 18A:8-1; 18A:9-2; 18A:9-3; 18A:10-2

Adopted: 12 January 2006



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Authority and Powers

0120 AUTHORITY AND POWERS

Authority

The Board of Education is constituted, authorized, and governed by the statutes of the State of New Jersey, Title 18A, Education.

Powers

The Board shall make, amend, and repeal rules not inconsistent with statutes or with the rules of the State Board of Education for its own government and the transaction of its business and for the government and management of the public schools and the public property of the school district and for the employment, regulation of, conduct, and discharge of its employees. The Board shall perform all acts and do all things, consistent with law and the rules of the State Board, necessary for the proper conduct, equipment and maintenance of the public schools of the district.

N.J.S.A. 18A:10-1; 18A:11-1; 18A:16-1; 18A:20-1; 18A:27-4

Adopted: 12 January 2006



BYLAWS

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Bylaws and Policies

0131 BYLAWS AND POLICIES

The Board of Education shall exercise its rule-making power by adopting bylaws and policies for the organization and operation of the school district.

Adoption, Amendment, and Repeal

Bylaws and policies may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal has been proposed and approved at a previous meeting of the Board.

The Board may at its organization meeting and by a majority vote of those present and voting readopt existing bylaws and policies without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw or policy and adopt, amend, or repeal a bylaw or policy without prior notice. The emergency adoption, amendment, or repeal of a bylaw or policy shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board.

The adoption, amendment, repeal, or suspension of a bylaw or policy shall be recorded in the minutes of the Board. Any policy or part of a policy that is superseded by a term in a negotiated agreement or by a subsequently adopted policy shall no longer be in force and effect as a policy.

Promulgation and Distribution

A manual of bylaws and policies shall be maintained. A copy of the manual of bylaws and policies shall be given to each Board member, the Superintendent, the Board Secretary, the Board Attorney, each Building Principal, and other individuals designated by the Superintendent.

The Superintendent shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws and policies.

Each copy of the manual of bylaws and policies shall be numbered; a record of the placement of each manual shall be maintained by the Board Secretary. Copies of revised pages will be furnished to the holders of manuals as changes are made to bylaws and policies. The holder of a policy manual shall return the manual to the Board Secretary upon the termination of his/her service to the district.



BYLAWS

PERTH AMBOY BOARD OF EDUCATION

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Bylaws and Policies

The manual of bylaws and policies shall be considered a public record open to inspection in the office of the Board Secretary. The manual retained by the Board Secretary shall be considered the master copy of the policy manual and shall not be modified by any person other than the Superintendent or Board Secretary or his/her designee.

Development of Bylaws and Policies

Bylaws and policies will be developed and considered by the Board in accordance with the following procedure:

1. A new or revised bylaw or policy may be suggested to the Board by any Board member, the Superintendent, any staff member, or a member of the public;
2. A suggestion for a new or revised bylaw or policy may be referred, at the discretion of the President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a policy suggestion should consider whether the matter is adequately addressed in existing Board policy and whether the matter is more appropriately addressed by administrative regulation;
3. If a recommendation for a new or revised bylaw or policy results from referral for study, a proposed draft will be submitted to the Board for discussion and approval on first reading. Copies of the proposed draft will be made available to staff members and the public, and comment will be invited. Changes in the draft may be made, by a simple majority vote, when the draft is presented for approval on first reading;
4. The proposed draft, approved on first reading, will be submitted for adoption at the next regular meeting of the Board. Changes in the draft may be made by a simple majority vote. A change that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at the next succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw or policy on second reading.

N.J.S.A. 18A:11-1

Adopted: 12 January 2006



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Executive Authority

0132 EXECUTIVE AUTHORITY

The Board of Education shall exercise its executive power in part by the appointment of a Superintendent as Chief School Administrator, who shall enforce the statutes of the State of New Jersey, rules of the State Board of Education, and policies of this Board.

The Superintendent shall prepare regulations for the administration of the school district that are consistent with statutes or rules of the State Board of Education and are dictated by the policies of this Board. Administrative regulations shall be binding on the employees and the pupils of this school district when issued and shall be provided to the Board for the information of Board members except where Board approval is required by law.

The Superintendent shall be delegated the authority to take necessary action in circumstances not governed by Board policy and shall report any such action to the Board at the first regular Board meeting following the action.

The Superintendent shall have a seat on the Board and shall have the right to speak on all matters at meetings of the Board, but shall have no vote.

N.J.S.A. 18A:17-20

Adopted: 12 January 2006
Revised: 20 November 2014



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Adjudication of Disputes

0133 ADJUDICATION OF DISPUTES

The Board of Education may assume jurisdiction over any dispute or controversy arising within this school district and concerning any matter over which authority has been vested in the Board by statute, rule of the State Board of Education, or a contract or policy of this Board.

The Board may hold hearings that will offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

Beyond the basic requirements of due process a hearing will vary in form and content as dictated by the severity of the consequences that may flow from the Board's determination, the degree of difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the school district.

Regulations for the conduct of adjudicatory hearings of the Board shall be prepared as guidelines for those who may be heard by the Board.

A decision of the Board may be appealed to the Commissioner of Education.

N.J.S.A. 18A:11-1

Adopted: 12 January 2006



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Board Self Evaluation

0134 BOARD SELF EVALUATION

The Board of Education is committed to the belief that every part of the school system in this district should be accountable to the public and that performance evaluation is essential to that accountability. The Board further believes that the improvement and growth of any institution depends upon an honest appraisal of its strengths and weaknesses. The Board accepts, therefore, responsibility for the conduct of a systematic program of self-evaluation and appraisal. The standards against which the Board will evaluate itself will be the educational goals, bylaws, and policies duly adopted by this Board.

The Board will annually adopt an evaluation instrument that permits individual Board members to record their assessments of the conduct of Board meetings, the fiscal management of the district, the conduct of the instructional program, and the relationship of the Board with the Superintendent, other district staff members, and the community.

The assessments of Board members will be tabulated and presented for discussion at a regular meeting of the Board in which the Superintendent will be invited to participate. The Board will formulate, as appropriate, goals and priorities that will serve to guide the Board in the ensuing school year.

N.J.S.A. 18A:11-1

Adopted: 12 January 2006



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Board Member Number and Term

0141 BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of nine members.

The term of a Board member shall be three years, except that:

The term of a Board member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election. Any vacancy for the remainder of the term shall be filled at the next annual school election, except that

1. A Board member appointed to fill a vacancy occurring within sixty days immediately preceding an annual election occurring in April, to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy; or
2. A Board member appointed to fill a vacancy occurring after the third Monday in July for an annual election occurring in November, to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy.

Any vacancy for the remainder of a term shall be filled at the annual election or the second annual election next succeeding the occurrence of a vacancy, as the case may be.

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15

Adopted: 12 January 2006
Revised: 20 November 2014



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Board Member Qualifications, Prohibited Acts,
and Code of Ethics
M

0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS, AND CODE OF ETHICS

Each member of the Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act.

Qualification of Office

A Board member must be a citizen of the United States.

A Board member must be a resident of the district the member represents and must have been such for at least one year immediately preceding the member's election or appointment.

A Board member must be able to read and write.

A Board member must be registered to vote in the district and not disqualified from voting pursuant to N.J.S.A. 19:4-1.

A Board member may not have been convicted of a crime or offense as listed in N.J.S.A. 18A:12-1.

A Board member cannot concurrently hold office as mayor or a member of the governing body of Perth Amboy.

Each member of the Board of Education, within thirty days of election or appointment to the Board shall undergo a criminal history background investigation for the purpose of ensuring the member is not disqualified from membership due to a criminal conviction of a crime or offense listed in N.J.S.A. 18A:12-1 et seq. The Board of Education (will will not) reimburse the Board member for the costs of the criminal history record check. The Commissioner of Education shall notify the Board of Education if a member has been disqualified from membership on the Board as the result of the criminal history record check. The Commissioner of Education will also notify the Board if a Board member has charges enumerated in N.J.S.A. 18A:12-1 pending against him/her and the Board shall take appropriate action. If the pending charges result in conviction, the member shall be disqualified from continued membership on the Board.



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Board Member Qualifications, Prohibited Acts,
and Code of Ethics

Prohibited Acts

"Business" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

"Interest" means the ownership of or control of more than ten percent of the profits, assets, or stocks of a business but does not include the control of assets in a labor union.

"Immediate family" means the person to whom the Board member is legally married and any dependent child of the Board member residing in the same household.

No Board member or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

No Board member shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, members of his/her immediate family, or others.

No Board member shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his/her independence of judgment in the exercise of official duties. No Board member shall act in his/her official capacity in any matter where he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the Board member or a member of his/her immediate family.

No Board member shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of official duties.

No Board member or member of his/her immediate family or business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly, in the discharge of his/her official duties, except that the member may have solicited or accepted contributions to his/her campaign for election to public office if he/she had no knowledge or reason to believe that the campaign



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Board Member Qualifications, Prohibited Acts,
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contribution, if accepted, was given with the intent to influence him/her in the discharge of official duties. Board members may not accept offers of meals, entertainment or hospitality which are limited to clients/customers of the individual providing such hospitality. Board members may attend hospitality suites or receptions at conferences only when they are open to all persons attending the conference.

No Board member shall use, or allow to be used, his public office or any information not generally available to the members of the public which he/she receives or acquires in the course of and by reason of his/her office, for the purpose of securing financial gain for him/herself, any member of his/her immediate family, or any business organization with which he/she is associated.

No Board member or business organization in which he/she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application, or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

It is not a conflict of interest if, merely by reason of his/her participation in any matter voted upon by the Board, a Board member accrues material or monetary gain that is no greater than the gain that could reasonably be expected to accrue to any other member of the member's business, profession, occupation, or group.

No elected Board member shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward, or other thing of value is promised to or given to or accepted by the member or a member of his/her immediate family, whether directly or indirectly, in return for the information so requested.

Nothing shall prohibit a Board member or members of his/her immediate family from representing him/herself or themselves in negotiations or proceedings concerning his/her or their own interests, except that Board members shall disqualify themselves from participating in negotiations and voting on collective bargaining agreements where their spouse or dependent children are members of the bargaining unit.

Each Board member shall annually, in accordance with N.J.S.A. 18A:12-25 and 18A:12-26, file a disclosure statement regarding potential conflicts of interest.



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Board Member Qualifications, Prohibited Acts,
and Code of Ethics

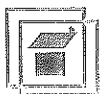
Ineligibility for District Employment

A Board member cannot be appointed to a paid office or position required to be filled by the Board, except where law permits or requires that the office or position be filled by a Board member, and is ineligible for appointment to a paid office or position in the district for at least six months after the member's retirement, resignation, or removal from Board membership.

Code of Ethics

In accordance with N.J.S.A 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board member will:

1. Uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, insure they are well run.
5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.



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Board Member Qualifications, Prohibited Acts,
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8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. Support and protect school personnel in proper performance of their duties.
10. Refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.

Each Board member is required to sign an acknowledgment that he/she received a copy, read and will become familiar with the Code of Ethics for School Board Members contained within N.J.S.A. 18A:12-21 et seq. The School Business Administrator/Board Secretary will provide each Board member with a copy of the Code of Ethics and the required acknowledgement on an annual basis and will maintain the original signed acknowledgment(s) in the School Business Administrator/Board Secretary office.

The Board will receive a copy of and discuss the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A. 12-21 et seq., at a regular scheduled public meeting each year. The discussion may include presentations by school administrative staff, the Board attorney, Board members and/or other professionals familiar with the School Ethics Act and the Code of Ethics. In addition, the Superintendent, School Business Administrator/Board Secretary and/or Board Attorney will keep the Board informed of decisions by the School Ethics Commission, Commissioner of Education, State Board of Education and courts.

Oath of Office

Each Board member shall, before entering upon the duties of the office, swear or affirm under oath that he/she qualifies for membership and will faithfully discharge the duties of the office of Board member.

N.J.S.A. 18A:12-1; 18A:12-1.1; 18A:12-2;
18A:12-2.1; 18A:12-21 through 18A:12-34

N.J.S.A. 41:1-3

School Ethics Commission Policy Guideline 1.

Adopted: 12 January 2006

Revised: 20 November 2014



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0142.1 NEPOTISM

The Board of Education adopts this Nepotism Policy as a condition of receiving State aid pursuant to N.J.A.C. 6A:23A-6.2.

For the purposes of this Policy, "relative" means an individual's spouse, by marriage or civil union pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the individual's or spouse's parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.

For the purposes of this Policy, "immediate family member" means the person's spouse, partner in a civil union as defined in N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or dependent child residing in the same household.

For the purposes of this Policy, "administrator" is defined as set forth in N.J.S.A. 18A:12-23.

No relative of a Board member or the Superintendent of Schools shall be employed in an office or position in this school district except that a person employed by the school district on the effective date of the Policy or the date a relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed or promoted in the district.

The Superintendent of Schools shall not recommend to the Board of Education pursuant to N.J.S.A. 18A:27-4.1 any relative of a Board member or the Superintendent. However, in accordance with N.J.A.C. 6A:23A-6.2(a)2, the district may employ a relative of a Board member or Superintendent of Schools provided the district obtains the approval from the Executive County Superintendent of Schools. Such approval shall be granted only upon demonstration by the school district that it conducted a thorough search for candidates and that the proposed candidate is the only qualified and available person for the position.

In accordance with N.J.A.C. 6A:23A-6.2(a)6.(b), per diem substitutes and student employees who are relatives of a Board member or the Superintendent of Schools shall be excluded from the provisions of this Policy and N.J.A.C. 6A:23A-6.2.

A school district administrator shall be prohibited from exercising direct or indirect authority, supervision, or control over a relative of the administrator. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternative supervision and reporting mechanisms must be put in place.



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Nepotism

A school district administrator or Board member who has a relative who is a member of the bargaining unit shall be prohibited from discussing or voting on the proposed collective bargaining agreement with that unit or from participating in any way in negotiations, including, but not limited to, being a member of the negotiating team; nor should that school district administrator be present with the Board in closed session when negotiation strategies are being discussed; provided however, that the administrator may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide such information.

A school district administrator or Board member who has an immediate family member who is a member of the same Statewide union in another school district shall be prohibited from participating in any way in negotiations, including but not limited to, being a member of the negotiating team or being present with the Board of Education in closed sessions when negotiation strategies are being discussed, prior to the Board of Education attaining a Tentative Memorandum of Agreement with the bargaining unit that includes a salary guide and total compensation package. Once the Tentative Memorandum of Agreement is established, a school district administrator with an immediate family member who is a member of the same State-wide union in another school district may fully participate in the process, absent other conflicts. Notwithstanding these provisions, a district administrator who has an immediate family member who is a member of the same Statewide union in another district may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide the information.

N.J.A.C. 6A:23A-6.2

Adopted: 21 September 2010



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Board Member Election and Appointment

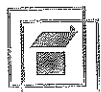
0143 BOARD MEMBER ELECTION AND APPOINTMENT

The election and appointment of Board of Education members will be conducted in strict compliance with law.

A vacancy in the membership of a regional Board of Education shall be filled in accordance with N.J.S.A. 18A:13-11. A vacancy shall be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Education of Type II districts having elected Boards of Education are filled.

A vacancy in the membership of a Board of Education shall be filled as follows:

1. By the Executive County Superintendent, if the vacancy is caused by:
 - a. The absence of candidates for election to the school Board; or
 - b. The removal of a member because of lack of qualifications; or
 - c. The failure of the Board to appoint a person to a vacancy within sixty-five days following its occurrence; or
 - d. Two or more candidates qualified by law for membership on the Board receiving an equal number of votes in a special runoff election.
2. By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;
3. By special election within sixty days of the annual school election, if:
 - a. Two or more candidates qualified by law for membership on the school Board receive an equal number of votes in the annual school election; or
 - b. The annual election is disqualified due to improper election procedures.
4. By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or
5. By a majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.



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Board Member Election and Appointment

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board. The President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of his/her candidacy for the vacancy. The Board may also require candidates submit a resume with their written request.

In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview candidates in public or executive session. The Board must vote to appoint a candidate to a vacancy in public session and there shall be no decisions made in executive session. In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote so the public can witness any deliberations, policy formulation, and the decision making process of the Board.

A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, another election process shall be conducted between the two candidates receiving the highest number of votes.]

N.J.S.A. 18A:12-11; 18A:12-15

Adopted: 12 January 2006
Revised: 20 November 2014



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Board Member Orientation and Training

0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member in the acquisition of information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive access to and/or a copy of the Board of Education Bylaw and Policy Manual, the manual of administrative regulations, each negotiated agreement, and such other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

Each newly elected or appointed Board member shall complete during the first year of the member's first term a training program to be prepared and offered by the New Jersey School Boards Association, in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.



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Board Member Orientation and Training

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under P.L. 2002, c.83 (C.18A:37-13 et seq.). A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.

Adopted: 12 January 2006
Revised: 20 November 2014



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Board Member Resignation and Removal

0145 BOARD MEMBER RESIGNATION AND REMOVAL

The membership of a Board of Education member shall terminate immediately upon:

1. The cessation of the member's bona fide residency in the school district the member represents; or
2. The member's election or appointment to the office of mayor or member of the governing body of Perth Amboy; or
3. The member's disqualification from voting pursuant to N.J.S.A. 19:4-1; or
4. The member's conviction for false swearing for having falsely affirmed or declared that he/she is qualified to vote;
5. The removal of the member by the Commissioner of Education; or
6. Recall of a Board member pursuant to N.J.S.A. 19:27A-1 et seq.

A member who fails to attend three consecutive regular meetings of the Board without good cause may be removed from office on the affirmative votes of a majority of the remaining Board members, provided that:

1. The member's removal was proposed at the immediately previous Board meeting; and
2. Notice of the proposed removal was given to the affected member at least forty-eight hours in advance of the meeting at which the vote will be taken.

N.J.S.A. 18A:12-2; 18A:12-3; 18A:12-29
N.J.S.A. 19:27A-1 et seq.

Adopted: 12 January 2006



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Board Member Authority

0146 BOARD MEMBER AUTHORITY

A Board member does not possess individually the authority and powers that reside in the Board of Education. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the operation of the school district or as an individual command the services of any school district employee.

Release of Information

Board member access to public, personnel, and pupil records shall be governed by law and by the provisions of Policy Nos. 8310, 8320, and 8330.

Confidential information to which a Board member becomes privy as a result of his/her office shall be used only for the purpose of helping the member discharge his/her responsibilities as Board member. No Board member shall reveal information contained in a confidential record or received during a duly convened private session of the Board except when that information has been released to the public by the Board.

Public Expressions

Board members are entitled to express themselves publicly on any matter, including issues involving the Board and the school district. Individual Board members cannot, however, express the position of the Board except as expressly authorized, in accordance with Board Policy No. 9120. A Board member shall not represent his/her personal opinion as the position of the Board and shall include in all formal expressions in which his/her Board affiliation is likely to be recognized, such as letters to government officials or newspapers, speeches to organizations, and the like, a statement that the opinions expressed do not necessarily represent those of the Board.

Board members visiting a school shall comply with district policy and procedures for school visitors.

Members of the Board shall adhere to the Code of Ethics for Board members in Bylaw 0142.

N.J.S.A. 18A:11-1

Adopted: 12 January 2006
Revised: 20 November 2014



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Board Member Indemnification

0148 BOARD MEMBER INDEMNIFICATION

The Board of Education will indemnify Board members in accordance with law whenever a civil, administrative, criminal or quasi-criminal action or other legal proceeding is brought against a Board member for any act or omission arising out of and in the course of the performance of his/her duties as Board member. In the case of a criminal or quasi-criminal action which results in a final disposition in favor of the Board member, the Board will defray all costs of defending the action, including reasonable counsel fees and expenses, together with costs of appeal, and will save harmless and protect the Board member from any financial loss resulting from the action. Indemnification for exemplary or punitive damages is not required and will be governed by the standards and procedures set forth in N.J.S.A. 59:10-4.

The Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

N.J.S.A. 18A:11.1; 18A:12-20; 18A:16-6;
18A:16-6.1; 18A:18A-46; 18A:18A-47

Adopted: 12 January 2006



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Organization Meeting

0151 ORGANIZATION MEETING

The Board of Education shall organize annually at a regular meeting held in all Type II school districts with an April school election, on any day during the first or second week following the April school election or with a November school election, on any day of the first week in January.

If the organization meeting cannot take place on the date(s) above by reason of lack of quorum or for any other reason, said meeting shall be held within three days thereafter.

The meeting shall be called to order by the School Business Administrator/Board Secretary, who shall serve as presiding officer pro tempore until the election of a President and Vice President.

The Board Secretary shall administer the oath of office to new Board members.

N.J.S.A. 18A:10-3; 18A:10-5
N.J.S.A. 41:1-1; 41:1-3

Adopted: 12 January 2006
Revised: 20 November 2014



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Board Officers

0152 BOARD OFFICERS

The Board of Education shall organize by electing one of its members as President and another as Vice President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by roll call vote when the nominations for that office are closed. The candidate receiving the votes of a majority of Board members present and voting will be elected to office. In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes.

Voting shall take place by verbal roll call.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

A President or Vice-President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of all of the members of the Board. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 12 January 2006
Revised: 20 November 2014



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PERTH AMBOY BOARD OF EDUCATION

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Annual Appointments

0153 ANNUAL APPOINTMENTS

The Board of Education may annually appoint the following positions:

1. A Board Secretary,
N.J.S.A. 18A:17-2, 17-5;
2. A public school accountant,
N.J.S.A. 18A:23-1;
3. A medical inspector,
N.J.S.A. 18A:40-1;
4. A psychological examiner,
N.J.S.A. 18A:46-11;
5. A member to serve as delegate to the New Jersey School Boards Association,
N.J.S.A. 18A:6-46;
6. An attendance officer(s),
N.J.S.A. 18A:38-32;
7. A Treasurer of School Moneys,
N.J.S.A. 18A:17-31;
8. A member to serve as delegate to the Middlesex County School Boards Association;
9. An attorney.

Adopted: 12 January 2006
Revised: 20 November 2014



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Annual Motions and Designations

0154 ANNUAL MOTIONS AND DESIGNATIONS

The Board of Education shall at the organizational meeting:

1. Designate one or more depositories for school funds, N.J.S.A. 18A:17-34;
2. Designate those persons authorized to sign school warrants, N.J.S.A. 18A:19-1;
3. Designate the official newspaper, N.J.S.A. 18A:22-11; 18A:39-3;
4. Designate a second newspaper for the publication of Board meetings, N.J.S.A. 10:4-8;
5. Designate the day, place, and time for regular meetings of the Board;
6. Approve the curriculum for all grades;
7. Readopt existing bylaws and policies for the Board's operation and the operation of the school system;
8. Readopt any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.

Adopted: 12 January 2006



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Board Committees

0155 BOARD COMMITTEES

The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the Board.

The President shall appoint Board members to serve a one-year term on the following Board standing committees:

1. Athletics and Co-Curricular;
2. Buildings and Grounds;
3. Curriculum;
4. Finance;
5. Personnel/Staff Relations;
6. Negotiations;
7. Discipline;
8. Parent/Community relations; and
9. Technology.

An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged.

Committees shall consist of no more than four Board members, one of whom shall be the President, who shall serve as ex officio member on all Board committees. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his/her appointment to another committee.



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Board Committees

The Board reserves the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

A chairperson shall be appointed by the President.

Committee meetings may be called at any time by the committee chairperson or when a meeting is requested by a majority of the members of the committee.

Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

Adopted: 12 January 2006



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Board of Education Website

0157 BOARD OF EDUCATION WEBSITE

For the purpose of keeping the community informed, the Board authorizes the Superintendent or designee to coordinate and oversee a school district website to be maintained on the Internet. All items to be posted on the website shall be approved by the Superintendent or designee, prior to posting. In the event the Superintendent or designee finds certain material that is submitted to be of a questionable nature, the Superintendent or designee shall seek approval of the Board prior to posting such material.

The types of information that may be posted on the website include, but are not limited to:

Board Meeting public agendas

Board Meeting approved minutes

Board of Education meeting dates

School District Quarterly Newsletter Information

Information regarding school times, closings, procedures, schedules

School Administration Information

Curriculum updates

Job postings

School Report Card

and any other information the Superintendent determines appropriate for posting on the website.

Materials containing political or editorial points of view shall be prohibited from the website.

The Board and Superintendent shall periodically evaluate the effectiveness of the school district website and this Policy.

N.J.S.A. 18A:11-1

Adopted: 12 January 2006



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PERTH AMBOY BOARD OF EDUCATION

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Call, Adjournment and Cancellation

0161 CALL, ADJOURNMENT AND CANCELLATION

The Board of Education shall meet in public session at least once every two months during the period in which the schools are in session.

All meetings shall be called to commence not later than 8:00 p.m. of the day designated.

A meeting not regularly scheduled may be called by the Board Secretary at the request of the President or upon the presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full Board.

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.S.A. 18A:10-6

N.J.A.C. 6A:32-3.1

Adopted: 12 January 2006



BYLAWS

PERTH AMBOY BOARD OF EDUCATION

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Notice of Board Meetings

0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Public Notice

The Board Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. Forty-eight hour notice shall also be posted in the Board of Education office, delivered to two newspapers designated by the Board, and filed with the clerk of the city of Perth Amboy, except that forty-eight hour notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board in accordance with law.

Upon the affirmative vote of three-quarters of the members present, the Board may meet in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.

Personal Notice of Meeting

The Board shall provide personal notice in writing to an adult pupil, the parent(s) or legal guardian(s) of a minor pupil, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session. Such personal notice will include the date and time of the private meeting, the subject or subjects scheduled for discussion at the private meeting, and the right of the individual given notice to request that the discussions be conducted at a public meeting. Personal notice will be given no less than forty-eight hours in advance of the private meeting.

A written request for public discussion must be signed by the person making the request and must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.



BYLAWS

PERTH AMBOY BOARD OF EDUCATION

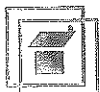
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Notice of Board Meetings

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a disabled pupil.

N.J.S.A. 10:4-6 et seq.; 10:4-8d; 10:4-9b
N.J.S.A. 18A:6-11; 18A:10-6
N.J.A.C. 6A:32-3.1

Adopted: 12 January 2006



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PERTH AMBOY BOARD OF EDUCATION

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Quorum

0163 QUORUM

A quorum shall consist of five Board members, and no business shall be conducted in the absence of a quorum, except when the Doctrine of Necessity is invoked.

In the event a quorum is not present at the hour of convening, the meeting may be recessed to a time not later than 9:00 p.m. of the same day. If a quorum is not then present, the members present may adjourn the meeting to a later date within seven days.

The Board of Education recognizes that there may be matters that come before the Board or acts required of Board members in their official capacity where the Board member may have a conflict of interest or the act would be in violation of N.J.S.A. 18A:12-24. In these matters, the Board member(s) will remove himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter. The Board will consider this matter without the Board member(s) who has the conflict.

In the event a matter comes before the Board or an act is required of a Board member in his/her official capacity that is a conflict or would be in violation of N.J.S.A. 18A:12-24, the Board would still be required to have a quorum to consider the matter. However, the New Jersey Department of Education and the School Ethics Commission has envisioned this prohibition could create a situation in which so many Board members have a conflict, that the Board would be unable to take action on a matter. Therefore, when more than a quorum of the Board members must abstain from voting on a matter, the Board will invoke the Doctrine of Necessity consistent with the New Jersey Department of Education and School Ethics Commission guidelines as follows:

A. Board Member(s) in Conflict - Less Than a Majority of The Board

1. In the event a Board member(s) has a conflict of interest where the Board member will act in his/her official capacity, the Board member must remove himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter.
2. In the event a Board member is unsure whether he/she or any other Board member has a conflict of interest or whether the matter, if acted upon by a Board member(s) is in violation of N.J.S.A. 18A:12-24 - Prohibited Acts, the School Board Attorney will make a determination.
3. The School Board Attorney will provide the Board of Education an opinion on whether the matter is a conflict of interest or act prohibited by N.J.S.A. 18A:12-24 - Prohibited Acts.



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Quorum

4. If the Board member(s) believes he/she has a conflict of interest where he/she will act in his/her official capacity or if the School Board Attorney renders an opinion that the Board member has a conflict of interest where the Board member will act in his/her official capacity, the Board member will remove himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter.

B. A Majority of Board Members in Conflict

1. In the event:

- a. A Board member(s) believes he/she has a conflict of interest where he/she will act in his/her official capacity; or
- b. If the School Board Attorney renders an opinion that the Board member(s) has a conflict of interest where the Board member will act in his/her official capacity; and
- c. The number of Board members that have a conflict would make it so the Board would be unable to take action on the matter, then the Board may invoke the "Rule [or Doctrine] of Necessity." (Citing *U.S. v. Will*, 449 U.S. 200 (1980)).

C. Rule [Or Doctrine] Of Necessity

1. The Doctrine of Necessity may be invoked when more than a quorum of the Board must abstain from voting on a matter.
2. There are three prerequisites necessary for a Board to invoke the Doctrine of Necessity:
 - a. The Board must be unable to act without the members in conflict taking part;
 - b. There must be a pressing need for action, i.e. the matter cannot be laid aside until another date; and
 - c. There can be no alternative forum that can grant the same relief. (*Allen v. Toms River Regional Board of Education*, 233 N.J. Super 651 (Law Division 1989).
3. When the School Board Attorney advises the Board the Doctrine of Necessity must be invoked in order to obtain a quorum on a vote, the Board must announce that it is invoking the Doctrine.



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Quorum

- a. The announcement must include the reason the Board must invoke the Doctrine of Necessity including stating the nature of each Board members conflict.
 - b. The announcement will be in writing and should be recorded in the minutes of the meeting by the Board Secretary at the point when the vote takes place.
 - c. It is enough for the Board to announce it is invoking the Doctrine and a Board Resolution is not required.
4. When the Board announces the Doctrine of Necessity is being invoked, the details, parameters and/or other pertinent facts of the matter to be voted should be revealed on an agenda for the public meeting in which the matter is to be voted upon.
5. The Board members who have a conflict in the matter are prohibited from:
 - a. Participating in any discussions on the matter prior to the announcement and public meeting; and
 - b. From entering an executive session in order to discuss the merits of the matter or contract; and
 - c. From offering their opinions on the matter at any time prior to the announcement and public meeting.
6. The Board members who have a conflict in the matter may only participate to the extent they may vote after the motion to approve and/or ratify the matter has been made and seconded and the Doctrine of Necessity has been thoroughly explained to the public.
7. Board members in conflict may only ask questions regarding the matter to be voted on in public and after the Board has invoked the Doctrine of Necessity.
8. Board members in conflict may explain their reasons for not voting just before the vote.

N.J.S.A. 18A:12-24
New Jersey School Ethics Commission Advisory Opinion
A10-93(b) and A07-94

Adopted: 12 January 2006



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PERTH AMBOY BOARD OF EDUCATION

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Conduct of Board Meetings

0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Superintendent and/or School Business Administrator/Board Secretary shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

- Call to order
- Pledge of Allegiance
- Notice of Meeting
- Roll call
- Approval of Minutes
- Approval of Minutes of Private Meeting (when applicable)
- Correspondence
- Approval of Bill List



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PERTH AMBOY BOARD OF EDUCATION

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Conduct of Board Meetings

Reports
Recommendations of the Superintendent of Schools
Committee Reports
Old Business
New Business
Open to the Public
Adjournment

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 12 January 2006



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PERTH AMBOY BOARD OF EDUCATION

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Voting

0165 VOTING

All Board of Education actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member is recorded in the minutes of the meeting. Proxy voting shall not be permitted.

Abstentions shall not be counted as votes but shall be recorded; a member who abstains from voting is deemed to acquiesce in the outcome of the vote.

All motions shall require for adoption the majority vote of Board members present and voting, except as provided by statutes of the State of New Jersey, this bylaw, or parliamentary authority and provided that the number of affirmative votes is at least a majority of the Board's quorum.

1. The affirmative votes of three-quarters of the members present are required for the conduct of a Board meeting when adequate notice has not been provided in accordance with law, N.J.S.A. 10:4-9;
2. A two-thirds vote of the full membership of the Board is required for:
 - a. Bids that have been advertised pursuant to N.J.S.A. 18A:18A-4 on two occasions and;
 - (1) No bids have been received on both occasions in response to the advertisement; or
 - (2) The Board of Education has rejected such bids on two occasions because it has determined that they are not reasonable as to price, on the basis of cost estimates prepared for or by the Board of Education prior to the advertising therefore, or have not been independently arrived at in open competition; or
 - (3) On one occasion no bids were received pursuant to #(1) and on one occasion all bids were rejected pursuant to #(2), in whatever sequence; any such contract may then be negotiated.
 - b. Purchase of goods also available under State contract when the Board has received at least three quotations and the lowest responsible quotation is at least ten percent less than the price under the State contract for the identical goods and quantities, N.J.S.A. 18A:18A-5.e;



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- c. Determine that it is necessary, in a Type II school district having a Board of School Estimate, to sell bonds to raise money for any capital project, N.J.S.A. 18A:22-27; and
 - d. Sell bonds of a Type II district without further advertisement at private sale if no legally acceptable bid is received for the bonds pursuant to N.J.S.A. 18A:24-45.
- 3. A majority vote of the full membership of the Board is required for:
 - a. Admission after October 1 of a pupil who has never attended school, N.J.S.A. 18A:38-6;
 - b. Adoption or alteration of a course of study, N.J.S.A. 18A:33-1;
 - c. Application for membership in an established county audiovisual aid center, N.J.S.A. 18A:51-11;
 - d. Appointment of a Superintendent, N.J.S.A. 18A:17-15; School Business Administrator, N.J.S.A. 18A:17-14.1; Board Secretary, N.J.S.A. 18A:17-5; Assistant Board Secretary, N.J.S.A. 18A:17-13; Administrative Principals, N.J.S.A. 18A:17-20.5; and Shared Superintendent or School Business Administrator, N.J.S.A. 18A:17-24.3. Appointment and removal of Assistant Superintendent(s), N.J.S.A. 18A:17-16 and appointment, salary, and removal of Business Manager in Type I school district, N.J.S.A. 18A:17-25.
 - e. Appointment, transfer, removal and/or renewal of teaching/certificated and/or non-certificated staff members, N.J.S.A. 18A:25-1, 27-1;
 - f. Fix and determine, in a Type II district having no Board of School Estimate, the amount of money to be raised for budgets and capital construction, N.J.S.A. 18A:22-32, 22-39;
 - g. Approval of employee salary deductions for hospital and insurance plans and government bonds, N.J.S.A. 18A:16-8;
 - h. Authorization, in Type II school districts, of school bonds, N.J.S.A. 18A:24-10;



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Voting

- i. Decision to establish with other school districts a county audiovisual educational aid center, N.J.S.A. 18A:51-1;
 - j. Determination of sufficiency of charges warranting dismissal or reduction in salary of a tenured employee, N.J.S.A. 18A:6-11;
 - k. Disposition or exchange of lands owned by the Board, N.J.S.A. 18A:20-5, 20-8;
 - l. Purchase of bonds or other obligations as investments, N.J.S.A. 18A:20-37;
 - m. Removal of the President or Vice President of the Board, N.J.S.A. 18A:15-2;
 - n. Restoration or removal following suspension of an Assistant Superintendent, Principal, or teacher, N.J.S.A. 18A:25-6;
 - o. Selection of textbooks, N.J.S.A. 18A:34-1;
 - p. Withholding a salary increment, N.J.S.A. 18A:29-14;
 - q. Direct the Secretary of the Board to deduct salaries of employees to participate in any plan for the purchase of bonds of the United States government, N.J.S.A. 18A:16-8;
 - r. Appointment and salary of Executive Superintendent in district in city of the first class with a population over 325,000 have a unit control organizational structure.
4. A roll call vote of the Board is required for the following actions with the necessary vote is indicated:

Issue	Required Vote
a. Salary deductions for government bonds N.J.S.A. 18A:16-8	Majority of full Board



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PERTH AMBOY BOARD OF EDUCATION

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Issue	Required Vote
b. Appointment of a secretary of Board of Education; terms; compensation; vacancy N.J.S.A. 18A:17-5	Majority of full Board
c. Assistant and acting secretaries; appointment, powers and duties N.J.S.A. 18A:17-13	Majority of full Board
d. Appointment of Superintendents; terms; apportionment of expense N.J.S.A. 18A:17-15	Majority of full Board
e. Appointment and removal of Assistant Superintendents N.J.S.A. 18A:17-16	Majority of full Board
f. Appointment of Administrative Principals N.J.S.A. 18A:17-20.5	Majority of full Board
g. Appointment of shared Superintendent, School Business Administrator; terms N.J.S.A. 18A:17-24.3	Majority of the membership of each Board
h. Appointment; salary; removal of Business Managers N.J.S.A. 18A:17-25	Majority of full Board
i. Unit control organizational structure; Executive Superintendent N.J.S.A. 18A:17A-1	Majority of full Board
j. Disposition of property N.J.S.A. 18A:20-5	Majority of full Board
k. Exchange of lands N.J.S.A. 18A:20-8	Majority of full Board



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PERTH AMBOY BOARD OF EDUCATION

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Voting

Issue	Required Vote
l. Type II districts with Board of School Estimate; determination; certification and raising of appropriations; notice of appeal N.J.S.A. 18A:22-26	Majority of full Board
m. Type II districts with Boards of School Estimate; estimate by Board of Education; certification of estimate N.J.S.A. 18A:22-27	Two thirds of full membership of Board
n. Determination of amounts by Board of School Estimate N.J.S.A. 18A:22-31	Board of School Estimate majority of full Board
o. Type II districts without Board of School Estimate; determination and certification of appropriation N.J.S.A. 18A:22-32	Majority of full Board
p. Type II districts without Board of School Estimate; submission of capital projects N.J.S.A. 18A:22-39	Majority of full Board
q. School bonds, when deemed to be authorized Type II. N.J.S.A 18A:24-10	Majority of full Board
r. Private sale if no bids at public sale N.J.S.A. 18A:24-45	Two thirds of full membership of Board
s. Transfer of teaching staff member N.J.S.A. 18A:25-1	Majority of full Board
t. Suspension of Assistant Superintendents, Principals and teaching staff members N.J.S.A. 18A:25-6	Majority of membership



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Voting

	Issue	Required Vote
u.	Appointment of teaching staff members; vote required N.J.S.A. 18A:27-1	Majority of full Board
v.	Board of Education, procedure for certain personnel actions; recommendation of Chief School Administrator N.J.S.A. 18A:27-4.1	Majority of full Board
w.	Renewal of personnel N.J.S.A. 18A:27-4.1	Majority of full Board
x.	Withholding increments; causes notice of appeals N.J.S.A. 18A:29-14	Majority of full Board
y.	District to furnish suitable facilities; adoption of courses of study N.J.S.A. 18A:33-1	Majority of full Board
z.	Textbooks; selection; furnished free with supplies; appropriations N.J.S.A. 18A:34-1	Majority of full Board
aa.	Single county educational audiovisual aids center in county N.J.S.A. 18A:51-11	Majority of full membership

N.J.S.A. 10:4-14

Adopted: 12 January 2006



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PERTH AMBOY BOARD OF EDUCATION

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Executive Sessions

0166 EXECUTIVE SESSIONS

The Board of Education may meet in a private session only to discuss and act on issues exempted by law from the requirement that all Board meetings be public and only after the adoption at a public meeting of a resolution stating the general nature of the subject or subjects to be discussed and, as precisely as possible, the time when and circumstances under which the discussion conducted in private session can be disclosed to the public.

The Board may exclude the public only from that portion of a meeting at which the Board discusses:

1. Any matter that has been rendered confidential by express provision of Federal or State law or rule of court;
2. Any matter in which the release of information would impair a right to receive funds from the Government of the United States;
3. Any material the disclosure of which constitutes an unwarranted invasion of a pupil's privacy, including but not limited to records, data, reports, or recommendations relative to the pupil's personal and family circumstances, treatment, progress or condition, unless the adult pupil or the pupil's parent(s) or legal guardian(s) requests in writing that the same be disclosed publicly;
4. Any Collective Bargaining Agreement, or the terms and conditions that are proposed for inclusion in any Collective Bargaining Agreement, including the negotiation of the agreement with school district employees or representatives of employees;
5. Any matter involving the purchase, lease, or acquisition of real property with public funds or the investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed;
6. Any tactics and techniques utilized in protecting the safety and property of the public when their disclosure could impair such protection and any investigations of violations or possible violations of the law;
7. Any pending or anticipated litigation or contract negotiation other than as stated in #4 in which the Board is or may become a party and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer;



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PERTH AMBOY BOARD OF EDUCATION

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Executive Sessions

8. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting, except that, regardless of the employee's request, the consideration and actions of the Board as to any tenure charge shall be conducted in private session;
9. Any deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of the responding party's certification as a result of an act or omission for which the responding party bears responsibility.

N.J.S.A. 10:4-12; 10:4-13
N.J.S.A. 18A:6-11

Adopted: 12 January 2006



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PERTH AMBOY BOARD OF EDUCATION

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Public Participation in Board Meetings

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
2. Each statement made by a participant shall be limited to five minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;
5. The presiding officer may:
 - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;



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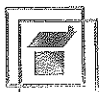
Public Participation in Board Meetings

- d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12

Adopted: 12 January 2006
Revised: 20 November 2014



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PERTH AMBOY BOARD OF EDUCATION

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Recording Board Meetings

0168 RECORDING BOARD MEETINGS

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this bylaw.

Minutes

The Board shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary and filed in the Board Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of executive meetings shall be filed in the Board Secretary's office in a place separate from the minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the regular minute book.

The Board Secretary shall provide each Board member with a copy of the minutes prior to Board approval.

Recording by the Public

A member of the public may record the proceedings of a public meeting of the Board provided the audio or video recording process complies with reasonable guidelines as outlined in this Bylaw. These guidelines are adopted to ensure the recording of the public meeting does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

The Board will permit the use of video recording devices only when notice of such intended use has been given to the Board Secretary in advance of the meeting. The Board Secretary or designee shall review the video recording guidelines with the person requesting to video record. Prior notice is not required to audio record a meeting.



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PERTH AMBOY BOARD OF EDUCATION

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Recording Board Meetings

All audio and video recording devices shall be silent in operation, inoffensive, and unobtrusive. Any video recording device must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer of the meeting. Prior to the meeting, the presiding officer will determine the location of each recording device so the video recording device can video record the meeting with an unobstructed view. The presiding officer may permit a person wanting to video record the meeting using a small hand-held video recording device to sit with their video recording device in the public seating area of the meeting room provided the person recording and/or the recording device is not distracting or obtrusive to the meeting. A person that wants to audio record a public meeting shall sit with their audio recording device in the public seating area of the meeting room and shall not be distracting or obtrusive to the meeting. Additional lighting shall not be used unless approved by the presiding officer prior to the meeting. All recording devices must be battery operated, as the district cannot guarantee convenient availability or location of electric outlets in the meeting room.

The presiding officer shall determine when the number of video recording devices or if an audio or video recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed or relocated. The presiding officer may also limit the number of video recording devices if he/she determines the number and positioning of the video recording devices will be an unnecessary intrusion to the meeting. In this event, preference will be given based on the order in which prior notice requesting to record the meeting was provided to the Board Secretary.

Any person who video records a public meeting in accordance with the provisions of this Policy shall provide the Board the opportunity to obtain a copy of the recording at the Board's expense, but the Board shall have no power to edit or abridge the original recording.

N.J.S.A. 10:4-14

Adopted: 12 January 2006
Revised: 20 November 2014



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Board Member Use of Electronic Mail/Internet

0169 BOARD MEMBER USE OF ELECTRONIC MAIL/INTERNET

The Board of Education is a public body as defined in the New Jersey Open Public Meetings Act, N.J.A.C. 10:4-6 et seq., and the Board and its members are required to comply with the provisions of this Act. It is the right of the public to be present at meetings of public bodies and to witness in full all phases of the deliberations, policy formulation, and decision-making. Board members acknowledge certain discussions between Board members, other than during a Board meeting, may be subject to the provisions of the Open Public Meetings Act.

The Board of Education is also subject to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. The Open Public Records Act requires public agencies/School Boards to make certain governmental records subject to public access. Board members may, by written and/or electronic mail (e-mail), communicate with each other and with certain school staff regarding the school district's public business. "Public business" means and includes all matters that relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business. Board members acknowledge these written communications may be classified as a governmental record and may be subject to public access pursuant to the Open Public Records Act.

In order to ensure the Board and/or individual Board members comply with the requirements of the Open Public Meetings Act and the Open Public Records Act, the following guidance is provided regarding certain discussions and written communications regarding the public business:

1. Written letters, e-mails, and supporting documents regarding school district matters written by Board members to other Board members or written by Board members to school staff, unless the subject matter is specifically exempt under the Open Public Records Law, are governmental records and are subject to public access. Based on the potential for improper/inappropriate disclosure and/or breach of confidentiality that may compromise the Board or Board member, these communications should not involve confidential matters, especially any matter the Board may discuss in executive/private session outside the presence of the public pursuant to the Open Public Meetings Act.
2. Written letters, internet (chat) discussions, e-mails, and supporting documents regarding the school district's public business written by Board members to other Board members shall not replace deliberations that would prevent the public from witnessing in full detail all phases of the Board's deliberations, policy formulation, and decision-making process in accordance with the intent of the Open Public Meetings Act.



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Board Member Use of Electronic Mail/Internet

3. Internet (chat) discussions between Board members regarding the school district's public business shall not include multiple Board members with the potential that a quorum of the Board may be involved, or become involved, in such discussion.

In the event a Board member(s) fails to comply with the guidance of this Policy, the matter shall be referred to the Board President, who will meet and/or discuss the matter and this Policy with the Board member(s). The Board President may request the Board Attorney participate in this meeting and/or discussion.

N.J.S.A. 10:6-4 et seq.

N.J.S.A. 47:1A-1 et seq.

Adopted: 12 January 2006



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Duties of Board President and Vice President

0171 DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT

The President of the Board of Education shall:

1. Preside at all meetings of the Board;
2. Require the Board Secretary to call special meetings of the Board, N.J.A.C. 6A:32-3.1;
3. Sign all school district warrants, N.J.S.A. 18A:19-1;
4. Certify to all payrolls, N.J.S.A. 18A:19-9;
5. Subscribe bonds, notes, contracts, and other legal instruments for which the signature of the President is required, N.J.S.A. 18A:24-32;
6. Issue subpoenas to compel attendance of witnesses and production of documents, N.J.S.A. 18A:6-20;
7. Appoint all committees of the Board;
8. Serve as committee member ex-officio in accordance with Board Bylaw 0155.

The Vice President shall assume and discharge the duties of the President in the President's absence, disability, or disqualification. N.J.S.A. 18A:16-1.1

Adopted: 12 January 2006
Revised: 20 November 2014



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Duties of Treasurer of School Monies

0172 DUTIES OF TREASURER OF SCHOOL MONIES

The Treasurer of School Monies shall:

1. Receive and hold in trust all school monies, except monies from athletic events and pupil organization activities, and deposit them in the bank or banks designated by the Board, N.J.S.A. 18A:17-34;
2. Pay out school monies only on warrants made payable to the person entitled to receive payment and specifying the object for which it is issued and signed by the President, Secretary and Treasurer, N.J.S.A. 18A:19-1;
3. Receive school employee payrolls and a warrant for the full amount of each payroll certified by the President and Secretary, deposit the warrants in a separate payroll account, and issue individual checks drawn on such account to each employee, N.J.S.A. 18A:19-9, 19-10;
4. Give public notice when funds are on hand for payment of interest bearing warrants issued for which no funds were available, N.J.S.A. 18A:19-12;
5. Keep a record of monies received and paid out in books provided for that purpose and in accordance with a bookkeeping system prescribed by the State Board, N.J.S.A. 18A:17-35;
6. Pay over the balance of school funds on hand to his/her successor, N.J.S.A. 18A:17-35;
7. Render a monthly report to the Board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account, N.J.S.A. 18A:17-36;
8. Render an annual report showing the amounts received and disbursed by him/her during the school year and file a copy with the County Superintendent, N.J.S.A. 18A:17-36; and
9. Receive the proceeds of any bond sale and disburse them only to pay the expenses of issuing and selling the bonds, the purpose for which the bonds were issued, and the temporary investment of the funds, N.J.S.A. 18A:24-47.

Adopted: 12 January 2006



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Duties of Public School Accountant

0173 DUTIES OF PUBLIC SCHOOL ACCOUNTANT

The Board will engage only a licensed public school accountant to conduct the annual audit in accordance with N.J.S.A. 18A:23-1 et seq. The accountant must have an external peer/quality report performed in accordance with N.J.A.C. 6A:23A-16.2(i)1, unless the accountant or firm can show good cause as to why there was a delay completing such report within the required timelines established by Government Auditing Standards issued by the Comptroller General of the United States. The Board will require the submission of the most recent external peer/quality report for review and evaluation prior to the appointment of the licensed public school accountant. The Board will acknowledge the receipt, review, and evaluation of the external peer/quality report in the public session and Board minutes in which the accountant or firm to perform the audit is engaged.

The Board will require the submission of an updated external peer/quality report of the accountant within thirty days after the issuance date of the external peer/quality report if the report is issued prior to the date of the audit opinion for the most recent fiscal year.

In accordance with NJOMB Circular Letter 98-07, the public school accountant will provide a copy of the most recent external peer/quality report to the Department of Education, within thirty days after the initial engagement by the Board and within thirty days after the issuance of a subsequent peer/quality report.

The Board shall engage a public school accountant during the audit engagement period for non-auditing, management, or other consulting services only if such services comply with the independent standards as established in Government Auditing Standards (Yellow Book) by the Comptroller General of the United States.

The Board may be prohibited for good cause by the Commissioner of Education from engaging a particular licensed public school accountant, or may be directed by the Commissioner on a process to be used in the appointment of a licensed public school accountant pursuant to N.J.A.C. 6A:23A-16.2(i)4.

The public school accountant will complete the annual audit as required by the Department of Education and N.J.S.A. 18A:23-2. Each annual audit shall include an audit of the books, accounts and moneys, and verification of all cash and bank balances of the Board and of any officer or employee and of moneys derived from athletic events or other activities of any organization of pupils conducted under the auspices of the Board, from the date of the last annual audit to the date of the current audit. The audit will also include a determination of the extent to



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Duties of Public School Accountant

which the district used contracts entered into by the State Division of Purchase and Property pursuant to P.L. 1969 c. 104 (C. 52:25-16.1 et seq.) in the purchase of materials, supplies or equipment for the district. The report of each audit will be completed in accordance with the time requirements of N.J.S.A. 18A:23-1 and will be filed by the public school accountant in accordance with N.J.S.A. 18A:23-2.3.

Within thirty days following receipt of the report the Board, at a regularly scheduled public meeting, will cause the recommendations of the accountant to be read and discussed and the discussion will be duly noted in the Board meeting minutes in accordance with N.J.S.A. 18A:23-5. The Board Secretary will prepare or have prepared a summary of the annual audit for this Board meeting in accordance with N.J.S.A. 18A:23-4.

N.J.S.A. 18A:23-1 et seq.
N.J.A.C. 6A:23A-16.2

Adopted: 12 January 2006
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0174 LEGAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to ensure the use of legal services by employees and the Board of Education members and the tracking of the use of legal services.

The Board of Education authorizes the Superintendent of Schools, School Business Administrator/Board Secretary, Board President, Director of Special Services and the Assistant School Business Administrator as designated contact persons to request services or advice from contracted legal counsel.

The School Business Administrator/Board Secretary shall be responsible to review all legal bills and confer with designated contact persons in reviewing such legal bills.

In accordance with the provisions of N.J.A.C. 6A:23A-5.2(a)2, the Board designates the administrative staff member to review all legal bills and designates contact persons to ensure the prudent use of legal services.

School districts with legal costs that exceed one hundred thirty percent of the Statewide average per pupil amount should establish the procedures outlined in 1., 2., 3., and 4. below and, if not established, provide evidence such procedures would not result in a reduction of costs.

1. The designated contact person(s) shall ensure that contracted legal counsel is not contacted unnecessarily for management decisions or readily available information contained in district materials such as Board policies, administrative regulations, or guidance available through professional source materials.
2. All requests for legal advice shall be made to the designated contact person(s) in writing and shall be maintained on file in the district offices. The designated contact person shall determine whether the request warrants legal advice or if legal advice is necessary.
3. The designated contact person(s) shall maintain a log of all legal counsel contact including the name of the legal counsel contacted, date of the contact, issue discussed, and length of contact.



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Legal Services

4. All written requests for legal advice and logs of legal counsel contacts shall be forwarded to the School Business Administrator/Board Secretary, who shall be responsible to review all legal bills and compare all legal bills to the contact logs and to investigate and resolve any variances.

Any professional services contract(s) for legal services shall prohibit advance payments. Services to be provided shall be described in detail in the contract and invoices for payment shall itemize the services provided for the billing period. Payments to legal counsel(s) shall only be for services actually provided.

School districts and vocational school districts are prohibited from contracting with legal counsel or using in-house legal counsel to pursue any affirmative claim or cause of action on behalf of district administrators and/or any individual Board members or pursuing any claim or cause of action for which the damages to be awarded would benefit an individual rather than the school district as a whole.

The Board of Education will annually establish prior to budget preparation, a maximum dollar limit for each type of professional service, including legal services. In the event it becomes necessary to exceed the established maximum dollar limit for the professional service, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for legal services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes. Contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

N.J.A.C. 6A:23A-5.2

Adopted: 12 January 2006
Revised: 2 October 2006
Revised: 21 September 2010



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Contracts with Independent Consultants

0175 CONTRACTS WITH INDEPENDENT CONSULTANTS

The Board of Education may from time to time engage the services of one or more independent contractors to advise and assist the Board in analyzing school district operations and preparing Board reports when those tasks cannot be performed as economically by district staff members.

Wherever possible, the Board will seek proposals from at least three sources before a contract with an independent consultant is entered. The Board will not contract with a Board member or the spouse, child, parent(s) or legal guardian(s), or sibling, in fact or in law, of a Board member as an independent consultant.

The Board will engage the services of an independent consultant only by written contract, which must specify the work to be accomplished by the consultant, the time within which the work is to be completed, and the fee that will be paid the consultant. An independent consultant engaged by the Board is neither agent nor employee of the Board and may represent the Board only as expressly authorized to do so in writing.

An independent consultant may have access to such school facilities and school district employees as may be reasonably required in the performance of the consultant's contract with the Board. Except as expressly permitted by the contract, any communication between the consultant and a district employee or community member regarding the work of the contract must be conducted through the Board or a designated school official.

Materials and reports generated and created by the independent consultant in the performance of his/her contract with the Board are and will remain the property of the Board and are subject to Board Policy No. 8310 on public records.

Adopted: 12 January 2006



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Collective Bargaining and Contract
Approval/Ratification

0176 COLLECTIVE BARGAINING AND CONTRACT APPROVAL/RATIFICATION

The Board recognizes a Board member and/or a member of his/her immediate family may be a member of, or salary is determined by, a labor bargaining unit, professional association and/or union that has an affiliation with a bargaining unit, professional organization and/or union within the school district. The Board member does not automatically violate N.J.S.A. 18A:24 by voting to approve and/or ratify this contract solely on the basis of his/her status or that of an immediate family member with respect to membership or representation by a different local affiliate of the same Statewide association with whom the agreement is made provided the Board member's involvement with such local affiliate has not or appears to have not compromised the member's objectivity or independence of judgment.

In accordance with N.J.S.A. 18A:12-24, the Board member shall not participate in the collective bargaining process and/or serve on the negotiations committee representing the Board with this unit, association, and/or union. The Board member may be apprised of the terms of a tentative memorandum of agreement with this unit, association, and/or union in closed and/or open session only after a tentative memorandum of agreement has been reached. The Board member may vote during the public meeting to approve and/or ratify a contract with this bargaining unit, professional association and/or union.

The Board member shall not participate in any aspect of negotiations and/or vote to approve/ratify a tentative memorandum of agreement/contract ratification if the Board member has an immediate family who is a member of the bargaining unit, professional association and/or union within the school district. Under this circumstance, the Board member may only vote in the event the school Board attorney advises the Board the Doctrine of Necessity must be invoked in accordance with Policy No. 0163.

In addition, the School Ethics Commission Decision A16-00 states a Board member may not participate in any aspect of negotiations and/or vote to approve/ratify a tentative memorandum of agreement/contract ratification if the Board member has a "relative" who is a member of the bargaining unit, professional association and/or union within the school district. Under this circumstance, the Board member may only vote in the event the school Board attorney advises the Board the Doctrine of Necessity must be invoked in accordance with Policy No. 0163.

N.J.S.A. 18A:12-21 et. seq.

New Jersey School Ethics Commission Advisory Opinion A02-00 and A16-00

Commissioner of Education Decision - In the Matter of Bruce White, Ewing Township Board of Education, Mercer County - June 1, 2000

New Jersey State Board of Education Decision - In the Matter of Frank Pannucci, Board of Education of Brick Township, Ocean County - March 3, 2000

Adopted: 12 January 2006



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Professional Services
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0177 PROFESSIONAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to minimize the cost of professional services.

The Board of Education will establish annually prior to budget preparation a maximum dollar limit for each type of professional service. In the event it becomes necessary to exceed the established maximum dollar limit for the professional services, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for professional services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes. Contracts for professional services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

Nothing in this Policy or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the requirements of any statute, administrative code, or regulation for the award of professional services contracts.

N.J.A.C. 6A:23A-5.2

Adopted: 20 November 2014

