

**Perth Amboy Board of Education**  
**Regular Meeting**  
February 12, 2015 – 6:00 p.m.  
**Perth Amboy High School**  
**300 Eagle Avenue**

**A G E N D A**

1. Call to Order – President Lebreault.

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>
Mrs. Gonzalez	<u>P</u>
Mr. Lebreault	<u>P</u>
Mr. Nunez	<u>P</u>

Mr. Ortiz	<u>P</u>
Mr. Puccio	<u>P</u>
Mr. Rodriguez	<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>
Mrs. Gutierrez	<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. Presentation

- School Board Recognition – Dr. Rodriguez recognized all Board members for School Board Member Recognition Month and provided each of them with a certificate of appreciation for their service.
- PARCC Presentation

7. Student Representatives Report – Olivia Feliciano and Alexander Collado

8. Executive Session to discuss personnel and attorney/client matters at 6:17 pm.

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

- Motion to re-enter the public session at 8:22 pm.

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

9. Approval of Minutes of Regular Meeting held on January 7, 2015.

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

10. Approval of Minutes of Executive Session held on January 7, 2015.

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

11. Approval of Minutes of Special Meeting held on January 15, 2015.

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

12. Approval of Minutes of Special Meeting Executive Session held on January 15, 2015.

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

13. Approval of Minutes of Special Meeting held on January 20, 2015.

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

14. Approval of Minutes of Special Meeting Executive Session held on January 20, 2015.

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

15. Approval of Bill List for the period of December 1, 2014 through December 31, 2014.

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

16. 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:

Dorothy A. Chrinko	January 1, 2015
Norma J. Bavosi	January 1, 2015
Irma V. Reyes	January 1, 2015

17. Reports

A. Board Secretary – Mr. Jess

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

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

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

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

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

B. Board President's Report – Mr. Samuel Lebreault

- Mr. Lebreault asked Mr. Jess to provide an update on various projects.
- Seaman Avenue: Mr. Jess stated that PennJersey Environmental Consultants have been installing the testing wells so that they can begin their tests. They hope to have all testing concluded within the next week so that the bid specifications for the remediation of the Seaman Avenue property can be developed. The hope is for the district to put this work out to bid, to have a contract awarded and to have the land cleaned so that it can be turned over to the SDA by July 1<sup>st</sup>.
- High school property: Mr. Jess stated that he has received a copy of the Housing Authority's appraisal for the Delaney Homes site. He forwarded a copy to several Board members, however some of them stated they did not received it. Mr. Jess stated that he will provide another copy and that this item will be discussed at the next Buildings and Grounds Committee meeting because he did not want to offer a price without first talking to the committee.
- Transportation/Maintenance Facility: Mr. Jess stated that the architects are working on a concept for the facility however the other projects are taking precedence.

17. Reports

B. Board President's Report – Mr. Samuel Lebreault (continued)

- Mr. Lebreault provided kudos to Mr. Jess and Mr. Cofini for the handling of the McGinnis School health problem. He also thanked Dr. Sheard. Everyone worked tirelessly to ensure the safety of our student, staff and community and that was paramount to our success.
- Mr. Lebreault thanked the maintenance crew and Mr. Cofini for their handling of the recent snow storms. Our staff got us ready faster than we thought and faster than the city. He also thanked Mr. Jess for acting on behalf of Dr. Rodriguez, who was away, because he was in tune with the weather and helped keep our school open even when everything was very icy.
- Mr. Jess also thanked the maintenance staff, Mr. Cofini and the custodial staff for their hard work and Mr. Varela for his support of Buildings and Grounds.
- Mr. Lebreault provided condolences to all staff members who lost a family member over the past month.
- Mr. Lebreault introduced a group of students and allowed them to address the Board.
  
- Student #1 - Senior Class President who spoke about the high school administration and the recent enforcement of the late policy and how it's having a negative social effect on the students. This is due to the punishment, which is 20 minutes of detention and students can't go to any of the events that are being held after school. This was not enforced from the beginning of the year so during football and soccer season there was no ID tracker, but now all of a sudden the administration is using the ID tracker.
- Dr. Rodriguez stated that she was unaware of this issue and will discuss it with the high school principal and get back to the student.
- The student also spoke about the uniform code. Students must wear a uniform in school. We have lockers, but the locks cost \$6. Some students cannot afford to purchase a lock, so how are they supposed to put unauthorized clothes in their locker when they don't have a lock. Can you donate locks because they cost more in school than at Walmart.
- Dr. Rodriguez stated that maybe we can meet and go over these items.
- Ms. Donna Stewart stated that the students have had meetings, but sometimes the meetings go unanswered and nothing is brought to the board and that is why they are here this evening.
  
- Student #2 - spoke about the late policy and that being late begins at 8:01 am. Today she arrived at 8:00 am but had to line up to clock in and that would have made her late. When she addressed it with the administrator she was told to get on line. The administrator did not speak with her and they treat the kids as if we don't matter, but we do. Time wise detention is not fair. The job of the administration shouldn't just be discipline, it should be more vital to not interfere with the education. Kids are pulled out of class and put into in-school detention because they carry coats to class instead of putting them in their lockers. It's unfair how the policy is being enforced. It didn't start from day one, it started in January.
  
- Student #3 - stated that during the basketball season some seniors owed hours of detention and couldn't play basketball. How is it fair when this was not started at the beginning of the year for all student athletes? How is 20 minutes of detention more valuable than missing an entire day of school because kids will leave school instead of having to go to detention. Last year we played St. Joe's and our gymnasium was packed; however this year it wasn't because kids were in detention. On February 11<sup>th</sup> there was a meeting of the junior class and it was an open session. Some students were disrespectful, but the administration didn't have to be disrespectful back and antagonize the kids. You need to act like an administrator. With regards to the wearing of sports jackets, students cannot even wear these in class because they are not 'part of the uniform'. We should be able wear it because we earned it.
  
- Student #4 – Junior Class Vice President who stated that the uniform policy has been blown out of proportion and it disrupts educational process in the morning. Teachers rat on other teachers as to who is not enforcing the uniform policy. We should learn from our teachers, but now some are afraid of others.
  
- Student #5 – Student Council Secretary stated that the code enforces are not consistent. One minute late equals 20 minutes of detention. How is that fair? At the junior class meeting the administrator said that all people asking questions are those I always see in my office. One student replied that you don't see me in your office and he was kicked out of the meeting. Rules should be explained, not do this or else.
  
- Ms. Stewart stated that the main thing is consistency/inconsistency. We didn't throw anyone under the bus this evening. We need to educate our kids and not please the adults. She then read the district's mission statement and stated that we have no problem with rules, but the enforcement should start at the beginning of the year. Kids shouldn't be denied the junior prom because they don't have a uniform or because they're late.

17. Reports

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

- Preschool continues to implement the creative curriculum. Working with preschool and kindergarten alignment committee to help our students read on grade level at grade kindergarten.
- In the elementary schools we’re doing the K – 1 literacy initiative and analyzing the benchmark and the DRA data now.
- Our half day professional development days have been very good and focusing on the Core Content State Standards. The SIP Plans are continuously monitored by the RAC at the middle school level.
- The high school principal and Dr. Robles presented to the Curriculum Committee on the progress of the high school restructuring plan, how the 9<sup>th</sup> grade academy is working and the status of our graduating seniors. The Personalized Learning Academy and the Accredited Program were discussed by Dr. Robles. Dr. Rodriguez stated that she has a proposal from Dr. Collzao about how to help seniors to ensure that they graduate on time.
- A motion was made by Ms. Tejeda and seconded by Mr. Varela to approve the proposal submitted by Dr. Collazo.
- Mr. Jess asked where the money is coming from for this proposal because the proposal does not state where the funds are coming from, it just gives a price. Mr. Jess asked the Board to modify the motion to say ‘upon identification and certification of funding’.
- The motion was amended and unanimously adopted.
- Mrs. Gonzalez stated that we have a half year left and we need to emphasize with our students that their attendance needs to improve.
- Mr. Lebreault said this is a temporary fix now. We need to develop a program that makes sense to all and implement that in the future.

18. Recommendations of the Acting Superintendent of Schools

A. Curriculum Committee – Ms. Milady Tejeda, Chairperson

- 1). Approval of field trips. (Attachment 18-A-1)

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

- 2). 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>
RT	AUT	Gateway School	\$29,375.00	01/08/15
IS	ED	SCESC/Elem. Aca.	\$29,358.00	01/20/15
OS	ED	SCESC/Elem. Aca.	\$29,358.00	01/20/15
NS	MD	Lakeview School	\$43,284.00	01/20/15
JF	OHI	Daytop Prep.	\$ 5,544.00	12/01/14-01/09/15
JA	ED	Lord Stirling	\$39,306.00	01/26/15
DV	OHI	CPC High Point	\$33,600.00	01/27/15
PM	OHI	Crossroads Program	\$ 8,000.00	01/27/15

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

- 3). Approval for the following staff to provide After/Before/Home Instruction for the 2014-2015 school year. (Attachment 18-A-3)

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

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

<u>Student Name</u>	<u>Date</u>	<u>Subject</u>	<u>School</u>
Tanisha Brown	02/09/15-5/31/15	Elementary	E. J. Patten

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

**18. Recommendations of the Acting Superintendent of Schools****A. Curriculum Committee – Ms. Milady Tejeda, Chairperson**

- 5). Approval for the following Northampton Community College student, whom we have accepted for her student observation assignment:

<u>Student Name</u>	<u>Date</u>	<u>Subject</u>	<u>School</u>
Gabriella Mendez	02/06/15-05/29/15	Inclusion	R. N. Wilentz

<u>Tejeda</u> Motion	<u>Varela</u> Seconded	CARRIED UNANIMOUSLY	
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- 6). Approval for the following Kean University student, whom we have accepted for her student observation assignment:

<u>Student Name</u>	<u>Date</u>	<u>Subject</u>	<u>School</u>
Kimberly Gianfrancesco	02/06/15-05/22/15	School Counseling	PAHS-South

<u>Tejeda</u> Motion	<u>Varela</u> Seconded	CARRIED UNANIMOUSLY	
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- 7). Approval for the following Rutgers, The State University of New Jersey student, whom we have accepted for his student observation assignment:

<u>Student Name</u>	<u>Date</u>	<u>Subject</u>	<u>School</u>
Anthony Fania	02/13/15-05/08/15	Dance	Liberal Arts Aca.

<u>Tejeda</u> Motion	<u>Varela</u> Seconded	CARRIED UNANIMOUSLY	
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- 8). Approval for the following Middlesex County College students, whom we have accepted for their student observation assignments:

<u>Student's Name</u>	<u>Date</u>	<u>Subject</u>	<u>School</u>
Angelica Loreti	02/19/15-04/30/15	Food Service	Liberal Arts Aca.
Jennifer Stein	02/19/15-04/30/15	Food Service	Liberal Arts Aca.

<u>Tejeda</u> Motion	<u>Varela</u> Seconded	CARRIED UNANIMOUSLY	
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- 9). Approval for the following Middlesex County College student, whom we have accepted for his student observation assignment:

<u>Student Name</u>	<u>Date</u>	<u>Subject</u>	<u>School</u>
Stephen Rodriguez	02/17/15-05/06/15	Elementary	Flynn

<u>Tejeda</u> Motion	<u>Varela</u> Seconded	CARRIED UNANIMOUSLY	
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- 10). Approval for the following Long Island Post (LIU) University student, whom we have accepted for her student observation for the Spring Semester, under the supervision of Mr. Luis Ortega, Vice Principal at the Perth Amboy Education Center, at no cost to the Perth Amboy Board of Education:

<u>Student Name</u>	<u>Date</u>	<u>Subject</u>	<u>School</u>
Michele Morris	02/17/15-06/12/15	Counseling	Education Center

<u>Tejeda</u> Motion	<u>Varela</u> Seconded	CARRIED UNANIMOUSLY	
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- 11). Approval to adopt the revised Curriculum Guide's listed below for implementation during the 2014-2015 school year.

LLD History Year 1  
LLD History Year 2

<u>Tejeda</u> Motion	<u>Varela</u> Seconded	CARRIED UNANIMOUSLY
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18. Recommendations of the Acting Superintendent of Schools

A. Curriculum Committee – Ms. Milady Tejeda, Chairperson

- 12). Approval for Cicero Systems to provide a half-day training on the Amistad Curriculum for Middle School teachers, on a date to be determined, at a cost not to exceed \$3,000.00, funded through the district's professional development account.

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

- 13). Approval for Dr. Eric Milou, Math Consultant, to conduct a K-8 curriculum assessment & data evaluation and 7 site visits to the elementary & middle schools, to evaluate instructional practices, from February 2015 through April 2015 at a cost not to exceed \$19,000.00, funded through Title I.

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

- 14). Approval for the following staff members to write mathematics benchmark assessments for grades 5-8, not to exceed 15 hours, at an hourly rate of \$27.00, funded through district account number 11-000-223-110-0-0000-35.

<u>McGinnis School</u>	<u>Shull School</u>
Nayilva Nunez	Karen Granato
Myrna Cruz	Christine Allan
Kathleen Meier	Carla Linfante
Heather Anderson	
Kelly Cosme	

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

- 15). Approval for the following staff members to write mathematics benchmark assessments for grades K-4, not to exceed 10 hours, at an hourly rate of \$27.00, funded through district account number 11-000-223-110-0-0000-35.

<u>Elementary</u>	
Jayne Sprague	Frezia Valenzuela
Kelly Barton	Brittany Robinson
Kimberly Macomber	Kirsten Fontana
Erika Stinson	Michael-John Herits
Ryan Boyd	Patricia Paradiso
Colleen DeLuca	Debra Mongiello

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

- 16). Approval to conduct Curriculum Writing for Elementary & Middle Schools – Physical Education & Health from March 2015 through June 2015 at a cost not to exceed \$3,000.00, funded through district account number 11-000-221-110-1-0000-00.

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

- 17). Approval for the VSA Consulting Group to provide a presentation to the Perth Amboy Education Center Basic Skills Students on Tuesday, March 3, 2015 from 8:00 a.m. to 12:00 p.m. This presentation will help the adult learners discover for themselves how they have control of their future life events. At a cost not to exceed \$2,500.00, funded through the basic skills grant.

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

- 18). Approval to host a visit from accomplished playwright, Carmen Rivera, at the Dr. Herbert N. Richardson School, on Saturday, March 7, 2015 from 9:30 a.m. to 11:00 a.m. for the purpose of celebrating International Women's Day.

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

**18. Recommendations of the Acting Superintendent of Schools****B. Finance Committee – Mr. Samuel Lebreault, Chairperson**

- 1). Approval of travel expenses. (Attachment 18-B-1)

<u>Nunez</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>
SHS	New Brunswick, NJ	School #7
HG	Piscataway, NJ	Ceres School
AD	Edison, NJ	Ignacio Cruz
AD	Edison, NJ	Ignacio Cruz
JD	Edison, NJ	Ceres School
NS	Edison, NJ	Patten School
AR	South Amboy, NJ	Wilentz School
LR	South Amboy, NJ	Hmieski ECC
AR	South Amboy, NJ	Flynn School

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

- 3). Approval to authorize the Acting Superintendent to submit the budget workbook and five-year plan for funding of the district's Early Childhood program for the 2015-2016 school year in the amount of \$23,805,840.00 to support the enrollment projection of 1,560 three and four year old students.

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

- 4). Approval of the following IDEIA Combined Amended Applications:

1. Combined Basic and Preschool Flow-Through Funds for FY 2015
  - a. Basic (3-21) - \$3,390,617.00
  - b. PreSchool (3-5) - \$58,698.00

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

- 5). Approval to enter into an Off-Duty Police Assignment Contract Agreement with the City of Perth Amboy to provide off-duty police work to be performed at all Perth Amboy Public Schools & Property for the purpose of School Security, effective January 1, 2015 through December 31, 2015.

<u>Nunez</u>	<u>Tejeda</u>	(Puccio – Abstained)
Motion	Seconded	CARRIED UNANIMOUSLY

- 6). Approval to enter into a Tuition Contract Agreement with the State of New Jersey, Department of Children & Family Services for student (E.R.) Contract #15PKME.

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

- 7). Approval to enter into a Tuition Contract Agreement with the Old Bridge Board of Education for the Provision of Educational Services for the 2014-2015 school year for student (A.E.) at a cost not to exceed \$13,519.00 and for student (J.E.) at a cost not to exceed \$13,807.00.

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

- 8). Approval to accept a Safety Grant from the New Jersey Schools Insurance Group – ERIC North, in the amount of \$31,209.00.

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

18. Recommendations of the Acting Superintendent of Schools

B. Finance Committee – Mr. Samuel Lebreault, Chairperson

- 9). Approval of an Emergency Contract Agreement between the Perth Amboy Board of Education and Insurance Restoration Specialists (IRS) for the cleaning and disinfecting of the William C. McGinnis School and the Thomas M. Peterson School, due to a health emergency, at a cost of \$225,000.00.

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

- 10). Approval of a letter support for the YMCA's application for the New Jersey Afterschool/Summer Grant program. (Attachment 18-B-10)

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

18. Recommendations of the Acting Superintendent of Schools

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

- 1). Approval of an application from the Dominican American Communitarian Association Inc. to utilize the Dr. Herbert N. Richardson School on Saturday, June 20, 2015 from 11:00 a.m. to 3:00 p.m. to set up and Sunday, June 21, 2015 from 7:00 a.m. to 4:00 p.m. for their Annual Community Health Fair.

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

- 2). Approval of an application from the Raritan Bay Area YMCA to utilize the Dr. Herbert N. Richardson School and the Ignacio Cruz Early Childhood Center, Monday through Friday from 7:30 a.m. to 6:00 p.m. to provide a Summer Day Camp from June 29, 2015 through August 14, 2015.

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

- 3). Approval of an application from the Raritan Bay Area YMCA to utilize the (5) Elementary Schools, (2) Middle Schools, and the (2) Pre-Schools, Monday through Friday from 3:00 p.m. to 6:00 p.m. to provide afterschool programs from September 2, 2015 through June 26, 2016.

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

- 4). Approval of an application from the Raritan Bay Area YMCA to utilize the Dr. Herbert N. Richardson School and the Ignacio Cruz Early Childhood Center, from 7:30 a.m. to 6:00 p.m. to provide Holiday Care services during the 2015-2016 school year.

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

- 5). Approval of an application from the Perth Amboy Girls Scouts to utilize the Perth Amboy High School Auditorium/Cafeteria for their Annual Performance on Saturday, April 18, 2015 from 1:00 p.m. to 9:00 p.m. (Rehearsal dates April 16<sup>th</sup> and 17<sup>th</sup> from 6:00 p.m. to 9:30 p.m.)

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

- 6). Approval of an application from the Assumption Catholic School to utilize the Waters Stadium to have practices on Monday's, Wednesday's and Friday's from 6:00 p.m. to 7:15 p.m. beginning on March 16, 2015 through May 29, 2015.

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



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

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

- 7). Approval of an application from the St. Demetrios Greek Orthodox Church to utilize the Robert N. Wilentz School Parking Lot on Friday, May 29, 2015, from 4:00 p.m. to 11:00 p.m., Saturday, May 30, 2015 from 11:00 a.m. to 11:00 p.m., and Sunday, May 31, 2015 from 12:00 p.m. to 8:00 p.m. The purpose is for their festival attendees to park their cars.

Varela  
Motion

Puccio  
Seconded

CARRIED UNANIMOUSLY

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

D. **Personnel Committee – Ms. Obdulia Gonzalez, 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). Betty Bruno, Kindergarten Teacher, James J. Flynn School, effective July 1, 2015 for the purpose of retirement.
- b). Dr. Cathy Kovalsky, Intervention Teacher, James J. Flynn School, effective April 1, 2015 for the purpose of retirement.
- c). Candida Genao, Paraprofessional, Robert N. Wilentz School, effective June 30, 2015 for the purpose of retirement.
- d). Jose Acevedo, Custodian, Edmund Hmieleski Early Childhood Center, effective April 1, 2015 for the purpose of retirement.
- e). Meghan E. Fredericks, Instructional Leader, Perth Amboy High School, effective February 20, 2015.
- f). Janet M. Borner, English Teacher, Perth Amboy Education Center, effective January 23, 2015.
- g). Danielle L. Romanoff, Math Teacher, Perth Amboy Education Center, effective February 2, 2015.

Gonzalez  
Motion

Tejeda  
Seconded

CARRIED UNANIMOUSLY

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

- a). Amy Boles, Maternity Leave of Absence, February 25, 2015 through May 6, 2015, utilizing sick/personal days, May 7, 2015 through June 30, 2015, without pay, September 1, 2015 through January 31, 2016, without pay.
- b). Melissa Corbo, Maternity Leave of Absence, March 16, 2015 through April 1, 2015, utilizing sick/personal days, April 2, 2015 through June 30, 2015, without pay.
- c). Annette Arroyo, Maternity Leave of Absence, February 10, 2015 through April 15, 2015, utilizing sick days, April 16, 2015 through June 30, 2015, without pay.
- d). Dawn Stegner, Maternity Leave of Absence, February 9, 2015 through March 25, 2015, utilizing sick days, March 26, 2015 through May 8, 2015, without pay.
- e). Isabel Chita, Extension of Maternity Leave of Absence, March 2, 2015 through June 30, 2015, without pay.
- f). Tonimarie Amabile, Extension of Maternity Leave of Absence, February 17, 2015 through March 13, 2015, without pay.

Gonzalez  
Motion

Tejeda  
Seconded

CARRIED UNANIMOUSLY

18. Recommendations of the Acting Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

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

- g). Tiffany Prime, Medical Leave of Absence, January 20, 2015 through February 27, 2015, utilizing sick days.
- h). Jeanie Nieves, Medical Leave of Absence, January 19, 2015 through February 6, 2015, utilizing sick days.
- i). Mildred Lengyel, Medical Leave of Absence, January 14, 2015 through March 11, 2015, utilizing sick days.
- j). Sonia Negron, Medical Leave of Absence, December 17, 2014 through January 15, 2015, utilizing sick/personal days, January 16, 2015 through February 27, 2015, without pay.
- k). Anne Pontecorvo, Medical Leave of Absence, January 12, 2015 through February 20, 2015, utilizing sick days.
- l). Rosa Baehr, Medical Leave of Absence, January 5, 2015 through January 21, 2015, utilizing sick/personal days, January 22, 2015 through January 30, 2015, without pay.
- m). Dominic Valentin, Medical Leave of Absence, February 3, 2015 through March 6, 2015, utilizing sick days.
- n). Andres Martinez, Medical Leave of Absence, January 29, 2015 through March 11, 2015, utilizing sick/personal days, March 12, 2015 through March 27, 2015, without pay.
- o). Judith Bellovin, Medical Leave of Absence, January 5, 2015 through June 30, 2015, without pay.
- p). Iris Martinez-Campbell, Medical Leave of Absence, January 5, 2015 through March 6, 2015, utilizing sick days.
- q). Loyda Garcia, Medical Leave of Absence, January 12, 2015 through March 31, 2015, utilizing sick days.
- r). Kimberly Ray, Extension of Medical Leave of Absence, January 5, 2015 through February 27, 2015, without pay.
- s). Cathy Kovalsky, Extension of Medical Leave of Absence, January 20, 2015 through February 13, 2015, without pay.
- t). Teresa Madrigal, Extension of Medical Leave of Absence, January 6, 2015 through February 6, 2015, without pay.
- u). German Medina, Family Leave of Absence, February 2, 2015 through March 6, 2015, without pay.
- v). Johandy Mena, Family Leave of Absence, March 22, 2015 through April 10, 2015, without pay, July 20, 2015 through August 7, 2015, without pay.
- w). Ramona Taylor, Personal Leave of Absence, February 9, 2015 through April 3, 2015, without pay, for her student teaching.

Gonzalez  
Motion

Tejeda  
Seconded

CARRIED UNANIMOUSLY

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

**D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson**

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

- a). Elena Muñoz, Spanish Teacher, Perth Amboy Education Center, effective February 16, 2015 through June 30, 2015 (Step 5-BA) at a pro-rated 10-month salary of \$50,100.00, pending negotiations. Standard:Teacher of Spanish. (Replacing – I. Reyes)
- b). Deborah Stocklas, Reading Teacher, Anthony V. Ceres School, effective on or before March 16, 2015 through June 30, 2015 (Step 3-MA) at a pro-rated 10-month salary of \$54,200.00, pending negotiations. Standard:P-3/Standard:Elementary K-6/Standard:Reading. (Replacing – L. Dortch)
- c). Ana Klement, Bilingual (English/Spanish) Social Studies Teacher, William C. McGinnis School, Temporary Replacement, effective on or before April 13, 2015 through June 30, 2015 (Step 2-MA) at a pro-rated 10-month salary of \$53,750.00, pending negotiations. Standard:Bilingual/Bicultural/Standard:Social Studies. (Replacing – J. Villareal)
- d). Lisa Delbango, Extension of Temporary Contract, School Psychologist, Edward J. Patten, effective February 2, 2015 through June 30, 2015 (Step 1-MA) at a pro-rated 10-month salary of \$53,500.00, pending negotiations. Standard:School Psychologist. (Replacing – J. Pasigos)
- e). Melissa A. Francke, Part-Time Evening English Teacher, Perth Amboy Education Center, effective February 17, 2015 through June 30, 2015 at an hourly rate of \$34.00. Standard:English/Standard:Teacher of Students with Disabilities. (Replacing – J. Borner)
- f). Gerald Grimmeyer, Part-Time (HSE) High School Equivalency Instructor, Perth Amboy Education Center, effective February 17, 2015 through June 30, 2015 at an hourly rate of \$34.00. CEAS:Elementary. (Replacing – I. Genova)
- g). Rochelle Newman, Part-Time (HSE) High School Equivalency Instructor, Perth Amboy Education Center, effective February 17, 2015 through June 30, 2015 at an hourly rate of \$34.00. Standard:Elementary/Standard:Social Studies. (Replacing – M. Palumbo)
- h). Wanda Segarra-Cruz, Part-Time ESL Evening Teacher, Perth Amboy Education Center, effective February 17, 2015 through June 30, 2015 at an hourly rate of \$34.00. Standard:Elementary. (New position)
- i). Freddy Valenzuela, Part-Time ESL Evening Teacher, Perth Amboy Education Center, effective February 17, 2015 through June 30, 2015 at an hourly rate of \$34.00. COE:ESL/COE:Elementary K-6/COE:Bilingual/Bicultural. (New position)

Gonzalez  
Motion

Tejeda  
Seconded

CARRIED UNANIMOUSLY

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

- a). Hilcia Moran, Special Education Paraprofessional, William C. McGinnis School, effective February 16, 2015 through June 30, 2015 at a pro-rated 10-month salary of \$36,250.00, pending negotiations. (Replacing – R. Castillo)
- b). Raul Castillo, Home School Liaison, William C. McGinnis School, effective February 16, 2015 through June 30, 2015 at a pro-rated 10-month salary of \$39,725.00, pending negotiations. (Replacing – E. Figueroa)
- c). Emily Pabon, Level I Secretary, Perth Amboy High School Technology Department, effective on or before March 16, 2015 through June 30, 2015 at a pro-rated 12-month salary of \$30,525.00, pending negotiations. (Replacing – Y. Lopez)

Gonzalez  
Motion

Tejeda  
Seconded

CARRIED UNANIMOUSLY

18. Recommendations of the Acting Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

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

- d). Bryan Valera, Custodian (A) Sunday-Thursday, Perth Amboy High School, effective February 16, 2015 through June 30, 2015 at a pro-rated 12-month salary of \$26,000.00, pending negotiations. (New position)
- e). Fernando Rosa, Custodian (A) Second Shift, Edmund Hmieleski Early Childhood Center, effective February 16, 2015 through June 30, 2015 at a pro-rated 12-month salary of \$27,400.00, pending negotiations. (Replacing – F. Perez)
- f). Melvin Cruz, Custodian (B) Second Shift, Samuel E. Shull School, effective February 16, 2015 through June 30, 2015 at a pro-rated 12-month salary of \$25,425.00, pending negotiations. (Replacing – D. Nieves)
- g). Herminio Rosa, Custodian (B) Second Shift, Anthony V. Ceres School, effective February 16, 2015 through June 30, 2015 at a pro-rated 12-month salary of \$25,425.00, pending negotiations. (Replacing – A. Couret)
- h). Nicolas Fernandez, Custodian (B) Second Shift, Perth Amboy High School, effective February 16, 2015 through June 30, 2015 at a pro-rated 12-month salary of \$25,425.00, pending negotiations. (Replacing – J. Gonzalez)
- i). Adrian Torres, Custodian (B) Second Shift, Perth Amboy High School (South Campus), effective February 16, 2015 through June 30, 2015 at a pro-rated 12-month salary of \$25,425.00, pending negotiations. (Replacing – J. Nieves)
- j). Salena Paredes, Lunchtime Aide, Anthony V. Ceres School, effective February 17, 2015, at an hourly rate of \$14.25 for the 2014-2015 school year. (New position)
- k). Debra Saldana, Lunchtime Aide, Anthony V. Ceres School, effective February 17, 2015, at an hourly rate of \$14.25 for the 2014-2015 school year. (New position)
- l). Pagliery Cabrera Nin, Lunchtime Aide, Edward J. Patten School, effective February 17, 2015, at an hourly rate of \$14.25 for the 2014-2015 school year. (New position)
- m). Cecilia Cruz, Lunchtime Aide, Edward J. Patten School, effective February 17, 2014, at an hourly rate of \$14.25 for the 2014-2015 school year. (New position)

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

- 5). Appointment of Toni J. Pinkett, District Information Technology Data Analyst, Perth Amboy High School, effective on or before March 16, 2015 through June 30, 2015 at a 12-month salary of \$58,000.00. (New position)

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

- 6). Approval for Dr. Vivian C. Rodriguez, Acting Superintendent, to serve as a representative to the Middlesex Regional Educational Services Commission from February 1, 2015 through June 30, 2015.

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

18. Recommendations of the Acting Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

- 7). Approval for the following staff members to serve as mentors for the first-year teachers from January 8, 2015 through June 30, 2015 at the contractual rate:

<u>Novice Teacher</u>	<u>School</u>	<u>Subject</u>	<u>Mentor</u>
Gina Aochoa	Flynn	Art	Rolando Rosa
Paul Feliciano	Liberal	Mathematics	Jose Pizarro
Emily Figueroa Rios	McGinnis	Intervention	Alison Press
Michael Martin	Ed. Ctr.	English	Karolina Jekal

<u>Gonzalez</u> Motion	<u>Tejeda</u> Seconded	CARRIED UNANIMOUSLY
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- 8). Approval for the following staff member to serve as a mentor for the first-year teacher from January 16, 2015 through June 30, 2015 at the contractual rate:

<u>Novice Teacher</u>	<u>School</u>	<u>Subject</u>	<u>Mentor</u>
Yolanda Cajas	McGinnis	School Counselor	Brandi Caboy

<u>Gonzalez</u> Motion	<u>Tejeda</u> Seconded	CARRIED UNANIMOUSLY
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- 9). Approval for the following staff member to serve as a mentor for the first-year teacher from January 20, 2015 through June 30, 2015 at the contractual rate:

<u>Novice Teacher</u>	<u>School</u>	<u>Subject</u>	<u>Mentor</u>
Bernadette Guerriero	Cruz	School Nurse	Maria O'Hara

<u>Gonzalez</u> Motion	<u>Tejeda</u> Seconded	CARRIED UNANIMOUSLY
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- 10). Approval for the following staff members to serve as mentors for the first-year teachers from February 2, 2015 through June 30, 2015 at the contractual rate:

<u>Novice Teacher</u>	<u>School</u>	<u>Subject</u>	<u>Mentor</u>
Carolina Benitez	Liberal	School Counselor	Haren Kahn
Giannina Gamino	Ceres	Elementary	Yamilka Vanihesem

<u>Gonzalez</u> Motion	<u>Tejeda</u> Seconded	CARRIED UNANIMOUSLY
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- 11). Approval for the following additional staff/substitutes to work the Before/After School Programs and the Saturday Morning Family School Program. (Attachment 18-D-11)

<u>Gonzalez</u> Motion	<u>Tejeda</u> Seconded	CARRIED UNANIMOUSLY
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- 12). Approval of the following to serve as a Substitute School Nurse for the 2014-2015 school year.

Nicole M. Cofini

<u>Gonzalez</u> Motion	<u>Tejeda</u> Seconded	CARRIED UNANIMOUSLY
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- 13). Approval of the following to serve as Substitute School Law Enforcement Officers for the 2014-2015 School Year.

Maria Gonzalez	Jason Nieves
Joseph Nieves	Derrick Eatman

<u>Gonzalez</u> Motion	<u>Tejeda</u> Seconded	CARRIED UNANIMOUSLY
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18. Recommendations of the Acting Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

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

Brian Cruz  
Nervy Perez

Gonzalez  
Motion

Tejeda  
Seconded

CARRIED UNANIMOUSLY

- 15). Approval of the following staff to work as a substitute bus paraprofessional for the 2014-2015 school year.

Jenny Infante

Gonzalez  
Motion

Tejeda  
Seconded

CARRIED UNANIMOUSLY

- 16). Approval to terminate the employment of employee XXX36, effective February 4, 2015.

Gonzalez  
Motion

Tejeda  
Seconded

CARRIED UNANIMOUSLY

- 17). Approval of the following salary adjustments. (Attachment 18-D-17)

Gonzalez  
Motion

Tejeda  
Seconded

CARRIED UNANIMOUSLY

- 18). Approval of the transfer and/or change in assignment for the following staff for the 2014-2015 school year. (Attachment 18-D-18)

Gonzalez  
Motion

Tejeda  
Seconded

CARRIED UNANIMOUSLY

18. Recommendations of the Acting Superintendent of Schools

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

- 1). Approval for all 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students to participate in the UNICEF Kid Power Program, during Physical Education classes, beginning on February 13, 2015 through March 27, 2015 at no cost to the district.

Bermudez  
Motion

Rodriguez  
Seconded

CARRIED UNANIMOUSLY

19. Old Business

Second Reading of the following Policies. (Attachment)

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

Puccio  
Motion

Varela  
Seconded

To approve the policies  
CARRIED UNANIMOUSLY

Varela  
Motion

Bermudez  
Seconded

(To close old business)  
CARRIED UNANIMOUSLY

20. New Business

First Reading of the following Policy. (Attachment)

- Section 2000 – Program

Puccio  
Motion

Gonzalez  
Seconded

CARRIED UNANIMOUSLY

- Mr. Lebreault asked everyone to please read the policies and if you have any comments please let Mr. Jess or Mr. Lebreault know.

Approval of the following Job Description. (Attachment)

- High School Mental Health Counselor
- Amended it to include that they must have a license in clinical social work.

Gonzalez  
Motion

Puccio  
Seconded

CARRIED UNANIMOUSLY

Approval of the following revised Job Description. (Attachment)

- Director of Special Funded Programs (Pre-K-12)

Gonzalez  
Motion

Varela  
Seconded

CARRIED UNANIMOUSLY

Resolution Appointing Superintendent

WHEREAS, the Board has conducted and extensive search for a Superintendent of Schools; and

WHEREAS, the Board has interviewed numerous candidates and wishes to engage in negotiations with a final candidate for appointment as Superintendent; and

WHEREAS, the Board is required to obtain approval from the Executive County Superintendent of Schools prior to appointing a Superintendent of Schools;

NOW THEREFORE BE IT RESOLVED, that the Board will commence negotiations with Dr. David Roman to enter into an employment contract for the position of Superintendent of Schools; and

BE IT FURTHER RESOLVED, that the Board authorizes the Board Attorney to take whatever actions are necessary to effectuate the purposes of this resolution.

Gonzalez  
Motion

Puccio  
Seconded

CARRIED UNANIMOUSLY

Yes – Lebreault, Gonzalez, Puccio, Nunez, Rodriguez

Abstained – Varela, Bermudez, Tejeda

Absent - Ortiz

Motion Passes 5-0-3

Puccio  
Motion

Bermudez  
Seconded

(To close new business)  
CARRIED UNANIMOUSLY

21. Open to the Public

- Public member #1 - stated 'that the road to hell is paved with good intentions'. Ms. Stewart should be ashamed of herself for parading the students in here because they don't have money for a lock. If need be, I'll give somebody money for the lock. Students that said they have a right to wear a sports jacket in class in spite of the uniform policies should understand who makes the decisions. Kids need a reality check, because being late is considered late. Enforcing discipline; as long as you're informed you should have to adhere to it. People will try to usurp your power and the kids need to understand that.
- Public member #2 - spoke as President of the PTO. She wants to thank the Board members for their support and efforts for helping to raise money for our kids. The money will go to seniors for scholarships. The next PTO meeting is scheduled for the first Monday in March.
- Now speaking as a parent. She thanks the Board for their time and for listening to the children's opinion this evening as they are thinkers and decision makers. People need to know how they feel and where they stand with regards to their concerns. They should be commended. All we're asking for is consistency.

21. Open to the Public (continued)

- Public member #3 - thanked the Board for the approval for the playwright to come to the Richardson School on March 7<sup>th</sup>. Everyone is invited to attend this program.
- Public member #4 - did not agree with the first member. Last night at the council meeting the first speaker was complaining about the first amendment. The students were respectful and so was Ms. Stewart. She does Gods work and for helping the kids address the Board and speak out, she should be celebrated. When he was in high school athletes got to wear their jackets and the cheerleaders wore their uniforms on the days of games. It is not an odd request, you should celebrate the students accomplishments. This evening a resolution was passed for David Roman, was that to hire him or negotiate with him.
- Mr. Lebreault said to negotiate hiring him.
- Mr. Aviles said he hopes it goes well. You have your work cut out for you, Dr. Roman, if you are hired. The best suitable candidate can fix what's wrong.
- Public member #5 - stated that as a Latino male there are various struggles you experience in childhood. He's humbled to meet with you tonight and the community. Thank you for the opportunity to work with you; he will strive to uphold this honor. An immediate point of emphasis is to build trust and relationships with the various stakeholders to bring the district together. Make sure that your words are clear and that we restore faith, confidence and prestige to the Perth Amboy School District. Unite to inspire kids to develop beyond their own perceived limitations.
- To the students – we see you; we believe in you and we'll be your biggest support.
- To the parents – he looks forward to meeting with you and guiding your kids to a successful future.
- To the teachers – what you do matters. We want to support you and we believe in your honorable profession.
- To the administration – you should guide staff and students and hold us accountable with integrity and honor.
- To the New Jersey Department of Education and our neighboring districts – we will thoughtfully champion our school district to know that everyone hears our collective voices.
- Let's take the time to get to know each other. To agree to forgive when we make mistakes, focus on the purpose of a unified goal. Collectively obligate us to assist thoughtful kids that they are our future leaders. He looks forward to working with everyone for the hopes and dreams of our kids. Thank you to the Board of Education for the opportunity. He's confident that we will establish a district of distinction.

Varela  
Motion

Puccio  
Seconded

(To close public business)  
CARRIED UNANIMOUSLY

22. A motion was made at 9:53 PM by Mr. Varela and second by Mr. Bermudez to adjourn. Carried unanimously.

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  
[www.state.nj.us/treasury/pensions](http://www.state.nj.us/treasury/pensions)

January 8, 2015

**CORRESPONDENCE**

**16 - A - 1**

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

ANDREW P. SIDAMON-BRISTOFF  
*State Treasurer*

FLORENCE J. SHEPPARD  
*Acting Director*

DOROTHY A CHRINKO

RE: TPAF, 417087

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

Congratulations on your retirement. The Board of Trustees, at their regular meeting on January 8, 2015, approved your application for Service Retirement effective January 1, 2015. (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*

**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](http://www.state.nj.us/treasury/pensions)

January 8, 2015

*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*

NORMA J BAVOSI

RE: TPAF, 408349

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

Congratulations on your retirement. The Board of Trustees, at their regular meeting on January 8, 2015, approved your application for Service Retirement effective January 1, 2015. (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*

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](http://www.state.nj.us/treasury/pensions)

January 8, 2015

*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*

IRMA V REYES

RE: TPAF, 448231

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

Congratulations on your retirement. The Board of Trustees, at their regular meeting on January 8, 2015, approved your application for Service Retirement effective January 1, 2015. (In accordance with your selection of option d).

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

# CURRICULUM

18 - A - 1

## FIELD TRIPS FOR BOARD APPROVAL ON FEBRUARY 12, 2015

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
2/4/2015	Raritan Bay Medical Center	High School	Laverne D. Green				\$ 20.00	15-000-270-512-0-0000-03	\$ 20.00	1	1:00 pm	2:00 pm
2/13/2015	Rutgers University Engineering School Piscataway	High School	Wachera Brown				\$ 125.00	15-000-270-512-0-0000-03	\$ 125.00	1	12:30 pm	5:00 pm
2/18/2015	Raritan Bay Medical Center	High School	Laverne D. Green				\$ 20.00	15-000-270-512-0-0000-06	\$ 20.00	1	1:00 pm	2:15 pm
2/19/2015	Montclair University	High School	Allison Mc Morrow				\$ 400.00	15-000-270-512-0-0000-03	\$ 400.00	1	8:30 am	3:00 pm
2/20/2015	Seton Hall University	High School-PLA	Erica Mateo Baez				\$ 170.00	13-601-200-800-0-0000-12	\$ 170.00	1	9:00 am	2:00 pm
2/22/2015	Conference in Rutgers University "On Road to Power"	High School	Ms. Diaz/Mr. Ortiz Mr. Guzman	\$ 400.00	15-401-100-500-0-0000-03		\$ 175.00	15-000-270-512-0-0000-03	\$ 575.00	1	7:00 am	5:00 pm
2/27/2015	The DuCret School of Art	High School	Brooke Napoli				\$ 90.00	15-000-270-512-0-0000-03	\$ 90.00	1	6:15 pm	9:45 pm
2/28/2015	JP Stevens High School	Shull	Jason Garzone				\$ 360.00	15-000-270-512-0-0000-06	\$ 360.00	1	7:45 am	6:45 pm
3/4/2015	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
3/13/2015	Liberty State Park/Ellis Island/Statue of Liberty	High School	Katie Jeffery	\$ 432.00	15-190-100-500-0-0000-03		\$ 90.00	15-000-270-512-0-0000-03	\$ 522.00	1	8:30 am	2:00 pm
3/14/2015	New Jersey High School Dance Festival at Jersey City High School	High School	Marci L. Moriarty				\$ 320.00	15-000-270-512-0-0000-03	\$ 320.00	1	8:00 am	6:00 pm
3/18/2015	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
3/19/2015	McCarter Theatre Center	McGinnis	Lisa Vassallo	\$ 480.00	Student Activity Account		\$ 120.00	Student Activity Account	\$ 600.00	1	9:00 am	2:00 pm
3/20/2015	Enrichment through the Arts	Ceres	Maura Troddan	\$ 1,168.00	Student Activity Account		\$ 450.00	Student Activity Account	\$ 1,618.00	3	9:00 am	2:00 pm
4/1/2015	Raritan Bay Medical Center	High School	Laverne D. Green				\$ 20.00	15-000-270-512-0-0000-03	\$ 20.00	1	1:00 am	2:15 pm
4/15/2015	Summit High School	High School	Vassallo				\$ 135.00	15-000-270-512-0-0000-03	\$ 135.00	1	4:30 pm	8:00 pm
4/17/2015	The DuCret School of Art	High School	Brooke Napoli				\$ 120.00	15-000-270-512-0-0000-03	\$ 120.00	1	9:30 am	1:30 pm
4/17/2015	AMC Aviation 12 Movie Theater	Wilentz	2nd Grade Teachers	\$ 1,150.00	Admission cost will be covered by teachers/students		\$ 360.00	15-000-270-512-0-0000-18	\$ 1,510.00	4	9:15 am	12:15 pm
4/19/2015	Princeton Meadow Church and Event Center	High School	Helen Vassallo	\$ 330.00	15-190-100-800-0-0000-03		\$ 150.00	15-000-270-512-0-0000-03	\$ 480.00	1	5:30 pm	9:30 pm
4/20/2015-6/18/2015	E. J. Patten School - Daily Trip Monday through Thursday	High School	Carolina Benitez/ Joyce Ship				\$ 1,080.00	15-000-270-512-0-0000-03	\$ 1,080.00	1	1:30 pm	2:40 pm
4/24/2015	Medieval Times	Ceres	Mrs. Macomber	\$ 2,640.00			\$ 450.00		\$ 3,090.00	3	9:00 am	2:00 pm
4/29/2015	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

Date Of Trip	Destination Name	School	Teacher Responsible	Admissions Cost, if any	Admissions/Additional Account Number	Additional Cost, if any	Transportation Cost	Transportation Number	Grand Total Cost	Num Buses	Departure Time	Return Time
5/4/2015	Jenkinson's Aquarium	Patten	Marylee Karnick	\$ 1,320.00	15-190-100-800-0-0000-05		\$	850.00	\$ 2,170.00	5	9:00 am	2:00 pm
5/5/2015	Imagine That	Patten	Ojeoma Onyewu	\$ 1,008.96	15-190-100-800-0-0000-05		\$	340.00	\$ 1,348.96	2	9:00 am	2:00 pm
5/5/2015	Middlesex County Fire Academy	High School	Brian Wilson				\$	-	\$ -	1	7:15 am	2:00 pm
5/8/2015	Imagine That	Patten	Ashley D'Anton	\$ 1,058.91	15-190-100-800-0-0000-05		\$	510.00	\$ 1,568.91	3	9:00 am	2:00 pm
5/8/2015	The Franklin Mineral Museum & Nature Center	McGinnis	Janet Hernandez	\$ 430.00	Student Activity Account		\$	240.00	\$ 670.00	2	9:00 am	2:30 pm
5/13/2015	Raritan Bay Medical Center	High School	Laverne D. Green				\$	20.00	\$ 20.00	1	1:00 pm	2:15 pm
5/14/2015	William Paterson University	High School	Yashin Chen		15-190-100-500-0-0000-03	\$ 75.00	\$	270.00	\$ 345.00	1	7:45 am	2:15 pm
5/24/2015	2015 Dare to Dream Leadership Conference	High School	Suzanne M. Carey				\$	150.00	\$ 150.00	1	8:30 am	2:00 pm
5/22/2015	Turtle Back Zoo	Ceres	Maura Trodden	\$ 1,022.00			\$	450.00	\$ 1,472.00	3	9:00 am	2:00 pm
5/27/2015	Raritan Bay Medical Center	High School	Laverne D. Green				\$	20.00	\$ 20.00	1	1:00 pm	2:15 pm
5/29/2015	Veterans Memorial Park	Patten	Robin Wilkerson/ Janet Gonzalez	\$ 1,970.00	15-190-100-800-0-0000-05		\$	680.00	\$ 2,650.00	4	9:00 am	2:00 pm
5/29/2015	Big Brook Preserve	High School - PLA	Gary Antonelli				\$	170.00	\$ 170.00	1	9:00 am	2:00 pm
6/1/2015	Liberty Science Center	Patten	Diane Black	\$ 1,428.00	15-190-100-800-0-0000-05		\$	680.00	\$ 2,108.00	4	9:00 am	2:00 pm
6/3/2015	Insectropolis	Patten	Josephyn Lee	\$ 1,428.00	15-190-100-800-0-0000-05		\$	850.00	\$ 2,278.00	5	9:00 am	2:00 pm
6/10/2015	Raritan Bay Medical Center	High School	Laverne D. Green				\$	20.00	\$ 20.00	1	1:00 pm	2:15 pm
6/15/2015	Frogbridge Day Camp - 8th Grade End of the Year Activities	McGinnis	Alexandre Lopez	\$ 11,985.00	15-190-100-800-0-0000-04		\$	960.00	\$ 12,945.00	8	9:30 am	6:00 pm
6/17/2015	Frogbridge Day Camp - 8th Grade End of the Year Activities	Shuil	Christine Allan	\$ 10,250.00	Student Activity Account		\$	720.00	\$ 10,970.00	6	10:00 am	5:00 pm

**PERTH AMBOY PUBLIC SCHOOLS  
DEPARTMENT OF SPECIAL SERVICES  
178 BARRACKS STREET  
PERTH AMBOY, NEW JERSEY 08861  
TELEPHONE 732-376-6206  
FAX 732-638-1008**

**Nancy Samaha, Ph.D.  
Acting Director**

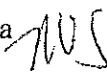
**Arleen Rios  
Supervisor**

**Diane Dahl  
Supervisor**

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

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To: Dr. Vivian Rodriguez  
Acting Superintendent

From: Dr. Nancy Samaha   
Acting Director

Date: January 21, 2015

Subject: After/Before/Home Instruction

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

<b>Staff</b>	<b>School</b>	<b>Hourly Rate</b>
Betzaida More	E. J. Patten	\$34.00 11-000-217-320-0-0000-16
The Lighthouse At Mays Landing Recovery Services	Lighthouse	\$40.00 11-000-217-320-0-0000-16

**Perth Amboy Public Schools**  
**Approval for Travel Expenses – February 2015**  
**Board Meeting February 12, 2015**

Staff Member	Building	Travel Dates	Workshop/Conference	Destination	Regist. Fee	Meals and Incidentals Days	Mileage/Trans.	Lodging Nights Daily Total	Account Number	Ed. App Cost	Board App	County Approval
Mary Guba	Shull School	February 12, 2015	Dyslexia Training & PARCC Workshop	Rugers New Brunswick, NJ	\$ 200.00				11-190-100-500-0-0000-06	\$ 200.00		
Mary Doherty	Shull School	February 12, 2015	Dyslexia Training & PARCC Workshop	Rugers New Brunswick, NJ	\$ 200.00				11-190-100-500-0-0000-06	\$ 200.00		
Mark Bales	Shull School	February 12, 2015	Dyslexia Training & PARCC Workshop	Rugers New Brunswick, NJ	\$ 200.00				11-190-100-500-0-0000-06	\$ 200.00		
Janet Sabine	Shull School	February 12, 2015	Dyslexia Training & PARCC Workshop	Rugers New Brunswick, NJ	\$ 200.00				11-190-100-500-0-0000-06	\$ 200.00		
Sandra Kusulas	Shull School	February 12, 2015	Dyslexia Training & PARCC Workshop	Rugers New Brunswick, NJ	\$ 200.00				11-190-100-500-0-0000-06	\$ 200.00		
Ella Graenert	Shull School	February 12, 2015	Dyslexia Training & PARCC Workshop	Rugers New Brunswick, NJ	\$ 200.00				11-190-100-500-0-0000-06	\$ 200.00		
Amanda Tomaso	Shull School	February 12, 2015	Dyslexia Training & PARCC Workshop	Rugers New Brunswick, NJ	\$ 200.00				11-190-100-500-0-0000-06	\$ 200.00		
Kathryn Thor	Flynn School	February 17, 2015	WJ IV Training	Est Brunswick, NJ	\$ 100.00				11-000-219-800-0-0000-16	\$ 100.00		
Daniel Kushner	PAHS	February 19, 2015	School-Within-A-School: Creating an Alternative School Program	Monroe, NJ	\$ 149.00				15-000-240-800-0-0000-03	\$ 149.00		
Sharesla Davis	PAHS	February 19, 2015	School-Within-A-School: Creating an Alternative School Program	Monroe, NJ	\$ 149.00				15-000-240-800-0-0000-03	\$ 149.00		
Rebecca Souza	PAHS	February 21, 2015	Project WET	Dukes Farm	\$ 25.00				15-190-100-500-0-0000-03	\$ 25.00		
Sylvia Leon	PAHS	February 27, 2015	How to Investigate Harassment, Intimidation & Bullying Claims	Monroe, NJ	\$ 150.00				15-000-240-800-0-0000-03	\$ 150.00		
Derek Jess	Central Admin	February 18-20, 2015	ASBO International Leadership Conference	San Diego, CA		There is no cost to the district	for this conference.					

**Perth Amboy Public Schools  
Approval for Travel Expenses – March 2015  
Board Meeting February 12, 2015**

Staff Member	Building	Travel Dates	Workshop/Conference	Destination	Regist. Fee	Meals and Incidentals Days	Mileage/Trans.	Lodging Nights	Account Number	Bd. App Cost	Board App	County Approval
Shanasia Davis	PAHS	March 2, 2015	Powerful Conversations in a Culture of Feedback	Monroe, NJ	\$ 149.00				15-000-240-800-0-0000-03	\$ 149.00		
Jeanette Pizz	PAHS	March 2, 2015	Powerful Conversations in a Culture of Feedback	Monroe, NJ	\$ 149.00				15-000-240-800-0-0000-03	\$ 149.00		
Maria Medina Isabel Lorenzo Lydia Salas Beverly Williams Jean Gerfard Mildred Acevedo Maria Vivar Hilda Breton Ernesto Dilla Jose L. Lopez Iris Sanchez Mileadis Luna Nicole Carero Diana Davidson	Transportation Dept.	March 7, 2015	2015 School Bus Driver Safety Seminars	Columbus, NJ	\$ 490.00				11-000-270-593-3-0000-00	\$ 490.00		
Dr. Debra Sheard	Admin. Bldg.	March 10, 2015	Evaluating Everyone Else...Key Issues Related to Non-Certificated Staff	Monroe, NJ	\$ 150.00		\$ 20.00		11-000-223-110-0-0000-35	\$ 170.00		
Mario Colini	Admin. Bldg.	March 16 <sup>th</sup> – 18 <sup>th</sup> , 2015	19 <sup>th</sup> Annual EXPO – Safe Sustainable Schools Conference	Atlantic City, NJ	\$ 100.00				11-000-232-800-0-0000-32	\$ 100.00		
Noemi Nafiah-Vilegas	Flynn School	March 17, 2015	Leadership Strategies for Bringing Out the Best in your Teachers	Monroe, NJ	\$ 149.00				11-000-223-500-0-0000-35	\$ 149.00		
Ramon Ortiz	PAHS	March 20, 2015	Good Ideas in Teaching Pre-Calculus	Rutgers Univ. – Busch Campus	\$ 165.00				15-190-100-500-0-0000-03	\$ 165.00		
Carol Blumhof	PAHS	March 20, 2015	Good Ideas in Teaching Pre-Calculus	Rutgers Univ. – Busch Campus	\$ 165.00				15-190-100-500-0-0000-03	\$ 165.00		
Elizabeth DeLuca	PAHS	March 20, 2015	Facing the Future – Employment the Possible Dream	New Brunswick, NJ	\$ 195.00				20-251-200-500-0-0000-40	\$ 195.00		







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**Applicant Agency:** Raritan Bay Area YMCA

**Appendix 4**

**DOCUMENTATION OF REQUIRED COLLABORATION**

(Please duplicate for each collaborating agency)

This document is to be signed and submitted with the grant application as evidence of the collaboration between the applicant and the agency with whom the applicant has or will coordinate in the planning and execution of services outlined in the grant application.

**Name of Collaborating Agency/Organization:**

Perth Amboy Board of Education

Contact Person Name and Title: Mr. Derek Jess, Business Administrator

Address: 178 Barracks Street

Perth Amboy, NJ 08861

County: Middlesex Telephone #: (732) 826-3361 Fax #: (732) 638-1001

Email Address: DJJESS@paps.net

**Type of agency/organization (Please check the appropriate agency type):**

<input type="checkbox"/> Charter School <input type="checkbox"/> Institution of Higher Education <input type="checkbox"/> City Government <input type="checkbox"/> County Government	<input checked="" type="checkbox"/> Local Educational Agency <input type="checkbox"/> Business/ Corporation <input type="checkbox"/> Community-based Organization <input type="checkbox"/> Faith-based Organization
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It is my understanding that the applicant listed above plans to submit a New Jersey Afterschool/Summer program application, available through the New Jersey Department of Education (NJDOE) to provide afterschool and/or summer programming services to eligible students and their families. Recognizing the need for such services, I am committed to ensuring that my agency acts in full support of the proposed program through the provision of activities, services, and/or resources as a result of the collaborative effort between my agency and the aforementioned applicant agency. In addition, my agency will provide data or other information to the applicant for the purposes of documentation of services and the state evaluation of the program.

**Please check off the services that the collaborating agency will provide:**

<input type="checkbox"/> Provide programming/activity-related services <input type="checkbox"/> Provide paid staffing <input type="checkbox"/> Provide volunteer staffing <input checked="" type="checkbox"/> Provide in-kind donations (facilities) <input type="checkbox"/> Provide goods/materials <input type="checkbox"/> Provide transportation <input type="checkbox"/> Provide technical assistance	<input checked="" type="checkbox"/> Provide services (referral, mental health counseling, social services) <input type="checkbox"/> Fundraising <input checked="" type="checkbox"/> Adult Education <input checked="" type="checkbox"/> Parent Education <input type="checkbox"/> Provide evaluation services <input type="checkbox"/> Other (please specify)
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\_\_\_\_\_  
Print Name of Collaborating Agency CEO or CSA

\_\_\_\_\_  
Signature of Collaborating Agency CEO or CSA

\_\_\_\_\_  
Date

PERSONNEL  
18-D-11

[illegible]

[illegible]



Employee name	School	Position	Program Name	Account Number	Rate of Pay	Dates (From-To)	Hours/ Am or PM
Horan, Hilcia	McGinnis	Paraprofessional	Childcare for Parent Meetings, Workshops and After School Programs	15-190-100-106 Or 15-000-211-800	\$24.00/hr	2/3/15 - 6/30/15	AM or PM
Eberhardt, Sandy	McGinnis	Paraprofessional	Childcare for Parent Meetings, Workshops and After School Programs	15-190-100-106 Or 15-000-211-800	\$24.00/hr	2/3/15 - 6/30/15	AM or PM
Grant, Lawon	McGinnis	Paraprofessional	Childcare for Parent Meetings, Workshops and After School Programs	15-190-100-106 Or 15-000-211-800	\$24.00/hr	2/3/15 - 6/30/15	AM or PM
Morales, Maria	McGinnis	Paraprofessional	Childcare for Parent Meetings, Workshops and After School Programs	15-190-100-106 Or 15-000-211-800	\$24.00/hr	2/3/15 - 6/30/15	AM or PM
Perez, Diana	McGinnis	Paraprofessional	Childcare for Parent Meetings, Workshops and After School Programs	15-190-100-106 Or 15-000-211-800	\$24.00/hr	2/3/15 - 6/30/15	AM or PM
Ramos, Angelina	McGinnis	Paraprofessional	Childcare for Parent Meetings, Workshops and After School Programs	15-190-100-106 Or 15-000-211-800	\$24.00/hr	2/3/15 - 6/30/15	AM or PM
Rodriguez, Ann Marie	McGinnis	Paraprofessional	Childcare for Parent Meetings, Workshops and After School Programs	15-190-100-106 Or 15-000-211-800	\$24.00/hr	2/3/15 - 6/30/15	AM or PM
Rossi, Pamela	McGinnis	Paraprofessional	Childcare for Parent Meetings, Workshops and After School Programs	15-190-100-106 Or 15-000-211-800	\$24.00/hr	2/3/15 - 6/30/15	AM or PM
Stillwell, Darlene	McGinnis	Paraprofessional	Childcare for Parent Meetings, Workshops and After School Programs	15-190-100-106 Or 15-000-211-800	\$24.00/hr	2/3/15 - 6/30/15	AM or PM
Soler, Carmen	McGinnis	Paraprofessional	Childcare for Parent Meetings, Workshops and After School Programs	15-190-100-106 Or 15-000-211-800	\$24.00/hr	2/3/15 - 6/30/15	AM or PM
Velez, Tania	McGinnis	Paraprofessional	Childcare for Parent Meetings, Workshops and After School Programs	15-190-100-106 Or 15-000-211-800	\$24.00/hr	2/3/15 - 6/30/15	AM or PM
Zulin, Pat	McGinnis	Paraprofessional	Childcare for Parent Meetings, Workshops and After School Programs	15-190-100-106 Or 15-000-211-800	\$24.00/hr	2/3/15 - 6/30/15	AM or PM

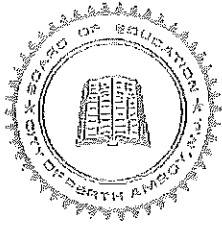


## Shull School Learning Center

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[illegible][illegible]

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# Perth Amboy Public Schools

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

**PERSONNEL**

**18 - D - 17**

**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

January 23, 2015

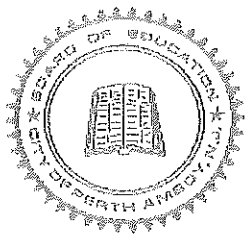
**AGENDA: February 12, 2015**

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
April Burlew	Ceres	\$87,700	\$88,300	1/1/15	30yrs. Teacher Longevity
Lori Gordon	Special Serv.	\$91,200	\$92,700	1/1/15	25yrs. Teacher Longevity
Lauren Meltzer	Wilentz	\$88,750	\$90,100	1/1/15	20yrs. Teacher Longevity
Daniel Pabon	Hmieski	\$49,025	\$49,875	1/1/15	10yrs. Para Longevity
Andrea Ruiz	Ceres	\$89,750	\$91,100	1/1/15	20yrs. Teacher Longevity
David Otero	Ignacio Cruz	\$49,750	\$50,750	1/1/15	15yrs. SRP Longevity
Suzanne Springer	Ceres	\$54,400	\$55,675	1/1/15	25yrs. Para Longevity
Merlin Cruz	McGinnis	\$25,425	\$27,400	2/16/15	Boiler License
Michele Carsillo	McGinnis	\$48,250	\$53,750	2/16/15	MA Degree
Cesar Reyes	PAHS	\$27,400	\$26,000	3/3/14	Custodian Night Stipend Removal
Kavita Khan	PAHS	\$54,200	\$55,900	2/16/15	PhD. Degree
Felix Velez	Ed. Center	\$49,440	\$56,500	2/1/15	Salary Adjustment
Maribel Correnti	Ed. Center	\$52,580	\$53,445	2/1/15	25yrs. Secretary Longevity
Isilda DaSilva	East Campus	\$32,405	\$32,905	2/1/15	10yrs. SRP Longevity
Patricia DeFex	Ceres	\$44,700	\$47,700	2/1/15	15yrs. Para Longevity
Linda Gallucci	Flynn	\$59,235	\$60,515	2/1/15	35yrs. Secretary Longevity
Robert Gillespie	Flynn	\$55,135	\$56,410	2/1/15	25yrs. Custodian Longevity
Noemi Guzman-Rodriguez	Patten	\$29,330	\$30,130	2/1/15	20yrs. SRP Longevity
Teresa Jimenez	Ignacio Cruz	\$51,550	\$52,375	2/1/15	20yrs. Para Longevity
Maria Lopes	PAHS	\$29,680	\$30,180	2/1/15	10yrs. SRP Longevity
Maria Pereira	PAHS	\$28,060	\$28,560	2/1/15	15yrs. SRP Longevity
Zulma Rodriguez	Hmieski	\$44,150	\$45,875	2/1/15	7yrs. Para Longevity
Craig Forman	South Campus	\$48,700	\$54,200	2/16/15	MA Degree
Carolina Benitez	PAHS	\$64,350	\$55,100	2/1/15	Removal of EPTA



# *Perth Amboy Public Schools*

**Administrative Headquarters Building**

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

**PERSONNEL**

**18 – D – 18**

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

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

Date: January 28, 2015

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 February 12, 2015 Agenda.

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

<b>Name</b>	<b>From</b>	<b>To</b>	<b>Effective</b>
Carmen Crespo	PreK Paraprofessional – E. Hmielecki E.C.C.	PreK Paraprofessional – School #7	February 16, 2015

Thank you.

# POLICY

## PERTH AMBOY BOARD OF EDUCATION

PROGRAM  
2000/page 1 of 2

### 2000 PROGRAM

<u>Number</u>	<u>Title</u>
2110	Philosophy of Education/District Mission Statement (M)
2132	School District Goals and Objectives
2200	Curriculum Content (M)
2210	Curriculum Development (M)
2220	Adoption of Courses (M)
2230	Course Guides (M)
2240	Controversial Issues
2260	Affirmative Action Program for School and Classroom Practices (M)
2270	Religion in the Schools
2310	Pupil Grouping
2312	Class Size
2320	Independent Study Programs
2330	Homework
2340	Field Trips
2360	Use of Technology
2361	Acceptable Use of Computer Networks/Computers and Resources (M)
2363	Pupil Use of Privately-Owned Technology
2411	Guidance Counseling (M)
2412	Home Instruction Due to Health Condition (M)
2414	Programs and Services for Pupils in High Poverty and in High Need School Districts (M)
2415	No Child Left Behind Programs (M)
2415.01	Academic Standards, Academic Assessments and Accountability (M)
2415.02	Title I – Fiscal Responsibilities (M)
2415.03	Highly Qualified Teachers (M)
2415.04	Title I – District-Wide Parental Involvement (M)
2415.05	Pupil Surveys, Analysis and/or Evaluations (M)
2415.06	Unsafe School Choice Option (M)
2415.20	No Child Left Behind Complaints (M)
2416	Programs for Pregnant Pupils (M)
2417	Student Intervention and Referral Services (M)
2421	Vocational Education
2422	Health Education (M)
2423	Bilingual and ESL Education (M)
2425	Physical Education
2428.1	Standards-Based Instructional Priorities



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

PROGRAM  
2000/page 2 of 2

<u>Number</u>	<u>Title</u>
2430	Co-Curricular Activities (M)
2431	Athletic Competition (M)
2431.3	Practice and Pre-Season Heat-Acclimation for Interscholastic Athletics
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
2432	School Sponsored Publications
2432.1	Student Handbook
2435	NJSIAA Random Testing for Interscholastic Athletics
2436	Activity Participation Fee Program
2440	Summer Session
2451	Adult High School (M)
2452	Community Education
2460	Special Education (M)
2464	Gifted and Talented Pupils (M)
2466	Needless Public Labeling of Pupils with Disabilities(M)
2467	Surrogate Parents and Foster Parents (M)
2468	Independent Educational Evaluations
2480	Alternative Education Programs
2481	Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
2510	Adoption of Textbooks
2520	Instructional Supplies (M)
2530	Resource Materials
2531	Use of Copyrighted Materials
2551	Musical Instruments
2560	Live Animals in School
2610	Educational Program Evaluation (M)
2622	Pupil Assessment (M)
2624	Grading System <i>Revised November 20, 2014</i>
2631	New Jersey Quality Single Accountability Continuum
2700	Services to Nonpublic School Pupils (M)



## ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **High School Mental Health Counselor**

#### **Qualifications:**

- Master's degree in Social Work, Psychology, and/or a similar field at least two (2) years' experience in social service, preferably in work related with child development and/or case management; school social work/psychology; or in child protective services.
- Experience conducting mental & behavioral health assessments and treatment through both brief interventions and long-term counseling.
- Must be compassionate and have good facilitation and communication skills.
- Interest in and experience working with youth.
- Comfort with fast-paced work environment.
- Well organized and able to respond quickly and effectively to untoward and emergency circumstances.
- Commitment to professional development.
- Commitment to culturally responsive care.
- Proficiency in MS Office Suite and comfort with new technologies.
- Demonstrate the ability to communicate effectively in English and in the selected native language, both orally and in writing, using proper grammar and vocabulary.
- Have excellent integrity; demonstrate good moral character and initiative.
- Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9.
- Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
- Pass the State required Mantoux-Intradermal Tuberculin Test and Physical Exam

#### **Reports to: High School Principal**

#### **Nature and Scope of Job:**

Provide alcohol & drug counseling, mental health counseling, and case management to 9-12 grade High School students.

#### **Duties and Responsibilities:**

- Schedule and conduct assessments with all students referred.
- Maintain confidentiality of records relating to students' cases.
- Prepare and maintain all required records and reports related to students' cases.
- Meet with referred students on an as needed basis.
- Assist students in developing the necessary skills and strategies for managing their problems.
- Counsel students, individually and in group sessions, to assist in overcoming challenges, adjusting to life (academically, socially and familial), and making healthy, positive choices.
- Act as students' advocate in order to coordinate required services or to resolve emergency problems in crisis situations.
- Collaborate with other staff members to perform assessments and develop plans to promote students' successes.
- Build collaboration with existing community and county referral agencies to secure optimal treatment services for assigned cases.
- Meet with families, probation officers, other community agencies involved, and other interested parties in order to exchange necessary information during the treatment process.
- Refer students and family members to community resources or to specialists as necessary.
- Counsel family members to assist them in understanding, dealing with, and supporting students.



## ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **High School Mental Health Counselor (Cont'd.)**

- Plan, organize and lead structured programs of counseling, work, study, recreation and social activities for students and families.
- Modify activities and approaches as needed in order to comply with changes in students' status.
- Discuss and assist in planning, with individual students, their plans for life after high school and how to achieve post-high school goals.
- Gather information about community mental health needs and resources that could be used in conjunction with in-school counseling.
- Plan and conduct programs to prevent substance abuse (in collaboration with SAC), child abuse, domestic violence and other types of abuse and exploitations.
- Run workshops and courses about mental health and other related adolescent issues.
- Facilitate activities or groups that assist in developing self-awareness and self-management skills to achieve school and life success.
- Learn about new developments in their field by reading professional literature, attending courses and seminars, and establishing and maintaining contact with other social service agencies.

### **Verifications of Competency:**

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

### **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 accommodations 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. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, Computers, and/or controls.

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **High School Mental Health Counselor (Cont'd.)**

### **Environmental Demands:**

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

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

### **Terms of Employment:**

10 month exempt, salaried position with agreement between the Perth Amboy Federation and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The High School Mental Health Counselor will be evaluated by the High School Principal or designee.

**Date Adopted:** February 12, 2015

***JOB DESCRIPTION******PERTH AMBOY  
BOARD OF EDUCATION*****DIRECTOR OF SPECIAL FUNDED PROGRAMS (Pre-K - 12)****Qualifications:**

1. Possession of a New Jersey Administrative Certificate with endorsement of Principal preferred. Chief School Administrator Certificate desired but not required.
2. Master's Degree or higher from an accredited college or university.
3. Have at least 2 - 3 years experience with Federal Grants/Programs.
4. Have excellent integrity; demonstrate good moral character and initiative.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary, multilingual preferred.
6. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
7. Provide proof of U.S. Citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
9. Pass required State Mantoux/Tuberculin test and Physical Examination as required.

**Reports to:** Assistant Superintendent for Learning & Educational Services

**Statement of Job:**

The Director of Special Funded Programs Pre-K – 12 shall be responsible to the Assistant Superintendent for Learning & Educational Services for the administration of selected Federal and State programs.

**Duties and Responsibilities:**

1. Gather and organize all necessary information to prepare selected applications related to State, Federal, and Bilingual funded projects.
2. Have fiscal responsibility related to selected Federal, State, and Bilingual funded projects.
3. Act as a representative of the district at designated meetings related to Federal, State, and Bilingual funded projects.
4. Provide assistance to staff members seeking grants in their area of expertise or interest.
5. Assist with regard to staffing of selected Federal, State, and Bilingual funded projects.
6. Develop, review and recommend innovative approaches, models and strategies to meet the needs of students in related State, Federal, and Bilingual funded projects.

## ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **DIRECTOR OF SPECIAL FUNDED PROGRAMS (Pre-K - 12)**

7. Conduct annual needs assessments as required by local and state regulations.
8. Develop and administer an adequate program of parental involvement in accordance with local, state and federal requirements in conjunction with appropriate staff.
9. Promote and participate in the in-service training of applicable staff.
10. Establish and maintain cooperative, consultative and working relationships with administrators, supervisors, staff, and parents concerning the integration and the coordination of Special Funded projects in conjunction with the total educational programs of the district.
11. Experience with blended resources, school based budgets and district-wide Title I status helpful.
12. Assist in developing the Title I Unified Plan.
13. Knowledgeable of the McKinney-Vento Act and its implementation (Homeless).
14. Familiar with EWEG and SAGE software.
15. Experience with fiscal and programmatic requirements of NCLB, Race to the Top 3, 21<sup>st</sup> Century and IDEIA.
16. Responsible for the preparation, amendment, revision and transfers within the NCLB application.
17. Monitor all drawdown requests for all federal grants.
18. Review Federal budgets in Systems 3000 and EWEG/SAGE to ensure agreement of all account line items.

## ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **DIRECTOR OF SPECIAL FUNDED PROGRAMS (Pre-K - 12) (Cont.'d.)**

19. Prepares and coordinates all aspects of the parent/guardian communication process as a result of student performance under NCLB legislation.
20. Familiar with the appropriate use of FOCUS funds.
21. Be the District's liaison in all matters involving federal grants/programs and the McKinney-Vento Act.
22. Assist in evaluations for the district.
23. Other projects as assigned by Assistant Superintendent for Learning & Educational Services.

#### **Verification of Competency:**

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

#### **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 accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

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

## ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **DIRECTOR OF SPECIAL FUNDED PROGRAMS (Pre-K - 12) (Cont.'d.)**

#### **Environmental Demands:**

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

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

#### **Terms of Employment:**

12-month salaried position with agreement between the Perth Amboy School Administrators Association and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Director of Special Funded Programs (Pre-K – 12) will be evaluated by the Assistant Superintendent for Learning & Educational Services.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21  
NJAC 6:11-10.8

**Date Adopted:** July 17, 1980

**Date Revised:** June 2, 1988  
October 21, 1993  
October 4, 2001  
June 25, 2014  
February 12, 2015

# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

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### 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)
1522	School-level Planning (M)
1523	Comprehensive Equity Plan (M)
1530	Equal Employment Opportunities (M)
1540	Administrator's Code of Ethics
1550	Affirmative Action Program for Employment and Contract Practices (M)
1570	Internal Controls (M)
1581	Victim of Domestic or Sexual Violence Leave (M)
1620	Administrative Employment Contracts
1631	Residency Requirement for Person Holding School District Office, Employment, or Position



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

1100/page 1 of 1

District Organization

### 1100 DISTRICT ORGANIZATION

The Board of Education directs the establishment and implementation of an organizational plan for the management and control of school district operations. The plan will require the identification and resolution of problems at appropriate organizational levels. All references to school district administrators in policies or regulations shall be construed to mean that administrator or his/her designee.

All members and employees of this Board are directed to observe faithfully the chain of communications established by the district organizational plan. In general, a problem should be identified and its resolution attempted at the level most immediate to the problem's origin. When a resolution cannot be found at that level, remedy may be sought through appropriate resolution and remediation procedures.

The Board expressly disapproves of any attempt to expedite the resolution of a problem by disregard of the organizational plan and the appropriate processes. A staff member's persistent disregard for the established management organization of this district in violation of this policy will be considered an act of insubordination subject to discipline.

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

Adopted: 12 January 2006





# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION  
1101/page 1 of 1  
Control Responsibility

### 1101 CONTROL RESPONSIBILITY

It is the policy of the Board that the schools of this district and all matters related to their operations be under the control of the Superintendent except where the law designates that responsibility to others.

In the absence or disability of the Superintendent, the Assistant Superintendent for Learning/Educational Services shall act in his/her stead.

In the absence or disability of the Secretary of the Board, the Superintendent shall act in his/her stead.

Should further assistance be required, the matter shall be referred to the Board of Education.

Adopted: 12 January 2006

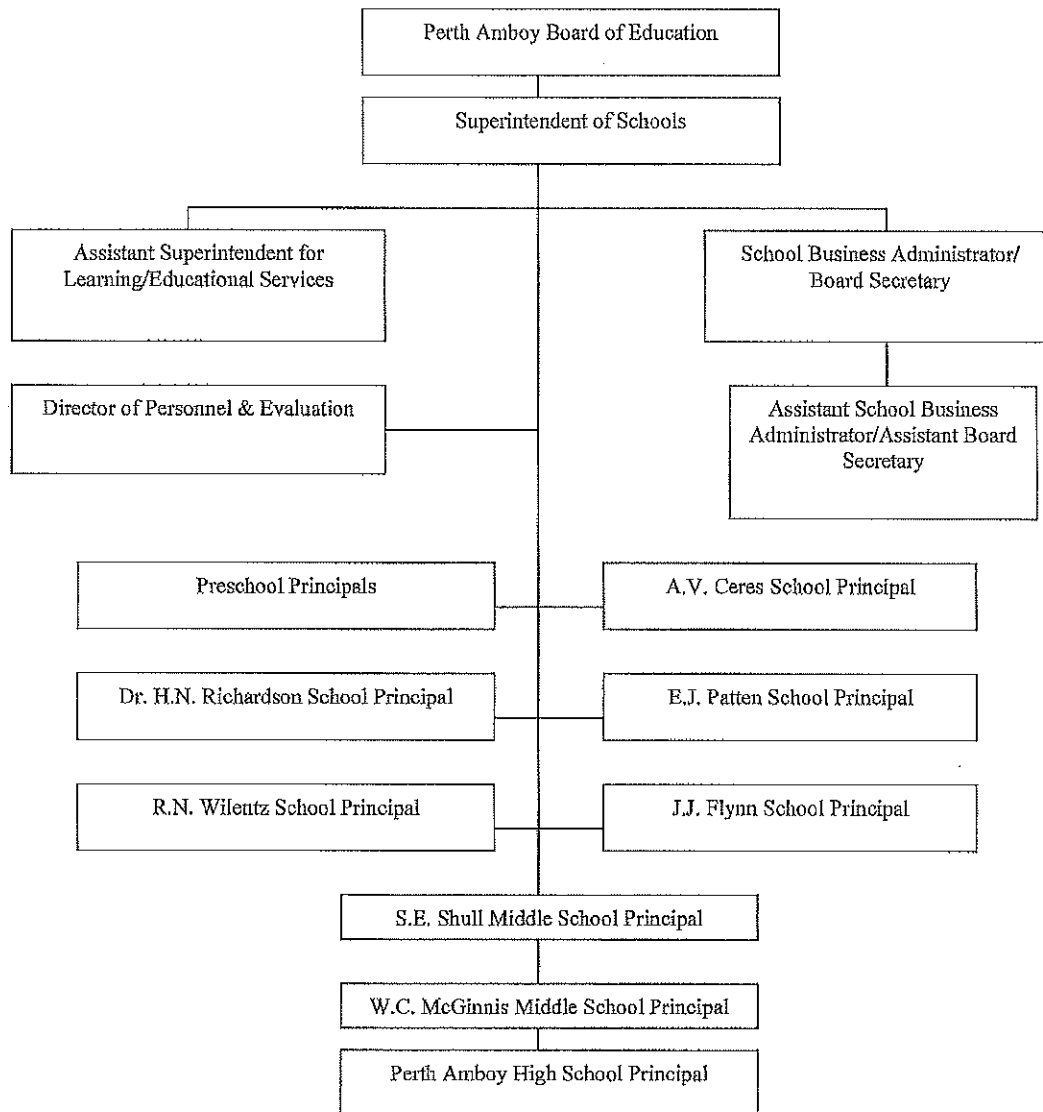


# POLICY

## PERTH AMBOY BOARD OF EDUCATION

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Organizational Chart

### 1110 ORGANIZATIONAL CHART



# POLICY

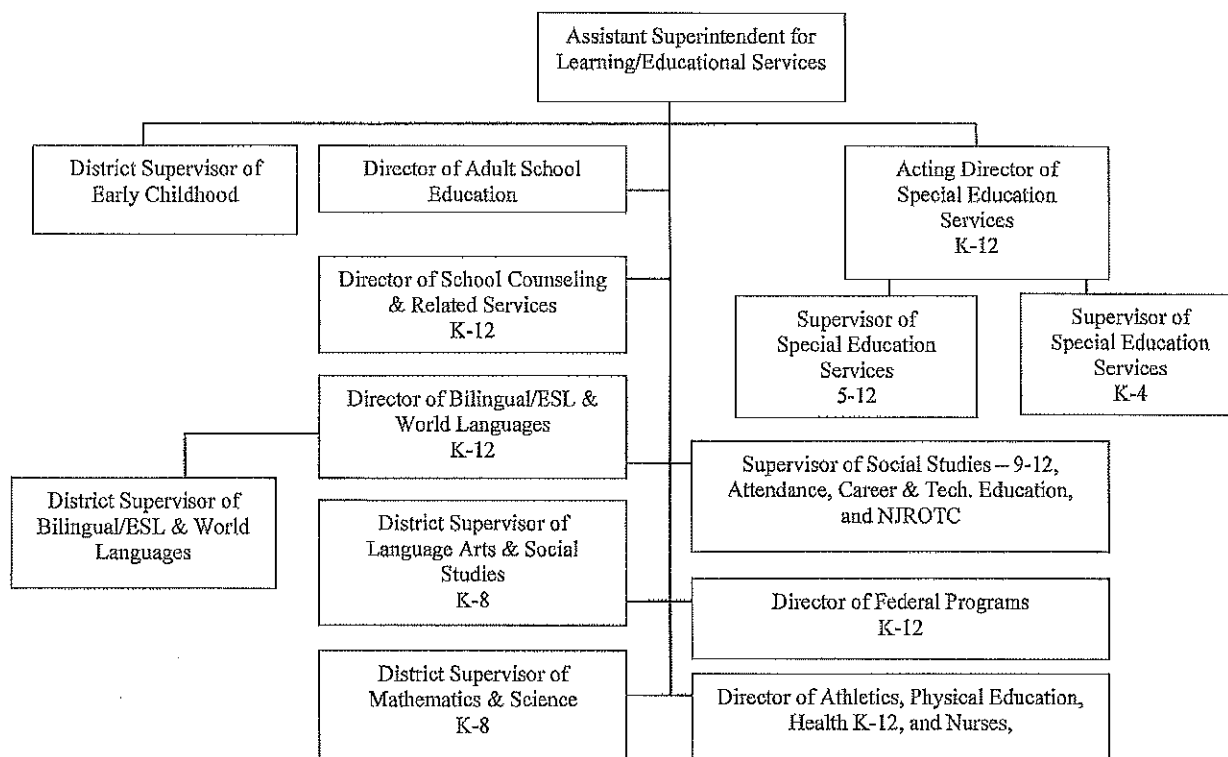
## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

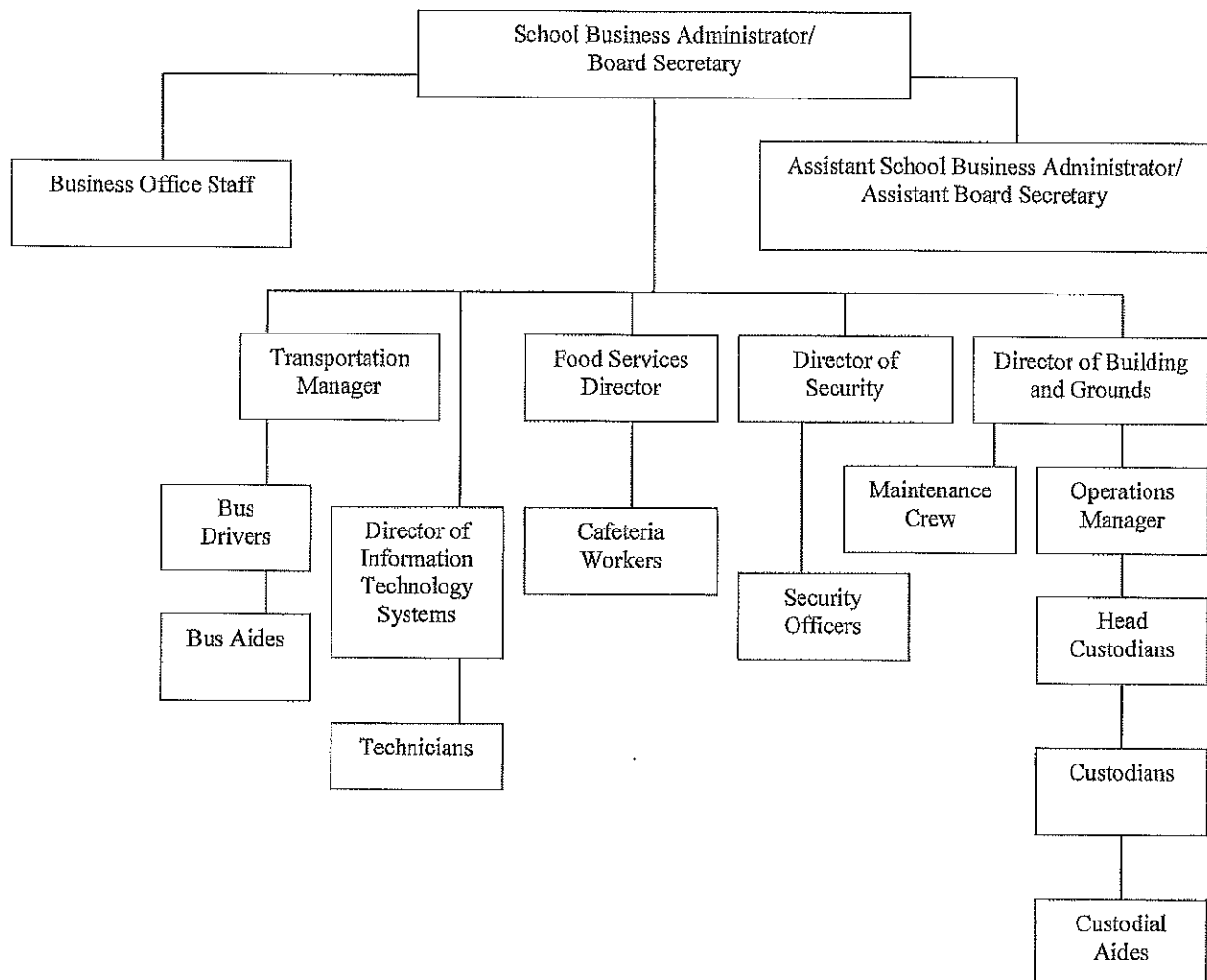
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Organizational Chart

### 1110 ORGANIZATIONAL CHART



### 1110 ORGANIZATIONAL CHART



Adopted: 12 January 2006  
Revised: 11 January 2007  
Revised: 12 February 2015



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

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Management Team

### 1120 MANAGEMENT TEAM

The Board of Education recognizes the value of a system of management organization that enhances communication among administrators and between the administration and the Board, encourages a shared responsibility for educational policy decisions, and provides for the equitable resolution of conflicts.

The Board directs the Superintendent to establish a management team that includes the Superintendent and those administrative, supervisory, and support staff members who are responsible for employee evaluation, the adjudication of grievances, supervision of employees, or recommendations regarding the employment of employees.

The Superintendent shall institute a management team system that will provide a means for:

1. Submitting recommendations to the Board on issues of educational policy;
2. Addressing the economic concerns and working conditions of management team members, including their job descriptions, evaluation, salaries, fringe benefits, promotions, assignments, and transfers;
3. The development of administrative procedures; and
4. The consideration of such additional and appropriate issues as may be identified by the Superintendent or the management team.

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

Adopted: 12 January 2006



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION  
1130/page 1 of 1  
Staff Liaison Committees

### 1130 STAFF LIAISON COMMITTEES

The Board of Education encourages the Superintendent to maintain close liaison with staff members in order to coordinate district programs and operations, to consult with appropriate staff members in developing administrative regulations and formulating recommendations for Board consideration, and to detect and resolve problems as they may arise.

The Superintendent is authorized to establish such staff liaison committees as he/she may deem necessary.

No staff liaison committee can be delegated the authority to make decisions or take action that is reserved to the Board or the Superintendent. Committee reports and recommendations may be advisory only.

Adopted: 12 January 2006



### 1140 AFFIRMATIVE ACTION PROGRAM

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing For Equality And Equity In Education.

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

The Board shall inform the school community it serves of these policies in a manner including, but not limited to, the district's customary methods of information dissemination. The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, pupils, and staff.

The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of pupil performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of pupils in special education programs if there is an over representation within certain groups; staffing practices; pupil demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.

The Board shall annually designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, of whom the Affirmative Action Officer is a member, to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing For Equality And Equity in Education. The Board shall assure that all stakeholders know who the Affirmative Action Officer is and how to access him or her.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION  
1140/page 2 of 2  
Affirmative Action Program

The Affirmative Action Officer must have a New Jersey standard certification with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9 et seq. The Affirmative Action Officer shall: coordinate the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; notify all pupils and employees of district grievance procedures for handling discrimination complaints; and ensure the district grievance procedures, which include investigative responsibilities and reporting information, are followed.

The Affirmative Action Team shall: develop the Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the district's Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); collaborate with the Affirmative Action Officer on coordination of the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the Comprehensive Equity Plan; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational equality and equity, pursuant to N.J.A.C. 6A:7-1.4(d).

The Board shall provide professional development training to all certificated and non-certificated school staff members on a continuing basis to identify and resolve problems associated with the pupil achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. All new certificated and non-certificated staff members shall be provided with professional development training on educational equality and equity issues within the first year of employment. Parents and other community members shall be invited to participate in the professional development training.

The Commissioner or his/her designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

N.J.A.C. 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

Adopted: 12 February 2015





# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

1210/page 1 of 1

Board-Superintendent Relations

### 1210 BOARD-SUPERINTENDENT RELATIONS

The Board of Education believes that it is the primary duty of the Board to establish policies and the primary duty of the Superintendent to implement and administer those policies.

The Superintendent, as Chief Administrative Officer of the school district, is the primary professional advisor to the Board. Policy should not be adopted or revised without consultation with the Superintendent.

The Superintendent is responsible for the development, supervision, and operation of the school program and facilities and will be given latitude to implement and administer policies in accordance with such standards as may have been set forth in the policies. The Superintendent will discharge his/her responsibility in part through the establishment and promulgation of administrative regulations.

In evaluating the effectiveness of Board policy in meeting the goals of the district, the Board will request the Superintendent to make appropriate inquiries, investigations, and reports.

Adopted: 12 January 2006



### 1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board of Education and the right to speak on matters at meetings of the Board (pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b), but shall have no vote.

#### Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. Preparation of informative material describing the school district and its educational goals and objectives;
3. Where feasible, the opportunity for applicants to visit the district;
4. Establish an interview process that encourages the candidate and the Board members to have a meaningful discussion of the school district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise he/she can offer to the district;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and Policy No. 1530 on equal employment opportunity.

#### Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9-12.4 et seq. and must qualify for employment following a criminal history record check.

The candidate shall meet criteria established by the Board.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### ADMINISTRATION

1220/page 2 of 3

#### Employment of Chief School Administrator

##### Employment Contract

A person appointed Superintendent must enter an employment contract with the Board. An employment contract for the Superintendent of Schools shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3.

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of his/her employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, conduct unbecoming a Superintendent, or other just cause and only by the Commissioner of Education pursuant to the tenure hearing laws.

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a different term which shall not be less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board notifies the Superintendent in writing the Superintendent will not be reappointed at the end of the current term, in which event his/her employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent he/she will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time equal to thirty days for each year in the term of the current contract.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### ADMINISTRATION

1220/page 3 of 3

#### Employment of Chief School Administrator

Pursuant to N.J.S.A. 18A:20.2a, the Board shall submit to the Commissioner for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. In accordance with N.J.S.A. 18A:17-20.2a, compensation includes, but is not limited to, salary, allowances, bonuses and stipends, payments of accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.

An early termination of an employment agreement shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate such agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and has the authority to disapprove the agreement. The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the school district.

#### Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

#### Certificate Revocation

In accordance with N.J.A.C. 6A:23A-3.1(e)(12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;  
18A:17-20.2; 18A:17-20.2a; 18A:17-20.3  
N.J.A.C. 6A:9-12.3; 6A:9-12.4; 6A:23A-3.1; 6A:23A-3.2

Adopted: 12 January 2006  
Revised: 12 February 2015



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION  
1230/page 1 of 5  
Superintendent's Duties  
M

### 1230 SUPERINTENDENT'S DUTIES

#### Function

The Superintendent shall serve as Chief Executive and Administrative Officer of the district by implementing policies established by the Board of Education and by discharging the duties imposed on his/her office by law.

#### Authority

The Superintendent shall be the Chief School Administrator of the school district and principle advisor to the Board. He/She may delegate to an appropriate school official any duty not reserved to the Superintendent by law, but may not delegate the responsibility for duties mandated by law.

#### Work Relationships

The Superintendent shall report directly to the Board and shall directly or indirectly supervise all persons employed by the Board.

#### Duties and Responsibilities

- A. In the discharge of his/her responsibility as principle advisor to the Board, the Superintendent shall:
1. Ensure all aspects of district operation comply with Board policy, State law and district contracts;
  2. Report to the Board on the needs of the district;
  3. Advise the Board of any changes or additions that should be made to its policies;
  4. Provide the Board with such information as may be needed to ensure the making of informed decisions; and
  5. Perform such other duties as may be assigned by the Board.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION  
1230/page 2 of 5  
Superintendent's Duties

- B. In the discharge of his/her responsibility for the implementation of the operational action plan of the district, the Superintendent shall:
1. Prepare, promulgate, and maintain a manual of administrative regulations;
  2. Evaluate the future needs of the district and recommend a district action plan including goals, objectives, and priorities to the Board;
  3. Maintain written objectives to implement the district action plan adopted by the Board;
  4. Evaluate progress toward the attainment of the district action plan and report thereon to the Board; and
  5. Report to the Commissioner and the County Superintendent on or before August 1 of each year matters relating to the schools in the manner and form prescribed by the Commissioner.
- C. In the discharge of his/her responsibility as the administrator of the instructional program, the Superintendent shall:
1. Establish and maintain a written instructional plan for the schools of the district consistent with the educational goals adopted by the Board;
  2. Coordinate the proper implementation of the instructional plan as it applies to each school in the district;
  3. Evaluate at least annually the effectiveness of the program of studies and recommend such changes and additions as may be required to improve its effectiveness;
  4. Evaluate the performance of pupils in relation to other public school districts, as well as in relation to State and national standards;
  5. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the district; and
  6. Keep informed regarding current research in the field of education and inform the Board as appropriate.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION  
1230/page 3 of 5  
Superintendent's Duties

- D. In the discharge of his/her responsibility for the direction and welfare of pupils, the Superintendent shall:
1. Strive to motivate pupils to achieve their individual best;
  2. Create a climate of respect for authority and discipline in each of the schools of the district;
  3. Report to the Board at its next meeting the suspension of a pupil; and
  4. Recommend any changes in the program of pupil management and support as necessary to respond to district needs.
- E. In the discharge of his/her responsibility for the supervision of district employees, the Superintendent shall:
1. Recommend to the Board all properly certified candidates for employment, assignment, or transfer;
  2. Assign staff so as to achieve maximum effectiveness in the attainment of educational goals;
  3. Train staff as necessary to implement approved changes in the curriculum or instructional methods of the district;
  4. Evaluate the effectiveness of staff members in the performance of their assigned tasks;
  5. Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness; and
  6. Discipline staff as required and report to the Board forthwith any suspension of a teaching staff member.
- F. In the discharge of his/her responsibility for the maintenance of the physical plant, the Superintendent shall:
1. Strive to make efficient use of district resources in the daily operations of the schools;
  2. Assign support staff so as to achieve maximum effectiveness from the facilities of the district;



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

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Superintendent's Duties

3. Train support staff as necessary to maintain the facilities and to avoid safety and environmental hazards; and
  4. Evaluate the effectiveness of the district facilities in housing the instructional program and recommend to the Board such changes and improvements as may be required.
- G. In the discharge of his/her responsibility for the management of the district business affairs, the Superintendent shall:
1. Supervise the preparation of the annual budget and recommend its adoption to the Board;
  2. Implement the budget adopted by the Board;
  3. Establish sufficient fiscal controls to ensure that district funds are expended wisely and efficiently; and
  4. Report to the Board at its next meeting any expenditure in excess of a budgeted line item.
- H. In the discharge of his/her responsibility as liaison officer to the public, the Superintendent shall:
1. Strive to interpret the needs of the school to the public and the concerns of the public to the Board;
  2. As appropriate, involve members of the public in the review of district needs, community needs, and the operation of the school programs;
  3. Keep the public informed about the accomplishments and challenges of the school district;
  4. Cooperate with the news media; and
  5. Work effectively with municipal government officials and public agencies concerned with the welfare of pupils.





# POLICY

## PERTH AMBOY BOARD OF EDUCATION

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Superintendent's Duties

### Evaluation Criteria

The Superintendent will be evaluated in accordance with Policy No. 1240 and this job description.

N.J.S.A. 18A:7A-11; 18A:17-17; 18A:17-18; 18A:17-20; 18A:17-21;  
18A:22-8.1; 18A:27-4.1; 18A:37-4  
N.J.A.C. 6A:8-3.1; 6A:32-4.1; 6A:32-12.2

Adopted: 12 January 2006  
Revised: 12 February 2015



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

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Evaluation of Superintendent  
M

### 1240 EVALUATION OF SUPERINTENDENT

The purpose of the annual evaluation is to promote professional excellence and improve the skills of the Superintendent, improve the quality of the education received by the students in the schools, and provide a basis for the review of the Superintendent's performance.

This Policy and Regulation 1240 shall be developed by the Board of Education after consultation with the Superintendent and shall include, but not be limited to:

1. Determination of roles and responsibilities for the implementation of the annual evaluation policy and procedures;
2. Development of a job description and evaluation criteria based upon the Board of Education's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent;
3. Specification of data collection and reporting methods appropriate to the job description;
4. Provisions for the preparation of an individual professional growth and development plan based in part upon any need(s) identified in the evaluation. The plan shall be mutually developed by the Board of Education and the Superintendent; and
5. Preparation of an annual written performance report by a majority of the full membership of the Board of Education and an annual summary conference between a majority of the total membership of the Board of Education and the Superintendent.

There shall be an annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent which shall be held before a written performance report is filed. The conference shall be held in executive session, unless the Superintendent requests that it be held in public. The conference shall include, but not be limited to, review of the following:

1. Performance of the Superintendent based upon the Board approved job description;



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### ADMINISTRATION

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#### Evaluation of Superintendent

2. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
3. Indicators of student progress and growth toward program objectives.

The annual written performance report shall be prepared by a majority of the Board of Education's total membership by July 1 and shall include, but not be limited to:

1. Performance area(s) of strength;
2. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-7.1(c)2;
3. Recommendations for professional growth and development;
4. Summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and
5. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten working days after the report's completion.

The evaluation procedure for a nontenured Superintendent shall be completed by July 1 each year.

Each newly appointed or elected Board of Education member shall complete a New Jersey School Boards Association training program on the evaluation of the Superintendent within six months of the commencement of his or her term of office pursuant to N.J.S.A. 18A:17-20.3.b.

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of a collective bargaining agreement or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013 shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to collective bargaining involve matters of educational policy or managerial prerogatives.



# POLICY

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ADMINISTRATION

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Evaluation of Superintendent

The Board of Education shall add to the Superintendent's personnel file all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth. All information contained in written performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the New Jersey Department of Education from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

The Board of Education may hire a qualified consultant to assist or advise in the evaluation process; however, the evaluation itself shall be the responsibility of the Board of Education.

Policy and Regulation 1240 shall be distributed to the Superintendent upon adoption by the Board. Amendments to this Policy and Regulation shall be distributed within ten working days after adoption.

The provisions of this Policy, Regulation, and N.J.A.C. 6A:10-7.1 et seq. are the minimum requirements for the evaluation of a Superintendent.

N.J.S.A. 18A:17-20.3; 18A:6-117 through 18A:6-129  
N.J.A.C. 6A:10-1.1 et seq.; 6A:10-7.1 et seq.

Adopted: 12 January 2006  
Revised: 12 February 2015



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION  
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Incapacity of Superintendent

### 1260 INCAPACITY OF SUPERINTENDENT

The Board of Education will appoint, by the affirmative votes of a majority of the members of the full Board, and fix the compensation of an Acting Superintendent to serve when the Superintendent is so incapacitated as to render him/her unable to perform the duties of the office of Superintendent.

The Superintendent will be deemed to be incapacitated when:

1. The Superintendent is absent on disability leave of a projected duration of one hundred eighty days or more; or
2. The Superintendent is certified incapacitated by a physician in accordance with Board Policy No. 3161; or
3. The Superintendent has been suspended with pay; or
4. The Superintendent has been suspended without pay pending the resolution of tenure charges.

The Acting Superintendent shall discharge the duties of the office until the Superintendent returns, resigns, or is removed from the position. The acts of the Acting Superintendent shall be legal and binding as if done by the Superintendent. The Acting Superintendent shall not acquire tenure in the position of Superintendent.

N.J.S.A. 18A:16-1.1; 18A:17-15

Adopted: 12 January 2006



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

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Employment of School Business Administrator/  
Board Secretary

### 1310 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as School Business Administrator/Board Secretary or perform the duties of a School Business Administrator/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds such a certificate.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the fields of economic and legal environment, accounting, quantitative methods, management information systems, organizational theories, administrative processes, production and marketing of goods, financing of the business enterprise and other responsibilities as outlined in the Board job description.

Every serious candidate for the position of School Business Administrator/Board Secretary shall be interviewed by the Superintendent. The Board of Education will appoint a suitable person who holds the appropriate certificate as prescribed by the State Board of Education. Final selection shall be made by the Board, which shall also fix the compensation to be paid the School Business Administrator/Board Secretary.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.  
N.J.A.C. 6A:9-12.3; 6A:9-12.7

Adopted: 12 January 2006



1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/  
BOARD SECRETARY

The School Business Administrator/Board Secretary shall strive to achieve district goals for pupils by providing leadership and supervision in the district program of fiscal management and in other assigned programs, and by acting as a proper model for staff and pupils both in and outside the school district.

In order to achieve the functions of the position, the School Business Administrator/Board Secretary shall work cooperatively with the district administrative staff to:

1. Establish and maintain long-range and other fiscal plans;
2. Prepare the annual budget based upon district resources and needs;
3. Ensure that all district fiscal, insurance, custodial-maintenance, food, and transportation services comply with the policies of the Board and the regulations of the district;
4. Ensure the proper functioning and evaluation of district personnel assigned to his/her areas of responsibility;
5. Manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation, and food services;
6. Strive to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training;
7. Analyze the effectiveness of district programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary;
8. Strive to increase the efficient use of district resources in his/her area of responsibility;
9. Help to interpret the budget and the district affairs under his/her supervision to interested members of the school district community;



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### ADMINISTRATION

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Duties of School Business Administrator/  
Board Secretary

10. Strive to develop personal capabilities in financial strategies and supervisory methods;
11. Strive to conduct himself or herself in a proper manner at all times;
12. Be responsible for the conduct of all duties legally assigned to his/her position including:
  - a. Providing adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law, N.J.S.A. 10:4-8d, 10:4-19; 18A:10-4, 18A:17-7;
  - b. Recording the minutes of all proceedings of the Board and the results of annual or special school elections, N.J.S.A. 18A:17-7;
  - c. Collecting tuition fees and other moneys due the Board and transmitting them to the Treasurer of School Moneys, N.J.S.A. 18A:17-8;
  - d. Examining and auditing all accounts and demands against the Board, presenting them to the Board at its meetings, indicating the Board's approval and sending them to the Treasurer for payment, N.J.S.A. 18A:17-8, 18A:19-4;
  - e. Keeping accounts of the district's financial transactions including a correct detailed accounting of all expenditures, N.J.S.A. 18A:17-8;
  - f. Reporting to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account, N.J.S.A. 18A:17-9;
  - g. Keeping all contracts, records, and documents belonging to the Board, N.J.S.A. 18A:17-9;
  - h. Giving the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the County Superintendent, N.J.S.A. 18A:17-10;





# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### ADMINISTRATION

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Duties of School Business Administrator/  
Board Secretary

- i. Reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness, N.J.S.A. 18A:17-12;
- j. Preparing a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons, and to prepare the Comprehensive Annual Financial Report (CAFR) N.J.S.A. 18A:23-4;
- k. Subscribe to bonds, notes, contracts, and other legal instruments of the Board for which the signature of the Secretary is required, N.J.S.A. 18A:24-32; and
- l. Sign all school district warrants and certify to the payroll, N.J.S.A. 18A:19-1, 19-9.

- 13. Perform such other duties as may be required by the Board or Superintendent.

The School Business Administrator/Board Secretary shall be directly responsible to the Superintendent for the performance of his/her assigned duties and responsibilities as School Business Administrator and to the Board for the performance of his/her legal duties as Board Secretary.

Adopted: 12 January 2006



## 1330 EVALUATION OF THE SCHOOL BUSINESS ADMINISTRATOR

The Superintendent will evaluate the performance of the School Business Administrator, tenured or nontenured, in order to assist both the Board and the School Business Administrator in the proper discharge of their responsibilities and to provide the district with efficient and effective services.

The evaluation of the School Business Administrator will consist of an assessment, by the Superintendent, of the School Business Administrator's performance of the duties specified in the job description approved by the Board. Reference will be made to the report of the auditor. The Superintendent may, in his/her discretion, consult with staff members assigned to work with the School Business Administrator.

The Superintendent will annually establish procedures for the evaluation of the School Business Administrator. Such procedures may include, but need not be limited to, an informal conference with the School Business Administrator for the purpose of discussing his/her job performance, a written evaluation report to which the School Business Administrator may add comments, and the establishment of a written plan for performance improvement and growth. The School Business Administrator will be evaluated by the Superintendent no later than April 30th.

Adopted: 12 January 2006  
Revised: 12 February 2015



## 1331 EVALUATION OF THE BOARD SECRETARY

The Board of Education will evaluate the performance of the Board Secretary in order to assist both the Board and the Board Secretary in the proper discharge of their responsibilities and to provide the district with efficient and effective services.

The evaluation of the Board Secretary will consist of an assessment, by members of the Board, of the Board Secretary's performance of the duties specified in the job description as they relate to the function of Board Secretary approved by the Board. Reference will be made to the report of the auditor. The Board may, in its discretion, consult with staff members assigned to work with the Board Secretary. If the Board Secretary also serves as School Business Administrator, the Superintendent of Schools shall evaluate the individual with regard to those duties and responsibilities.

The Board will annually establish procedures for the evaluation of the Board Secretary. Such procedures may include, but need not be limited to, an informal Board conference with the Board Secretary for the purpose of discussing his/her job performance, a written evaluation report to which the Board Secretary may add comments, and the establishment of a written plan for performance improvement and growth. The Board Secretary will be evaluated by the Superintendent no later than April 30th.

Adopted: 12 January 2006



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

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Incapacity of School Business Administrator/  
Board Secretary

### 1350 INCAPACITY OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

The Board of Education will appoint, by the affirmative votes of a majority of the members of the full Board, and fix the compensation of an Acting School Business Administrator/Board Secretary to serve when the School Business Administrator/Board Secretary is so incapacitated as to render him/her unable to perform the duties of the office of School Business Administrator/Board Secretary.

The School Business Administrator/Board Secretary will be deemed to be incapacitated when:

1. The School Business Administrator/Board Secretary is absent on disability leave of a projected duration of one hundred eighty days or more; or
2. The School Business Administrator/Board Secretary is certified incapacitated by a physician in accordance with Board Policy No. 3161; or
3. The School Business Administrator/Board Secretary has been suspended with pay; or
4. The School Business Administrator/Board Secretary has been suspended without pay pending the resolution of tenure charges.

The Acting School Business Administrator/Board Secretary shall discharge the duties of the office until the School Business Administrator/Board Secretary returns, resigns, or is removed from the position. The acts of the Acting School Business Administrator/Board Secretary shall be legal and binding as if done by the School Business Administrator/Board Secretary. The Acting School Business Administrator/Board Secretary shall not acquire tenure in the position of School Business Administrator/Board Secretary.

N.J.S.A. 18A:16-1.1; 18A:17-5

Adopted: 12 January 2006



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

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Job Descriptions  
M

### 1400 JOB DESCRIPTIONS

The Board of Education shall adopt job descriptions for the positions of Superintendent, School Business Administrator/Board Secretary, and each supervisory position. The Superintendent shall prepare, approve, and disseminate to the Board job descriptions for all other employment positions created by the Board.

All job descriptions will be written and will be based on the outcome and process goals developed by the Board and, as appropriate to the position, on program objectives. Each job description will specify:

1. The qualifications and specific certificate and endorsement required for the position;
2. The function, duties, and responsibilities of the position;
3. The extent and the limits of the position holder's authority;
4. The work relationships between the position holder and other employees of the district; and
5. Any background experiences, personal qualities, and individual achievements that the Board prefers in a person appointed to the position.

Job descriptions will be reviewed periodically.

N.J.A.C. 6A:32-4.1; 6A:32-4.4; 6A:32-4.5; 6A:32-5.1

Adopted: 12 January 2006



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

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Rights of Persons With Handicaps or Disabilities/  
Policy on Non-Discrimination

M

### 1510 RIGHTS OF PERSONS WITH HANDICAPS OR DISABILITIES/ POLICY ON NON-DISCRIMINATION

It is the policy of the Board of Education that no qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity or vocational opportunities sponsored by this Board. The Board shall comply with §504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It shall also comply with the Individuals with Disabilities Education Act through the implementation of Policy No. 2460 and Regulations Nos. 2460 through 2460.14.

Notice of the Board's policy on nondiscrimination in employment (Policy and Regulation No. 1530) and education (Policy and Regulation No. 5750) will be included in the Board policy manual, posted throughout the district, and referenced in any district statement regarding the availability of employment positions or educational services.

#### Employment

No employee or candidate for employment shall be discriminated against in recruitment, hiring, advancement, discharge, compensation, training, transfer, or any other term, condition, or privilege of employment solely because of his/her handicap/disability, provided the employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

No candidate for employment shall be required to answer a question or submit to an examination regarding a handicap/disability except as such handicap/disability relates directly to the performance of the job sought. No candidate will be discriminated against on the basis of a handicap/disability that is not directly related to the essential function of the position for which he/she has applied.

Reasonable accommodations, not directly affecting the educational and/or instructional program, shall be made to accommodate employment conditions to the needs of qualified persons with handicaps/disabilities. Such accommodations may include, but are not limited to rescheduling; restructuring jobs; making facilities accessible; acquiring or modifying equipment; modifying examinations, training materials, policies and procedures; and providing readers or interpreters.

The Board employment policies and procedures shall comply with the Americans with Disabilities Act.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

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Rights of Persons With Handicaps or Disabilities/  
Policy on Non-Discrimination

### Facilities Accessibility

No qualified handicapped/disabled person shall, because of the school district's facilities being inaccessible or unusable by handicapped/disabled persons, be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination under any program or activity offered by the Board. No new facilities shall be constructed that do not fully comply with §504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. Alterations to existing facilities or part thereof, shall be altered in such a manner to the maximum extent feasible, that the facilities are readily accessible and usable by individuals with handicaps/disabilities who have a need to access Board facilities.

### Educational Program Accessibility

No qualified handicapped/disabled person shall be denied the benefit of, be excluded from participation in, or otherwise be subjected to discrimination in any activity offered by this district.

The Board has an affirmative obligation to evaluate a pupil who is suspected of having a handicap/disability to determine the pupil's need for special education and related services. The Board directs that all reasonable efforts be made to identify unserved children with handicaps/disabilities in this district who are eligible for special education and/or related services in accordance with Policy No. 2460 and Regulations Nos. 2460 through 2460.14, the Individuals with Disabilities Education Act, §504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Section 504 of the Rehabilitation Act requires the Board to address the needs of children who are considered handicapped/disabled under §504 and do not qualify for services under the Individuals with Disabilities Education Act. A pupil may be handicapped/disabled within the meaning of §504, and therefore entitled to regular or special education and related aids and services under the §504 regulation, even though the pupil may not be eligible for special education and related services under Part B of the Individuals with Disabilities Education Act.

No pupil will be denied, because of his/her educational handicap/disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the pupils of this district.

There will be grievance procedures for persons alleging discriminatory acts by the Board and/or staff. The due process rights of pupils with handicaps/disabilities and their parents will be rigorously enforced.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

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Rights of Persons With Handicaps or Disabilities/  
Policy on Non-Discrimination

### Enforcement

The Director of Guidance is designated as district coordinator for matters dealing with §504 and Title IX. The district coordinator shall act as a compliance officer and can be contacted at the following address or telephone number:

Address: 178 Barracks Street  
Perth Amboy, New Jersey 08861-3402

Telephone Number: 732-376-6200

A complaint regarding a violation of law and this policy will be subject to a complaint procedure that provides for the prompt and equitable resolution of disputes.

The complainant shall be notified of his/her rights of appeal at each step of the process, and accommodations to the needs of handicapped/disabled complainants shall be made. A complainant shall be informed of his/her right to file a formal action for redress with or without recourse to the complaint procedure established by this policy and its accompanying regulation.

A complaint regarding the identification, evaluation, classification, or educational program of a pupil with a handicap/disability shall be governed by the due process rules of the State Board of Education, N.J.A.C. 6A:14-2.7 and the Office of Administrative Law, N.J.A.C. 1:6A-1 et seq., and by the procedural safeguard processes established by Board Policy No. 2460 and Regulation No. 2460.6 or the grievance procedures established in Regulation No. 1510.

### Guarantee of Rights

The Board shall not interfere, directly or indirectly, with any person's exercise or enjoyment of the rights protected by the §504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act or Title IX.

The Board shall not discriminate against any person for that person's opposition to any act or practice made unlawful by law or this policy or for that person's participation in any manner in an investigation or proceeding arising under §504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act or Title IX.





# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### ADMINISTRATION

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Rights of Persons With Handicaps or Disabilities/  
Policy on Non-Discrimination

#### Evaluation and Compliance

The Board directs the Superintendent to evaluate district programs and practices on nondiscrimination, in accordance with law, and to report evaluations to the Board. The Board will submit such assurances of compliance as are required by law.

#### Annual Publication

This Policy will be published yearly prior to the beginning of the school year in a regional newspaper, magazine and/or other written communication that is available to the public.

29 U.S.C. 794 (Sec. 504, Rehabilitation Act of 1973)

20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act)

42 U.S.C. 12101 (Americans with Disabilities Act of 1990)

N.J.S.A. 10:5-1 et seq.

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

N.J.A.C. 6A:14-1 et seq.

34 CFR Part 104

Adopted: 12 January 2006



## 1522 SCHOOL-LEVEL PLANNING

The Board of Education recognizes the school-level planning process involves parent(s) or legal guardian(s) and staff members in identifying school needs, establishing performance objectives, and monitoring progress toward those objectives.

### School Report Card

The school district shall annually disseminate a report card for each school in the district which shall contain statistical information specified by the New Jersey Department of Education to all staff and parents. The school district shall also make the report card available to the media. The procedure the district will follow to disseminate the report card shall be in accordance with the requirements of the New Jersey Department of Education.

### School-Level Plan

By September 30, each school in the district shall develop and implement a two-year plan based on school report card data. This plan shall include pupil performance objectives, a review of progress by teaching and administrative staff, and the involvement of parents.

At least once per semester, each school shall conduct meetings by grade level, department, team, or similarly appropriate group to review the school-level plan. The review shall include: school report card data; progress toward achieving pupil performance objectives; and progress toward achieving Core Curriculum Content Standards. The results of each such meeting shall be considered by the school planning team in the development of the succeeding school-level plan.

### Pupil Performance Objectives

Each school in the district shall develop two or more objectives based on pupil performance or behavior standards as defined in N.J.A.C. 6A:8-4.4(a), 6A:32-13.1 and 13.2. The objectives shall cover a period of not more than two years.

If pupil performance is below minimum State standards, the objectives to meet those standards shall be established. Benchmarks (interim performance levels) shall be set forth to measure the school's progress toward the achievement of minimum State standards.

If pupil performance is at or above minimum State standards, challenge objectives shall be established.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

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School-level Planning

The Superintendent shall, no later than August 1 of each year, submit each school's objectives to the Executive County Superintendent for review and approval.

Each school shall achieve its pupil performance objectives by meeting established benchmarks for minimum State standards and/or achieving challenge objectives or demonstrating progress toward meeting such objectives.

Each school that does not meet established benchmarks for pupil performance objectives or demonstrate progress toward meeting challenge objectives for two or more successive years shall be assigned a technical assistance team by the Executive County Superintendent to facilitate accomplishment of these objectives.

N.J.A.C. 6A:32-12.2

Adopted: 12 January 2006

Revised: 12 February 2015



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

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Comprehensive Equity Plan  
M

### 1523 COMPREHENSIVE EQUITY PLAN

The Board of Education shall submit a Comprehensive Equity Plan based on an assessment of the district's needs for achieving equity in educational programs that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and equal access to education opportunity for all learners, including pupils and teachers.

The Comprehensive Equity Plan shall include the following:

1. A needs assessment that includes pupil assessment and behavioral data disaggregated by gender, race, ethnicity, Limited English Proficiency, Special Education, Migrant, date of enrollment, pupil suspension, expulsion, Child Study Team referrals, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates, and re-examination and re-evaluation of classification and placement of pupils in special education programs if there is overrepresentation within a certain group; staffing practices; quality of program data; and stakeholder satisfaction data;
2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the Comprehensive Equity Plan;
3. Adequate yearly progress targets for closing the achievement gap;
4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the Core Curriculum Content Standards; differentiated instruction and formative assessments aligned to Core Curriculum Content Standards; and high expectations for teaching and learning; and
5. Annual targets addressing district needs in equity in school and classroom practices that are aligned to professional development targets.

A Comprehensive Equity Plan shall be developed every three years and the Board of Education shall initiate the Comprehensive Equity Plan within sixty days of its approval and shall implement the plan in accordance with the timelines approved by the New Jersey Department of Education.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

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Comprehensive Equity Plan

In the event the Board of Education does not implement the Comprehensive Equity Plan within one hundred eighty days of its approval date, or fails to report its progress annually or as required by the New Jersey Department of Education, sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate, or refuse to award continued Federal or State financial assistance, pursuant to N.J.S.A. 18A:55-2.

N.J.A.C. 6A:7-1.9

Adopted: 12 January 2006  
Revised: 12 February 2015



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

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Equal Employment Opportunities

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### 1530 EQUAL EMPLOYMENT OPPORTUNITIES

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the district.

The Board shall ensure all persons shall have equal and bias free access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability, pursuant to N.J.A.C. 6A:7-1.1. The school district's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable practices that prevent imbalance and isolation based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability among the district's certificated and non-certificated staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

The Board will target underutilized groups in every category of employment. The Board will provide among the faculty of each school role models of diverse racial and cultural backgrounds.

The Board shall not enter into a contract with a person, agency, or organization that discriminates in employment practices or in the provision of benefits or services, on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability, either in employment practices or in the provision of benefits or services to pupils or employees, pursuant to N.J.A.C. 6A:7-1.1.

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this policy.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION  
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Equal Employment Opportunities

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this policy.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2  
N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted: 12 January 2006  
Revised: 12 February 2015



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

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Administrator's Code of Ethics

### 1540 ADMINISTRATOR'S CODE OF ETHICS

#### Definitions

"Administrator" means any employee of this school district who holds a position that:

1. Requires certification with the endorsement of school administrator, Principal, or School Business Administrator;
2. Does not require certification but is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district; or
3. Requires certification with the endorsement of supervisor and is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district.

"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 stock of a business but does not include the control of assets in a labor union.

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

#### Code of Ethics

No administrator 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 administrator shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, a member of his/her immediate family, or any other person.





# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION  
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Administrator's Code of Ethics

No administrator 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 administrator 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 administrator or a member of his/her immediate family.

No administrator 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 administrator 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.

No administrator shall accept offers of meals, entertainment, or hospitality which are limited to the clients/customers of the individual providing such hospitality. Administrators may attend hospitality suites or receptions at conferences only when they are open to all attending the conference.

No administrator shall use, or allow to be used, his/her 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 administrator 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.

Nothing shall prohibit an administrator or members of his/her immediate family from representing him/herself or themselves in negotiations or proceedings concerning his/her or their own interests.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

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Administrator's Code of Ethics

Each administrator shall annually, in accordance with N.J.S.A. 18A:12-25 and 18A:12-26, law, file with the Commissioner a disclosure statement report regarding potential conflicts of interest and with the School Ethics Commission a financial disclosure statement.

N.J.S.A. 18A:12-21 through 18A:12-34; 18A:12-22;  
18A:12-23; 18A:12-24; 18A:12-25; 18A:12-26;  
18A:12-27; 18A:12-28; 18A:12-29;  
18A:12-30; 18A:12-31; 18A:12-32; 18A:12-33; 18A:12-34  
School Ethics Policy Guideline 1

Adopted: 12 January 2006



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

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Affirmative Action Program for Employment and  
Contract Practices

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### 1550 AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in district employment practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to pupils or employees.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

The Board shall ensure equal pay for equal work among members of the district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted: 12 January 2006  
Revised: 12 February 2015



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

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Internal Controls

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### 1570 INTERNAL CONTROLS

As a condition of receiving State aid, the school district shall establish specific policies and procedures on internal controls designed to provide management with reasonable assurance that the district's goals and objectives will be met and that meet the requirements of N.J.A.C. 6A:23A-6.5 through N.J.A.C. 6A:23A-6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation.

The specific internal controls contained in N.J.A.C. 6A:23A-6 shall be established together with other internal controls contained in N.J.A.C. 6A and other law and regulations, required by professional standards and as deemed necessary and appropriate by district management. The district may submit a written request to the Commissioner to approve an alternative system, approach, or process for implementing the internal controls required in N.J.A.C. 6A:23A-6. The application must include documented evidence that includes, but is not limited to, an independent, third-party written assessment that the alternative system, approach or process will achieve the same safeguards, efficiency, and other purposes as the specified internal control requirement(s).

The school district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment pursuant to the requirements of N.J.A.C. 6A:23A-6.5. In accordance with the provisions of N.J.A.C. 6A:23A-6.5(b), the School Business Administrator/Board Secretary shall identify processes that, when performed by the same individuals, are a violation of sound segregation of duties and shall segregate the duties of all such processes among Business office staff based on available district resources, assessed vulnerability, and associated cost-benefit. The district shall include in the Comprehensive Annual Financial Report (CAFR) a detailed organizational chart for the Central office that tie to the district's position control logs, including but not limited to, the business, human resources, and information management functions.

The school district shall establish Standard Operating Procedures (SOPs) for each task or function of the business operations of the district by December 31, 2009. The SOP Manual shall include sections on each routine task or function as outlined in N.J.A.C. 6A:23A-6.6(b) and 6A:23A-6.6(c). A standard operating procedure shall be established that ensures office supplies are ordered in appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

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Internal Controls

School districts with budgets in excess of \$25,000,000 or with more than three hundred employees shall maintain an Enterprise Resource Planning (ERP) System which integrates all data and processes of the school district into a unified system. The ERP system shall use multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration. Districts required to maintain an ERP System that do not have an ERP System in place on July 1, 2008 shall fully implement an ERP System by the 2010-2011 school year and maintain both the existing system(s) and run a beta test ERP System during the 2009-2010 school year. Whenever considering financial systems or the automation of other services or functions, the Superintendent of Schools or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist. Access controls shall be established for key elements of financial systems to ensure that a single person does not have the ability to make system edits that would violate segregation of duties controls.

The school district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each. Districts are required to maintain a position control roster by December 31, 2009. The position control roster shall share a common database and be integrated with the district's payroll system, agree to the account codes in the budget software, and ensure that the data within the position control roster system includes, at a minimum, the required information as required in N.J.A.C. 6A:23A-6.8(a)3.

N.J.A.C. 6A:23A-6.4; 6A:23A-6.5; 6A:23A-6.6; 6A:23A-6.7; 6A:23A-6.8

Adopted: 20 November 2008

Revised: 21 September 2010



### 1581 VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

In accordance with the provisions of N.J.S.A. 34:11C-1 et seq., an employee who was a victim of an incident of domestic violence as defined in Section 3 of P.L.1991, c.261 (C.2C:25-19) or a sexually violent offense as defined in Section 3 of P.L.1998, c.71 (C.30:4-27.26), or whose child, parent, spouse, domestic partner, or civil union partner was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-1 et seq.

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, an "employee" means a person who is employed for at least twelve months by the Board of Education, with respect to whom benefits are sought under N.J.S.A. 34:11C-1 et seq. – "NJ SAFE Act" for not less than 1,000 hours during the immediately preceding twelve-month period.

For the purposes of N.J.S.A. 34:11C-3 and this Policy, each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided the employee has not exhausted the allotted twenty days for the twelve-month period. The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in any of the following activities as they relate to the incident of domestic violence or a sexually violent offense:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
2. Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
3. Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner from future domestic or sexual violence or to ensure economic security;



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### ADMINISTRATION

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#### Victim of Domestic or Sexual Violence Leave

5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
6. Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

An eligible employee may elect, or the Board of Education may require the employee, to use any of the accrued paid vacation leave, personal leave, or medical or sick leave (in accordance with the provisions of N.J.S.A. 18A:30-1) during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-1 et seq. In such case, any paid leave provided by the Board, and accrued pursuant to established policies of the Board, shall run concurrently with the unpaid leave provided under N.J.S.A. 34:11C-1 et seq. and, accordingly, the employee shall receive pay pursuant to the Board's applicable paid leave policy during the period of otherwise unpaid leave. If an employee requests leave for a reason covered by both N.J.S.A. 34:11C-1 et seq. and the "Family Leave Act," P.L.1989, c.261 (C.34:11B-1 et seq.) or the Federal "Family and Medical Leave Act of 1993," Pub.L.103-3 (29 U.S.C. § 2601 et seq.), the leave shall count simultaneously against the employee's entitlement under each respective law.

Leave granted under N.J.S.A. 34:11C-1 et seq. and this Policy shall not conflict with any rights pursuant to the "Family Leave Act," P.L.1989, c.261 (C.34:11B-1 et seq.), the "Temporary Disability Benefits Law," P.L.1948, c.110 (C.43:21-25 et seq.), or the Federal "Family and Medical Leave Act of 1993," Pub.L.103-3 (29 U.S.C. § 2601 et seq.).

Prior to taking this leave an employee shall, if the necessity for the leave is foreseeable, provide the Superintendent of Schools with written notice of the need for the leave. The notice shall be provided as far in advance as is reasonable and practical under the circumstances.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed to prohibit the Superintendent from requiring that a period of this leave be supported by the employee with documentation of the domestic violence or a sexually violent offense which is the basis for the leave. If documentation is required, the employee shall be regarded as having provided sufficient documentation if the employee provides one or more of the following:

1. A domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

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Victim of Domestic or Sexual Violence Leave

2. A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or a sexually violent offense;
3. Documentation of the conviction of a person for the domestic violence or a sexually violent offense;
4. Medical documentation of the domestic violence or a sexually violent offense;
5. Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, stating that the employee or employee's child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense; or
6. Other documentation or certification of the domestic violence or a sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's child, parent, spouse, domestic partner, or civil union partner in dealing with the domestic violence or a sexually violent offenses.

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals; and "designated domestic violence agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, "Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.

The Board shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of N.J.S.A. 34:11C-1 et seq., in such form and in such manner as the Commissioner of Labor and Workforce Development shall prescribe, and use other appropriate means to keep its employees so informed.





# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### ADMINISTRATION

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#### Victim of Domestic or Sexual Violence Leave

No provision of N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed as requiring or permitting the Board to reduce employment benefits provided by the Board or required by a collective bargaining agreement which are in excess of those required by N.J.S.A. 34:11C-1 et seq. Nor shall any provision of N.J.S.A. 34:11C-1 et seq. be construed to prohibit the negotiation and provision through collective bargaining agreements of leave policies or benefit programs which provide benefits in excess of those required by N.J.S.A. 34:11C-1 et seq. This provision shall apply irrespective of the date that a collective bargaining agreement takes effect.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed as permitting the Board to:

1. Rescind or reduce any employment benefit accrued prior to the date on which the leave taken pursuant to N.J.S.A. 34:11C-1 et seq. commenced; or
2. Rescind or reduce any employment benefit, unless the rescission or reduction of the benefit is based on changes that would have occurred if an employee continued to work without taking the leave provided pursuant to N.J.S.A. 34:11C-1 et seq.

All information and/or documentation provided to the Board or Superintendent of Schools pursuant to N.J.S.A. 34:11C-1 et seq., any information regarding a leave taken pursuant to N.J.S.A. 34:11C-1 et seq., and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a Federal or State law, rule, or regulation.

The Board of Education shall not discharge, harass or otherwise discriminate or retaliate or threaten to discharge, harass or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f.

N.J.S.A. 34:11C-1 et seq.

Adopted: 12 February 2015



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### ADMINISTRATION

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### Administrative Employment Contracts

#### 1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve for all Superintendents, Deputy Superintendents, Assistant Superintendents, and School Business Administrators in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent or Acting Executive County Superintendent, the Assistant Commissioner for Field Services shall review and approve all above contracts.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board approval and execution of those contracts to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is applicable to a Board that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with the Superintendent of Schools, Deputy Superintendent, Assistant Superintendents, or School Business Administrator.

The public notice and public hearing requirements of N.J.S.A. 18A:11-11 do not apply to new contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### ADMINISTRATION

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#### Administrative Employment Contracts

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits and all other emoluments.

The review and approval shall be consistent with the following additional standards:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the district with other teaching staff members, such as payment of the employee's State or federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-rata for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.
5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

ADMINISTRATION

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Administrative Employment Contracts

6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.
9. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives, and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.
10. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized above.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### ADMINISTRATION

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#### Administrative Employment Contracts

11. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance cannot exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and NJOMB circulars. If such allowance is included, the employee cannot be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract can include a provision of a dedicated driver or chauffeur.
12. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.
13. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1. No contract shall include a provision for assistance or tuition reimbursement, or for additional compensation for graduate school coursework, unless such coursework culminates in the acquisition of a graduate degree conferred by a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1.

Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23-3.1 and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3.

N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted: 20 November 2008

Revised: 21 September 2010



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

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Residency Requirement for Person Holding School  
District Office, Employment, or Position

### 1631 RESIDENCY REQUIREMENT FOR PERSON HOLDING SCHOOL DISTRICT OFFICE, EMPLOYMENT, OR POSITION

Every person holding an office, employment, or position in a school district shall have his or her principal residence in New Jersey in accordance with the provisions of N.J.S.A. 52:14-7.

For the purpose of this Policy, "school district" means any local or regional school district established pursuant to Chapter 8 or Chapter 13 of Title 18A of the New Jersey Statutes and any jointure commission, county vocational school, county special services district, educational services commission, educational research and demonstration center, environmental education center, and educational information and resource center.

For the purpose of this Policy, a person may have at most one principal residence and the State of a person's principal residence means the State where the person spends the majority of his or her nonworking time, which is most clearly the center of his or her domestic life, and which is designated as his or her legal address and legal residence for voting. Having a home in New Jersey is not significant enough by itself to meet the principal residence requirement of the law. The fact that a person is domiciled in New Jersey shall not by itself satisfy the requirement of principal residency.

A person, regardless of the office, employment, or position, who holds an office, employment, or position in the school district on September 1, 2011, but does not have his or her principal residence in New Jersey on September 1, 2011, shall not be subject to this residency requirement of N.J.S.A. 52:14-7 while the person continues to hold office, employment, or position without a break in public service of greater than seven days.

A person may request an exemption from the provisions of N.J.S.A. 52:14-7 on the basis of critical need or hardship. The request shall be made to a five-member committee established in accordance with the provisions of N.J.S.A. 52:14-7 to consider applications for such exemptions. The decision on whether to approve an application from any person shall be made by a majority vote of the members of the committee, and those voting in the affirmative shall so sign the approved application. If the committee fails to act on an application within thirty days after the receipt thereof, no exemption shall be granted and the residency requirement of N.J.S.A. 52:14-7 shall be operative.

Any person holding or attempting to hold an office, employment, or position in violation of N.J.S.A. 52:14-7 shall be considered as illegally holding or attempting to hold the office, employment, or position; however, the person shall have one year from the time of taking the office, employment, or position to satisfy the requirement of principal residency. If such person fails to satisfy the requirement of principal residency as defined in N.J.S.A. 52:14-7 after the



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365-day period, that person shall be deemed unqualified for holding the office, employment, or position. The Superior Court shall, in a civil action in lieu of prerogative writ, give judgment of ouster against such person, upon the complaint of any officer or citizen of the State, provided that any such complaint shall be brought within one year of the alleged 365-day period of failure to have his or her principal residence in this State.

Notice of the residency requirements as outlined in N.J.S.A. 52:14-7 and this Policy should be provided to all existing persons holding office, employment, or a position in the school district and to candidates seeking to hold office, employment, or a position in the school district.

N.J.S.A. 52:14-7

Adopted: 12 February 2015



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### 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.





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### 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: 12 February 2015



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School District Provided Technology Devices to Pupils

### 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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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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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: 12 February 2015

