

Perth Amboy Board of Education
Regular Meeting
March 10, 2016 – 6:00 p.m.
Perth Amboy High School
300 Eagle Avenue

MINUTES

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. Massopust	<u>A</u>

Mr. Nunez	<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. Roman	<u>P</u>
Dr. Rodriguez	<u>P</u>
Mr. Jess	<u>P</u>
Mrs. Kleen	<u>P</u>

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

<u>Puccio</u>	<u>Gonzalez</u>	CARRIED UNANIMOUSLY
Motion	Seconded	(To close following discussion)

6. Presentation

- PARCC and NJASK Perfect Scores – Dr. Damian Medina & Ms. Marie Bermudez

PARCC – MATH – PERFECT SCORE 850

Alan Shi

Grade 4 – E.J. Patten School

NJASK – SCIENCE - PERFECT SCORE 300

Sebastian Alarcon Fernandez	Grade 5 – McGinnis School
Melany Bencosme Moscoso	Grade 5 – McGinnis School
Kateri Day	Grade 5 – Shull School
Aishik Sen	Grade 5 – Shull School
Michelle Ordonez Campos	Grade 5 – Shull School
Voltaire Capellan	Grade 9 – Perth Amboy High School

7. Student Representatives – Amy Acosta and Heidi Ciprian

- The students reported that there has been progress made within the high school.
- This week is Spirit Week and it has brought the school closer together and it's made everybody more united.
- On March 11th the Battle of the Classes will take place. It's a good event and they encouraged people to attend.

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8. A motion was made to go into Executive Session to discuss personnel matters at 6:20 pm.

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

- A motion was made by Mr. Varela and seconded by Ms. Tejeda to return to public session at 9:03 pm.

9. Approval of Minutes of Regular Meeting held on February 11, 2016.

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

10. Approval of Minutes of Executive Session held on February 11, 2016.

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

11. Approval of Bill List for the period of February 1, 2016 through February 29, 2016

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

12. Correspondence

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

- 1). Letter received from the Teacher's Pension and Annuity Fund approving the application for Ordinary Disability Retirement for the following individual with the following effective date:

Roberta J. Newman May 5, 2015

13. Reports

A. Board Secretary – Mr. Jess

- 1). Secretary's Monthly Financial Report for the month of January 2016.
2). Treasurer's Monthly Financial Report for the month of January 2016.

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

Acceptance of the Report of the Secretary's and Treasurer's as submitted and as being in agreement for the month of January 2016.

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

Acceptance of certification that no major line item has been over-expended for the month of January 2016.

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

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

- Mr. Lebreault informed everyone that the high school play is next weekend and it will be a fantastic show. Everyone is encouraged to attend.
- Mr. Lebreault congratulated Mrs. Kleen on making partner with her law firm.

C. Superintendent's Report – Dr. David A. Roman

- Dr. Roman apologized to the students who had to leave prior to being recognized this evening. They will be invited to the April meeting so that we can properly and formerly acknowledge their achievements.

13. Reports

D. Assistant Superintendent's Report – Dr. Vivian C. Rodriguez

- Middlesex County CAP Poster Winner – Ashley Marmalejos
 - Mr. Nieves, Richardson School Principal, spoke about the Middlesex County CAP Program winner - Ashley Marmolejos. Ashley is a 4th grade student who was the poster contest winner. Congratulations on her achievement.
- MCSBA/MCASA Student Recognition – Reginald Boston & Mileycha Vargas
 - Mrs. Rios spoke about Reginald Boston & Mileycha Vargas, the two students who were recognized at the MCSBA/MCASA student dinner.
 - Ms. Arleen Rios stated that the purpose of this award is for students who have overcome difficult academic or personal challenges. Both students are a credit to Perth Amboy High School.
 - Mr. Boston was in attendance and he thanked Perth Amboy for what they did for him to help him attain this award and his success.

13. Reports

D. Assistant Superintendent's Report – Dr. Vivian C. Rodriguez (continued)

- Anthony V. Ceres School has been selected as the 1st place winner of the Fresh Fruit and Vegetable VIP Award (Very Impressive Produce).
 - The Ceres School has participated in this program for three years. Mrs. Velez stated that they have had this grant for three years and she thanked Mrs. Kolvalsky for all her efforts in bringing fresh fruit and vegetable to our students. On March 24th the Department of Agriculture will formerly present the award and a plaque at the Ceres School. The program will begin at 9:30AM and all board members are invited. Dr. Roman also thanked Mrs. Kolvalsky for the great job that she's been doing.

14. Recommendations of the Superintendent of Schools

A. Curriculum Committee – Mr. Anton Massopust, Chairperson

- 1). Approval of Field Trips. (Specified in Attachment)
- Tejeda
Motion

Gonzalez
Seconded

CARRIED UNANIMOUSLY
- 2). Approval of the placement of special education and general education students in out-of-district facilities for the 2015-2016 school year, under the supervision of Ms. Arleen Rios, Director of Special Services.

Student	Class	Facility	Tuition	Date
JM	ED	East Mountain	\$32,433.00	01/26/16
AL	N/A	Crossroads	\$12,900.00	02/16/16
LR	ED	CPC High Point	\$28,200.00	02/17/16
JV	OHI	Collier Middle School	\$21,170.00	03/03/16

Tejeda
Motion

Gonzalez
Seconded

CARRIED UNANIMOUSLY

- 3). Approval for the following staff/facility to provide after/before/home instruction for the 2015-2016 school year, under the supervision of Ms. Arleen Rios, Director of Special Services.

Staff/Facility	School	Hourly Rate
Charity Lee	PAHS	\$40.00
Odalis Mendez	Wilentz	\$40.00

Tejeda
Motion

Gonzalez
Seconded

CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

A. Curriculum Committee – Mr. Anton Massopust, Chairperson

- 4). Approval for the following Middlesex County College student, whom we have accepted for his student observation assignment (not to exceed 45 hours), under the supervision of Mrs. Melissa España-Rodriguez, Principal of the William C. McGinnis School.

Student's Name	Date	School	Subject	Cooperating Teacher
Travis Taylor	03/11/16-05/27/16	McGinnis	Elementary	Robin Brumbaugh
Travis Taylor	03/11/16-05/27/16	McGinnis	Elementary	Richard Burzynski

Tejeda Gonzalez
Motion Seconded CARRIED UNANIMOUSLY

- 5). Approval for the following Kean University student, whom we have accepted for her student observation assignment, under the supervision of Mrs. Susan Roque, Principal of the Ignacio Cruz Early Childhood Center.

Student's Name	Date	School	Subject	Cooperating Teacher
Jennifer Diaz	03/11/16-05/27/16	Cruz	Early Childhood	Amanda Cohen

Tejeda Gonzalez
Motion Seconded CARRIED UNANIMOUSLY

- 6). Approval for the following Kean University student, whom we have accepted for her student observation assignment, under the supervision of Mr. Edwin Nieves, Principal of the Dr. Herbert N. Richardson School.

Student's Name	Date	School	Subject	Cooperating Teacher
Sandra Esquivel	03/11/16-05/27/16	Richardson	Elementary	Nayda Alvarez

Tejeda Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 7). Approval for the following Kean University student, whom we have accepted for his student teaching assignment, under the supervision of Mrs. Melissa España-Rodriguez, Principal of the William C. McGinnis School.

Student's Name	Date	School	Subject
Joseph DeLucia	02/10/16-05/17/16	McGinnis	Social Studies

Tejeda Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 8). Approval for the following Kean University student, whom we have accepted for her counseling internship for the Spring semester, under the supervision of Mr. Edwin Nieves, Principal of the Dr. Herbert N. Richardson School.

Student's Name	Date	School	Subject
Lorena Chavez	03/01/16-06/23/16	Richardson	Guidance

Tejeda Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 9). Approval for the following Rutgers, The State University of New Jersey students, whom we have accepted for their student observation assignment (4 days-3 hours per day), under the supervision of Mr. Eugene Mosley, Principal of the Perth Amboy High School.

Student's Name	Date	School	Subject	Cooperating Teacher
Anthony DeLeon	04/08/16-04/29/16	P.A.H.S.	Dance	Marci Moriarty
Haley Leuth Hamilton	04/08/16-04/29/16	P.A.H.S.	Dance	Marci Moriarty
Joselin Martinez	04/08/16-04/29/16	P.A.H.S.	Dance	Marci Moriarty
Natalie Rothweiler	04/08/16-04/29/16	P.A.H.S.	Dance	Marci Moriarty
Margaret Shue	04/08/16-04/29/16	P.A.H.S.	Dance	Marci Moriarty

Tejeda Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

A. Curriculum Committee – Mr. Anton Massopust, Chairperson

- 10). Approval for the following Grand Canyon University student, whom we have accepted for his student observation, under the supervision of Mrs. Susan Roque, Principal of the Ignacio Cruz Early Childhood Center.

Student's Name	Date	School	Subject	Cooperating Teacher
David Benyola	03/21/16-05/16/16	Cruz	Early Childhood	Mariuxi Jimenez

Tejeda Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 11). Approval for the following Grand Canyon University student, whom we have accepted for her internship for the Spring 2016 semester, under the supervision of Mr. Ronald L. Anderson, Principal of the Robert N. Wilentz School.

Student's Name	Date	School	Subject
Karly Butler	03/11/16-06/24/16	Wilentz	Administration

Tejeda Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 12). Approval for the following Grand Canyon University student, whom we have accepted for her internship for the Summer 2016 semester, under the supervision of Mrs. Susan Roque, Principal of the Ignacio Cruz Early Childhood Center.

Student's Name	Date	School	Subject
Jessica Alvarez	06/01/16-08/30/16	Cruz	Administration

Tejeda Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 13). Approval for the following Seton Hall University student, whom we have accepted for her Dissertation, under the supervision of Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services.

Student's Name	Date	School	Subject
Vanessa Martyniuk	03/11/16-12/31/16	PAHS	Administration

Tejeda Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 14). Approval for Robyn Carrera and Lauren Marrocco to conduct two (2) sessions of DRA2 professional development training, on Saturday, May 14, 2016 and Saturday, June 4, 2016, at a total cost not to exceed \$2,000.00, under the supervision of Dr. Damian Medina, Director of Curriculum and Instruction. Funded through Title II funds, account number 20-271-200-110-0-0000-40.

Tejeda Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 15). Approval of the following staff to participate in ten (10) Culture and Climate Committee meetings for William C. McGinnis School, beginning March 11, 2016 through June 30, 2016, twice a month after school, and to be compensated at an hourly rate of \$35.00, not to exceed two hours each, under the supervision of Ms. Melissa España-Rodriguez, Principal of the William C. McGinnis School. Funded through Title I SIP funds, account number 20-231-200-110-1-0000-04.

Mary Aguirre Jenny Boggs Jenilee Gatti Nora Hussey
Alex Lopez Juan Mendoza Johanna Parlamis Scarlin Rodriguez
Yamil Rullan Yolanda Cajas-Sub Miriam Pabon-Sub Luz Vega-Sub
Sarah Salas-Sub

Tejeda Gonzalez
Motion Seconded CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

A. Curriculum Committee – Mr. Anton Massopust, Chairperson

- 16). Approval of the following staff to participate in ten (10) Curriculum and Assessment Committee meetings for William C. McGinnis School, beginning March 11, 2016 through June 30, 2016, twice a month after school, and to be compensated at an hourly rate of \$35.00, not to exceed two hours each, under the supervision of Ms. Melissa España-Rodriguez, Principal of the William C. McGinnis School. Funded through Title I SIP funds, account number 20-231-200-110-1-0000-04.

Nereida Alvarez	Robin Brumbaugh	Kelly Cosme	Ana Lebron Vera
Antonio Lopez	Carrie Monte	Rita Naviello	Tina Parisi
Alison Press	Kristin Weyrick	Kathleen Meier-Sub	Danielle Nardone-Sub

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

- 17). Approval for Systems 3000 to provide professional development and staff training, for administrators and secretaries, on April 20, 2016 and May 18, 2016, at a total cost not to exceed \$1,500.00, under the supervision of Mr. Richard Grobelny, Assistant Business Administrator/Assistant Board Secretary. Funded through account number 11-000-251-592-0-0000-00.

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

- 18). Approval for the following teacher to continue working on revising/enhancing the 8th Grade Algebra I Honors benchmark assessment, and to be compensated at an hourly rate of \$35.00, not to exceed 15 hours, under the supervision of Ms. Marie Bermudez, Supervisor of Mathematics and Science K-8. Funded through account number 11-000-223-110-0-0000-23.

Christine Allan

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

- 19). Approval to pilot “Edmentum” (reading intervention software) and “Achieve 3000” (reading intervention software) in the 9th grade English classrooms, during March through June 2016, under the supervision of Mr. Shamus Burke, District Instructional Leader for ELA (9-12), at no cost to the district.

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

- 20). Approval to pilot environmental science textbooks (Holt and McGraw-Hill) in high school environmental science classes, during March through June 2016, under the supervision of Mr. Daniel Kushner, District Instructional Leader for Science (9-12), at no cost to the district.

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

- 21). Approval to pilot Pearson Mathematics: Algebra 1, Geometry, Algebra 2 Common Core Edition and Glencoe Algebra 1, Geometry and Algebra 2, during March through June 2016, under the supervision of Ms. Mala Maharana, District Instructional Leader for Mathematics (9-12), at no cost to the district.

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

14. Recommendations of the Superintendent of Schools

A. Curriculum Committee – Mr. Anton Massopust, Chairperson

- 22). Approval to pilot textbooks from Pearson and textbooks from Houghton Mifflin Harcourt in the English classrooms grades 9-12, during March through June 2016, under the supervision of Mr. Shamus Burke, District Instructional Leader for ELA (9-12), at no cost to the district.

Tejeda
Motion

Rodriguez
Seconded

CARRIED UNANIMOUSLY

- Items 20-22. Mr. Varela asked if it's possible for the board to receive updates on the pilot programs so that they are up to date on what's happening and they can be more knowledgeable in these areas.

- 23). Approval to provide a Credit Recovery & Advanced Course Summer School Program for Grades 9-12, and rising 8th Grade Summer Enrichment Program in Algebra & Literacy, at the Perth Amboy High School, beginning July 1, 2016 through July 29, 2016, two sessions, from 8:30 a.m. to 11:30 a.m. and 12:05 p.m. to 3:05 p.m. at a total cost not to exceed \$163,200.00, under the supervision of Ms. Sylvia Leon, Vice Principal of the Perth Amboy High School, Ms. Mala Maharana, Instructional Leader of the Perth Amboy High School, and Mr. Shamus Burke, Instructional Leader of the Perth Amboy High School. Funded through account number 15-140-100-101-0-0000-03.

Tejeda
Motion

Rodriguez
Seconded

CARRIED UNANIMOUSLY

- 24). Approval to provide an NJROTC Summer Enrichment Program at the Perth Amboy High School, beginning July 1, 2016 through July 29, 2016 from 8:30 a.m. to 3:00 p.m. at a total cost not to exceed \$9,600.00, under the supervision of Ms. Sylvia Leon, Vice Principal of the Perth Amboy High School and Mr. Robert Dahill, Supervisor of Social Studies/NJROTC/Career and Technology. Funded through account number 15-140-100-101-0-0000-03.

Tejeda
Motion

Bermudez
Seconded

CARRIED UNANIMOUSLY

- 25). Approval to provide a STEAM Summer Enrichment Program in collaboration with Kean University and the Perth Amboy High School, for 32 rising ninth and tenth grade students, beginning July 5, 2016 through July 28, 2016, on Tuesday's and Thursday's, from 8:30 a.m. to 3:00 p.m. at a total cost not to exceed \$45,000.00, under the supervision of Mr. Daniel Kushner, Instructional Leader of the Perth Amboy High School and Ms. Marie Bermudez, Supervisor of Math and Science K-8. Funded by Title I, pending the approval of the 2016-2017 NCLB application.

Tejeda
Motion

Bermudez
Seconded

CARRIED UNANIMOUSLY

- 26). Approval to provide a Title III Bilingual Summer Enrichment Program for all Bilingual and Dual Language elementary students in grades K through 4, at the Dr. Herbert N. Richardson School and Edward J. Patten School, beginning July 5, 2016 through July 28, 2016, Monday through Thursday, from 8:30 a.m. to 12:00 p.m. at a total cost not to exceed \$126,000.00, under the supervision of Ms. Lillianné Cruz-Argeimil, Director of Bilingual/ESL/World Languages and Regina Acevedo, Supervisor of Bilingual/ESL/World Languages. Funded through Title III, pending the approval of the Title III 2016-2017 NCLB application.

Tejeda
Motion

Bermudez
Seconded

CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

A. Curriculum Committee – Mr. Anton Massopust, Chairperson

- 27). Approval to provide a Title III Bilingual Summer Enrichment Program for all Bilingual Middle School students in grades 5 through 8, at the Samuel E. Shull School, beginning July 5, 2016 through July 28, 2016, Monday through Thursday, from 8:30 a.m. to 12:00 p.m. at a total cost not to exceed \$72,000.00, under the supervision of Ms. Lillianné Cruz-Argemil, Director of Bilingual/ESL/World Languages and Regina Acevedo, Supervisor of Bilingual/ESL/World Languages. Funded through Title III, pending the approval of the Title III 2016-2017 NCLB application.

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

- 28). Approval to provide a Tier III Summer Enrichment Program for all Middle School students in grades 6 through 9, at the Samuel E. Shull School and William C. McGinnis School, beginning July 1, 2016 through July 29, 2016, Monday through Friday, from 8:30 a.m. to 12:00 p.m. at a total cost not to exceed \$117,000.00, under the supervision of Mr. Michael Heidelberg, Principal of the Samuel E. Shull School, Ms. Maribel Arce, Vice Principal of the Samuel E. Shull School and Ms. Melissa España-Rodriguez, Principal of the William C. McGinnis School, Mr. Chris Garrick, Vice Principal of the William C. McGinnis School. Funded through Title I SIP funds, pending the approval of the Title I 2016-2017 NCLB application.

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

- 29). Approval of a partnership between Edmund Hmieleski Early Childhood Center and the Jewish Renaissance Foundation, Perth Amboy Alliance for Community (PAAC), for the months of March through November 2016 to create and maintain a community vegetable garden for Edmund Hmieleski Early Childhood Center students and their families, under the supervision of Dr. Gerarda Mast, Principal of the Edmund Hmieleski Early Childhood Center.

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

- 30). Approval for Herman S. Parish, Author, to conduct three (3) presentations for all students at the James J. Flynn School on March 22, 2016, at a total cost not to exceed \$2,430.00, under the supervision of Dr. Regina Postogna, Principal of the James J. Flynn School. Funded through Title I funds, account number 20-231-100-300-0-0000-09.

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

- 31). Approval to provide a bus on April 20, 2016 to transport district teachers, as part of a social studies field trip and professional development, by Mr. Anton Massapust, to learn about the City of Perth Amboy historical sites, from 12:45 p.m. to 3:15 p.m. at a cost not to exceed \$145.00. Funded through account number 11-000-221-800-0-0000-26.

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

- 32). Approval to submit the Corrective Action Plan as required by the New Jersey Department of Education during the State Audit dated September 2013 through June 2014.

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

14. Recommendations of the Superintendent of Schools

A. Curriculum Committee – Mr. Anton Massopust, Chairperson

- 33). Approval to submit the ESEA Accountability Action Plan-2015 Participation Rate as required by the New Jersey Department of Education for the following schools:
- Perth Amboy High School
 - Dr. Herbert N. Richardson School
 - William C. McGinnis School

Tejeda Bermudez
Motion Seconded CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

B. Finance Committee – Mr. Samuel Lebreault, Chairperson

- 1). Approval of travel expenses. (Specified in Attachment)
- 2). Adoption of proposed preliminary budget for the 2016-2017 school year in the amount of \$336,930,975.

Nunez Bermudez
Motion Seconded CARRIED UNANIMOUSLY

Nunez Bermudez
Motion Seconded CARRIED UNANIMOUSLY

- 3). Approval to accept a donation in the form of a check in the amount of \$85.20 from Target/Take Charge of Education Program for the Perth Amboy High School.

Nunez Bermudez
Motion Seconded CARRIED UNANIMOUSLY

- 4). Approval to purchase Laptops and Chrome books, at a total cost not to exceed \$5,122.00 for Perth Amboy Catholic Schools to be paid from the non-public technology funds.

Nunez Bermudez
Motion Seconded CARRIED UNANIMOUSLY

- Mr. Varela asked with how can we ensure that they will use this equipment as intended and that it won't just sit there?
- Mr. Jess stated that as part of our non-public funds, all funds must go to Perth Amboy Catholic and Ukrainian Assumption for their use. This program is monitored by the Federal Department and as such the Director of Federal Programs is required to monitor and visit these sites to ensure that the funds are being spent properly. These funds are administered by the Middlesex Regional Ed. Services Commission, but Ms. Spindel will be the person to ensure that equipment is being used and funds are being spent correctly.

- 5). Approval to submit an amended budget for the 2015-2016 school year.

Grant	Carry Over from 2014-2015	New 2015-2016	Total Amended
Title I:	\$1,438,743.00	\$3,940,000.00	\$5,378,743.00
Title II:	\$ 667,717.00	\$ 647,323.00	\$1,315,040.00
Title III:	\$ 537,620.00	\$ 571,288.00	\$1,108,908.00
Title 3 Immigrant:	\$ 0.00	\$ 202,626.00	\$ 202,626.00
	\$2,644,080.00	\$5,361,237.00	\$8,005,317.00

Nunez Bermudez
Motion Seconded CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

B. Finance Committee – Mr. Samuel Lebreault, Chairperson

- 6). Approval to enter into a renewal contract with Rutgers, The State University of New Jersey, for the purpose of conducting bilingual psychological evaluations, as needed, from July 1, 2016 through June 30, 2017, at a rate of \$600/evaluation, under the supervision of Ms. Arleen Rios, Director of Special Education Services. Funded through account number 11-000-217-320-0-0000-16.

Nunez Bermudez
Motion Seconded CARRIED UNANIMOUSLY

- 7). Approval of settlement agreement (MID-L-7399-13) in the amount of \$25,000.00.

Nunez Bermudez
Motion Seconded CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

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

- 1). Approval of an application from St. Demetrios Greek Orthodox Church to utilize the James J. Flynn School gymnasium, cafeteria, library, and one classroom, on Friday, May 13, 2016 from 6:00 p.m. to 10:00 p.m. to set-up, and Saturday, May 14, 2016 from 8:00 a.m. to 5:00 p.m. to host their indoor Olympics.

Varela Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 2). Approval of an application from the Perth Amboy Police Department to conduct Active Shooter Training and to utilize the Perth Amboy High School for the hands on portion of this training on the following dates and times:

Dates	Times	Dates	Times
March 10, 2016	10:00 p.m. – 3:00 a.m.	March 22, 2016	10:00 p.m. – 3:00 a.m.
March 12, 2016	1:00 p.m. – 6:00 p.m.	March 23, 2016	7:00 p.m. – 12:00 a.m.
March 15, 2016	10:00 p.m. – 3:00 a.m.	March 24, 2016	7:00 p.m. – 12:00 a.m.
March 17, 2016	10:00 p.m. – 3:00 a.m.	March 29, 2016	7:00 p.m. – 12:00 a.m.
March 19, 2016	1:00 p.m. – 6:00 p.m.	March 30, 2016	7:00 p.m. – 12:00 a.m.

Varela Rodriguez (Mr. Puccio – Abstained)
Motion Seconded CARRIED UNANIMOUSLY

- Mr. Varela asked if the police could do the training while people are in the building.
 - Dr. Roman stated that we are having a meeting with Tibor Kacso, Security Manager on Monday and we will ask these questions.
 - Mr. Bermudez asked if the security officers could do the training with the Police Department.
 - Mr. Jess said that in the past they have had training by the Police Department and we will continue to partner with them for training.
 - Mrs. Kleen cautioned board members not to speak about our security plan because it's not public information.
 - Mr. Puccio asked if we can have administrators participate in the training as we've done in the past. Mr. Jess said that he believed so and he will look into that.
- 3). Approval of an application from Assumption Catholic School to utilize the track at Waters Stadium on Monday's, Wednesday's, and Friday's from 6:00 p.m. to 7:30 p.m. from March 15, 2016 through May 30, 2016.

Varela Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

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

- 4). Approval of an application from the Perth Amboy Girl Scouts to utilize the Perth Amboy High School Auditorium/Cafeteria for their Annual Performance on Saturday, April 16, 2016 from 1:00 p.m. to 9:00 p.m. (Rehearsal dates April 11, 2016, April 12, 2016, and April 13, 2016 from 6:00 p.m. to 9:00 p.m.)
- | | | |
|---------------|------------------|---------------------|
| <u>Varela</u> | <u>Rodriguez</u> | |
| Motion | Seconded | CARRIED UNANIMOUSLY |
- 5). Approval of an application from the Perth Amboy Fire Department to utilize the Samuel E. Shull School Gymnasium on March 15, 2016, March 17, 2016, and March 18, 2016 from 7:00 p.m. to 9:00 p.m. for their Firefighters vs. Youth basketball games.
- | | | |
|---------------|------------------|---------------------|
| <u>Varela</u> | <u>Rodriguez</u> | |
| Motion | Seconded | CARRIED UNANIMOUSLY |
- 6). Approval of an application from the City of Perth Amboy, Office of Aging, to utilize a classroom at the Adult Education Center, beginning April 6, 2016 through June 8, 2016, from 4:00 p.m. to 5:00 p.m. to offer computer instruction for the senior citizens of Perth Amboy.
- | | | |
|---------------|------------------|---------------------|
| <u>Varela</u> | <u>Rodriguez</u> | |
| Motion | Seconded | CARRIED UNANIMOUSLY |
- 7). Approval to include the Delaney Homes property acquisition in the districts application to the Department of Education for pre-construction activities related to the construction of a new high school, to be constructed on district-owned land.
- | | | |
|---------------|-----------------|---------------------|
| <u>Varela</u> | <u>Bermudez</u> | |
| Motion | Seconded | CARRIED UNANIMOUSLY |
- Mr. Varela stated that the Celotex property is still a better place for the high school. We should take it because once that piece of property is gone there will no longer be property available in Perth Amboy.

14. Recommendations of the 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). Clare Burns-Klein, ESL Teacher, Anthony V. Ceres School, effective October 1, 2016 for the purpose of retirement.
 - b). Charlene Jackson, FAIR Language Arts Teacher, William C. McGinnis School, effective May 1, 2016 for the purpose of retirement.
 - c). Catherine McNulty, Supervisor of Educational Technology, District, effective June 30, 2016 for the purpose of retirement.
 - d). Eugene Mosley, Principal, Perth Amboy High School, effective June 30, 2016.
 - e). Dr. Wachera Ragland-Brown, Vice Principal, Perth Amboy High School, effective April 18, 2016.
 - f). Jessica Lynn Cox, English Teacher, Perth Amboy High School, effective April 18, 2016.
 - g). Alina Poliakaite, ESL Teacher, Perth Amboy High School, effective April 4, 2016.
- | | | |
|-----------------|-----------------|---------------------|
| <u>Gonzalez</u> | <u>Bermudez</u> | |
| Motion | Seconded | CARRIED UNANIMOUSLY |

14. Recommendations of the Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

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

- h). Tiffany Garcia, Paraprofessional, Edward J. Patten School, effective February 1, 2016.

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

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

- a). Lauren Bradley, Special Education Teacher, Robert N. Wilentz School, Maternity Leave of Absence, May 16, 2016 through June 30, 2016, utilizing sick days.
- b). Yashin Chen, Mandarin World Language Teacher, Perth Amboy High School, Maternity Leave of Absence, April 25, 2016 through June 10, 2016, utilizing sick/personal days.
- c). Carrie Acevedo, Paraprofessional, Robert N. Wilentz School, Extension of Maternity Leave of Absence, February 24, 2016 through March 14, 2016, without pay.
- d). Johanny Hernandez, Dual Language Spanish Teacher, Edmund Hmieleski Early Childhood Center, Extension of Maternity Leave of Absence, March 21, 2016 through June 30, 2016, without pay.
- e). Krista Poltrictzky, First Grade Teacher, Edward J. Patten School, Revision of Maternity Leave of Absence, From: March 7, 2016 through April 20, 2016, utilizing sick days, April 21, 2016 through June 30, 2016, without pay, To: February 16, 2016 through April 19, 2016, utilizing sick days, April 20, 2016 through June 30, 2016, without pay.
- f). Rosalie Morillo, Language Arts Teacher, Perth Amboy High School, Revision of Maternity Leave of Absence, From: February 1, 2016 through March 21, 2016, utilizing sick days, March 22, 2016 through June 14, 2016, without pay, To: January 8, 2016 through March 9, 2016, utilizing sick days, March 10, 2016 through May 31, 2016, without pay.
- g). Mary Gonzalez, Dual Language Teacher, Edmund Hmieleski Early Childhood Center, Revision of Maternity Leave of Absence, From: January 7, 2016 through March 4, 2016, utilizing sick days, March 7, 2016 through April 15, 2016, without pay, To: January 7, 2016 through March 18, 2016, utilizing sick days, March 21, 2016 through April 29, 2016, without pay.
- h). Julissa Payano, Spanish World Language Teacher, Perth Amboy High School, Medical Leave of Absence, February 16, 2016 through February 19, 2016, utilizing sick days, February 22, 2016 through March 11, 2016, without pay.
- i). Wanda Lopez, Level I Secretary, Special Services, Medical Leave of Absence, March 1, 2016 through March 31, 2016, utilizing sick days.
- j). Alan K. Rasmussen, Social Studies Teacher, Samuel E. Shull School, Medical Leave of Absence, February 8, 2016 through February 23, 2016, utilizing sick days.
- k). Susan Nieves, Level II Secretary, William C. McGinnis School, Medical Leave of Absence, February 10, 2016 through February 29, 2016, utilizing sick/personal/ vacation days.
- l). George Muñiz, Home School Liaison, Perth Amboy High School, Medical Leave of Absence, February 16, 2016 through March 31, 2016, without pay.

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

14. Recommendations of the Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

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

- m). Jill Daniels, Math Teacher, Samuel E. Shull School, Extension of Medical Leave of Absence, February 10, 2016 through April 25, 2016, without pay.
- n). Virginia Morales, Second Grade Teacher, James J. Flynn School, Extension of Medical Leave of Absence, February 1, 2016 through February 21, 2016, utilizing sick days.
- o). Donna Montalvo, School Counselor, Perth Amboy High School, Extension of Medical Leave of Absence, March 21, 2016 through March 24, 2016, utilizing sick days.
- p). Tiffany Prime, Reading Specialist, James J. Flynn School, Extension of Medical Leave of Absence, February 16, 2016 through March 18, 2016, without pay.
- q). Natalia Torino, Paraprofessional, Ignacio Cruz Early Childhood Center, Extension of Medical Leave of Absence, February 18, 2016 through March 4, 2016, without pay.
- r). Kristin Weyrick, Language Arts Teacher, William C. McGinnis School, Intermittent Medical Leave of Absence, February 1, 2016 through April 29, 2016, without pay.
- s). John P. Berger Jr., Health & Physical Education Teacher, William C. McGinnis School, Intermittent Medical Leave of Absence, February 1, 2016 through June 30, 2016, without pay.
- t). Louise Myers, Third Grade Teacher, James J. Flynn School, Family Leave of Absence, February 1, 2016 through February 15, 2016, without pay.
- u). Eric Kricks, Science Teacher, William C. McGinnis School, Family Leave of Absence, February 8, 2016 through March 18, 2016, without pay.
- v). Paul Fraraccio, Social Studies Teacher, Perth Amboy High School-South Campus, Family Leave of Absence, March 7, 2016 through April 1, 2016, without pay.
- w). Daryn Hanson, Intervention Teacher, James J. Flynn School, additional 40 sick days, minus cost of a substitute.

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

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

- a). Paul Hernandez, Social Studies Teacher (with Bilingual Support), William C. McGinnis School, effective March 14, 2016 through June 30, 2016 for the 2015-2016 school year at a pro-rated 10-month salary of \$48,000.00 (Step 1-BA), pending negotiations. CEAS:Social Studies. (Replacing – M. Guerra)
- b). Julia Fluck, Reading Specialist, William C. McGinnis School, effective May 10, 2016 through June 30, 2016 for the 2015-2016 school year at a pro-rated 10-month salary of \$54,200.00 (Step 3-MA), pending negotiations. Standard: Reading. (New position)
- c). Margaret S. Shipman, Math Intervention Teacher, William C. McGinnis School, effective March 14, 2016 through June 30, 2016 for the 2015-2016 school year at a pro-rated 10-month salary of \$48,000.00 (Step 1-BA), pending negotiations. CEAS:Elementary K-8. (New position)

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

14. Recommendations of the Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

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

- d). Antoinette Laurie, Extension of Temporary Replacement Contract, Elementary Teacher, Dr. Herbert N. Richardson School, effective March 1, 2015 through March 24, 2016 for the 2015-2016 school year at a pro-rated 10-month salary of \$48,000.00 (Step 1-BA), pending negotiations. Provisional:Elementary K-5. (Replacing – M. Nordt)
- e). Andrea Giuffrida, Learning Disabilities Teacher Consultant (LDTC), Robert N. Wilentz School, effective March 14, 2016 through June 30, 2016 for the 2015-2016 school year at a pro-rated 10-month salary of \$61,200.00 (Step 9-MA), pending negotiations. Standard:LDTC. (Replacing – J. Spina)
- f). Amanda Rizk, Pre-School Teacher, School #7, effective March 14, 2016 through June 30, 2016 for the 2015-2016 school year at a pro-rated 10-month salary of \$48,000.00 (Step 1-BA), pending negotiations. COE:P-3. (Replacing – C. McGlynn)

Gonzalez
Motion

Bermudez
Seconded

CARRIED UNANIMOUSLY

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

- a). Natalia Santana, General Food Service Worker, Perth Amboy High School, effective March 14, 2016 through June 30, 2016 for the 2015-2016 school year at an hourly rate of \$17.60, pending negotiations. (Replacing – M. Pereira)
- b). Carolina Hernandez, General Food Service Worker, James J. Flynn School, effective March 14, 2016 through June 30, 2016 for the 2015-2016 school year at an hourly rate of \$17.60, pending negotiations. (New position)
- c). Sharae Armour, Lunch Aide, Dr. Herbert N. Richardson School, effective March 14, 2016 through June 30, 2016 for the 2015-2016 school year at an hourly rate of \$14.25. (New position)
- d). Miguel Velez, Custodian B (Second Shift), Perth Amboy High School, effective March 14, 2016 through June 30, 2016 for the 2015-2016 school year at a pro-rated 12-month salary of \$25,525.00, pending negotiations. (Replacing – J. Nieves)

Gonzalez
Motion

Bermudez
Seconded

CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

- 5). Approval for the following staff members to serve as mentors for the first-year teachers from February 16, 2016 through June 30, 2016 at the contractual rate of \$765.00, under the supervision of Mr. Edwin Nieves, Principal of the Dr. Herbert N. Richardson School.

Novice Teacher	School	Subject	Mentor
Kelly Burns	Richardson	Elementary	Shannon Douress
Erika Quinto	Richardson	Elementary	Jennifer Viens

Gonzalez
Motion

Rodriguez
Seconded

CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

- 6). Approval for the following staff member to serve as a mentor for the first-year teacher from February 16, 2016 through June 30, 2016 at the contractual rate of \$765.00, under the supervision of Mr. Eugene Mosley, Principal of the Perth Amboy High School.

Novice Teacher	School	Subject	Mentor
Elizabeth Katz	P.A.H.S.	ESL	Isai Acevedo

Gonzalez
Motion

Rodriguez
Seconded

CARRIED UNANIMOUSLY

- 7). Approval for the following staff member to serve as a mentor for the first-year teacher from February 16, 2016 through June 30, 2016 at the contractual rate of \$765.00, under the supervision of Dr. Regina Postogna, Principal of the James J. Flynn School.

Novice Teacher	School	Subject	Mentor
Yudelka Collado	Flynn	Elementary	Diane Fazzina

Gonzalez
Motion

Rodriguez
Seconded

CARRIED UNANIMOUSLY

- 8). Approval for the following staff member to serve as a mentor for the first-year teacher from April 4, 2016 through June 30, 2016 at the contractual rate of \$510.00, under the supervision of Mr. Eugene Mosley, Principal of the Perth Amboy High School.

Novice Teacher	School	Subject	Mentor
Brittany Tenpenny	P.A.H.S.	Language Arts	Christina Acquavella

Gonzalez
Motion

Rodriguez
Seconded

CARRIED UNANIMOUSLY

- 9). Approval for the following staff member to serve as a mentor for the first-year teacher from February 16, 2016 through June 30, 2016 at the contractual rate of \$765.00, under the supervision of Mr. Eugene Mosley, Principal of the Perth Amboy High School.

Novice Teacher	School	Subject	Mentor
Julissa Payano	P.A.H.S.	Spanish	Joyce Ship

Gonzalez
Motion

Rodriguez
Seconded

CARRIED UNANIMOUSLY

- 10). Approval for the following staff member to serve as a mentor for the first-year teacher from February 8, 2016 through June 30, 2016 at the contractual rate of \$680.00, under the supervision of Mr. Michael Heidelberg, Principal of the Samuel E. Shull School.

Novice Teacher	School	Subject	Mentor
Kelly Ryan	Shull	Elementary	Jessica Perez

Gonzalez
Motion

Rodriguez
Seconded

CARRIED UNANIMOUSLY

- 11). Approval for the following staff member to serve as a mentor for the first-year teacher from February 16, 2016 through June 30, 2016 at the contractual rate of \$765.00, under the supervision of Mr. Michael Heidelberg, Principal of the Samuel E. Shull School.

Novice Teacher	School	Subject	Mentor
Tania Bailon	Shull	Social Worker	Angelica Da Silva

Gonzalez
Motion

Rodriguez
Seconded

CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

- 12). Approval for the following staff member to serve as a mentor for the first-year teacher from February 16, 2016 through June 30, 2016 at the contractual rate of \$765.00, under the supervision of Mrs. Susan Roque, Principal of the Ignacio Cruz Early Childhood Center.

Novice Teacher	School	Subject	Mentor
Jillian Munn	Cruz	Social Worker	Maribeth McCauliff

Gonzalez Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 13). Approval for the following teachers to provide tutoring through the Academic Learning Center at the Samuel E. Shull School, beginning on March 11, 2016 through June 10, 2016, Monday through Thursday, and to be compensated at an hourly rate of \$40.00, under the supervision of Mr. Michael Heidelberg, Principal of the Samuel E. Shull School. Funded through Title I account number 20-231-100-101-0-0000-06.

Christine Allan	Patricia Astarita	Angelica DaSilva	Mary Doherty
Amanda Kopp	Kristine Muller	Francheska Rodriguez	Dina Rosado
Kelly Ryan	Janet Sabine	Michael Sefack	Judith Sousa
Linda Taylor	Benedict Tegano	Marina Toala	Patricia Valenti
Marybeth Vizzacchero	Neisha Young		

Gonzalez Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 14). Approval for the following security personnel to work the before/after school supplemental tutoring program for at-risk students at the James J. Flynn School, beginning on March 11, 2015 through May 27, 2016 and to be compensated at an hourly rate of \$32.79, under the supervision of Dr. Regina Postogna, Principal of the James J. Flynn School. Funded through Title I account number 20-231-100-101-0-0000-09.

Jose F. Gonzalez

Gonzalez Bermudez
Motion Seconded CARRIED UNANIMOUSLY

- 15). Approval for the following Paraprofessional at the William C. McGinnis School to serve as a Substitute Bus Paraprofessional at an hourly rate of \$29.00 for the 2015-2016 school year, under the supervision of Ms. Melissa España-Rodriguez, Principal of the William C. McGinnis School.

Sean Atkins

Gonzalez Bermudez
Motion Seconded CARRIED UNANIMOUSLY

- 16). Approval for the following to serve as a Substitute School Security Personnel for the 2015-2016 school year at an hourly rate of \$12.35, under the supervision of Mr. Tibor Kacso, Manager of Security Personnel.

Rafael A. Puntiel

Gonzalez Bermudez
Motion Seconded CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

- 17). Approval for the following to serve as a Substitute Cafeteria Workers, at an hourly rate of \$10.00, and/or Substitute Lunch Aides, at an hourly rate of \$12.25 for the 2015-2016 school year, under the supervision of Mr. Tim Linden, Director of Food Services.

Milagros Garcia	Madeline Gonzalez	Ysabel Morel
Elisa Nunez	Carmen L. Peguero	Trinidad Ramirez
Beverly Rezende-Blake	Hiamna Sosa	Andreas Thanos

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

- 18). Approval of the following Perth Amboy High School staff to receive an Extra Period Teaching Assignment (EPTA) effective March 1, 2016 for the 2015-2016 school year and to be compensated at an hourly rate of \$47.50, under the supervision of Mr. Shamus Burke, District Instructional Leader. Funded through account number 15-140-100-101-1-0000-03. (J. Cox – resigned)

Erin Jacobs Nicolas Davila Jamie Costanzo Hitisha Patel

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

- 19). Approval to appoint the following to Extra-Curricular Stipend positions for the Spring PAHS Musical for the 2015-2016 school year, under the supervision of Ms. Meghan Reeves, Vice Principal of Visual & Performing Arts. Funded through account number 15-401-100-0-0000-03.

Name	Stipend Position	Stipend Amount
Cynthia Mitchell	Costume Designer	\$ 900.00
Thomas Razwilavich	Technical Stage Director	\$1,795.00

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

- 20). Approval of the following salary adjustments. (Specified in Attachment)

Mr. Varela asked if employees are getting credit for prior experience in other places because it appears that not everyone is getting credit. Upon further discussion, it was decided to discuss this item in executive session prior to voting on it.

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

- 21). Approval of the transfer of the following staff for the 2015-2016 school year.

Name	From	To	Effective
Rafael Portuhondo	Custodian (B) Second Shift Samuel E. Shull School	Custodian (B) Second Shift Administration Building	03/14/16

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

14. Recommendations of the Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

- 22). Approval of the change of assignment for the following staff for the 2015-2016 school year.

Name	From	To	Effective
Jill Nice	Elementary Teacher Edward J. Patten School	Elementary Teacher (Computers) Edward J. Patten School	03/14/16

Gonzalez Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 23). Approval to submit the Three-Year Comprehensive Equity Plan for the 2016-2017 through 2018-2019 school year to the Department of Education.

Gonzalez Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

14. Recommendations of the Superintendent of Schools

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

- 1). Approval to hold the Annual William Buglovsky Elementary School Track meet at Waters Stadium from 8:00 a.m. to 4:00 p.m. on Saturday, June 4, 2016 (Rain Date June 11, 2016) at no cost to the district, under the supervision of Mr. Nephtaly Cardona, Director of Athletics, Health, and Physical Education (K-12).

Bermudez Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 2). Approval to appoint the following staff to work as Coaches for the remainder of the 2015-2016 school year, under the supervision of Mr. Nephtaly Cardona, Director of Athletics, Health, and Physical Education (K-12).

Name	Stipend Position	Stipend Amount
Michelle Carsillo	Asst. Competitive Cheerleading Coach	\$2,775.00
Bruce Bertucci	Sailing Coach	\$4,295.00

Bermudez Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 3). Approval to appoint the following staff to work as a Volunteer Coach for the remainder of the 2015-2016 school year, under the supervision of Mr. Nephtaly Cardona, Director of Athletics, Health, and Physical Education (K-12).

Name	Position
Mark Parkhurst	Volunteer Golf Coach

Bermudez Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

- 4). Approval of the following musicians to play in the orchestra for the High School Spring Musical, The Addams Family, from March 14, 2016 through March 20, 2016 at a cost not to exceed \$5,880.00 (12 musicians at \$490.00 per person). Funded through account number 15-401-100-800-0-0000-03.

Justin Vance	Jean Gould	Laura Neville	Starlyn Lopez
Erica Basta	Teddy Kernizan	Francois Suhr	John Ponce
John Zimmerman	Juan Mendoza	Pete Cruz	Tim Barrus

Bermudez Rodriguez
Motion Seconded CARRIED UNANIMOUSLY

15. Old Business

Approval of the following revised Job Descriptions. (Specified in Attachment)

- Director of Adult & Continuing Education
- Principal of Adult High School
- District Supervisor of Mathematics (Pre-K-12)
- District Supervisor of Science (Pre-K-12)
- District Instructional Leader
- District Translator

Tejeda
Motion

Rodriguez
Seconded

CARRIED UNANIMOUSLY

- Ms. Tejeda stated that on March 5th there was an event held during the Patten School Saturday Morning Program. The event also included students of the Richardson School Saturday Morning Program. It was a great event and congratulations to the school, the staff and everyone who made it a success. The speaker was greeted with a lot of rainbows, which is the symbol of her foundation.
- Mr. Lebreault stated that he and Dr. Roman were also there. We were very impressed with the presentation that touched our hearts. We're looking the see how our high school driver's education program can benefit from this program. We would like to send some of our students to the symposium because it would be great for them.
- Ms. Tejeda stated that they have offered to have 100 of our student attend.
- Dr. Roman stated that this will be discussed closer to graduation and project graduation as that is the time of the year when most of our students would be affected by this message. We will also see if we can get a presentation for the board and see if we can televise it as well so the message can get to the community as well.

Varela
Motion

Bermudez
Seconded

(To close old business)
CARRIED UNANIMOUSLY

16. New Business

First Reading of the following Policy. (Specified in Attachment)

- 3218 – Substance Abuse

Varela
Motion

Bermudez
Seconded

CARRIED UNANIMOUSLY

- Mr. Lebreault stated that this is the first reading. During the first reading the board has the opportunity to read it for the first time, discuss it and provide comments that could change or affect the proposed policy. Once that happens, it will be placed on the agenda for a second reading.

Bermudez
Motion

Tejeda
Seconded

(To close new business)
CARRIED UNANIMOUSLY

17. Open to the Public

- Public member #1 - stated that perhaps next month and in the future you can do the presentations for the students at the beginning of the meeting so that they don't have to wait long and we can be respectful to them. She asked if we recognized students who score a perfect score on the AP test at the high school. There was a policy on the agenda for last month for first reading, however it's not on this agenda. Was it passed?
- Two years ago the PTO had an assembly by a mother who lost a child to a drunk driver. It was attended by juniors and seniors because it was right before the junior prom. We were glad to see the presentation spoken about before but the PTO did it first.
- She stated that she is sorry to see Mr. Mosely go. Her son said that on the first day of school Mr. Mosely spoke to the athletes and welcomed them and introduced himself. Her son said that was the first time that somebody came and spoke with the athletes and showed that someone actually cares.
- She congratulated Mrs. Green and the Black Excellent Club for the great presentation that they did earlier this month.
- Dr. Roman stated that the policy mentioned is under review so that we can be thoughtful in the finalization of it. We have it connected to the Code of Conduct and once it's vetted properly it will be approved.

- 20 -

17. Open to the Public (continued)

- Mr. Lebreault stated that sometimes board members are unable to attend presentations that are done during the day because of their full time jobs, but they always try to make whatever they can.
- Public member #2 - stated she was a high school alumni who graduated in 2010. She currently works for the School Based Youth Services at the high school, which is a holistic program to ensure all kids graduate and go to the college or into the work force. They also help with college readiness. They want to get to know the administration since you don't know who we are. We've been with the district for 11 years and she thanked Mr. Mosley for his support and the Board of Education for allowing them to continue to serve the high school. She asked for consideration of office space when the new high school is built.
- Mr. Bermudez stated you do good work but asked what you do for those students who do not want to go to college. The response was that they help these specific people by scheduling trips to various businesses and trade schools and they work with them to make sure they are where they want to be.

Varela
Motion

Bermudez
Seconded

(To close public business)
CARRIED UNANIMOUSLY

- A motion was made by Mr. Bermudez and seconded by Mr. Varela at 9:55 pm to enter executive session for the discussion of personnel matters. The board will return and take action. Carried unanimously.
 - A motion was made by Mr. Puccio and seconded by Mr. Varela at 10:26 pm to re-enter the public session. Carried unanimously.
 - A motion was made by Mrs. Gonzalez and seconded by Mr. Varela to approve Personnel item #20, with the exception of Yohanny Leonardo. Carried unanimously.
18. A motion to adjourn was made at 10:27 pm by Mr. Bermudez and seconded by Mr. Puccio. 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
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Trenton, New Jersey

FORD M. SCUDDER
Acting State Treasurer

FLORENCE J. SHEPPARD
Acting Director

February 4, 2016

ROBERTA J NEWMAN

RE: TPAF #420990

Dear Roberta J Newman:

The Board of Trustees of the Teachers' Pension and Annuity Fund (TPAF) at its meeting of February 4, 2016 considered and approved your application for **Ordinary Disability retirement** benefits effective May 1, 2015 under Option A pursuant to N.J.S.A. 18A:66-39 and relevant case law.

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

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

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

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

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

Pension laws require reenrollment of a retiree under certain conditions. Disability retirees needing guidance on returning to employment should visit our website at: www.state.nj.us/treasury/pensions and

refer to the fact sheets on employment after retirement. Retirees needing additional clarification should contact the Division to determine the impact a return to employment would have on their disability retirement benefits.

The Ordinary Disability retirement benefit is not reduced by any Social Security, Workers' Compensation, or private insurance benefits that may be payable. However, any Workers' Compensation award you receive may be reduced. See your employer for details.

The approval of your retirement benefits is expressly conditioned upon the rendering of honorable service during your public employment. If any criminal or administrative charges are found after the date of this notice, your retirement benefits may be held in abeyance until the charges are fully adjudicated or the Board is satisfied pursuant to N.J.A.C. 17:1-6.2.

Sincerely,



Mary Ellen Rathbun
Secretary, Board of Trustees
Teachers' Pension and Annuity Fund

c: PERTH AMBOY BD OF ED
SANDRA MARGL
178 BARRACKS ST
PERTH AMBOY NJ 08861-0000

FIELD TRIPS FOR BOARD APPROVAL ON MARCH 10, 2016

Date of Trip	Destination Name	School Name	Teacher Responsible	Admission Cost	Admissions/Additional Costs Account Number	Additional Cost	Transportation Number	Transportation Account	Grand Total Cost	# of Buses	Departure Time	Return Time
3/17/2016	Montclair State University	High School	Betsy Rodriguez	\$ -		\$ -	190	No Cost to the District	\$ 190	1	9:00 AM	1:30 PM
3/17/2016	Seton Hall University	Education Center	Erica Mateo-Baez	\$ -		\$ -	170	13-601-200-800-0-0000-12	\$ 170	1	9:00 AM	2:00 PM
3/22/2016	Monmouth University	High School	Betsy Rodriguez	\$ -		\$ -	190	No Cost to the District	\$ 190	1	9:00 AM	1:30 PM
3/28/2016	Children's Specialized Hospital	High School	Carolina Benitez	\$ -		\$ -	190	15-000-270-512-0-0000-03	\$ 190	1	9:30 AM	2:30 PM
4/6/2016	Rider University	Education Center	Erica Mateo-Baez	\$ -		\$ -	209	13-601-200-800-0-0000-12	\$ 209	1	9:00 AM	2:00 PM
4/6/2016	Rutgers	High School	Brandi Caboy	\$ -		\$ -	190	15-000-270-512-0-0000-03	\$ 190	1	9:00 AM	2:00 PM
4/7/2016	Paper Mill Playhouse	High School - VPAM	Ashley Gottesman	\$ -	No Cost to the District	\$ -	-	No Cost to the District	\$ -	0	11:00 AM	5:00 PM
4/9/2016	Randolph High School	High School	Vassallo	\$ -		\$ -	247	15-000-270-512-0-0000-03	\$ 247	1	7:45 AM	12:00 PM
4/16/2016	Rutgers University - Tillett Hall	High School	Robyn Resko, Crisis Counselor	\$ -		\$ -	361	15-000-270-512-0-0000-03	\$ 361	1	8:30 AM	5:00 PM
4/21/2016	Meadowlands Exposition Center for a College Fair	Education Center	Erica Mateo-Baez	\$ -		\$ -	175	13-601-200-800-0-0000-12	\$ 175	1	9:00 AM	2:00 PM
4/21/2016	Wegman's Grocery Store	Ignacio Cruz	Susana Chang	\$ -	Student Activities Account	\$ -	152	Student Activities Account	\$ 152	1	9:00 AM	1:00 PM
5/2/2016	Jenkinson's Aquarium	R.N. Wilentz	Christina Ruggiero	\$ 1,811	Student Activities Account	\$ -	760	15-000-270-512-0-0000-18	\$ 2,571	4	9:00 AM	2:00 PM
5/13/2016	Mason Gross School of Arts, Rutgers University	High School	Brooke Napoli	\$ -		\$ -	-	15-000-270-512-0-0000-03	\$ 225	1	9:00 AM	2:00 PM

**Perth Amboy Public Schools
Approval for Travel Expenses – March 2016
Board Meeting March 10, 2016**

[illegible]

Perth Amboy Public Schools

[illegible]

Perth Amboy Public Schools

[illegible]

Perth Amboy Public Schools
Approval for Travel Expenses – June 2016
Board Meeting March 10, 2016

Staff Member	Building	Travel Dates	Workshop/ Conference	Destination	Registr. Fee	Meals and Incidentals Days Daily Total	Mileage/ Trans.	Lodging Nights Daily Total	Account Number	Bd. App Cost	Board App	County Approval
Cassandra Lawrence	Flynn	June 1 & 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ		NO COST	TO	THE DISTRICT				
Larry Bello	HS	June 3, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ		NO COST	TO	THE DISTRICT				
Ruth Jurado	Adm. Bldg.	June 1 & 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 344.00				20-243-200-500-0-0000-40	\$ 344.00		
Ella Graenert	Adm. Bldg.	June 1 & 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 344.00				20-243-200-500-0-0000-40	\$ 344.00		
Loribel Mulero	AVC	June 1, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Frezia Valenzuela	AVC	June 1, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Victoria Pullaro	AVC	June 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Giannina Gamino	AVC	June 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Jamie Ponte	HNR	June 1, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Laura Apisa	HNR	June 1, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Vanessa Velez	HNR	June 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Shiphrah Guardado	HNR	June 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Angela Ethimicopoulos	Flynn	June 1, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Lydia Roca	Flynn	June 1, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Stephanie Valencia	Flynn	June 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Karen Novak	Wilentz	June 1 & 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 165.00				20-243-200-500-0-0000-40	\$ 165.00		
Rosanna Wiener	Wilentz	June 1 & 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 165.00				20-243-200-500-0-0000-40	\$ 165.00		
Jordan Manley	Wilentz	June 1 & 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 165.00				20-243-200-500-0-0000-40	\$ 165.00		
Diana Franco	Wilentz	June 1 & 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 165.00				20-243-200-500-0-0000-40	\$ 165.00		

Perth Amboy Public Schools
Approval for Travel Expenses – June 2016
Board Meeting March 10, 2016

Staff Member	Building	Travel Dates	Workshop/ Conference	Destination	Regist. Fee	Meals and Incidentals Days Daily Total	Mileage/ Trans.	Lodging Nights Daily Total	Account Number	Bd. App Cost	Board App	County Approval
Candida Gonzalez	Wientz	June 1 & 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 165.00				20-243-200-500-0-0000-40	\$ 165.00		
Jennifer Cecere	Wientz	June 1 & 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 165.00				20-243-200-500-0-0000-40	\$ 165.00		
Mariana Sosa	McGinnis	June 1, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Mayelin Cepeda	McGinnis	June 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Stephanie Bermeo	Shull	June 1, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Indhira Esteves	Shull	June 1, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Margarita Suero	Shull	June 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Wendy Guerra	Shull	June 2, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Benjamin Conte	PAHS	June 3, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Michael Manson	PAHS	June 3, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Isai Acevedo	PAHS	June 3, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Izamar Vargas	PAHS	June 3, 2016	NJTESOL / NJBE 2016 Spring Conference	New Brunswick, NJ	\$ 264.00				20-243-200-500-0-0000-40	\$ 264.00		
Derek Jess (Revised dates – Bd. Approved 1-7-16)	Central Admin	June 8-10, 2016	NJASBO Annual Conference	Atlantic City, NJ	\$150.00	\$165	\$80.62	\$350	11-000-251-800-0-0000-00	\$745.62		
Richard Grobelny (Revised dates – Bd. Approved 1-7-16)	Central Admin	June 8-10, 2016	NJASBO Annual Conference	Atlantic City, NJ	\$150.00	\$165	\$80.62	\$350	11-000-251-800-0-0000-00	\$745.62		



Perth Amboy Public Schools

Administrative Headquarters Building

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

Personnel
14 – D – 20


Mr. Delvis Rodriguez
Director of Personnel & Evaluation

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

February 19, 2016

AGENDA: March 10, 2016

To: The Honorable Members of the Board of Education

From: Mr. Delvis Rodriguez 
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
Marisa DeLaFuenta	Wilentz	\$91,250	\$92,640	3/1/16	20yrs. Teacher Longevity (prorated)
Megan Kehoe	Flynn	\$49,010	\$49,895	3/1/16	20yrs. Para Longevity (prorated)
Lawon Grant	McGinnis	\$41,840	\$45,065	3/1/16	15yrs. Para Longevity (prorated)
David Benyola	I. Cruz	\$43,915	\$45,785	3/16/16	Para+ 90 credits (prorated)
Alicia DiPietro	Shull	\$58,200	\$63,700	3/16/16	MA Degree (prorated)
Lindsey Tisch	McGinnis	\$63,700	\$54,200	3/16/16	Removal of EPTA (prorated)
Yohanny Leonardo	PAHS	\$34,975	\$38,030	2/16/16	Salary Adjustment (prorated)

JOB DESCRIPTION***PERTH AMBOY
BOARD OF EDUCATION*****DIRECTOR OF ADULT & CONTINUING EDUCATION****Qualifications:**

1. Possession of a valid New Jersey Administrative Certificate with an endorsement of Principal.
2. Possess qualities necessary for professional leadership of Adult and Continuing Education activities for the district and community.
3. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
4. Have excellent integrity; demonstrate good moral character and initiative.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Required Criminal History Check.
7. Provide proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
8. Pass required State Mantoux/Tuberculin test and physical exam as required.

Statement of Job:

The Director of Adult and Continuing Education shall be responsible to the Superintendent of Schools for the administration, supervision, implementation, and coordination of all adult and continuing educational activities of the district.

The Director shall have supervisory responsibility for all professional and non-professional staff assigned to the Adult and Continuing Education Program or activities.

Duties and Responsibilities:

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

1. Develop and implement a professionally sound Adult and Continuing Education program consistent with the overall goals and objectives of the Perth Amboy Board of Education and consistent with the guidelines set forth by the State Department of Education.
2. Provide leadership in promoting the philosophy and broad-based concepts of Adult and Continuing Education in the district.
3. Work with appropriate Advisory Groups and committees to ensure wholesome areas of open communication between administration, staff, students and community.
4. Research and develop new and innovative educational programs to meet particular needs of the district and community.
5. Prepare for submission all proposals, reports, etc. as required for local, state and federal funding sources.
6. Prepare all necessary budgets as required by local, state and federal funding sources.
7. Assist in identifying and recommending appropriate staff for consideration by the Superintendent.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

DIRECTOR OF ADULT & CONTINUING EDUCATION (Cont'd.)

8. Evaluate the efficiency of all staff members and the reporting of same to the Superintendent to applicable policies and procedures.
9. Provide direction for the development, modification and implementation of all curriculum so that it is in compliance with local, state and federal regulations.
10. Be responsible for the improvement and use of buildings, grounds and equipment for adult school purposes.
11. Safeguard the health and general well being of staff and students within the school.
12. Conduct general staff meetings for the general good of the school or the improvement of instruction consistent with local, state and federal policies and guidelines.
13. Prepare and develop all materials for the publication of the adult school brochure as required.
14. Attend all meetings and conferences appropriate to Adult and Continuing Education at the local, state and federal level as approved by the Superintendent and keep the Superintendent informed as to pertinent information as it relates to the district.
15. Report any damage to school property, including thefts, to the Board Secretary.
16. Report immediately accidents of pupils, teachers and other personnel, to the Board Secretary in writing.
17. Have knowledge and implement the policies, program and curriculum of the school system as it pertains to Adult and Continuing Education.
18. Perform such other duties as directed by the Superintendent.

Verification of Competency:

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

Physical Demands, Visual Acuity and Working Conditions:

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

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DIRECTOR OF ADULT & CONTINUING EDUCATION (Cont'd.)

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

Environmental Demands:

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

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

Terms of Employment:

12-month salaried position with agreement between the Perth Amboy School Administrators Assoc. and the Perth Amboy Board of Education. The Director of Adult & Continuing Education will be evaluated by the Assistant Superintendent for Learning/Educational Services.

Legal References:

18A: 11-2
NJAC 6:3-1.2

Date Adopted: June 28, 1979

Dates Revised: June 2, 1988, October 4, 2001, March 10, 2016

JOB DESCRIPTION***PERTH AMBOY
BOARD OF EDUCATION*****PRINCIPAL OF ADULT HIGH SCHOOL****Qualifications:**

1. Possession of a valid New Jersey Administrative Certificate with an endorsement of Principal.
2. Possess qualities necessary for professional leadership of Adult High School's activities for the district and community.
3. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
4. Have excellent integrity; demonstrate good moral character and initiative.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Required Criminal History Check.
7. Provide proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
8. Pass required State Mantoux/Tuberculin test and physical exam as required.

Statement of Job:

The Principal of the Adult High School shall be responsible to the Director of Adult and Continuing Education, the Assistant Superintendent for Learning/Educational Services and to the Superintendent of Schools for the administration, supervision, implementation, and coordination of all Adult High School activities of the district.

The Principal shall have supervisory responsibility for all professional and non-professional staff assigned to the Adult High School.

Duties and Responsibilities:

The Principal of the Adult High School shall, within his/her certificate and in accord with terms and conditions of employment contained in the negotiated agreements when and if applicable:

1. Develop and implement a professionally sound Adult High School program consistent with the overall goals and objectives of the Perth Amboy Board of Education and consistent with the guidelines set forth by the State Department of Education.
2. Provide leadership in promoting the philosophy and broad-based concepts of Adult High School in the district.
3. Work with appropriate Advisory Groups and committees to ensure wholesome areas of open communication between administration, staff, students and community.
4. Research and develop new and innovative educational programs to meet particular needs of the district and community.
5. Prepare for submission of all proposals, reports, etc. as required for local, state and federal funding sources.
6. Prepare all necessary budgets as required by local, state and federal funding sources.
7. Assist in identifying and recommending appropriate staff for consideration by the Superintendent.
8. Evaluate the efficiency of all staff members and the reporting of same to the Superintendent to applicable policies and procedures.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

PRINCIPAL OF ADULT HIGH SCHOOL (Cont'd.)

9. Provide direction for the development, modification and implementation of all curriculum so that it is in compliance with local, state and federal regulations.
10. Be responsible for the improvement and use of buildings, grounds and equipment for Adult High School purposes.
11. Safeguard the health and general well being of staff and students within the school.
12. Conduct general staff meetings for the general good of the school or the improvement of instruction consistent with local, state and federal policies and guidelines.
13. Prepare and develop all materials for the publication of the adult school brochure as required.
14. Attend all meetings and conferences appropriate to Adult High School at the local, state and federal level as approved by the Superintendent and keep the Superintendent informed as to pertinent information as it relates to the district.
15. Report any damage to school property, including thefts, to the Board Secretary.
16. Report immediately accidents of pupils, teachers and other personnel, to the Board Secretary in writing.
17. Have knowledge and implement the policies, program and curriculum of the school system as it pertains to Adult High School.
18. Perform such other duties as directed by the Superintendent.

Verification of Competency:

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

Physical Demands, Visual Acuity and Working Conditions:

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

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

PRINCIPAL OF ADULT HIGH SCHOOL (Cont'd.)

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

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

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

Terms of Employment:

12-month salaried position with agreement between the Perth Amboy School Administrators Assoc. and the Perth Amboy Board of Education. The Principal of the Adult High School will be evaluated by Director of the Adult & Continuing Education and/or the Assistant Superintendent for Learning/Educational Services.

Legal References:

18A: 11-2
NJAC 6:3-1.2

Date Adopted: June 28, 1979

Dates Revised: June 2, 1988, October 4, 2001, March 10, 2016

JOB DESCRIPTION***PERTH AMBOY
BOARD OF EDUCATION*****District Supervisor of Mathematics (Pre-K-12)****Qualifications:**

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

Reports to: Assistant Superintendent for Learning/Educational Services

Nature and Scope of Job:

The District Supervisor for Mathematics (Pre-K-12) shall be responsible to the Superintendent of Schools and Assistant Superintendent for Learning/Educational Services for the coordination of school and community initiatives to improve Mathematics Pre-K-12 throughout Perth Amboy. He/She will work in conjunction with the Supervisor of Science (Pre-K-12), the District Supervisor of Educational Technology, building principals who maintain the basic responsibility for all activities in their buildings, leaders of civic organizations, post-secondary institutions, and private organizations that play a role in the growth in literacy rates throughout our community.

Duties and Responsibilities:

The District Supervisor for Mathematics (Pre-K-12) shall within his/her certificate and in accord with terms and conditions of employment contained in the negotiated agreements, when and if applicable:

1. Work in tandem with the Supervisor of Science (Pre-K-12), and the District Supervisor of Educational Technology to provide leadership in setting Mathematics and S.T.E.M. goals Pre-K-12.
2. Work with our university and professional development partners to improve Mathematics programs within our Pre-K-12 schools.
3. Work with Perth Amboy City departments (i.e. Library, Recreation, Senior Services) to provide opportunities to improve Mathematics throughout the community.
4. Work with school and community staff to create new Mathematics activities at school and community venues grades Pre-K - 12.
5. Continually evaluate progress of our efforts and staff to improve Mathematics grades Pre-K - 12 to include analyzing data, and making recommendations to the Assistant Superintendent and Superintendent of Schools.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

District Supervisor of Mathematics (Pre-K-12) (Cont'd.)

6. Investigate and recommend any and all strategies that hold promise to improve Mathematics throughout the district to include but not limited to: data analysis, vertical alignment of curriculum, creation of pacing guides, creation of benchmark assessments, evaluation of extended school year programs, and exposing students to S.T.E.M. opportunities.
7. Apply for grants that may provide unique funding opportunities that might increase Mathematics throughout our community.
8. Manage existing grant programs to ensure ongoing compliance and communication with the funding sources.
9. Communicate with all stakeholders of the success of our efforts to improve community Mathematics.
10. Be available as a resource person/speaker for interested parent or community groups.
11. Be available as resource person for teachers, principals and district committees.
12. Seek professional improvement through such avenues as review of professional literature, membership in professional organizations and attending educational meetings/workshops.
13. Oversee and supervise the implementation of the Common Core State Standards in Mathematics throughout the Pre-K-12 curriculum.
14. Perform other duties as determined by the Assistant Superintendent for Learning/Educational Services.

Verification of Competency:

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

Physical Demands, Visual Acuity and Working Conditions:

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

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

District Supervisor of Mathematics (Pre-K-12) (Cont'd.)

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

Environmental Demands:

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

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

Terms of Employment:

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

Legal References:

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

Date Adopted: June 19, 2014

Date Revised: October 16, 2014, March 10, 2016

JOB DESCRIPTION***PERTH AMBOY
BOARD OF EDUCATION*****District Supervisor of Science (Pre-K–12)****Qualifications:**

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

Reports to: Assistant Superintendent for Learning/Educational Services

Nature and Scope of Job:

The District Supervisor for Science (Pre-K-12) shall be responsible to the Superintendent of Schools and Assistant Superintendent for Learning/Educational Services for the coordination of school and community initiatives to improve Science Pre-K-12 throughout Perth Amboy. He/She will work in conjunction with the Supervisor of Math (Pre-K-12), District Supervisor of Educational Technology, building Principals who maintain the basic responsibility for all activities in their buildings, leaders of civic organizations, post-secondary institutions, and private organizations that play a role in the growth in literacy rates throughout our community.

Duties and Responsibilities:

The District Supervisor for Science (Pre-K-12) shall within his/her certificate and in accord with terms and conditions of employment contained in the negotiated agreements, when and if applicable:

1. Work in tandem with the Supervisor of Math (Pre-K-12) and District Supervisor of Educational Technology to provide leadership in setting Science and S.T.E.M. goals Pre-K–12.
2. Create university and professional development partners to improve Science programs within our Pre-K–12 schools.
3. Work with the departments of the City of Perth Amboy City (i.e., Library, Recreation, Senior Services) to provide opportunities to improve Science throughout the community.
4. Work with school and community staff to create new Science activities at school and community venues grades Pre-K-12.
5. Continually evaluate progress of our efforts to improve Science grades Pre-K-12 to include analyzing data and making recommendations to the Assistant Superintendent for Learning/Educational Services and Superintendent of Schools.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

District Supervisor of Science (Pre-K–12) (Cont'd.)

6. Investigate and recommend any and all strategies that hold promise to improve Science throughout the district to include but not limited to: data analysis, vertical alignment of curriculum, creation of pacing guides, creation of benchmark assessments, and exposing students to S.T.E.M. opportunities.
7. Apply for grants that may provide unique funding opportunities that might increase Science throughout our community.
8. Manage existing grant programs to ensure ongoing compliance and communication with the funding sources.
9. Communicate with all stakeholders of the success of our efforts to improve community Science.
10. Be available as a resource person/speaker for interested parent or community groups.
11. Be available as resource person for teachers, principals and district committees.
12. Seek professional improvement through such avenues as review of professional literature, membership in professional organizations and attending educational meetings/workshops.
13. Oversee and supervise the implementation of the Next Generation Science Standards throughout the Pre-K-12 curriculum.
14. Perform other duties as determined by the Assistant Superintendent for Learning/Educational Services.

Verification of Competency:

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

Physical Demands, Visual Acuity and Working Conditions:

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

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

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

District Supervisor of Science (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 Assoc. and the Perth Amboy Board of Education. The District Supervisor for Science (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 6:11-10.9

Date Adopted: June 19, 2014

Date Revised: October 16, 2014, March 10, 2016

JOB DESCRIPTION***PERTH AMBOY
BOARD OF EDUCATION*****District Instructional Leader****Qualifications:**

1. Possession of a New Jersey Supervisor Certificate or eligibility for supervisor certificate.
2. Possession of Master's Degree from accredited college or university.
3. Minimum five years teaching experience.
4. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students staff, administration, parents and the community.
5. Demonstrate the ability to communicate effectively in English Language, both orally and in writing, using proper grammar and vocabulary.
6. Have excellent integrity; demonstrate good moral character and initiative.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
9. Pass the State required Mantoux-Intradermal Tuberculin Test and Physical Exam.

Reports To: Principal and Director of Curriculum and Instruction (K-12)

Nature of Scope of Job:

The District Instructional Leaders will be based at each school throughout the district. They will be an active participant in the collaborative District Leadership Team with the Superintendent and Director of Curriculum and Instruction (K-12), and be willing to proactively do the work of the team. They will participate on selected collaborative school leadership teams and help establish and maintain effective, focused collaboration throughout the school's instructional teams.

Duties and Responsibilities:

1. Conduct regular classroom observation and coaching in a process of continuous teacher development that includes the recognition of instructional strengths and opportunities for improvement. Provide feedback in both effective oral and written formats.
2. Keep abreast of current research in curriculum development, teaching methodology and student achievement, and keep instructional and administrative staff informed and up to date.
3. Maintain and promote effective and timely communication within assigned schools and between these schools and the District Leadership Team. Foster open communication within the District Leadership Team to maximize the success of all district schools.
4. Supervise and evaluate instructional staff members when assigned by the Superintendent or designee.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

District Instructional Leader (Cont'd.)

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.

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 time.

Terms of Employment:

12 month exempt, salaried position with agreement between the Perth Amboy Administrators and Supervisors Association and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The District Instructional Leaders will be evaluated by the Principal and/or Director of Curriculum and Instruction (K-12).

Date Adopted: June 13, 2012

Revised: April 10, 2014, March 10, 2016

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

DISTRICT TRANSLATOR

Reports to: Director of Personnel and Evaluation or designee

Qualifications:

- High School Diploma or equivalent required. Bachelor's degree preferred.
- At least two years of translation and interpretation experience preferred.
- Ability to read, write, speak and interpret Spanish fluently.
- Proficiency in Microsoft Office applications (Word, Excel, Powerpoint, etc.)
- Exceptional organizational, communication and interpersonal skills.
- Maintain integrity of confidential information relating to students, staff, or district patrons.
- Ability to work and coordinate with other district personnel.

Nature and Scope of Job:

The purpose of the District Translator position is to provide complex, correct and responsible technical and non-technical oral and written translation work from source language into target language or vice-versa (e.g., English to Spanish) with speed, accuracy and correct pronunciation for various documents. The District Translator will also serve as a resource to other district personnel requiring assistance with non-English speaking persons.

Duties and Responsibilities:

1. Convert a variety of written materials from English to Spanish and Spanish to English with speed and accuracy for the purpose of providing documents from/to second language for use in the classroom and/or for communication with parents and the non-English speaking community members.
2. Prepares a wide variety of documents (e.g., forms, handbooks, testing materials, eligibility reports, calendars, and other pertinent school related reports) for the purpose of providing/translating materials in English and Spanish.
3. Reads a wide variety of documents and materials for the purpose of translating them into Spanish or English.
4. When necessary, verifies translations made by others for the purpose of reviewing and editing materials for accuracy, context, readability, grammar and style.
5. Provide other translation and interpretation as assigned by the Director of Personnel and Evaluation or designee, for the purpose of ensuring efficient and effective communication with the Perth Amboy community.
6. Provide translation services for school community members during parent meetings/conferences as deemed necessary by the Director of Personnel and Evaluation or designee.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

DISTRICT TRANSLATOR (Cont'd.)

Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A copy of sample translations.

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.

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 stipend position as per agreement between the individual employee and the Perth Amboy Board of Education.

Evaluation:

The District Translator will be evaluated by the Director of Personnel and Evaluation. Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Personnel.

Date adopted: March 10, 2016

POLICY GUIDE

TEACHING STAFF MEMBERS

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Substance Abuse

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[See **POLICY ALERT** Nos. 125, 133, and 205]

3218 SUBSTANCE ABUSE

The Board of Education recognizes a teaching staff member who reports to work under the influence of drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A teaching staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.

For the purposes of this Policy, "substance" or "substances" means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any teaching staff member who reports to work or attends a school-sponsored function where the teaching staff member has assigned job responsibilities under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal of a teaching staff member to consent to the medical examination and substance test will be determined to be a positive result.



POLICY GUIDE

TEACHING STAFF MEMBERS

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Substance Abuse

In the event a teaching staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The teaching staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the teaching staff member.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any teaching staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member responsible at the time of the alleged violation. Either the Principal or the staff member shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a teaching staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the teaching staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a teaching staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

42 CFR Part 2

N.J.A.C. 6A:16-6.3; 6A:32-6.3

Adopted:

