

**Perth Amboy Board of Education  
Regular Meeting  
February 8, 2018 – 5:30 p.m.  
Perth Amboy High School  
300 Eagle Avenue**

**MINUTES**

1. Call to Order – President Puccio

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. Oath of Office – Administration of Oath of Office to newly elected board member – Mr. Jesus Martinez  
Oath of office was administered to Mr. Martinez who spoke and thanked everyone for the opportunity to serve the schools that educated him. He ran the high school hallways as a track athlete and played football on this field. He is humbled by the experience.

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

Mr. Convery	<u>P</u>
Mrs. Gonzalez	<u>P</u>
Mr. Iglesia	<u>P</u>
Ms. Lebron	<u>P</u>

Mr. Martinez	<u>P</u>
Mr. Massopust	<u>P</u>
Mr. Puccio	<u>P</u>
Ms. Tejeda	<u>P</u>
Ms. Vazquez	<u>P</u>

Administration:

Dr. Roman	<u>P</u>
Dr. Rodriguez	<u>P</u>
Mr. Chromey	<u>P</u>
Mr. Jess	<u>P</u>
Mr. Rodriguez	<u>P</u>
Mrs. Machado	<u>P</u>
Ms. Winters	<u>P</u>

6. Reading of correspondence received from the Interim Executive County Superintendent regarding the appointment of Mr. Kenneth Puccio, President and Ms. Milady Tejeda, Vice-President for the Perth Amboy Board of Education.

7. A motion was made at 5:40 pm to enter executive session to discuss attorney-client privilege, personnel, negotiations, and confidential matters.

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

- A motion was made to return to public session at 7:25 pm.

<u>Iglesia</u>	<u>Convery</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

8. Amendments/revisions to the agenda.

- Finance - item #8, page 6 – changing the account to #15-401-100-800-0-0000-03
- Personnel item #2, page 9, item #2K – changing the effective date to February 5<sup>th</sup>.
- Personnel item #4j, page 12 – changing the location to Ceres School.
- Personnel item #21, Page 16 – changing the account # to 15-140-100-101-1-0000-03.
- Personnel item #22b, Page 16 – removing the words ‘nightshift’.
- New Business – pulling the Attendance Policies #3212 & #4212.

9. Presentations - None

10. Student Representatives – Natalie Dunyak and Carlos Baldera

11. Meeting open to the public for discussion of agenda items only.  

<u>Tejeda</u>	<u>Vazquez</u>	CARRIED UNANIMOUSLY
Motion	Seconded	(To close following discussion)
12. Approval of Minutes of Regular Meeting held on December 7, 2017.  

<u>Vazquez</u>	<u>Gonzalez</u>	(Ms. Lebron, Mr. Martinez – Abstained)
Motion	Seconded	CARRIED UNANIMOUSLY
13. Approval of Minutes of Executive Session held on December 7, 2017.  

<u>Vazquez</u>	<u>Gonzalez</u>	(Ms. Lebron, Mr. Martinez – Abstained)
Motion	Seconded	CARRIED UNANIMOUSLY
14. Approval of Minutes of Reorganization Meeting held on January 10, 2018.  

<u>Vazquez</u>	<u>Gonzalez</u>	(Mr. Martinez – Abstained)
Motion	Seconded	CARRIED UNANIMOUSLY
15. Approval of Minutes of Executive Session held on January 10, 2018.  

<u>Vazquez</u>	<u>Gonzalez</u>	(Mr. Martinez – Abstained)
Motion	Seconded	CARRIED UNANIMOUSLY
16. Approval of the Bill Lists for the periods of December 1, 2017 through December 31, 2017 and January 1, 2018 through January 31, 2018.  

<u>Iglesia</u>	<u>Vazquez</u>	
Motion	Seconded	CARRIED UNANIMOUSLY
17. 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 Service Retirement for the following individual with the following effective date:  

Olga Fitzgibbons      April 1, 2018
18. Reports
  - A. Board Secretary – Mr. Jess
    - 1). Report of Bid Openings held on December 20, 2017 and December 21, 2017 (**Specified in Attachment**)
    - 2). Secretary's Monthly Financial Reports for the months of November 2017 and December 2017.
    - 3). Treasurer's Monthly Financial Reports for the months of November 2017 and December 2017.  

<u>Tejeda</u>	<u>Gonzalez</u>	(Ms. Lebron, Mr. Martinez – Abstained)
Motion	Seconded	CARRIED UNANIMOUSLY

Acceptance of the Reports of the Secretary's and Treasurer's as submitted and as being in agreement for the months of November 2017 and December 2017.

<u>Tejeda</u>	<u>Gonzalez</u>	(Ms. Lebron, Mr. Martinez – Abstained)
Motion	Seconded	CARRIED UNANIMOUSLY

Acceptance of certification from the Board Secretary that no major line item has been over-expended for the months of November 2017 and December 2017.

<u>Tejeda</u>	<u>Gonzalez</u>	(Ms. Lebron, Mr. Martinez – Abstained)
Motion	Seconded	CARRIED UNANIMOUSLY

18. Reports

B. Board President's Report – Mr. Kenneth Puccio

- Mr. Puccio welcomed Mr. Martinez and Ms. Lebron to the Board of Education.
- Mr. Puccio provided condolences to those family members who lost a family member this past month.
- Everyone is dedicated to educating our kids, taking care of them and trusting that our staff is on the money. Mr. Puccio believes that everyone is doing their best to take care of our students and he thanked everyone for that.

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

- The district recently suffered another tragedy. A female student lost her life due to carbon monoxide poisoning and a male student lost his life due to a fire on Commerce Street. We have visited the schools affected by these tragedies. A student assembly will be held tomorrow at the high school on fire safety in collaboration with the Mayor, the Emergency Management leaders, Mr. Puccio and others.

CUR-19). Recommendations of the Superintendent of Schools

Curriculum Committee – Mr. Anton Massopust, Chairperson

- 1). Adoption of the current written curriculum guides, textbooks, and e-textbooks for grades Pre K–12 until such time as revisions, additions and/or deletions are presented to the Board of Education for adoption.
- 2). Adoption and governance in all actions and business to come before the Board by the written Bylaws, Policies, Regulations and Job Descriptions previously duly adopted.
- 3). Approval of Field Trips. **(Specified in Attachment)**
- 4). Approval for William C. McGinnis School Band-Cadets to attend an over-night trip and participate in the 2018 Saint Patrick's Day Parade in Washington D.C. from March 10, 2018 to March 11, 2018 at a total cost not to exceed \$5,600.00, under the supervision of Mrs. Melissa España-Rodriguez, Principal of William C. McGinnis School. Funded through account number 15-000-270-512-0-0000-04.
- 5). Approval for the following Professional Development Services:

	Name of Program / Consultant	Date(s)	Audience	Total Cost Not to Exceed	Account #	Under the Supervision of:
a.	Keyboard Consultants	March 21, 2018	Assumption Catholic School Staff	\$395.00	20-272-200-300-0-0000-81	Ms. Pamela Spindel, Director of Special Funded Programs
b.	Mrs. B's Bookworms	March 7, 2018	Assumption Catholic School Staff	\$300.00	20-272-200-300-0-0000-81	Ms. Pamela Spindel, Director of Special Funded Programs
c.	New Jersey All People Equal	February 22, 2018	Grades K – 12 Health & Phys. Ed. Staff	\$800.00	11-000-221-320-0-0000-29	Mr. Nephtaly Cardona, Director of Athletics, Health & Phys. Ed.
d.	Dr. Chris Shamburg of NJCU – Assessments in the Content Area	February 22, 2018	Technology Teachers & Media Specialists	\$500.00	11-000-223-320-0-0000-33	Dr. Damian Medina and Mr. Michael Heidelberg, Directors of Curriculum & Instruction.

- 6). Approval to participate in a City of Perth Amboy Recreational Department Student Art Show at the Perth Amboy Gallery Center for the Arts on Wednesday, April 11, 2017 from 5:00 p.m. – 7:00 p.m. at no cost to the district, under the supervision of Mr. Brian Wilson, Supervisor of Fine, Visual, & Performing Arts and Dr. Damian Medina and Mr. Michael Heidelberg, Directors of Curriculum & Instruction.

Massopust  
Motion

Iglesia  
Seconded

CARRIED UNANIMOUSLY

CUR-19). Recommendations of the Superintendent of Schools

Curriculum Committee – Mr. Anton Massopust, Chairperson

- 7). Approval to participate in the Challenge Day Program for the Perth Amboy High School – 9<sup>th</sup> Grade Program on March 12, 2018 and March 13, 2018, at a total cost not exceed \$6,950.00, under the supervision of Dr. Ashanti Holley, Principal. Funded through account number 15-000-218-320-0000-03.
- 8). Approval for New Jersey Institute of Technology (NJIT) to provide a “Pre-College Academy in Technology and Science Summer Scholars Program” at NJIT for no more than (60) sixty grade 4 through rising grade 12 students from July 9, 2018 to August 3, 2018 at an approximate cost of \$80,400.00, under the supervision of Mr. Lonn Vreeland, Supervisor of Mathematics, Ms. Carol Wenk, Supervisor of Science and Dr. Damian Medina and Mr. Michael Heidelberg, Directors of Curriculum & Instruction. Transportation provided by Perth Amboy Board of Education. Funded through Title I, pending the approval of the Title I 2017 – 2018 ESEA Application.
- 9). Approval to conduct the 2<sup>nd</sup> Annual Family Maker Day Workshop on March 10, 2018, at the Robert N. Wilentz School at a total cost not to exceed \$7,500.00, under the supervision of Dr. Courtney Pepe, District Supervisor of Technology. Funded through Title I account number 20-231-100-101-0-0000-40, 20-234-100-0-0000-40, 20-234-100-610-0-0000-40, and 20-234-200-110-3-0000-40.
- 10). Approval for (50) fifty identified 11<sup>th</sup> grade students to participate in the Test of English as a Foreign Language (TOEFL) during the spring of 2018 at a total cost not exceed \$12,750.00, under the supervision of Mrs. Daisy Rodriguez, Principal of Perth Amboy High School – Main Campus and Mrs. Mary Jo McAdam, Director of School Counseling and Related Services. Funded through account number 11-000-218-390-00000-20.
- 11). Approval for the following staff members that volunteered to attend the Writer’s Workshop Saturday Institute at Teacher’s College Columbia University on Saturday, March 3, 2018, transportation cost not to exceed \$700.00, under the supervision of Dr. Damian Medina and Mr. Michael Heidelberg, Directors of Curriculum & Instruction. Funded through account number 20-271-200-500-1-0000-40 **(Specified in Attachment)**
- 12). Approval to amend the following after-school extra-curricular program from ASL Silent Choir and add second position to Leaders of Tomorrow (ESL) for the 2017-2018 school year at a total cost not exceed \$1,175.00, under the supervision of Mrs. Daisy Rodriguez, Principal of Perth Amboy High School – Main Campus. Funded through account number 15-140-100-101-0-0000-03. **(Specified in Attachment)**
- 13). Approval for (5) five Perth Amboy High School students to participate in the ASLPI (American Sign Language Proficiency Interview) Student Assessment through Gallaudet University, Washington, D.C. for the Seal of Bi-Literacy, date to be determined at a total cost not to exceed \$825.00, under the supervision of Mrs. Daisy Rodriguez, Principal of Perth Amboy High School – Main Campus and Mr. Rogelio Suarez, Director of Bilingual, ESL and World Languages K - 12. Funded through account number 15-401-100-500-0-0000-03.
- 14). Approval to implement the Government and Politics Curriculum Enhancement Pilot Program at the Perth Amboy High School Main Campus for 30 Students in Grades 10-12, at no cost to the district, under the supervision of Ms. Daisy Rodriguez, Principal and Mr. Michael Heidelberg, Director of Curriculum and Instruction.

<u>Massopust</u>	<u>Iglesia</u>	(Mr. Martinez – abstained on all)
Motion	Seconded	CARRIED UNANIMOUSLY



FIN-20). Recommendations of the Superintendent of SchoolsFinance Committee – Mr. Junior Iglesia, Chairperson

- 1). Approval of travel expenses, under the supervision of Mr. Derek J. Jess, School Business Administrator. **(Specified in Attachment)**
- 2). Approval is being requested to provide Homebound Educational Services to student #199052 by-Central Regional School District at an hourly rate of \$50.00 per hour from September 2017 through November 2017.
- 3). Approval of the placement of special education and general education students in out-of-district facilities for the 2017–2018 school year, under the supervision of Mr. Abdel A. Gutierrez, Director of Special Education Services and Mr. Derek J. Jess, School Business Administrator:

ID#	Class	Facility	Tuition	Date
293589	AUT	Burlington County Special Services	\$88,891.00	11/22/17
200038	OHI	Burlington County Special Services	\$50,991.00	11/22/17
296227	AL	Mt. Lakes Board of Ed. (Additional Occupational Therapy)	\$ 1,330.00	12/4/17
297163	MD	Piscataway Regional Day School (Additional Occupational Therapy)	\$ 1,820.00	12/4/17
203864	AL	Mt. Lakes Board of Ed. (Additional Extracurricular Sport Activities)	\$ 8,000.00	12/4/17
293747	SLD	CPC High Point	\$45,357.48	11/29/17
197090	ED	Somerset Educational Services Commission	\$66,425.00	12/4/17
299034	ED	CPC High Point	\$41,757.68	12/8/17
203085	ED	Honor Ridge Academy	\$51,213.00	11/27/17
290738	General Education	Rancocas Valley Regional High School	\$13,830.00	12/6/17
207474	AUT	Morris-Union Jointure Commission	\$90,414.00	12/18/17
199307	OHI	CPC High Point	\$64,710.00	1/2/18
299063	General Education	Youth Construction Services – Fort Lee	\$42,825.04	1/2/18
295545	OHI	Cranford Achievement Program	\$50,412.00	1/8/18
297163	MD	Piscataway Regional Day	\$35,604.00	1/16/18

- 4). Approval for Perth Amboy Catholic School to purchase HP Laptops, Microsoft Office, and HP Office Jet Printers through their state-funded/mandated Nonpublic Technology entitlement. Cost not to exceed \$3,335.51 of the total allocated \$7,104.00 for the 2017-2018 school year, under the supervision of Mrs. Pamela Spindel, Director of Special Services and Mr. Derek J. Jess, School Business Administrator.

Iglesia  
Motion

Tejeda  
Seconded

(Mr. Martinez – abstained on all)  
CARRIED UNANIMOUSLY

- 5). Approval for Perth Amboy Catholic School to purchase Windows through their state-funded/mandated Nonpublic Security entitlement. Costs not to exceed \$5,479.54 of the total allocated \$14,400.00 for the 2017-2018 school year, under the supervision of Mrs. Pamela Spindel, Director of Special Services and Mr. Derek J. Jess, School Business Administrator.

- 6). Approval for Assumption Catholic School to purchase a two Motorola 2 Way Radios through their state-funded/mandated Nonpublic Security entitlement. Cost not to exceed \$339.14 of the total allocated \$9,675.00 for the 2017-2018 school year, under the supervision of Mrs. Pamela Spindel, Director of Special Services and Mr. Derek J. Jess, School Business Administrator.

Iglesia  
Motion

Vazquez  
Seconded

(Mr. Martinez – abstained on all)  
CARRIED UNANIMOUSLY

FIN-20). Recommendations of the Superintendent of Schools

Finance Committee – Mr. Junior Iglesia, Chairperson

- 7). Approval for Assumption Catholic School to purchase an Acer Chromebook, Google Chrome Management Console License and Kensington Headphones through their state-funded/mandated Nonpublic Technology entitlement. Costs not to exceed \$459.63 of the total allocated \$4,773.00 for the 2017-2018 school year, under the supervision of Mrs. Pamela Spindel, Director of Special Services and Mr. Derek J. Jess, School Business Administrator.
- 8). Approval for Project Graduation 2018 to be held at Woodbridge Community Center on Friday, June 22, 2018 from 11:00 p.m. – 5:00 a.m. at a cost not to exceed \$35,000, under the supervision of Ms. Daisy Rodriguez, Principal of Perth Amboy High School. Funded through account number 15-140-100-800-0-0000-03.
- 9). Approval for “Any Excuse for a Party” to provide student activities during Project Graduation at the Woodbridge Community Center on Friday, June 22, 2018 from 11:00 pm – 4:30 am at a total cost of \$9,395.00, under the supervision of Ms. Daisy Rodriguez, Principal of Perth Amboy High School. Funded through account number 15-190-100-610-0-0000-03.
- 10). Approval of a parental contract for student transportation from September 2017 through June 2018 between the Perth Amboy Board of Education and the parents of J.S. at a cost not to exceed \$4212.86.
- 11). Approval of a parental contract for student transportation from September 2017 through June 2018 between the Perth Amboy Board of Education and the parents of J.C. at a cost not to exceed \$17,406.40.
- 12). Designation of the following banks as depositories for school funds upon evidence of eligibility from the State of New Jersey, and the signatures required for withdrawals on the various bank accounts maintained at the aforementioned banks be designated as the officers who historically sign for said accounts:
- |                       |  |
|-----------------------|--|
| 1). Wells Fargo       | 6). Investors Savings Bank               |
| 2). TD Bank           | 7). The Provident Bank                   |
| 3). Banco Popular     | 8). Santander Bank                       |
| 4). Bank of America   | 9). Bank of New York                     |
| 5). J.P. Morgan Chase | 10). Central Jersey Federal Credit Union |
|                       | 11). 1 <sup>st</sup> Constitution Bank   |

<u>Iglesia</u>	<u>Vazquez</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

- (Mr. Martinez – abstained on all)
- (Mr. Massopust – abstained on item #8)

- 13). Designation of The Home News Tribune as the newspaper of general circulation published in New Jersey circulating within the Perth Amboy area to be utilized for advertisements concerning public bids and other notices in accordance with Title 18A:14-10, 22-11 and 39-3 of the New Jersey State Statutes, and for the Amboy Guardian and El Diario/La Prensa to receive all Board meeting announcements and are hereby to receive a schedule of same.
- 14). Approval of an addendum to the Public Donor Agreement between the Perth Amboy Board of Education and the Jewish Renaissance Foundation to add an additional service site the Personalized Learning Program. Under the supervision of Ms. Yolanda Gomez, Principal.

<u>Iglesia</u>	<u>Convery</u>	(Mr. Martinez – abstained on all)
Motion	Seconded	CARRIED UNANIMOUSLY

B&G-21). Recommendations of the Superintendent of Schools  
Buildings & Grounds Committee – Ms. Tashi Vazquez

- 1). Approval of the following use of facilities requests, under the supervision of Mr. Derek J. Jess, School Business Administrator.

	Organization	Building	Dates/Time	Event	Certificate of Insurance
a.	Department of Human Services	E.J. Patten School	Saturday, February 24, 2018 10:30 am – 12:00 pm	Dominican Independence Day Celebration for the participants of the Saturday Morning School	X
b.	Department of Human Services, Office of Housing & Social Services	Dr. Richardson School	Saturday, April 21, 2018 8:00 am – 2:00 pm	First Annual Housing Expo	X
c.	Girl Scouts	Perth Amboy High School	April 19-20, 2018 (rehearsal) 6:00 pm – 9:00 pm April 21, 2018 12:00 pm – 8:00 pm	26 <sup>th</sup> Annual Girl Scout Performance	X
d.	Hoops America – US Hoops Clinic	Perth Amboy High School	Sunday's February 11, 2018 – March 25, 2018 8:30am – 3:00 pm	Basketball Clinic	X
e.	Hoops America – US Hoops Clinic	Perth Amboy High School	Monday, Wednesday, Friday March 4, 2018 – June 24, 2018 6:30 pm – 8:30 pm Sunday's 8:30 am – 3:30 pm	Basketball Clinic	X
f.	Weight Watchers	Administration Bldg.	12 weeks starting February 15, 2018 4:00 pm – 5:00 pm	Weight Loss Program	X
g.	Faith Fellowship Ministries	Perth Amboy High School	Friday, March 16, 2018 5:00 p.m. – 10:00 p.m.	Basketball Tournament	X

- 2). Adoption of the Districts Comprehensive Maintenance Plan for the period of 2017-2019 and authorization to submit same to the Department of Education.

Vazquez                      Iglesia  
Motion                      Seconded                      CARRIED UNANIMOUSLY

- (Mr. Martinez – abstained on all)
- (Ms. Vazquez – abstained on item #1b)

PER-22). Recommendations of the Superintendent of Schools

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 for the purpose of retirement:

	Name (Last, First)	Position	Location	Date Effective
a.	Perez, Freddie	Custodian	Dr. H. N. Richardson School	1/01/2018
b.	Cybulski, Robyn	School Nurse	E. J. Patten School	2/01/2018
c.	Velazquez, William	Custodian (A)	E. Hmielecki E.C.C.	7/01/2018
d.	Miller, Kimberly	District Instructional Leader	Dr. H. N. Richardson School	6/30/2018
e.	Repinski, Susan	Elementary Teacher	R. N. Wilentz School	7/01/2018

- Mr. Iglesia thanked all retirees for their service and wished them well.

2). Acceptance of the following resignations:

	Name (Last, First)	Position	Location	Date Effective
a.	Stalker, Elizabeth	Speech Language Specialist <i>(Temporary Replacement)</i>	E. J. Patten School	02/05/2018
b.	Lopez, Antonio	Teacher of Students with Disabilities	W. C. McGinnis School	02/16/2018
c.	Sewnath, Maitry	P/T Evening School Counselor	P. A. Education Center	12/21/2017
d.	Crespo, Awilda	Substitute Lunch Aide/Substitute Cafeteria Worker	District	12/20/2017
e.	Perez, Nery	Custodian (A)	E. J. Patten School	01/11/2018
f.	Paredes, Salena	Lunch Aide	A. V. Ceres School	01/11/2018
g.	Cespedes, Yosvani	Spanish Teacher	South Campus	03/17/2018
h.	Caggiano, Laureen	Student Assistant Counselor	S. E. Shuli School	03/16/2018
i.	Caceres, David J.	Science Teacher (Part-Time Evening)	P. A. Education Center	01/24/2018
j.	Quinto, Erika	Bilingual Elementary Teacher	Richardson School	03/30/2018
k.	Hernandez, Lillian	English Teacher	P. A. High School	02/05/2018

3). Approval of the following requests for a Leave of Absences:

	Name (Last, First)	Reason	Position	Location	Date Effective	Date Termination	Notes
a.	Shannon, Douress	Extension of Medical Leave	Teacher	Richardson School	1/16/18	4/9/18	1/16/18-4/9/18 with pay, utilizing sick day donation
b.	Velez, Sandra	Medical Leave	Speech Language Specialist	McGinnis School	12/6/17	1/2/18	Utilizing sick days
c.	Fernandez, Nicolas	Medical Leave	Custodian	High School	12/15/17	1/26/18	Utilizing sick and vacation days
d.	Pohida, Florence	Extension of Medical Leave	Cafeteria Manager	Dual Language School	1/2/18	2/28/18	Extension of Medical Leave without pay
e.	Colon, Diana	Medical Leave	Level II Secretary	Richardson School	12/15/17	1/11/18	12/15/17 – 12/22/17 Utilizing sick, personal and vacation days 1/2/18 – 1/11/18 Without pay
f.	Digiacomio, Dana	Medical Leave	School Counselor	McGinnis School	12/1/17	2/28/18	Medical Leave without pay
g.	Guardado, Shiprah	Medical Leave	Elementary Teacher	H.N.Richardson	11/1/17	12/15/17	11/1/17 – 11/30/17 Utilizing sick days 12/1/17 – 12/15/17 Without pay

Gonzalez  
Motion

Tejeda  
Seconded

(Mr. Martinez – abstained on all)  
CARRIED UNANIMOUSLY

PER-22). Recommendations of the Superintendent of Schools  
Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

3). Approval of the following requests for a Leave of Absences: (continued)

	Name (Last, First)	Reason	Position	Location	Date Effective	Date Termination	Notes
h.	Eberhardt, - Sandra	Intermittent Medical Leave	Paraprofessional	McGinnis School	10/20/17	6/30/18	Intermittent Medical Leave utilizing sick days
i.	Dipietro, Agostino	Extension of Medical Leave	Custodian B	Hmieleski E.C.C.	11/1/17	1/31/18	Extension of Medical Leave without pay
j.	Tulipani, Ana	Extension of Medical Leave	Reading Specialist	Shull School	1/2/18	2/28/18	Extension of Medical Leave without pay
k.	Schiavello, Cassandra	Maternity Leave	Math Teacher	Shull School	5/9/18	6/30/18	Utilizing sick days
l.	Hubbs, Bernadette	Extension of Maternity Leave	Guidance Counselor	McGinnis School	3/1/18	4/30/18	Extension of Maternity Leave without pay
m.	Del Rosario, Ana	Extension of Maternity Leave	Technology Educator	Flynn School	2/6/18	6/30/18	Extension of Maternity Leave without pay
n.	Rossi- Soares, Cynthia	Maternity Leave	School Counselor	E.J. Patten School	4/9/18	6/30/18	Maternity Leave utilizing sick days
o.	Ruiz, Louana	Extension of Maternity Leave	Elementary Teacher	A.V. Ceres School	3/29/18	6/30/18	Extension of Maternity Leave without pay
p.	Sukovich, Elizabeth	Maternity Leave	Social Studies Teacher	South Campus High School	4/9/18	6/30/18	4/9/18 – 5/16/18 Utilizing sick & Personal days 5/17/18 – 6/30/18 Without pay
q.	Shamy, Tiffany	Maternity Leave	Pre-K Teacher	Ignacio Cruz	4/16/18	6/11/18	Utilizing sick and personal days
r.	Tavarez, Janiri	Maternity Leave	Health/Phys.Ed Teacher	H.N.Richardson	3/30/18	6/30/18	3/30/18 – 6/4/18 Utilizing sick/personal days 6/5/18 – 6/30/18 Without pay
s.	Gottesman, Ashley	Maternity Leave	Theater Teacher	High School	6/18/18	6/30/18	6/18/18 – 6/20/18 Utilizing sick & non cum days 6/21/18 – 6/30/18 Without pay
t.	Cosme, Kelly	Maternity Leave	Teacher	McGinnis School	4/9/18	6/30/18	4/9/18 – 6/1/18 Utilizing sick days 6/4/18 – 6/30/18 Without pay
u.	Rosa, Sandra	Medical Leave	Custodian A	High School	12/11/17	3/2/18	Utilizing sick days
v.	Bermudez, Marie	Extension of Medical Leave	Instructional Leader	Shull School	1/2/18	1/19/18	Extension of Medical Leave utilizing sick days
w.	Dalton, Kimberly	Medical Leave	Pre-K Teacher	School #7	12/14/17	1/31/18	Utilizing sick days

Gonzalez  
Motion

Vazquez  
Seconded

(Mr. Martinez – abstained on all)  
CARRIED UNANIMOUSLY

PER-22). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

3). Approval of the following requests for a Leave of Absences: (continued)

	Name (Last, First)	Reason	Position	Location	Date Effective	Date Termination	Notes
x.	Batista, Melvin	Medical Leave	Maintenance	Administration Building	1/25/18	2/14/18	Utilizing sick days
y.	Nieves, Sonia	Medical Leave	Level I Secretary	Administration Building	1/18/18	2/2/18	Utilizing sick days
z.	DiTommaso, Kristen	Medical Leave	Health & Phys.Ed Teacher	High School	1/29/18	3/12/18	Utilizing sick days
aa.	Ponti-Rojas, Dana	Medical Leave	ESL Teacher	High School East Campus	2/20/18	4/6/18	2/20/18 – 3/23/18 Utilizing sick, personal and non cum days 3/26/18 – 4/6/18 Without pay
bb.	Reinoso, Wanda	Medical Leave	Cafeteria Manager	Education Center	1/8/18	1/19/18	Utilizing sick days
cc.	Roman, Patricia	Extension of Medical Leave	Food Service Dept.	Ceres School	1/2/18	1/31/18	Extension of Medical Leave without pay
dd.	Hooks-Lee, Keisha	Medical Leave	Elementary Teacher	Wilentz School	1/19/18	2/26/18	1/19/18 – 2/7/18 Utilizing sick days 2/8/18 – 2/26/18 Without pay
ee.	Crespo, Luis	Extension of Medical Leave	Custodian A	McGinnis School	2/1/18	2/23/18	Extension of Medical Leave utilizing sick days
ff.	Walker, Johnnie	Extension of Medical Leave	Kindergarten Teacher	Flynn School	1/15/18	2/9/18	Revision of Medical Leave: From: 12/11/17- 1/12/18 without pay To: 12/11/17-2/9/18 with pay, utilizing sick day donation
gg.	Martinez, Milagros	Family Leave	Paraprofessional	Ignacio Cruz	1/16/18	2/13/18	Family Leave without pay
hh.	Pena, Juan	Family Leave	Custodian A	Patten School	1/19/18	1/31/18	Family Leave without pay
ii.	Medina, Angelina	Family Leave	Paraprofessional	Patten School	1/31/18	2/9/18	Family Leave without pay
jj.	Hernandez, Isabel	Family Leave	Lunch Aide	School #7	1/2/18	4/9/18	Family Leave without pay
kk.	Nieves, Susan	Extension of Medical Leave	Level II	McGinnis School	2/1/18	4/30/18	Extension of Medical Leave without pay
ll.	Pineiro, Jacqueline	Medical Leave	Paraprofessional	Wilentz School	12/18/17	2/28/18	12/18/17-12/21/17 utilizing sick days 1/2/18-2/28/18 without pay
mm.	Mathew, Ashley	Medical Leave	Pre-K Teacher	Ignacio Cruz	12/11/17	2/28/18	12/11/17-2/28/18 with pay – minus cost of substitute

Gonzalez  
Motion

Tejeda  
Seconded

(Mr. Martinez – abstained on all)  
CARRIED UNANIMOUSLY

PER-22). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

4). Appointments of the following certificated staff:

	Name (Last, First)	Position	Step	Salary (Pro-rated)	Location	Date Effective	End Date	Notes
a.	Barreto, - Michael	Technology Educator <i>Extension of Temporary Contract</i>	1-BA	\$50,000	Flynn School	02/06/18	6/30/18	Replacing A. DelRosario
b.	Gill, Jennifer	Elementary Teacher <i>Extension of Temporary Contract</i>	1-BA	\$50,000	Ceres School	03/29/18	6/30/18	Replacing L. Ruiz
c.	Santana, Priscilla	Elementary Language Arts Teacher <i>Extension of Temporary Contract</i>	1-BA	\$50,000	Shull School	2/08/18	6/30/18	Replacing M. Alvarez
d.	LaBella, Alison	School Counselor <i>Extension of Temporary Contract</i>	1-MA	\$55,500	South Campus	3/01/18	4/30/18	Replacing B. Hubbs
e.	Azenheimer, Margaret	Elementary Intervention Teacher <i>Extension of Temporary Contract</i>	1-MA	\$55,500	Flynn School	2/01/18	4/30/18	Replacing D. Albarran
f.	Zecca, Tara	Pre-School Teacher <i>Temporary Contract</i>	1-BA	\$50,000	Hmielecki E.C.C.	2/09/18	6/30/18	Replacing A. Boles
g.	Plaza, Marina	Teacher of Students with Disabilities <i>Temporary Contract</i>	1-MA	\$55,500	Richardson School	2/16/18	6/30/18	Replacing L. Sikora
h.	LaScala, Kevin	Art Teacher <i>Temporary Contract</i>	1-BA	\$50,000	P. A. High School	2/12/18	5/15/18	Replacing C. Mitchell
i.	Roberts, Taylor N.	Speech Therapist <i>Temporary Contract</i>	1-MA	\$55,500	Patten School	2/16/18	6/30/18	Replacing E. Stalker
j.	DeNorscio, Dana E.	Elementary Teacher <i>Temporary Contract</i>	1-BA	\$50,000	Patten School	2/12/18	6/30/18	Replacing S. Torres
k.	Murray, Christel	Elementary Teacher	2-BA	\$50,250	Patten School	2/16/18	6/30/18	Replacing K. Jampel
l.	Young, Neisha	English/Language Arts Teacher	9-MA	\$63,200	Shull School	3/01/18	6/30/18	Replacing L. Taylor
m.	Jack, Shellon	School Nurse	2-BA	\$50,250	Shull School	2/16/18	6/30/18	Replacing R. Robateau
n.	Mendez, Brunilda	Bilingual Elementary Teacher	12-BA	\$68,650	Richardson School	2/16/18	6/30/18	Replacing A.Varela
o.	Hernandez, Elsa M.	Pre-School Teacher	6-BA	\$53,100	School #7	2/16/18	6/30/18	Replacing J. Capman
p.	Reynoso, Reinald	Intervention Teacher	3-BA	\$50,700	McGinnis School	2/16/18	6/30/18	Replacing R. Birzin
q.	Greene, Stephanie	Language Arts Teacher	1-BA	\$50,000	McGinnis School	2/16/18	6/30/18	Replacing L. Morgan
r.	Collado, Crystal	Elementary Teacher	1-BA	\$50,000	Patten School	3/01/18	6/30/18	Replacing B. Lieberman
s.	Bortman, Rebecca J.	Autism Specialist	12- MA	\$74,150	District	4/16/18	6/30/18	New Position
t.	McClatchey, Mary	School Nurse	6-BA	\$53,100	Patten School	3/01/18	6/30/18	Replacing R. Cybulski
u.	Membreno, Stanley	P/T English Teacher	N/A	\$40.00/hr.	Education Center	2/20/18	6/30/18	Replacing L. Henriques

Gonzalez  
Motion

Vazquez  
Seconded

(Mr. Martinez – abstained on all)  
CARRIED UNANIMOUSLY

PER-22). Recommendations of the Superintendent of Schools  
Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

5). Appointments of the following non-certificated staff:

	Name (Last, First)	Position	Salary (Pro-rated)	Location	Date Effective	End Date	Notes
a.	Jensen, Cody	Maintenance Worker (Electrician)	\$50,000 (Stipend included)	District	2/26/18	6/30/18	New Position
b.	Mena, Johandy	Head Custodian	\$35,210 (Stipend included)	Ceres School	1/11/18	6/30/18	Replacing K. Torres
c.	Chabala, Ronald	Assistant Head Custodian	\$60,355 (Stipends & Longevity included)	Shull School	1/11/18	6/30/18	Replacing F. Valentin
d.	Aleman, Adela	Level II Secretary	\$36,620	Shull School	On or before 3/01/18	6/30/18	Replacing S. Sanchez
e.	Vasquez- Gonzalez, Evelyn	Level II Secretary	\$29,430	Admin. Bldg. Supervisors	3/01/18	6/30/18	Replacing J. Plath
f.	Montalvo, Samantha	Paraprofessional (Temporary Replacement)	\$35,555	Wilentz School	2/16/18	6/30/18	Replacing D. Jimenez
g.	Colon, Melanie	Pre-School Paraprofessional	\$35,555	Ignacio Cruz E.C.C.	2/16/18	6/30/18	Replacing L. Cruz
h.	Lopez- DeVillarreal, Lorena	Custodian (B) (Night Shift)	\$25,625 (Stipend included)	South Campus	2/16/18	6/30/18	Replacing J. Mena
i.	Bourdier de Diaz, Cruselyn	Custodian (B) (Night Shift)	\$25,625 (Stipend included)	Richardson School	2/16/18	6/30/18	Replacing F. Perez
j.	Guerrero, Mary	Custodian (B) (Night Shift)	\$25,625 (Stipend included)	Patten School	2/16/18	6/30/18	Replacing N. Perez
k.	Cabrera Rivera, Lazaro	Custodian (B) (Night Shift)	\$25,625 (Stipend included)	McGinnis School	2/16/18	6/30/18	Replacing M. Cruz
l.	Leonardo, Yohanny	Attendance Officer	\$45,230	High School	2/16/18	6/30/18	New Position

6). Approval for NJASA to provide a mentor for the following administrator for the 2017-2018 school year.

	Name (Last, First)	Position	Location	Mentor	Start Date	End Date	Stipend
a.	Rodriguez, Delvis	Director	Admin. Bldg.	Marc Gaswirth	1/05/18	6/30/18	\$2,500.00

7). Approval for the following staff to serve as mentors for first-year certificated staff for the 2017-2018 school year.

	Name (Last, First)	Subject	Location	Mentor	Start Date	End Date	Stipend
a.	Casal, Carla	Mathematics	South Campus	Heidy Irizarry	1/05/18	6/30/18	\$1,020.00
b.	Elíne, Diana	Science	East Campus	Arlene Roncin	1/05/18	6/30/18	\$1,020.00
c.	Gerena, Adriana	Elementary	Ceres	Cecilia Crespo	1/05/18	6/30/18	\$1,020.00
d.	Tempesta, Louis	ESL	Wilentz	Karen Novak	1/05/18	6/30/18	\$1,020.00
e.	Viscaino, Sadie	ESL	McGinnis	Robin Brumbaugh	1/05/18	6/30/18	\$1,020.00
f.	Oliveria-Rua, Angela	ESL	McGinnis	Lauren Pennetta	2/12/18	6/30/18	\$ 807.50
g.	Chuntz, Michael	Elementary	Wilentz	Laura Toto	2/01/18	6/30/18	\$ 850.00
h.	Zecca, Tara	Pre K	Hmieleski	Leslie Santa	2/09/18	6/30/18	\$ 807.50
i.	Collado, Crystal	Teacher	Patten	Betzaida More	3/01/18	6/30/18	\$ 680.00
j.	DeNorscio, Dana	Teacher	Ceres	Susana Meyers	2/12/18	6/30/18	\$ 807.50
k.	Greene, Stephanie	Teacher	McGinnis	Jessica Beerman	2/16/18	6/30/18	\$ 765.00
l.	Murray, Christel	Teacher	Patten	Joseph Carrano	2/16/18	6/30/18	\$ 765.00
m.	Plaza, Marina	Teacher	Richardson	Candace Caccavale	2/16/18	6/30/18	\$ 765.00

Gonzalez                      Lebron  
Motion                      Seconded                      CARRIED UNANIMOUSLY

- (Mr. Martinez – abstained on all)
- (Mr. Puccio – abstained on item# 5f)



PER-22). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

- 8). Approval to accept the following Student Teachers/Student Observations/Internships for the 2017-2018 school year:

	Name (Last, First)	Subject	Location	Cooperating Teacher/Administrator	Supervisor	Start Date	End Date	School
a.	Tineo-Duarte, Migdaly	Spanish	P.A.H.S.	Maritza Ubillus	Daisy Rodriguez	1/16/18	5/12/18	Kean
b.	Faniel, Bryasia	Phys. Ed.	P.A.H.S.	Nephtaly Cardona	Nephtaly Cardona	1/05/18	5/31/18	WPU
c.	Alvarez, Rosa	Social Studies	P.A.H.S.	Darrell Marshall	Daisy Rodriguez	2/09/18	5/25/18	TCNJ
d.	Benyola, David	Elementary	Patten	Rosemary Poinik	Michelle Velez-Jonte	2/26/18	4/22/18	GCU
e.	Molina-Matta, Gerard	Research Study	Ignacio Cruz	Susan Roque Rogelio Suarez	Susan Roque	2/09/18	5/25/18	Kean

- 9). Approval of the following staff to assist with the Adult High School Evening Registrations under the supervision of Dr. Myrna Garcia, Principal.

	Name (Last, First)	Position	Rate of Pay	Dates	Hours
a.	Lampkin, Danice	School Counselor	\$40.00/hr.	1/24/18 – 1/26/18	5:00 P.M. – 9:00 P.M.

- 10). Approval for the following staff to work the before/after school programs for the 2017-2018 school year, under the supervision of each Principal. **(Specified in Attachment)**
- 11). Approval for the following Paraprofessional to serve as Substitute Bus Aide for the 2017-2018 school year, under the supervision of Daisy Rodriguez, Principal.

	Name (Last, First)	Account Number	Rate of Pay	Dates	Hours
a.	Rivera, Nancy	15-204-100-106-1-0000-03	\$29.00	12/12/17 – 06/30/18	Before/After School

- 12). Approval for the following Paraprofessionals to be the point persons for after school bussing to ensure that Dual Language students arrive safely at their home school from February 9, 2018 to May 25, 2018 under the supervision of each school Principal. Funded through Title III Account Number: 20-243-200-103-0-0000-40. **(Specified in Attachment)**
- 13). Approval to appoint Ms. Carmen Southward, District Director of Operations, as the District School Safety Specialist for the 2017-2018 school year at no cost to the district.
- 14). Approval for the following to serve as Substitute Cafeteria Workers at an hourly rate of \$10.00 and Substitute Lunch Aides at an hourly rate of \$12.25 for the 2017-2018 school year under the supervision of Mr. Michael LoBrace, Manager of Food Services and Ms. Carmen Southward, District Director of Operations.

	Name (Last, First)		Name (Last, First)		Name (Last, First)
a.	Martinez, Yohane	b.	Hernandez, Jacquelin	c.	Mendez, Charito (Lunch Aide Only)

Gonzalez                      Vazquez                      (Mr. Martinez – abstained on all)  
Motion                              Seconded                      CARRIED UNANIMOUSLY

PER-22). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

- 15). Approval for the following to serve as Substitute Custodians at an hourly rate of \$11.40 for the 2017-2018 school year under the supervision of Mr. Edward Kushpa, Operations Manager and Mr. Nicholas Crupi, Director of Buildings & Grounds.

	Name (Last, First)		Name (Last, First)		Name (Last, First)
a.	Carvalho, Ricardo J.	c.	Nieves-Casillas, Danny	e.	Basurto – Roldan, Carlos
b.	Diaz, Juliana	d.	Peguero, Carmen		

- 16). Approval for the following to serve as Substitute School Security Personnel at an hourly rate of \$12.35 for the 2017-2018 school year under the supervision of Mr. Tibor Kacso, Manager of Security Personnel and Ms. Carmen Southward, District Director of Operations.

	Name (Last, First)		Name (Last, First)		Name (Last, First)
a.	Torres, Frank	b.	Irvin, Edward J.	c.	Almanzar, Luis R.

- 17). Approval to appoint the following staff to the Spring Coaches stipend positions for the 2017-2018 school year, under the supervision of Mr. Nephtaly Cardona, Director of Athletics, Health & Physical Education. **(Specified in Attachment)**
- 18). Approval for the following to work the Extra-Curricular/Club Advisor position at the Perth Amboy High School for the 2017-2018 school year and be compensated at the contractual rate, under the supervision of Ms. Daisy Rodriguez, Principal.

	Name (Last, First)	Program Name	Account Number	Rate of Pay (Stipend)	Dates
a.	Curry, Corrine	Set Designer, PAHS Play and Technical Stage Director	15-140-100-101-1-0000-03	\$1795.00 \$1795.00	02/09/18 – 06/22/18

- 19). Approval for the following to work as AVID College Tutors, for S. E. Shull School, W. C. McGinnis School and PAHS for the 2017-2018 school year, under the supervision of Ms. MaryJo McAdam, Director of School Counseling & Related Services.

	Name (Last, First)	Rate of Pay	Hours
a.	Perez, Franchesca M.	\$12.00/hr.	Per Diem (8:00 A.M. – 3:00 P.M.)

- 20). Approval to continue a contract with Eduphoria, a web-based observation and evaluation service for support staff from January 2018 through January 2019 at a cost of \$1,530.00 funded through account number 11-000-223-320.0-0000-35.

Gonzalez                      Tejeda  
Motion                      Seconded                      CARRIED UNANIMOUSLY

- (Mr. Martinez – abstained on all)
- (Ms. Vazquez – abstained on item #17)

PER-22). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

- 21). Approval for the following Guidance Counselors at Perth Amboy High School to receive compensation for attending the Parent Workshop and Parent/Teacher Organization meeting, and be compensated at the contractual rate of pay, not to exceed 2.5 hours, under the supervision of Ms. Daisy Rodriguez, Principal.

	Name (Last, First)	Program Name	Account Number	Rate of Pay (Stipend)	Dates
a.	Zaretsky, Lori	Parent Workshop	15-000-218-104-1-0000-03	\$40.00	01/27/18
b.	Caboy, Brandi	Parent Workshop	15-000-218-104-1-0000-03	\$40.00	01/27/18
c.	Caboy, Brandi	Parent Teacher Organization	15-000-218-104-1-0000-03	\$40.00	02/05/18

- 22). Approval of the following Transfers for the following staff for the 2017-2018 school year.

	Name (Last, First)	From	To	Effective
a.	Sanchez, Stephanie	Level II Secretary – Samuel E. Shull School	Level II Secretary – Anthony V. Ceres School	1/02/2018
b.	Cruz, Merlin	Custodian A (Night Shift) - William C. McGinnis School	Custodian A (Night Shift) – Samuel E. Shull School	1/02/2018

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

<u>Gonzalez</u>	<u>Tejeda</u>	(Mr. Martinez – abstained on all)
Motion	Seconded	CARRIED UNANIMOUSLY

23. Old Business

- 1). Second Reading of the following policy:  
▪ 5330.04 Administering an Opioid Antidote

<u>Iglesia</u>	<u>Lebron</u>	(Mr. Martinez – abstained on all)
Motion	Seconded	CARRIED UNANIMOUSLY

- 2). Approval of the following revised job descriptions. **(Specified in Attachment)**

<u>Iglesia</u>	<u>Lebron</u>	(Mr. Martinez – abstained on all)
Motion	Seconded	CARRIED UNANIMOUSLY

<u>Iglesia</u>	<u>Massopust</u>	(To close old business)
Motion	Seconded	CARRIED UNANIMOUSLY

24. New Business

- 1). Authorization for the Board President to have standing Board of Education committee assignments retroactively approved.

Iglesia  
Motion

Lebron  
Seconded

CARRIED UNANIMOUSLY

- 2). First Reading of the following policies:

- 0169 – Board Member Use of Social Network
- 3437 – Military Leave
- 4437 – Military Leave
- R5460.1 – High School Transcripts
- 5516.01 – Student Tracking Devices
- R7101 – Educational Adequacy of Capital Projects
- 7425 – Lead Testing of Water in Schools
- 7440 – School District Security
- R7440 – School District Security
- 7441 – Electronic Surveillance in School Buildings & on School Grounds
- R7441 – Electronic Surveillance in School Buildings & on School Grounds
- 8507 – Breakfast Offer Versus Serve (OVS)
- 8630 – Bus Driver/Bus Aide Responsibility
- R8630 Emergency School Bus Procedures
- 9242 – Use of Electronic Signatures
- 3212 – Attendance - **PULLED**
- 4212 – Attendance - **PULLED**
- 2624 – Grading System
- R2624 – Grading System

Tejeda  
Motion

Gonzalez  
Seconded

CARRIED UNANIMOUSLY

- 3). Approval for the Machado Law Group to serve as Board Attorney effective January 1, 2018 through the reorganization meeting of January 2019 at a rate of \$165.00 per hour on all matters, except all matters dealing with board meetings and committee meetings, which will be paid at \$1,500 per month.

Tejeda  
Motion

Gonzalez  
Seconded

CARRIED UNANIMOUSLY

- Ms. Vazquez stated that the City of Perth Amboy is having a fire and safety initiative which will be launched this weekend. This initiative will provide free carbon monoxide and fire detectors to anyone in the city. The city, the schools and the Red Cross will be working together. For more information please call 732-376-5419.
- Mr. Massopust stated that people should not be taking the batteries out of their fire and carbon monoxide detectors because that leads to tragedy.
- Mr. Puccio reminded everyone that along with the families who suffer from these losses, the first responders who respond to them and the teachers who deal with the losses in their classrooms every day also suffer. Please keep them all in your thoughts.

Iglesia  
Motion

Tejeda  
Seconded

(To close new business)  
CARRIED UNANIMOUSLY

25. Open to the Public

- Public member #1 - spoke on various issues.
- Public member #2 - congratulated the retirees. She asked about the assembly taking place tomorrow and if it will be in conjunction with the black history month assembly that was scheduled to go on. Will it be recorded on channel 34? She asked about the following agenda items: page 4, item #14 on the agenda - how are we choosing these students for this program; page 6, items #10 & 11 is this for all students or only certain ones.
- Public member #3 - introduced herself and stated that she works for the Jewish Renaissance Foundation and will be working more closely with the schools now since the board approved the extension of the program to the PLP.

Gonzalez  
Motion

Iglesia  
Seconded

(To close public business)  
CARRIED UNANIMOUSLY

25. Open to the Public (continued)

- Answers were provided to the questions posed by public member #2. It was stated that the student representatives could not be here this evening because they had previous engagements. With regards to the black history month assembly, it will go on as scheduled. There will be a double period tomorrow after the first assembly that was instituted due to the recent tragedies. However we don't know if it will be filmed because we have issues when we have outside people that come into the district and we usually don't have them on camera.
- Dr. Rodriguez addressed item #14, page 4. It is a pilot program and an AP Course. There is one teacher who will be teaching both classes which is why it's been limited to 30 students.
- Mr. Jess answered the question with regards to page 6, item #10 & 11. These transportation needs are for specific students which is why the parent contracts have been approved this evening.
- A motion was made to go into Executive Session at 8:00 pm.

<u>Iglesia</u>	<u>Vazquez</u>	
Motion	Seconded	CARRIED UNANIMOUSLY

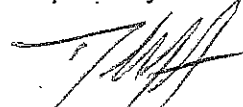
- A motion was made to return to public session at 10:50 pm

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

- A motion was made to Adjourn the meeting at 10:51 pm.

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

Respectfully submitted,



Derek J. Jess  
School Business Administrator/  
Board Secretary

DJJ/eh



CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

**STATE OF NEW JERSEY**  
DEPARTMENT OF THE TREASURY  
DIVISION OF PENSIONS AND BENEFITS  
(609) 292-7524 TRS 711 (609) 292-6683  
[www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

December 7, 2017

**Correspondence**

**17 - A - 1**

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

FORD M. SCUDDER  
State Treasurer

JOHN D. MEGARIOTIS  
Acting Director

**OLGA FITZGIBBONS**

RE: **TPAF**, 443781

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

Congratulations on your retirement. The Board of Trustees, at their regular meeting on December 7, 2017, approved your application for **Service Retirement effective April 1, 2018**. (In accordance with your selection of the maximum retirement option which provides no survivor's benefit).

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

If you are considering working after retirement, you should be aware of the restrictions imposed by law and regulations governing post-retirement employments. It is your responsibility to inform your prospective employer that you are receiving retirement benefits from a New Jersey public retirement system, and to understand the impact employment will have on those retirement benefits. In some instances, your retirement benefits may be suspended or even cancelled entirely, and if this occurs, you will be responsible for the repayment of any benefits you were not entitled to receive. You may also be required to re-enroll in your former retirement system or a different retirement system, and make pension contributions to that system. Please read Fact Sheet #86 regarding Post-Retirement Employment Restrictions located on the Division of Pensions and Benefits' website:  
<http://www.state.nj.us/treasury/pensions/pdf/factsheets/fact86.pdf>

Upon reading Fact Sheet #86, if you have any additional questions regarding return to public employment, please contact the Office of Client Services at (609) 292-7524.

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

**REPORT OF BID OPENING ON DECEMBER 20, 2017 AT 11:00 A.M. IN THE BOARD'S BUSINESS OFFICE.**

Bids were opened and read aloud by Mr. Derek Jess in the Board's Business Office.

In attendance were: Mr. Derek Jess, John Carton, Jahaira Rosario and (5) vendors.

The following is a list of bids received:

**EXTERIOR WINDOW & DOOR REPLACEMENT AT VARIOUS SCHOOLS –**  
**PSA COMMISSION NUMBERS 6195, 6209 and 7167 – (REBID)**

Niram. Inc., Cedar Knolls, NJ	Bid Bond	\$6,577,000.00
APS Contracting Inc., Paterson, NJ	Bid Bond	\$7,150,000.00
Panoramic Window & Door Systems, Inc. Stockton, NJ	Bid Bond	\$7,320,000.00
Mark Construction, Wallington, NJ	Bid Bond	\$7,649,000.00
R.D. Architectural Products, Inc., Fair Lawn, NJ	Bid Bond	\$7,960,000.00

**REPORT OF BID OPENING ON DECEMBER 21, 2017 AT 11:00 A.M. IN THE BOARD'S BUSINESS OFFICE.**

Electronic Bids were opened and Legal Documentation was received by Derek J. Jess in the Board's Business Office.

The following is a list of bids received:

**HIGH SCHOOL & MIDDLE SCHOOLS SPRING ATHLETIC SUPPLIES – BID #18-029**

Aluminum Athletic Equipment Co., Royersfords, PA	Bid Bond	\$ 1,413.65	Partial
BSN Sports, Passon's & US Games, Jenkintown, PA	Bid Bond	\$26,772.30	Partial
Leisure Sporting Goods, Iselin, NJ	Bid Bond	\$20,152.42	Partial
MFAC, LLC, West Warwick, RI	Cashier's Chk.	\$ 1,596.30	Partial
Riddell/All American, North Ridgeville, OH	Bid Bond	\$ 9,403.72	Partial
Triple Crown Sports, Inc., Old Bridge, NJ	Cashier's Chk.	\$25,165.20	Partial



**REPORT OF BID OPENING ON DECEMBER 21, 2017 AT 11:00 A.M. IN THE BOARD'S BUSINESS OFFICE.**

Bids were opened and read aloud by Mr. Derek Jess in the Board's Business Office.

In attendance were: Mr. Derek Jess, Irene Hand

The following is a list of bids received:

**INTERIOR GRAPHICS – DISTRICT WIDE – BID #18-055**

SignSource, Clark, NJ	Bank Check	\$14,310.75	Partial
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Estimated prices that are attached are a “menu of pricing for the most common items per unit”.

Please note that the bid was for Graphics Only and the vendor provided us with estimated pricing for signage throughout and graphics for McGinnis & Shull schools.

**FIELD TRIPS FOR BOARD APPROVAL ON FEBRUARY 8, 2018**

Date of Trip	Destination Name	School Name	Teacher Responsible	Walking Trip	Admission Cost	Admissions/Additional Costs Account Number	Additional Cost	Transportation Cost	Transportation Account Number	Grand Total Cost	# of Buses	Departure Time	Return Time
2/7/2018	Raritan Bay YMCA	HS-PLP	N. Bedir	No				\$	90 15-000-270-512-0-0000-03	\$ 90	2	12:45 PM	N/A
2/9/2018	Metropolitan Museum of Art	HS-PLP	L. Caraballo	No	\$ 330	15-190-100-800-0-0000-03		\$	270 15-000-270-512-0-0000-03	\$ 600	1	9:00 AM	2:00 PM
2/9/2018	Montclair State University Latino Studies Leadership Conference	HS-South	A. Nunez	No					Montclair will provide transportation			9:00 AM	2:00 PM
2/11/2018	PAHS Main Campus	PAHS	V. Guzman	No	\$ 1,040	15-190-100-800-0-0000-03		\$	450 15-000-270-512-0-0000-03	\$ 1,490	1	7:30 AM	4:30 PM
2/13/2018	HS-East & South Campus	PAHS	A. Roncin	No				\$	630 15-000-270-512-0-0000-03	\$ 630	7	9:00 AM	11:00 AM
2/13/2018	YMCA	Flynn	E. Cruz	No				\$	180 15-000-270-512-0-0000-03	\$ 180	1	11:00 AM	2:00 PM
2/13/2018	Brookdale Community College/Culinary Education Center	PAHS	G. Roussel	No	\$ 468	15-190-100-800-0-0000-03		\$	114 15-000-270-512-0-0000-09	\$ 114	1	8:45 AM	11:45 AM
2/14/2018	YMCA	Flynn	K. Leibfried	No				\$	135 15-000-270-512-0-0000-03	\$ 603	1	10:30 AM	1:00 PM
2/15/2018	YMCA	Flynn	V. Morales	No				\$	114 15-000-270-512-0-0000-09	\$ 114	1	8:45 AM	11:45 AM
2/15/2018	Raritan Bay Medical Center	Shull	L. Velez	No				\$	114 15-000-270-512-0-0000-09	\$ 114	1	8:45 AM	11:45 AM
2/15/2018	PAHS Main Campus	HS-South	A. Holley	No				\$	45 15-000-270-512-0-0000-06	\$ 45	1	8:40 AM	9:45 PM
2/16/2018	State Theatre of New Jersey	Shull	J. Gronert	No				\$	630 15-000-270-512-0-0000-03	\$ 630	7	9:00 AM	11:00 AM
2/20/2018	Eastern States Championship	PAHS	B. Williams	No		15-000-270-512-0-0000-03	\$ 200	\$	180 15-000-270-512-0-0000-06	\$ 180	1	9:00 AM	1:00 PM
2/20/2018	The Franklin Institute	Shull	S. Bermeo	No	\$ 615	15-000-270-512-0-0000-06	\$ 152	\$	700 15-000-270-512-0-0000-03	\$ 900	1	2:00 PM	9:00 PM
2/20/2018	YMCA	Flynn	C. Kittai	No				\$	1,250 15-000-270-512-0-0000-06	\$ 2,017	1	8:30 AM	4:30 PM
2/21/2018	Rutgers University-Busch Campus	DLS	J. Santos	No				\$	135 15-000-270-512-0-0000-09	\$ 135	1	8:45 AM	11:45 AM
2/21/2018	The State Theatre of New Jersey	Shull	J. Bensulock	No	\$ 400	15-190-100-800-0-0000-06		\$	450 11-190-100-800-0-0000-13	\$ 450	2	9:00 AM	2:00 PM
2/21/2018	USA Karate & Fitness	Richardson	J. Guevara	No	\$ 575	15-190-100-800-0-0000-10		\$	225 15-000-270-512-0-0000-06	\$ 625	1	8:45 AM	1:00 PM
2/21/2018	YMCA	Flynn	N. Jerez	No				\$	90 15-000-270-512-0-0000-10	\$ 665	1	9:30 AM	11:00 AM
2/21/2018	AT & T Headquarters	McGinnis	M. Ficarra	No				\$	135 15-000-270-512-0-0000-09	\$ 135	1	8:45 AM	11:45 AM
2/21/2018	Ocean County Community College Planetarium	McGinnis	K. Cosme	No	\$ 330	students will pay admissions fee		\$	225 15-000-270-512-0-0000-04	\$ 235	1	9:00 AM	2:00 PM
2/21/2018		McGinnis		No				\$	430 15-000-270-512-0-0000-04	\$ 760	2	9:45 AM	2:00 PM



Date of Trip	Destination Name	School Name	Teacher Responsible	Walking Trip	Admission Cost	Admissions/Additional Costs Account Number	Additional Cost	Transportation Cost	Transportation Account Number	Grand Total Cost	# of Buses	Departure Time	Return Time
2/22/2018	Ceres, Richardson, Wilentz, DLS, Flynn, Patten	PAHS	D. Otero	No				\$	270 11-000-223-800-0-0000-33	\$ 270	2	9:00 AM	12:00 PM
2/22/2018	Hmieleski, Cruz and School 7	Shull	L. Harris	No				\$	180 11-000-223-800-0-0000-33	\$ 180	1	9:00 AM	12:00 PM
2/23/2018	Hilton Towers	Shull	J. Gronert	No		15-000-270-512-0-0000-06	\$ 180	\$	450 15-000-270-512-0-0000-06	\$ 630	1	8:00 AM	6:00 PM
2/23/2018	The Franklin Institute	HS-PLP	N. Bedir	No	\$ 648	15-190-100-800-0-0000-03	\$ 25	\$ 1,395	15-000-270-512-0-0000-03	\$ 2,068	1	8:30 AM	3:30 PM
2/23/2018	YMCA	Flynn	A. Collado	No				\$	135 15-000-270-512-0-0000-09	\$ 135	1	8:45 AM	11:45 AM
2/23/2018	Liberty Science Center	PAHS	J. Norbut	No	\$ 403	15-190-100-800-0-0000-03	\$ 10	\$ 360	15-000-270-512-0-0000-03	\$ 773	1	8:30 AM	2:15 PM
2/27/2018	YMCA	Patten	L. Burgos	No				\$	113 15-000-270-512-0-0000-05	\$ 113	1	9:00 AM	11:30 AM
2/27/2018	PAHS Main Campus	McGinnis	Y. Cajias	No				\$	900 15-000-270-512-0-0000-04	\$ 900	10	10:00 AM	12:00 PM
2/27/2018	PAHS Main Campus	Shull	M. Levine	No				\$	810 15-000-270-512-0-0000-06	\$ 810	9	9:00 AM	11:00 AM
2/27/2018	PAHS Main Campus	HS-South	A. Holley	No				\$	630 15-000-270-512-0-0000-03	\$ 630	7	9:00 AM	11:00 AM
2/27/2018	Paper Mill Playhouse	PAHS	A. Gottesman	No					Paper Mill will provide busing for students			11:00 AM	3:30 PM
2/28/2018	YMCA	Patten	M. Garcia	No				\$	113 15-000-270-512-0-0000-05	\$ 113	1	9:00 AM	11:30 AM
3/1/2018	YMCA	Patten	K. Diggs	No				\$	113 15-000-270-512-0-0000-05	\$ 113	1	9:00 AM	11:30 AM
3/2/2018	YMCA	Patten	S. Torres	No				\$	113 15-000-270-512-0-0000-05	\$ 113	1	9:00 AM	11:30 AM
3/2/2018	Montclair State University	HS-South	A. Nunez	No				\$	270 15-000-270-512-0-0000-03	\$ 270	1	8:30 AM	2:00 PM
3/2/2018	Medieval Times	PAHS	K. Feliciano	No	\$ 1,608	15-190-100-800-0-0000-03	\$ 100	\$ 360	15-190-100-800-0-0000-03	\$ 2,068	2	10:00 AM	1:45 PM
3/2/2018	EJ Patten School	Shull	A. Szpyhulsky	No				\$	135 15-000-270-512-0-0000-06	\$ 135	1	9:00 AM	12:00 PM
3/2/2018	James J. Flynn School	Shull	A. Szpyhulsky	No				\$	135 15-000-270-512-0-0000-06	\$ 135	1	9:00 AM	12:00 PM
3/3/2018	Teachers College	District	D. Medina	No				\$	495 20-271-200-500-1-0000-40	\$ 495	1	7:15 AM	4:00 PM
3/3/2018	Sayreville War Memorial High School	PAHS	N. Bedir	No		15-190-100-800-0-0000-03	\$ 75	\$ 540	15-000-270-512-0-0000-03	\$ 615	1	7:00 AM	7:00 PM
3/3/2018	St. Peter's University HS Model UN	HS-South	P. Bouchard	No	\$ 1,620	11-000-221-800-0-0000-24		\$	495 15-000-270-512-0-0000-03	\$ 2,115	1	8:00 AM	6:00 PM
3/5/2018	State Theatre of New Jersey	HS-PLP	D. Lampkin	No	\$ 88	13-601-200-800-0-0000-12		\$	180 13-601-200-800-0-0000-12	\$ 268	1	9:00 AM	1:30 PM



Date of Trip	Destination Name	School Name	Teacher Responsible	Walking Trip	Admission Cost	Admissions/Additional Costs Account Number	Additional Cost	Transportation Cost	Transportation Account Number	Grand Total Cost	# of Buses	Departure Time	Return Time
3/5/2018	PAHS Main Campus	Shull	L. Malave	No				\$ 540	15-000-270-512-0-0000-06	\$ 540	2	9:00 AM	11:30 AM
3/5/2018	PAHS Main Campus	McGinnis	D. Papa	No				\$ 270	15-000-270-512-0-0000-04	\$ 270	2	9:00 AM	12:00 PM
3/5/2018	PAHS Main Campus	HS-South	J. Santiago	No				\$ 135	15-000-270-512-0-0000-03	\$ 135	1	9:00 AM	12:00 PM
3/6/2018	Jenkinson's Aquarium	Patten	M. Karnick	No	\$ 1,491	15-190-100-800-0-0000-05		\$ 1,125	15-000-270-512-0-0000-05	\$ 2,616	5	9:00 AM	2:00 PM
3/6/2018	YMCA	Patten	K. Anderson	No				\$ 113	15-000-270-512-0-0000-05	\$ 113	1	9:00 AM	11:30 AM
3/7/2018	YMCA	Patten	A. Marrocco	No				\$ 113	15-000-270-512-0-0000-05	\$ 113	1	9:00 AM	11:30 AM
3/7/2018	Immaculata High School	PAHS	S. Cerritos	No				\$ 203	15-000-270-512-0-0000-03	\$ 203	1	3:10 PM	6:30 PM
3/8/2018	YMCA	Patten	K. Rivas	No				\$ 113	15-000-270-512-0-0000-05	\$ 113	1	9:00 AM	11:30 AM
3/9/2018	Edward J. Patten Elementary School	Shull	T. Colangelo	No				\$ 315	15-000-270-512-0-0000-06	\$ 315	1	8:30 AM	11:00 AM
3/9/2018	Liberty Science Center	Ceres	A. Stern	No	\$ 1,008	15-190-100-800-0-0000-02		\$ 878	15-000-270-512-0-0000-02	\$ 1,886	3	9:00 AM	2:00 PM
3/9/2018	PAHS Main Campus	HS-PLP	N. Bedir	No				\$ 450	13-601-200-800-0-0000-12	\$ 450	5	1:00 PM	3:00 PM
3/12/2018	State Theatre of New Jersey	Shull	A. Kaplan	No	\$ 3,344	15-000-270-512-0-0000-06		\$ 1,080	15-000-270-512-0-0000-06	\$ 4,424	8	10:00 AM	1:00 PM
3/12/2018	State Theatre of New Jersey	Shull	A. Szpyhulsky	No	\$ 2,688	15-000-270-512-0-0000-06		\$ 945	15-000-270-512-0-0000-06	\$ 3,633	7	9:00 AM	11:00 AM
3/13/2018	Raritan Bay YMCA	Ceres	F. Valenzuela	No	\$ 348	15-190-100-500-0-0000-02		\$ 45	15-000-270-512-0-0000-02	\$ 393	1	9:00 AM	11:30 AM
3/14/2018	Bowlro Bowling Alley	McGinnis	K. Cosme	No	\$ 1,380	students will pay admissions fee		\$ 450	15-000-270-512-0-0000-04	\$ 1,830	2	10:00 AM	2:30 PM
3/14/2018	Raritan Bay YMCA	Ceres	J. Franco	No	\$ 754	15-190-100-500-0-0000-02		\$ 45	15-000-270-512-0-0000-02	\$ 799	1	9:00 AM	11:30 AM
3/15/2018	Seton Hall University	PAHS	B. Caboy	No				\$ 225	15-000-270-512-0-0000-03	\$ 225	1	9:00 AM	2:00 PM
3/16/2018	Raritan Bay YMCA	Ceres	M. Sarnowski	No	\$ 667	15-190-100-500-0-0000-02		\$ 45	15-000-270-512-0-0000-02	\$ 712	1	9:00 AM	11:30 AM
3/16/2018	Count Basie Theater	HS-South Campus	J. Greve	No		15-000-270-510-0-0000-03	\$ 30	\$ 540	15-000-270-510-0-0000-03	\$ 570	3	9:00 AM	1:00 PM
3/16/2018	Count Basie Theater	HS-East	E. Abreu	No				\$ 850	15-000-270-510-0-0000-03	\$ 850	4	9:30 AM	2:00 PM
3/19/2018	State Theatre of New Jersey	Shull	J. Gronert	No				\$ 180	15-000-270-512-0-0000-06	\$ 180	1	9:00 AM	1:00 PM
3/20/2018	Raritan Bay YMCA	Ceres	V. Cunha	No	\$ 667	15-190-100-500-0-0000-02		\$ 45	15-000-270-512-0-0000-02	\$ 712	1	9:00 AM	11:30 AM



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# Perth Amboy Public Schools

Office of Curriculum & Instruction  
178 Barracks Street, Perth Amboy, NJ 08861  
(732) 376-6200, Ext. 30-112 / Ext. 30-223  
(732) 638-1043 (fax)

**CUR-19**  
**Item #11**

**Damian O. Medina, Ed.D.**

Director of Curriculum and Instruction PK-6

E-mail: [damimedina@paps.net](mailto:damimedina@paps.net)

**Michael Heidelberg**

Director of Curriculum and Instruction 7-12

E-mail: [michheidelberg@paps.net](mailto:michheidelberg@paps.net)

**From:** Damian Medina, Ed.D., Director of Curriculum and Instruction (PK-6)

Mr. Michael Heidelberg, Director of Curriculum and Instruction (7-12)

**To:** Dr. Vivian Rodriguez, Assistant Superintendent of Learning/Educational Services

**Re:** Writer's Workshop Saturday Institute – March 3, 2018

**Date:** January 19, 2018

Please find below a board resolution to be included in next board agenda.

Approval for district staff members to attend the Writer's Workshop Saturday Institute at Teacher's College Columbia University on Saturday, March 3, 2018, on a volunteer basis and with district transportation at a cost not to exceed \$700.00, under the supervision of Dr. Damian Medina and Mr. Michael Heidelberg, Directors of Curriculum and Instruction. Funded through account number: 20-271-200-500-1-0000-40.

1. Cheryl Taylor	2. Mariela Freay	3. Marilyn Vazquez
4. Janet Greve	5. Kristin Weyrick	6. Rachel Lipstein
7. Lauren Tonzola	8. Ariana Soto	9. Jasmin Morales
10. Ryan Gogol	11. Vanessa Velez	12. Nelly Orosco
13. Mary Grace Garcia	14. Laura Toto	15. Colin Worthley
16. Yeny Torres-Magyar	17. Carol Smith	18. Elizabeth Fajardo
19. Amanda Tanti	20. Adrianna Gerena	21. Karen Koslowsky
22. Rosa Loayza	23. Giannina Gamino	24. Gabriela Pugliese
25. Rosalie Morillo	26. Lauren Laudino	27. Kristin Gomes
28. Diana Velazquez	29. Monalizza Suarez	30. Jonathan Cepeda
31. Virginia Morales	32. Alejandro Ramirez	33. Rosario Duffield
34. Nelly Lips	35. Carrie Sherman	36. Jennifer Spina
37. Sandra Kusulas	38. Rhonda Prince	39. Jennifer Gill
40. Maria Lopez	41. Ruth Sanabria	42. Michelle McEnerney
43. Mallory Rohrbach	44. Carol Graff	

**ADD/REMOVE ADVISOR PAHS EXTRACURRICULAR ACTIVITIES 2017-2018**

PROGRAM NAME	SCHOOL	ACCOUNT NUMBER	RATE OF PAY STIPEND	ADVISOR NEEDED	DATES (TO- FROM)	ADD REMOVE
Leaders of Tomorrow (ESL)	PAHS	15-140-100-101-1-0000-03	\$1,175.00	1	2017-2018	ADD
ASL Silent Choir	PAHS	15-140-100-101-1-0000-03	\$1,175.00	0	2017-2018	REMOVE



**FIN-20**  
**Item #1**

**Perth Amboy Public Schools**  
**Approval for Travel Expenses – January 2018**  
**Board Meeting February 8, 2018**

Staff Member	Building	Travel Dates	Workshop/Conference	Destination	Regist. Fee	Meals and Incidentals Days	Mileage/Trans.	Lodging Nights	Account Number	Bd. App Cost	Board App	County Approval
Dr. David Roman	District	January 25-26, 2018	NJASA Techspo 2018	Atlantic City, NJ	\$ 425.00		\$ 30.00	\$ 64.00 per day	11-000-223-500-0-0000-35	\$ 519.00		
Keith Kolibas	District	January 25-26, 2018	NJASA Techspo 2018	Atlantic City, NJ	\$ 425.00		\$ 62.00	\$ 99.00	11-000-252-500-0-0000-00	\$ 586.00		
Dr. Damian Medina Yolanda Gomez (Prev. Bd. Approved – 12/7/17 Addition of Administrators)	District	January 30, 2018 & February 28, 2018	Equity: School Rules & Regulations – Who Does What?	Somerset, NJ & New Brunswick, NJ	\$ 799.00				11-000-223-500-0-0000-35	\$ 799.00		



Perth Amboy Public Schools  
**Approval for Travel Expenses – February 2018**  
 Board Meeting February 8, 2018

Staff Member	Building	Travel Dates	Workshop/Conference	Destination	Regist. Fee	Meals and Incidentals Days	Mileage/Trans.	Lodging Nights Daily	Account Number	Bd. App Cost	Board App	County Approval
Louis Kolomatis	Perth Amboy Catholic School	February 26 – 27, 2018	99 <sup>th</sup> Annual NJAHPERD Convention	Long Branch, NJ	\$ 240.00				20-272-200-500-0-0000-80	\$ 240.00		
Terri Beckner	Perth Amboy Catholic School	February 26 – 27, 2018	New Jersey Conference for Kindergarten	Atlantic City, NJ	\$ 419.00				20-272-200-500-0-0000-80	\$ 419.00		
Donna Vatteiana Corey Billy	Assumption Catholic School	February 22, 2018	Rutgers University Mathematics Workshop: Creating Mathematical Stations Grades 6 - 12	New Brunswick, NJ	\$ 205.00 pp				20-271-200-500-0-0000-81	\$ 410.00		

Perth Amboy Public Schools  
**Approval for Travel Expenses – March 2018**  
 Board Meeting February 8, 2018

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
Devis Rodriguez Judith Rodriguez Ana Rivera	District	March 23, 2018	Tenure & Seniority Seminar 2018	Edison, NJ	\$ 325.00 p.p.				11-000-223-500-0-0000-35	\$ 975.00		
Daisy Rodriguez Rogelio Suarez	District	March 23, 2018	The College of NJ 2018 Education Interview Day	Ewing, NJ	\$ 100.00 p.p.		\$ 100.00		11-000-223-500-0-0000-35	\$ 200.00		
Edward Kushpa	District	March 12 – 13, 2018	2018 NJSBGA Expo	Atlantic City, NJ			\$ 75.00	\$ 120.00	11-000-223-500-0-0000-35	\$ 195.00		

**Board Meeting February 8, 2018**

[illegible]





Dr. Herbert N. Richardson 21st Century School

[illegible]

[illegible][illegible][illegible]

[illegible]



## Board Recommendations

[illegible]



**PERTH AMBOY HIGH SCHOOL**

1.26.18

**Extra Compensation - Guidance Counselors**

<b>Employee Name</b>	<b>School</b>	<b>Position</b>	<b>Program Name</b>	<b>Account Number</b>	<b>Rate of Pay</b>	<b>Dates (From-To)</b>	<b>Hours</b>
Caboy, Brandi	PAHS	Guidance Counselor	After-hours	15-000-218-104-1-0000-03	\$ 40.00	2017-2018 school year	As required
Cepin, Maria	PAHS	Guidance Counselor	After-hours	15-000-218-104-1-0000-03	\$ 40.00	2017-2018 school year	As required
Gimenez, Vanina	PAHS	Guidance Counselor	After-hours	15-000-218-104-1-0000-03	\$ 40.00	2017-2018 school year	As required
Greene, Laverne	PAHS	Guidance Counselor	After-hours	15-000-218-104-1-0000-03	\$ 40.00	2017-2018 school year	As required
Kahan, Haren	PAHS	Guidance Counselor	After-hours	15-000-218-104-1-0000-03	\$ 40.00	2017-2018 school year	As required
Kasrnilaw, Jere	PAHS	Guidance Counselor	After-hours	15-000-218-104-1-0000-03	\$ 40.00	2017-2018 school year	As required
McMorrow, Allison	PAHS	Guidance Counselor	After-hours	15-000-218-104-1-0000-03	\$ 40.00	2017-2018 school year	As required
Montalvo, Donna	PAHS	Guidance Counselor	After-hours	15-000-218-104-1-0000-03	\$ 40.00	2017-2018 school year	As required
Otterbine, Melissa	PAHS	Guidance Counselor	After-hours	15-000-218-104-1-0000-03	\$ 40.00	2017-2018 school year	As required
Zaretsky, Lori	PAHS	Guidance Counselor	After-hours	15-000-218-104-1-0000-03	\$ 40.00	2017-2018 school year	As required

**PER-22**  
**Item #12**

[illegible]



Employee name	School	Position	Program Name	Account Number	Rate of Pay	Dates (From-To)
Denny Gomez (Head)	PAHS	Tennis	PAHS Athletics	15-402-100-100-0-0000-03	\$4,550	3/3/17 - 6/10/17
Michael Manfre	PAHS	Golf	PAHS Athletics	15-402-100-100-0-0000-03	\$4,660	3/3/17 - 6/10/17
VACANT	PAHS	Sailing	PAHS Athletics	15-402-100-100-0-0000-03	\$4,295	3/3/17 - 6/10/17
Henry Romero (Head)	PAHS	Volleyball	PAHS Athletics	15-402-100-100-0-0000-03	\$4,390	3/3/17 - 6/10/17
Bryan Smith	PAHS	Volleyball	PAHS Athletics	15-402-100-100-0-0000-03	\$2,796	3/3/17 - 6/10/17
Alex Perez (Head)	PAHS	Baseball	PAHS Athletics	15-402-100-100-0-0000-03	\$7,425	3/3/17 - 6/10/17
Michael Jasper	PAHS	Baseball	PAHS Athletics	15-402-100-100-0-0000-03	\$5,175	3/3/17 - 6/10/17
Steven Rubin	PAHS	Baseball	PAHS Athletics	15-402-100-100-0-0000-03	\$5,175	3/3/17 - 6/10/17
Jasco Rodriguez	PAHS	Baseball	PAHS Athletics	15-402-100-100-0-0000-03	\$5,175	3/3/17 - 6/10/17
Leezenia Rodriguez (Head)	PAHS	Softball	PAHS Athletics	15-402-100-100-0-0000-03	\$7,425	3/3/17 - 6/10/17
Abbey Oconnor	PAHS	Softball	PAHS Athletics	15-402-100-100-0-0000-03	\$5,175	3/3/17 - 6/10/17
Cecily Perez	PAHS	Softball	PAHS Athletics	15-402-100-100-0-0000-03	\$5,175	3/3/17 - 6/10/17
Patricia Jannelli	PAHS	Softball	PAHS Athletics	15-402-100-100-0-0000-03	\$5,175	3/3/17 - 6/10/17
Bryan Williams (Head)	PAHS	Boys Track	PAHS Athletics	15-402-100-100-0-0000-03	\$7,365	3/3/17 - 6/10/17
Sean Atkins	PAHS	Boys Track	PAHS Athletics	15-402-100-100-0-0000-03	\$4,695	3/3/17 - 6/10/17
Channon Johnson	PAHS	Boys Track	PAHS Athletics	15-402-100-100-0-0000-03	\$4,695	3/3/17 - 6/10/17
Rhonda Dakeiman (Head)	PAHS	Girls Track	PAHS Athletics	15-402-100-100-0-0000-03	\$7,365	3/3/17 - 6/10/17
Ron Mavus	PAHS	Girls Track	PAHS Athletics	15-402-100-100-0-0000-03	\$4,695	3/3/17 - 6/10/17
Daniel Verdia	PAHS	Girls Track	PAHS Athletics	15-402-100-100-0-0000-03	\$4,695	3/3/17 - 6/10/17
Vanessa Buron (Head)	PAHS	Cheer	PAHS Athletics	15-402-100-100-0-0000-03	\$4,500	3/3/17 - 6/10/17
Cindy Cardona	PAHS	Cheer	PAHS Athletics	15-402-100-100-0-0000-03	\$3,300	3/3/17 - 6/10/17
Jacklyn Schwietzer	PAHS	Cheer	PAHS Athletics	15-402-100-100-0-0000-03	\$3,300	3/3/17 - 6/10/17
Vacant	PAHS	Cheer	PAHS Athletics	15-402-100-100-0-0000-03	\$3,300	3/3/17 - 6/10/17
Jorge Noguiera	MS	Tennis	MS Athletics	15-402-100-100-0-0000-04/06	\$4,550	3/3/17 - 6/10/17
Adrian Sardina	MS	Baseball	MS Athletics	15-402-100-100-0-0000-04/06	\$5,175	3/3/17 - 6/10/17
Timothy Sheaffer	MS	Baseball	MS Athletics	15-402-100-100-0-0000-04/06	\$5,175	3/3/17 - 6/10/17
Victoria Zakrzewski	MS	Softball	MS Athletics	15-402-100-100-0-0000-04/06	\$5,175	3/3/17 - 6/10/17
Kitora Jones	MS	Softball	MS Athletics	15-402-100-100-0-0000-04/06	\$5,175	3/3/17 - 6/10/17
Kristen Ditommaso	MS	Track	MS Athletics	15-402-100-100-0-0000-04/06	\$4,695	3/3/17 - 6/10/17
Jill Bachonski	MS	Track	MS Athletics	15-402-100-100-0-0000-04/06	\$4,695	3/3/17 - 6/10/17
Peyman Jamedar	MS	Track	MS Athletics	15-402-100-100-0-0000-04/06	\$4,695	3/3/17 - 6/10/17
Jeremy Rosa	MS	Track	MS Athletics	15-402-100-100-0-0000-04/06	\$4,695	3/3/17 - 6/10/17
Alexia Rivera	MS	Cheer	MS Athletics	15-402-100-100-0-0000-04/06	\$3,300	3/3/17 - 6/10/17
Rene Quero	MS	Cheer	MS Athletics	15-402-100-100-0-0000-04/06	\$3,300	3/3/17 - 6/10/17
Jeremiah Kleckner	PAHS	Site Coordinator	PAHS Athletics	15-140-100-101-1-0000-03	\$2,838	3/3/17 - 6/10/17
Damon Clark	PAHS	Baseball	Volunteer			





# Perth Amboy Public Schools

Administrative Headquarters Building

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

**PER-22**  
**Item #23**

**Mr. Delvis Rodriguez**  
Director of Personnel & Evaluation

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

January 23, 2018

## **AGENDA: February 8, 2018**

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	Location	Salary-From	Salary-To	Reason for Change	Effective Date
Patricia DeFex	A.V. Ceres School	\$51,135.00	\$59,135.00	Full Bus Stipend	1/8/2018
Denise Garrison	A.V. Ceres School	\$46,995.00	\$54,995.00	Full Bus Stipend	1/8/2018
Mayra Gonzalez	A.V. Ceres School	\$48,020.00	\$56,020.00	Full Bus Stipend	1/8/2018
Ana Vento	A.V. Ceres School	\$38,525.00	\$46,525.00	Full Bus Stipend	1/8/2018
Abbey O'Connor	PAHS	\$50,250.00	\$56,750.00	MA+ Content Degree	1/16/2018
Elizabeth Rodriguez	A.V. Ceres School	\$27,660.00	\$32,270.00	6 hrs. to 7 hrs.	1/16/2018
Jackeline Ruiz	A.V. Ceres School	\$23,760.00	\$27,720.00	6 hrs. to 7 hrs.	1/16/2018
Gardenia Barrera	S.E. Shull School	\$48,700.00	\$49,900.00	20 yrs. Custodian Long.	1/16/2018
Iris Maizonet Ruiz	S.E. Shull School	\$59,135.00	\$60,160.00	20 yrs. Para Long.	1/16/2018
Edwin Santana	R.N. Wilentz School	\$86,650.00	\$88,040.00	20 yrs. Teacher Long.	1/16/2018
Roberto Rodriguez	E. Hmiesleski E.C.C.	\$53,695.00	\$54,650.00	20 yrs. SRP Long.	1/16/2018
Daniel Segarra	PAHS	\$54,640.00	\$55,840.00	20 yrs. Custodian Long.	1/16/2018
William Velazquez	E. Hmiesleski E.C.C.	\$53,040.00	\$54,240.00	20 yrs. Custodian Long.	1/16/2018
Zulma Rodriguez	E. Hmiesleski E.C.C.	\$48,925.00	\$49,875.00	10 yrs. Para Long.	2/1/2018
Kayla Figueroa	Ignacio Cruz E.C.C.	\$36,565.00	\$38,525.00	Para +90 Credits	2/1/2018
Kristen Bannon	H.N. Richardson	\$78,575.00	\$84,075.00	MA Degree	2/1/2018
Jessica Perez	S.E. Shull School	\$102,650.00	\$104,040.00	20 yrs. Teacher Long.	11/1/2017
Lisa Bonilla	A.V. Ceres School	\$49,175.00	\$50,200.00	20 yrs. Para Long.	2/1/2018
Nelly Martinez	S.E. Shull School	\$49,175.00	\$50,200.00	20 yrs. Para Long.	2/1/2018
William Torres	E.J. Patten School	\$53,640.00	\$54,640.00	15 yrs. Custodian Long.	2/1/2018
Michelle Foy	S.E. Shull School	\$89,140.00	\$90,685.00	25 yrs. Teacher Long.	2/16/2018
Madeleine Kurtiak	H.N. Richardson	\$35,495.00	\$34,625.00	Removal of Food Stipend	2/1/2018
Lydia Swindell	A.V. Ceres School	\$48,020.00	\$56,020.00	Full Bus Stipend	2/1/2018
Lauren Carmon	School #7	\$57,700.00	\$63,200.00	MA Degree	2/1/2018

***JOB DESCRIPTION******PERTH AMBOY  
BOARD OF EDUCATION*****School Business Administrator/Board Secretary****Qualifications:**

1. Shall hold an administrative certificate for School Business Administrator/Board Secretary.
2. Shall have had experience in administration, preferably school business administration.
3. Other experience as deemed necessary by the Board of Education.
4. Demonstrate excellent organizational skills and the ability to motivate people.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Demonstrate an understanding of the regulations regarding the operations & management of schools.
7. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, Board of Education and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to work effectively with district staff, community representatives and members of the Board of Education.
10. Provide proof of U.S. Citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
12. Pass required State Mantoux/Tuberculin test and Physical Examination as required.

**Nature and Scope of Job:**

The School Business Administrator/Board Secretary shall be responsible for the coordination of ideas, purchases, materials, resources, equipment and methods that will best accomplish the most desirable educational results. The School Business Administrator/Board Secretary shall report directly to the Superintendent of Schools for all responsibilities other than those delegated by Law to the Secretary of the Board of Education and for those he shall report directly to the Board of Education.

**Duties and Responsibilities:**

1. Budgeting and financial planning - Is responsible for the planning and preparation of the annual budget as well as long-term planning in terms of community resources and needs.
2. Purchasing and supply management - Is responsible for all purchasing in cooperation with the Superintendent of Schools and in accordance with the laws and school board policy.
3. Plant planning and construction – Works with other administrators, architects, attorneys and financial advisors in planning construction, contracting and in acquiring suitable financing.
4. School community relations – In cooperation with administrators and the Board of Education, helps interpret the budget and other applicable major areas mentioned in these rules.
5. Personnel management – Recruits personnel for positions in the area of school business management.

# ***JOB DESCRIPTION***

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

### **School Business Administrator/Board Secretary (Cont'd.)**

6. Accounting and reporting – Supervises the accounting system necessary to provide the Board of Education and administrators with accurate financial reports in all areas except those delegated by statute to the Secretary of the Board of Education.
7. Insurance - Has general responsibility for the operation of the insurance program.
8. Computer – Develop and maintain technology, which will provide data efficiently and economically.
9. Oversees the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits.
10. Attends all regular and special Board of Education meetings.
11. Serves as Board Secretary to the Board of Education.
12. Other – Shall report annually to the Board of Education and perform such other duties as may be required by the Superintendent of Schools, the Board and law.

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

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **School Business Administrator/Board Secretary (Cont'd.)**

### **Environmental Demands:**

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

### **Terms of Employment:**

12-month salaried position as per agreement between the individual employee and the Perth Amboy Board of Education.

### **Evaluation:**

The Superintendent of Schools or designee shall evaluate the School Business Administrator/Board Secretary in accordance with Board of Education Policy, state regulations, this job description and such other criteria as shall be established by the Board of Education.

**Revised:** September 20, 2015; February 8, 2018

# ***JOB DESCRIPTION***

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

### **Assistant School Business Administrator/Assistant Board Secretary**

#### **Qualifications:**

1. Must possess a New Jersey School Business Administrator Certificate or Certificate of Eligibility.
2. Accounting background with successful business and/or public school administration experience.
3. Working knowledge of Governmental (GAAP) Accounting principles.
4. Working knowledge of computer operations including various accounting software programs.

#### **Reports to:**

1. The Assistant School Business Administrator shall report directly to the Superintendent of Schools and the School Business Administrator/Board Secretary in his/her capacity as Assistant School Business Administrator.
2. The Assistant School Business Administrator shall also serve as the Assistant Secretary to the Board of Education and shall report and be responsible directly to the Board Secretary in conjunction with his/her duties as Assistant Board Secretary. S/he shall carry out all the legal duties as defined in Title 18A for Board Secretaries in the absence of the Board Secretary. S/he shall have a seat on the Board and a right to speak on all matters relating to his/her duties and functions in the absence of the Board Secretary, but shall not have a right to vote.

#### **Function:**

The Assistant School Business Administrator/Assistant Board Secretary shall assist the School Business Administrator in carrying out the business operation of the school district. S/he shall carry out those responsibilities as assigned by the School Business Administrator/Board Secretary in such a manner as to maintain the highest level of fiscal management and business integrity.

#### **Duties:**

1. Supervision and Evaluation  
The Assistant School Business Administrator/Assistant Board Secretary shall assist in overseeing and maintain the financial records of the school district.
2. Budget and Finance
  - a). Assist in the preparation of the annual school budget and input of same to the computerized budget/accounting system of the district.
  - b). Assure that the budget is adhered to with no changes to major line accounts, unless approved by Board resolution and the State Department of Education.
    - 1). Perform periodic budget projections as directed by the School Business Administrator/Board Secretary.
    - 2). Recommend, as needed, budgetary line item transfers to the School Business Administrator/Board Secretary.



# ***JOB DESCRIPTION***

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

### **Assistant School Business Administrator/Assistant Board Secretary (Cont'd.)**

- c). Assist in the proper audit of all claims against the Board and payment of those claims which meet requirements as established by the Board.
  - d). Supervise the computerized bookkeeping system with detailed accounts of all school expenditures, according to the prescribed state accounting system.
    - 1). Analyze line item budget reports routinely for accuracy and to ensure compliance with State Administrative Code with respect to preventing overspending.
  - e). Supervise the computerized payroll system to assure that payroll and payroll reports are prepared on a timely and accurate basis.
  - f). Reconcile monthly budget reports and annual fiscal reports as required by statute.
  - g). Prepare the Secretary's Monthly Financial Report and reconcile same to the Monthly Financial Report of the Treasurer of School Monies.
  - h). Assist in the preparation of all applications and subsequent reports on all funded programs.
  - i). Monitor cash flow to determine the amount of free funds available for investment.
  - j). Prepare reconciliation of all bank accounts, under the authority of the Board of Education.
  - k). Assure that all reports by the Treasurer of School Monies are filed on a timely and accurate basis.
  - l). Assist the School Business Administrator/Board Secretary in preparing for the annual school audit.
  - m). Perform internal audits of business office operations as directed by the School Business Administrator/Board Secretary.
3. **Public Affairs, Community Relations, Records**
- a). Maintain a record of all meetings of the Board in minute form, including summary of discussions unless a Board member requests specific information to be included in the absence of the Board Secretary.
  - b). Advise the School Business Administrator/Board Secretary of items relative to business affairs to be included on the agenda for monthly agenda meetings.
4. The Assistant School Business Administrator/Assistant Board Secretary shall be responsible for all duties as may be assigned by the School Business Administrator/Board Secretary.

# ***JOB DESCRIPTION***

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

### **Assistant School Business Administrator/Assistant Board Secretary (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, 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.

#### **Environmental Demands:**

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

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

12-month salaried position as per agreement between the individual employee and the Perth Amboy Board of Education.

#### **Evaluation:**

Performance in this job will be evaluated annually in accordance with the provisions of the Board of Education Policies on evaluation of administrative staff.

Reference: 18A:17-13

Date Adopted: June 1, 1972

Date Revised: June 6, 1974; November 19, 1992; January 10, 2002; February 8, 2018

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **DIRECTOR OF ATHLETICS, HEALTH AND PHYSICAL EDUCATION 9-12**

### **Qualifications:**

1. Possession of valid New Jersey Administrator Certificate.
2. At least three years of successful teaching experience in at least one subject and/or curriculum area of supervision.
3. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
4. Strong leadership and communication skills.
5. Have excellent supervisory experience and work with adolescents, including experience as an athletic coach.
6. Broad knowledge of child growth and development and psychology of exceptional children
7. Required Criminal History Check.
8. Provide Proof of U.S Citizenship or legal resident alien status by completing Federal Form I-9.
9. Pass required State Mantoux/Tuberculin test and Physical Exam as required.

**Reports To:** Assistant Superintendent of Learning/Educational Services

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

The Director of Athletics, Health and Physical Education 9-12 will be responsible for providing leadership and coordination of all district athletic programs, policies and regulations, while maintaining the supervisory role of the Physical Education teachers in grades 9-12. The role of the Director will be to promote awareness, appreciation, concern and knowledge for the maintenance of Athletics. This includes supervision and evaluation of district Physical Education/Health teachers.

The Director of Athletics, Health and Physical Education 9-12 is responsible to the Superintendent of Schools for all athletic programs within the district, but works with building principals who maintain basic responsibilities for all activities in his/her building. The Director must establish a rapport between himself/herself and the staff so that they will feel free to call upon him/her for assistance and advice.

### **Duties and Responsibilities:**

- Supervises all athletic responsibilities throughout the district. Provide leadership in the planning, development, implementation, and evaluation of comprehensive athletic programs in grades K-12.
- Supervises and is responsible for the development of the scope of athletic programs, and related activities to meet district goals, standards and proficiencies and the needs of students' athletics.
- Supervises and Evaluates the District Supervisor of Physical Education and Health (K-8).
- Accepts primary responsibility for assuring that state and federal mandates and district policies and regulations affecting program and curriculum in athletics are carried out; maintains complete athletic records for all athletes and sports.

# ***JOB DESCRIPTION***

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

### **DIRECTOR OF ATHLETICS, HEALTH AND PHYSICAL EDUCATION 9-12 (Cont'd.)**

- Arranges for all athletes to have medical examinations.
- Arranges transportation for athletes, cheerleaders and band to sporting events.
- Participates on district and community athletic associations.
- Has consistent involvement with local, state and national organizations.
- Recommends staffing needs and assist with the recruitment and selection of new personnel for athletics.
- Organizes and supervises a comprehensive program of intramural sports to complement and support the philosophy and mission of the District, in compliance with all laws, rules and regulations.
- Supervises Physical Education, Driver Education and Health in grades 9-12 to include lesson observations, curriculum review, and facilitating department meetings and PLC's.
- Leadership of the program includes:
  1. Providing a team recruitment and selection system with performance criteria that is free of prejudice and stereotyping, ensuring that all eligibility requirements are met.
  2. Securing parental permission for student participation.
  3. Recruiting, selecting, and evaluating coaches.
  4. Scheduling and coordinating activities, practices, and events.
  5. Providing a program of instruction for team and individual proficiency and injury prevention and management.
  6. Promoting good sportsmanship and responsible behavior for students, parents, staff, and community members.
  7. Providing for crowd control at events.
  8. Preparing and maintaining facilities, grounds to support the programs.
  9. Monitoring the safety of facilities, grounds, and equipment.
  10. Arranging transportation of teams.
  11. Developing and operating approved budgets.
  12. Evaluating, selecting, inventorying, storing, and maintaining materials, uniforms, and equipment.
  13. Providing and coordinating a program to encourage school spirit and support for teams.
  14. Providing regular and consistent communications with the media that celebrates the accomplishments of teams and individual members and coaches.
  15. Maintaining communications with agencies associated with and governing the interscholastic programs.
  16. Coordinating programs with community recreation groups.
  17. Assisting and encouraging support groups.
  18. Communicating regularly with parents to create a cooperative relationship and seek support.
  19. Attending home and away events when services may be needed and to monitor the quality of the program.

# ***JOB DESCRIPTION***

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

### **DIRECTOR OF ATHLETICS, HEALTH AND PHYSICAL EDUCATION 9-12 (Cont'd.)**

- Develop, periodically review, and disseminate an Emergency Action Plan that outlines clearly understood procedures for injuries, emergencies, and unusual circumstances, following State, local, and District guidelines. Provide information about emergency occurrences to staff, students, and parents as necessary, and follow procedures for dealing with the media. Notify the principal of the school and the Superintendent immediately of any unusual circumstances.
- Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
- Evaluate the teaching staff with a primary objective of improving instruction and services.
- Assist in the development of appropriate curricula in physical education, health and health related service programs to implement the goals and objectives of the department and district.
- Assist in the identification, screening, hiring, training, and removal of staff within assigned disciplines.
- Recommend to the building principal the assignment of staff within the assigned disciplines and related services.
- Organize and participate in the in-service training of personnel where applicable.
- Attend and participate in relevant school, district and professional meetings as necessary.
- Recommend budget allocation.
- Recommend modifications in facilities and their use.
- Follow district and school policies, regulations and procedures.
- Plan and promote integrated athletic and intramural programs.
- Integrate and coordinate Athletics, Physical Education, and Health, within the total school program.
- Assist in the preparation of applicable state, federal and special services proposals for programs and funding.
- Perform other duties as assigned by the Superintendent of Schools.

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

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

#### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the tasks described in this job description.

# ***JOB DESCRIPTION***

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

### **DIRECTOR OF ATHLETICS, HEALTH AND PHYSICAL EDUCATION 9-12 (Cont'd.)**

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

#### **Environmental Demands:**

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

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

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

12-month exempt, salaried position with agreement between the Perth Amboy School Administrators Association and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Director of Athletics, Health and Physical Education 9-12 will be evaluated by the Assistant Superintendent of Schools.

**Date Adopted:** March 29, 2012

**Date Revised:** February 8, 2018

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **DISTRICT SUPERVISOR OF PHYSICAL EDUCATION AND HEALTH (PreK-8)**

### **Qualifications:**

1. Possession of valid New Jersey Administrative/ Supervisor Certificate
2. At least three years of successful teaching experience in at least one subject and/or curriculum area of supervision.
3. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
4. Strong leadership and communication skills.
5. Required Criminal History Check
6. Provide Proof of U.S Citizenship or legal resident alien status by completing Federal Form I-9
7. Pass required State Mantoux/Tuberculin test and Physical Exam as required.

**Reports To:** Director of Athletics, Health and Physical Education (9-12) and Assistant Superintendent of Schools of Learning/Educational Services

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

The Supervisor of Physical Education, and Health (PreK-8) will be responsible for providing leadership and coordination of the physical education, health, curricula, instruction and staff in Grades PreK – 8 throughout the district. The role of the supervisor will be to promote its schools, awareness, appreciation, concern and knowledge for maintenance of good health practices and habits. This involves the direct supervision of Physical Education, and Health instructors.

The Supervisor of Physical Education, and Health (PreK-8) is responsible to the Superintendent of Schools for the Physical Education, Health, and other related service programs within the district, but works with building Principals who maintain basic responsibilities for all activities in his/her building. The Supervisor must establish a rapport between himself/herself and the staff so that they will feel free to call upon him/her for assistance and advice.

### **Duties and Responsibilities:**

1. Supervise instruction within his/her areas within the district.
2. Evaluate the teaching staff, to include review of staff lesson plans, with a primary objective of improving instruction and services.
3. Develop appropriate curricula in Physical Education, and Health, programs to implement the goals and objectives of the department and district.
4. Assist in the identification, screening, hiring, training, and removal of staff within assigned disciplines.

# ***JOB DESCRIPTION***

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

### **DISTRICT SUPERVISOR OF PHYSICAL EDUCATION AND HEALTH (PreK-8) (Cont'd.)**

5. Recommend to the building Principal the assignment of staff within the assigned disciplines and related services.
6. Organize and participate in the in-service training of personnel where applicable.
7. Ensure that appropriate records are kept and maintained within the district.
8. Attend and participate in relevant school, district and professional meetings as necessary.
9. Recommend budget allocation.
10. Recommend modifications in facilities and their use.
11. Follow district and school policies, regulations and procedures.
12. Plan and promote an integrated program in Physical Education and Health classes, intramural and health service program.
13. Integrate and coordinate physical education, health, athletics and health services within the total school program.
14. Assist in the preparation of applicable state, federal and special services proposals for programs and funding.
15. Perform other duties as assigned by the Superintendent of Schools.
16. Assist the Director of Athletics with supervision at sporting events if necessary.

### **VERIFICATION OF COMPETENCY:**

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



# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **DISTRICT SUPERVISOR OF PHYSICAL EDUCATION AND HEALTH (PreK-8) (Cont'd.)**

### **Physical Demands, Visual Acuity and Working Conditions:**

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

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

### **Environmental Demands:**

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

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

### **Terms of Employment:**

12-month exempt, salaried position with agreement between the Perth Amboy School Administrators Association and the Perth Amboy Board of Education. Salary, benefits, and leave time as negotiated. The District Supervisor of Physical Education and Health (PreK-8) will be evaluated by the Director of Athletics, Health and Physical Education (9-12) and Assistant Superintendent of Schools.

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **DISTRICT SUPERVISOR OF PHYSICAL EDUCATION AND HEALTH (PreK-8) (Cont'd.)**

### **Legal References:**

18A:11-1

18A:26-2

NJAC 6:3-1.21

NJAC 6:11-10.9

**Date Adopted:** June 2, 1988

**Date Revised:** October 21, 1993  
October 4, 2001  
September 21, 2010  
January 23, 2012  
February 8, 2018

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **DISTRICT SUPERVISOR OF BILINGUAL/ESL AND WORLD LANGUAGES (PreK – 4)**

### **Qualifications:**

1. Possession of valid New Jersey Administrative Certificate with an endorsement of Supervisor.
2. Experience formal training in the field of Bilingual/ESL education. Bilingual ability in English/Spanish preferred.
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.

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

The District Supervisor of Bilingual/ESL and World Languages (PreK-4) shall be responsible to the Director of Bilingual/ESL and World Languages and the Superintendent of Schools for the administration and supervision of the District Program of Bilingual Education and World Languages (PreK-4).

### **Duties and Responsibilities:**

In addition, to the responsibilities common to all members of the administrative staff, the District Supervisor of Bilingual/ESL and World Languages (PreK-4) within his/her certificate and in accordance with terms and conditions of employment contained in the negotiated Agreement, when and if applicable:

1. Develop, review and recommend innovative approaches, models and strategies to meet the needs of students in the Bilingual/ESL and World Languages Program.
2. Assist in the development and preparation of the Bilingual Program Plan as required by the New Jersey Department of Education.
3. Review materials and make recommendations for new materials to be used in the Bilingual/ESL Program and World Languages.
4. Recruit, interview and participate in the selection of Bilingual/ESL and World Language staff.
5. Observe, evaluate instructional staff and make recommendations regarding increments and re-employment of certificated and non-certificated staff.
6. Facilitate and coordinate the implementation, review and revision of the curriculum within the Bilingual and World Language disciplines.
7. Develop and implement adequate procedures related to staff in accordance with local, state and federal requirements.
8. Maintain an ongoing evaluation of all phases of the Bilingual/ESL Program and World Languages.

# ***JOB DESCRIPTION***

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

### **DISTRICT SUPERVISOR OF BILINGUAL/ESL AND WORLD LANGUAGES (PreK-4) Cont'd.**

9. Make recommendations for new policy or revision of existing policy for the Bilingual/ESL Program and World Languages.
10. Assist in the development and administration of an adequate program of parental involvement in accordance with local, state and federal requirements.
11. Develop and implement an on-going program of in-services for Bilingual/ESL Program and World Language staff.
12. Establish and maintain cooperative, consultative and working relationships with administrators and supervisors concerning the integration and the coordination of the Bilingual/ESL Program and World Languages with the total school program.
13. Perform other duties as assigned by the Superintendent of Schools.

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

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching/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 BILINGUAL/ESL AND WORLD LANGUAGES (PreK-4) Cont'd.**

#### **Environmental Demands:**

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

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

12-month salaried position with agreement between the Perth Amboy School Administrators Association and the Perth Amboy Board of Education.

#### **Legal References:**

18A: 11-1

18A: 26-2

NJAC 6:3-1.21

NJAC 6:11-10.9

**Date Adopted:** October 21, 1993

**Date Revised:** October 4, 2001; September 22, 2010; February 8, 2018