

**Perth Amboy Board of Education**  
**Regular Meeting**  
March 11, 2015 – 6:00 p.m.  
**Perth Amboy High School**  
**300 Eagle Avenue**

**MINUTES**

1. Call to Order – President Lebreault.

2. Pledge of Allegiance.

3. Notice of Meeting

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

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

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

Mr. Ortiz	<u>P</u>	arrived at 6:15 pm
Mr. Puccio	<u>P</u>	
Mr. Rodriguez	<u>P</u>	
Ms. Tejeda	<u>P</u>	
Mr. Varela	<u>P</u>	

Administration:

Dr. Rodriguez	<u>P</u>
Mr. Jess	<u>P</u>
Dr. Sheard	<u>P</u>
Mrs. Gutierrez	<u>P</u>

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

- Pubic member #1 - asked about correspondence item #3.
- Mr. Jess explained that this correspondence is regarding a new law that was signed by the governor regarding students who owe money for meals in school. These students must pay any monies owed or else they will not be allowed to receive meals until their debt is settled. This will affect our state aid and districts will also be audited by the state in regards to this issue. This directly affects the food service operation of the district by placing an undue burden on the schools because of people that owe money. As such the food service department could run at a deficit and under the law, if the district has a food service department that runs at a deficit, districts are supposed to privatize the food service operation.

<u>Varela</u>	<u>Bermudez</u>	CARRIED UNANIMOUSLY
Motion	Seconded	(To close following discussion)

6. Presentation

7. Student Representatives Report – Olivia Feliciano and Alexander Collado

8. Motion to go into Executive Session for personnel and student matters at 6:14 pm.

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

- A motion was made by Ms. Tejeda and seconded by Mr. Varela to re-enter public session at 7:34 pm. Unanimously approved.

9. Approval of Minutes of Regular Meeting held on February 12, 2015.

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

10. Approval of Minutes of Executive Session held on February 12, 2015.

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

11. Approval of Bill List for the period of January 1, 2015 through January 31, 2015. (Attachment)

Varela  
Motion

Gonzalez  
Seconded

CARRIED UNANIMOUSLY

12. Correspondence

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

- 1). Letter received from the Teachers' Pension and Annuity Fund approving the application for Service Retirement for the following individual with the following effective date:

Adelaida Garcia      January 1, 2015

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

Candace Pyzik      January 1, 2015

- 3). Letter received from the State of New Jersey Department of Agriculture stating that on February 5, 2015, Governor Chris Christie signed A-1796/S2000 into law, which prohibits school districts from providing food to students who owe money for meals.

- Mrs. Gonzalez asked for a clarification as to who is being targeted by this new law.
- Mr. Lebreault said it's about people who have to pay for lunch, not free students. We should postpone discussion until we discuss this with the Finance Committee.
- Mr. Puccio said that students who are classified as free or reduced at the end of one school year and are classified as the same status in the new school year, should not have to pay for any meals, during the time that the food service staff is reviewing and determining the classification of the applications.
- Mrs. Gonzalez agreed saying that if you qualify you shouldn't be billed.
- Mr. Lebreault stated that we have some people who abuse this system. We need to clarify with the Business Office and the Food Service Department.

13. Reports

A. Board Secretary – Mr. Jess

- 1). Report of Bid Openings held on February 26, 2015 and March 3, 2015. (Attachment 13-A-1)
- 2). Secretary's Monthly Financial Report for the month of January 2015. (Attachment 13-A-2)
- 3). Treasurer's Monthly Financial Report for the month of January 2015. (Attachment 13-A-3)

Acceptance of the Report of the Secretary and Treasurer as submitted and as being in agreement for the month of January 2015.

Varela  
Motion

Rodriguez  
Seconded

CARRIED UNANIMOUSLY

Acceptance of certification that no major line item has been over-expended for the month of January 2015.

Varela  
Motion

Rodriguez  
Seconded

CARRIED UNANIMOUSLY

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

- Mr. Lebreault stated that this evening we are utilizing our new audio system so he asked everyone to be patient while we work out the kinks.
- Mr. Lebreault read the list of condolences and offered condolences to all those who lost a loved one over the past month.

13. Reports (continued)

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

- With regards to delayed opening and closings this year, we understand who the burden falls on when we have a delayed opening or closing. It's on the parent and it's a hardship, but please understand that the safety of the students is number one. If it's determined to have a delayed opening or to close school, it's because the City needs the opportunity to clear the streets. We have a lot of walkers out there and the sidewalks are not cleaned. So we ask everyone to please be patient and thank you for your understanding.
- Mr. Lebreault stated that he's reached out to City Hall and the Council because we have many projects that we are doing that need to be discussed with the city for the betterment of all. Our new high school, our maintenance facility/bus garage and implementing different bell schedules for our schools.
- Mr. Lebreault gave congratulations to the boys basketball team for their achievement in reaching the semi-finals of the County Tournament and in getting to the second round of the state tournament. Coach Santana was named Coach of the Year for the County and we congratulate him as well.
- On March 3<sup>rd</sup> Mr. Lebreault attended the Middlesex County School Board Association Student Recognition Dinner. Two of our students were recognized and they are ranked first and second in their class. He congratulated them on behalf of the Board.
- On March 20<sup>th</sup> the high school will put on the play 'In the Heights'. All are invited and it will be a very good presentation.
- On March 7<sup>th</sup> playwright Carmen Rivera attended the Richardson School for a discussion and she also came to the high school to watch a little bit of the rehearsal for the upcoming high school play. She was very impressed with what she saw.
- Mr. Lebreault then read the Doctrine of Necessity for the hiring of the new Superintendent. This is the final step of the process in order to approve Dr. David Roman.

PERTH AMBOY BOARD OF EDUCATION  
MARCH 11, 2015  
RESOLUTION INVOKING DOCTRINE OF NECESSITY

WHEREAS, the School Ethics Act, N.J.S.A. 18A:12-21 et seq., was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen as to how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998); and

WHEREAS, the Perth Amboy Board of Education finds that it is necessary to invoke the Doctrine of Necessity in order to discuss and take action regarding the appointment of a new Superintendent of Schools;

NOW THEREFORE BE IT RESOLVED that the Perth Amboy Board of Education hereby invokes the Doctrine of Necessity in order to discuss and take action regarding the appointment of a new Superintendent of Schools. The reasons why each board member has a conflict of interest and the specific nature of the conflicts of interest are the following:

- Anthony Bermudez has a sister employed in the district;
- Milady Tejeda has a brother employed in the district;
- Israel Varela has a wife employed in the district;
- Obdulia Gonzalez has a sister-in-law employed in the district;
- Samuel Lebreault has a sister-in-law employed in the district; and
- Jose Rodriguez has a niece employed in the district.

BE IT FURTHER RESOLVED that this resolution will be posted for 30 days and a copy of the resolution will be provided to the School Ethics Commission.

13. Reports (continued)

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

- o Mr. Lebreault then read a resolution to hire Dr. David A. Roman:

**RESOLUTION APPROVING EMPLOYMENT CONTRACT WITH DR. DAVID A. ROMAN SUBJECT TO EXECUTIVE COUNTY SUPERINTENDENT REVIEW AND APPROVAL.**

BE IT RESOLVED by the Perth Amboy Public Schools Board of Education (“Board”) that subject to review and approval by the Executive County Superintendent, the Board hereby approves the negotiated contract of employment appointing Dr. David A. Roman as Superintendent of the District effective July 1, 2015 through June 30, 2019; and

BE IT FURTHER RESOLVED that the Board authorizes Counsel to transmit the negotiated employment contract to the Executive County Superintendent for review and approval in accordance with applicable law and regulation.

- o Ms. Tejeda stated that she found out today that she would be able to vote on this hiring. Her vote will be based upon information that she has learned from other Board members over the last couple of days, who she trusts based upon their involvement in the interviews.
- o Mr. Bermudez stated that he is also basing his vote on information that he received from Board members that were involved in the interview process.

<u>Puccio</u>	<u>Varela</u>
Motion	Second

Roll Call: Yes – Bermudez, Gonzalez, Lebreault, Nunez, Ortiz, Puccio, Rodriguez, Tejeda, Varela

No - None

- o Dr. Roman addressed the Board and public stating that this is a humbling experience that is not lost on him. His wife told him that he should speak from his heart. Dr. Roman thanked the Board for their leap of faith in hiring him because he is also taking a leap of faith by coming to Perth Amboy. He recalled his life journey and the ups and downs that he’s faced to attain a better life. Public education is a great equalizer. He’s optimistic of the future of our schools. He recognizes that the community is looking for someone to contribute and he’s mindful of the contribution that will enable us to build a team for all. The focal point will be to listen, learn and engage with everyone. We have the ability to help kids accomplish their dreams. He will work with all to develop a blue print that will help everyone to be successful. He will assist our students to provide them with the tools so that they can be at their best and then offer their best to the world. Dr. Roman thanked the Board of Education for this honor which is not taken lightly. Together, we can accomplish a district of distinction.

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

- o Dr. Rodriguez congratulated Dr. Roman and welcomed him.
- o She spoke about the school calendar. March 25<sup>th</sup> is supposed to be a ½ day for professional development; however we want to keep it as a full day so the kids can get more instructional time. She asked the Board to please consider amending the calendar for this day.
- o She also stated that McGinnis School needs to make up the three days from when we were closed in January. She suggested that they go to school on May 25<sup>th</sup> (Memorial Day) and June 25<sup>th</sup> and 26<sup>th</sup>. The promotion ceremony for McGinnis School would still be held on June 24<sup>th</sup>. She asked the Board to consider that change as well.

14. Recommendations of the Acting Superintendent of Schools

A. Curriculum Committee – Ms. Milady Tejeda, Chairperson

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

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

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

A. **Curriculum Committee – Ms. Milady Tejeda, Chairperson**

- 2). Approval of an overnight trip to Riverside Church in New York by the Perth Amboy High School Choir and Band on May 22, 2015 through May 24, 2015 at a total cost not to exceed \$11,557.00. The Choir and Band will attend an adjudicated festival where they will compete in multiple categories. (Admissions \$10,057.00, account 15-401-100-800-0-0000-03 & charter buses \$1,500.00, account 15-000-270-512-0-0000-03)

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

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

<u>Student</u>	<u>Class</u>	<u>Facility</u>	<u>Tuition</u>	<u>Date</u>
QK	N/A	Rancocas Reg. HS	\$13,714.00	12/05/14
JR	ED	Somerset Hills	\$34,142.00	02/10/15
JR	ED	CPC Highpoint	\$29,000.00	02/13/15
JA	ED	Woods Svs.	\$35,000.00	02/17/15
JG	ED	Rutgers UBHC	\$26,000.00	02/26/15

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

- 4). Approval for the following staff to provide After/Before/Home Instruction for the 2014-2015 school year. (Attachment 14-A-4)

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

- 5). Approval of a Partnership Agreement with Grand Canyon University and the Perth Amboy Board of Education for the 2015-2016 school year at no cost to the district.

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

- 6). Approval for the following Middlesex County College student, whom we have accepted for her student observation assignment:

<u>Student Name</u>	<u>Date</u>	<u>Subject</u>	<u>School</u>
Katina Garcia	03/06/15-5/29/15	Elementary	J. J. Flynn

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

- 7). Approval for Rutgers, Graduate School of Education, to continue the Urban Teaching Fellowship Program at the Edward J. Patten School for the Spring Semester 2015 at no cost to the Perth Amboy Public Schools. The following Rutgers students will be participating.

Jasmine Johnson  
Shannon Myers  
Christine Persaud

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

- 8). Approval of a Memorandum of Agreement between the Rutgers University Division of Continuing Studies (DoCS) and the Perth Amboy Public School District for Dr. Elissa Brown, Gifted and Talented consultant, to provide 10 days of on-site consulting services, during the 2015-2016 school year at a cost not to exceed \$15,775.00. Paid through Title I Funds (pending 2015-2016 NCLB application approval).

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

14. Recommendations of the Acting Superintendent of Schools

A. Curriculum Committee – Ms. Milady Tejeda, Chairperson

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

Christine Allan  
Karen Granato

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

- 10). Approval for LLAMAME, LLC to provide a SIOP (Sheltered Instruction Operations Protocol) training on August 24, 2015 through August 27, 2015 from 8:30 a.m. to 3:30 p.m. at a cost not to exceed \$8,000.00. Paid through Title III funds.

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

- 11). Approval of the following staff members to attend a series of workshops on Dyslexia sponsored by the NJDOE on March 18, 2015, April 20, 2015, and June 10, 2015, in Trenton, New Jersey, at no cost to the district.

<u>Staff Members</u>	<u>Substitutes</u>
Tiffani Prime	Dr. Nancy Samaha
Antoinette Barbato	Diane Dahl
Maritza Litriello	Dr. Damian Medina
Mayra McDonald	Ronald Mascenik
Jamie Sakel	

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

- 12). Approval for elementary students in grades K-2 to participate in a Summer Reading Camp beginning on Monday, July 6, 2015 through Thursday, July 30, 2015 from 8:30 a.m. to 12:30 p.m. for teachers/paraprofessionals; and 8:00 a.m. to 1:00 p.m. for site coordinators at a cost not to exceed \$99,700.00. Paid through Title I funds (pending approval from the NCLB 2015-2016 application).

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

- 13). Approval to conduct a Credit Recovery & Advanced Course Summer School Program for Grades 9-12, and rising 8th graders Summer Enrichment Program in Algebra & Literacy beginning on July 6, 2015 through July 31, 2015, two sessions, from 8:30 a.m. to 11:30 a.m. and 12:05 p.m. to 3:05 p.m. at the Perth Amboy High School. Paid through school budget.

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

- 14). Approval to provide an NJROTC Summer Enrichment Program at the Perth Amboy High School from July 6, 2015 through July 31, 2015 from 8:30 a.m. to 3:00 p.m. Paid through the school budget.

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

- 15). Approval for (32) Perth Amboy High School students to participate in the Summer STEM Program at Kean University from July 6, 2015 through July 31, 2015 from 8:30 a.m. to 3:00 p.m. at a cost not to exceed \$45,000.00. Paid through Title I funds (pending approval from the NCLB 2015-2016 application). Transportation to be provided by the Perth Amboy Board of Education.

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

14. Recommendations of the Acting Superintendent of Schools

A. Curriculum Committee – Ms. Milady Tejada, Chairperson

- 16). Approval for designated students of the Perth Amboy High School and the Academy for Urban Leadership Charter High School to volunteer as tutors in the Dr. Herbert N. Richardson School's Learning Center on Tuesday's through Thursday's from 5:30 p.m. to 7:30 p.m. All student volunteers will have permission from their respective schools and their parents.
- |                         |                           |                     |
|-------------------------|---------------------------|---------------------|
| <u>Tejada</u><br>Motion | <u>Varela</u><br>Seconded | CARRIED UNANIMOUSLY |
|-------------------------|---------------------------|---------------------|
- 17). Approval for designated students from the William C. McGinnis School to serve as volunteers in the Junior Goodwill Ambassador's Afterschool Club at the Dr. Herbert N. Richardson School. All student volunteers will have permission from their respective school and their parents.
- |                         |                           |                     |
|-------------------------|---------------------------|---------------------|
| <u>Tejada</u><br>Motion | <u>Varela</u><br>Seconded | CARRIED UNANIMOUSLY |
|-------------------------|---------------------------|---------------------|
- 18). Approval of an additional field trip. (Attachment 14-A-18)
- |                         |                           |                     |
|-------------------------|---------------------------|---------------------|
| <u>Tejada</u><br>Motion | <u>Varela</u><br>Seconded | CARRIED UNANIMOUSLY |
|-------------------------|---------------------------|---------------------|
- 19). Approval to implement an elective course pilot for the 2015-2016 school year entitled "Connections" at the Samuel E. Shull School for (40) Grade 7 students, at a cost not to exceed \$28,312.00, funded through school base budget.
- |                         |                           |                     |
|-------------------------|---------------------------|---------------------|
| <u>Tejada</u><br>Motion | <u>Varela</u><br>Seconded | CARRIED UNANIMOUSLY |
|-------------------------|---------------------------|---------------------|
- 20). Approval to use ContentKeeper web appliance to filter online content and access to the internet. The Children's Internet Protection Act (CIPA) Federal regulations require us to filter the internet to prevent children from being exposed to explicit online content. In accordance with E-Rate regulations.
- |                         |                           |                     |
|-------------------------|---------------------------|---------------------|
| <u>Tejada</u><br>Motion | <u>Puccio</u><br>Seconded | CARRIED UNANIMOUSLY |
|-------------------------|---------------------------|---------------------|

14. Recommendations of the Acting Superintendent of Schools

B. Finance Committee – Mr. Samuel Lebreault, Chairperson

- 1). Approval of travel expenses. (Attachment 14-B-1)
- |                        |                           |                     |
|------------------------|---------------------------|---------------------|
| <u>Nunez</u><br>Motion | <u>Puccio</u><br>Seconded | CARRIED UNANIMOUSLY |
|------------------------|---------------------------|---------------------|
- 2). Provision of Temporary Emergency Transportation to the following pursuant to the provisions of the Homeless Act.
- |                      |                                  |                        |
|----------------------|----------------------------------|------------------------|
| <u>Student</u><br>KH | <u>From</u><br>New Brunswick, NJ | <u>To</u><br>School #7 |
|----------------------|----------------------------------|------------------------|
- |                        |                           |                     |
|------------------------|---------------------------|---------------------|
| <u>Nunez</u><br>Motion | <u>Puccio</u><br>Seconded | CARRIED UNANIMOUSLY |
|------------------------|---------------------------|---------------------|
- 3). Adoption of proposed preliminary budget for the 2015-2016 school year in the amount of \$320,176,576.
- |                        |                           |                     |
|------------------------|---------------------------|---------------------|
| <u>Nunez</u><br>Motion | <u>Puccio</u><br>Seconded | CARRIED UNANIMOUSLY |
|------------------------|---------------------------|---------------------|
- 4). Approval to purchase I-Pads, in the amount of \$4,475.40 for Perth Amboy Catholic Schools to be paid from the non-public technology funds.
- |                        |                           |                     |
|------------------------|---------------------------|---------------------|
| <u>Nunez</u><br>Motion | <u>Puccio</u><br>Seconded | CARRIED UNANIMOUSLY |
|------------------------|---------------------------|---------------------|

14. Recommendations of the Acting Superintendent of Schools

B. Finance Committee – Mr. Samuel Lebreault, Chairperson

- 5). Approval for PennJersey Environmental Consulting to provide Licensed Site Remediation Professional (LSRP) - Remedial Investigation Services for the Edward J. Patten School at a cost not to exceed \$130,115.00.

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

- 6). Approval to renew the following contracts with the Middlesex Regional Educational Services Commission for the provision of: (for the period of July 1, 2015 through June 30, 2025).

- Auxiliary & Handicapped Services Pursuant to Chapter 192/193
- Non-Public School IDEA-B Services
- Non-Public School Nursing Services
- Non-Public School Technology Services
- Non-Public School Textbook Services

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

- 7). Approval to submit an amended budget for the 2014-2015 school year.

<u>Carry Over from 2013-2014</u>	<u>New 2014-2015</u>	<u>Total Amended</u>
Title I: \$392,955.00	\$3,863,688.00	\$4,256,643.00
Title II: \$205,309.00	\$ 669,117.00	\$ 874,426.00
Title III: \$532,541.00	\$ 537,620.00	\$1,070,161.00
Title 3 Img: \$195,172.00	\$ -0-	\$ 195,172.00
\$1,325,977.00	\$5,070,425.00	\$6,396,402.00

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

- 8). Approval of the Budget Revision for Title I, Title II, Title III, and Title III (Immigrant) for the 2014-2015 school year. (Attachment 14-B-8)

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

- 9). Approval to award a contract to Kappa Construction, for installation of air conditioning at the Perth Amboy High School, at a cost not to exceed \$5,768,000.00.

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

- 10). Approval to award a contract to Kappa Construction, for installation of air conditioning at the Perth Amboy High School, at no cost not to exceed \$5,768,000.00.

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

14. Recommendations of the Acting Superintendent of Schools

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

- 1). Approval of an application from “Backsmart Wellness Center, P.A.” to utilize the Pre-Schools, Elementary Schools, Middle Schools, and the Perth Amboy High School, between March 2015 through December 2015, to conduct health events during staff lunch periods and also on October 7, 2015 from 4:00 p.m. to 7:30 p.m. during the Family Community Fair.

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



14. Recommendations of the Acting Superintendent of Schools

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

- 2). Approval for the Perth Amboy Police Department to use the following schools to conduct “Active Shooter” Training on the following dates and times.

<u>Schools</u>	<u>Dates</u>	<u>Time</u>
Richardson School	3/12/15, 3/17/15, 3/19/15, 3/24/15	10:00 p.m. to 3:00 a.m.
Hmieleski ECC	3/14/15, 3/21/15 (Saturday's)	7:30 a.m. to 5:30 p.m.
Ceres School	3/25/15, 3/26/15, 3/31/15, 4/1/15	5:00 p.m. to 10:00 p.m.
<u>Varela</u>	<u>Puccio</u>	(Mr. Puccio – Abstained)
Motion	Seconded	CARRIED UNANIMOUSLY

14. Recommendations of the Acting Superintendent of Schools

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

- Mr. Bermudez asked if security would be involved in the training taking place in item #2.
  - Mr. Jess stated no because this training is for the Police Department and the SWAT Team to become familiar with our schools.
  - Mr. Varela stated that we do have lots of training for our security officers and it has been conducted by someone who is a member of the SWAT Team. They can't be part of this training because they are not licensed to carry a weapon.
  - Mr. Wolff stated that this training is for SWAT and regular police officers, to practice their response time. It falls within their shooting qualifications. Our security officers are not part of it as this is for their response time.
  - Mr. Puccio stated that in the past when we had locked down drills, the security officers are part of the lock down so they are not put in harm's way. They are not a buffer because they do not carry weapons and we don't want them in harm's way.
  - Mr. Wolff stated that security is trained in physical restraint. They are not to be proactive if an intruder comes in they lock down like everyone else. The Department of Education recently visited us on February 6<sup>th</sup> for an unannounced visit. Everyone locks down and that's what the State wants us to do. They visited the High School, Shull School and Flynn School and were very impressed with what they saw. We need to survive between 60 to 90 seconds if an intruder comes into the building before a response gets here. We've instructed our officers so that they can become familiar with our schools and we've had much better relations with the police department.
  - Mr. Puccio stated that he's heard from the police department that because of Mr. Wolff, the relationship between the district and police department is much better.
  - Mr. Bermudez stated he didn't mean to use our security officers as a buffer, but he wants our security officers to help the police department and to have better communication. We want both to be in sync and get more training for whatever is needed and Mr. Wolff is doing a great job.
  - Mr. Wolff said he would like as much training as he could get. He has provided a lot during the last two years, but more is always good. We recently donated radios to the police department and now we can contact them at a moments notice. All we need to do is turn the channel and we can communicate directly with them. The fire department recently purchased radios as well so that they can be on the same frequency as us.
- 3). Approval for Perth Amboy Public Schools to partner with Rutgers Cooperative Extension Water Resources Program for the construction of an outdoor garden at the Samuel E. Shull School at no cost to the district.

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

- 4). Approval to award a contract to Architectural Concept, for the replacement of the Patten School Roof, at a cost not to exceed \$1,440,000.

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

14. Recommendations of the Acting Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

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

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

- a). V. Lynne Dunbar, ESL Teacher, Perth Amboy High School, effective July 1, 2015 for the purpose of retirement.
- b). Carla DiTrollo, Media Specialist, William C. McGinnis School, effective July 1, 2015 for the purpose of retirement.
- c). Roberta Hollander, Spanish Teacher, William C. McGinnis School, effective July 1, 2015 for the purpose of retirement.
- d). Elaine Vaughan, Technology Educator, Samuel E. Shull School, effective July 1, 2015 for the purpose of retirement.
- e). Doreen Jogan, Reading Specialist, Robert N. Wilentz School, effective July 1, 2015 for the purpose of retirement.
- f). Alba L. Garcia, Paraprofessional, Edmund Hmielecki Early Childhood Center, effective July 1, 2015 for the purpose of retirement.
- g). Janice Sias, School Social Worker, Department of Special Services, effective July 1, 2015 for the purpose of retirement.
- h). Talla Mercado, Custodian, Dr. Herbert N. Richardson School, effective February 13, 2015.

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

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

- a). Jaclyn Feline, Maternity Leave of Absence, May 26, 2015 through June 30, 2015, without pay, September 1, 2015 through November 27, 2015, without pay.
- b). Yvette Lopez, Maternity Leave of Absence, April 24, 2015 through May 15, 2015, utilizing, sick/personal/vacation days, May 18, 2015 through July 15, 2015, without pay.
- c). Erica Gaied, Maternity Leave of Absence, May 25, 2015 through June 30, 2015, utilizing sick days, September 1, 2015 through November 30, 2015, without pay.
- d). Blanca Ramirez, Maternity Leave of Absence, March 9, 2015 through March 31, 2015, utilizing sick days, April 1, 2015 through June 30, 2015, without pay.
- e). Meghann Wlodarczyk, Extension of Maternity Leave of Absence, February 17, 2015 through June 30, 2015, without pay.
- f). Mary J. McAdam, Medical Leave of Absence, March 12, 2015 through April 23, 2015, utilizing sick days.
- g). Eva Harris, Medical Leave of Absence, February 9, 2015 through March 20, 2015, utilizing sick days.
- h). Michele Nycz, Medical Leave of Absence, February 26, 2015 through April 10, 2015, utilizing sick days.
- i). Dana Digiacomio, Medical Leave of Absence, March 2, 2015 through March 31, 2015, without pay.
- j). Lillian Navarro, Medical Leave of Absence, February 10, 2015 through April 10, 2015, utilizing sick days.

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

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

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

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

- k). Johnnie M. Walker, Extension of Medical Leave of Absence, February 17, 2015 through April 24, 2015, utilizing sick days.
- l). Tiffany Prime, Extension of Medical Leave of Absence, March 2, 2015 through March 9, 2015, utilizing sick days, March 10, 2015 through April 17, 2015, without pay.
- m). Andres Martinez, Extension of Medical Leave of Absence, March 30, 2015 through July 27, 2015, without pay.

Gonzalez  
Motion

Varela  
Seconded

CARRIED UNANIMOUSLY

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

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

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

- a). Nicolas Davila, English Teacher, Perth Amboy High School, effective on or before May 1, 2015 through June 30, 2015 (Step 7-MA) at a pro-rated 10-month salary of \$56,600.00, pending negotiations. COE:English Teacher. (Replacing – C. Benitez)
- b). Edgar Ramirez, Bilingual Mathematics Teacher, Perth Amboy Education Center, effective March 16, 2015 through June 30, 2015 (Step 10-MA) at a pro-rated 10-month salary of \$61,200.00, pending negotiations. Standard:Math/Bilingual Certification (pending). (Replacing – M. Paz)
- c). Lata Chiramel, Temporary Replacement, Mathematics Teacher, William C. McGinnis School, effective March 16, 2015 through June 30, 2015 (Step 1-BA) at a pro-rated 10-month salary of \$48,000.00, pending negotiations. COE:Mathematics. (Replacing – Y. Tejada)
- d). Nicole Ricca, Extension of Temporary Contract, School Psychologist, Ignacio Cruz Early Childhood Center, effective March 30, 2015 through June 30, 2015 (Step 1-MA) at a pro-rated 10-month salary of \$53,500.00, pending negotiations. Standard:School Psychologist. (Replacing – M. Corbo)

Gonzalez  
Motion

Varela  
Seconded

CARRIED UNANIMOUSLY

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

- a). Diana Colon, Level I Secretary, Dr. Herbert N. Richardson School, effective March 16, 2015 through June 30, 2015 at a pro-rated 12-month salary of \$31,925.00, pending negotiations. (Replacing – V. Gresh)
- b). Sean Neubauer, Food Services Special Worker, William C. McGinnis School, effective March 16, 2015 through June 30, 2015 at an hourly rate of \$23.40 (8 hours daily), pending negotiations. (Replacing – E. Nieves)
- c). Lydia Salas, School Bus Driver, Transportation Department, effective March 16, 2015 through June 30, 2015 at an hourly rate of \$29.40 (4 hours daily), pending negotiations. (Replacing – Y. Torres-Magyar)
- d). Kenny Abreu, Custodian (A) Second Shift, William C. McGinnis School, effective March 16, 2015 through June 30, 2015 at a pro-rated 12-month salary of \$27,400.00, pending negotiations. (Replacing – V. Castillo)
- e). Basileo Perez, Custodian (B) Second Shift, Samuel E. Shull School, effective March 16, 2015 through June 30, 2015 at a pro-rated 12-month salary of \$25,425.00, pending negotiations. (Replacing – D. Sanchez)

Gonzalez  
Motion

Varela  
Seconded

CARRIED UNANIMOUSLY

14. Recommendations of the Acting Superintendent of Schools

D. Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

- Item 4b pulled.
- 5). Approval to rescind the appointment of Ana M. Klement, Temporary Replacement, Bilingual Social Studies Teacher, William C. McGinnis School. (Replacing – J. Villareal)  

<u>Gonzalez</u>	<u>Varela</u>	
Motion	Seconded	CARRIED UNANIMOUSLY
- 6). Approval for the following staff member to serve as a mentor for the first-year teacher from February 2, 2015 through June 30, 2015 at the contractual rate:  

<u>Novice Teacher</u>	<u>School</u>	<u>Subject</u>	<u>Mentor</u>
Lisa Delbango	Patten	Psychologist	Jen Hart

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

<u>Novice Teacher</u>	<u>School</u>	<u>Subject</u>	<u>Mentor</u>
Elena Munoz	Ed. Ctr.	Spanish	Daniel Rodriguez

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

<u>Novice Teacher</u>	<u>School</u>	<u>Subject</u>	<u>Mentor</u>
Deborah Stocklas	Ceres	Reading	Victoria Pullaro

<u>Gonzalez</u>	<u>Varela</u>	
Motion	Seconded	CARRIED UNANIMOUSLY
- 9). Approval for the following additional staff/substitutes to work the Before/After School Programs for the 2014-2015 school year. (Attachment 14-D-9)  

<u>Gonzalez</u>	<u>Varela</u>	
Motion	Seconded	CARRIED UNANIMOUSLY
- 10). Approval of the following additional staff to the Delayed Opening/Early Dismissal Teams for the 2014-2015 school year. (Attachment 14-D-10)  

<u>Gonzalez</u>	<u>Varela</u>	
Motion	Seconded	CARRIED UNANIMOUSLY
- 11). Approval for the following lunch aides to be compensated for participating in the GCN training during the 2014-2015 school year at the contractual rate, not to exceed 8 hours, funded through the professional development account.  

Pagliery Cabrera Nin  
Cecilia Cruz  
Salena Paredes  
Debra Saldana

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

Gregory Perez

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

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

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

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

Taila Mercado

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

- 14). Approval to amend the Job Titles for the following Administrative Staff. (Attachment 14-D-14)

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

- 15). Approval of the following salary adjustments. (Attachment 14-D-15)

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

- 16). Approval of the following additional resignations:

- a). Peter Ramirez, Naval Science Instructor/Navy Junior ROTC, Perth Amboy High School, effective June 1, 2015 for the purpose of retirement.
- b). Linda Taylor, Language Arts Teacher, Samuel E. Shull School, effective July 1, 2015 for the purpose of retirement.
- c). Carmen L. Caban, Lunch Aide, Anthony V. Ceres School, effective May 15, 2015 for the purpose of retirement.

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

- Mr. Puccio stated that there's no finer person in our district than Gunny Ramirez. He has changed so many lives in our school district and our community. ROTC has won so many awards under his tenure, they are outstanding and they bring honor to our school and are recognized throughout the State. He will be sorely missed.

- 17). Approval to change the date of retirement for Bonnie Shain, Health & Physical Education Teacher, Edward J. Patten School, from July 1, 2015 to March 1, 2015.

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

- 18). Approval to change the date of retirement for Loyda Garcia, Spanish Teacher, Perth Amboy High School, from April 1, 2015 to June 30, 2015.

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

- 19). Approval of the following additional requests for a Leave of Absence:

- a). Christopher Dobrowolski, Personal Leave of Absence, March 2, 2015 through June 30, 2015, without pay.
- b). Joshua Nieves, Family Leave of Absence, March 14, 2015 through June 30, 2015, without pay.

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

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

Miguel A. Velez

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

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

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

- 1). Approval of the following Spring Athletics Stipend Positions and Volunteers for the 2014-2015 school year. (Attachment 14-E-1)

Bermudez  
Motion

Puccio  
Seconded

CARRIED UNANIMOUSLY

**15. Old Business**

Second Reading of the following Policy. (Attachment)

- Section 2000 – Program  
(with the exception of Policy 2415.04 – Title I District Wide Parental Involvement)

Varela  
Motion

Puccio  
Seconded

CARRIED UNANIMOUSLY

Approval of the following revised Job Descriptions. (Attachment)

- District Supervisor of Child Study Teams
- Education Center Behavioral Counselor

Puccio  
Motion

Varela  
Seconded

CARRIED UNANIMOUSLY

- Mr. Lebreault asked everyone to remember to file your Financial Disclosure Form. Mrs. Hernandez has been reminding everyone, so please comply.
- Mr. Lebreault asked for an update on several projects:
- Delaney Homes – Mr. Jess stated that at the last Buildings & Grounds Committee Meeting he provided copies of the appraisals for Delaney Homes that were completed by the districts appraiser and the Housing Authority's appraiser. Mr. Jess noted that both appraisals were not the same as the Housing Authority's is a little bit higher. Mr. Jess asked the committee to review the appraisals so that a determination of a fair price could be made to offer the Housing Authority. The committee was supposed to get back to Mr. Jess to provide that dollar amount.
- Mr. Ortiz asked if we could share these appraisals with the public.
- Mr. Jess said not at this time because that could provide an unfair advantage to the Housing Authority with regards to negotiations. Once negotiations are over it will certainly be available to the public.
- Bus Garage - Mr. Jess stated that he has been working with Ms. Davidson, Interim Manager of Transportation, who has been doing an excellent job, and our architect to develop the plans and specifications for this project. Mr. Jess has asked the architect to provide a copy of the rough plans so he can share it with the Buildings & Grounds Committee. The purpose of doing this is so the district can bring more transportation back into the district. We are currently paying the Ed Services Commission to do a lot of our transportation and Ms. Davidson has stated that by bringing it back, it will become more efficient and we'll be able to take care of more of our stuff in house.
- Mr. Ortiz asked how many busses we have, because we don't want to just give jobs to people within town because health care is very expensive. We should be spending this money in the classroom, not just on jobs. We need to improve the quality of education for our students.
- Mr. Lebreault stated that four years ago the transportation budget was \$7,500,000 and \$1,200,000 was being spent on staff and the remainder of the budget went to the commission. Mr. Ortiz's point is well taken and we will look into this and will provide information to Buildings & Grounds and Finance.
- Purchase of property adjacent to Patten School – Mr. Jess stated that he will speak to Mrs. Gutierrez about purchasing these properties as well as the architect and the engineers about what their thoughts are with regards to the properties.
- With regard to staggering of schedule for the Patten, Shull and Cruz – Dr. Rodriguez said we are going to move forward with this eventually.
- Mr. Jess said he has met with and will continue to meet with the district demographer and Ms. Davidson to utilize their input in putting together better schedules, district-wide, which will help alleviate traffic in town and provide better arrival and dismissal times for our schools.
- Ms. Tejeda than stated that she would like to provide condolences to the family of Richie Pryce, Jr. a former student who died on February 14, 2015. When you know someone, such as Mr. Pryce, the loss hurts even more. We extend our condolences.
- Ms. Tejeda congratulated a student at Patten School who won a National Cheerleading Championship with the Central Jersey All Stars.
- Mr. Nieves and his staff were thanked for the presentation by the playwright on March 7<sup>th</sup>. It was very well done.

Puccio  
Motion

Bermudez  
Seconded

(To close old business)  
CARRIED UNANIMOUSLY

16. New Business

First Reading of the following Policy. (Attachment)

- Section 4000 – Support Staff Members
- Attendance – 3212
- Attendance – 4211

Puccio  
Motion

Varela  
Seconded

CARRIED UNANIMOUSLY

Approval of the following Job Description. (Attachment)

- District Supervisor of Gifted and Talented Programs

Varela  
Motion

Puccio  
Seconded

CARRIED UNANIMOUSLY

- Mr. Lebreault stated that the Policy Committee has been inactive, however we need to make it official. A motion was made by Mr. Puccio and seconded by Ms. Tejeda to have the Policy Committee begin their work. Unanimously approved.
- Mr. Lebreault stated that Dr. Rodriguez is requesting the Board approve March 25<sup>th</sup> as a full day instead of a ½ day and that the McGinnis School go to school on May 25<sup>th</sup>, June 25<sup>th</sup> and June 26<sup>th</sup> because of the health scare issue we had.
- Mr. Bermudez stated that he has a concern with May 25<sup>th</sup> because it's a federal holiday and even though the AFT agrees, this could be a conflict for some people, that may be going to Washington DC or may want to share the day with a loved one who is a veteran.
- Mrs. Gonzalez said she does not like extending school to June 25<sup>th</sup> and June 26<sup>th</sup>. Everyone else will be out of school. The last week of school is hard for attendance anyway. Of all the other options she likes this the least. She would like to see days added to Easter break.
- Ms. Tejeda and Mr. Rodriguez agreed with Mrs. Gonzalez.
- Mr. Lebreault said by having all the graduations on the same day, it will be a cost savings because we use the same equipment for all graduations.
- Dr. Rodriguez said McGinnis staff did provided other options so she will review and let the Board know next month. This was discussed at the Curriculum Committee Meeting.
- Mr. Lebreault asked to be kept in the loop because this needs to be approved at the April meeting.
- Mr. Puccio stated if you move the ceremony to Friday we already have an expense. We have it on the field and the staff will be here but what about rental of chairs. We can rearrange it around high school graduation.
- Mr. Lebreault said when the graduation ceremonies are on not the same day; if someone has two students in each school the parents have to take two days off of work.
- Mr. Puccio said the school can also come in on a Saturday. Kids and staff will be off during spring break, which is way we didn't use those days. Memorial Day is a federal holiday and could be a problem if they work on that day.
- Mr. Lebreault said in his experience with the Catholic Schools, when they were under renovations three years ago for six or seven months they had dismissal one hour later each day until it was made up, perhaps that can be an option.
- Mr. Ortiz asked who determines how much time will be given back at the end of each day to make up the extra time.
- Dr. Rodriguez said we could add an additional period to the end of each day.
- Dr. Garcia spoke to the Board and stated if you add an additional minute to each day you can make up that time as well.
- Mr. Lebreault said the County needs to approve this. We need to agree with the AFT first and then send to the County.
- Dr. Garcia said she spoke to the staff, one group wanted Saturday's, but we don't know if the kids would come in.
- Mrs. Gutierrez stated that State law requires you to have a minimum of 180 days. Adding time is not like adding a day. The school days must be 4½ hours, so you have to make up at least two to three days. You have to check with the County about the length of the day because she is not sure the County will approve it.
- Dr. Rodriguez said that's why the three days recommended were good.

16. New Business (continued)

- Mr. Lebreault said we have to weigh the number of kids that will show up on a Saturday as compared to June 25<sup>th</sup> and 26<sup>th</sup>. We believe more kids will show up on a Saturday.
- Mr. Puccio agreed, we won't be able to accommodate everyone, but he likes the idea of Saturday's best.
- Dr. Garcia said for the past two years we've always had graduation the day before the high school and to get the students to come here we will hold their diploma and year book until they show up.
- Dr. Rodriguez stated there is no additional cost for moving the promotion ceremony because we own all the chairs and sound system.
- Mr. Lebreault said the second option for McGinnis on Saturday's, he suggests we work on that and revise the motion for three Saturday's for McGinnis School.
- Mr. Ortiz stated if the 4 ½ hours would be on Saturday's, he is not in favor of that because they are not getting a full day of instruction because a staff member showed up with an illness when she should not have come to school at all.
- Mr. Lebreault said he understands that, but you can't please everyone.
- Mr. Varela said kids are getting the classroom time if they don't have lunch they'll have a full day's time.
- Mrs. Gutierrez said at some time they'll have to approve three Saturday's.
- A revised motion was made by Mr. Varela and seconded by Mr. Puccio to have McGinnis School make up their three days on Saturdays. Motion passed 8-1 with Mr. Ortiz voting no.
- Mr. Varela stated that people are concerned about attending college, however there is a way for people to further their college education and become citizens. It's simple, join the military. You will become a citizen and have the military pay for your college. He also got tickets for the play, but the kids putting the stage together should have someone to help them so that they don't hurt themselves and so they do it the right way.
- We get bashed all the time on who we hire. We should be able to show a demograph of the make-up of the staff that's hired.
- Lunches – are the vending machines owned by the Board and if so how do we secure the money we collect from it, and account for it. We need to review that.
- Mr. Lebreault said the cast for the play is limited. They feel that this is part of their duty to build the set. It also helps them to learn more about the play.
- Dr. Rodriguez said that's correct. Ms. Reeves who's in charge of it has kids working on the set, designing the costumes, making the costumes, doing makeup, it's all part of the play experience and the kids seem to enjoy it.
- Mr. Jess stated that anytime the play needs money whether it's through the high school budget or the student activity account there is always money for their play.
- Mr. Ortiz said it takes all the kids to make the play successful, not just the actors.
- With regards to vending machines they asked for an accounting as to where the money goes, who collects it and what the procedures are. What's the money spent on as well.
- Mr. Puccio asked if we could post the letter we received from the state about lunch paments on the website and get it in Spanish. The letter is clear but the misconception is on how this letter will be interpreted.
- Mr. Puccio hears a lot about instruction, but we forget that extra-curricular activities help keep kids interested in school. Through clubs, sports and the play it helps to keep some kids in school so we need to keep doing them. If we can't keep kids interested in school we will lose them.
- Mr. Lebreault said we also need to be active within the code of conduct. Board members must review the policies and bylaws. We will also review the organizational chart and hierarchy so we can make it more effective and streamlined.

<u>Varela</u>	<u>Puccio</u>	(To close new business)
Motion	Seconded	CARRIED UNANIMOUSLY

17. Open to the Public

- Public member #1 – thanked the educators for educating our kids. She came to the parent teacher meeting at the high school to see what you do and what you do when the parents don't show up. Educators also teach outside of the classroom and they teach life lessons. Congratulations to the basketball team as well. They made it to the second round of the States for the first time since 1996 and a job well done. Thanks to Mr. Mastropiero who made a deal with the students and said if they won four games in a row he would cook for them and he did. He cooked a very good meal and all the students were very grateful. We were supposed to have a meeting with Dr. Rodriguez, but it was cancelled because of snow. We will have to reschedule it. Congratulations to the Black Excellence Club as well.
- Public member #2 - stated that she is currently attending Middlesex County College. She has an intro to education course and she wants to do her observation here. This needs to be done by April 22<sup>nd</sup> and she asked how she could accomplish this. Dr. Rodriguez asked to speak with her after the meeting.



17. Open to the Public (continued)

Puccio  
Motion

Bermudez  
Seconded

(To close public business)  
CARRIED UNANIMOUSLY

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

Respectfully submitted,



Derek J. Jess  
School Business Administrator/  
Board Secretary

DJJ/eh



CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

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

February 5, 2015

**Correspondence**

**12 - A - 1**

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

ANDREW P. SIDAMON-BRISTOFF  
*State Treasurer*

FLORENCE J. SHEPPARD  
*Acting Director*

ADELAIDA GARCIA

RE: TPAF, 502570

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

Congratulations on your retirement. The Board of Trustees, at their regular meeting on February 5, 2015, approved your application for Service Retirement effective January 1, 2015. (In accordance with your selection of option 1).

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

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

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



CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

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

Correspondence

12 - A - 2

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

ANDREW P. SIDAMON-ERISTOFF  
*State Treasurer*

FLORENCE J. SHEPPARD  
*Acting Director*

February 5, 2015

CANDACE PYZIK

RE: TPAF #479278

Dear Candace Pyzik:

The Board of Trustees of the Teachers' Pension and Annuity Fund (TPAF) at its meeting of February 5, 2015 considered and approved your application for Ordinary Disability retirement benefits effective January 1, 2015 under Maximum pursuant to N.J.S.A. 18A:66-39 and relevant case law.

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

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

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

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

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

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

*New Jersey Is An Equal Opportunity Employer • Printed on Recycled and Recyclable Paper*



**State of New Jersey**

DEPARTMENT OF AGRICULTURE  
Division of Food & Nutrition  
PO Box 334  
TRENTON NJ 08625-0334

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

To: School Business Administrators, Charter School Leads; Food Service Directors of  
Schools Participating in the School Nutrition Programs

From: Arleen Ramos-Szatmary, Coordinator *Arleen Ramos-Szatmary*  
School Nutrition Programs

Date: February 9, 2015

Subject: Parent Notification of Payment Owed for School Breakfast and School Lunch Meals

On February 5, 2015, Governor Chris Christie signed A-1796/S-2000 into law, which prohibits school districts from denying students school breakfast or school lunch because payment is owed without prior notice to parent.

Effective immediately, the bill provides that if money is owed for a public school student's school breakfast or school lunch bill, the district must contact the student's parent or guardian to provide notice of the debt and provide a period of 10 school days to pay the amount due. If the parent or guardian does not make a full payment by the end of the 10 school days, the district is to then provide a second notice that school breakfast or school lunch, as applicable, will not be served to the student beginning one week from the date of this second notice unless payment is made in full.

A link to the bill can found at [http://www.njleg.state.nj.us/2014/Bills/A2000/1796\\_I1.HTM](http://www.njleg.state.nj.us/2014/Bills/A2000/1796_I1.HTM) for further information and reference.

Local school policies surrounding alternate meals served to students with food service debt may remain in place, as long as they do not contradict the state law.

Please ensure that any parent notification documents regarding the National School Breakfast and National School Lunch Program are maintained on file, and direct any questions you may have to the School Nutrition Programs unit at 609-984-0692.

Thank you again for your commitment to feeding the children of New Jersey nutritious, safe and balanced meals.

**ASSEMBLY, No. 1796**  
**STATE OF NEW JERSEY**  
**216th LEGISLATURE**

PRE-FILED FOR INTRODUCTION IN THE 2014 SESSION

**Sponsored by:**

**Assemblyman JASON O'DONNELL**

**District 31 (Hudson)**

**Assemblyman JOSEPH CRYAN**

**District 20 (Union)**

**SYNOPSIS**

Prohibits school district from denying student school breakfast or school lunch because payment is in arrears without prior notice to parent.

**CURRENT VERSION OF TEXT**

Introduced Pending Technical Review by Legislative Counsel

**AN ACT** concerning school meals and supplementing chapter 33 of Title 18A of the New Jersey Statutes.

**BE IT ENACTED** *by the Senate and General Assembly of the State of New Jersey:*

1. In the event that a school district determines that a student's school breakfast or school lunch bill is in arrears, the district shall contact the student's parent or guardian to provide notice of the arrearage and shall provide the parent or guardian with a period of 10 school days to pay the amount due. If the student's parent or guardian has not made full payment by the end of the 10 school days, then the district shall again contact the student's parent or guardian to provide notice that school breakfast or school lunch, as applicable, shall not be served to the student beginning one week from the date of the second notice unless payment is made in full.

2. This act shall take effect immediately.

## STATEMENT

The purpose of this bill is to ensure that a student is not suddenly denied a school breakfast or school lunch because the school district determines that the student's food bill is in arrears.

The bill provides that if a public school student's school breakfast or school lunch bill is in arrears, the district must contact the student's parent or guardian to provide notice of the arrearage and provide a period of 10 school days to pay the amount due. If the parent or guardian does not make full payment by the end of the 10 school days, the district is to then provide a second notice that school breakfast or school lunch, as applicable, will not be served to the student beginning one week from the date of this second notice unless payment is made in full.

**Reports**  
**13 - A - 1**

**REPORT OF BID OPENING ON FEBRUARY 26, 2015 AT 11:00 A.M. IN THE ADMINISTRATION CAFETERIA ROOM.**

Bids were opened and read aloud by Mr. Derek Jess in the Administration Cafeteria Room

In attendance were: Mr. Derek Jess, Irene Hand, Mario Cofini, Dave Andriola from Parette Somjen Architects and various vendors.

The following is a list of bids received:

**ROOF REPLACEMENT AT THE EDWARD J. PATTEN ELEMENTARY SCHOOL**  
**PSA COMMISSION NUMBER 6215**

Arch Concept Construction, Inc., Haledon, NJ	Base Bid	\$1,360,500.00	Bid Bond
	Alt A-1	350,000.00	Deduct
	Alt A-2	343,000.00	Deduct
	Alt A-3	336,000.00	Deduct
	Alt A-4	79,500.00	Add
Chris Anderson Roofing & Erecting Co., Inc. Perth Amboy, NJ	Base Bid	\$1,626,870.00	Bid Bond
	Alt A-1	424,000.00	Deduct
	Alt A-2	489,500.00	Deduct
	Alt A-3	378,200.00	Deduct
	Alt A-4	64,000.00	Add
Integrity Roofing, Inc., Rahway, NJ	Base Bid	\$1,689,000.00	Bid Bond
	Alt A-1	320,000.00	
	Alt A-2	380,000.00	
	Alt A-3	300,000.00	
	Alt A-4	95,000.00	
D.A. Nolt, Inc., Berlin, NJ	Base Bid	\$1,833,498.00	Bid Bond
	Alt A-1	310,091.00	Deduct
	Alt A-2	109,547.00	Deduct
	Alt A-3	267,354.00	Deduct
	Alt A-4	152,190.00	Add
Northeast Roof Maint., Inc., Perth Amboy, NJ	Base Bid	\$1,777,287.00	Bid Bond
	Alt A-1	415,284.00	Deduct
	Alt A-2	523,557.00	Deduct
	Alt A-3	417,793.00	Deduct
	Alt A-4	86,875.00	Add

Pravco, Inc., Rahway, NJ	Base Bid	\$1,465,000.00	Bid Bond
	Alt A-1	370,000.00	Deduct
	Alt A-2	450,000.00	Deduct
	Alt A-3	330,000.00	Deduct
	Alt A-4	65,000.00	Add
USA General Contractors Corp., Elizabeth, NJ	Base Bid	\$1,668,000.00	Bid Bond
	Alt A-1	275,000.00	Deduct
	Alt A-2	220,000.00	Deduct
	Alt A-3	240,000.00	Deduct
	Alt A-4	85,000.00	Add
VMG Group, Roselle, NJ	Base Bid	\$1,742,000.00	Bid Bond
	Alt A-1	433,000.00	Deduct
	Alt A-2	505,000.00	Deduct
	Alt A-3	480,000.00	Deduct
	Alt A-4	56,000.00	Add



PERTH AMBOY BOARD OF EDUCATION  
MARCH 11, 2015  
RESOLUTION INVOKING DOCTRINE OF NECESSITY

WHEREAS, the School Ethics Act, N.J.S.A. 18A:12-21 et seq., was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen as to how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998); and

WHEREAS, the Perth Amboy Board of Education finds that it is necessary to invoke the Doctrine of Necessity in order to discuss and take action regarding the appointment of a new Superintendent of Schools;

NOW THEREFORE BE IT RESOLVED that the Perth Amboy Board of Education hereby invokes the Doctrine of Necessity in order to discuss and take action regarding the appointment of a new Superintendent of Schools. The reasons why each board member has a conflict of interest and the specific nature of the conflicts of interest are the following:

- Anthony Bermudez has a sister employed in the district;
- Milady Tejeda has a brother employed in the district;
- Israel Varela has a wife employed in the district;
- Obdulia Gonzalez has a sister-in-law employed in the district;
- Samuel Lebreault has a sister-in-law employed in the district; and
- Jose Rodriguez has a niece employed in the district.

BE IT FURTHER RESOLVED that this resolution will be posted for 30 days and a copy of the resolution will be provided to the School Ethics Commission.

FIELD TRIPS FOR BOARD APPROVAL ON March 5, 2015

[illegible]

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

Nancy Samaha, Ph.D.  
Acting Director

Arleen Rios  
Supervisor

Diane Dahl  
Supervisor

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

---

To: Dr. Vivian Rodriguez  
Acting Superintendent

From: Dr. Nancy Samaha *NS*  
Acting Director

Date: February 20, 2015

Subject: After/Before/Home Instruction

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

Staff	School	Hourly Rate
Clayton Board of Education	Clayton Public Schools	\$36.00 11-000-217-320-0-0000-16

## 14-A-188

[illegible]

[illegible]

**Perth Amboy Public Schools**  
**Approval for Travel Expenses – April 2015**  
**Board Meeting March 5, 2015**

Staff Member	Building	Travel Dates	Workshop/ Conference	Destination	Registr. Fee	Meals and Incidentals Days Daily Total	Mileage/ Trans.	Lodging Nights Daily Total	Account Number	Bd. App Cost	Board App	County Approval
Lillianne Cruz-Agamil	Admin. Building	April 2, 2015	Teacher's Job Fair	Kean University	0	0	\$ 25.00	0	11-000-223-800-0-0000-17	\$ 25.00		
Dr. Debra Sheard	Admin. Building	April 21, 2015	Systems 3000	Edmontown, NJ	0	0	\$ 19.88	0	11-000-223-880-0-0000-35	\$ 19.88		
Maria Alvarado	Admin. Building	April 21, 2015	Systems 3000	Edmontown, NJ	0	0	\$ 19.88	0	11-000-223-880-0-0000-35	\$ 19.88		
Judith Rodriguez	Admin. Building	April 21, 2015	Systems 3000	Edmontown, NJ	0	0	\$ 19.88	0	11-000-223-880-0-0000-35	\$ 19.88		
Dr. Damian Medina	DISTRICT	April 23, 2015	An Introduction to Dyslexia – Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110-0-0000-35	\$ 150.00		
Diane Dahl	DISTRICT	April 23, 2015	An Introduction to Dyslexia – Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110-0-0000-35	\$ 150.00		
Dr. Nancy Samaha	DISTRICT	April 23, 2015	An Introduction to Dyslexia – Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110-0-0000-35	\$ 150.00		
Tiffany Prime	FLYNN	April 23, 2015	An Introduction to Dyslexia – Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110-0-0000-35	\$ 150.00		
Antonette Barabato	PATTEN	April 23, 2015	An Introduction to Dyslexia – Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110-0-0000-35	\$ 150.00		
Marlitta Litratto	DR. RICHARDSON	April 23, 2015	An Introduction to Dyslexia – Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110-0-0000-35	\$ 150.00		
Jamie Sakel	WILENTZ	April 23, 2015	An Introduction to Dyslexia – Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110-0-0000-35	\$ 150.00		
Ruth Jurado	DISTRICT	April 23, 2015	An Introduction to Dyslexia – Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110-0-0000-35	\$ 150.00		
Robyn Carrera	FLYNN	April 23, 2015	An Introduction to Dyslexia – Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110-0-0000-35	\$ 150.00		
Lauren Marrocco	PATTEN	April 23, 2015	An Introduction to Dyslexia – Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110-0-0000-35	\$ 150.00		
Kimberly Miller	DR. RICHARDSON	April 23, 2015	An Introduction to Dyslexia – Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110-0-0000-35	\$ 150.00		
Maria Euell	CERES	April 23, 2015	An Introduction to Dyslexia – Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110-0-0000-35	\$ 150.00		

Perth Amboy Public Schools  
Approval for Travel Expenses – April 2015  
Board Meeting March 5, 2015

Staff Member	Building	Travel Dates	Workshop/ Conference	Destination	Registr. Fee	Meals and Incidentals Days Daily Total	Mileage/ Trans.	Lodging Nights Daily Total	Account Number	Sd. App Cost	Board App	County Approval
Rosalie LaRosa-Avstlett	WILENTZ	April 23, 2015	An Introduction to Dyslexia -- Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110.0-0000-35	\$ 150.00		
Mayra McDonald	CERES	April 23, 2015	An Introduction to Dyslexia -- Train the Trainer Workshop	New Brunswick, NJ	\$ 150.00	0	0	0	11-000-223-110.0-0000-35	\$ 150.00		
Luis Ortega	Adult Education Center	April 24, 2015	NJALL 2015 Conference	Brookdale Community College	\$ 100.00	0	\$ 16.40	0	20-619-200-500.1-0000-12	\$ 116.40		
Irina Chocorski Gerard Gimmeyer Randa Labib Rochelle Newman Raven Samuel Noani Tirado Teliana Pereira Wanda Segarra-Cruz	Adult Education Center	April 24, 2015	NJALL 2015 Conference	Brookdale Community College	\$ 800.00	0	0	0	20-619-200-500.1-0000-12	\$ 800.00		

[illegible]



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

Finance  
**14 – B – 8**

To: Richard Grobelny  
From: Jasmin Minaya  
Re: Budget Transfers Title 1  
Date: 2/26/2015

From: 20-234-100-610-1-0000-40	\$ 60,625.86
To: 20-234-200-200-0-0000-40	\$ 12,168.49
20-234-200-300-1-0000-40	\$ 25,000.00
20-234-100-101-0-0000-04	\$ 23,457.37
From: 20-234-200-110-0-0000-06	\$ 88,088.35
To: 20-234-100-101-0-0000-04	\$ 16,542.63
20-234-100-101-0-0000-06	\$ 40,500.00
20-234-100-101-0-0000-40	\$ 7,478.00
20-234-100-101-1-0000-40	\$ 23,567.72
From: 20-234-200-800-3-0000-40	\$ 825.77
To: 20-234-200-200-0-0000-40	\$ 825.77
From: 20-234-200-800-0-0000-06	\$ 1,785.50
To: 20-234-200-200-0-0000-40	\$ 1,785.50
From: 20-234-100-610-0-0000-80	\$ 447.56
To: 20-234-200-200-0-0000-40	\$ 447.56
From: 20-231-100-300-1-0000-81	\$ 761.00
To: 20-231-100-101-0-0000-40	\$ 761.00

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

To: Richard Grobelny  
From: Jasmin Minaya  
Re: Budget Transfers Title 2  
Date: 2/26/2015

From: 20-272-100-610-0-0000-40	\$	2,500.00
To: 20-272-200-500-0-0000-80	\$	2,500.00
From: 20-271-100-610-0-0000-40	\$	2,500.00
To: 20-271-200-500-0-0000-80	\$	2,500.00
From: 20-271-100-800-1-0000-40	\$	18,814.05
To: 20-271-200-800-0-0000-00	\$	12,450.84
20-271-200-200-0-0000-40	\$	5,339.19
20-271-200-500-0-0000-81	\$	831.00
20-271-200-500-0-0000-80	\$	193.02
From: 20-271-100-800-0-0000-40	\$	10,584.33
To: 20-271-200-800-0-0000-00	\$	10,584.33
From: 20-272-200-600-0-0000-00	\$	23,854.00
To: 20-272-200-800-0-0000-00	\$	23,854.00
From: 20-272-200-600-0-0000-40	\$	41,214.00
To: 20-272-200-110-3-0000-40	\$	25,000.00
20-272-200-110-0-0000-40	\$	2,750.17
20-272-200-800-0-0000-00	\$	13,463.83
From: 20-271-200-600-0-0000-40	\$	1,961.13
To: 20-271-200-580-0-0000-80	\$	1,961.13
From: 20-272-100-300-0-0000-80	\$	12,550.00
To: 20-272-200-300-0-0000-80	\$	10,000.00
20-272-200-300-0-0000-81	\$	2,550.00
From: 20-272-100-610-0-0000-81	\$	6,251.00
To: 20-272-200-300-0-0000-81	\$	6,251.00

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

From: 20-272-100-800-0-0000-81	\$	1,100.00
To: 20-272-200-300-0-0000-81	\$	1,100.00
From: 20-272-200-800-0-0000-81	\$	1,979.00
To: 20-272-200-300-0-0000-81	\$	99.00
20-272-200-500-0-0000-81	\$	1,880.00

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

To: Richard Grobelny  
From: Jasmin Minaya  
Re: Budget Transfers Title 3  
Date: 2/26/2015

From: 20-243-100-610-0-0000-81	\$	1,034.00
To: 20-243-100-300-0-0000-81	\$	1,034.00
From: 20-245-100-500-0-0000-40	\$	15,000.00
To: 20-245-100-610-0-0000-40	\$	15,000.00
From: 20-243-100-800-0-0000-40	\$	6,500.00
To: 20-243-200-110-1-0000-40	\$	6,500.00
From: 20-245-200-300-0-0000-40	\$	40,000.00
To: 20-245-100-101-0-0000-40	\$	33,395.76
20-245-100-610-0-0000-40	\$	6,604.24
From: 20-245-200-500-0-0000-40	\$	12,000.00
To: 20-245-200-110-1-0000-40	\$	12,000.00
From: 20-245-200-800-0-0000-40	\$	19,396.00
To: 20-245-100-610-0-0000-40	\$	3,091.91
20-245-200-600-0-0000-40	\$	400.09
20-245-200-110-1-0000-40	\$	15,904.00
From: 20-243-200-800-0-0000-40	\$	19,000.00
To: 20-243-200-110-1-0000-40	\$	4,096.00
20-243-200-200-1-0000-40	\$	14,904.00

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

To: Richard Grobelny  
From: Jasmin Minaya  
Re: Budget Transfers Title 3 Immigrant  
Date: 2/26/2015

From: 20-246-100-610-0-0000-81	\$	1,072.61
To: 20-246-100-610-0-0000-40	\$	1,072.61
From: 20-246-100-300-0-0000-40	\$	12,000.00
To 20-246-200-110-1-0000-40	\$	921.00
20-246-100-610-0-0000-40	\$	11,079.00
From: 20-246-100-500-0-0000-40	\$	20,000.00
To: 20-246-100-101-0-0000-40	\$	20,000.00
From: 20-246-100-800-0-0000-40	\$	2,300.00
To: 20-246-100-101-0-0000-40	\$	135.00
20-246-200-200-0-0000-40	\$	2,165.00
From: 20-246-200-300-0-0000-40	\$	13,000.00
To: 20-246-100-101-0-0000-40	\$	13,000.00
From: 20-246-200-500-0-0000-40	\$	11,000.00
To: 20-246-200-200-0-0000-40	\$	752.00
20-246-200-800-0-0000-40	\$	6,169.00
20-246-200-100-1-0000-40	\$	4,079.00

9-171

9-171

[illegible]

[illegible][illegible]



Dr. Herbert H. Richardson 21<sup>st</sup> Century School

318 Stockton Street

Perth Amboy, NJ 08861

Telephone: 732-376-6010 Fax: 732-638-1040

Personnel

**14 - D - 10**

Mr. Edwin Nieves  
Principal

Ms. Karen Moffatt  
Vice Principal

Mrs. Kimberly Miller  
Instructional Leader

To: Dr. Sheard

Fr: Edwin Nieves

Re: Delayed Opening/Early Dismissal Teams

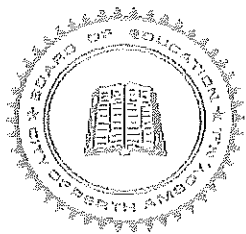
Date: Wednesday, February 18, 2015

Below are the names of the Delayed Opening/Early Dismissal Teams:

Edwin Nieves, Principal  
Karen Moffatt, Vice Principal  
Kimberly Miller, Instructional Leader  
Tyrell Grant, Custodian  
Casey Johnson, Custodian  
Rafael Gonzalez, Custodian  
Luis Ramos, Security  
Shylin Irizarry, Security  
Diana Colon, Secretary  
Jean Montalvo, Secretary  
Doris Varela, Teacher  
Isabel Serrano, Teacher  
Nayda Alvarez, Teacher  
Meredith Colon, Teacher  
Laura Apisa, Teacher  
Carmen Galarza, Para-professional  
Carmen Montalvo, Para-professional  
Esperanza Palacios, Para-professional  
Cecilia Virtullo, Para-professional

Thank you!





# Perth Amboy Public Schools

Administrative Headquarters Building

178 Barracks Street

Perth Amboy, NJ 08861

(732) 376-6200

Personnel

14 - D - 14

Debra J. Sheard, Ed.D.

Director of Personnel & Evaluation

Ext. 30-151/30-152

30-153/30-154

Fax: (732) 638-1007

Date: February 23, 2015

To: Dr. Vivian C. Rodriguez  
Interim Superintendent of Schools

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

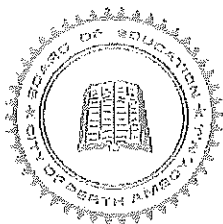
Re: Agenda Item

Please submit the following for Board of Education approval on the March 5, 2015,  
Agenda:

## Approval to amend the Job Titles for the following Administrative Staff:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Lillianne Cruz-Argemil	Chief Bilingual Education Supervisor	Director of Bilingual, ESL and World Languages	10/17/2014
Dr. Damian Medina	Chief Literacy Officer for Language Arts & Science (K-8)	District Supervisor for Language Arts, Literacy & Social Studies (K-8)	10/17/2014
Marie Bermudez	Chief Officer of Math & Science (K-8)	District Supervisor of Math & Science (K-8)	10/17/2014
MaryJo Sperlazza	Chief Early Childhood Services Supervisor	District Supervisor of Early Childhood Services	10/17/2014
Catherine McNulty	Chief Technology Officer (K-12)	District Supervisor of Educational Technology (K-12)	10/17/2014
Dr. Nancy Samaha	Acting Director of Special Education Services	District Supervisor of Child Study Teams	3/6/2015

Thank you.



# Perth Amboy Public Schools

Administrative Headquarters Building

178 Barracks Street

Perth Amboy, NJ 08861

732-376-6200

Personnel

14 – D – 15

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

Ext. 30-151/Ext. 30-152


Ext. 30-153/Ext. 30-154

Fax: (732) 638-1007

February 19, 2015

**AGENDA: March 5, 2015**

To: The Honorable Members of the Board of Education

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

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

Name	School	Old Salary	New Salary	Effective Date	Reason
Fernando Morales	Patten	\$49,600	\$56,100	3/16/15	MA+ Content Area
Elise Redondo	Ignacio Cruz	\$45,875	\$46,725	2/16/15	10yrs. Para Longevity
Daniel Gonzalez	School 7	\$43,850	\$44,700	2/16/15	10yrs. Para Longevity
Yashin Chen	PAHS	\$48,250	\$54,750	3/16/15	MA Degree + Content Area
Cathy Kovalsky	Flynn	\$89,350	\$90,100	9/1/13-4/15/14	13/14 MA School Year Salary
Cathy Kovalsky	Flynn	\$90,100	\$91,800	4/16/14-6/30/14	13/14 PhD School Year Salary
Cathy Kovalsky	Flynn	\$91,050	\$91,800	9/1/14	Salary Adj. for 14/15 School Year
Daryn Hanson	Flynn	\$84,600	\$86,100	3/1/15	25yrs Teacher Longevity
Beth Lieberman	Patten	\$90,100	\$91,600	3/1/15	25yrs. Teacher Longevity
Roberta Newman	Patten	\$84,600	\$86,100	3/1/15	25yrs. Teacher Longevity
Erika Rodriguez	Sp. Services	\$51,625	\$52,215	3/1/15	15yrs. Secretary Longevity
Carmen Torres	Hmieleski	\$47,700	\$48,525	3/1/15	20yrs. Para Longevity
Teresa Margiottello	McGinnis	\$32,300	\$34,420	3/16/15	7.5 hrs. to 8 hrs.

**PERTH AMBOY BOARD OF EDUCATION**  
**Perth Amboy High School**  
**Spring Athletics**

EMPLOYEE NAME	SEASON	SPORT	TOTAL EARNINGS
Dennys Gomez	Spring Season	Tennis	\$4550
Mark Parkhurst	Spring Season	Golf	\$4660
Henry Romero	Spring Season	Volleyball	\$4390
Bruce Bertucci	Spring Season	Sailing	\$4295
Alex Perez	Spring Season	Head Baseball	\$7425
Steve Rubin	Spring Season	Baseball	\$5175
Edwin Santana	Spring Season	Baseball	\$5175
Alexandra Riley	Spring Season	Head Softball	\$7425
Lee Cruz	Spring Season	Softball	\$5175
Kitora Jones	Spring Season	Softball	\$5175
Bryan Williams	Spring Season	Head Boys Spring Track	\$7365
Channon Johnson	Spring Season	Boys Spring Track	\$4695
Brad Bishop	Spring Season	Boys Spring Track	\$4695
Rhonda Dakelman	Spring Season	Head Girls Spring Track	\$7365
Maria Zaharakis	Spring Season	Girls Spring Track	\$4695
Ronald Mavus	Spring Season	Girls Spring Track	\$4695
Vanessa Buron	Spring Season	Head Competition Cheerleading	\$3705
Cindy Cardona	Spring Season	Competition Cheerleading	\$2775
Jacklyn Schweitzer	Spring Season	Competition Cheerleading	\$2775

**PERTH AMBOY BOARD OF EDUCATION**  
**Perth Amboy Middle School**  
**Spring Athletics**

EMPLOYEE NAME	SEASON	SPORT	TOTAL EARNINGS
Jorge Nogueira	Spring Season	Tennis	\$4550
John Riley	Spring Season	Baseball	\$5175
Jasco Rodriguez	Spring Season	Baseball	\$5175
Joseph Masterpiero	Spring Season	Softball	\$5175
Stephanie Bermeo	Spring Season	Softball	\$5175
Jill Bachonski	Spring Season	Track	\$4695
Anthony Burdier	Spring Season	Track	\$4695
Richard Burzynski	Spring Season	Track	\$4695
Kristen DiTomasso	Spring Season	Track	\$4695
Renee Quero	Spring Season	Competition Cheerleading	\$2775
Michelle Carsillo	Spring Season	Competition Cheerleading	\$2775
Jeremiah Kleckner	Spring Season	Site Coordinator	\$2838.33
Damon Clark	Spring Season	Volunteer Baseball	0
Michael Jasper	Spring Season	Volunteer Baseball	0
Sean Atkins	Spring Season	Volunteer Track	0

## ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

### **DISTRICT SUPERVISOR OF CHILD STUDY TEAMS**

#### **Qualifications:**

1. New Jersey Supervisor Certificate
2. Certification and experience as a Child Study Team member and/or Teacher of the Handicapped.
3. Knowledge and experience in special education or special services, particularly with curriculum, instructional strategies, and behavior intervention.
4. Strong leadership and communication skills.
5. Have excellent supervisory experience and work with adolescents.
6. Required Criminal History Check.
7. Provide Proof of U.S 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 Supervisor of Child Study Teams shall be responsible for coordinating all aspects of individual Child Study Team functioning, including Speech/Language Specialists. This will include, but not be limited to: supervising the administration of records, working with building principals to insure optimum special education services, coordinating the responsibilities of professional staff that have multiple building assignments, and identifying the needs, and where necessary, recommend changes in special education programs.

**Reports to:** Director of Special Education Services

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

1. Coordinate and supervise all individual Child Study Team/Speech activities.
2. Check the required Child Study Team/Speech functions to insure compliance with State and Federal regulations.
3. Observe, evaluate, and report on staff performance as it relates to special education program requirements.
4. Consult with appropriate administrators for the correlation of special education programs located within their assigned building.
5. Schedule and hold meeting with special education staff members as required with monthly reports to the Director of Special Education Services.

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **DISTRICT SUPERVISOR OF CHILD STUDY TEAMS (Cont'd.)**

6. Gather, organize, and maintain district-wide special education records.
7. Assist in the interpretation of district-wide special education program information.
8. Remain informed on all-current developments, trends, mandates, etc. related to special education programs.
9. Evaluate and recommend budgetary allocations, which reflects good fiscal management.
10. Perform other duties as determined by the Director of Special Education Services.

### **Verification of Competency:**

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

### **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 CHILD STUDY TEAMS (Cont'd.)**

### **Environmental Demands:**

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

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

### **Terms of Employment:**

12-month exempt salaried position with agreement between the Perth Amboy School Administrators Association and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The District Supervisor of Child Study Teams will be evaluated by the Director of Special Education Services.

**Date Adopted:** September 20, 2001

**Date Revised:** March 5, 2015

## ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

### **Education Center Behavioral Counselor**

#### **Qualifications:**

- Have a degree from an accredited college/university and at least three (3) years experience working with children in counseling of crisis intervention fields and a school counselor standard certificate.
- Have excellent integrity and demonstrate good moral character and initiative.
- Have the ability to work with a variety of people.
- Have extensive knowledge and involvement with the school area community and with adults in general and parents in particular.
- Demonstrate effective organizational skills.
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Demonstrate the ability to communicate effectively in English, (Spanish Preferred) both orally and in writing, using proper grammar and vocabulary.
- Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form, I-9.
- Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
- Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
- Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:34A-4.

**Reports To:** Principal and/or Designee

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

The Education Center Behavioral Counselor provides continuous support to the overall educational environment by utilizing Positive Peer Culture strategies in order to address student behaviors. To provide ongoing behavior intervention strategies for all Education Center students, in all aspects of the educational environment (Assisting within the classrooms, within the hall ways, cafeteria, gymnasium, and all other extracurricular activities, including student arrival and dismissal). The Education Center Behavioral Counselor will also work directly with administrators to provide outlets and avenues for students to communicate with staff in the building, serving as a liaison helping to empower students, develop leadership skills and build healthy relationships built on trust.



# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **Education Center Behavioral Counselor (Cont'd.)**

### **Duties and Responsibilities:**

- Consults and collaborates with Administration, Faculty and Staff within the district as needed.
- Provides information upon request, to parents and students in regards to service programs.
- Assists and intervenes to improve achievement, attendance, and student behavior.
- Coordinates, or conducts workshops to inform students about community and school services and programs.
- Assist students and staff in resolving concerns expressed at parent, teacher, and administrative conferences.
- Maintain communications with the administration and instructional staff of the schools to identify needs for communications with parents.
- Assist in supervision of students in all aspects as requested by administration.
- Cooperatively support building administrators in establishing and implementing effective student/community programs.
- Serve as a resource for students and parents to all professional personnel.
- Assist parents and school staff with implementing local, state and federal program policies and procedures.
- Articulate needs of students and coordinate and provide support for students and staff.
- Use technology to fulfill job functions.
- Redirect restless or inattentive students into complying with the norm/expectation of the school in conjunction with Administrative Staff.
- Assist the teacher in communicating with parents.
- Assist students with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school.
- Communicate to the teacher any unusual situations or needs of students with required consent.
- Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
- Assist the teacher in handling interruptions and emergencies.
- Maintain a safe orderly environment.

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **Education Center Behavioral Counselor (Cont'd.)**

- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Assist with all non-instructional tasks as assigned by the Building Administrator.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
- Participate in appropriate in-service and workshop programs and attend any required meetings.

### **Verifications of Competency:**

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

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

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

## **Education Center Behavioral Counselor (Cont'd.)**

### **Environmental Demands:**

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

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

### **Terms of Employment:**

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

**Date Adopted: March 29, 2012**

**Date Revised: May 31, 2012, May 23, 2013, March 5, 2015**

# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4000/page 1 of 2

#### 4000 SUPPORT STAFF MEMBERS

<u>Number</u>	<u>Title</u>
4111	Creating Positions
4124	Employment Contract
4125	Employment of Support Staff Members (M)
4140	Termination
4146	Nonrenewal of Nontenured Support Staff Member
4150	Discipline
4151	Assessment of Pay
4152	Withholding an Increment
4159	Support Staff Member/School District Reporting Responsibilities
4160	Physical Examination (M)
4161	Examination for Cause
4211	Attendance
4211.3	Consulting Outside the District
4214	Conflict of Interest
4215	Code of Ethics
4218	Substance Abuse (M)
4219	Commercial Driver Controlled Substance and Alcohol Use Testing (M)
4220	Employee Evaluation
4230	Outside Activities
4233	Political Activities
4240	Employee Training
4281	Inappropriate Staff Conduct
4282	Use of Social Networking Sites
4283	Electronic Communications Between Support Staff Members and Students <i>abolished</i>
4321	Acceptable Use of Computer Network(s)/Computers and Resources by Support Staff Members <i>12/10/14</i>
4322	Staff Member's Use of Cellular Telephones
4324	Right of Privacy
4351	Healthy Workplace Environment
4352	Sexual Harassment (M)
4360	Support Staff Member Tenure
4381	Protection Against Retaliation



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS  
4000/page 2 of 2

<u>Number</u>	<u>Title</u>
4413	Overtime Compensation
4415	Substitute Wages
4420	Benefits
4425	Work Related Disability Pay
4425.1	Modified Duty Early Return to Work Program -- Support Staff Members
4431.1	Family Leave (M)
4431.3	New Jersey's Family Leave Insurance Program
4432	Sick Leave
4433	Vacations
4434	Holidays
4436	Personal Leave
4437	Military Leave
4438	Jury Duty



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### TEACHING STAFF MEMBERS

3212/page 1 of 2

Attendance

M

### 3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Because absenteeism exacts a high cost in the depletion of district resources and in the disruption of the educational program, the Board of Education is vitally interested in the attendance of each employee and considers conscientious attendance an important criterion of satisfactory job performance.

The privilege of district employment imposes on each teaching staff member the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage his/her personal affairs to avoid conflict with district responsibilities.

The Board of Education adopts the following guidelines regarding tardiness of employees:

1. In the event of a second occurrence of tardiness in any one school year, a written reprimand will be issued to the offender and a copy placed in the employee's personnel file.
2. In the event of a fourth occurrence of tardiness in that same school year, the offending employee shall lose one-half day's pay.
3. In the event of a seventh occurrence in that same school year, the offending employee shall lose one day's pay.
4. In the event of an eighth or more occurrences of tardiness during that same school year, the offending employee shall be subject to such further action as deemed necessary by the Board.

If an employee believes an extenuating circumstance might exist which provides acceptable reason for tardiness, such employee may appeal in writing to the Superintendent the reporting of the employee's tardiness. In any such case, the decision of the Superintendent is final and binding.



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

### TEACHING STAFF MEMBERS

3212/page 2 of 2

Attendance

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences without good cause may be subject to discipline, which may include the withholding of one or subsequent salary increments and/or certification of tenure charges.

No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the contract negotiated with the member's majority representative or provided in the policies of the Board.

The Superintendent is directed to ascertain the rate of absence among the professional staff, in accordance with rules of the State Board of Education. Whenever the rate of absence in any school year is higher than three and one-half percent, the Superintendent shall develop and present to the Board a plan for the review and improvement of staff attendance. The review and improvement plan shall require the collection and analysis of attendance data, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et. seq.

Adopted: 12 January 2006



# POLICY

## PERTH AMBOY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4211/page 1 of 2

Attendance

### 4211 ATTENDANCE

Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. The Board of Education is vitally and continually interested in the attendance of each employee and considers satisfactory attendance an important criterion of satisfactory job performance.

The privilege of district employment imposes on each employee the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents both on and off the job, and manage personal affairs in order to satisfy district attendance requirements.

The Board is required by the high costs of absences and disrupted work schedules to give continuing attention to the maintenance of regular attendance by employees. Chronic absenteeism and tardiness are subject to discipline and may be cause for dismissal.

The Board of Education adopts the following guidelines regarding tardiness of employees:

1. In the event of a second occurrence of tardiness in any one school year, a written reprimand will be issued to the offender and a copy placed in the employee's personnel file.
2. In the event of a fourth occurrence of tardiness in that same school year, the offending employee shall lose one-half day's pay. A record of the pay reduction shall be included in the employee's personnel file.
3. In the event of a seventh occurrence in that same school year, the offending employee shall lose one day's pay. A record of the pay reduction shall be included in the employee's personnel file.
4. In the event of an eighth or more occurrences of tardiness during that same school year, the offending employee shall be subject to such further action as deemed necessary by the Board. A record of the pay reduction shall be included in the employee's personnel file.





# POLICY

## PERTH AMBOY BOARD OF EDUCATION

SUPPORT STAFF MEMBERS  
4211/page 2 of 2  
Attendance

If an employee believes an extenuating circumstance might exist which provides acceptable reason for tardiness, such employee may appeal in writing to the Superintendent the reporting of the employee's tardiness. In any such case, the decision of the Superintendent is final and binding.

The Superintendent shall develop regulations to implement this policy.

N.J.S.A. 18A:30-1 et seq.

DRAFT

Adopted: 12 January 2006



***JOB DESCRIPTION******PERTH AMBOY  
BOARD OF EDUCATION*****District Supervisor of Gifted and Talented Programs****Qualifications:**

1. Hold a New Jersey Administrative certificate with Supervisor endorsement.
2. Hold a Master's Degree from an accredited college or university.
3. Have at least five (5) years of successful teaching experience and two (2) years excellent administrative experience.
4. Have experience with curriculum development, standards, and assessment.
5. Have experience with development of program and coordination of instructional and support staff.
6. Demonstrate excellent organizational skills and ability to motivate people.
7. Demonstrate ability of program planning and ability to establish and manage budgets.
8. Demonstrate knowledge and understanding of curriculum development and program evaluation, organization of the content field, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
9. Have knowledge of best instructional practices in helping all students achieve high standards.
10. Demonstrate ability and knowledge of staff evaluation process.
11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
14. Pass the State required Mantoux-Intradermal Tuberculin Test and Physical Exam.
15. Other qualifications to be determined by the Superintendent of Schools.

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

**Nature and Scope of Job:**

The District Supervisor of Gifted and Talented Programs leads the development, organization, implementation, coordination and evaluation of the Grades K-12 instructional programs as they pertain to Gifted/Talented Programs, Honors and Advanced Placement courses. The Supervisor also acts as a generalist to ensure that all students meet and exceed the Common Core Standards. The District Supervisor of Gifted and Talented Programs will also work with school principals, in consultation with parents, teachers, school counselors and other appropriate personnel, and will have the prime responsibility for decision in relation to the education of gifted and talented students.

**Duties and Responsibilities:**

1. Work cooperatively with directors, supervisors and Grades K-12 principals to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.

## ***JOB DESCRIPTION***

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

### **District Supervisor of Gifted and Talented Programs (Cont'd.)**

2. Plan, organize, implement, supervise, coordinate, and evaluate programs in the Common Core Standards that ensure that each student meets and exceeds the Standards. Leadership of the program will include:
  - Use of data to identify student and instructional goals
  - Vertical and horizontal articulation of skills and content sequence
  - Coordination among the curriculum areas
  - Evaluation and selection of instructional materials and equipment
  - Budget development and implementation
3. Provide leadership and coordination in the development of curriculum and the implementation of Gifted/Talented Programs, Honors and Advanced Placement courses; evaluating the program and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
4. Implement a program that ensures qualitatively different instruction designed to meet these needs through a combination of direct instruction, staff development activities, curricular consultation, and development of community resources, with an emphasis on integration with regular education, communication with parents, compliance with state guidelines, and continual program evaluation and development.
5. Foster the development of higher order thinking skills in all children through staff development activities, model instruction within regular education classrooms and conjoint curricular planning with regular instructional staff to encourage students to define individual goals and accept the responsibility for learning.
6. Provide opportunities for effective staff development that address the needs of the instructional programs, including workshops, conferences, visitations, demonstration lessons, and sessions in which the staff shares successful strategies and practices.
7. Standardize the selection process of students participating in Gifted and Talented Programs and Honors and Advanced Placement Courses using criteria including, but not limited to, assessment data, report card grades, and teacher recommendation.
8. Develop and establish processes to review the progress of each individual student and ensure feedback to parents, administrators, and teachers.
9. Maintain liaison with content supervisors in language arts and mathematics to ensure consistency of best practices district-wide.

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **District Supervisor of Gifted and Talented Programs (Cont'd.)**

10. Establish and promote high standards and expectations for students and staff so that all students will attain the Common Core Standards and benchmarks.
11. Identify and plan professional development activities based on classroom observations and teacher feedback.
12. Develop guidelines and collect data for program evaluation.
13. Evaluate existing programs to determine if program goals are being met.
14. Plan and assist in the retrieval, summarization, and analysis of all required reports.
15. Coordinate the selection of instructional materials and ordering process for the Gifted and Talented Program and Honors and Advanced Placements courses.
16. Construct budgets that support new and existing programs.

### **Verification of Competency:**

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

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

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

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

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **District Supervisor of Gifted and Talented Programs (Cont'd.)**

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. 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.

### **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 specified in the Collective Bargaining Agreement. The District Supervisor of Gifted and Talented Programs will be evaluated by the Assistant Superintendent for Learning/Educational Services.

**Date Adopted: March 5, 2015**