

Perth Amboy Board of Education
Regular Meeting
March 14, 2018 – 5:30 p.m.
William C. McGinnis School
271 State Street

MINUTES

1. Call to Order – President Puccio

2. Pledge of Allegiance

3. Notice of Meeting

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

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

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

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

Administration:

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

5. Executive Session to discuss attorney-client privilege, personnel, and protection of public and persons at 5:52 pm.

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

- A motion was made to return to the public session at 7:19 pm.

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

6. Amendments/revisions to the agenda.

- Curriculum, item #3G, page 4 - revising it to read 300 students, not 100.
- Personal, item 4C and 4F, page 13 - change of effective date to March 15, 2018.
- Curriculum - addition – approval for the Raritan Bay Area YMCA to continue the 21st Century Committee Learning Center Program at the William C. McGinnis, Samuel E. Shull, Perth Amboy High School, East and South Campuses for the 2018-2019 school year.

7. Presentations
- Princeton Model UN Debate Team – Dr. Ashanti Holley
 - 2017-2018 School Level Teacher Governor's Educator of the Year & Governor's Teacher/Educational Services Professionals Recognition – Dr. Vivian C. Rodriguez

Governor's Educator of the Year

<u>School</u>	<u>Teacher</u>	<u>Educational Services Professionals</u>
Edmund Hmeleski Early Childhood Center	Jessica Greco	Noemi Thompson
Ignacio Cruz Early Childhood Center	Sara Stopek	Maria Arias
A.V. Ceres School	Shaina Brenner	Myra McDonald
Dual Language	Karen Moreno-Gold	Frank Mugica
James J. Flynn School	Katelyn Glennon	Daryn Hanson
Edward J. Patten School	Betzaida More	Jamie Pasigos
Dr. Herbert N. Richardson School	Jackelyn Jimenez	Miriam Pabon
Robert N. Wilentz School	Matthew Wechter	Jennifer Binney
Samuel E. Shull School	Monaliza Suarez	Tamara Colangelo
William C. McGinnis School	Kristen Weyrick	Joann Ruiz
Perth Amboy High School	Janet Greve	Brad Bishop

8. Student Representatives – Natalie Dunyak and Carlos Baldera
- The student representative spoke about perseverance, respect, integrity, determination and excellence. This is the Pride in 'Panther Pride'.
 - The Debate Team participated in the St. Peter's University Model UN competition where they learned diplomacy and team work and also had a victory. They also participated in the New York University Ethics Competition.
 - School Uniform Policy - the students have mindful of the policy and they have been wearing them and have been compliant with the policy.
 - The PTO, Heroes and Cool Kids Program and the Big Brothers, Big Sisters Program at the middle school have all been working well.
 - This year we held the 2nd Honor Roll Assembly Program and more people have earned their way on to the honor roll this year.
 - This weekend will be the school musical "One on an Island". Everyone has worked very hard to put this together.
 - Pride Week is coming and we are having a contest to design a new logo for the high school uniforms.
 - We will have a multicultural festival in the spring, everyone will be invited.
 - NJROTC had their honor inspection on February 15, 2018.
 - Spring sports are starting and we encourage everyone to come out and support all our sports teams.
 - Congratulations to the teachers and educational professionals of the year.
 - A brief recess was held after the Teacher of the Year presentation and a motion was then made to return to the public session at 8:56 pm.

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

9. Meeting open to the public for discussion of agenda items only.
- Several students from the high school spoke with regards to canceling the Junior Prom because they feel it's too expensive. Students are saving for year books, their caps and gowns, the Senior Prom, pictures and gowns for the prom. The majority of the Junior Class would rather have a class trip to Frogbridge or a class picnic because the kids would only have to pay for admission costs instead of all

9. Meeting open to the public for discussion of agenda items only (continued)

- The stuff needed for the prom. The picnic can be at Roosevelt Park and we can use the sports equipment from the high school and it would be a bonding experience for the students.
- Dr. Roman commended the students on their presentation this evening and asked that they discuss it with their principal.

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

10. Approval of Minutes of Regular Meeting held on February 8, 2018.

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

11. Approval of Minutes of Executive Session held on February 8, 2018. PULLED

_____	_____	
Motion	Seconded	

12. Approval of the Bill List for the period of February 1, 2018 through February 28, 2018.

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

13. Correspondence

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

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

Robyn Cybulski February 1, 2018

14. Reports

A. Board Secretary – Mr. Jess

- 1). Secretary’s Monthly Financial Report for the month of January 2018.
- 2). Treasurer’s Monthly Financial Report for the month of January 2018.

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

Acceptance of the Report of the Secretary’s and Treasurer’s as submitted and as being in agreement for the month of January 2018.

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

Acceptance of certification from the Board Secretary that no major line item has been over-expended for the month of January 2018.

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

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

- Mr. Puccio provided condolences to those staff members who lost a member of their family over the past month.

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

- Perth Amboy Public Schools follow the Memorandum of Understanding with the Police Department and the Department of Education Guidelines to ensure students and staff are safe. Today’s event of support for those students who lost their lives in Florida by our students was done with dignity. Our students took the opportunity to speak quietly about what had occurred. After 17 minutes, they all returned to school. Our students enacted their right to be heard. We have phenomenal students in our district.
- Last year the McGinnis School Band participated in the Washington D.C. St. Patrick’s Day Parade and received an award for the ‘best visiting band’. This year they won best band and we congratulate them on their efforts.
- Mr. Puccio stated that besides the ‘Teacher of the Year’ recipients, we can’t say enough about our students. They are special, they handle everything well. That’s because of the staff and the parents.

CUR-15). Recommendations of the Superintendent of Schools
Curriculum Committee – Mr. Anton Massopust, Chairperson

- 1). Approval of Field Trips. (Specified in Attachment)
- 2). Approval for the following Professional Development Services:

	Name of Program/ Consultant	Date(s)	Audience	Total Cost Not to Exceed	Account Number(s)	Under the Supervision of:
a.	Tschang Consulting LLC	April 11, 2018	Perth Amboy Catholic School Staff	\$800.00	20-271-200-300-0-0000-80	Ms. Pamela Spindel, Director of Special Funded Programs
b.	Rutgers University - Answer	March 15, 2018	K-12 Health & Phys. Ed. Staff	\$1,750.00	11-000-221-320-0-0000-29	Mr. Nephtaly Cardona, Director of Athletics, Health & Phys. Ed.
c.	Dr. Chris Shamburg – New Jersey City University	March 15, 2018	K-12 Tech. Educators & Media Specialists	\$500.00	11-000-223-320-0-0000-33	Dr. Damian Medina & Mr. Michael Heidelberg, Directors of Curriculum & Instruction.

- 3). Approval for the following Summer School Programs:

	Program	Date(s)	Grade Level(s)	Approx. # of Students	Total Cost Not to Exceed	Account Number(s)	Under the Supervision of:
a.	Transition to Kindergarten Summer Program	July 3 - 26, 2018	Entering Kindergarten Students	200	\$69,436.00	20-231-100-101-0-0000-40 20-231-200-100-0-0000-40	Ms. Mary Jo Sperlazza, Early Childhood Supervisor & Dr. Damian Medina, Director of Instruction & Curriculum
b.	Summer Reading Camp	July 3 - 26, 2018	K - 2	300	\$130,000.00	20-231-100-101-0-0000-40 20-231-200-100-0-0000-40 11-000-221-110-0-0000-26	Ms. Jessica Urban, Supervisor of Language Arts & Dr. Damian Medina, Director of Instruction & Curriculum
c.	K-4 Title III Bilingual Summer School Program for English Learners ELs	July 3 - 26, 2018	K - 4	360	\$210,000.00	20-243-100-101-1-0000-40 20-243-200-110-1-0000-40	Mr. Rogelio Suarez, Director of Bilingual/ESL & World Languages

CUR-15). Recommendations of the Superintendent of Schools

Curriculum Committee – Mr. Anton Massopust, Chairperson

3). Approval for the following Summer School Programs: (continued)

	Program	Date(s)	Grade Level(s)	Approx. # of Students	Total Cost Not to Exceed	Account Number(s)	Under the Supervision of:
d.	Grades 5 - 8 Title III Bilingual Summer School Program for English Learners ELs	July 3 - 26, 2018	5-8	360	\$210,000.00	20-243-100-101-1-0000-40 20-243-200-110-1-0000-40	Mr. Rogelio Suarez, Director of Bilingual/ESL & World Languages
e.	Middle School Tier III Summer Program	July 2 - 27, 2018	At-Risk Grades 6-9 Shull School Students	TBD	\$90,000.00	20-231-100-101-0-0000-06 20-231-200-110-2-0000-06	Dr. Rosario Casiano, Principal of S.E. Shull School
f.	Middle School Tier III Summer Program	July 2 - 27, 2018	Grades 6-9 McGinnis School Students	TBD	\$90,000.00	20-231-100-101-0-0000-04 20-231-200-110-0-0000-04	Ms. Melissa España- Rodriguez, Principal of W.C. McGinnis School
g.	Summer S.T.E.A.M. Program	July 3 - 26, 2018	Grades 3-8 G & T, Honor, & Cusp Students	300	\$100,000.00	20-231-100-101-1-0000-40 20-231-200-100-0-0000-10	Dr. Damian Medina and Mr. Michael Heidelberg, Directors of Curriculum & Instruction.
h.	Title III Bilingual Summer Enrichment Program	July 5 – August 2, 2018	Grades 9-10 ELLs Students	60	\$30,000.00	20-234-100-101-0-0000-40 20-243-200-110-1-0000-40 20-243-100-500-0-0000-40 20-243-200-500-0-0000-40 20-243-100-610-0-0000-40	Mr. Rogelio Suarez, Director of Bilingual/ESL & World Languages
i.	Credit Recovery & Advanced Course Summer Program	July 5 – August 2, 2018	Grades 9-12	TBD	\$181,200.00	15-140-100-101-0-0000-03 15-000-213-100-1-0000-03	Ms. Daisy Rodriguez, Principal of PAHS-Main Campus & Mr. Michael Heidelberg, Director of Curriculum & Instruction
j.	NJROTC Summer Enrichment Program	July 5 – August 2, 2018	Grades 9-12	TBD	\$9,600.00	15-140-100-101-0-0000-03 15-000-213-100-1-0000-03	Mr. Robert Dahill, Supervisor of SS, CTE & NJROTC and Ms. Daisy Rodriguez, Principal of PAHS-Main Campus

Massopust
Motion

Tejeda
Seconded

CARRIED UNANIMOUSLY

CUR-15). Recommendations of the Superintendent of Schools
Curriculum Committee – Mr. Anton Massopust, Chairperson

3). Approval for the following Summer School Programs: (continued)

	Program	Date(s)	Grade Level(s)	Approx. # of Students	Total Cost Not to Exceed	Account Number(s)	Under the Supervision of:
k.	Extended School Year (ESY) Summer Program	July 2 – 27, 2018	District-wide Students with Disabilities	TBD	\$120,000.00	11-000-219-110-0-0000-16	Mr. Abdel Gutierrez, Director of Special Services Department
l.	Middlesex County College Algebra Summer Institute	July 2018 (4 Weeks)	Grades 6 - 8	50	\$29,880.00	20-231-100-500-0-0000-40 20-231-200-100-0-0000-40 20-231-200-500-0-0000-40	Dr. Damian Medina & Mr. Michael Heidelberg, Directors of Curriculum & Instruction.

- 4). Approval for Child Study Team Members to conduct testing during the summer for purposes of Identification Meetings, Development of IEP's and New-to-Districts Evaluations from July 1, 2018 – August 20, 2018, on an as-needed basis, at a cost not to exceed \$100,000.00, under the supervision of Mr. Abdel A. Gutierrez, Director of Special Services Department. Funded through account number 11-000-219-110-0-0000-16.
- 5). Approval to conduct Kindersmart Literacy and Math Fun Program on April 17th and April 24th, 2018 from 5:00 p.m. – 7:00 p.m., at the Robert N. Wilentz School at a total cost not to exceed \$7,500.00, under the supervision of Mr. Ronald L. Anderson, Principal of Robert N. Wilentz School. Funded through Title I account number 15-120-100-101-1-0000-18.
- 6). Approval to sponsor a blood drive in conjunction with the New York Blood Center on March 21, 2018 at the Robert N. Wilentz School at no cost to the District, under the supervision of Mr. Ronald L. Anderson, Principal of Robert N. Wilentz School.
- 7). Approval for Middlesex County Bar Foundation to facilitate (5) after-school school civics lessons for district-wide fifth grade students between the months of March and April 2018, at no cost to the district, under the supervision of the respective schools principals, Mr. Jose Santos, Ms. Melissa Espana-Rodriguez, and Dr. Rosario Casiano, and Dr. Damian Medina and Mr. Michael Heidelberg, Directors of Curriculum & Instruction.
- 8). Approval to adopt the following New Jersey Student Learning Standards revised Curriculum Guides, under the supervision of Mr. Michael Heidelberg, Director of Curriculum and Instruction 7–12.

Dynamics of Health Care Curriculum
Honors Biology Curriculum

Massopust Tejeda
Motion Seconded CARRIED UNANIMOUSLY

CUR-15). Recommendations of the Superintendent of Schools

Curriculum Committee – Mr. Anton Massopust, Chairperson

- 9). Approval for students in the Italian Class at Perth Amboy High School Main campus to participate in the "ITANJ Italian Language & Culture Competition 2018" on March 15, 2018 at Montclair State University at a cost not to exceed \$600.00, under the supervision of Ms. Daisy Rodriguez, Principal of Perth Amboy High School – Main Campus. Funded through account number 15-90-100-800-0-0000-03.
- 10). Approval to host the Central Jersey Math League Competition at Perth Amboy High School on April 11, 2018 from 3:30 p.m. to 6:30 p.m. in which 18 school districts will be participating at no cost to the district, under the supervision of Ms. Daisy Rodriguez, Principal of Perth Amboy High School – Main Campus.
- 11). Approval to continue the L.E.A.D. (Law Enforcement Against Drugs) Program in partnership with the Perth Amboy Police Department in both Middle Schools at no cost to the district on selected dates during the second half of the 2017-2018 school year during health classes in 5th grade classrooms, under the supervision of Mr. Nephtaly Cardona, Director of Athletic, Health and Physical Education.
- 12). Approval for Kean University to provide an enrichment program for up to 80 students from Samuel E. Shull School, William C. McGinnis School and Perth Amboy High School to continue their participation in Project Adelante for four weeks during the summer, June 26, 2018 through July 24, 2018, and two 11-week Saturday academies in the Fall and Spring at a cost of \$1,000 per student. Total cost not to exceed \$50,000 (30 students will be funded by Kean University and 50 students will be funded by the district) paid through Title III, pending the approval of the Title III 2017-2018 ESEA Application, under the supervision of Mr. Rogelio Suarez, Director of Bilingual, ESL and World Languages.
- 13). Approval for the Raritan Bay Area YMCA to continue the 21st Century Committee Learning Center Program at the William C. McGinnis, Samuel E. Shull, Perth Amboy High School, East and South Campuses for the 2018-2019 school year.

Massopust
Motion

Iglesia
Seconded

(Mr. Puccio – Abstained on item #11)
CARRIED UNANIMOUSLY

FIN-16). Recommendations of the Superintendent of Schools

Finance Committee – Mr. Junior Iglesia, Chairperson

- 1). Approval of travel expenses, under the supervision of Mr. Derek J. Jess, School Business Administrator. **(Specified in Attachment)**
- 2). Approval of amended bid, under the supervision of Mr. Derek J. Jess, School Business Administrator. **(Specified in Attachment)**
- 3). Approval of rejected bid, under the supervision of Mr. Derek J. Jess, School Business Administrator. **(Specified in Attachment)**
- 4). Approval of the placement of special education and general education students in out-of-district facilities for the 2017–2018 school year, under the supervision of Mr. Abdel A. Gutierrez, Director of Special Education Services and Mr. Derek J. Jess, School Business Administrator:

ID#	Class	Facility	Tuition	Date
199052	OHI	Burlington County Special Services Department (change in placement)	\$77,531.00	1/26/18
199308	ED	Honor Ridge Academy (change in placement)	\$34,539.00	2/4/18

- 5). Approval is being requested to provide educational services to students #206237 and #299079 by the State of New Jersey Department of Human Services Commission for the Blind at a cost of \$959.00 per student from January 29, 2018 through June 30, 2018, under the supervision of Mr. Derek J. Jess, School Business Administrator.
- 6). Approval to authorize additional funding for Lerch, Vinci & Higgins, LLP to conduct the audit as approval on April 6, 2017 and in conjunction with their proposal dated January 13, 2017 in an amount not to exceed \$50,000.00, under the supervision of Mr. Derek J. Jess, School Business Administrator.
- 7). Approval of a letter of internet to purchase Solar Power from Onyx Development as part of the Seaman Avenue School Construction Project, under the supervision of Mr. Derek J. Jess, School Business Administrator.
- 8). Approval to award a bid to APS Contracting, Inc. in the amount of \$6,372,000.00 for Exterior Window & Door Replacement at various schools, PSA Project #6195,6209,7167, under the supervision of Mr. Derek J. Jess, School Business Administrator.
- 9). Approval to enter into a cooperative purchasing agreement for miscellaneous purchasing with the Hunterdon County Educational Services Commission, under the supervision of Mr. Derek J. Jess, School Business Administrator.
- 10). Approval of budgetary transfer of funds for the 2017-2018 school year, under the supervision of Mr. Derek J. Jess, School Business Administrator. **(Specified in attachment)**

Iglesia
Motion

Vazquez
Seconded

CARRIED UNANIMOUSLY

FIN-16). Recommendations of the Superintendent of Schools

Finance Committee – Mr. Junior Iglesia, Chairperson

- 11). Approval to accept a gift card in the amount of \$30.00 from Serve First Food Sales & Distribution, Inc, under the supervision of Mr. Derek J. Jess, School Business Administrator.
- 12). Approval for Infinite Campus – Student Information System to provide training and system configuration services at a cost not to exceed \$36,540.00 to be paid for account #11-000-218-320-0-0000-20, under the supervision of Mr. Derek J. Jess, School Business Administrator.
- 13). Approval of an extension to the access agreement with Buckeye Terminal Perth Amboy, LLC. originally approved on November 2, 2017 to April 13, 2018, under the supervision of Mr. Derek J. Jess, School Business Administrator.
- 14). Approval to enter into a local share agreement with the New Jersey School Development Authority for the provisions and development of upgrades to the floor finishes at the Seaman Avenue School at a cost not to exceed \$236,000.00, under the supervision of Mr. Derek J. Jess, School Business Administrator.
- 15). Approval for Perth Amboy Public Schools to partner with the Middlesex County Food Organization & Outreach Distribution Services to collect food that will be supplied to food pantries, soup kitchens and social service providers throughout Middlesex County. Each school, under the supervision of the building administrator, will collect food between March 5 – 16, 2018, donated by students, staff and community members prepare for pickup by the Middlesex County Food Organization between March 19 – 29, 2018.
- 16). Continuation of public rate for reproduction of meeting and public documents in accordance with New Jersey Statute 47-1A-1,2,3. **(Specified in Attachment)**

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

B&G-17). Recommendations of the Superintendent of Schools

Buildings & Grounds Committee – Ms. Tashi Vazquez

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

	Organization	Building	Dates/Time	Event	Certificate of
a.	Our Lady of Fatima	Dr. Richardson School	Saturday, March 3, 2018 1:00 pm – 6:00 pm	Parking Lot	X
b.	Three Brothers Basketball	Perth Amboy High School	Tuesday & Thursday March 13, 2018 – June 5, 2018 6:00 pm – 8:00 pm	Basketball	X
c.	Assumption Catholic	Water Stadium Track	Monday, Wednesday & Friday March 15, 2018 – May 30, 2018 6:00 pm – 7:30 pm	Track Practice	X
d.	New Jersey Golden Gloves Partners	Perth Amboy High School	Saturday, March 17, 2018 4:00 pm – 11:00 pm	Boxing Tournament	X
e.	Department of Recreation	Water Stadium	Saturday, March 31, 2018 Starting at 12:00 pm	Annual Easter Egg Hunt	X
f.	Department of Recreation	Robert N. Wilentz School	Tuesday, Thursday & Friday 6:00 pm – 9:00 pm April 10, 2018 – June 22, 2018	Karate Program	X
g.	Department of Recreation	Robert N. Wilentz School	Monday & Wednesday 6:00 pm – 9:00 pm April 9, 2018 – June 20, 2018	Adult Volleyball	X
h.	Department of Recreation	Water Stadium	Monday – Friday 6:00 pm – 8:30 pm Saturday & Sunday 10:00 am – 7:00 pm April 9, 2018 – June 29, 2018	Recreation/Travel Soccer League	X
i.	Department of Recreation	Samuel E. Shull School	Monday & Wednesday 6:00 pm – 8:00 pm April 9, 2018 – June 20, 2018	Wrestling Clinic	X
j.	Department of Recreation	Samuel E. Shull School	Tuesday & Thursday 6:00 pm – 8:00 pm April 10, 2018 – June 21, 2018	Girls Soccer Clinic	X
k.	Department of Recreation	James J. Flynn School	Monday, Tuesday & Thursday 6:00 pm – 8:30 pm April 9, 2018 – June 21, 2018	Travel Basketball Practice	X
l.	Department of Recreation	James J. Flynn School	Monday – Friday 5:30 pm – 8:00 pm Saturday & Sunday 10:00 am – 5:00 pm April 7, 2018 – June 24, 2018	Youth Soccer	X
m.	Central Jersey Math Competition	Perth Amboy High School	Wednesday, April 11, 2018 3:30 pm – 6:30 pm	Math Competition	X
n.	Department of Recreation	E.J. Patten School	Monday – Friday 6:00 pm – 8:30 pm April 9, 2018 – June 22, 2018	Open Recreation Sports	X

Vazquez
Motion

Iglesia
Seconded

CARRIED UNANIMOUSLY

B&G-17). Recommendations of the Superintendent of Schools

Buildings & Grounds Committee – Ms. Tashi Vazquez

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

	Organization	Building	Dates/Time	Event	Certificate of
o.	Department of Recreation	James J. Flynn School	Monday – Friday 8:00 am – 5:00 pm July 2, 2018 – August 10, 2018	MAPS Summer Day Camp	X
p.	City of Perth Amboy, Perth Amboy Fire Department, Red Cross	Hmieleski Early Childhood Center	Saturday, March 10, 2018 10:00 am – 4:00 pm	Fire Prevention Initiative	X

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

Dates	Times	Dates	Times
Tuesday, March 20, 2018	10:00 p.m. – 3:00 a.m.	Wednesday, March 21, 2018	10:00 p.m. – 3:00 a.m.
Thursday, March 22, 2018	7:00 p.m. – 12:00 a.m.	Saturday, March 24, 2018	8:00 a.m. – 6:00 p.m.
Tuesday, March 27, 2018	7:00 p.m. – 12:00 a.m.	Wednesday, March 28, 2018	7:00 p.m. – 12:00 a.m.
Thursday, March 29, 2018	7:00 p.m. – 12:00 a.m.	Monday, April 09, 2018	10:00 p.m. – 3:00 a.m.
Tuesday, April 10, 2018	10:00 p.m. – 3:00 a.m.	Wednesday, April 11, 2018	10:00 p.m. – 3:00 a.m.
Thursday, April 12, 2018	10:00 p.m. – 3:00 a.m.	Saturday, April 14, 2018	8:00 a.m. – 6:00 p.m.
Monday, April 16, 2018	10:00 p.m. – 3:00 a.m.	Tuesday, April 17, 2018	10:00 p.m. – 3:00 a.m.
Wednesday, April 18, 2018	7:00 p.m. – 12:00 a.m.	Thursday, April 19, 2018	7:00 p.m. – 12:00 a.m.

- 3). Approval for Parette Somjen Architects to prepare and submit plans and for project applications to the Department of Education for the following projects:

- Site improvements to the Peterson School
- Renovations to the Wilentz & Patten School Kitchens
- Patten School gym & HVAC replacement
- Replacement of Water Stadium turf field
- Site work at Shull School
- Replacement of gym floors at Shull & Patten Schools and Perth Amboy High School Weight Room

Vazquez
Motion

Convery
Seconded

CARRIED UNANIMOUSLY

- Ms. Vazquez abstaining on items #1 e-l, n-p.
- Mr. Puccio & Mr. Martinez abstaining on item #2

PER-18). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

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

- 1). Acceptance of the following resignations for the purpose of retirement:

	Name (Last, First)	Position	Location	Date Effective
a.	Neissany, Marianne	Special Education Teacher	J. J. Flynn School	06/30/2018
b.	Ela, Julia	Special Education Teacher	Dr. H. N. Richardson School	07/01/2018
c.	Brownstein, Wendy	Music Teacher	J. J. Flynn School	07/01/2018
d.	Rosen, Philip S.	Mathematics Teacher	P. A High School	07/01/2018
e.	Morin, Elaine	French Teacher	P. A. High School	07/01/2018

- 2). Acceptance of the following resignations:

	Name (Last, First)	Position	Location	Date Effective
a.	Eline, Diana	Bilingual Science Teacher	East Campus	04/13/2018
b.	Compagnone, Nicole	Mathematics Teacher	South Campus	05/04/2018
c.	Roussopoulos, Melinda	School Psychologist	McGinnis School	04/30/2018
d.	Carrasco, Leidy	Lunch Aide	A.V. Ceres School	02/14/2018
e.	Lips, Nelly	P/T Evening Survival Skills Instructor	P. A. Education Center	02/08/2018
f.	Hernandez, Shirley	P/T Evening Spanish/Digital Literacy Teacher	P. A. Education Center	02/12/2018
g.	Hernandez, Jacquelin	Substitute Cafeteria Worker/Substitute Lunch Aide	District	02/22/2018
h.	Jensen, Cody	Maintenance Worker (Electrician)	District	02/28/2018
i.	Batista, Melvin	Maintenance Worker	District	03/07/2018

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

	Name (Last, First)	Reason	Position	Location	Date Effective	Date Termination	Notes
a.	Cruz-Segarra Wanda	Medical Leave	Teacher Coach	Adult School	2/9/18	2/23/18	Utilizing sick days
b.	Frank, Gabrielle	Medical Leave	Bilingual Teacher	E.J. Patten	3/19/18	3/29/18	Utilizing sick days
c.	Crespo, Luis	Extension of Medical Leave	Custodian	McGinnis School	2/26/18	4/30/18	Extension of Medical Leave Utilizing sick days
d.	Dipietro, Agostino	Extension of Medical Leave	Custodian	Hmieleski Center	2/1/18	4/27/18	Extension of Medical Leave without pay
e.	Entzminger, Yolanda	Medical Leave	Paraprofessional	Ignacio Cruz E.C.C.	1/24/18	3/9/18	Utilizing sick days
f.	Digiacommo, Dana	Extension of Medical Leave	Behavioral Counselor	McGinnis School	3/1/18	6/30/18	Extension of Medical Leave without pay
g.	Panila, Stacy	Extension of Maternity Leave	Elementary Teacher	R.N. Wilentz School	3/29/18	5/4/18	Extension of Maternity Leave without pay
h.	Sutera, GinaMarie	Extension of Maternity Leave	Elementary Teacher	R. N. Wilentz School	3/29/18	4/27/18	Extension of Maternity Leave without pay

Lebron
Motion

Tejeda
Seconded

CARRIED UNANIMOUSLY

PER-18). Recommendations of the Superintendent of Schools
Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

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

	Name (Last, First)	Reason	Position	Location	Date Effective	Date Termination	Notes
i.	Welch, Lea	Revision of Maternity Leave	Special Education Teacher	High School	2/16/18	6/30/18	Revision of Maternity Leave From: 3/1/18 - 4/19/18 utilizing sick & personal 4/20/18 – 6/30/18 without pay To: 2/16/18 – 4/10/18 utilizing sick, personal & family medical days 4/11/18 – 6/30/18 Without pay
j.	Carmon, Lauren	Revision of Maternity Leave	Pre-School Dual Language Teacher	School #7	2/13/18	6/30/18	Revision of Maternity Leave From: 2/26/18 – 5/4/18 utilizing sick & personal days 5/5/18 – 6/30/18 without pay To: 2/13/18 – 4/19/18 utilizing sick & personal days 4/20/18 – 6/30/18 without pay
k.	Velez, Lisa	Family Leave	Paraprofessional	E.J. Patten School	2/20/18	3/2/18	Family Leave without pay
l.	Rosa, Santos	Family Leave	Asst. Head Custodian	R.N. Wilentz School	2/5/18	2/22/18	2/5/18 – 2/15/18 utilizing vacation, personal family med. days 2/16/18 – 2/22/18 without pay
m.	Feliciano, Phillip	Family Leave	Custodian	High School	2/5/18	3/12/18	Family Leave without pay
n.	Vega, Bryan	Military Leave	Security Personnel	High School	2/23/18	3/12/18	Military Leave without pay
o.	Cabrera, Pagliery	Maternity Leave	Lunch Aide	E.J. Patten	2/23/18	6/30/18	Maternity Leave without pay
p.	Colio, Caridad	Family Leave	Lunch Aide	A.V. Ceres	2/21/18	3/5/18	Family Leave without pay
q.	Chapman, Luann	Medical Leave	Teacher	Shull School	2/14/18	3/9/18	2/14/18 – 2/28/18 utilizing sick & personal days 3/1/18 – 3/9/18 Without pay

Lebron
Motion

Vazquez
Seconded

CARRIED UNANIMOUSLY

PER-18). Recommendations of the Superintendent of Schools
Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

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

	Name (Last, First)	Reason	Position	Location	Date Effective	Date Termination	Notes
r.	Cosme, Kelly	Revision of Maternity Leave	Teacher	McGinnis School	2/27/18	6/30/18	Revision of Maternity Leave From: 4/9/18 – 6/1/18 utilizing sick days 6/4/18 – 6/30/18 Without pay To: 2/27/18 – 5/18/18 utilizing sick & family days 5/21/18 – 6/30/18 Without pay
s.	Peterson, Heidi	Maternity Leave	Teacher	High School	4/30/18	6/30/18	4/30/18 – 5/11/18 Utilizing sick & personal days 5/14/18 – 6/30/18 Without pay
t.	Gottesman, Ashley	Revision of Maternity Leave	Teacher	High School	6/18/18	6/30/18	Revision of Maternity Leave From: 6/18/18 – 6/20/18 utilizing sick and non cum days 6/21/18 – 6/30/18 Without pay To: 6/18/18 – 6/22/18 utilizing sick and non cum days.
u.	Pinero, Jacqueline	Extension of Medical Leave	Paraprofessional	R.N. Wilentz	3/1/18	3/30/18	Extension of Medical Leave without pay

4). Appointments of the following certificated staff:

	Name (Last, First)	Position	Step	Salary (Pro-rated)	Location	Date Effective	End Date	Notes
a.	Chuntz, Michael	Elementary Teacher – <i>Extension of Temporary Contract</i>	1-BA	\$50,000	Wilentz School	3/29/18	05/04/18	Replacing S. Panila
b.	Ackerman, Rachel	Elementary Teacher – <i>Extension of Temporary Contract</i>	1-BA	\$50,000	Wilentz School	3/29/18	4/27/18	Replacing G. Sutera
c.	Carelli, Kassandra	Guidance Counselor <i>Temporary Contract</i>	1-MA	\$55,500	McGinnis School	3/12/18	3/15/18	Replacing D. Digiacomo
d.	Okoth, Joyce	Mathematics Teacher	4-MA	\$57,100	Education Center	On or before 5/9/18	06/30/18	Replacing J. Rosario
e.	Holt, Sherri	Teacher of Students w/Disabilities	12-MA	\$74,150	McGinnis School	On or before 5/9/18	06/30/18	Replacing A. Lopez
f.	Wallner, Brittany	ESL Teacher	1-BA	\$50,000	Patten School	3/12/18	3/15/18	Replacing R. Gonzalez-Kennedy
g.	Santana, Priscilla	Elementary Language Arts Teacher	1-BA	\$50,000	Shull School	3/12/18	06/30/18	Replacing M. Alvarez

Lebron
Motion

Tejeda
Seconded

CARRIED UNANIMOUSLY

PER18). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

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

	Name (Last, First)	Position	Salary (Pro-rated)	Location	Date Effective	End Date	Notes
a.	Vazquez, Rolando	Custodian (B) Night Shift	\$25,625 (Stipend included)	Shull School	3/16/18	06/30/18	Replacing M. Cruz

6). Approval to rescind the employment of Christel Murray, Elementary Teacher at E. J. Patten School effective February 16, 2018.

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

	Name (Last, First)	Subject	Location	Mentor	Start Date	End Date	Stipend
a.	Ackerman, Rachel	Elementary	Wilentz	Diana Franco	04/01/18	04/27/18	\$170.00

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

	Name (Last, First)	Subject	Location	Cooperating Teacher/Administrator	Supervisor	Start Date	End Date	School
a.	Moran, Nicholas	Elementary	Wilentz	Carole Takacs	Ronald Anderson	03/26/18	06/22/18	NYU
b.	Rivera, Jairy	Elementary	Wilentz	Alison Photis	Ronald Anderson	03/09/18	06/22/18	GCU

9). Approval for the following staff to work the before/after school programs for the 2017-2018 school year, under the supervision of each Principal. **(Specified in Attachment)**

10). Approval for the following staff member to participate in the curriculum writing for the high school Digital Literacy curriculum and be compensated at a rate of \$35.00 per hour up to 30 hours per curriculum (including time for meetings and feedback), not to exceed a total of \$1,050.00, under the supervision of Dr. Courtney Pepe, District Supervisor of Educational Technology and Mr. Michael Heidelberg, Director of Curriculum & Instruction. Funded through Account Number: 11-000-221-102-2-0000-33.

	Name (Last, First)
a.	Sedeyn, Rachael

11). Approval for the following staff to host five (5) afterschool training sessions for district teachers on a volunteer basis, about Technology Integration with Google Apps for Education, to be compensated at a rate of \$35.00 per hour, at a total of 15 hrs. each (2 hrs. for prep included), not to exceed a total amount of \$1,050, under the supervision of Dr. Courtney Pepe, District Supervisor of Educational Technology, Dr. Damian Medina and Mr. Michael Heidelberg, Directors of Curriculum and Instruction. Funded through Account Number: 11-000-221-102-2-0000-33.

	Name (Last, First)
a.	Sedeyn, Rachael
b.	Harris, Lorian

Lebron
Motion

Tejeda
Seconded

CARRIED UNANIMOUSLY

PER18). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

- 12). Approval for the following staff to provide tutoring and/or home instruction services for Students with Disabilities for the 2017-2018 school year, under the supervision of Mr. Abdel Gutierrez, Director of Special Education Services. Funded through Account Number: 11-150-100-101-0-0000-16.

	Name (Last, First)	School	Rate of Pay	Dates	Hours
a.	Pamm, Elana	S. E. Shull School	\$40.00/hr.	2/6/18	Before/After School
b.	DiPietro, Alicia	S. E. Shull School	\$40.00/hr.	2/6/18	Before/After School
c.	Van Ihsem, Yamilka	A. V. Ceres School	\$40.00/hr.	3/9/18-6/22/18	Afterschool - Home Instruction

- 13). Approval for the following staff to assist parents and students at the 2nd Annual Family Maker Day Workshop at the R. N. Wilentz School on March 10, 2018, and be compensated at the contractual rate, not to exceed \$2,500, under the supervision of Dr. Courtney Pepe, District Supervisor of Educational Technology. **(Specified in Attachment)**

- 14). Approval to appoint the following staff to the Spring Coaches stipend positions and Volunteer Coaches, for the 2017-2018 school year, under the supervision of Mr. Nephtaly Cardona, Director of Athletics, Health & Physical Education.

	Name (Last, First)	Program	Rate of Pay (Stipend)
a.	Signor, Gary	Head Sailing Coach	\$4,295.00
b.	Riley, Alexandra	Volunteer Coach	-0-
c.	Velez, Felix	Volunteer Coach	-0-
d.	Kuspha, Edward	Volunteer Coach (Saturday's)	-0-

- 15). Approval for the following Coaches to participate in the NJSIAA mandated training in CPR/First Aid on March 9, 2018, conducted by Raritan Bay Medical Center; at a total cost not to exceed \$120.00, under the supervision of Mr. Nephtaly Cardona, Director of Athletics, Health & Physical Education. Funded through Account Number: 11-000-221-320-0-0000-29.

	Name (Last, First)		Name (Last, First)		Name (Last, First)
a.	Sardina, Adrian	b.	Jasper, Michael	c.	Sheaffer, Timothy

- 16). Approval for the following to work the Extra-Curricular/Club Advisor position at the Perth Amboy High School for the 2017-2018 school year under the supervision of Ms. Daisy Rodriguez, Principal.

	Name (Last, First)	Program Name	Account Number	Rate of Pay (Stipend)	Dates
a.	Torres-Reyes, Daniel	Leaders of Tomorrow	15-140-100-101-1-0000-03	\$1,175.00 (Pro-rated)	3/9/18

Lebron
Motion

Tejeda
Seconded

(Mr. Massopust – abstained on item #15)
CARRIED UNANIMOUSLY

PER18). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Obdulia Gonzalez, Chairperson

- 17). Approval for the following musicians to play in the orchestra for the High School Spring Musical, “Once on this Island”, on March 12, 2018, March 14, 2018, March 15, 2018 (rehearsal dates) and March 16, 2018, March 17, 2018, March 18, 2018, at a rate of \$70.00 per service, not to exceed 6 services, at a total cost not to exceed \$2,520.00, under the supervision of Mr. Brian Wilson, Supervisor of Visual and Performing Arts and Ms. Daisy Rodriguez, Principal. Funded through Account Number:15-401-100-800-0-0000-03.

	Name (Last, First)		Name (Last, First)
a.	Kemizan, Teddy	d.	Nichols, Richard
b.	Sammond, Robert	e.	Zimmerman, John
c.	Lampmann, Eric	f.	Mendoza, Juan

- 18). Approval to terminate the employment of employee #XXX657, effective February 7, 2018.
- 19). Approval of the Change of Assignment for the following staff for the remainder of the 2017-2018 school year:

	Name (Last, First)	From	To	Effective Date
a.	Taras, Marc	Science Teacher – W. C. McGinnis School	Data Technology Coach - W. C. McGinnis School	On or before September 4, 2018

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

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

19. **Old Business**

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

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

- Mr. Iglesia stated that we have a responsibility to consult those who will be affected by these policies and he asked if we consulted with those groups.
- Ms. Southward stated that the transportation policies were vetted by her and Mr. Selby and feedback was received from the bus drivers.
- All other policies have been vetted by supervisors, directors and other administrators. We get feedback and we discuss it with the Policy Committee and outside agencies as necessary.
- Ms. Vazquez said that feedback is addressed. Let us know what your concerns are and we'll work along with Central Administration to address them.

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

20. New Business

- 1). First Reading of the following policies:
- 0134 – Board Evaluation
 - 3125 – Employment of Teaching Staff Members
 - 3125.2 – Employment of Substitute Teachers
 - 3134 – Assignment of Additional Duties
 - 3144.3 – Suspension Upon Certification of Tenure Charges
 - 3144.12 – Certification of Tenure Charges – Inefficiency
 - 8454 – Management of Pediculosis

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

- 2). Approval of the following revised job descriptions: **(Specified in Attachment)**
- Level I Secretary
 - Level II Secretary

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

- Transparency with regards to our policies has been discussed and we will have them on our website and other venues soon. We thank the board for working with us to get this done and to move forward.
- Mr. Iglesia stated that we have about 8000 policies that govern what we do; other districts have them on their websites, so can we get them on our website? Congratulations to Central Administration on their efforts in revising all our policies.
- Mr. Convery thanked the student athletes for their preparedness for the upcoming season and thanked the coaches for more practices and for helping them to balance out academics with their sports.
- We've had problems at the high school with the weight room. We'll be moving the weights to other places while it's under construction and until it's completed.
- Ms. Vazquez wanted to recognize the coaches. They are amazing on and off the field. She also thanked Mr. Alex Perez and others who are going to be honored by the Leaf Foundation at their banquet on April 28, 2018.

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

21. Open to the Public

- Public member #1 - spoke about various topics concerning the town.
- Public member #2 - spoke about the Junior Prom issue and stated that the graduation rate is up. The senior year of high school can cost a lot of money because of all the things you have to do, so by having the students come up and request to have the prom cancelled in favor of a less expensive event is something that is good.

<u>Vazquez</u>	<u>Tejeda</u>	(To close public business)
Motion	Seconded	CARRIED UNANIMOUSLY

22. Motion was made to go into executive session to discuss attorney client privilege at 9:40 pm. No action will be taken.

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

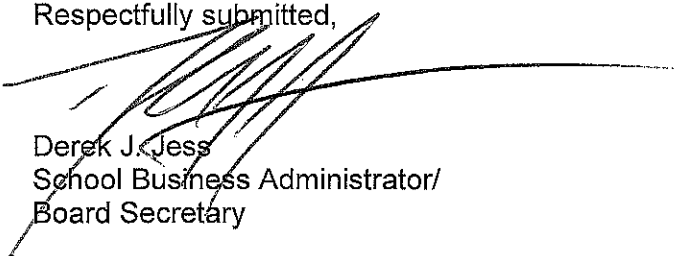
23. Motion was made to return to public session at 10:40 pm.

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

24. Motion to adjourn was made at 10:40 pm.

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

Respectfully submitted,



Derek J. Jess
School Business Administrator/
Board Secretary

DJJ/eh



Correspondence

13 - A - 1

Location:
50 West State Street
Trenton, New Jersey

ELIZABETH MAHER MUOIO
Acting State Treasurer

JOHN D. MEGARIOTIS
Acting Director

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

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

February 1, 2018

ROBYN CYBULSKI

RE: TPAF, 600653

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 1, 2018, approved your application for Service Retirement effective February 1, 2018. (In accordance with your selection of the maximum retirement option which provides no survivor's benefit).

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

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

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

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

FIELD TRIPS FOR BOARD APPROVAL ON MARCH 8, 2018

Date of Trip	Destination Name	School Name	Teacher Responsible	Walking Trip	Admission Cost	Admissions/Additional Costs/Account Number	Additional Cost	Transportation Cost	Transportation Account Number	Grants Total Cost	# of Buses	Departure Time	Return Time
3/7/2018	Old Bridge High School	PAHS	B. Caboy	No				\$	225 15-000-270-512-0-0000-03	\$ 225	1	5:00 PM	9:00 PM
3/13/2018	Wagner College	Shull	L. Malave	No				\$	540 15-000-270-512-0-0000-06	\$ 540	2	9:00 AM	2:00 PM
3/13/2018	Lincoln Technical Institute	PAHS	D. Montalvo	No					Buses will be provided by Lincoln Tech			9:00 AM	1:00 PM
3/14/2018	Vonage Corporate Center	PAHS	R. Rothstein	No				\$	800 15-402-100-800-0-0000-03	\$ 800	1	8:00 AM	2:30 PM
3/15/2018	Montclair State University	PAHS	R. Gogol	No	\$ 540	15-190-100-800-0-0000-03		\$	800 15-190-100-800-0-0000-03	\$ 1,340	1	7:00 AM	3:00 PM
3/18/2018	St. Patrick's Day Parade	PAHS	M. Kerns	No				\$	540 15-000-270-512-0-0000-03	\$ 540	2	11:00 AM	4:00 PM
3/20/2018	Propietary House	Shull	A. Kaplan	No				\$	225 15-000-270-512-0-0000-06	\$ 225	1	9:00 AM	1:00 PM
3/21/2018	Altitude Trampoline Park	Richardson	J. Guevara	No	\$ 380	15-190-100-800-0-0000-10		\$	90 15-000-270-512-0-0000-10	\$ 470	1	9:30 AM	11:30 PM
3/22/2018	Rutgers University-Douglas Campus Center	PAHS	P. Fraraccio	No	\$ 120	15-190-100-800-0-0000-03		\$	225 15-000-270-512-0-0000-03	\$ 345	1	9:00 AM	2:00 PM
3/24/2018	Long Branch High School	PAHS	E. Arias	No				\$	225 15-000-270-512-0-0000-03	\$ 225	1	9:00 AM	2:00 PM
3/27/2018	The Prudential Center	McGinnis	D. Papa	No				\$	800 15-000-270-512-0-0000-04	\$ 800	2	2:00 PM	10:00 PM
3/28/2018	Liberty Science Center	McGinnis	J. De Jesus	No	\$ 963	Students will pay admissions cost	\$ 30	\$	675 15-000-270-512-0-0000-04	\$ 1,668	3	9:00 AM	2:00 PM
4/12/2018	William Paterson University	PAHS	H. Kahn	No				\$	225 15-000-270-512-0-0000-03	\$ 225	1	9:00 AM	2:00 PM
4/13/2018	St. Peter's University	HS-South	A. Nunez	No				\$	225 15-000-270-512-0-0000-03	\$ 225	1	9:00 AM	2:00 PM
4/16/2018	National Museum of Mathematics	Shull	F. Cafferty	No	\$ 1,785	15-000-270-512-0-0000-06	\$ 150	\$	945 15-000-270-512-0-0000-06	\$ 2,880	3	9:00 AM	2:00 PM
4/17/2018	Lafayette College	HS-South	J. Greve	No	\$ 686	15-190-100-800-0-0000-03		\$	630 15-000-270-512-0-0000-03	\$ 1,316	2	8:30 AM	2:00 PM
4/17/2018	College of Staten Island	PAHS	S. Cerritos	No				\$	315 15-000-270-512-0-0000-03	\$ 315	1	8:45 AM	2:15 PM
4/18/2018	Lafayette College	HS-South	J. Greve	No	\$ 686	15-190-100-800-0-0000-03		\$	630 15-000-270-512-0-0000-03	\$ 1,316	2	8:30 AM	2:00 PM
4/18/2018	The State Theater	Flynn	S. Cohorsky	No	\$ 1,496	15-190-100-800-0-0000-09		\$	900 15-000-270-512-0-0000-09	\$ 2,396	4	9:00 AM	12:30 PM
4/18/2018	Gershwin Theatre-Wicked	PAHS	H. Peterson	No	\$ 4,500	15-190-100-800-0-0000-03	\$ 15	\$	900 15-000-270-512-0-0000-03	\$ 5,415	2	11:30 AM	7:00 PM
4/18/2018	State Theater of New Jersey	Shull	A. Torres	No	\$ 168	15-000-270-512-0-0000-06		\$	135 15-000-270-512-0-0000-06	\$ 303	1	9:00 AM	12:00 PM
4/20/2018	Bergen County Zoological Park	Patten	K. Diggs	No				\$	450 15-000-270-512-0-0000-05	\$ 450	2	9:00 AM	2:00 PM
4/20/2018	La Tea Theatre	PAHS	C. Smith	No	\$ 900	15-190-100-800-0-0000-03		\$	450 15-000-270-512-0-0000-03	\$ 1,350	2	8:30 AM	2:30 PM
4/21/2018	Jersey City University	Shull	J. Gronert	No		15-000-270-512-0-0000-06	\$ 50	\$	900 15-000-270-512-0-0000-06	\$ 950	1	8:30 AM	5:30 PM
4/23/2018	National Museum of Mathematics	Shull	F. Cafferty	No	\$ 1,785	15-000-270-512-0-0000-06	\$ 150	\$	945 15-000-270-512-0-0000-06	\$ 2,880	3	9:00 AM	2:00 PM

Date of Trip	Destination Name	School Name	Teacher Responsible	Walking Trip	Admission Cost	Admissions/Additional Costs Account Number	Additional Cost	Transportation Cost	Transportation/Account Number	Grand Total Cost	# of Buses	Departure Time	Return Time
4/24/2018	Bergen County Zoological Park	Patten	M. Garcia	No				\$ 450	15-000-270-512-0-0000-05	\$ 450	2	9:00 AM	2:00 PM
4/25/2018	Newark Museum	Shull	A. Kaplan	No	\$ 4,726	15-000-270-512-0-0000-06		\$ 1,125	15-000-270-512-0-0000-06	\$ 5,851	5	9:00 AM	1:30 PM
4/26/2018	Newark Museum	Shull	A. Kaplan	No	\$ 4,471	15-000-270-512-0-0000-06		\$ 1,125	15-000-270-512-0-0000-06	\$ 5,596	5	9:00 AM	1:30 PM
4/26/2018	University of Pennsylvania-Franklin Field	PAHS	R. Dakeiman	No		15-402-100-800-0-0000-03	\$ 80	\$ 600	15-402-100-800-0-0000-03	\$ 680	1	7:45 AM	6:00 PM
4/26/2018	Turtle Back Zoo	Richardson	L. Apisa	No	\$ 2,040	15-190-100-800-0-0000-10		\$ 1,125	15-000-270-512-0-0000-10	\$ 3,165	5	9:00 AM	2:00 PM
4/27/2018	University of Pennsylvania-Franklin Field	PAHS	B. Williams	No		15-402-100-800-0-0000-03	\$ 40	\$ 600	15-402-100-800-0-0000-03	\$ 640	1	7:15 AM	6:00 PM
4/28/2018	University of Pennsylvania-Franklin Field	PAHS	B. Williams	No		15-402-100-800-0-0000-03	\$ 40	\$ 600	15-402-100-800-0-0000-03	\$ 640	1	6:30 AM	3:00 PM
5/2/2018	Boy Scout Camp at Mt. Allamuchy	PAHS	S. Baxter	No				\$ 540	15-000-270-512-0-0000-03	\$ 540	2	9:00 AM	2:00 PM
5/3/2018	Newark Museum	Shull	A. Kaplan	No	\$ 4,505	15-000-270-512-0-0000-06		\$ 1,125	15-000-270-512-0-0000-06	\$ 5,630	5	9:00 AM	1:30 PM
5/4/2018	Jackson Liberty High School & Six Flags Great Adventure	PAHS	J. Pando	No	\$ 3,380	15-190-100-800-0-0000-03		\$ 1,180	15-000-270-512-0-0000-03	\$ 4,560	1	9:30 AM	9:00 PM
5/4/2018	National Museum of Natural History	HS-PLP	N. Bedir	No				\$ 2,500	15-000-270-512-0-0000-03	\$ 2,500	1	8:30 AM	9:00 PM
5/4/2018	Turtle Back Zoo	Wilentz	M. Finkelstein	No	\$ 2,400	15-190-100-800-0-0000-18		\$ 1,350	15-000-270-512-0-0000-18	\$ 3,750	5	9:00 AM	2:00 PM
5/10/2018	Statue of Liberty/Ellis Island	HS-East	D. Thompson	No	\$ 1,017	15-190-100-800-0-0000-03	\$ 60	\$ 810	15-000-270-512-0-0000-03	\$ 1,887	3	9:00 AM	2:15 PM
5/14/2018	Warren Park	McGinnis	J. Boggs	No				\$ 1,440	15-000-270-512-0-0000-04	\$ 1,440	8	9:00 AM	2:00 PM
5/15/2018	Warren Park	McGinnis	J. Boggs	No				\$ 1,440	15-000-270-512-0-0000-04	\$ 1,440	8	9:00 AM	2:00 PM
5/16/2018	Warren Park	McGinnis	J. Boggs	No				\$ 1,440	15-000-270-512-0-0000-04	\$ 1,440	8	9:00 AM	2:00 PM
5/18/2018	Warren Park	McGinnis	J. Boggs	No				\$ 1,440	15-000-270-512-0-0000-04	\$ 1,440	8	9:00 AM	2:00 PM
5/18/2018	Berkeley College Woodbridge Center	McGinnis	D. Papa	No				\$ 450	15-000-270-512-0-0000-04	\$ 450	2	9:15 AM	1:00 PM
5/21/2018	Jenkinson's Aquarium	Wilentz	M. Stapelfeldt	No	\$ 2,236	15-190-100-800-0-0000-18		\$ 900	15-000-270-512-0-0000-18	\$ 3,136	5	9:00 AM	2:00 PM
5/22/2018	Turtle Back Zoo	Patten	M. Maiksch	No	\$ 2,200	15-190-100-800-0-0000-05		\$ 1,125	15-000-270-512-0-0000-05	\$ 3,325	5	9:00 AM	2:00 PM
5/23/2018	Proprietary House	Shull	A. Kaplan	No				\$ 190	15-000-270-512-0-0000-06	\$ 570	1 per day	8:00 AM	1:00 PM
5/23/2018	Dave & Busters	McGinnis	K. Singh	No	\$ 1,715	Students will pay admissions cost		\$ 450	15-000-270-512-0-0000-04	\$ 2,165	2	9:30 AM	2:00 PM
5/24/2018	Felician University	PAHS	A. McMorrow	No				\$ 225	15-000-270-512-0-0000-03	\$ 225	1	9:00 AM	2:00 PM
5/25/2018	Paterson Waterfall Museum	Ceres	C. Taveras	No	\$ 252	15-190-100-800-0-0000-02		\$ 887	15-000-270-512-0-0000-02	\$ 1,139	3	9:00 AM	2:00 PM

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FIN-16
Item #1

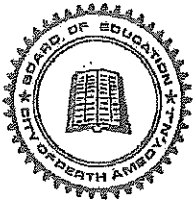
Perth Amboy Public Schools
Approval for Travel Expenses – March 2018
Board Meeting March 8, 2018

Staff Member	Building	Travel Dates	Workshop/Conference	Destination	Regist. Fee	Meals and Incidentals Days Daily Total	Mileage/ Trans.	Lodging Nights Daily Total	Account Number	Bd. App Cost	Board App.	County Approval
Delvis Rodriguez Judith Rodriguez Ana Rivera	District	March 23, 2018	Tenure & Seniority Seminar 2018	Edison, NJ	\$ 325.00 p.p.				11-000-223-500-0-0000-35	\$ 975.00		
Daisy Rodriguez Regallo Suarez	District	March 23, 2018	The College of NJ 2018 Education Interview Day	Ewing, NJ	\$ 100.00 p.p.		\$ 100.00		11-000-223-500-0-0000-35	\$ 200.00		
Edward Kushpa	District	March 12 – 13, 2018	2018 NJSBGA Expo	Atlantic City, NJ			\$ 75.00	\$ 120.00	11-000-223-500-0-0000-35	\$ 195.00		
Giulia Pomapalli	PAHS	March 16, 2018	Good Ideas in Teaching Pre-Calculus	New Brunswick, NJ	\$ 165.00		\$ 10.00		15-190-100-500-0-0000-03	\$ 175.00		
Ben Salby	Transportation Dept.	March 21 st – 23 rd , 2018	50 th Annual NJ Pupil Transportation Conference	Atlantic City, NJ	\$ 375.00		\$ 79.50	\$ 172.00	11-000-270-880-0-0000-00	\$ 826.50		
Maria Alvarado Lisa Rebovich	District	March 21 – 22, 2018	Employee Evaluation Management Certification Course	Neptune, NJ	\$ 695.00 p.p.		\$ 12.00 p.p.		11-000-223-500-0-0000-35	\$ 1414.00		
Dr. Vivian Rodriguez Regallo Suarez Bonnie Molina	District	March 22, 2018	English Language Learners Summit	Monroe, NJ	\$ 100 p.p.				11-000-223-500-0-0000-35	\$ 300.00		
Dr. Damian Medina	District	March 23, 2018	NJPSA Council & Board of Director's Meeting	Monroe, NJ			\$ 17.36		11-000-223-500-0-0000-35	\$ 17.36		
Mr. Richard Chromey	District	March 27, 2018	Infinite Campus Interchange NYC 2018	New York, NY		NO COST	TO	THE DISTRICT				
Keith Kolbas Michael Saulnier David Milion Abigail Genao Marylou Scapowski	District	March 27, 2018	Infinite Campus Interchange NYC 2018	New York, NY	\$ 479.00 p.p.				11-000-272-500-0-0000-00	\$ 2395.00		
Delvis Rodriguez	District	Dec. 22, 2017 – June 30, 2018	New Jersey School Administrators – Mentor Residency	Trenton, NJ	\$ 1750.00				11-000-223-500-0-0000-35	\$ 1750.00		

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

Staff Member	Building	Travel Dates	Workshop/Conference	Destination	Registr. Fee	Meals and Incidentals Days	Mileage/Trans.	Lodging Nights	Account Number	Bd. App Cost	Board App	County Approval
Mildred Acevedo Nereida Mendez	Transportation Dept.	April 9 th , 16 th , 23 rd & 30 th , 2018 May 7 th & 14 th , 2018	Rutgers – Routing & Scheduling Course	Budd Lake, NJ	\$ 555.00 p.p.		\$ 162.00 p.p.		11-000-270-890-0-0000-00	\$ 1436.00		
Leigh Polin	Shull School	April 10, 2018	Mental Health Issues in the Classroom: Practical Strategies for Helping Children & Adolescents Succeed	South Plainfield, NJ	\$ 119.99				11-000-219-800-0-0000-16	\$ 119.99		

[illegible]



Perth Amboy Public Schools

Administrative Headquarters Building
178 Barracks Street
Perth Amboy, NJ 08861
Tel: (732) 376-6202 – Fax: (732) 826-2644

Derek J. Jess
School Business Administrator
Board Secretary

December 13, 2017

BOARD AGENDA: **March 8, 2018**

RESOLUTION

RESOLVED, that the following bid award be **amended** upon the recommendation of the School Business Administrator/Board Secretary:

SNOW REMOVAL MANAGEMENT SERVICES – BID #18-052A (Rebid)

Leonardo's Construction Services, LLC, Perth Amboy, NJ

- | | |
|--|-------------------|
| - One Truck (GVW 10,000-15,000) with Plow and Operator | \$150.00 Per Hour |
| - One Truck (GVW 20,000-32,000) with Plow and Operator | \$150.00 Per Hour |
| - One Front End Loader with Operator | \$250.00 Per Hour |

Total Combined Hourly Rate **\$550.00 Per Hour**

Optional Services – When Requested:

Snow Thrower with Operator	\$60.00 per hour
Laborer with Shovel	\$60.00 per hour

Perth Amboy Board Of Education

BID #18-029 HIGH SCHOOL & MIDDLE SCHOOLS SPRING

AWARD SUMMARY AND RESOLUTION

ATHLETIC SUPPLIES

029 HS & MS SPRING ATHLETIC SUPPLIES

RESOLVED, that the following bid awards be made upon the recommendation of the School Business Administrator/Board Secretary:

VENDOR & ID/AWARD ITEMS	STATUS	AWARD AMOUNT
BSN SPORTS, PASSON'S SPORTS & US GAMES (10,983.22
0001 0032 0003 0052 0072 0076 0082 0011 0130 0188 0194 0216 0218 0226 0258 0268 0276 0280 0288 0023 0336 0338 0025 0342 0029 0033 0035 0036 0037 0047 0598 0053 0642 0055 0658 0694 0812 0065 0844 0864 0874 0898		
LEISURE SPORTING GOODS (01336)		9,778.32
0048 0054 0007 0009 0074 0106 0124 0128 0132 0138 0160 0164 0013 0208 0242 0019 0270 0274 0296 0020 0041 0490 0528 0049 0592 0596 0606 0762 0814 0063 0838 0840 0067 0866 0888		
MFAC, LLC (M-F ATHLETIC) (00141)		63.00
0062 0068		
RIDDELL/ALL AMERICAN SPORTS (01872)		236.34
0200 0015		
TRIPLE CROWN SPORTS (00026)		10,329.95
0042 0005 0204 0302 0021 0027 0372 0374 0384 0410 0039 0043 0045 0602 0746 0754 0061 0836 0852 0854 0069 0071 0075 0073		
AWARD TOTAL		31,390.83

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

January 17, 2018 03:09pm
Page 2 of 2

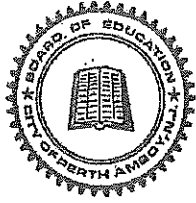
Perth Amboy Board Of Education

REJECT SUMMARY AND RESOLUTION

029 HS & MS SPRING ATHLETIC SUPPLIES

RESOLVED, that the following bid awards be rejected upon the recommendation of the School Business Administrator/Board Secretary:

VENDOR & ID	REJECT AMOUNT
ALUMINUM ATHLETIC EQUIPMENT CO. (00052)	375.40
LEISURE SPORTING GOODS (01336)	807.92
BSN SPORTS, PASSON'S SPORTS AND US GAMES (02080)	264.12
TRIPLE CROWN SPORTS (00026)	409.70



Perth Amboy Public Schools

Administrative Headquarters Building

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Tel: (732) 376-6202 – Fax: (732) 826-2644

FIN-16

Item #3

Derek J. Jess

School Business Administrator

Board Secretary

January 16, 2018

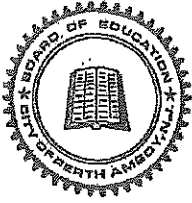
BOARD AGENDA:

March 8, 2018

RESOLUTION

BE IT RESOLVED, that the Board rejects all bids received on December 20, 2017 for the "Exterior Window & Door Replacement at Various Schools – PSA Commission Numbers 6195, 6209 and 7167 (2nd round) on the ground that bids exceed budgetary projections.

BE IT FURTHER RESOLVED, that the Board authorizes the Administration and Architect to Proceed to negotiate a contract for this work pursuant to N.J.S.A. Title 18A:18A-5d and that final approval be submitted to the Board of Education based on the recommendation of the Administration and the Architect.



Perth Amboy Public Schools

Administrative Headquarters Building

178 Barracks Street

Perth Amboy, NJ 08861

Tel: (732) 376-6202 – Fax: (732) 826-2644

Derek J. Jess

School Business Administrator

Board Secretary

January 16, 2018

BOARD AGENDA:

March 8, 2018

RESOLUTION

RESOLVED, that the following bid (Bid #18-055) be ~~rejected~~ upon the recommendation of the School Business Administrator/Board Secretary due to non-compliance to our bid specifications.

INTERIOR GRAPHICS – DISTRICT WIDE – BID #18-055

Sign Source, Clark, NJ

To be rebid at a later date.

REQUEST FOR BUDGET TRANSFER
FISCAL YEAR ENDING FY18

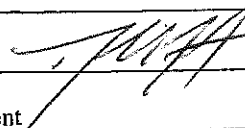
DISTRICT Porth Ambury COUNTY Middlesex
SCHOOL District Wide

Please check the applicable line: ☒ District Budget ☐ School-Based Budget

In the space provided, describe the proposed transfer, including a clear explanation and rationale. Document the increases and decreases to the individual accounts on page two of this form.

Transfer of funds to pay for AID-in-kind.

Sign below on the appropriate line: The undersigned certify the proposed transfer will not affect implementation of any approved programs and services.

SUBSTANTIVE REVISION/TRANSFER:	
School Principal (school-based transfer only)	Date
School Management Team Chairperson (school-based transfer only)	Date
Chief School Administrator	Date
School Business Administrator 	Date
Office of Program Review and Improvement	Date
Office of Fiscal Review and Improvement	Date
MINOR REVISION/TRANSFER:	
School Principal (school-based transfer only)	Date
School Management Team Chairperson (school-based transfer only)	Date
Chief School Administrator	Date
School Business Administrator	Date
Date of Board Resolution	
Office of Program Review and Improvement	Date
Office of Fiscal Review and Improvement	Date
DEPARTMENT APPROVAL:	
Transfer/Revision:	Approved <input type="checkbox"/> Not approved <input type="checkbox"/>

DISTRICT: Perth Amboy

COUNTY:

Middlesex

SCHOOL: District Wide

Account #		F	O	Code or Description	Location	Account Description	(1) Original Appropriation Amount	(2) Appropriation Amount Before Transfer	(3) Increase (Decrease)	(4) Appropriation Amount After Transfer
F	P									
11	000	270	160	Salary - Bus Drivers			688,500	688,500	(100,000)	588,500
11	000	270	503	Contracted Svcs - Aid In Lieu			15,000	15,000	100,000	115,000
										0

Totals

703,500

0

703,500


*Column totals must agree
**Column total must equal zero

Board Agenda: March 8, 2018

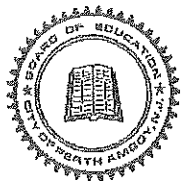
REPRODUCTION OF MEETING NOTICES AND DOCUMENTS

Any person who requests copies of Notice of Meetings of the Board of Education as provided by Chapter 231 of the Public Laws of 1975 shall pay to the Board of Education within said request the of \$15.00, and further that the Notices required under said Act to the news media as well as those requested by the news media shall be mailed to such news media free of charge, and further that all request for Notices shall terminate on December 31st of each year pursuant to the provisions of said Act, and further that pursuant to New Jersey Statute 47-1A-1,2,3, the Assistant Superintendent for Business and Board Secretary is hereby instructed to collect the following monies for copies made of public documents located in the Board Office.

Legal	\$0.07
Letter Size	\$0.05



Derek J. Jess, Board Secretary



Perth Amboy Public Schools

Administrative Headquarters Building

178 Barracks Street

Perth Amboy, NJ 08861

(732) 376-6200

PER-18
Item #20

Mr. Delvis Rodriguez
Director of Personnel & Evaluation

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

February 23, 2018

AGENDA: March 8, 2018

To: The Honorable Members of the Board of Education

From: Mr. Delvis Rodriguez 
Director of Personnel & Evaluation

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

Name	Location	Salary-From	Salary-To	Reason for Change	Effective Date
Courtney Pepe	Admin. Building	\$100,420.00	\$102,920.00	Ph.D. Degree	1/16/2018
Sadarmelis Nunez	PAHS	\$25,625.00	\$24,025.00	Removal of Night Stipend	2/9/2018
Patricia Jannelli	A.V. Ceres	\$52,100.00	\$57,600.00	MA Degree	2/16/2018
Johnnie Walker	J.J. Flynn	\$86,650.00	\$88,040.00	20 yrs. Teacher Long.	2/16/2018
Ivonne Jofre	H.N. Richardson	\$36,565.00	\$38,525.00	Para +90	2/16/2018
Janet Sabine	S.E. Shull	\$86,650.00	\$96,150.00	EDPA	3/9/2018

JOB DESCRIPTION**PERTH AMBOY
BOARD OF EDUCATION****Level I Secretary****Qualifications:**

1. Demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
2. Computer knowledge with typing ability in excess of 60 wpm.
3. Previous experience in secretarial role in public school work (three (3) years preferred).
4. Proficient in Microsoft Office, information systems, Google docs.
5. Ability to take notes at meetings as required.
6. Must possess High School Diploma.
7. Ability to organize and prioritize daily work and projects and meet tight deadlines.
8. Required Criminal History Check.
9. Demonstrate the ability to communicate effectively in English/Spanish, both orally and in writing, using proper grammar and vocabulary.
10. Provide proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
11. Pass required State Mantoux/Tuberculin test and physical exam as required.

Reports to:

Department Administrator/ School Principal

Nature and Scope of Job:

To provide office administrative assistance to the assigned administrator and perform duties and tasks as assigned to ensure the smooth operation of the school/department. Office Manager and Equipment Specialist are considered Level I.

Duties and Responsibilities:

Level I Secretary shall:

1. Screen telephone calls, arrange appointments, make routine calls for Administrators.
2. Greet and direct visitors, parents, and general public.
3. Sort and review mail for Administrator.
4. Assist in updating specifications, bidding preparation and tracking information until equipment arrives. (where applicable)
5. Type memos, letters, reports, and schedules.
6. Assist with tracking all monthly expenditures, requisitions and budget information for payroll.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

Level I Secretary (Cont'd.)

7. Maintain mileage reports for fuel. (where applicable)
8. Order repairs of office equipment.
9. Photocopying and duplication of observations, letters, schedules, bulletins and flyers.
10. Prepare and maintain files as required.
11. Maintain computer data for bus maintenance program, EZ pass, vehicle gas consumption, non-public and any other necessary programs. (where applicable)
12. Attend staff meetings, as needed, take minutes, transcribe, duplicate and distribute.
13. Keep record of petty cash expenditures and type vouchers.
14. Preparation of budget reviews and make lists of all school and office supplies to be ordered.
15. Supervision of supply inventory.
16. Operation of all office machines and equipment.
17. Perform a wide variety of complex and confidential duties for an Administrator. Independently respond to letters and general correspondence of a routine matter.
18. Compose correspondence and memos from brief verbal instructions or notes.
19. Type from rough draft, verbal instruction or transcribing machine recordings.
20. Compose a variety of documents such as memoranda, letters, charts, newsletters, tables and other complex documents using word processing, spreadsheets and desktop publishing software. Use advanced skills to design layouts for program covers, flyers, promotional materials, surveys, etc.
21. Modify or create forms for reporting data and establish controls for ensuring accuracy of data.
22. Compile reports from a wide variety of sources.
23. Perform routine duties related to departmental operations including data research, report writing, coordination of special events and development, needs assessment surveys and maintenance of tracking systems for budget expenditures. Edit, proofread and correct written materials to ensure correct format, spelling, punctuation and grammar.
24. Verify accurate information of all field trip forms and follow-up until approved date of the trip.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

Level I Secretary (Cont'd.)

25. Prepare documents for payroll department.
26. Perform any other duties as assigned by Department Administrator/School Principal.

Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers
4. Official college transcripts/ High school diploma.
5. Employment interview.

Physical Demands, Visual Acuity and Working Conditions:

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

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

Environmental Demands:

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.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

Level I Secretary (Cont'd.)

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. Salary will be in accordance with the established salary guide in the Agreement between the Perth Amboy Board of Education and the Perth Amboy AFT. Salary benefits, and leave time as negotiated. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et). The Level I Secretary will be evaluated by the Department Administrator/School Principal.

Date Adopted: May 31, 2012

Date Revised: August 29, 2013
March 8, 2018

JOB DESCRIPTION**PERTH AMBOY
BOARD OF EDUCATION****Level II Secretary****Qualifications:**

1. Demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
2. Computer knowledge with typing ability in excess of 60 wpm.
3. Previous experience in secretarial role; experience in public school work preferred.
4. Proficient in Microsoft Office, information systems, and Google docs.
5. Ability to take notes at meetings as required.
6. Must possess High School Diploma.
7. Ability to organize and prioritize daily work and projects and meet tight deadlines.
8. Required Criminal History Check.
9. Demonstrate the ability to communicate effectively in English/Spanish, both orally and in writing, using proper grammar and vocabulary.
10. Provide Proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
11. Pass required State Mantoux/Tuberculin test and physical exam as required.

Reports to:

Department Administrator/ School Principal

Nature and Scope of Job:

To provide office administrative assistance to the assigned administrator and perform duties and tasks as assigned to ensure the smooth operation of the school/department.

Duties and Responsibilities:

Level II Secretary shall:

1. Screen telephone calls; arrange appointments, make routine calls for Administrators.
2. Greet and direct visitors, parents, and general public.
3. Sort and review mail for Administrator.
4. Type memos, letters, reports, and schedules.
5. Order repairs of office equipment.
6. Photocopying and duplication of observations, letters, schedules, bulletins and flyers.

JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

Level II Secretary (Cont'd.)

7. Assist in the preparation of budget reviews, make lists of all school and office supplies to be ordered.
8. Monitor supply inventory.
9. Operation of all office machines and equipment.
10. Type from rough draft, verbal instruction or transcribing machine recordings.
11. Perform any other duties as defined by Department Administrator/School Principal.

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 employer and other professional sources,
4. Official college transcripts/ High school diploma.
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***

Level II Secretary (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. Salary will be in accordance with the established salary guide in the Agreement between the Perth Amboy Board of Education and the Perth Amboy AFT. Salary benefits, and leave time as negotiated. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et). The Level II Secretary will be evaluated by the Department Administrator/School Principal.

Date Adopted: May 31, 2012

Date Revised: March 8, 2018