

Perth Amboy Board of Education
Regular Meeting
March 7, 2019 – 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 Kupsch, as well as all other persons requiring notification pursuant to the New Jersey Open Public Meetings Law.”

4. Roll Call – Derek J. Jess, School Business Administrator/Board Secretary

Mr. Convery	<u>P</u>		Mr. Martinez	<u>P</u>
Dr. Brown	<u>P</u>	arrived at 5:50 pm	Mr. Massopust	<u>P</u>
Mr. Iglesia	<u>P</u>		Mr. Puccio	<u>P</u>
Ms. Lebron	<u>P</u>		Ms. Vazquez	<u>P</u>
Ms. Marquez-Villafañe	<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>

5. Student Representatives – Kevin Chavez and Jadelyn Cardenales

- The High School Prep for Success Program runs Monday through Thursday from 7:15 am – 8:15 am and has been a success.
- The Hispanic American Club held an assembly during Black History Month.
- On March 1, 2019 students from the high school went to Flynn School to read to the students for Read Across America Day.
- A Junior Wrestler James Rodriguez from the high school recently earned his 100th win.
- There was a Seal of Bi-literacy Assembly & Pep Rally where it gave the class of 2019 information and encouraged them to take the test.
- Rising 10th graders took a tour of the High School Communications Academy.
- Perth Amboy High School received the School of Character Award this year. They are one of two high schools in New Jersey that received the award and now they are moving on in hopes of winning a national award.
- The Performing Arts Department will be putting on the play 9 to 5 from March 15 – 17, 2019.
- Community service is ongoing from all of our students to make our town and our school a better place.

6. Presentations

- Perth Amboy High School Sailing Team, Mr. Gary Signor
- Student Safety Data System & Harassment Intimidations Incident, Trainings & Programs - Mrs. M. J. McAdam
- International Woman's Day – Ms. Carmen Southward
- Mr. Puccio thanked Mr. Barry Rosengarten who donated the sail boats for our Sailing Program. If it wasn't for him we wouldn't have the program. Mr. Puccio also thanked Mr. Signor for leading the team.
- Ms. Vazquez stated that it's a wonderful opportunity that many towns and other districts do not have, so the students should relish it. She thanked everyone involved. Our students are equal to everyone and you'll succeed in whatever you do.
- Mr. Convery wished the team the best of luck.

7. **WHEREAS**, pursuant to N.J.S.A. 10:4-12 (b), the Board of Education may exclude the public from that portion of a public meeting wherein the board discusses any of the matters set forth at N.J.S.A. 10:4-12 (b) (1)-(9);

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of the Open Public Meeting Act (“Act”), the Board of Education shall conduct a closed session pursuant to the provisions of N.J.S.A. 10:4-12(b) for the purpose of discussing the following matter(s):

- ☐ Matters rendered confidential by state or federal law
- ☒ Personnel
- ☒ Student (s) – Harassment, Intimidation & Bullying
- ☐ Termination of employee
- ☐ Appointment of a public official
- ☒ Matters covered by the attorney-client privilege
- ☐ Pending or anticipated litigation
- ☐ Pending or anticipated contract negotiations
- ☐ Protection of the safety or property of the public
- ☐ Matters involving the purchase, lease or acquisition of real property with public funds
- ☐ Matters which would constitute an unwarranted invasion of privacy
- ☐ Matters in which the release of information would impair a right to receive funds from the United States Government
- ☒ Matters concerning collective negotiations and/or the negotiations of terms and conditions of employment of employees of the Board of Education
- ☐ Possible imposition of a civil penalty or suspension
- ☐ Any matter which could adversely affect the public interest if discussion of the matters were disclosed

It is anticipated that the length of time of this executive session will be 60 minutes, and that action may be taken in public after the executive session.

- Motion to go into executive session at 6:16 pm

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

- Motion was made to go into public session at 8:40 pm

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

8. Additions/revisions/deletions to the agenda.

- The following revisions were made:
- Curriculum item #6 – change the account # to 11-150-100-101-0-0000-16.
 - Curriculum item #3o – change the account # to 15-140-100-101-1-0000-03.
 - Personnel item #4l – change the start date to on or before May 8, 2019.
 - Buildings & Grounds item #1n – adding the dates of April 8, 9, 16, 17, 2019 from 10:00 pm -3:00 am and April 20, 2019 from 8:00 am to 6:00 pm.

- The following additions were made:
- Curriculum item #1 - addition of two field trips: (1) Kean University - March 15, 2019, Tomorrow’s Teacher, cost is \$540.00 charged to account #15-000-275-12-0-0000-03; (2) AT&T Headquarters - April 8, 2019, Communication Academy Students, no cost.
 - Buildings & Grounds – addition of A Community Meeting sponsored by the NJSDA, April 30, 2019, 6:00PM – 7:30PM. The topic will be the NJSDA and our new high school.
 - Curriculum item #12 – approval of parent chaperones for various school field trips at the Patten School for the 2018-2019 school year.
 - Correspondence – addition of a letter from the School Ethics Commission.

- The following deletions were made:
- Reports – removal of the December 2018 Board Secretary and Treasurer’s reports.
 - Old Business - removal of the Dean of Students job description.
 - Removal of the executive session minutes.

9. Meeting open to the public for discussion of agenda items only.
- Public member #1 - spoke about personnel item #1 & 2 on page 12. We have a high number of ESL, Child Study Team members, teachers at the high school and bilingual teachers leaving each month. The staff leave Perth Amboy because they are unhappy, unsupported and discouraged. They won't put that on their resignation letter. As a union rep. who talks to staff at all of our schools we hear different stories as to 'why do they hate us'. This doesn't refer to principals or vice principals. They are under appreciated. Look at the agenda month after month and you'll see why people leave. It breaks my heart why these people leave. Things need to change
 - Public member #2 - stated that clarification on the policy for attendance is needed. We did speak about this earlier today however the regulation mentions some things that are disturbing. Are these policies the same?

<u>Convery</u>	<u>Vazquez</u>	CARRIED UNANIMOUSLY
Motion	Seconded	(To close following discussion)

10. Approval of Minutes of Regular Meeting held on February 7, 2019.

<u>Vazquez</u>	<u>Brown</u>	(Mr. Martinez & Mr. Convery – Abstained)
Motion	Seconded	CARRIED UNANIMOUSLY

11. Approval of Minutes of Executive Session held on February 7, 2019.

<u>Motion</u>	<u>Seconded</u>	PULLED
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12. Approval of the Bill List for the period of December 1, 2018 through December 31, 2018.

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

13. Correspondence

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

- 1). Letters received from the Teacher's Pension and Annuity Fund approving the applications for Early/Service Retirements for the following individuals with the following effective dates:

Tatiana Berrio	May 1, 2019
Sandra M. Carr	July 1, 2019
Richard A. Chromey	July 1, 2019
Donna J. Fox	July 1, 2019
Myrna E. Garcia	July 1, 2019
Susana Meyers	July 1, 2019
Jamie Sakel	July 1, 2019

- 2). Letters received from the Public Employees Retirement System approving the applications for Early/Service Retirements for the following individuals with the following effective dates:

Christina A. Luke	March 1, 2019
Grace M. Gonzalez	July 1, 2019

- 3). Letter received from the Public Employees Retirement System approving the application for Ordinary Disability Retirement for the following individual with the following effective date:

Susan C. Nieves	July 1, 2018
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13. Correspondence

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

***Before the School Ethics Commission
Agency Docket No. 290-11/18
SEC Docket No.: C08-15
Resolution of Censure***

***In the Matter of Obdulia Gonzalez, Israel Varela, Milady Tejeda,
Samuel Lebreault, and Kenneth Puccio
Perth Amboy Board of Education,
Middlesex County***

WHEREAS, Obdulia Gonzalez, Israel Varela, and Milady Tejeda (Respondents) were school officials, as defined in the School Ethics Act (Act), serving as Board members of the Perth Amboy Board of Education (Board), located in Middlesex County, during the 2013-2014 and 2014-2015 school years; and

WHEREAS, this matter arises from a Complaint filed against five (5) different Respondents; and

WHEREAS, at its meeting on October 28, 2015, the School Ethics Commission (Commission) found, among other things, probable cause to credit the allegations that Respondents violated *N.J.S.A. 18A:12-24(c)*, and voted to transmit the matter to the Office of Administrative Law (OAL) for a plenary hearing; and

WHEREAS, while the matter was pending at the OAL, Respondent Lebreault agreed to settle the matter by accepting a censure for his conduct; and

WHEREAS, with regard to the remaining Respondents - Respondent Gonzalez, Respondent Varela, and Respondent Tejeda - Barry E. Moscovitz, Administrative Law Judge (ALJ Moscovitz) issued an Initial Decision on September 11, 2018, and found that Respondent Gonzalez, Respondent Varela, and Respondent Tejeda violated *N.J.S.A. 18A:12-24(c)* when they discussed, and then voted to approve, a settlement agreement that resulted in a personal benefit(s) to each Respondent, and recommended that each Respondent “be suspended from their positions as members of the” Board; and

WHEREAS, at its meeting on November 27, 2018, the Commission voted to adopt the findings of fact from the Initial Decision; adopt the legal conclusion that Respondent Gonzalez, Respondent Varela, and Respondent Tejeda violated *N.J.S.A. 18A:12-24(c)* when they discussed, and then voted to approve, a settlement agreement that resulted in a personal benefit(s) to each Respondent; modify the recommended penalty for Respondents from “suspension” to suspension for sixty (60) days; modify the recommended penalty for any Respondent who is no longer a currently seated Board member from “suspension” to censure; and recommend that the Commissioner of Education (Commissioner) stagger the imposition of the suspension, with Respondent Tejeda serving her suspension first, Respondent Gonzalez serving her suspension second, and Respondent Varela serving his suspension last; and

- 5 -

WHEREAS, by decision dated January 14, 2019, and because all three Respondents resigned from the Board, the Commissioner concurred with the Commission's recommendation and imposed a penalty of censure on Respondent Gonzalez, Respondent Varela, and Respondent Tejeda; and

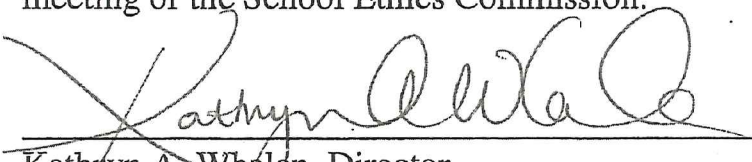
WHEREAS, *N.J.A.C. 6A:28-10.12(d)* provides that for a penalty of censure, suspension or removal, a Resolution shall be adopted at the Commission's next meeting following the Commissioner's decision, and the Resolution shall be read at the next public meeting of the district board of education following its adoption, and shall be posted in such places as the board posts its public notices for thirty (30) days; and

NOW THEREFORE BE IT RESOLVED, that the Commission adopts this Resolution stating that Respondent Gonzalez, Respondent Varela, and Respondent Tejeda are hereby **CENSURED** as school officials as a penalty for having violated *N.J.S.A. 18A:12-24(c)* of the Act, but would have been suspended but-for their respective resignations from the Board; and

BE IT FURTHER RESOLVED, that the Board is ordered to read this Resolution at its next regularly scheduled public meeting following the Commission's adoption on February 26, 2019, and to post it in such places as the Board posts its public notices for a period of thirty (30) days.


Robert W. Bender, Chairperson
School Ethics Commission

I hereby certify that the above Resolution was adopted at the February 26, 2019, meeting of the School Ethics Commission.


Kathryn A. Whalen, Director
School Ethics Commission

14. Reports

A. Board Secretary – Mr. Jess

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

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

<u>Marquez-Villafane</u>	<u>Vazquez</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 November 2018.

<u>Marquez-Villafane</u>	<u>Vazquez</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

- No Report.

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 Perth Amboy High School Students in the Leaders of Tomorrow Club, Fashion Club, and the Black Excellence Club to attend an overnight trip to YMCA Camp Mason on May 28, 2019 – May 29, 2019, at a total cost not to exceed \$10,300.00, under the supervision of Ms. Daisy Rodriguez, Principal of the Perth Amboy High School. Funded through Account # 15-000-270-512-0-0000-03 (\$1,500.00) and Student Activities Accounts (\$8,800.00).
- 3). Approval for the following Summer School Programs:

	Program	Date(s)	Grade Level(s)	Approx. Number of Students	Total Cost Not to Exceed	Account #	Under the Supervision of:
a.	Transition to Kindergarten Summer Program	July 1, 2019 – July 26, 2019	Entering Kindergarten Students	300	\$160,000.00	Re-allocated Title I Funding	Ms. Lauren Marrocco, Supervisor of Language Arts, Ms. Mary Jo Sperlazza, Supervisor of Early Childhood & Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services
b.	Summer Reading Camp	July 1, 2019 – July 26, 2019	K - 3	350	\$130,000.00	Pending the approval of the Title I 2019–2020 ESSA Application	Ms. Lauren Marrocco, Supervisor of Language Arts & Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services
c.	Summer Theatre Enrichment Camp	July 1, 2019 – August 2, 2019	Grades 3 - 9	80	\$40,000.00	Pending the approval of the Title I 2019–2020 ESSA Application	Mr. Brian Wilson, Supervisor of Fine, Visual & Performing Arts & Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services
d.	K – 8 Title III Bilingual Summer School Program for English Learners ELs	July 1, 2019 – July 26, 2019	K - 8	350	\$130,000.00	Pending the approval of the Title III 2019–2020 ESEA-ESSA Application	Mr. Rogelio Suarez, Director of Bilingual/ESL & World Languages & Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services
e.	Middle School Tier III Summer Program	July 1, 2019 – July 26, 2019	Grades 5-8 Shull School Students	300	\$110,000.00	15-120-100-101-1-0000-06 & 15-130-100-101-1-0000-06	Dr. Rosario Casiano, Principal of S.E. Shull School & Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services

Massopust
Motion

Convery
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. Number of Students	Total Cost Not to Exceed	Account #	Under the Supervision of:
f.	Middle School Tier III Summer Program	July 1, 2019 – July 26, 2019	Grades 5-8 McGinnis School Students	300	\$90,000.00	15-120-100-101-1-0000-04 & 15-130-100-101-1-0000-04	Ms. Melissa Espana, Principal of W.C. McGinnis School & Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services
g.	Summer S.T.E.A.M. Program	July 1, 2019 – July 26, 2019	Grades 3-8 & High School Cyber-Patriots Students	350	\$150,000.00	Pending the approval of the 2019 – 2020 ESEA-ESSA Application	Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services
h.	Title III Bilingual Summer Enrichment Program	July 1, 2019 – August 2, 2019	Grades 9-12 ELLs Students	50	\$21,000.00	Pending the approval of the Title III 2019–2020 ESEA-ESSA Application	Mr. Rogelio Suarez, Director of Bilingual/ESL & World Languages & Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services
i.	School Based Youth Services Program (SBYSP) Sophomore Bridge Program	July 8, 2019 – July 19, 2019	Incoming 10 th Graders	100	\$25,000.00	15-140-100-101-1-0000-03	Dr. Ashanti Holley, Principal of 9 th Grade Program & Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services
j.	Credit Recovery & Advanced Course Summer Program	July 8, 2019 – August 6, 2019	Grades 9 – 12 & rising 8 th Graders	TBD	\$181,200.00	15-140-100-101-0-0000-03	Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services
k.	NJROTC Summer Enrichment Program	July 8, 2019 – August 2, 2019	Grades 9 - 12	TBD	\$9,600.00	15-140-100-101-1-0000-03	Mr. Robert Dahill, Supervisor of SS, CTE & NJROTC and Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services
l.	Extended School Year (ESY) Summer Program	July 1, 2019 – July 26, 2019	District-wide Students with Disabilities	TBD	\$205,000.00	11-150-100-101-0-0000-16	Dr. Joanna Abramo, Supervisor of Special Services and Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services

Massopust
Motion

Convery
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 #	Under the Supervision of:
m.	Middlesex County College Algebra Summer Institute	July 1, 2019 – July 31, 2019 (4 Weeks)	Grades 6 - 8	50	\$30,000.00	Pending the approval of the 2019 – 2020 ESEA-ESSA Application	Mr. Lonn Vreeland, Supv. of Mathematics & Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services
n.	Title II Adult Education & Literacy Summer Program	July 8, 2019 – August 16, 2019	Adult Education	50	\$40,000.00	Pending the approval of the Title II Adult Education & Literacy Grant for the 2019-2020 SY	Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services
o.	College Prep Summer Camp	August 13, 2019 – August 24, 2019	Rising Grade 12 students	50	\$10,000.00	15-140-100-101-1-0000-03	Ms. Mary Jo McAdam, Director of School Counseling & Related Services & Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services

- 4). 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 27, 2019 through July 25, 2019, 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 2019-2020 ESEA Application, under the supervision of Mr. Rogelio Suarez, Director of Bilingual, ESL and World Languages and Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services.
- 5). Approval for students from the Perth Amboy High School 9th Grade Program to apply and participate in the NJIT Early College Preparatory Program from July 8, 2019–August 2, 2019 at a total cost not to exceed \$50,000.00, under the supervision of Dr. Ashanti Holley, Principal of the 9th Grade Program and Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services. Funded through account number 15-190-100-500-0-0000-03.

Massopust
Motion

Convery
Seconded

CARRIED UNANIMOUSLY

CUR-15). Recommendations of the Superintendent of Schools

Curriculum Committee – Mr. Anton Massopust, Chairperson

- 6). 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, 2019–August 23, 2019, on an as-needed basis, at a cost not to exceed \$200,000.00, under the supervision of Dr. Joanna Abramo, Supervisor of Special Services and Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services. Funded through account number 11-150-100-101-0-0000-16.

- 7). Approval for Chris Johnson's Amazing School Assemblies & Library Shows to conduct a "Yes I Can" Character Education School Assembly at the Edward J. Patten School on March 29, 2019 at a total cost not to exceed \$1,297.00, under the supervision of Dr. Damian Medina, Acting Principal of the Edward J. Patten School and Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services. Funded through account number: 15-000-218-320-0-0000-05.

- 8). Approval to purchase home libraries to K – 12 immigrant students at a total cost not to exceed \$134,750.00, under the supervision of Mr. Rogelio Suarez, Director of Bilingual/ESL & World Languages and Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services. Funded through Title III Immigrant Account Numbers 20-242-200-600-0-0000-40 & 20-246-200-600-0-0000-40.
 - Ms. Marquez-Villafane asked what this pertains too.
 - Mr. Suarez said that every child in the district that falls under immigrant status, which is under 21, less than 2 years in the country and from outside the United States is considered an immigrant. We will provide them with libraries in English and Spanish for home and will conduct training with the parents on how to use these libraries.

- 9). Approval to continue the partnership with the Raritan Bay Area YMCA Drown Proof and Swim Lesson Program for district-wide 2nd grade students at a cost of \$700.00 per classroom, not to exceed \$28,000.00, under the supervision of Mr. Nephtaly Cardona, Director of Athletics, Health, and Physical Education and Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services. Funded through school based budgets.

- 10). Approval to continue the LEAD (Law Enforcement Against Drugs) Program in partnership with the Perth Amboy Police Department at both Middle Schools at no cost to the district, during the months of March through June during the 2018-2019 school year. The program will take place during 5th grade health classes, under the supervision of Mr. Nephtaly Cardona, Director of Athletics, Health, and Physical Education, Mrs. Carmen Southward, District Director of Operations and Dr. Vivian C. Rodriguez, Assistant Superintendent for Learning/Educational Services.

- 11). Approval of "A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials" for the 2018-2019 school year under the supervision of Ms. Carmen Southward, District Director of Operations, and Mr. Tibor Kacso, District Chief of Security Personnel.

- 12). Approval of parent chaperones for various school field trips at the Patten School for the 2018-2019 school year.

<u>Massopust</u>	<u>Convery</u>	Mr. Puccio – Abstained on items 10,11)
Motion	Seconded	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 the placement of the following special education and general education students in out-of-district facilities for the 2018–2019 school year, under the supervision of Mr. Abdel Gutierrez, Director of Special Education Services:

ID#	Class	Facility	Tuition	Date
203085	ED	Honor Ridge Academy	\$37,080.00	01/30/2019
209135	GenEd	Roselle Park Academy	\$32,267.00	02/04/2019
202508	GenEd	Woodbridge High School	\$13,800.00	02/01/2019
207575	AUT	Mercer County Special Services	\$40,002.00	01/03/2019
300930	AUT	Bright Beginning Learning Center	\$59,628.00	01/04/2019
291691	GenEd	MOESC – Regional Alternative School Program	\$23,000.00	02/01/2019
201793	GenEd	SCESC – Somerset Secondary Academy	\$36,900.00	02/01/2019
300854	MD	Rutgers UBHC	\$45,299.87	01/04/2019
207033	ED	Rugby School	\$37,229.22	01/23/2019
197875	ED	Somerset Secondary Academy	\$39,239.20	01/02/2019

- 3). Approval is being requested for educational services to be provided to student #293760 by State of New Jersey, Department of Human Services Commission for the Blind in the amount of \$1,430.00 for the 2018–2019 school year. Under the supervision of Mr. Abdel Gutierrez, Director of Special Services.
- 4). Approval for Cristina Bolanos, parent, to serve as a chaperone on a class trip scheduled for Medieval Times on March 13, 2019, under the supervision of Ms. Melissa España, Principal.
- 5). Approval of an agreement with “Shoe Drive” to run a fundraiser from December 1, 2018 and remain in effect for 60 days, under the supervision of Ms. Melissa España, Principal.
- 6). Approval for Perth Amboy Catholic School to have Contractor Project Manager–Murray Paving and Concrete install three security doors, one in the basement, one on the first floor and one on the second floor through their state-funded/mandated Nonpublic Security entitlement. Costs not to exceed \$5,859.69 of the total allocated \$14,100.00 for the 2018-2019 school year, under the supervision of Mrs. Pamela Spindel, Director of Special Funded Programs.
- 7). Approval for Assumption Catholic School to purchase an IEO Sphero Speaker through their state-funded/mandated Nonpublic Technology entitlement. Costs not to exceed \$129.99 of the total allocated \$4,212 for the 2018-2019 school year, under the supervision of Mrs. Pamela Spindel, Director of Special Funded Programs.
- 8). Permission to apply for ESEA-ESSA 2019 Application of the Electronic Web-Enabled Grant System (EWEG) which includes the entitlement amount for Reallocated Title I Grant of \$296,096.00. under the supervision of Mrs. Pamela Spindel, Director of Special Funded Programs.

Iglesia
Motion

Vazquez
Seconded

CARRIED UNANIMOUSLY

FIN-16). Recommendations of the Superintendent of Schools

Finance Committee – Mr. Junior Iglesia, Chairperson

- 9). Permission to accept the ESEA-ESSA 2019 Application of the Electronic Web-Enabled Grant System (EWEG) which includes the entitlement amount for Reallocated Title I Grant of \$296,096.00, under the supervision of Mrs. Pamela Spindel, Director of Special Funded Programs.

- 10). Approval to amend budgetary line items within the Title III Immigrant Grant in the amount of \$144,618.00 as already amended by the State of NJ under the Supervision of Ms. Pamela Spindel, Director of Special Funded Programs.

- 11). Approval of the following amended IDEA Combined Applications:
 - 1. Combined Basic Flow – Through Funds for FY 2018/2019
 - A. Preschool (3-2) – from \$58,975 to \$61,204

- 12). Approval of district budgetary line-item transfers for the month of December 2018, Under the supervision of Mr. Derek J. Jess, School Business Administrator. **(Specified in Attachment)**

- 13). Approval for Anthony V. Ceres Elementary School to apply for a 2019 Gro More Grassroots Grant sponsored by The Scotts Miracle-Gro Foundation and kidsgardening.org to expand our existing school garden. Successful attainment of the grant (up to \$1,000) will allow K-4 students the authentic experience of understanding a garden ecosystem; developing responsibility in helping to maintain space; and appreciating the importance of healthy eating. Under the supervision of Mr. Derrick Kyriacou, Principal.

- 14). Approval to apply for the Hess STEM Educational Outreach Program. The program offers free learning kits which include Hess Toy Trucks, along with a STEM Curriculum that demonstrates how the toys can be used as learning tools by teachers. Hess STEM Engages students in practical experiences that demonstrate how the concepts of Science, Technology, Engineering and Mathematics apply in the real world. Under the supervision of Mr. Derrick Kyriacou, Principal.

<u>Iglesia</u>	<u>Vazquez</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 Insurance
a.	Hoops America – US Hoops Clinics	Perth Amboy High School Gymnasium	March 10 – June 24, 2019 Sundays, 9:00 am – 1:00 pm Monday, Tuesday, Wednesday 6:30 pm – 8:30 pm	Basketball	X
b.	Department of Recreation	Robert N. Wilentz School	April 9 – June 21, 2019 6:00 pm – 9:00 pm Every Tuesday, Thursday & Friday	Karate Program	X
c.	Department of Recreation	Robert N. Wilentz School	April 8 – June 21, 2019 6:00 pm – 9:00 pm Every Monday & Wednesday	Adult Volleyball	X
d.	Department of Recreation	Perth Amboy High School (Water Stadium)	April 8 – June 30, 2019 Monday – Friday 6:00 pm – 8:30 pm Saturday, 10:00 am – 7:00 pm Sunday, 10:00 am – 7:00 pm	Recreation/Travel Soccer League	X
e.	Department of Recreation	Samuel E. Shull School	April 8 – June 21, 2019 6:00 pm – 8:30 pm Every Monday & Wednesday	Wrestling Clinic	X
f.	Department of Recreation	Samuel E. Shull School	April 9 – June 21, 2019 6:00 pm – 8:30 pm Every Tuesday & Thursday	Girls Soccer Clinic	X
g.	Department of Recreation	James J. Flynn School	April 8 – June 21, 2019 6:00 pm – 8:30 pm Every Monday & Friday	Travel Basketball Practice	X
h.	Department of Recreation	James J. Flynn School	April 9 – June 21, 2019 6:00 pm – 9:00 pm Every Tuesday & Thursday	Cheerleading Program	X
i.	Department of Recreation	Flynn School Field	April 8 – October 31, 2019 Monday – Friday 5:30 pm – 8:00 pm Saturday & Sunday 10:00 am – 5:00 pm	Youth Soccer	X
j.	Department of Recreation	E.J. Patten School	April 8 – June 21, 2019 6:00 pm – 8:30 pm Monday – Friday	Open Recreation Sports	X

Vazquez
Motion

Marquez-Villafane
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 Insurance
k.	Department of Recreation	William C. McGinnis School	April 9 – June 21, 2019 6:00 pm – 9:00 pm Every Monday, Tuesday, Wednesday & Thursday	Travel Basketball Practice	X
l.	Department of Recreation	Dr. Herbert Richardson School	April 8 – June 21, 2019 Monday – Friday 6:00 pm – 9:00 pm	Travel Basketball Practice	X
m.	Department of Recreation	Perth Amboy High School (Water Stadium)	Saturday, April 20, 2019 9:00 am	Easter Egg Hunt	X
n.	Perth Amboy Police Department	Perth Amboy High School	February 25-28, 2019 March 2, 2019 March 19-21, 2019 March 23, 2019 March 25-28, 2019 April 2-4,8,9,16,17, 20, 2019	Active Shooter Drill	X
o.	Jewish Renaissance Foundation	Dr. Herbert N. Richardson School	Tuesday, April 23, 2019 9:00 – 4:00 pm	Family Fun Fair	X
p.	New Jersey School Development Authority	Perth Amboy High School	Tuesday, April 30, 2019 6:00 pm – 7:30 pm	Community Meeting	X

Vazquez
Motion

Marquez-Villafane
Seconded

CARRIED UNANIMOUSLY

- Ms. Vazquez abstained on items b – n.
- Mr. Puccio and Mr. Martinez abstained on item n.

PER-18). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Lisett Lebron, 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	Effective Date
a.	Finn, Dolores	Elementary Teacher	R. N. Wilentz School	07/01/2019
b.	Maisto, Rosemarie	ESL Teacher	S. E. Shull School	07/01/2019
c.	Salgado, Susan L.	Cafeteria Manager	PAHS-South Campus	07/01/2019
d.	Polnik, Rosemary	Special Education Teacher	E. J. Patten School	07/01/2019
e.	Mahmoud-Madin, Safia	Chemistry Teacher	PAHS	07/01/2020 (REVISION)

2). Acceptance of the following resignations:

	Name (Last, First)	Position	Location	Effective Date
a.	Marrero, Miriam	P/T General Cafeteria Worker	PAHS	02/04/2019
b.	Pena, Juan	Custodian A (Night Shift)	E. J. Patten School	02/14/2019
c.	Nugent, Erik	Maintenance Worker - Electrician	District	02/28/2019
d.	Hilcia, Moran-Medina	Special Education Paraprofessional	W. C. McGinnis School	03/29/2019
e.	Evans, Amber	English Teacher	PAHS	04/15/2019
f.	DelSalto, Jennifer	School Psychologist	PAHS	04/16/2019
g.	Guardado, Shiprah	ESL Teacher	Dr. H. N. Richardson School	04/16/2019
h.	Kerins, Marielena	Music Teacher (Instrumental)	PAHS	04/22/2019
i.	Duncan, Liza	ESL Teacher	PAHS	04/26/2019
j.	Peterson, Heidi	Music Teacher (Vocal)	PAHS	05/03/2019

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

	Name (Last, First)	Reason	Position	Location	Date Effective	End Date	Notes
a.	Luna, Miledys	Medical Leave	Transportation	Administration Building	1/4/19	3/29/19	1/4/19 – 3/6/19 Utilizing sick days 3/7/19 – 3/29/19 Without pay
b.	Guzman, Edna	Medical Leave	Head Custodian	Patten School	1/25/19	2/15/19	Utilizing sick days
c.	Gerardi, Nicole	Medical Leave	Pre-K Teacher	Ignacio Cruz	1/30/19	3/5/19	Utilizing sick days
d.	Echevarria, Elliott	Medical Leave	Custodian A	Shull School	1/28/19	3/12/19	1/28/19 – 2/4/19 Utilizing sick days 2/5/19 – 3/12/19 Without pay
e.	Fazio, Christine	Extension of Medical Leave	Health & Phys.Ed Teacher	Ceres School	2/21/19	4/6/2019	Utilizing sick days
f.	Olavarria, Angelita	Extension of Medical Leave	School Social Worker	Shull School	3/21/19	6/30/19	Extension of Medical Leave without pay
g.	Pineiro, Jacqueline	Medical Leave	Paraprofessional	Shull School	1/28/19	3/1/19	1/28/19 – 2/5/19 Utilizing personal & sick days 2/6/19 – 3/1/19 Without pay
h.	Rohrbach, Mallory	Medical Leave	Pre-K Teacher	Ignacio Cruz	2/25/19	5/3/19	Utilizing sick days
i.	Pla, Dina	Extension of Medical Leave	Paraprofessional	Richardson School	1/2/19	4/8/19	Extension of Medical Leave without pay

Lebron
Motion

Vazquez
Seconded

CARRIED UNANIMOUSLY

PER-18). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Lisett Lebron, Chairperson

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

	Name (Last, First)	Reason	Position	Location	Date Effective	End Date	Notes
j.	Golebiewski, Joann	Extension of Medical Leave	Food Service	Ceres School	1/2/19	5/17/19	1/2/19 -3/6/19 utilizing sick/personal days, 3/7/19-5/17/19 without pay
k.	DiGiacomo, Dana	Revision of Medical Leave and Family Leave	School Behavior Counselor	McGinnis School	9/4/18	6/30/19	Revision of Medical Leave From: 9/4/18 – 3/29/19 Without pay To: 9/4/18 – 2/28/19 Without pay 3/1/19 – 3/29/19 Utilizing sick days 4/1/19 – 6/30/19 Without pay
l.	Toledo, Eileen	Extension of Medical Leave	Asst. Cafeteria Manager	McGinnis School	2/1/19	4/30/19	Utilizing sick days
m.	Russo, Liliana	Maternity Leave	5th Grade Language Arts & Social Studies Teacher	McGinnis School	4/1/19	6/30/19	4/1/19 – 6/4/19 Utilizing sick days 6/5/19 – 6/30/19 Without pay
n.	Vizzacchero, Marybeth	Maternity Leave	Social Studies Teacher	Shull School	4/30/19	6/30/19	Utilizing sick days
o.	Irizarry, Heidy	Maternity Leave	8 th Grade Math Teacher	McGinnis School	5/1/19	6/30/19	Utilizing sick days
p.	Garcia, Natalia	Maternity Leave	4 th Grade Teacher	Patten School	5/28/19	6/30/19	Utilizing sick/personal days
q.	Renaud, Heather	Maternity Leave	Social Studies Teacher	Shull School	4/1/19	6/30/19	4/1/19 – 4/18/19 Utilizing sick days 4/29/19 – 6/30/19 Without pay
r.	Mastrolia, Cara	Extension of Maternity Leave	Intervention Teacher	Ceres School	3/6/19	4/12/19	Extension of Maternity Leave without pay
s.	Chang, Susanna	Extension of Maternity Leave	Pre-K Dual Language Teacher	Ignacio Cruz	2/11/19	6/30/19	Extension of Maternity Leave without pay
t.	Dunne, Nicole	Extension of Maternity Leave	Language Arts Teacher	South Campus High School	5/27/19	6/30/19	Extension of Maternity Leave without pay
u.	Fajardo, Elizabeth	Revision of Maternity Leave	Special Education Teacher	Patten School	4/3/19	6/30/19	Revision of Maternity Leave From:4/3/19 – 5/8/19 Utilizing sick days 5/9/19 – 6/30/19 Without pay To: 4/3/19 – 5/31/19 Utilizing sick days 6/3/19 – 6/30/19 Without pay

Lebron
Motion

Vazquez
Seconded

CARRIED UNANIMOUSLY

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

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

	Name (Last, First)	Reason	Position	Location	Date Effective	End Date	Notes
v.	Caba, Helmin	Family Leave	Paraprofessional	South Campus High School	3/8/19	4/15/19	Family Leave without pay
w.	Dell Beni, Denise	Intermittent Family Leave	Pre-K Teacher	Ignacio Cruz	2/27/19	6/30/19	Intermittent Family Leave without pay
x.	Turab, Nusrat	Intermittent Family Leave	Science Teacher	High School	2/17/19	6/30/19	Intermittent Family Leave without pay
y.	Vento, AnaMaria	Family Leave	Paraprofessional	Patten School	3/4/19	4/18/19	Family Leave without pay
z.	Velasquez, Elizabeth	Medical Leave	Kindergarten Teacher	Richardson School	2/4/19	4/1/19	2/4/19-3/15/19 utilizing sick days, 3/18/19-4/1/19 without pay
aa.	Jimenez, Domingo	Extension of Medical Leave	Paraprofessional	Wilentz School	3/1/19	5/31/19	Extension of Medical Leave without pay

4). Appointments of the following certificated staff:

	Name (Last, First)	Position	Step	Salary Pending Negotiations (Pro-rated)	Location	Date Effective	End Date	Notes
a.	DuBois, Lindsey	Elementary Teacher	2-BA	\$50,250	Patten School	On or before 04/01/19	06/30/19	Replacing T. Milton
b.	Jaworowski, Alexandra M.	Elementary Teacher	4-BA	\$51,600	Patten School	03/11/19	06/30/19	Replacing K. Piotrowicz
c.	Gerena, Adrianna	Elementary Teacher (Temporary Replacement Contract)	1-BA	\$50,000	Richardson School	04/01/19	06/30/19	Replacing C. Caccavale
d.	Jebarra, Mervette	School Counselor (Extension of Temporary Replacement Contract)	1-MA	\$55,500	McGinnis School	03/29/19	06/30/19	Replacing D. DiGiacomo
e.	Vargas, Alexander	Data Coach	13-MA	\$79,112	PAHS	On or before 5/9/19	06/30/19	New Position
f.	MacMoyle, Colleen	BCBA – Autism Specialist	12-MA	\$74,150	Flynn School	On or before 4/8/19	06/30/19	New Position
g.	Johnson- Callands, Nakia	LDTC	12-MA	\$74,150	Ceres School	On or before 3/25/19	06/30/19	Replacing New position
h.	Depa, Makka	Biology Teacher	5-BA	\$52,100	PAHS	On or before 4/8/19	06/30/19	Replacing C. Santiago
i.	Salazar, Paola	Bilingual Language Arts Teacher	2-BA	\$50,250	McGinnis School	3/11/19	06/30/19	Replacing K. Abreu

Lebron
Motion

Vazquez
Seconded

CARRIED UNANIMOUSLY

PER-18). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Lisett Lebron, Chairperson

4). Appointments of the following certificated staff: **(Continued)**

	Name (Last, First)	Position	Step	Salary Pending Negotiations (Pro-rated)	Location	Date Effective	End Date	Notes
j.	Tisch, Shawn J.	Health & Phys. Ed. Teacher	2-BA	\$50,250	McGinnis School	03/11/19	06/30/19	Replacing J. Berger
k.	Resti, Angela	Elementary Teacher (Temporary Replacement Contract)	1-BA	\$50,000	Richardson School	3/11/19	06/30/19	Replacing D. Gonzalez
l.	Medwid, Caitlin	Reading Specialist (Temporary Replacement Contract)	1-MA	\$56,500 (\$1,000 Content area stipend included)	Patten School	On or before 5/8/19	06/30/19	Replacing M. Paprota

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

	Name (Last, First)	Position	Salary Pending Negotiations (Pro-rated)	Location	Date Effective	End Date	Notes
a.	Zambrano, Mariuxi	Paraprofessional	\$44,960	South Campus	On or before 04/07/19	06/30/19	Replacing M. Gonzalez
b.	Maysonet, Patricia	Custodian B (Night Shift)	\$25,625 (Stipend Included)	PAHS	03/11/19	06/30/19	Replacing A. Vigueras
c.	Perez, Ligia	Custodian B (Night Shift)	\$25,625 (Stipend Included)	Patten School	03/11/19	06/30/19	Replacing J. Pena
d.	Ramos, Milagros	Level II Secretary	\$36,620	McGinnis School	03/25/19	06/30/19	Replacing G. Meza

6). Approval for the following staff to serve as mentors for first-year certificated staff for the 2018-2019 school year.

	Name (Last, First)	Position	Location	Mentor	Start Date	End Date	Stipend
a.	Drugos, Heather	Teacher	Shull	Kristine Muller	03/08/19	06/30/19	\$680.00
b.	Romano, Angelina	Teacher	Flynn	Magdalia Manson	03/08/19	06/30/19	\$680.00
c.	Zamorano, Ashlee	Teacher	Wilentz	Laura Toto	03/08/19	06/30/19	\$680.00

7). Approval to accept the following Student Teachers/Student Observations/Internships for the 2018-2019 school year:

	Name (Last, First)	Subject	Location	Cooperating Teacher/ Administrator	Supervisor	Start Date	End Date	School
a.	Marquez, Browlyn	Nursing	PAPS Clinic	Myriam Hernandez	Eva Kucaba	03/08/19	06/28/19	FDU
b.	Bedir, Nagla	Administration	PLP	Yolanda Gomez	Yolanda Gomez	03/08/19	06/30/19	GCU

Lebron
Motion

Vazquez
Seconded

(Mr. Iglesia – abstained on item 5a)
CARRIED UNANIMOUSLY

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

- 7). Approval to accept the following Student Teachers/Student Observations/Internships for the 2018-2019 school year: **(Continued)**

	Name (Last, First)	Subject	Location	Cooperating Teacher/ Administrator	Supervisor	Start Date	End Date	School
c.	Rodriguez, Leezenia	Administration	PLP	Yolanda Gomez	Yolanda Gomez	03/08/19	06/30/19	GCU
d.	Kumar, Rachel	Administration	Patten	Christopher Garrick	Damian Medina	03/08/19	06/30/19	Montclair
e.	Golden, Michele	Dual Language	District	Dr. Vivian Rodriguez	Dr. Vivian Rodriguez	03/08/19	05/31/19	Rutgers

- 8). Approval for the following additional staff to work the Before/After School/Evening and Saturday Programs for the 2018-2019 school year, under the supervision of each school Principal. **(Specified in attachment)**
- 9). Approval for the following staff to work the Extra-Curricular Activities at Perth Amboy High School for the 2018-2019 school year and be compensated at the contractual rate, under the supervision of Ms. Daisy Rodriguez, Principal.

	Name (Last, First)	Position	Account Number	Stipend Amount	Dates
a.	Ramirez-Guevara, Manuel	Production Manager	15-401-100-100-0-0000-03	\$2950.00	2018-2019
b.	Howell, Ian	Pianist	15-401-100-800-0-0000-03	\$ 300.00	2018-2019

- 10). Approval for the following staff members to participate in curriculum writing for Journalism, and be compensated at the contractual rate, at a total cost not to exceed \$2,240.00, under the supervision of Ms. Jessica Urban, District Supervisor of Language Arts, and Mr. Michael Heidelberg, Director of Curriculum and Instruction.

	Name (Last, First)	Account Number	Rate of Pay	Dates
a.	DeMuro, Vincent	11-000-221-102-2-0000-36	\$35.00/hr.	3/8/19 - 6/30/19 (not to exceed 20 hrs.)
b.	Morillo, Rosalie	11-000-221-102-2-0000-36	\$35.00/hr.	3/8/19 - 6/30/19 (not to exceed 20 hrs.)

- 11). Approval for the following staff members to participate in Curriculum Enhancements for English I at the Personalized Learning Program, and be compensated at the contractual rate, at a total cost not to exceed \$1,400.00, under the supervision of Ms. Jessica Urban, District Supervisor of Language Arts, Ms. Yolanda Gomez, Principal of Personalized Learning Program and Mr. Michael Heidelberg, Director of Curriculum and Instruction.

	Name (Last, First)	Account Number	Rate of Pay	Dates
a.	Rubin, Marci	11-000-221-102-2-0000-36	\$35.00/hr.	3/8/19 – 6/30/19 (not to exceed 20 hrs.)
b.	Douglas, Sarah	11-000-221-102-2-0000-36	\$35.00/hr.	3/8/19 – 6/30/19 (not to exceed 20 hrs.)

Lebron
Motion

Vazquez
Seconded

CARRIED UNANIMOUSLY

PER-18). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Lisett Lebron, Chairperson

- 12). Approval for the following staff members to participate in Curriculum Writing for Visual Design (Communications Academy) at a cost not to exceed \$2,240.00, under the supervision of Mr. Brian Wilson, District Supervisor of Fine, Visual, and Performing Arts and Mr. Michael Heidelberg, Director of Curriculum and Instruction.

	Name (Last, First)	Account Number	Rate of Pay	Dates
a.	Macchia, Carolyn	11-000-221-102.2-0000-25	\$35.00/hr.	3/8/19 – 6/8/19 (not to exceed 20 hrs.)
b.	Wintenberg, Rachel	11-000-221-102.2-0000-25	\$35.00/hr.	3/8/19 – 6/8/19 (not to exceed 20 hrs.)

- 13). Approval for the following staff members to participate in Curriculum Writing for Video Production (Communications Academy) at a cost not to exceed \$2,240.00, under the supervision of Mr. Brian Wilson, District Supervisor of Fine, Visual, and Performing Arts and Mr. Michael Heidelberg, Director of Curriculum and Instruction.

	Name (Last, First)	Account Number	Rate of Pay	Dates
a.	Macchia, Carolyn	11-000-221-102.2-0000-25	\$35.00/hr.	3/8/19 – 6/8/19 (not to exceed 20 hrs.)
b.	Wintenberg, Rachel	11-000-221-102.2-0000-25	\$35.00/hr.	3/8/19 – 6/8/19 (not to exceed 20 hrs.)

- 14). Approval for the following staff members to assist with executing three literacy parent workshops, the organization and distribution of the “My Books, My Future” initiative for Immigrant status students, and be compensated at the contractual rate, at a total cost not to exceed \$5,821.68 under the supervision of Mr. Rogelio Suarez, Director of Bilingual/ESL & World Languages. Funded through Account Number: 20-242-200-110-0-0000-40. **(Specified in Attachment)**

- 15). Approval for the following students enrolled in the Cooperative Office Education (C.O.E.) course at Perth Amboy High School - Personalized Learning Program to work “in-district” for the 2018-2019 school year (July 1, 2018 through June 30, 2019) at the hourly rate of \$8.85 pending availability and identification of work sites under the supervision of Mr. Robert Dahill, Supervisor. Funded through Account Number: 11-301-100-101-0-0000-00.

	Name (Last, First)		Name (Last, First)
a.	Vargas, Michael	b.	Vidro, Aleria

- 16). Approval for the following Paraprofessionals to provide support to High School special needs Junior Class students for the 2019 Junior Class Trip on May 24, 2019, under the supervision of Mr. Abdel Gutierrez, Director of Special Education Services. **(Specified in Attachment)**

- 17). Approval for the following Paraprofessionals to provide support to High School special needs Senior Class students for the 2019 Senior Prom (June 8, 2019), Senior Class Trip (June 21, 2019), Graduation (June 25, 2019) and Project Graduation (June 25 -26, 2019), under the supervision of Mr. Abdel Gutierrez, Director of Special Education Services. **(Specified in Attachment)**

Lebron
Motion

Vazquez
Seconded

CARRIED UNANIMOUSLY

PER-18). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Lisett Lebron, Chairperson

- 18). Approval for the following staff member to provide home instruction services for students within the school district for the 2018-2019 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	Position	Rate of Pay	Dates	Hours
a.	Schweitzer, Jaclyn	PAHS	Teacher	\$40.00/hr.	3/8/19-6/30/19	After School

- 19). Approval for the following teachers to revise the Health Curriculum (Gr. K-8) at the contractual rate, not to exceed \$6,300.00, under the supervision of Mr. Nephtaly Cardona, Director of Athletics, Health and Physical Education and Mr. Christopher Ott, Supervisor of Health and Physical Education. Funded through Account Number: 11-000-223-110-0-0000-35.

	Name (Last, First)	Rate of Pay
a.	Smith, Bryan	\$35.00/hr. (not to exceed 20 hrs. per curriculum)
b.	Jensen, Erin	\$35.00/hr. (not to exceed 20 hrs. per curriculum)
c.	Rothstein, Ronni	\$35.00/hr. (not to exceed 20 hrs. per curriculum)

- 20). Approval to appoint the following staff to the Spring Coaches stipend positions for the 2018-2019 school year, under the supervision of Mr. Nephtaly Cardona, Director of Athletics, Health & Physical Education.

	Name (Last, First)	Position	Account Number	Stipend	Dates
a.	Rebovich, Peter	Asst. Sailing Coach	15-402-100-100-0-0000-03	\$2,500	3/8/19 – 6/1/19
b.	Velez, Felix	Softball Volunteer	- 0 -	- 0 -	3/8/19 – 6/1/19

- 21). Approval for the following staff that will work as Intake Examiners of English Learners for the Early Childhood Program to work five (5) additional days from March 11, 2019 through March 15, 2019, and be compensated at an hourly rate of \$40.00, under the supervision of Mr. Rogelio Suarez, Jr., Director of Bilingual/ESL & World Languages. **(Specified in Attachment)**

- 22). Approval to add an additional rehearsal day for the musicians that will perform in the orchestra for the High School Spring Musical, “9 to 5” on March 10, 2019, at a service cost of \$70.00 per service, total cost not to exceed \$840.00, under the supervision of Mr. Brian Wilson, Supervisor of Visual and Performing Arts and Ms. Daisy Rodriguez, Principal.

	Name (Last, First)		Name (Last, First)
a.	Kernizan, Teddy	g.	Roque, Victor
b.	Sammond, Robert	h.	Lopez, Starlyn
c.	Lampmann, Eric	i.	Cruz, Peter
d.	Nichols, Richard	j.	Gould, Jean
e.	Mendoza, Juan	k.	Weise, Benjamin
f.	Zimmerman, John	l.	Neville, Laura

Lebron
Motion

Vazquez
Seconded

CARRIED UNANIMOUSLY

PER-18). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Lisett Lebron, Chairperson

- 23). Approval for the following to serve as Substitute Custodians at an hourly rate of \$11.40 for the 2018-2019 school year, under the supervision of Mr. Luis Carrillo, Interim Operations Manager and Mr. Nicholas Crupi, Director of Buildings & Grounds.

	Name (Last, First)		Name (Last, First)
a.	Bailon, Erick	d.	Solis, Dominga
b.	Abreu-Rodriguez, Maria	e.	Gonzalez, Martha A.
c.	Roe, Celia		

- 24). Approval for the following to serve as Substitute Cafeteria Workers at an hourly rate of pay of \$10.00 and Substitute Lunch Aides at an hourly rate of \$12.25 for the 2018-2019 school year, under the supervision of Ms. Jasmin Minaya, Manager of Food Services and Ms. Carmen Southward, District Director of Operations.

	Name (Last, First)		Name (Last, First)
a.	Cabrera Nin, Pagliery	b.	Diaz, Alitza (Substitute Lunch Aide Only)

- 25). Approval for the following change of assignment and/or transfer for the following staff for the 2018-2019 school year.

	Name (Last, First)	From	To	Effective Date
a.	DeJesus, Jeffrey	Technology Support Specialist – E. J. Patten School	Technology Support Specialist – PAHS	3/08/19
b.	Correnti, Maribel	Level II Secretary – Department of Transportation	Level II Secretary – W. C. McGinnis School	3/08/19

- 26). Approval for the following change of assignment and/or transfer for the following staff for the 2019-2020 school year.

	Name (Last, First)	From	To	Effective Date
a.	Nieves, Edwin	School Principal Dr. Herbert N. Richardson School	School Principal Rose M. Lopez School	7/01/19

- 27). Approval of the following salary adjustments. **(Specified in attachment)**

Lebron
Motion

Vazquez
Seconded

CARRIED UNANIMOUSLY

19. Old Business

Second Reading of the following revised policies: **(Specified in attachment)**

- 3212 Attendance
- 4212 Attendance **PULLED**

<u>Vazquez</u>	<u>Brown</u>
Motion	Seconded

- Mr. Iglesia asked for clarification on policy 4212 - attendance for support staff.
- It was discussed that central administration met with the AFT today and discussed this policy. More information to them. As Mr. Jess previously noted it has been removed from the agenda this evening and we will have both attorneys look at the policies and review the language.
- Mr. Iglesia amended the motion to approve only policy 3212, seconded by Ms. Vazquez. Carried unanimously.

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

20. New Business

- Ms. Lebron thanked the administration at Flynn School for the invitation to Read Across America. She thanked the principal and the staff for the warm welcome and there was a great assembly where they learned about Dr. Seuss. It was a blessing to see the little ones.
- Ms. Vazquez congratulated Mr. Nieves on being named the new principal at the Rose Lopez School. Leaders don't tell you, but they show you and he has done that. He went from the high school to the Richardson School and we saw the scores increase and the students are excelling. The PTO is superb; parent participation is great, social and emotional wellbeing has been taken care of. You'll do very well at the school. Thanks for what you've done for our town.
- Mr. Puccio also congratulated Mr. Nieves and stated that he's the person who started the Junior ROTC when he was at McGinnis School.

<u>Iglesia</u>	<u>Brown</u>	(To close new business)
Motion	Seconded	CARRIED UNANIMOUSLY

21. Open to the Public

- Public member #1 - stated that last month, in an attempt to save face, the administration used this forum to discredit the union for speaking out. They belittled Mrs. Paradiso by comparing her to Henny Penny. It was demeaning and sexist and she deserves a public apology. Mr. Rodriguez focused on the abuse of days, but keep in mind that days are allotted through the Collective Bargaining Agreement and State Statute. The Board President read a letter with inaccuracies. They belittled us; the Superintendent put it on the website and mailed it home to parents and students. We won't be defeated with flawed data or name calling or inaccurate reports. We won't be quiet; we will make sure our schools are safe for our students and our staff.
- Public member #2 - stated that our food has deteriorated over the last few years. The same amount is served to all ages regardless of what grade they are in. The students are told they can have as much fruit and vegetables as they want, but that's not in the state guideline. Food service workers leave and are not replaced and that leads to more staff injuries. The government commodities are being used for catering. We don't want food service workers put into uncompromising positions.

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

22. Motion to adjourn at 9:19 pm.

<u>Iglesia</u>	<u>Marquez-Villafane</u>	(To close new business)
Motion	Seconded	CARRIED UNANIMOUSLY

Respectfully submitted,


Derek J. Jess
School Business Administrator/
Board Secretary



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 7, 2019

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

ELIZABETH MAHER MUOIO
State Treasurer

JOHN D. MEGARIOTIS
Acting Director

TATIANA BERRIO

RE: TPAF, 401247

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 7, 2019, approved your application for **Early-55+ Retirement effective May 1, 2019**. (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.nj.gov/treasury/pensions/documents/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





PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

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State Treasurer

JOHN D. MEGARIOTIS
Acting Director

SANDRA M CARR

RE: TPAF, 502175

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 7, 2019, approved your application for **Service Retirement effective July 1, 2019**. (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.

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ELIZABETH MAHER MUOIO
State Treasurer

JOHN D. MEGARIOTIS
Acting Director

RICHARD A CHROMEY

RE: **TPAF, 367367**

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 7, 2019, approved your application for **Service Retirement effective July 1, 2019**. (In accordance with your selection of option 2).

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:
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ELIZABETH MAHER MUOIO
State Treasurer

JOHN D. MEGARIOTIS
Acting Director

DONNA J FOX

RE: **TPAF**, 385189

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 7, 2019, approved your application for **Service Retirement effective July 1, 2019**. (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.

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State Treasurer

JOHN D. MEGARIOTIS
Acting Director

MYRNA E GARCIA

RE: **TPAF**, 362058

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 7, 2019, approved your application for **Service Retirement effective July 1, 2019**. (In accordance with your selection of option b).

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.

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Governor

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Lt. Governor

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State Treasurer

JOHN D. MEGARIOTIS
Acting Director

SUSANA MEYERS

RE: **TPAF, 399047**

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 7, 2019, approved your application for **Early-55+ Retirement effective July 1, 2019**. (In accordance with your selection of option c).

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.

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State Treasurer

JOHN D. MEGARIOTIS
Acting Director

JAMIE SAKEL

RE: **TPAF**, 487540

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 7, 2019, approved your application for **Service Retirement effective July 1, 2019**. (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.

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Governor

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Lt. Governor

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February 20, 2019

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Location:
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Trenton, New Jersey

ELIZABETH MAHER MUOIO
State Treasurer

JOHN D. MEGARIOTIS
Acting Director

CHRISTINA A LUKE

RE: **PERS**, 942901

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 20, 2019, approved your application for **Early-55+ Retirement effective March 1, 2019**. (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.

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Trenton, New Jersey

ELIZABETH MAHER MUOIO
State Treasurer

JOHN D. MEGARIOTIS
Acting Director

RECEIVED
STATE OF NEW JERSEY
DIVISION OF PENSIONS AND BENEFITS
FEB 20 2019

GRACE M GONZALEZ

RE: **PERS**, 826065

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 20, 2019, approved your application for **Service Retirement effective July 1, 2019**. (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.

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ELIZABETH MAHER MUCIO
State Treasurer

JOHN D. MEGARIOTIS
Acting Director

February 26, 2019

SUSAN C NIEVES

RE: PERS #1204553

Dear Susan C Nieves:

The Board of Trustees of the Public Employees' Retirement System (PERS) at its meeting of February 26, 2019 considered and approved your application for **Ordinary Disability retirement benefits effective July 1, 2018** under Maximum pursuant to N.J.S.A. 43:15A-42 and relevant case law.

Changes to your application should be made through MBOS; however, if you are unable to make the change through MBOS, you must provide a written statement to the Retirement Bureau within 30 days from the date of board approval or the date of retirement, whichever is later.

Once the Board approves a member for a disability retirement allowance; the member's retirement application shall not be withdrawn, cancelled, 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. Retirees needing guidance on returning to employment should visit our web site at: www.nj.gov/treasury/pensions and refer to the Fact Sheet on post-retirement employment restrictions. Retirees needing additional clarification should contact the Division to determine the impact a return to employment would have on their disability retirement benefits.



FIELD TRIPS FOR BOARD APPROVAL ON MARCH 7, 2019

Date of Trip	Destination Name	School Name	Teacher Responsible	Walking Trip	Admission Cost	Admissions/Additional Costs/Account Number	Additional Cost	Transportation Cost	Transportation Account Number	Grand Total Cost	# of Buses	Departure Time	Return Time
3/7/2019	New Jersey Schools Development Authority (SDA)	District	C. Southward	No				\$ 420	15-000-270-512-0-0000-03	\$ 420	1	8:45 AM	3:00 PM
3/13/2019	Middlesex County College - Teen Arts Festival	PAHS	B. Wilson	No	\$ 400	11-000-221-500-0-0000-25		\$ 660	11-000-221-500-0-0000-25	\$ 1,060	2	8:30 AM	1:00 PM
3/15/2019	The Franklin Institute	HS-PLP	N. Bedir	No	\$ 240	13-601-200-800-0-0000-12	\$ 25	\$ 360	13-601-200-800-0-0000-12	\$ 625	1	9:00 AM	2:00 PM
3/16/2019	Middlesex County Vocac School	PAHS	M. Niebojeski	No				\$ 360	15-000-270-512-0-0000-03	\$ 360	1	12:00 PM	5:00 PM
3/20/2019	NJ State House	HS-East	D. Thompson	No				\$ 600	15-190-100-800-0-0000-03	\$ 600	2	9:00 AM	2:00 PM
3/27/2019	Woodbridge Bowling Alley	Richardson	L. Sikora	No	\$ 1,400	15-190-100-800-0-0000-10	\$ 810	\$ 1,080	15-000-270-512-0-0000-10	\$ 3,290	3	9:30 AM	2:00 PM
4/5/2019	Grounds for Sculpture	PAHS	O. Bautista	No	\$ 100	15-190-100-800-0-0000-03		\$ 360	15-190-100-800-0-0000-03	\$ 460	1	9:00 AM	2:00 PM
4/12/2019	Liberty State Park	Ceres	J. Resti	No	\$ 1,193	15-190-100-800-0-0000-02		\$ 900	15-000-270-512-0-0000-02	\$ 2,093	3	9:30 AM	5:00 PM
4/16/2019	Monmouth University	HS-South	B. Hubbs	No				\$ 360	15-000-270-512-0-0000-03	\$ 360	1	9:00 AM	2:00 PM
4/27/2019	Rutgers University	McGinnis	K. Weyrick	No				\$ 480	15-000-270-512-0-0000-04	\$ 480	1	9:00 AM	5:00 PM
5/1/2019	George Street Playhouse	HS-South	A. Holley	No	\$ 750	15-190-100-800-0-0000-03		\$ 300	15-000-270-512-0-0000-03	\$ 1,050	1	10:00 AM	2:00 PM
5/1/2019	State Theatre New Jersey	Flynn	L. Mazur	No	\$ 1,688	15-190-100-800-0-0000-09		\$ 1,200	15-000-270-512-0-0000-09	\$ 2,888	5	9:00 AM	12:00 PM
5/2/2019	Turtle Back Zoo	Patten	M. Bastista	No	\$ 1,960	15-190-100-800-0-0000-05		\$ 1,200	15-000-270-512-0-0000-05	\$ 3,160	4	9:00 AM	2:00 PM
5/3/2019	Turtle Back Zoo	Ceres	M. Binetti	No	\$ 1,600	15-190-100-800-0-0000-02		\$ 1,200	15-000-270-512-0-0000-02	\$ 2,800	4	9:00 AM	2:00 PM
5/10/2019	Staten Island Zoo	Wilentz	M. Finkelstein	No	\$ 1,340	15-000-270-512-0-0000-18		\$ 1,500	15-000-270-512-0-0000-18	\$ 2,840	5	9:00 AM	2:00 PM
5/10/2019	Jenkinson's Aquarium	Wilentz	R. Ackerman	No	\$ 1,449	to be paid by fundraisers		\$ 1,500	15-000-270-512-0-0000-18	\$ 2,949	5	9:00 AM	2:00 PM
5/15/2019	Music Box Theatre	PAHS	H. Petersen	No	\$ 4,165	to be paid by students		\$ 1,080	15-000-270-512-0-0000-03	\$ 5,245	2	11:30 AM	7:00 PM
5/16/2019	Liberty State Park	HS-East	D. Thompson	No	\$ 1,083	15-190-100-800-0-0000-03		\$ 1,080	15-190-100-800-0-0000-03	\$ 2,163	3	9:00 AM	2:00 PM
5/20/2019	Muter Museum for Physicians	PAHS	A. Roncin	No	\$ 290	15-190-100-800-0-0000-03	\$ 65	\$ 540	15-000-270-512-0-0000-03	\$ 895	1	8:30 AM	3:00 PM

Perth Amboy Public Schools

Approval for Travel Expenses – March 2019, April 2019, & May 2019

[illegible]

REQUEST FOR BUDGET TRANSFER
FISCAL YEAR ENDING _____

DISTRICT Perth Amboy COUNTY MIDDLESEX
SCHOOL DISTRICT - TECHNOLOGY

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 FUNDS FROM AN EQUIPMENT ACCOUNT TO TECHNOLOGY ACCOUNTS
WHICH NEED ADDITIONAL FUNDS TO PURCHASE AND CONTINUE SPECIFIC
PROJECTS.

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 <u>2-19-19</u>
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 ☐ Not approved

DISTRICT: Perth Amboy

COUNTY: Middlesex

SCHOOL: District Wide

Fund	Account Program	Function	#	Object	Code or Description	Location	(1) Original Appropriation Amount	(2) Appropriation Amount Before Transfer	(3) Increase (Decrease)	(4) Appropriation Amount After Transfer
12	140	100	100	730	Equipment HS	03	\$ 944,956	\$ 874,956	\$ (177,000)	\$ 697,956
11	000	252	252	340	Pur Tech Svcs - Tech DW	00	\$ 500,000	\$ 500,000	\$ 115,000	\$ 615,000
11	000	252	252	600	Supply/Material - Tech DW	00	\$ 300,000	\$ 300,000	\$ 62,000	\$ 362,000
Totals							\$ 1,674,956	\$ 1,674,956	\$ -	\$ 1,674,956

*Column totals must agree

**Column total must equal zero

1/19/19


Personnel 18 - Item #8

Before/After-School/Evening/Saturday Programs

[illegible]

MY BOOKS MY FUTURE SUPPORT STAFF				
Name	Regular Hourly Rate	Overtime Hourly Rate	Hours	Total
Ginia Sanchez-Fernandez	\$31.57	\$47.36	12	\$568.32
Iris Varela	\$34.51	\$51.77	12	\$621.24
Mabel Lamourt	\$32.67	\$49.01	12	\$588.12
Frank Mugica	\$41.23	\$61.85	12	\$742.20
Amarilis Peralta-Raju	\$33.43	\$50.15	12	\$601.80
				\$3,121.68
Name	Regular Hourly Rate	Overtime Hourly Rate	Hours	Total
Cassy Lawrence	N/A	\$40.00	6	\$240.00
Larry Bello	N/A	\$40.00	6	\$240.00
Elia Graenert	N/A	\$40.00	6	\$240.00
				\$720.00
Name	Regular Hourly Rate	Overtime Hourly Rate	Hours	Total
Cassy Lawrence	N/A	\$35.00	6	\$210.00
Larry Bello	N/A	\$35.00	6	\$210.00
Elia Graenert	N/A	\$35.00	6	\$210.00
				\$630.00
				\$5,821.68

Personnel 18 - Item #16

Special Services - 2019 Junior Class Events							02/19/2019 - 4/1
School	Employee Name	Position	Program Name	Account Number	Rate of Pay	Hours	
PAHS	Michael McEnerney	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Vanessa Buron	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Daniel Torres-Reyes	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Nancy Rivera	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Katherine Mohammed	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Krystalie Ortiz	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Ridvana Evangelou	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Sonia Maldonado	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Damon Clark	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Brad Bishop	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Alex Perez	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Migdalia Sanchez	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Jelmin Caba	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Allison Pilla	Para	Junior Class Trip	11-150-100-101-0-0000-16	\$29.00/hr	See Below	

Hours
Junior Class Trip - 5/24/2019 9 AM - 6:30 PM - Frogbridge, Millstone Twp, NJ

Personnel 18 - Item #17

Special Services - 2019 Senior Class Events							02/19/2019 - KM
School	Employee Name	Position	Program Name	Account Number	Rate of Pay	Hours	
PAHS	Michael McEnerney	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Vanessa Buron	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Daniel Torres-Reyes	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Nancy Rivera	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Katherine Mohammed	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Krystalie Ortiz	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Ridvana Evangelou	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Sonia Maldonado	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Damon Clark	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Brad Bishop	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Alex Perez	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Migdalia Sanchez	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Jelmin Caba	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	
PAHS	Allison Pilla	Para	Senior Prom, Senior Trip, Project Graduation	11-150-100-101-0-0000-16	\$29.00/hr	See Below	

Hours

Senior Prom - 6/8/2019 Hyatt, New Brunswick, NJ 5 PM-12 AM
 Senior Trip - 6/21/2019 Dorney Park, PA 9 AM-11 PM
 Graduation/Project Graduation - 6/25/2019 Woodbridge Recreational Center 10PM-5AM

Intake Examiners of ELs for Early Childhood Education Program

[illegible]



Perth Amboy Public Schools

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

[Handwritten signature]
2/26/19

Mr. Delvis Rodriguez
Director of Personnel & Evaluation

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

February 15, 2019

AGENDA: March 7, 2019

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
Diana Francisco	E.J. Patten	\$57,175.00	\$58,200.00	20 yrs. Para Long.	2/16/2019
Grace Gonzalez	Admin. Build.	\$59,235.00	\$60,855.00	30 yrs. Secretary Long.	2/16/2019
Marisol Prats	H.N. Richardson	\$52,995.00	\$54,020.00	20 yrs. Para Long.	2/16/2019
Patrick Ricks	PAHS	\$53,135.00	\$53,695.00	15 yrs. SRP Long.	2/16/2019
Gary Signor	PAHS	\$96,150.00	\$86,650.00	Removal of EPTA	2/11/2019
Juan Delgado	PAHS	\$92,150.00	\$101,650.00	Full EPTA	2/11/2019
Juan Delgado	PAHS	\$101,650.00	\$105,450.00	2/5 EPTA	2/11/2019
Surinder Mavi	PAHS	\$61,000.00	\$68,600.00	4/5 EPTA	2/11/2019
Vanessa Baez	R.N. Wilentz	\$52,100.00	\$57,600.00	MA Degree	3/1/2019
Monica Rever Starks	Ignacio Cruz	\$86,650.00	\$92,150.00	MA Degree	3/1/2019
Myrna Lossman	A.V. Ceres	\$86,650.00	\$92,150.00	MA Degree	3/1/2019
Rolando Vazquez	S.E. Shull	\$25,625.00	\$27,600.00	Boiler License	3/1/2019

POLICY GUIDE**STRAUSS ESMAY ASSOCIATES**

TEACHING STAFF MEMBERS

3212 ATTENDANCE

3212 ATTENDANCE

The regular and prompt attendance of staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff members' absenteeism (excluding staff development,) disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined as the absence from work because of a personal disability due to injury or illness, or because the staff member has been excluded from school by the school medical authorities on account of contagious disease, or of being quarantined for such a disease in the staff member's immediate household. No staff member will be discouraged from the prudent, necessary use of sick leave or any other leave provided for and taken in accordance with the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Board of Education "may require a physician's certificate to be filed with the secretary of the board of education in order to obtain sick leave."

The Superintendent or his/her designee, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance. (Lawyers version).

The privilege of district employment imposes on each teaching staff member the responsibility to be 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 policy.

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

1. In the event of the first and second occurrences of tardiness in any school year the staff member will receive a verbal warning.
2. In the event of 3 occurrences of tardiness in any school year, a written reprimand will be issued to the staff member and a copy placed in the employee's personnel file. For every occurrence thereafter a written reprimand shall be issued for these tardy instances during a work year.
3. In the event of seven occurrences of tardiness during the same school year the staff member will be subject to a Professional Improvement Plan (PIP) to improve tardiness. A PIP meeting shall be held with the employee, his/her supervisor or building administrator, or the Superintendent or his/her designee. The PIP meeting will include the presentation of the collection and analysis of attendance data, the suggested training of said staff member in his/her attendance responsibilities, and the counseling of said staff member for whom attendance/tardiness is a problem.

POLICY GUIDE

STRAUSS ESMAY ASSOCIATES

TEACHING STAFF MEMBERS

3212 ATTENDANCE

4. In the event the staff member's tardiness or attendance does not improve after the PIP, the staff member shall be subject to an increment withholding.
5. If an employee believes an extenuating circumstance exists which provides an acceptable reason for their tardiness, such employee may appeal, in writing, to the Superintendent or designee the reason for the tardiness and request to be excused. The decision of the Superintendent or designee is final and binding.

A 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, takes a leave without authorization, is repeatedly tardy or accumulates an excessive number of absences, may be subject to appropriate consequences. The consequences will include an administrative meeting prior to the possibility of a withholding of salary increment, dismissal, and/or certification of tenure charges.

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

Adopted: 12 January 2006
Revised: 2 April 2015
Revised: 15 June 2017
Revised: 14 June 2018

Revised: 07 March 2019

REGULATION GUIDE

STRAUSS ESMAY ASSOCIATES

TEACHING STAFF MEMBERS

R 3212 PROFESSIONAL STAFF ATTENDANCE

R 3212 PROFESSIONAL STAFF ATTENDANCE

A. Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, including teachers, educational services personnel, and administrators. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, and other days as defined by the collection bargaining agreement. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 3432. The employee's rate of absence shall be calculated every school year and entered on his/her attendance record. An employee's attendance record shall be part of the employee's personnel file.
2. At the end of each school year, a cumulative attendance record shall be assembled for each school and for the district.
3. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for each school and for the district. The attendance summary shall be posted in each school of the district.
4. A record shall be made of the appointment of substitutes for absent employees and the wages paid to substitutes.

B. Attendance Improvement Plan

1. Planning

The Superintendent will meet with building principals and appropriate administrators to discuss the attendance summary. The attendance summary shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absence shall be developed.

2. Implementation

REGULATION GUIDE

STRAUSS ESMAY ASSOCIATES

TEACHING STAFF MEMBERS

R 3212 PROFESSIONAL STAFF ATTENDANCE

- a. The building principal shall be responsible for implementing the district's plan for the improvement of professional staff member attendance in his/her school building.
- b. The Principal shall encourage the regular attendance of the teaching staff members in his/her building. He/She shall maintain contact with absent employees and confer personally with each employee who returns from an absence of any duration, impressing upon employees the district's concern for their health and well-being. The Principal shall, by appropriate means, recognize teaching staff members whose attendance is exemplary.
- c. The Principal shall incorporate, and shall direct other supervisors to incorporate, a teaching staff member's attendance record in his/her evaluation.
- d. The Principal may require teachers to evaluate the work done by substitutes in their absence.
- e. The Principal shall report to the Superintendent any teaching staff member whom he/she suspects of misusing sick leave or falsifying the reasons for absence.

3. In-service Training

The Principal shall meet with the teaching staff members assigned to his/her building at the beginning of each school year to inform employees of Board policy and district regulations on attendance, to familiarize employees with the forms to be used in reporting and verifying absences, to review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee, and to acquaint employees with the degree to which attendance will affect evaluation reports.

4. Counseling

- a. The building principal may, in his/her discretion, call a conference with a teaching staff member where the number and/or pattern of the members' absences or the reasons offered for the member's absences indicate a misunderstanding of the teaching staff member's responsibility to the school district or the possible misuse of the privilege of paid leave.

REGULATION GUIDE

STRAUSS ESMAY ASSOCIATES

TEACHING STAFF MEMBERS

R 3212 PROFESSIONAL STAFF ATTENDANCE

- b. Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, the Principal shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The member shall, in accordance with Board policy on teaching staff member evaluation, be permitted to examine the report and affix his/her comments, if any, to the report.

Issued: 12 January 2006
Revised: 15 June 2017
Revised: 07 March 2019

REGULATION GUIDE**STRAUSS ESMAY ASSOCIATES**

SUPPORT STAFF

R 4212 SUPPORT STAFF ATTENDANCE

R 4212 SUPPORT STAFF ATTENDANCE**[See POLICY ALERT Nos. 96 and 205]****A. Reporting Intended Absence**

1. A support staff member who anticipates absence from work will contact ESS (Source 4 Teachers) at least two (2) hours before the intended absence, whenever possible. (Lunch Aides will call their building principal) and/or his/her designee.
2. The following information will be given by the caller:
 - a. The employee's name, job title, assigned school, and shift (if applicable);
 - b. The day and date of the intended absence; and
 - c. The reason for the absence.
3. Employees must call in daily each intended absence unless absence for more than one day has been approved in advance by the Superintendent of Schools or his/her designee.

B. Analysis of Absence

1. Each intended absence of a support staff member shall be reported to his/her immediate supervisor, who shall determine whether or not a replacement is required for the period of absence.
2. The immediate supervisor shall determine whether the absence is acceptable or requires further verification. Reasons for verification include, but are not limited to the following:
 - a. A pattern of absences on the same day(s) of the week;
 - b. A pattern of absences before or after nonworking days;
 - c. The exhaustion or near exhaustion of accumulated sick leave; and
 - d. The habitual exhaustion of personal leave.

REGULATION GUIDE

STRAUSS ESMAY ASSOCIATES

SUPPORT STAFF

R 4212 SUPPORT STAFF ATTENDANCE

C. Review of Absence

1. If the immediate supervisor deems any reason for absence to be unacceptable or if a staff member has been absent on sick leave more than 3 consecutive school days or absent an aggregate of more than 5 working days in any one month for any reason, the immediate supervisor shall conduct an informal discussion with the employee to help the employee improve his/her performance. The supervisor shall keep no record of this conference.
2. If the abuse of absence continues the immediate supervisor shall:
 - a. Notify the employee in writing of the date and time for a formal conference and the reason for the conference,
 - b. Confer with the employee and, if the employee so chooses, his/her representative as well,
 - c. Document the reasons for the absences and offer the employee the opportunity to verify or rebut the documentation, and
 - d. Prepare a report of the conference to be placed in the employee's file and provide the employee with the opportunity to attach written comments and documents thereto.

D. Record of Attendance

1. A record shall be kept of the attendance of each support staff member, including administrators. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. An employee's attendance record shall be part of the employee's personnel file.
2. The record will distinguish paid leave, such as sick leave, personal days, family illness, jury duty, and non-cum days, from unpaid leave, such as excessive sick or personal leave. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 4432.
3. The record will include each employee's rate of absence as calculated monthly.

REGULATION GUIDE

STRAUSS ESMAY ASSOCIATES

SUPPORT STAFF

R 4212 SUPPORT STAFF ATTENDANCE

4. At the end of each school year, a cumulative attendance record shall be assembled for each school and for the district. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show:
 - a. The rate of absence for the district and each school in the district,
 - b. The rate of absence for each employee in rate order showing highest rate first and average rate for the district,
 - c. Reasons for absence in the case of employees whose rate is more than 95 percent above the average for the district, and
 - d. The appointment of substitutes for absent employees and the wages paid to substitutes.
- E. Attendance Improvement Plan
 1. The attendance summary shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
 2. Specific strategies for reducing the rate of absence shall be developed and submitted to the Superintendent of Schools or his/her designee.
 3. The Principal shall be responsible for implementing the approved plan for the improvement of staff member attendance in his/her school building.
- F. In-service Training

The Principal or immediate supervisor shall meet with the support staff members assigned to his/her building at the beginning of each school year to:

 1. Inform employees of Board policy and district regulations on attendance;
 2. Familiarize employees with the procedures to be used in reporting and verifying absences;
 3. Review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee; and

REGULATION GUIDE

STRAUSS ESMAY ASSOCIATES

SUPPORT STAFF

R 4212 SUPPORT STAFF ATTENDANCE

4. Acquaint employees with the degree to which attendance will affect evaluation reports.

G. Discipline

1. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any employee's performance and may contribute to a salary recommendation.
2. Employees absent more than 5 times in a period of 1 month shall be disciplined by layoff for a period of 1 days without pay.
3. Employees disciplined under G2 who do not improve their record of attendance shall be recommended to the Superintendent for discharge.

Issued: 15 June 2017

Revised: 07 March 2019

JOB DESCRIPTION***PERTH AMBOY
BOARD OF EDUCATION*****DEAN OF STUDENTS****Qualifications:**

- Possession of recognized New Jersey State Educational Certification.
- At least 5 years of HS Classroom experience.
- Experience working with adolescents who have challenging behavioral/emotional needs required.
- Strong interest in restorative practices.
- Excellent communication skills, both verbal and written required.
- Good computer skills preferred.
- Have excellent integrity and demonstrate good moral character and initiative.
- Have the ability to work with a variety of people, collaboratively with a team member mindset for the benefit of the greater good of the educational system.
- Demonstrate enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
- Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form, I-9.
- Pass the required Mantoux Intradermal Tuberculin Test.
- Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.

Reports To:

Principal/Vice-Principal

Statement of Job:

The Dean of Students will assist and contribute to a safe, secure and well-maintained school environment. The Dean of Students will create support systems and intervention using Restorative Practices for designated students and their families who have been identified as having challenging behavioral/emotional needs. The Dean of Students oversees and implements parts of Restorative Practices and abides by our District Code of Conduct to facilitate a collaborative and supportive school environment.

Job Functions and Responsibilities:

The Dean of Students shall within his/her certificate and in accordance with terms and conditions of employment contained in the negotiated agreements, when and if applicable:

- Respond to incoming discipline referrals to assess appropriate intervention and mentor students by providing guidance and support based on their own unique developmental needs.
- Responsible for the design, implementation and support of school-wide Restorative Practices program.
- Provide consultation, coaching & technical support around implementation of Restorative Practices.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DEAN OF STUDENTS (Cont'd.)

- Communicate with parents/guardians on a continuous basis to empower their involvement in Restorative Practices and their child's educational program.
- Facilitate mindful practices within the classrooms and/or school-wide. Teach character education/social emotional learning curriculum, and student/family self-advocacy skills.
- Participate in multidisciplinary team meetings, 504 meetings, IEP meetings, staff meetings, I&RS meetings, and parent meetings as needed to case conference and report on student progress.
- Responsible for the data collection of referrals, activities, parent contacts, parent conferences and documentation of Restorative Practice meetings. Provides monthly reports to the Principal.
- Plan, prepare and present Professional Development for staff.
- Encourage and promote good attendance and punctuality. Keep an accurate record of each pupil's attendance and progress, and make reports to the Principal and to parents as determined by the Superintendent.
- Report immediately any injury to himself/herself or his/her pupils incurred at any place or time under school jurisdiction.
- Be responsible for such assignments within the scope of his/her responsibilities to his/her students and to the administration as are deemed necessary by the Principal.
- Serve on committees when necessary and hold offices within the educational realm of the school system for the betterment of the schools, its educational program and for the improvement of public relations.
- Concern himself/herself with the welfare of the children, exercise supervision and control of pupils and maintain high standards of behavior in the classroom, corridors, cafeteria, and assembly, on school property and on school-sponsored trips.
- Have a daily responsibility for promoting safety and proper housekeeping procedures and practices at his/her assigned station or stations in accordance with building regulations.
- Interpret the school program to pupils and parents and further the public relations program of the school and the district.

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

DEAN OF STUDENTS (Cont'd.)

- Promote or retain pupils in accordance with the terms of Board policy.
- Perform such other duties as directed by the Principal/Superintendent.

Verification of Competency:

- a. District application and resume.
- b. Required documentation outlined in the qualifications above.
- c. A minimum of three letters of reference from former employers, or other professional sources, or copies of recent evaluations.
- d. Official college transcripts (if applicable).
- e. 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.

JOB DESCRIPTION

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DEAN OF STUDENTS (Cont'd.)

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 Dean of Students will be evaluated by the Principal/Vice-Principal.

Date Adopted: 8/29/08

Date Revised: 3/7/19