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BRIDGETON BOARD OF EDUCATION
REGULAR PUBLIC ACTION MEETING
September 14, 2010

The agenda session meeting of the Bridgeton Board of Education was called to order at 6:00 p.m. by the Board President, Ms. Angelia Edwards. Board Members present were Mrs. Brenda Dellaquilla, Mr. Kenny SmithBey Jr., Ms. Angelia Edwards, Mrs. Marie Bernstein, Mr. Willie Tukes and Mr. Curtis Edwards. Mrs. Mary Peterson and Mr. Kenny SmithBey were absent. Also in attendance were Dr. Thomasina Jones, Acting Superintendent, A. Paul Kienzle, Jr. Esq., Board Solicitor, Mrs. Nicole M. Schoener, School Business Administrator and Mr. James Dunkins, Director of Human Resources. Prayer was offered by Ms. Edwards.

1.5 OPEN PUBLIC MEETING STATEMENT

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interests is discussed or acted upon. Bridgeton Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted on the bulletin board in the lobby of the Bank Street Administration Building and mailed to the City Clerk of Bridgeton, The News of Cumberland County, Bridgeton, The Press of Atlantic City, Pleasantville and Radio Station WSNJ, Bridgeton on May 5, 2010.

1.6 PUBLIC PARTICIPATION

Ms. Marge Burger, Broad Street PE teacher addressed the Board regarding the need for a health and PE supervisor. Ms. Burger explained that she feels that there are many initiatives in the district and no supervisor particularly in the elementary schools. She thought the position was reinstated but has not been advertised. Ms. Burger expressed concern about number of students at Broad and that they can no longer team teach. One instructor has one grade level and the other has a different level. She expressed that there is no divider in gym. She further expressed a request for an additional teacher for continuity of instruction and safety. Ms. Edwards asked Ms. Burger to please understand the budget situation. Ms Burger said she does however she still must ask. Mr. William Barry just wanted to reiterate what Mrs. Burger said. He expressed particular concern about the lack of a PE supervisor. Dr. Jones expressed that no one contacted her office. Dr. Jones explained that this year they are looking for common planning planning time and professional learning communities. Further, Dr. Jones explained that although they want to team teach it is just not possible in order for us to have prof. learning communities. Other options were presented such as one group going outside or one going to health. Ms. Burger asked that this be kept in mind for next year. Dr. Jones asked them to work with the building principal.

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Ms. Marcella Brown, parent, expressed concern that her daughter wants to take calculus, she would need to drop either band or AP English. Ms. Edwards asked if she contacted guidance. She said that she did but is waiting for a call back. Dr. Jones asked if Ms. Brown's husband shared that he spoke to Dr. Jones. The process of scheduling was explained to the board. Mrs. Brown explained if she dropped out of AP it would lower her class rank and grade point. Dr. Tavani expounded upon the process of filling students request, maximizing the classes. Ms. Edwards said that Dr. Tavani and Dr. Jones would try to work with her to see if they could resolve the situation.

- 1.7 RESOLUTIONS –Motion by Mrs. Bernstein, second by Mrs. Dellaquilla approving the resolution honoring Mr. Ronald “Blue” Bowman.

A memorial Scholarship will be set up and a \$500 scholarship will be awarded each year in memory of Mr. Bowman.

Motion carried, roll call vote was 6-0.

- 1.8 PRESENTATIONS – Overview of Language Arts and Math Test Data for Grades 3-12
Dr. Jones introduced Dr. Chris Tavani who presented the Districts test scores from the 9/10 school year. Dr. Tavani's presentation is attached to the official minutes.

Dr. Jones introduced Mr. Sam Curio, Assistant Principal of the HOPE academy.

Dr. Jones introduced Mrs. Christine Barlas, Principal of the Early Childhood Center.

Jane Kershner from NJSBA, presented a Superintendent search manual along with a tentative schedule for the search. The ad will also be on the wall at the annual workshop. The ad will have a general description of the district then specific qualifications and finally skills or experiences the Board is looking for. School Boards will immediately look that applicants have the qualifications. Candidates will be presented in 3 piles; 1) exceeds qualifications 2)meets qualifications 3) does not have the qualifications and out of the search. Ms. Kershner suggested in the Star Ledger. The Board shared the number of students and buildings and advised Kershner to contact Nicole Schoener for number of certificated staff and administration. The Board would like 3 years classroom teaching experience as a requirement. Principals will be afforded the opportunity to apply. The draft ad will be sent to Nicole Schoener and shared with the Board for their approval prior to advertising. Jane will let the Board know approximate cost of the Atlantic City Press.

Dr. Jones shared the information with the Board on new security badges being used with the Pre K population.

- 1.9 APPROVED MINUTES

Motion by Mrs. Bernstein, second by Mrs. Dellaquilla approving the following minutes:

Regular Agenda Session/Public Action Meeting August 10, 2010

Executive Session August 10, 2010

Motion carried, roll call vote was 6-0.

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Motion by Mrs. Bernstein, second by Mrs. Dellaquilla approving the following:

Item 1.9.2 Approved the following change in minutes from the June 9, 2010 Public Action Meeting:

Item 4.4.9 a-b *Approved Staff for Summer Work

b. Approved the following staff for installation and maintenance of technology for the 2010-2011 school year from July 1, 2010 through August 31, 2010. Account #20-277-100-101-00-40.

Name	Position	Hours
Jeffrey Hyson	Teacher	35

Item 4.4.10 a-d *Approved Staff for Previously Approved Summer Programs

c. Approved the following staff for the previously Approved Migrant Summer Program for the 2010-11 school year at Buckshutem Road School from July 6, 2010 through August 9, 2010. Accounts #20-236-200-102-00-40, #20-236-200-105-00-40, #20-236-200-104-00-40, #20-236-100-101-00-40, #20-236-100-106-00-40.

Name	Position	Hours
Iris Perez	Teacher	126

Approved the change of minutes of the August 10, 2010 public action meeting as follows:

Item 4.2.4 *Approved Transfers of Certificated Staff

Approved the following transfers for the 2010-2011 school year:

Name	From	To	Account #
Kathleen Martinelli	Grade 2 Teacher – Cherry	Grade 2 Teacher – West	15-120-100-101-00-08
Joyce A. Smith	Grade 2 Teacher – West	Grade 4 Teacher – Cherry	15-120-100-101-00-04
Diane Checkley	Grade 5 Bilingual Teacher – Cherry	Grade 5 Bilingual Teacher - Broad	15-240-100-101-00-03
Hilda Romero	Grade 1 Bilingual Teacher – Broad	Kindergarten Bilingual Teacher - Buckshutem	11-240-100-101-00-06
Diana Rivera	World Language Teacher – Cherry	Grade 7 Bilingual Teacher - Broad	15-240-100-101-00-03
Kathleen Burns	World Language Teacher -Indian	World Language Teacher - Cherry	15-240-100-101-00-04
Francis Ward	Language Arts Teacher – ExCEL	Language Arts Teacher – Broad	15-130-100-101-00-03
Gloria Wilks	Elementary Teacher - TBD	Language Arts Teacher – ExCEL	15-130-100-101-00-73
Ellen Toner	Grade 3 – Cherry	Read 180 – Cherry	20-250-100-101-00-40

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Taja Board	Elementary Teacher - TBD	Grade 3 – Cherry	15-120-100-101-00-04
Christina Mendolera	Elementary Teacher - TBD	Grade 3 – Indian	15-120-100-101-00-05
Jael Leise	Grade 2 – QML	Grade 5 – Broad	15-120-100-101-00-02
Margaret Perrotti	Grade 2 – QML	Grade 3 – QML	15-120-100-101-00-08
Jamie Doto	Grade 3 – QML	Read 180 - Cherry	20-250-100-101-00-40
Maria Mendez	Bilingual Grade 3 – West	Bilingual Grade 7 – Broad	15-240-100-101-00-03
Liz Medina	Bilingual Grade 4 – Broad	Bilingual Grade 5 – Broad	15-240-100-101-00-03

Motion carried, roll call 6-0.

CONSENT AGENDA

Item 2.1 a-b * Approved Professional Development

a. Approved October 18, 2010 In-Service for K – 12 Music Staff

Workshop Title: “Basics of Guitar Playing”

Presenter: Brian Saxton

Time: 8:00 – 3:00

Place: BHS, Room E2

Cost: \$100.00

This workshop is a hands-on presentation. Staff will develop basic skills of guitar playing that will be used in the general music and choral classrooms. With many music teachers traveling with a cart, the use of the guitar is another means of bringing live music into the classroom.

Acct. # 11-000-223-320-00-12

Workshop Title: “Afro-Caribbean Dance”

Presenter: Nicole Wines of the Raices Cultural Center

Time: 8:00 – 3:00

Place: BHS Room J8

Cost: \$500.00

This workshop is a hands-on presentation. Staff will develop the skills of basic movement in the areas of Afro and Caribbean dance in order to use in the general music, dance and choral classrooms. Acct. # 11-000-223-320-00-12

b. Approved Family Involvement Conference

Approved Donna Bard, Parent Liaison, Arletha Lane, Community and Parental Involvement Specialist, and Joanna Powell-Chestnut, Homeless Student Coordinator, to attend the 36th Annual Family Involvement Conference in Lake Harmony, PA from October 24, 2010 through October 27, 2010. This is an overnight trip. There is no expense to the Board.

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Item 2.2 a-j *** Approved Student Programs**

a. Approved Steps 4 Kids Program

South Jersey Healthcare (SJH) will continue to partner with the Bridgeton BOE to implement a 10 week S.T.E.P.S. for Kids course in a Bridgeton school setting in the 2010-11 school year. The program will target children whose body mass index (BMI) is over the 85th percentile and their parents. The program will consist of two sessions to conduct pre and post testing & orientation, and eight classes of intervention. Each session will be 1.5 hours in length and will be held one evening per week. Instructors will include an exercise specialist, nutritionist, and a parent facilitator (for assistance in behavior modification). Class size can accommodate 20 students and 20 parents.

Program time: 6:30-8:00 PM on Monday or Tuesday Night

Ten week window of operation to be determined.

Location: West Avenue School

SJH will assume responsibility for the costs of the program including staffing, supplies, and materials. SJH is requesting a translator funded through Title III. BBOE will supply a school site to run the program and Michael Coyne, Director of Grant & Funded Programs for BPS will be the point of contact to assist the S.T.E.P.S. Coordinator with logistical questions that might arise. There is no cost to the Board.

b. Approved the NED Show Program

Approved The NED show program which promotes academic achievement through character development. They are scheduled to visit Cherry Street School on October 25, 2010 at 10:00 – 10:45 AM and Indian Avenue School at 1:30-2:15 PM. Students in grades K-6 will attend (approximately 450 at each school). The fee is free if we agree to have NED items available for students to purchase for 5 days following the show. These are items associated with the character theme and are primarily yo-yos.

c. Approved Migrant Education Extended Day Tutorial Program

Approved the Gloucester County Special Services School District to conduct their migrant tutorial extended day program for the 2010 – 2011 school year. Their program includes the following components:

- Funded through the Gloucester County Special Services School District's Migrant Grant
- Four (4) Days Per Week
- October, 2010 through May, 2011
- Utilize BBOE staff and to tutor PK – 12 migrant students after school in Indian Avenue, Broad Street, West Avenue, QML, Cherry Street, Buckshutem, and BHS.
- Rebecca Guess – Program Coordinator Supervisor
- Transportation will be provided by the District (This has traditionally been Bridgeton's cost).
- Healthy snacks will be arranged through the District Food Service Department (this is already done annually).
- Permission to continue parking their recruiting van overnight at the Warehouse (outside the fence) or at Indian Avenue School. Gloucester assumes all responsibility for insurance.

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d. Approved West Avenue School Extended Day Programs

2nd Grade Extended Day Reading Club

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:45-4:15 pm

15-18 students, 1 teacher

2nd Grade Extended Day Language Arts

November 1, 2010 – May 12, 2011- 3 days per week for 24 weeks

3:45-4:15 pm

15-18 students, 1 teacher

NJASK 3 Prep Literacy

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:45-4:15 pm

15-18 students, 1 teacher

NJASK 3 Prep Math

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:45-4:15 pm

15-18 students, 1 teacher

NJASK 4 Prep Inclusion

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:45-4:15 pm

25 inclusion students, 1 teacher

NJASK 4 Prep Literacy and Math

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:45-4:15 pm

25 students, 2 teachers

NJASK 8 Prep Literacy and Math

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:15-4:15 pm

15-20 students, 1 teacher

NJASK 5&6 Prep LLD

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:15-4:15 pm

12 students, 1 teacher

Reading Club CIM Grades 1&3

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:45-4:15 pm

15 students, 1 teacher

Reader's Theater Grade 2

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:45-4:15 pm

8 students, 1 teacher

Reader's Theater Grade 1

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:45-4:15 pm

15-18 students, 1 teacher

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2nd Grade Extended Day Bilingual

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:45-4:15 pm

15-18 students, 1 teacher

First Grade Math Club

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:45-4:15 pm

15-18 students, 1 teacher

Music/Drama Club

November 1, 2010 – May 12, 2011- 2 days per week for 24 weeks

3:15-4:15 pm

25students Grades 5 & 6, 1 teacher

e. Approved Broad Street School Extended Day ProgramsK-2 Extended Day Reading Program

October 1, 2010 – June 1, 2011 – 2 days per week

3:45-4:15pm

20 students, 1 teacher

Grades 3-5 Extended Day Reading Program

October 1, 2010 – June 1, 2011 – 2 days per week

3:45-4:15pm

20 students, 1 teacher

Grade 6 Extended Day Reading Program

October 1, 2010 – June 1, 2011 – 2 days per week

3:15-4:15pm

20 students, 1 teacher

Grade 7 Extended Day Reading Program

October 1, 2010 – June 1, 2011 – 2 days per week

3:15-4:15pm

20 students, 1 teacher

Grade 8 Extended Day Reading Program

October 1, 2010 – June 1, 2011 – 2 days per week

3:15-4:15pm

20 students, 1 teacher

Grades K-8 Central Detention

October 1, 2010 – June 1, 2011 – 4 days per week

3:15-4:15pm

20 students, 2 teachers alternating

f. Approved Wawa Summer Youth Employment Program

Grant through Cumberland WIB,

4 job coaches and 1 supervisor

Approx. \$31,000 grant

120 students from Cumberland County working at shore area Wawa's beginning May 1, 2011 and ending October 15, 2011.

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Transportation for BHS and CRHS provided by Bridgeton Public Schools – reimbursed by Wawa, WIB, and Empowerment Zone. All Job Coaching costs are reimbursable through grant.

- g. Approved Rutgers University Food Innovation Center Internship and Shadowing Program**
2 senior students will work approx. 2 days per week during the 2010 – 2011 school year as interns at Rutgers FIC. Students must have a strong interest in Food Science, Engineering, or Culinary. Approx. 3 sophomores and/or juniors from the Business Pathway will participate in a bi-weekly job-shadowing program. Only cost is transportation of students if needed.
- h. Approved Rutgers University Food Innovation Center Product Evaluation Program**
Product/Sensory evaluation program for the food industry involving BPS staff and 2 BHS student interns. Staff members will be recruited through district email and other media to participate in taste tests and evaluations for companies trying new products at Rutgers FIC. 2 BHS student interns will be hired to assist and run the product/sensory evaluation tests. Staff and students will be compensated for their time which will take place after regular school hours.
- i. Approved HYRE ME II Program**
Partnership with Pathstone Inc. through a grant sponsored by Cumberland WIB
Approx. 50 BHS seniors ages 16 and up will participate in a workplace readiness program which will meet 3-4 days a week after school at BHS. Once students have met criteria outlined in grant they will meet 1 day a week at BHS and report to worksites in Bridgeton (Tri- County, Day Care Facilities, and Bridgeton Public Schools etc.) the other days. No cost to BPS, students will ride activity bus home from school on class days (25 max per day).
- j. Approved Life Touch ID's Program**
Approved Life Touch ID's which are free and come with school photos for the 2010-11 school year. In addition, fingerprinting is arranged through the FBI Community Outreach Program. This will be available to all Pre-K through 8th grade students with parental consent. All items are at no cost to the Board.

Item 2.3*** Approved District NJQSAC Committee**

Dr. Thomasina Jones, Acting Superintendent
Overseer of NJQSAC and Chair of Governance
Ms. Nicole Schoener, Business Administrator
Chair of Fiscal Management/Operations
Mr. James Dunkins, Human Resources Director
Chair of Personnel
Dr. Dorothy Realdine, Curriculum Director
Chair of Curriculum and Instruction
Dr. Celeste Merriweather, Principal Buckshutem Road School
NJQSAC District Team Member
Ms. Lynn Williams, Principal Bridgeton High School
NJQSAC District Team Member

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Mr. J. Michael Coyne, Director of Funded Programs
 NJQSAC District Team Member
 Pre-school Teacher TBD
 NJQSAC District Team Member
 Deionne Thrbak K-8 Teacher
 NJQSAC District Team Member
 High School Teacher TBD
 NJQSAC District Team Member
 Mr. J. Curtis Edwards, Board of Education Vice-President
 NJQSAC District Team Member
 Ms. Marie Bernstein, Board of Education Member
 NJQSAC District Team Member
 Mrs. Brenda Dellaquilla, Board of Education Member
 NJQSAC District Team Member

Item 2.4***Approved Parent Involvement Policy****Approved the attached Parent Involvement Policy for each school.**

Bridgeton Public Schools
 Parent Involvement Policy
 Broad Street School

Broad Street School is committed to embracing parents as active participants in their child's education, recognizing that positive support from home is an integral part of a child's academic success.

The administration, teachers, and staff will continually seek to engage our parents so that all students will receive an optimal education and the necessary skills required in this ever changing society.

Parents are encouraged to assist in activities, but not limited to: School Leadership Council (SLC), PTO, Bridgeton Reads, NNPS (National Network of Partnership Schools). Holiday celebrations, Field trip chaperones, Scholastic Book Fair volunteers, Literacy/Math activities, Field Day and Career Day.

In order to build an effective home-school partnership, Broad Street School will provide the following:

- ❖ An annual orientation meeting where parents will meet their child's teacher and become acclimated to the school and district's expectations.
- ❖ Have at least two meetings/workshops to discuss student achievement, including state assessment requirements.
- ❖ A schedule for meetings and conferences in order to accommodate the needs of the parents.
- ❖ Intervention and Referral Services (I&RS) provided to students in need of remediation, and parents are highly recommended to attend and be an active participant of this process.
- ❖ Provide continuous communication through school newsletters, progress reports, district web site, and mailings to assist parents in understanding the school curriculum and student achievement.
- ❖ Provide a school-parent compact that outlines how parents, school staff and students share the responsibility for improving learning.

Every effort will be made to communicate with parents in a format and language that is easily understandable by all.

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Item 4.1.1 **Approved Retirement of Administrative Staff**

Approved retirement of Mr. James A. Dunkins, Director of Human Resources, effective January 1, 2011.

Item 4.12 a-c ***Approved Resignations of Certificated Staff**

- a. Approved resignation of Ms. Antonia DiBona, Science Teacher in the ExCEL Program, effective November 1, 2010.
- b. Approved resignation of Ms. Jennifer Backman, School Nurse at the Geraldyn O. Foster Early Childhood Center, effective October 16, 2010.
- c. Approved resignation of Mr. Steven Lewis, Social Studies Teacher at HOPE Academy, effective October 22, 2010.

Item 4.13 a-b ***Ratification of Rescission of Appointments of Certificated Staff**

- a. Ratified rescission of appointment of Ms. Leslie Gonzalez from the position of Spanish Teacher at Bridgeton High School, effective August 9, 2010, due to declination.
- b. Ratified rescission of appointment of Ms. Wilmarie Laguer from the position of Bilingual Teacher at Indian Avenue School, effective August 19, 2010.

Item 4.1.4 a-e ***Ratification of Resignations of Non-Certificated Staff**

- a. Ratified resignation of Ms. Griselda Ortiz, Satellite Aide at Cherry Street School, effective August 12, 2010.
- b. Ratified resignation of Ms. Yanira Bermudez from the position of Bilingual Preschool Aide, effective August 10, 2010.
- c. Ratified resignation of Mr. Frederick Phillips, Special Education Aide at Bridgeton High School, effective September 1, 2010.
- d. Ratified resignation of Mr. Robert Dawkins, Special Education Aide at Indian Avenue School, effective August 19, 2010.
- e. Ratified resignation of Ms. Hillary Munyon, Special Education Aide at Indian Avenue School, effective August 31, 2010.

Item 4.1.5 ***Approved Leave of Absence of Certificated Staff**

Approved the request of Ms. Kelly Raisch, Teacher at Buckshutem Road School, for a **Family Medical Leave of Absence**, with pay from October 12, 2010 to December 12, 2010 and a **Family Medical Leave of Absence** and **New Jersey Family Leave of Absence**, without pay from December 13, 2010 to January 26, 2011 and a **New Jersey Family Leave of Absence** without pay from January 27, 2011 to March 21, 2011. This leave is subject to change.

Item 4.1.6 ***Ratification of Leave of Absence of Certificated Staff**

Ratified the request of Ms. Marie Lombard, Speech Language Specialist at Cherry Street School, for a **Family Medical Leave of Absence** and a **New Jersey Family Leave of Absence** with pay using accumulated sick days from September 1, 2010 through June 30, 2011, to be used on an intermittent basis, not to exceed twelve weeks.

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Item 4.1.7 a-b *Ratification of Leaves of Absence of Non-Certificated Staff

- a. Ratified request of John Rocap, Custodian at West Avenue School, for a **Family Medical Leave of Absence** with pay using accumulated sick days from August 23, 2010 until September 28, 2010.
- b. Ratified request of Jessica Shimp, Instructional Aide at GOFECC School, for a **Family Medical Leave of Absence** with pay using accumulated ½ sick day on September 1, 2010 and 1/2 unpaid on Sept. 1, 2010. The balance of this leave will be unpaid from September 2, 2010 through November 8, 2010 or released from Doctor’s care, not to exceed 12 weeks.

Item 4.2.1 a-e *Ratification of Appointment of Certificated Staff

- a. Ratified appointment of Ms. Amanda Schnur to the position of Mathematics Teacher at Bridgeton High School for the 2010-2011 school year, effective September 1, 2010, on Step 1 of the BA Salary Guide. Account #15-140-100-101-00-02. PCN#248.
- b. Ratified appointment of Dr. Kathryn Eckstein-Lewis to the position of Science Teacher at Bridgeton High School for the 2010-2011 school year, effective September 1, 2010, on Step 1 of the Doctorate Salary Guide. Account #15-140-100-101-00-02. PCN#469.
- c. Ratified appointment of Ms. Stacy Walkowitz to the position of Science Teacher at the ExCEL Program for the 2010-2011 school year, effective September 1, 2010, on Step 10 of the MA Salary Guide. Account #11-130-100-101-00-73. PCN#44.
- d. Ratified appointment of Ms. Waleska Alvarez to the position of Grade 1 Bilingual Teacher at Indian Avenue School for the 2010-2011 school year, effective September 1, 2010, on Step 1 of the BA Salary Guide. Account #15-240-100-101-00-05. PCN # TBD.
- e. Ratified appointment of Ms. Kasie Harris to the position of Grade 4 Bilingual Teacher at Cherry Street School for the 2010-2011 school year, effective September 13, 2010, on Step 3 of the BA Salary Guide, prorated. Account #15-240-100-101-00-04. PCN # TBD.

Item 4.2.2 *Ratification of Transfers of Certificated Staff

Ratified the following transfers for the 2010-2011 school year, effective Sept. 1, 2010:

Name	From	To	Account #
Erin Maloney	Music Teacher – Cherry PCN#199	Music Teacher – QML PCN#271	15-130-100-101-00-07/ 15-120-100-101-00-07
Norma Garcia	Bilingual Grade 4 Teacher – Cherry PCN # TBD	Bilingual Kindergarten Teacher – Cherry PCN#936	15-240-100-110-00-04
Delores Wood	LLD Teacher – Indian PCN#1057	Grade 6 Teacher – QML PCN # TBD	15-130-100-101-00-07
Joseph Terrigno	LLD Teacher – Cherry PCN#242	LLD Teacher – Indian PCN#1057	15-204-100-101-00-05
Maria Canino	Read 180 Teacher – Broad PCN#1202	Grade 5 Inclusion Teacher – Indian PCN#475	15-213-100-101-00-05

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Candice Niemeyer	Grade 5 Inclusion Teacher – Indian PCN#475	Grade 6-8 Language Arts Teacher – Indian PCN#261	15-130-100-101-00-05
Sally Pierce	Grade 8 Language Arts Teacher – Broad PCN#590	Grade 5 Teacher – Broad PCN#755	15-120-100-101-00-03
Shawn Bridges	Grade 5 Teacher – Broad PCN#755	Grade 8 Language Arts Teacher – Broad PCN#590	15-130-100-101-00-03
Christina Wroblewski	Grade 8 Math Teacher – Broad PCN#392	Grade 4 Teacher – Broad PCN # TBD	15-120-100-101-00-03
Sonya Ahmad	Read 180 Teacher – Buckshutem PCN # TBD	Grade 5 Teacher – West PCN # TBD	15-120-100-101-00-03
Ellen Toner	Read 180 Teacher – Cherry PCN # TBD	Grade 1 Teacher – Broad PCN # TBD	15-120-100-101-00-03
Mary Ellen Henry	Technology Teacher – Broad PC#1118	Grade 4 Teacher – West PCN # TBD	15-120-100-101-00-08
Kevin Skala	Grade 6 Language Arts Teacher – Broad PCN#312	Grade 7/8 LLD Teacher – Broad PCN#266	15-204-100-101-00-03
Mary Jane Nye	Grade 7/8 LLD Teacher – Broad PCN#266	Grade 6 Language Arts Teacher – Broad PCN#312	15-130-100-101-00-03

Item 4.2.3***Ratification of Transfers of Certificated Staff**

Ratified the following staff members paid through the Intervention Set Aside requirement of the IDEA Grant for the fiscal year 2011. These listed below replace those staff members Approved on the July 13, 2010 agenda.

Name	From	To	Account #
Linda Jackson	Language Arts Teacher - Broad	Read 180 Teacher – Broad	20-250-100-101-00-40
Irene Guyer	Grade 3 Teacher – Broad	Read 180 – Indian	20-250-100-101-00-40
Jamie Doto	Grade 3 Teacher - QML	Read 180 – Cherry	20-250-100-101-00-40

Item 4.2.4***Approved Change of Salary Status of Certificated Staff**

Approved change of salary status of Ms. Christine McGowan, Teacher of the Handicapped at West Avenue School, from Step 5 of the BA Salary Guide to Step 5 of the MA Salary Guide, effective October 1, 2010. Account #20-454-100-101-00-40.

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Item 4.3.1 a-d ***Ratification of Appointments of Non-Certificated Staff**

- a. Ratified appointment of Ms. Brittany Mills to the position of Cafeteria Worker at Bridgeton High School for the 2010-2011 school year, effective September 1, 2010, 5 ¾ hours per day. Account #60-000-000-000-01. PCN#939.
- b. Ratified appointment of Ms. Wally Lamboy to the position of Bilingual Instructional Aide at Buckshutem Road School for the 2010-2011 school year, effective September 1, 2010, on Step 15 of the Aides' Salary Guide. Account #15-240-100-106-00-06. PCN # TBD.
- c. Ratified appointment of Mr. Jeffrey Carter to the position of Instructional Aide at Broad Street School for the 2010-2011 school year, effective September 2, 2010, on Step 6 of the Aides' Salary Guide, prorated. Account #15-204-100-106-00-03. PCN#306.
- d. Ratified appointment of Mr. Daniel Singletary to the position of Instructional Aide at Bridgeton High School for the 2010-2011 school year, effective September 13, 2010 on Step 6 of the Aides' Salary Guide, prorated. Account #15-213-100-106-00-03. PC#877.

Item 4.3.2 ***Ratification of Transfers of Non-Certificated Staff**

Ratified the following transfers of non-certificated staff for the 2010-2011 school year, effective September 1, 2010:

Name	From	To	Account #
Joan Lentine	Preschool Aide – GOFECC PCN# 524	Special Education Aide – West PCN#368	11-000-217-106-00-18
Denisse Lebron Rivera	Special Education Aide – West PCN#368	Preschool Aide – GOFECC PCN#524	20-218-100-106-00-01
Aaron Pope	Special Education Aide – Cherry PCN#399	Special Education Aide – India PCN#205	15-204-100-106-00-01
Tony Thomas	Special Ed Aide – GOFECC PC#964	Special Ed Aide – Indian PC#421	15-209-100-106-00-05

Item 4.4.1 ***Ratification of Substitutes**

Ratified the following substitute for the 2010-2011 school year, effective July 1, 2010:

Name	Position	Certificate	Account #
Deborah Pepper	Substitute Secretary	N/A	To be determined

Item 4.4.2 ***Ratification of Substitutes**

Ratified the following substitutes for the 2010-2011 school year, effective September 1, 2010:

Name	Position	Certificate	Account #
Stefanie Branch	Substitute Teacher	County	To be determined
Lindsay Carman	Substitute Teacher	County	To be determined
Shantia Hollis	Substitute Teacher	County	To be determined
Shawna Pierce	Substitute Teacher	County	To be determined
Elizabeth Carroll	Substitute Teacher	Standard Elementary K-5	To be determined
Douglas Glenning	Substitute Teacher	County	To be determined

Horinda Hargrove	Substitute Teacher	County		To be determined
Lisa Rishel	Substitute Teacher	Standard Elementary K-8		To be determined
Wayne Hendricks	Substitute Teacher	Standard Handicapped		To be determined
Cynthia Morehouse	Substitute Teacher	County		To be determined
Richard Gardenhire	Substitute Teacher	Elementary K-5 CE		To be determined
Griselda Ortiz	Substitute Cafeteria Aide	N/A		60-000-000-000-01
Joaquina Rodriguez	Substitute Cafeteria Aide	N/A		60-000-000-000-01
Vivian Johnson	Substitute Cafeteria Aide	N/A		60-000-000-000-01
Milagros Diaz	Substitute Cafeteria Aide	N/A		60-000-000-000-01

Item 4.4.4

***Ratification of Staff for Bridgeton High School Master Schedule Development**

Ratified the following staff for Bridgeton High School Master Schedule Development for the 2010-2011 school year, from July 5, 2010 through August 31, 2010: Account #15-100-221-104-00-02.

Name	Position		Days	
Catherine Dailey	Counselor		4	
Germanae Grinnage	Counselor		4	

Item 4.4.5

***Approved Staff for Martial Arts Program**

Approved Ms. Allison Gray, Child Study Team Social Worker at Cherry Street School, as a Martial Arts Instructor from October 2010 through May 2011 40 hours. Account #11-401-100-100-00-01.

Item 4.4.6

***Ratification of Staff for Breakfast Program**

Ratified the following staff for the breakfast program for the 2010-2011 school year, effective September 1, 2010: Account #60-000-000-000-02.

Name	Position		Hours	Days	
Brittany Mills	Breakfast Worker – BHS		1	180	
Milagros Diaz	Breakfast Substitute		As needed	N/A	

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Item 4.4.7 *Ratification of Abolishment of Positions

Abolished the following positions for the 2010-2011 school year:

Grade 8 Math Teacher – Broad

LLD8 Teacher – Cherry

Item 4.4.8 *Ratification of Reinstatement of Staff

Approved reinstatement of the following staff member due to reinstatement of position and/or resignations:

Nathan Reed – Technology Teacher – Broad

Joanne Ramos – Bilingual Aide – GOFECC

Mikedaniel Ocasio – Bilingual Aide - GOFECC

Item 4.4.9 *Ratification of Substitute with Short-Term Substitute Contract

Ratified the following short-term substitute for the 2010-2011 school year, effective September 1, 2010:

Name	Position		Account #
Melinda Maldonado	Grade 3 Bilingual Teacher – QML		15-240-100-101-00-08

Item 5.1.1

***Approved Bills August 2010**

Approved the August bills be paid as follows:

11-Current Expense	\$1,379,121.30
12-Capital Outlay	291,466.21
13-Special Schools	-
15-Whole School Reform	355,249.29
20-Special Revenues	706,867.85
40-Debt Service	-
60-Enterprise Fund	125,979.17
70- Internal Service Fund	-
Health Benefits	1,054,093.81
Payroll	1,005,672.45
TOTAL	<u>\$4,918,450.08</u>

Item 5.1.4 *Approved Certification of Major Account/Fund Status

Approved the Board of Education’s Monthly Certification of Major Account/Fund Status.

Pursuant to N.J.A.C. 6:20-2A.10 (e), we certify that as of August 31, 2010 after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6:20-2A.10 (b) and that sufficient funds are available for the remainder of the fiscal year.

September 14, 2010

Item 5.1.6

***Approved Joint Transportation Agreement**

Approved the 2010-2011 ESY Joint Transportation Agreement with the Board of Vocational Education/Cumberland County Educational Cooperative.

Item 5.1.7 (a-b)

***Approved Grant Submissions**

- a. Approved the submission of the Individuals with Disabilities Education Improvement Act grant due August 31, 2010, for FY11 and acceptance of the funds in the following amounts:

Basic	\$1,332,834
Pre-school	\$ 32,824

- b. Approved the submission of the FY11 No Child Left Behind Application due August 31, 2010, and acceptance of the funds in the following Titles and amounts:

Title I	\$3,088,818
Title IIA	\$ 488,843
Title IID	\$ 5,393
Title III	\$ 200,732

Item 5.1.8

***Approved the Application for Use of Substandard Spaces**

Approved the annual acceptance of the application to the County Superintendent of Schools to use the following substandard spaces for the 2010-2011 school year.

- 7 Washington Street- ExCel program – Educational Spaces
- Broad Street School – 4 Temporary Classroom Units and Bathroom
- Indian Avenue School – 3 Temporary Classroom Units and Kindergarten Bathroom
- Quarter Mile Lane – 5 Temporary Classroom Units
- HOPE Academy- Educational Spaces

Item 5.1.10

***Approved Recommended Bid**

Approved the letter of recommendation from SSP architectural group awarding the HVAC and Air Quality Improvements at Bridgeton High School to Gaudelli Brothers, Inc. of Millville, NJ in the amount of \$4,605,200. Pending review and approval from NJ School Development Authority.

Item 5.1.11

***Approved Sale**

Approved the sale of the following items from the warehouse which are no longer useable by Bridgeton Board of Education:

- 2 Lawn Sprayers
- Push Mower
- Leaf Blower
- Cement Mixer
- Rol-Lift
- Total \$150

Item 5.1.12

***Approved Lease Agreement**

Approved the Five year lease agreement with Cumberland County Improvement Authority (CCIA) in accordance with the attached resolution.

Item 6.1.1(a-b)

***Facility Usage**

- a. Approved the request of South Jersey Health Care to use the West Avenue School gym and library for Steps 4 Kids on Tuesdays, 6:30pm to 8:30pm, October 19 – December 16, 2010. **Requesting custodial and rental fees be waived. An appropriate insurance certificate is on file.** Approval is granted contingent on the understanding that school activities take precedence. If a school facility is required for a school activity, board approval is revoked.
- b. Approved the request of City of Bridgeton Girls Basketball to use the BHS gym on Saturdays from 1:00pm to 4:00pm, September 25-November 20, 2010. **Requesting custodial and rental fees be waived. An appropriate insurance certificate is on file.** Approval is granted contingent on the understanding that school activities take precedence. If a school facility is required for a school activity, board approval is revoked.

Motion by Mrs. Bernstein, second by Mr. Tukes approving the consent agenda.

Motion carried, roll call vote was 6-0.

Item 7.Non-Consent Agenda

Item 4.4.3

Ratification of Extra Contracts

Motion by Mrs. Bernstein, second by Mr. Williamson approving the following extra contracts for the 2010-2011 school year:

Name	Position	Account #
Matthew Brenner	Band Director	11-401-100-100-00-01
Matthew Brenner	Band Camp Director	11-401-100-100-00-01
Matthew Brenner	Director of 6-Week Summer Instrumental Program	11-401-100-100-00-01
Gretta Seabrook	African American Club Co-Advisor	11-401-100-100-00-01
Linda Barksdale	African American Club Co-Advisor	11-401-100-100-00-01
Kevin Meeks	Baconian Co-Advisor	11-401-100-100-00-01
Benjamin Gonzalez	Baconian Co-Advisor	11-401-100-100-00-01
Lisa Burgess	Baconian Business Manager	11-401-100-100-00-01
Germanae Grinnage	Drama Club Advisor	11-401-100-100-00-01
Claudia Angle	Environmental Club Co-Advisor	11-401-100-100-00-01
Cynthia O'Boyle	Environmental Club Co-Advisor	11-401-100-100-00-01
Charlotta Birdsall	HOSA Advisor	11-401-100-100-00-01
Miguel Lopez	Latin American Club Advisor	11-401-100-100-00-01
Maria Amendt-Smith	Mock Trial Advisor	11-401-100-100-00-01

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Charlene Cranmer	High School Select Choir Director		11-401-100-100-00-01
Charlene Cranmer	High School Musical Vocal Director		11-401-100-100-00-01
Dinesha Simpson	High School Musical Choreographer		11-401-100-100-00-01
Roseann Amaranto	Scenery Co-Advisor		11-401-100-100-00-01
Tara Sherman	Scenery Co-Advisor		11-401-100-100-00-01
Mary Cossaboon	Costume Advisor		11-401-100-100-00-01
Jennifer Brown	High School Honor Society Co-Advisor		11-401-100-100-00-01
Roseann Amaranto	High School Honor Society Co-Advisor		11-401-100-100-00-01
Debra Moore	Student Government Co-Advisor		11-401-100-100-00-01
Lauren Martell	Student Govt Co-Advisor		11-401-100-100-00-01
Ida Bonavito-Baduini	SADD Advisor		11-401-100-100-00-01
Miguel Lopez	Class of 2011 Advisor		11-401-100-100-00-01
Kevin Meeks	Class of 2012 Advisor		11-401-100-100-00-01
George Linen	Class of 2013 Advisor		11-401-100-100-00-01
Erin Farrell	Class of 2014 Advisor		11-401-100-100-00-01
Brian Weinstein	School Banker		11-401-100-100-00-01
Brian Weinstein	Athletic Business Manager		11-401-100-100-00-01
Michele Pfeffer	Grade 8 Advisor – QML		11-401-100-100-00-01
David Ellen	Head Football Coach		11-402-100-100-00-01
Andrew Thompson	Assistant Football Coach		11-402-100-100-00-01
Joseph Teklits	Assistant Football Coach		11-402-100-100-00-01
Warren DeShields	Assistant Football Coach		11-402-100-100-00-01
Cornelius Wilks	Assistant Football Coach		11-402-100-100-00-01
Jesse Carolla	Boys Head Cross Country Coach		11-402-100-100-00-01
Nicholas Brown	Girls Head Cross Country Coach		11-402-100-100-00-01
Osco Williams	Boys Head Basketball Coach		11-402-100-100-00-01
Michael Valella	Boys Assistant Basketball Coach		11-402-100-100-00-01
Charlie Kates	Boys Assistant Basketball Coach		11-402-100-100-00-01
Vincent Kennedy	Girls Head Basketball Coach		11-402-100-100-00-01
Joseph Laspada	Girls Assistant Basketball Coach		11-402-100-100-00-01

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Devon Land	Girls Assistant Basketball Coach		11-402-100-100-00-01
Romaine Street	Boys Head Tennis Coach		11-402-100-100-00-01
Aaron Pope	Boys Assistant Tennis Coach		11-402-100-100-00-01
Michael Valella	Head Baseball Coach		11-402-100-100-00-01
Jeffrey Meeks	Assistant Baseball Coach		11-402-100-100-00-01
Aaron Pope	Girls Head Tennis Coach		11-402-100-100-00-01
Warren DeShields	Boys Head Winter Track Coach		11-402-100-100-00-01
Cornelius Wilks	Assistant Winter Track Coach		11-402-100-100-00-01
Thomas Masucci	Boys Head Soccer Coach		11-402-100-100-00-01
Jesus D. Martinez	Boys Assistant Soccer Coach		11-402-100-100-00-01
Jeffrey Meeks	Girls Head Soccer Coach		11-402-100-100-00-01
Cynthia Wilks	Girls Assistant Soccer Coach		11-402-100-100-00-01
Dannon Mehaffey	Head Field Hockey Coach		11-402-100-100-00-01
Jennifer Beck	Asst Field Hockey Coach		11-402-100-100-00-01
Andrew Bagley	Head Softball Coach		11-402-100-100-00-01
Sara Arenberg	Assistant Softball Coach		11-402-100-100-00-01
Warren DeShields	Summer Weight Training		11-402-100-100-00-01
Cornelius Wilks	Summer Weight Training		11-402-100-100-00-01
David Ellen	Summer Weight Training		11-402-100-100-00-01
Jennifer Brown	Assistant Athletic Director		11-402-100-100-00-01
Warren DeShields	Head Boys Track Coach		11-402-100-100-00-01
Cornelius Wilks	Assistant Boys Track Coach		11-402-100-100-00-01
Kevin McNear	Asst Boys Track Coach		11-402-100-100-00-01
Cynthia Wilks	Girls Head Spring Track Coach		11-402-100-100-00-01
Anthony Witter	Girls Assistant Spring Track Coach		11-402-100-100-00-01
Shawn Sergeant	Girls Assistant Spring Track Coach		11-402-100-100-00-01
Gina Collins	Head Cheerleading Coach – Fall		11-402-100-100-00-01
Yvonne Scull	Head Cheerleading Coach – Winter		11-402-100-100-00-01
Christina Akers	Asst Cheerleading Coach Winter		11-402-100-100-00-01
Mary Walther	Science Fair Advisor – Indian		11-402-100-100-00-01
Esther Brooks	Honor Society Advisor – Indian		11-402-100-100-00-01
Cathryn Gilsky	Grade 8 Advisor – Indian		11-402-100-100-00-01

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Lois Marcasciano	Yearbook Co-Advisor – Indian		11-402-100-100-00-01
Jennifer Santana	Yearbook Co-Advisor – Indian		11-402-100-100-00-01
Linda Carman	Student Government Co-Advisor – Indian		11-402-100-100-00-01
Kristi Lancaster	Student Government Co-Advisor – Indian		11-402-100-100-00-01
Debra Moore	Distributive Education Advisor		11-402-100-100-00-01
Leigha Saulin	Yearbook Co-Advisor – Broad		11-402-100-100-00-01
Jennifer Ayars	Yearbook Co-Adv – Broad		11-402-100-100-00-01
Leigha Saulin	Student Government Co-Advisor – Broad		11-402-100-100-00-01
Jennifer Ayars	Student Government Co-Advisor – Broad		11-402-100-100-00-01
Gina Rongone	Honor Society Co-Advisor – Broad		11-402-100-100-00-01
Ruth Wible	Honor Society Co-Advisor – Broad		11-402-100-100-00-01
Romaine Street	Science Fair Adv Broad		11-402-100-100-00-01

Motion carried, roll call vote was 5-0-1, with Mrs. Dellaquilla abstaining.

Item 4.4.10 *Approved Job Descriptions

Motion by Mrs. Bernstein, second by Mrs. Dellaquilla approving the following revised job descriptions:

Community and Parental Involvement Specialist

Administrative Assistant/Office Manager to the Superintendent of Schools

Administrative Assistant/Office Manager to the Director of Human Resources

Administrative Assistant/Office Manager to the Assistant Superintendent of Schools

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Bridgeton Public Schools

Revised

POSITION:

Administrative Assistant / Office Manager to the Superintendent of Schools

QUALIFICATIONS:

1. High school graduate, some college preferred and five (5) years executive secretarial experience.
2. Must be computer literate; proficient in Microsoft Office Suite 2003 (Word, PowerPoint, Excel, and Access).
3. Ability to train Superintendents' office personnel in all aspects of computer software, e-mail, and various office procedures.
4. Ability to operate standard office equipment.
5. Excellent verbal and written communication skills.
6. Ability to take and transcribe dictation and/or use a dictation/transcription machine
7. Ability to maintain essential/confidential records and files.

REPORTS TO:

The confidential Administrative Assistant/Office Manager is directly responsible to the Superintendent of Schools.

JOB GOAL: To assist and support the Superintendent of Schools in the performance of his/her responsibilities by maintaining a thorough and efficient office operation, performing specialized and demanding tasks, possessing a mastery of office skills, demonstrating the ability to assume responsibility without direct supervision, exercising initiative and sound judgment, and making decisions within the scope of assigned authority. **To supervise and assign work to office staff under the auspices of the Superintendent of Schools.**

PERFORMANCE RESPONSIBILITIES:

1. Shall collect and maintain all information pertaining to collective bargaining and have it available for review by the Superintendent in preparation for the collective negotiations
2. Shall prepare the Superintendent/Board proposals and responses related to collective bargaining, grievances, etc.
3. Shall perform the usual office routines and practices to maintain a smooth operating office.
4. Shall **assign work as needed to other secretaries under the direction of the Superintendent of Schools.**
5. Shall ensure professional development and training is provided for all office personnel.
6. Shall maintain a professional appearance and demeanor at all times.
7. Shall demonstrate good professional and interpersonal skills; relate and interact well with public and staff.
8. Shall perform specific projects with minimal instruction.
9. Shall assist the Superintendent with compiling and writing reports, charts, notices, and other correspondence.
10. Shall construct letters and other correspondence as requested.

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11. Shall obtain, gather, and organize pertinent data as needed in a congruent format.
12. Shall handle and keep in strict confidence any personal matters that may involve students, staff members, and parents.
13. Shall maintain a regular filing system, as well as, a set of locked confidential files and process incoming correspondence as instructed.
14. Shall oversee the Superintendent's office for the ordering of office supplies and initialing of purchase orders.
15. Shall oversee preparation of District Wide meetings, e.g., Administrative Council; Principals; Student Dialogue; School Management Team.
16. Shall assist in the preparation for the closing and opening of school.
17. Shall maintain a schedule of appointments; coordinate/arrange meetings, conferences, weekly board runs, and interviews.
18. Shall prepare and coordinate the process of monthly board agendas for board review, and follow-up correspondence after board meetings.
19. Shall perform any bookkeeping tasks associated with specific position.
20. Shall take and transcribe dictation of various types, including correspondence, reports, and notices.
21. Shall continue to maintain and improve computer skills.
22. Shall perform such other duties as required or assigned by the Superintendent.

TERM OF EMPLOYMENT: 12 Months. Salary to be determined by the Board of Education.

EVALUATION: Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

HVG: gjk 6/08 Rev. 8-18-10 JAD/et

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**Bridgeton Public Schools
Job Description Revised**

**POSITION: ADMINISTRATIVE ASSISTANT/OFFICE MANAGER TO
THE DIRECTOR OF HUMAN RESOURCES**

**REPORTS TO: Administrative Assistant/Office Manager is directly
responsible to the Director of Human Resources**

**FUNCTION: To assist and support the Director of Human Resources
in the performance of his/her role and responsibilities
by maintaining a thorough and efficient operation, and
supervise and assign work to
office staff under the auspices of the Director of Human
Resources.**

QUALIFICATIONS:

1. High school graduate or equivalent and secretarial experience or training.
2. Knowledge of modern office practices, procedures and the operation of standard office equipment.
3. Basic knowledge of English, spelling and mathematics.
4. Ability to understand and follow oral and written instructions and to adhere to prescribed procedures.
5. Ability to establish and maintain effective working relationships with employees and the general public.
6. Knowledge of basic bookkeeping principles and practices and the ability to apply these principles to work situations.
7. Ability to maintain essential records and files.
8. Ability to use a personal computer and word processing equipment.
9. Must be computer literate; proficient in Microsoft Office Suite 97 for Windows 95 (Word, PowerPoint, Excel, and Access).

PERFORMANCE RESPONSIBILITIES:

1. Assists the Director of Human Resources in the preparation of the annual budget.
2. Communicates with the State Department of Education and County Education Department regarding certification issues.
3. Files for certificates for all emergency, certificates of eligibility, certificates of eligibility with advanced standing, provisional and standard certificates as needed.
4. Monitors mentoring process of staff, tracking evaluations and applications for renewals, for provisional, emergency, and standard certificates.
5. Processes vouchers and purchase orders for all personnel concerns.
6. Processes advertising vacancies in newspapers and in district.
7. Prepares personnel agenda items on a monthly basis as directed by the Director of Human Resources.

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8. Assists with sending letters to all individuals' names on the board agenda each month informing them of action taken by the Board.
9. Matches copies of letters with agenda backup, notates changes on personnel cards and in salary book, and files letters.
10. Sends rejection letters to unsuccessful candidates, filing their applications and notating results of interviews in Interview Log.
11. Handles and keeps in strict confidence any personal matter that may involve students, staff members and parents.
12. Helps service the needs of parents and staff.
13. Greets all visitors politely and courteously.
14. Receives incoming telephone calls and places outgoing calls when needed.
15. Prepares and submits all reports as directed or needed.
16. Operates all office machines as well as making minor repairs and/or adjustments.
17. Maintains personnel and other district files and records.
18. Performs specific projects and surveys with minimal instruction.
19. Prepares annual rehire list and RICE notices for all non-tenured certificated staff.
20. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.
21. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
22. Maintains personnel database of salary guide information for all district employees. Uses information for various district reports, as well as for annual reappointment list, contract updates, etc.
23. Assists Director of Human Resources in preparation of salary guides and other relevant documents during negotiations.
24. Prepares contracts for bargaining units.
25. Prepares sections of fall reports, i.e. Non-Certificated Staff Report and Certificated Staff Report, as required.
26. Prepares Seniority Lists for all bargaining units and updates annually.
27. Processes information for Highly Qualified Teachers, preparing list and updating as new information arrives. Maintains file of all Highly Qualified forms for each staff member.
28. Reviews recommendations for hiring, calls for references on new employees, sets salaries, contacts prospective new employees with job offers; sends letters of intent, enters information in personnel section of agenda.
29. Assists with preparation and verification of contracts and computations for all staff during rehire period.
30. Tracks open positions.
31. Develops and improves computer skills in the area of human resources software programs and Microsoft Office Suite.
32. Assists with new staff orientation.
33. Screens new applications, reviewing for proper certification before scheduling for interviews.
34. Performs the usual office routines and practices to maintain a smooth operation office.

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35. **Assigns work as needed to other secretaries under the direction of the Director of Human Resources.**
36. Perform such other duties as required or assigned in the office in the presence or absence of the Director of Human Resources.

TERM OF EMPLOYMENT: 12 Months

EVALUATION: Job performance will be evaluated in accordance with Board policy.

et: Revised 8/18/10

**Bridgeton Public Schools
Job Description Revised**

POSITION: Administrative Assistant/Office Manager for the Assistant Superintendent of Schools

REPORTS TO: **The Administrative Assistant/Office Manager is directly responsible to the Assistant Superintendent of Schools.**

FUNCTION: **To assist and support the Assistant Superintendent of Schools in the performance of his/her role and responsibilities by maintaining a thorough and efficient operation, and supervise and assign work to office staff under the auspices of the Assistant Superintendent of Schools.**

QUALIFICATIONS:

1. High school graduate, some college preferred and five (5) years Administrative Assistant/Office Manager experience.
2. Must be computer literate, proficient in Microsoft Office Suite – latest version of Windows (Word, PowerPoint, Excel, and Access).
3. Ability to operate standard office equipment.
4. Excellent written and verbal communication skills
5. Ability to take dictation and transcribe on a word processing system.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices to maintain a smooth operating office.
2. Oversees all clerical activities of the Assistant Superintendent's Office, Curriculum Offices, including Enrollment/Registration Secretaries and Translator.
3. Processes all professional day forms for the district staff.
4. Processes all field trip forms for the district students.
5. Arranges all Discipline Panel Hearings/Expulsions for the district students.
6. Serves as a liaison between Rowan University/Cumberland County College/other colleges/universities and principals in arranging student observations/practicum/clinical practice/field placements in the district.
7. Assists in preparation of workshops including New Staff Orientation.
8. Maintains office budget – including purchase orders for Assistant Superintendent, Enrollment and Registration Offices.

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Item 8.

OTHER BOARD ACTION: INFORMATION

8.1 Motion by Mrs. Dellaquilla, second by Mrs. Bernstein approving Second Reading – Revised Policy 5124.4 Promotion/Retention

Motion carried, roll call vote was 6-0.

8.2 Motion by Mrs. Bernstein, second by Mrs. Dellaquilla approving Second Reading – Revised Policy 5117 Open Enrollment

Motion carried, roll call vote was 6-0.

8.3 Motion by Mrs. Dellaquilla, second by Mrs. Bernstein approving Second Reading – Revised Policy 5132 Pupil Dress Code

Motion carried, roll call vote was 6-0.

8.4 First Reading – Revised Policy 5131.4 Pupil Attendance

8.5 **Approved Payment for Sick Time**

Motion by Mrs. Dellaquilla, second by Mr. Tukes approving to pay Antoinette Pedano sick pay for the months of September and October 2009 in the amount of \$9504.89.

Motion carried, roll call vote was 6-0.

Item 9.

9.1 Committee Reports

9.2 Executive Session- 8:35pm

Motion by Mrs. Bernstein, second by Mrs. Dellaquilla approving the following executive session resolution:

WHEREAS, section 8 of the Open Public Meeting Act, Chapter 341 PL1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist. NOW, THEREFORE, BE IT RESOLVED, by the Bridgeton Board of Education of the City of Bridgeton, County of Cumberland, State of New Jersey, as follows:

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matters to be discussed is personal matters.
3. It is anticipated at this time that the above stated subject matters will be made public when appropriate.
4. This resolution will take effect immediately.

Motion carried, roll call vote was 6-0.

RETURN TO THE PUBLIC

Motion by Mrs. Bernstein, second by Mrs. Dellaquilla, approving the return to the public portion of the meeting at 6:45 pm

Motion carried, roll call vote was 6-0.

Nicole Schoener updated the Board as to the status of the stadium project and informed them we are hoping to advertise bid on September 20th and the bid is in accordance with the presentation previously done when the project changed from renovation to replace.

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Item 10. ADJOURNMENT

Motion by Mrs. Bernstein, second by Mrs. Dellaquilla approving to adjourn the meeting at 8:35 pm.

Respectfully Submitted,

Nicole M. Schoener
School Business Administrator

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Executive Session Minutes
September 14, 2010

The public action meeting of the Bridgeton Board of Education was called to order at 7:00 p.m. by the Board President, Ms. Angelia Edwards. Board Members present were Mrs. Brenda Dellaquilla, Mrs. Marie Bernstein, Mrs. Mary Peterson, Mr. Kenny SmithBey Jr., Ms. Angelia Edwards, Mr. Jack Surrency, Mr. Willie Tukes and Mr. J. Curtis Edwards. Mr. Ronald Bowman was absent. Also in Attendance were Dr. Victor Gilson, Superintendent, Dr. Thomasina Jones, Assistant Superintendent, A. Paul Kienzle, Jr. Esq., Board Solicitor and Ms. Nicole M. Schoener, School Business Administrator. Prayer was offered by Ms. Edwards.

Executive Session began 8:35pm

The Board discussed matters of personnel related to the job description/title of a certificated staff member. Ms. Edwards asked Mr. Dunkins to explain why the change in title. Mr. Dunkins explained that an error was made with a certificate held by a certified staff member. The individuals title was originally switched to supervisor, then Mr. Dunkins was instructed by Dr. Gilson to call him Director. When the RIF process occurred and titles and job descriptions were reviewed, Mr. Kienzle recommended that the title be corrected. Mr. Dunkins further explained that it is allowable for an administrator to request a waiver. The Board asked if anyone had the certificate or could challenge. Mr. Dunkins stated that another supervisor has more years than Dr. Doran. The Board expressed that they were told he had the certification.

RETURN TO THE PUBLIC

Motion by Mr. Surrency, second by Mrs. Dellaquilla approving the return to the public portion of the meeting at 8:45 pm

Motion carried, roll call vote was 8-0.

Respectfully submitted,

Nicole M. Schoener
School Business Administrator