BRIDGETON BOARD OF EDUCATION AGENDA SESSION MEETING February 8, 2011

The public action meeting of the Bridgeton Board of Education was called to order at 6:03 p.m. by the Board President, Angelia Edwards. Board Members present were Mrs. Brenda Dellaquilla, Ms. Angelia Edwards, Mrs. Marie Bernstein, Mr. Curtis Edwards, Mr. Albert Morgan, Mr. James Williamson, Mr. Willie Tukes, Mr. Kenny Smith-Bey Jr. and Mrs. Mary Peterson. Also in attendance were Dr. H. Victor Gilson, Interim Superintendent, Dr. Thomasina Jones, Assistant Superintendent, Mrs. Nicole M. Schoener, School Business Administrator and Mr. A. Paul Kienzle, Jr., Board Solicitor. 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 <u>PUBLIC PARTICIPATION</u>

Mrs. Burger, Broad Street PE teacher requested that as the Board develops the 2011-2012 budget they include the reinstatement of the supervisor of physical education. Mrs. Burger cited the effect on the programs specifically the Gifted and Talented program, Olympic day and Be-Fit program. There are 15 staff members without a Supervisor which has effected their professional development and continuously across the district. Mr. Will Barry, Broad St. PE teacher added that a workshop for train the trainer for human kinetics but can't provide information because they don't have a director. Dr. Gilson stated that we intend to add the position back to the budget.

- 1.7 <u>RESOLUTIONS</u> Unrecognized Title –The resolution was pulled from the agenda by the Superintendent.
- 1.8 **PRESENTATIONS**

1.9 <u>APPROVAL OF MINUTES</u>

Motion by Mrs. Bernstein, second by Mr. Morgan approving the following minutes:Regular Agenda Session/Public Action MeetingJanuary 11, 2011Executive SessionJanuary 11, 2011Motion carried, roll call vote was 9-0.January 11, 2011

Item. 1.9.1

Motion by Mrs. Bernstein, second by Mr. Morgan approving the following change in minutes from the November 9, 2010 Public Action Meeting:

Item 4.4.2 Ratification of Extra Contracts

Ratified the following extra contracts for the 2010-2011 school year:

Name	Position	Rate	Account #
Lennita Linen	Grade 7/8	\$3,188.00	11-402-100-100-00-
	Cheerleading Coach		01

Motion carried, roll call vote was 9-0.

*CONSENT AGENDA

Item 2.2 a-e * Approval of Student Programs

a. Approved the following YOUNG AUDIENCES Programs for Indian Avenue School. **TAIKOZO Japanese Festival Drums** (Grades K-8) this group consists of three drummers and a dancer. The huge taiko drums ("big drums") were originally used in Japan to drive away evil spirits and the plague. Taikozo draws from Japan's rich tradition of musical performance using the combination of drums, shakuhachi and fue (both bamboo flutes) and the koto (a 13 string instrument). COST: \$1,410.00 for 2 Performances

ACCT.: 15-190-100-320-00-05 PROJECTED DATE: FEBRUARY 14, 2011

MAGGIE McGLEE and THE GOOD CHARACTER BANDWAGON

(Grades K-5)

Young Maggie addresses issues of rudeness, disrespect and bad manners by helping everybody to climb aboard the bandwagon of good character and ride the road to responsibility.

COST:	\$865.00 for 1 Performance
ACCT.:	15-190-100-320-00-05
PROJECTED DATE:	MARCH 18, 2011

BAYLIN Artists MICHAEL COOPER'S MASKED MARVELS & WONDERTALES (Grades K-8)

A talented visual artist and virtuoso mime creates "moving sculptures" as it combines beautifully handcrafted masks, original stories of courage and wonder, stilt dancing and an extraordinary physical repertoire.

COST:	\$1,350.00 for 2 Performances
ACCT.:	15-190-100-320-00-05
PROJECTED DATE:	APRIL 7, 2011

JOANN S. DAWSON, author of the award winning Lucky Foot Stable series, will do an inspirational presentation to all K-8 students followed by a visit with the real pony, **Butterscotch**. Both presentations are FREE. Students will be given the opportunity to purchase any of her books if they want (not mandatory). COST: **\$200.00 ESTIMATED** ACCT.: 15-190-100-320-00-05 **PROJECTED DATE:** MAY 31, 2011 Approved Aesop to Hip Hop: The Afrikan Oral Tradition Assembly at West Avenue School. Grade Levels – K-8 Number of Students - 637 Description of Assembly – Black History Month covers cultural diversity, social structures, history, reading, and language arts curriculum. Teachers in attendance -(10 first show), (5 second show)Program Time and Grades Attending Each – (9:30AM 4th – 8th). (10:30AM K-3rd) Date – February 24, 2011 Funding – Money raised from West Avenue Book Fair Total Cost - \$400.00

b.

- c. Approved READ180 Afterschool Intervention Program at Buckshutem Road, Broad Street, Indian Avenue, Cherry Street and West Avenue School's. The program will serve up to 15 students per session. The students will receive the Remediation for 90 minutes per day Monday through Thursday. The district will provide the instructional resources for the program. The program will begin immediately after dismissal and extend 90 minutes beyond the school day. 1 teacher will be needed per school; each teacher will work 6 hours a week. 5 teachers x 6 hours per week x \$25 per school: not to exceed \$16,000. Acct. # 20-237-100-101-00-40-CO pending state approval of unspent SES funds from FY'10.
- d. Approved the district swimming program for all third grade students. This is an annual component of the physical education program. Third graders throughout the district will have one day of swimming/water safety at the Vineland YMCA Kontes Pool. There will be a total of 21 days reserved at the pool for Bridgeton students. Students will be accompanied by their physical education teacher and homeroom teacher. Each school will be responsible for setting up their dates with the Vineland YMCA. The total cost of the program is \$2712.00, and will be funded from Title IV Carryover Funds Acct. # 20-280-200-300-00-40-CO.

Item 2.3*Approval of Visual & Performing Arts Department 2011-
2012 Curriculum Writing

Approved the following curriculum that needs to be revised as per the Curriculum Evaluation Cycle. The required curriculum writing needs to be accomplished in order to accommodate the updated New Jersey Core Curriculum Content Standards for the Visual and Performing Arts. Courses are for Bridgeton High School and Grades 4-8 GT Music and Art.

Grade Level/Course	Cost	
1. Art I	1 teacher x 42 hours x \$25.00	= \$1,050
2. Art II	1 teacher x 42 hours x \$25.00	= \$1,050
3. Art III	1 teacher x 42 hours x \$25.00	= \$1,050
4. Painting	1 teacher x 42 hours x \$25.00	= \$1,050
5. Careers in Art	1 teacher x 42 hours x \$25.00	= \$1,050
6. Careers in Music	1 teacher x 42 hours x \$25.00	= \$1,050
7. Dance I	1 teacher x 42 hours x \$28.00	= \$1,176
8. Dance II	1 teacher x 42 hours x \$28.00	= \$1,176
9. World of Music	1 teacher x 42 hours x \$28.00	= \$1,176
10. GT Art Grades (Grades 4-6)	1 teacher x 72 hours x \$28.00	= \$2,016
(Grades 7, 8)	1 teacher x 48 hours x \$25.00	= \$1,200
11. GT Music Grades (Grade 4)	1 teacher x 24 hours x \$25.00	= \$600
(Grade 5)	1 teacher x 24 hours x \$25.00	= \$600
	Total	\$14,244
A		

Account # 20-238-100-100-00-81

Item 2.4*Approval of Summer Curriculum Writing – Principles of
Nutrition & Medical Terminology Grades 9 – 12

Approved Summer Curriculum Writing – Principles of Nutrition & Medical Terminology Grades 9 - 12. The curriculum needs to be revised to meet the updated New Jersey Core Curriculum Content Standards.

2 teachers x 48 hours x \$25 = \$2400 to be paid for by Acct. #20-237-100-100-00-81.

Item 2.5 *Approval of Social Studies Curriculum Writing

Approved Curriculum Writing for grades Social Studies grades 4, 5 & 8 to reflect the new NJCCC standards and district expectations for Financial Literacy infusion. The curriculum will be written over the course of 18-hours per grade level during the summer of 2011. We will need one teacher to write the curriculum under the supervision of the District Curriculum Supervisor. 1 teacher x 18 hours x 25 = 450 to be paid for by Acct. #20-237-100-100-00-81.

Item 2.6 a-b *<u>Approval of Literacy/Writing Curriculum Writing</u>

a. Approved Language Arts Literacy Curriculum Writing for grades 5 & 6 to reflect the necessary revisions needed to fit the instructional schedule for writing instruction established by Bridgeton Public Schools. The curriculum will be written over the course of 18-hours during the summer of 2011. We will need two teachers to write the curriculum under the supervision of the District Curriculum Supervisor. 2 teachers x 18 hours x \$25 = \$900 to be paid for by Acct. #20-237-100-100-00-81.

b. Approved Language Arts Literacy Curriculum Writing for grades 7 & 8 to reflect the new NJCCC standards and district expectations for writing instruction. Currently, we do not have a stand alone writing curriculum for grades 7 & 8 in English Language Arts. The curriculum will be written over the course of 30 hours per grade level during the summer of 2011. We will need two teachers per grade level to write the curriculum under the supervision of the District Curriculum Supervisor. 4 teachers x 30 hours x \$25 = \$3000 to be paid for by Acct. #20-237-100-100-00-81.

Item 2.7 *<u>Approval of Literacy/Reading Curriculum Writing</u>

Approved Language Arts Literacy Curriculum Writing for grades 6, 7, & 8 to reflect the new NJCCC standards and district expectations. Currently, it is 6 years old. The curriculum will be written over the course of 30 hours per grade level during the summer of 2011. We will need three teachers per grade level to write the curriculum under the supervision of the District Curriculum Supervisor. 9 teachers x 30 hours x 25 = 6750 to be paid for by Acct. #20-237-100-100-00-81.

Item 2.8 *Approval of English Literature Curriculum Writing

Approved English Literature CP curriculum writing for grades 9, 10, 11, & 12 to reflect the new NJCCC standards and district expectations. Currently, it is 6 years old. The curriculum will be written over the course of the summer of 2011. We will need 3 general education teachers per grade level to write the curriculum under the supervision of the District Curriculum Supervisor. 12 teachers @ \$25 per hour X 48 hours =\$14,400.00 to be paid for by Acct. #20-237-100-100-00-81.

Item 2.9 a-d *<u>Approval of Science Curriculum Writing (Bilingual)</u>

Approved Science Curriculum Writing (Bilingual) for grades K-8 to reflect the new NJCCC standards, WIDA standards and district expectations. Teachers are needed to create assessments and supplemental lessons in Spanish.

- a. Approved Summer 2011 Curriculum Writing for Science Grades 5-8. Translate the newly revised midterm and final exams into Spanish. One teacher for 36 hours x \$25.00 =\$900.00 to be paid for by Funded Programs Account #20-238-100-100-00-81.
- b. Approved Summer 2011 Curriculum Writing for Science Grades K-2.- One teacher for 36 hours x \$25.00 =\$900.00 to be paid for by Funded Programs Account #20-238-100-100-00-81.
- c. Approved Summer 2011 Curriculum Writing for Science Grades 3-5. One teacher for 36 hours x \$25.00 =\$900.00 to be paid for by Funded Programs Account#20-238-100-100-00-81.
- d. Approved Summer 2011 Curriculum Writing for Science Grades 6-8. One teacher for 36 hours x \$25.00 =\$900.00 to be paid for by Funded Programs Account#20-238-100-100-00-81.

Item 2.10 a-d *<u>Approval of Language Arts Literacy Curriculum Writing (Bilingual)</u>

a. Approved Language Arts Literacy Curriculum Writing (Bilingual) for grade 6, 7& 8 to reflect the new NJCCC standards, WIDA standards and district expectations. Teachers will provide ESL/SIOP strategies, translations and other supports as needed to the new curriculum for English Language Learners.

- b. Approved Summer 2011 Curriculum Writing for Language Arts Literacy Grades 6. One teacher for 12hours x \$25.00 =\$300.00 to be paid for by Funded Programs Account #20-238-100-100-00-81.
- c. Approved Summer 2011 Curriculum Writing for Language Arts Literacy Grades 7. One teacher for 12hours x \$25.00 =\$300.00 to be paid for by Funded Programs Account #20-238-100-100-00-81.
- d. Approved Summer 2011 Curriculum Writing for Language Arts Literacy Grades 8. One teacher for 12hours x \$25.00 =\$300.00 to be paid for by Funded Programs Account #20-238-100-100-00-81.

Item 3.1 a-b * Approval of Field Trips

- Approved Cherry Street School 4-H Environmental Ambassador Program Field Trip to Appel Farm Arts & Music Center in Elmer, NJ on May 23-25, 2011. This program will include a variety of hands-on activities and tours focusing on waste management and environmental conservation. Students from Grades 5-7, a maximum of 6 students and one teacher are welcome to participate. Additional students and teachers will be accepted if space permits. The program is free to all participants.
- b. Approved the Bridgeton High School Exchange Students to Sweden on March 27, – April 16, 2011. The airfare is covered through the student activity fund and the remaining costs are covered by fundraising activities and parents.

Item 3.2 * <u>Ratification of Field Trip</u>

Ratified the date of the Blast Program field trip to the Philadelphia 76ers from March 27, 2011 to **January 17, 2011**.

Item 4.1.1 *<u>Approval of Retirement of Certificated Staff</u>

Approved retirement of <u>Ms. Valerie Murdaco</u>, Grade 6-8 Math Teacher at Buckshutem Road School, effective July 1, 2011.

Item 4.1.2 *<u>Approval of Retirement of Non-Certificated Staff</u>

Approved retirement of <u>Ms. Peggy Anderson</u>, 10-Month Secretary at Broad Street School, effective July 1, 2011.

Item 4.1.3 a-c *Ratification of Leaves of Absence of Non-Certificated Staff

- a. Ratified request of <u>Ms. Josette Bonner</u>, Instructional Aide at the Geraldyn O. Foster Early Childhood Center, for a **Family Medical Leave of Absence** with pay using accumulated sick days from December 13, 2010 until December 24, 2010, or until released from doctor's care, not to exceed 12 weeks.
- b. Ratified request of <u>Mr. Robert Parker</u>, Instructional Aide at Broad Street School, for a Family Medical Leave of Absence with pay using accumulated sick days from December 14, 2010 until December 23, 2010 (1/2 day) and without pay from December 23, 2010 (1/2 day) to March 23, 2011 or released from doctor's care, not to exceed 12 weeks.

c. Ratified request of <u>Ms. Melodie Stanley</u>, Secretary at Bridgeton High School, for a **Family Medical Leave of Absence and a New Jersey Family Leave of Absence** with pay using accumulated sick days from December 28, 2010 until January 14, 2011 or patient is released from doctor's care, not to exceed 12 weeks.

Item 4.1.4 a-b *Ratification of Leaves of Absence of Certificated Staff

- a. Ratified request of <u>Ms. Meghan Guyon</u>, Science Teacher at Bridgeton High School, for a Family Medical Leave of Absence and a New Jersey Family Leave of Absence with pay using accumulated sick days from November 2, 2010 until sick days are exhausted, then without pay until patient released from doctor's care, not to exceed 12 weeks, to be used on an intermittent basis.
- b. Ratified request of <u>Ms. Maria Mendez</u>, Bilingual Teacher at Broad Street School, for a Family Medical Leave of Absence with pay using accumulated sick days from December 20, 2010 until December 23, 2010, (1/2 day) and without pay from December 24, 2010 to January 18, 2011 or released from doctor's care, not to exceed 12 weeks.

Item 4.1.5 a-c *<u>Approval of Leaves of Absence of Certificated Staff</u>

- a. Approved request of <u>Ms. Christina Mendolera</u>, Grade 3 Teacher at Broad Street School, for a Family Medical Leave of Absence, with pay from March 21, 2011 to April 11, 2011 and without pay from April 12, 2011 to May 19, 2011 and a Family Medical Leave of Absence and New Jersey Family Leave of Absence, without pay from May 20, 2011 to June 30, 2011. This leave is subject to change.
- b. Approved request of <u>Ms. Lara Blew</u>, Teacher of the Handicapped at Indian Avenue School, for a Family Medical Leave of Absence, with pay from March 28, 2011 to April 21, 2011 (1/2 day) and without pay from April 21, 2011 (1/2 day) to May 15, 2011 and a Family Medical Leave of Absence and New Jersey Family Leave of Absence, without pay from May 16, 2011 to June 30, 2011. This leave is subject to change.
- c. Approved request of <u>Ms. Tara Sherman</u>, Art Teacher at Bridgeton High School, for a Family Medical Leave of Absence, with pay from March 4, 2011 to March 29, 2011 and without pay from March 30, 2011 to May 13, 2011 and a Family Medical Leave of Absence and New Jersey Family Leave of Absence, without pay from May 14, 2011 to June 5, 2011 and a New Jersey Family Leave of Absence without pay from June 6, 2011 to June 30, 2011. This leave is subject to change.

Item 4.2.1 a-c *Approval of Appointments of Certificated Staff

- Approved appointment of <u>Mr. Camilo Serrano</u> to the position of Bilingual Grade 6-8 Math Teacher at Broad Street School for the 2010-2011 school year, effective February 9, 2011 on Step 2 of the BA Salary Guide, \$47,500.00, prorated. Account #15-240-100-101-00-03. PC #995.
- b. Approved appointment of <u>Ms. Julie Akers</u> to the position of Grade 6-8 Science Teacher at Buckshutem Road School for the 2010-2011 school year, effective February 10, 2011 on Step 5 of the BA Salary Guide, \$50,500, prorated. Account #15-130-100-101-00-06. PC #582.

c. Approved appointment of <u>Ms. Alicia Rojas Leon</u> to the position of World Language Teacher at Cherry Street School for the 2010-2011 school year, effective February 9, 2011 on Step 1 of the BA Salary Guide, \$47,000.00, prorated. Account #15-240-100-101-00-04. PC #999.

Item 4.2.2 *Ratification of Transfer of Certificated Staff with Short Term Contract

Ratified transfer of <u>Ms. Pamela Doughty</u> from the position of Teacher of the Handicapped at West Avenue School to the position of Grade 5 Inclusion Teacher at Indian Avenue School, effective February 3, 2011 through a date to be determined. Account #15-213-100-101-00-05. PC #475.

Item 4.3.1 *Approval of Appointment of Non-Certificated Staff

Approved appointment of <u>Mr. Carlos LeBron</u> to the position of Instructional Aide at the Geraldyn O. Foster Early Childhood Center for the 2010-2011 school year, effective February 9, 2011, on Step 1 of the Aides' Salary Guide, \$15,263.00, prorated. Account #20-218-100-106-00-01. PC #2229.

Item 4.3.2 *<u>Approval of Change of Salary Status of Non-Certificate Staff</u>

Approved change of salary status of <u>Ms. Judith Watty-Jones</u>, Confidential Secretary at Bank Street, from \$39,992.00 to \$41,492.00, prorated effective March 1, 2011. Ms. Watty-Jones has received her Associates degree. Account #11-000-230-105-04-15.

Item 4.3.3 *Approval of Transfers of Non-Certificated Staff

Approved the following transfers for the 2010-2011 school year, effective February 9, 2011: Account #11-000-262-110-00-23.

Name	From	То
Barbara Allen-Newton	Night Custodian – Broad PC	Night Custodian – Cherry
	#483.	PC #224.
Carlos Cordero	Night Custodian – Cherry	Night Custodian – Broad
	PC #224.	PC #483.
Ryan Jones	Night Custodian – Broad PC	Day Custodian – Broad PC
	#507.	#331

Item 4.4.1 *Approval of Substitutes

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

Name	Position	Certificate	Rate	Account #
Carlye Weir	Substitute Teacher	CEAS –	\$80.00/day	To be determined
		Elem. K-5		
Danielle Guy	Substitute Teacher	County	\$80.00/day	To be determined
Francesca Pugh-Opher	Substitute Teacher	County	\$80.00/day	To be determined
Rhonda Danna	Substitute Teacher	County	\$80.00/day	To be determined
Jennifer Adzima	Substitute Teacher	County	\$80.00/day	To be determined
Onieka Johnson	Substitute Teacher	County	\$80.00/day	To be determined
Maria Pace	Substitute Teacher	County	\$80.00/day	To be determined
Danelle Eckeard	Substitute Teacher	County	\$80.00/day	To be determined

Item 4.4.2 *<u>Ratification of Resignation of Extra Contract</u>

Ratified resignation of <u>Ms. Carol Willshire</u> from the extra contract position of Leo Club Advisor, effective January 10, 2011.

Item 4.4.3 *Ratification of Extra Contract				
Ratified the following extra contract for the 2010-2011 school year, effective January 11, 2011:				
Name	Position	Rate	Account #	
Mario DeRose	Class of 2013 Advisor	\$2,086.00 prorated	11-401-100-100-00-01	

Item 4.4.4 a-c*Ratification of Staff for Previously Approved Extended
Day Programs

a. Ratified the following staff for the previously approved Cherry Street School Extended Day Program for the 2010-2011 school year, effective January 17, 2011 through June 30, 2011. Account #15-421-100-100-00-04.

Name	Position	Salary/	Hours	Total
		Hour		Salary
Martina Morris	NJASK Math Club	\$25.00	24	\$600.00
Susan Reynolds	NJASK Math Club	\$25.00	24	\$600.00
Deborah Harris	NJASK LAL Club	\$25.00	24	\$600.00
Jeanine Taylor	NJASK LAL Club	\$25.00	24	\$600.00
Meghan Choyce	Detention	\$28.00	155	\$4,340.00
Marie Lombard	Homework Club	\$28.00	30	\$840.00
Sterling Rainier	Homework Club	\$25.00	30	\$750.00
Arlene Ortiz	Bilingual Homework Club	\$28.00	30	\$840.00
Sherman Denby	Cooking Enrichment Club	\$25.00	45	\$1,125.00
Jaclyn Hall	Open Gym	\$25.00	54	\$1,350.00
Debra Kimble	Newspaper Club	\$28.00	18	\$504.00
Dawn Holton	Substitute Instructor	\$25.00	As needed	N/A
Maurice DeShields	Substitute Detention Instructor	\$25.00	As needed	N/A
John Ford	Substitute Detention Instructor	\$25.00	As needed	N/A

b. Ratified the following staff for the previously approved Broad Street School Extended Day Program for the 2010-2011 school year, effective October 1, 2010 through June 1, 2011. Account #15-421-100-100-00-03.

Name	Position	Salary/	Hours	Total
		Hour		Salary
Kimberly Cosby	Math Teacher Grades 3-5	\$28.00	34	\$952.00
Antonio Singletary	Language Arts Grades 6-7	\$28.00	34	\$952.00
Jeanine Macchia	Math Teacher Grades K-2	\$28.00	34	\$952.00
Peris Oribabor	Math Teacher Grade 6	\$28.00	34	\$952.00
Sharon Pinkerton	Math Teacher Grade 7	\$28.00	34	\$952.00
Reina Hernandez	Language Arts Teacher Grade 8	\$28.00	34	\$952.00
Sugeil Colon	Language Arts Teacher Grades K-2	\$25.00	34	\$850.00
Heather Ripa	Language Arts Teacher Grades 3-5	\$25.00	34	\$850.00
Christina Wroblewski	Math Teacher Grade 8	\$25.00	34	\$850.00

c. Ratified the following staff for the previously approved McKinney-Vento Homeless Shelter Tutoring Program for the 2010-2011 school year, effective January 1, 2011 through May 30, 2011. Account #20-463-200-110-00-40.

Name	Position	Salary/ Hour	Hours	Total Salary
Marie McAllister	Bus Driver	\$22.27	56	\$1,247.00

<u>Item 4.4.5</u>	* <u>Approval of Staff for Previously Approved Extended Day</u>
	Programs

Approved the following staff for the previously approved Indian Avenue School Extended Day Program for the 201-2011 school year, effective February 15, 2011 through June 7, 2011. Account #15-421-100-100-00-05.

Name	Position	Salary/ Hour	Hours	Total Salary
Glenn Fratto	Substitute Computer Instructor	\$15.00	54	\$810.00

Approved the following job description:

Bridgeton Public Schools REVISED Job Description

POSITION: QUALIFICATIONS:

Director of Technology

- 1. Masters Degree
- 2. At least 5 years of networking and technology experience.
- 3. Knowledge of E-rate application process.
- 4. Some supervisor experience preferred.
- 5. Strong interpersonal and communication skills.
- 6. Required criminal history background check and proof of U.S. citizenship.

7. Principal Certificate

REPORTS TO: JOB GOAL: Superintendent of Schools

Assisting, managing, overseeing, and developing the district technology.

PERFORMANCE RESPONSIBILITIES:

- 1. Develops, coordinates and updates the Technology Plan for the District.
- 2. Facilitates and oversees the building technology plans and budgets.
- 3. Provides technical support and assistance for:
 - a. Technology staff
 - b. Administrative staff
- 4. Coordinates the upgrades and provides assistance for the following administrative software:
 - a. PowerSchool
 - b. EduMet
 - c. Tracker
 - d. Follett Destiny
 - e. VersaTrans
 - f. NJ Smart
 - g. VOIP
 - h. Any other purchased administrative software
- 5. Serves as technology advisor in the instructional, administrative and business areas.
- 6. Serves as technology advisor in the writing of technology curriculum.
- 7. Coordinates, recommends, oversees, and approves the ordering of all technology curriculum materials with district curriculum personnel, principals and teachers.
- 8. Coordinates, recommends, oversees and approves the ordering of all administrative technology materials.
- 9. Evaluates the success of the technology program and makes recommendations for improvement.
- 10. Oversees the development of and maintenance of the district's technology disaster recovery plan.
- 11. Prepares the District Annual Technology budget.
- 12. Prepares E-rate applications.
- 13. Develops District-wide Technology policies/procedures.
- 14. Provides training opportunities for technology staff.
- 15. Directs annual technology needs assessment and long-range planning.
- 16. Facilitates and oversees the installation of all technology hardware and software.

- 17. Facilitates and oversees the administration of the following contracts:
 - a. Building servers
 - b. Administration servers
 - c. Internet services
 - d. Maintenance contracts
 - e. Telephone system
 - f. Firewall services
 - g. Cymphonix / IronPort
 - h. Email services
- 18. Oversees and manages all Technology Grant applications.
- 19. Coordinates the supervision, employment, transfer and retention of the MIS Specialist, District Technician/Network Specialist and the Secretary of Technology.
- 20. Previews software programs, reads journals and articles, attends conferences, demonstrations and workshops, networks with others in the field to keep abreast of trends and significant developments in technology.
- 21. Demonstrates a willingness to devote the additional time and attention required to resolve emergency situations when hardware or software is malfunctioning.
- 22. Prepares requisitions and details information sheets for the ordering of technology equipment, software or supplies, where appropriate, checks orders as they arrive, corrects shipping errors and maintains records.
- 23. Gives proper attention to the care and protection of school property and uses materials economically.
- 24. Maintains cordial and workable professional and social relationships with other members of the professional and non-professional staff.
- 25. Adheres to and promotes the philosophy and objectives of the school, the administrative staff and the Board of Education and interprets the policies and programs of the district in a positive and constructive manner.

26. Performs all other duties as assigned by the Superintendent of Schools. 12 Months. Salary to be determined by the Board of

TERM OF EMPLOYMENT:

EVALUATION:

Education. Performance will be evaluated in accordance with state law and the provisions of the Board of Education's Policy on Evaluation of Non-Certified staff.

MTW/AH 08/09/10

Item 5.1.1

*<u>Approval of Bills January 2011</u>

Approved the January bills be paid as follows:

11-Current Expense	720,694.10
12-Capital Outlay	
13-Special Schools	
15-Whole School Reform	119,166.20
20-Special Revenues	514,245.11
40-Debt Service	
60-Enterprise Fund	101,770.40
70- Internal Service Fund	17.16
Health Benefits	1,102,097.11
Payroll	<u>4,593,846.63</u>
TOTAL	7,151,836.71

Item 5.1.2 a-b

Item 5.1.3

*Approval of Financial Reports

a. Approved the December Treasurer's Reports for the 2010-2011 school year.

b. Approved the December Board Secretary's Report for the 2010-2011 school year.

*<u>Approval of Board Secretary's Certification</u>

Date:

Approved the Board Secretary's Monthly Certification of Budgetary Status for December 2010.

Pursuant to <u>N.J.A.C.</u> 6:20-2A.10(d), I certify that as of December 31, 2010 no major budgetary account or fund has been over-expended in violation of <u>N.J.A.C.</u> 6:20-2A.10(a).

Nicole M. Schoener, Board Secretary

Item 5.1.4 *Approval of Certification of Major Account/Fund Status

Approved the Board of Education's Monthly Certification of Major Account/Fund Status. Pursuant to <u>N.J.A.C.</u> 6:20-2A.10 (e), we certify that as of December 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 <u>N.J.A.C.</u> 6:20-2A.10(b) and that sufficient funds are available for the remainder of the fiscal year.

Item 5.1.7

*Approval of Contracts

Approved the contract between Tri-County Head Start program and Bridgeton Board of Education to provide services for all students with disabilities according to the responsibilities to IDEA and Child Find. (As per attached agreement)

*Ratification of Contracts Item 5.1.8

Ratified the Positive Behavior Support in Schools (PBSIS) contract for HOPE academy, sponsored by the New Jersey Department of Education, Special Education Programs.

Item 5.1.9 *Approval of Donations

Approved the acceptance of the following donations made to the Bridgeton High School Music Department in honor of all the years the department has performed a holiday luncheon concert. Funds will be deposited towards spring competition trip to Chicago.

Bridgeton Area Chamber of Commerce \$50.00 Rotary Club of Bridgeton NJ \$50.00

*Approval of Acceptance and Award of Winter Athletic Item 5.1.10 **Transportation Bid**

Approved the acceptance of the following bid for Winter Athletic Transportation: Sheppard Bus Service \$3,850.00 And to award the bid to: Sheppard Bus Service in the amount of \$3,850.00

Item 6.1.1 (a-b)

*Facility Usage

- a) Approved the request of Child Evangelism Fellowship Good News Club to use the Buckshutem Rd. School classroom A-1 on Wednesdays from 3:45pm to 4:30pm. 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 Off Broad Street Players to use the Bridgeton High School Auditorium and Cafeteria for the 2012 season: March 17 &18, April 28-May 6, July 28-August 12, October 6-14, November 3-18, and June 25-July 20, 2012. Custodial and Sound/Lighting fees will be charged at 2011/2012 hourly rates. 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. Dellaquilla second by Mr. SmithBey approving the consent agenda. Motion carried, roll call vote was 9-0.

Item 7. **Non-Consent Agenda**

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

Motion by Mrs. Dellaquilla, second by Mr. SmithBey ratifying request of Ms. Gwendolyn Watson, Instructional Aide at Bridgeton High School, for a Board Approved Leave of Absence from January 10, 2011 through May 30, 2011.

Motion carried, roll call vote was 9-0.

Item 4.1.7 **Ratification of Leave of Absence of Certificated Staff**

Motion by Mrs. Bernstein, second by Mr. SmithBey ratifying request of Ms. Jeannine Rinck, Grade 4 Teacher at Buckshutem Road School, for a **Board Approved Leave of Absence** from December 9, 2010 through approximately March 1, 2011.

Motion carried, roll call vote was 9-0.

Item 4.1.8 Ratification of Leave of Absence of Certificated Staff

Motion by Mrs. Bernstein, second by Mr. Morgan ratifying request of <u>Ms. Wanda Albizu</u>, Master Teacher at the Geraldyn O. Foster Early Childhood Center, for a **Board Approved Leave of Absence** from January 25, 2011 through approximately February 22, 2011. **Motion carried, roll call vote was 9-0.**

Item 4.4.8 Ratification of Suspension of Non-Certificated Staff

Motion by Mrs. Dellaquilla, second by Mr. SmithBey ratifying suspension without pay of a noncertificated staff member, whose name has been filed with the Director of Human Resources, effective January 27, 2011.

Motion carried, roll call vote was 9-0.

Item 4.4.9 Approval of Termination of Non-Certificated Staff

Motion by Mrs. Dellaquilla, second by Mrs. Peterson approving termination of a non-certificated staff member, whose name has been filed with the Director of Human Resources, effective February 9, 2011.

Motion carried, roll call vote was 9-0.

Item 5.1.5

Approval of 2010-2011 Tuition

Motion by Mrs. Bernstein, second by Mrs. Dellaquilla approving the tuitions listed for out of district placements. Yearly tuition amounts, tuition payments prorated.

Creative Achievement Academy – Downe Academy				
Start Date	#	Tuition	Account#	
1/6/2011	18	\$40,168.80	11-000-100-566-00-01	
Pineland Learning Center				
Start Date	#	Tuition	Account#	
1/3/2011	30	\$40,213.80	11-000-100-566-00-01	
1/12/2011	31	\$40,213.80	11-000-100-566-00-01	
1/12/2011	32	\$40,213.80	11-000-100-566-00-01	
Regional Day School -Mannington				
Start Date	#	Tuition	Account#	
1/3/2011	5	\$27,380.00	11-000-100-565-00-01	
SCSSSD-Cumberland Campus				
Start Date	#	Tuition	Account#	
1/3/2011	9	\$31,176.00	11-000-100-565-00-01	
Motion carried, roll call vote was 8-0-1, with Mr. Tukes abstaining.				

Item 6.1.1c. Approval of Facility Usage

Approved the request of Manna from Heaven to use the Buckshutem Rd. School Kitchen and Cafeteria for Easter dinner on April 24, 2011. **Custodian and Kitchen workers will be donating their time**. 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 carried, roll call vote was 7-0-2, with Mrs. Bernstein and Ms. Edwards abstaining.**

Item 8. OTHER BOARD ACTION: INFORMATION

- 8.1 Motion by Mrs. Dellaquilla, second by Mrs. Bernstein approving a Sick Bank requested and approved by Dr. Bear for Jeannine Rinck, Teacher at Buckshutem Road School, effective September 6, 2010 until released from doctor's care.
 Motion carried, roll call vote was 9-0.
- 8.2 First Reading of Revised Policy 5118 Nonresidents (Attached)
- 8.3 First Reading of Revised Policy 6153 Field Trips (Attached)

<u>Item 9.</u>

- 9.1 Committee Reports
- 9.2 Executive Session

Executive Session- 6:30pm

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 9-0.

RETURN TO THE PUBLIC

Motion by Mrs. Bernstein, second by Mrs. Dellaquilla, approving the return to the public portion of the meeting at 7:35 p.m. **Motion carried, roll call vote was 9-0.**

ADJOURNMENT

Motion by Mrs. Dellaquilla, second by Mr. Williamson approving to adjourn the meeting at 7:45 pm.

Respectfully Submitted,

Nicole M. Schoener School Business Administrator

Executive Session Minutes February 8, 2011

The public action meeting of the Bridgeton Board of Education was called to order at 6:03 p.m. by the Board President, Angelia Edwards. Board Members present were Mrs. Brenda Dellaquilla, Ms. Angelia Edwards, Mrs. Marie Bernstein, Mr. Curtis Edwards, Mr. Albert Morgan, Mr. James Williamson, Mr. Willie Tukes, Mr. Kenny Smith-Bey Jr. and Mrs. Mary Peterson. Also in attendance were Dr. H. Victor Gilson, Interim Superintendent, Dr. Thomasina Jones, Assistant Superintendent, Mrs. Nicole M. Schoener, School Business Administrator and Mr. A. Paul Kienzle, Jr., Board Solicitor. Prayer was offered by Ms. Edwards.

Executive Session began 6:30pm

The Board discussed matters of personnel related to the Superintendent contract and the Interim Superintendent contract. The Board agreed that they would like the new Superintendent to be able to take over as soon as possible, but would like Dr. Gilson to be available for consultation, transition, and litigation that he was previously involved with.

Mr. Kienzle reviewed the proposal for the new Superintendent's contract with the full board. He explained the terms and conditions as well as the proposed salary and benefits. It was further clarified that the contract must be approved by the executive county superintendent of schools. The Board advised the Business Administrator to forward the contract to the county for review.

RETURN TO THE PUBLIC

Motion by Mrs. Bernstein, second by Mrs. Dellaquilla, approving the return to the public portion of the meeting at 7:35 p.m.

Motion carried, roll call vote was 9-0.

Respectfully submitted,

Nicole M. Schoener School Business Administrator