

October 9, 2012

**BRIDGETON BOARD OF EDUCATION  
PUBLIC ACTION MEETING  
October 9, 2012**

The public action meeting of the Bridgeton Board of Education was called to order at 6:00 p.m. by the Board President, Angelia Edwards. Board Members present were Ms. Angelia Edwards, Ms. Barbara Taylor-Holmes, Mr. James Williamson, Mr. Kenny Smith-Bey, Mrs. Marie Bernstein and Mrs. Mary Peterson. Mrs. Brenda Dellaquilla Mr. Curtis Edwards and Mr. Albert Morgan were absent. Also in attendance were, Dr. Thomasina Jones, Superintendent, Mr. Nedd Johnson, Assistant Superintendent, A. Paul Kienzle, Jr. Esq., Board Solicitor and Mrs. Nicole M. Schoener, School Business Administrator. 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 June 27, 2012.

**1.6 PUBLIC PARTICIPATION-**

Mr. Felix Hernandez addressed the Board about having his son enrolled in ExCel. He stated he knows there is a process but he wants his child in the best environment and teachers and he feels that is ExCel. He stated that the Board wants parent participation and he is trying and asking for their assistance. Mr. Hernandez requested that they over-ride the process. Ms. Edwards explained we would put his child on a waiting list if possible. Dr. Jones explained the random selection process and that there is no waiting list. Mr. Hernandez stated that an exception was made for his daughter. Dr. Jones asked him to explain. He explained that previously Dr. Gilson spoke to him 5 years ago and allowed his daughter to enroll. Another parent agreed with Mr. Hernandez stating she does not agree with the lottery. She explained in the other school there are disruptions of students who do not want to learn.

Mr. Fuller addressed the board about the request for the amateur football program to utilize the field. He explained the benefits that have come from the organization and the assistance they have provided to youth. They previously played in Philadelphia and would like to showcase Bridgeton. It would be five games. Ms. Edwards asked that 6.1.1 (a) be removed until November agenda so the Board can further review this item.

Dr. Jones explained that Excel is not a magnet program it utilizes the same curriculum. The difference is the length of school day and year.

Dr. Jones recognized the Bulldogs of the Month.

**1.7 RESOLUTIONS – Motion by Mr. SmithBey, second by Mrs. Peterson Authorizing Disposal of Surplus Property (Attached).**

**Motion carried, roll call vote was 6-0.**

October 9, 2012

1.8 PRESENTATIONS –

Harassment, Intimidation and Bullying (HIB) Report – Dr. Jones presented the report:  
2 Incidents reported:

- 1.) Buckshutem accusation of sexual harassment – student was suspended 3 days.
- 2.) Indian Ave. accusation of bullying (racial slurs) – student was suspended 3 days.  
Board stated they believe suspension should be 5 days.

Bulldog of the Month – Dr. Jones

Violence, Vandalism and Substance Abuse (VVSA) Report – Mr. Bob Stevens presented the report.  
He shared a letter from the commissioner explaining state aide increase over 50%. The state recognized this is a result of the HIB law.

7/1-12/31	13 incidents of violence, vandalism and substance 37 HIB incidents
1/1-6/30	15 VVSA incidents 25 HIB incidents

1.9 APPROVAL OF MINUTES

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

Regular Agenda Session/Public Action Meeting      September 11, 2012

Executive Session

September 11, 2012

**Motion carried, roll call vote was 6-0.**

1.9.1 Amendment to the Board Meeting Minutes for July 10, 2012 Agenda

Motion by Mrs. Peterson, second by Mrs. Bernstein amending the following board minutes:  
Reason – A Masters Degree Teacher was hired for the position (\$28/hr.) instead of a  
Bachelors Degree Teacher (\$25/hr).

2.3 d. Approval of Indian Avenue School 2012-2013 Extended Day Programs

Homework Club – 1 teacher 3 hours per week (33 weeks) @ \$28/hr. Total \$2,772.00 (October  
1, 2012-May 17, 2013) Account # 15-421-100-100-00-05.

**Motion carried, roll call vote was 6-0.**

**\*CONSENT AGENDA****Item 2.1 a-d****\*Approval of Textbooks, Revised Curriculum, Handbook**

- a. Approved the curriculum/textbook below, they were approved by the Board C&I Committee  
on September 11, 2012.

Revised Curriculum for Approval:

- ✓ Computer Literacy I (2009 Standards)
- ✓ Computer Literacy II (2009 Standards)
- ✓ Spanish I (2009 Standards)
- ✓ Advanced Placement English Language and Composition (2009 Standards)
- ✓ Advanced Placement Literature and Composition (2009 Standards)
- ✓ Careers – BHS (2009 Standards)
- ✓ Advanced Placement US Government and Politics (2009 Standards)

October 9, 2012

- ✓ Honors World History (2009 Standards)
- ✓ CP World History (2009 Standards)

Textbook for Review:

What They Found – Love on – Random House Books (English Composition – Grade 11 CP)

- b. Approved the 8<sup>th</sup> grade curriculum map to reflect the addition of Science Fusion. These items were also approved by the Board C&I Committee on Sept. 11, 2012. (Attached)
- c. Approved the Science Safety Contracts for grades K-1, 2-5 and 6-8. All items were approved by the Board C&I Committee on September 11, 2012. (Attached)
- d. Approved the Response to Intervention (RTI) Handbook 2012-2013. (Attached)

**Item 2.2 a-g**      **\*Approval of Professional Development**

- a. Approved training on the new primary Spanish Program Risas y son Risas. The purpose of this professional development is to provide initial instruction for world language K-8 teachers in the area of implementing the program. The workshop will be provided by the creator of the program, Ms. Leticia Smith on October 15, 2012. The PD consists of a workshop, overview of the technology components, instructional techniques & assessment strategy. It is aligned with our common core standards. Total cost \$944.00 Acct. # 11-000-221-321-00-17.
- b. Approved the following Science kit training:
  - Grade 3: Plant, Growth & Development – 1 day = \$1,000.00-10/15/12
  - Grade 4: Land and Water – 2 days = \$2,000.00 - 1/31/13 – 2/1/13
  - Grade 1: Organisms – 2 days = \$2,000.00 – 3/14/13 – 3/15/12
  - Grade 5: Ecosystems – 1 day= \$1,000.00 – 3/22/13
 Total cost \$6000.00 Acct. # 11-000-221-320-00-19. These items were approved by the Board C&I Committee on Sept. 11, 2012. (Attached)
- c. Approved Ericka Okafor, Supervisor of Bilingual Education, to attend the Latino Family Literacy Project Workshop on November 5, 2012 at Hilton Hotel, Penn Station, Newark, NJ. The Latino Family Literacy Project offers staff development training workshops for parent involvement to teachers who work with Latino parents and their children in building a regular family reading routine and developing strong English language skills. Total cost \$647.42 Acct. #'s 11-000-221-580-00-83, 11-000-221-590-00-83, 11-000-221-610-00-83.
- d. Approved the District In-Service for all K-12 Physical Education Teachers, presented by Rowan University.
  - Presentation Date: Monday, October 15, 2012
  - Presentation Time: 9:00 - 11:30 AM; and 1:00 – 3:00 PM
  - Presentation topics:
    1. Cooperative fitness activities for K-12 students
    2. Cooperative/Adventure activities, games and initiatives for K-12 students
 Cost: \$450.00 Acct. # 20-270-200-300-00-40
- e. Approved Roberta Stewart, DYFS Presenter, to discuss DYFS identification, institutional allegations and restraint protocol at Broad Street School. Date to be determined. There is no cost to the Board.

October 9, 2012

- f. Approved the Liberty Science Center to conduct two half-day, 3 hour teacher professional development sessions on December 17, 2012. The workshop titles are NJ ASK 4 Science and NJ ASK 8 Science workshops, each have a maximum enrollment of 25 teachers per session. Total cost \$1600.00 Acct. #20-237-200-300-00-40.
- g. Approved Science Training on Vernier Probes for Science teachers grades 9-12 on December 13-14, 2012. Total cost \$2500.00 Acct. # 20-237-200-300-02-40.

**Item 2.3 a-o                    \*Approval of Student Programs**

- a. Approved the **GEAR UP Afterschool Tutoring Program**. As a part of the GEAR UP collaborative grant with Bridgeton Public Schools, the program would implement the tutoring/mentoring portion of the grant requirements. Tutoring would begin approximately November 12, 2012 and end approximately June 1, 2013, to all students currently being served in the GEAR Up program as well as other interested 6-12 graders as space allows. Tutoring will occur at each school site from approx. 3:00 - 4:30 PM. All costs associated with the GEAR UP tutoring program will be funded through the GEAR UP grant.
- b. Approved the **NABSE Student /Teacher Survey** for grades 8-11. The survey was sent to the Board for review on September 14, 2012. There is no cost to the Board. (Attached)
- c. Approved BHS Student Assistance Programs for 2012-13 listed below:
  - HEADS UP Program** - Presentation Date: October 19, 2012  
The Heads up Program was established to attack drug problems from a preventive standpoint. The Philadelphia Police Department has come to realize the importance of presenting a no-holds barred outlook on the true damage and destruction that drugs are causing young and old alike. This program is so important that every effort must be made to present it to as many people as possible. Members of the Police Department along with volunteers from the recovering community, and the family members who have lost loved ones to drugs and violence, have devoted their time and energy to educate children in order to prevent their involvement in drug use and to give them the tools to build solid character. This is a free program.
  - Prom/Graduation/Summer Safety** – Parent Presentation Date – January 17, 2013, Student Presentation Date – May 16, 2013. Presenters are the Cumberland County Prosecutor’s Office and the Southwest Council, Inc. (Attached)
  - Fatal Vision Goggles Project**- Presentation date – February 14, 2013 (Attached)
  - Free Parent/Staff Programs** – Parenting for Drug Prevention or Underage Drinking Prevention – Presentation Date – February 28, 2013 (Attached)
- d. Approved **Cherry Street School Holiday Gift Shop** to be held December 3-7, 2012. The gift shop will be available to all students Grades K-8. The Principal, Thomasine Goins, will be responsible for collecting the sales tax, completing proper paperwork and submitting all information/tax collection to the state. No food items will be sold. There is no cost to the Board.

October 9, 2012

- e. Approved **Cherry Street School Store** to be open October 2012- June 2013. Items will be purchased from Geddes and sold to students for a profit. Monies will be used for student activities/events. The store will be available to all students Grades K-8. The Principal, Thomasine Goins, will be responsible for collecting the sales tax, completing proper paperwork and submitting all information/tax collection to the state. No food items will be sold. There is no cost to the Board.
- f. Approved the **Moore College of Art and Design Scholarship Awards**. Approval for three Broad Street students to be awarded partial Artistic Merit scholarships of \$150.00 each to enroll in the fall 2012 Young Artists Workshop Program. Participation in the Young artist workshop seeks to provide students the opportunity to explore art in a college art studio by Moore instructors. These scholarships are funded through the Thomas Skelton Harrison Foundation, the Leonore Annenberg Young Artists Workshop Scholarship Fund and Moore College of Art and Design. The scholarship winners were based on past artistic talent, work ethic, artistic performance in class and willingness to participate. There is no cost to the Board.
- g. Approved the **Fire Prevention Schedule** for the elementary schools that will take place October 9–12, 2012. (Attached)
- h. **Approved the following programs at Broad Street School;**  
**No More Bullies, No More Victims** - provided by the Child Assault Prevention Program for students in grades 4-8. It involves three (3) one hour sessions with each class. Students will role play and problem solve on how to avoid being a bully and/or victim. Sue Bacon, the program coordinator, will provide the funding for grades 6-8 (9 classes). Broad Street School will fund the fifth grade (5 classes) with 2 sessions at \$229.00 per class for a total of \$1,145.00.  
Acct. #15-190-100-320-00-03. Specific dates will be determined to finish the program by the February 2013 completion date.  
**Stay in Your Lane** - presentations by the Steered Straight organization on November 5, 2012. Three age appropriate assemblies will be conducted. The presenters will address violence/gang violence, drugs/alcohol prevention and bullying. Total cost for all three performances is \$400.00. Acct. #15-190-100-320-00-03.  
**Positive Action Program** – by SODAT of New Jersey (character education) is for all seventh grade students. The program is conducted during the PE periods for seventh graders. There is no cost to the Board.  
**Lead Prevention Awareness** - presented by the South Jersey Lead and Healthy Home Program to Kindergarten students and parents on October 22, 2012 at 10:00 AM. There is no cost to the Board.  
**Read with Me** - a monthly reading program for K-3 grade families, presented by RTI teachers (on a rotating basis) beginning on October 24, 2012 at 5:30 PM. Families will receive helpful tips and advice on how they can encourage their children to become lifelong readers. A story and a craft will follow the story. The Parent Liaison will arrange for materials and light refreshments. There is no cost to the Board.

October 9, 2012

**Box Tops for Education** -collection will run from October 10, 2012 – June 2013. Proceeds will be used to help provide items for the emergency clothes closet. There is no cost to the Board.

**Harvest Family Movie Night** – October 31, 2012, 5:30 PM, for Grades K-4. Families attend a holiday themed movie night dressed in costumes. Auditorium will be used. Honor Society and Kids Corner will provide Trick or Treat gift bags. There is no cost to the Board.

**Grade 8 Language Arts Bingo/Volleyball** – November 15, 2012, at 6:00 PM, presented by the 8<sup>th</sup> grade team. LA Bingo is designed to develop vocabulary and incorporate the “First Lady’s Get Moving” movement initiative. Parents are broken into two groups as they arrive: one will do LA Bingo; one Get Moving. Light refreshments will be served. Parent Liaison will arrange for the refreshments. There is no cost to the Board.

**Holiday School Store** – December 3-17, 2012. Students have an opportunity to purchase holiday gifts for their loved ones this holiday season. Rebecca Guess, Principal will be responsible for sales tax including collecting, all paperwork and reporting to the state. No food items will be sold. There is no cost to the Board.

**Grade 5-8 Family Math/Salsa Night** – Will be held in January (6:00 P.M.), date to be determined. Student and parents will participate in math activities with teachers followed by Salsa Dance activity and light refreshments. Parent Liaison will arrange for the refreshments. There is no cost to the board.

**The Great American Mail Race** - is designed to help eighth grade students learn about the fifty states by contacting other students through the mail. It is a hands-on activity to practice letter writing skills as well as to provide a “real life” reason to use research tools like the almanac and on-line informational tools. There is no cost to the Board.

**Peer Mediation/Peer Education Program** - to facilitate the social, educational and emotional training of students and participation in school skits/assemblies on various topics. Homework and tutoring would also be involved. It would operate for 22 weeks, beginning November 26, 2012 through May 31, 2013. Approximately 20-30 students in Grades 6-8 would be able to participate.

3 Advisors x \$25.00 x 1.5 hrs. x 22 wks. = \$2,475.00 Acct. # 15-421-100-100-00-03.

- i. Approved **District Wide Family Literacy Night** – to be held November 13, 2012. This activity is a district-wide family reading program. A guest reader will read to families and share the joy of reading and family togetherness. Families will be given materials that have been previously ordered to continue their family reading at home. Light refreshments will be served. Not to exceed \$100.00.
- j. Approved **Exploring Holiday Traditions through Diverse Cultures**– six district-wide economically disadvantage students will visit Cumberland County College to experience many different cultures commemorating the celebration of Christmas: 3 Kings Day, Kwanza, and Posadas. CCC is instrumental in providing students with items that they may not otherwise receive. There is no cost to the Board.

October 9, 2012

- k. Approved **Nonpublic Technology Initiative Program**. Through funding by the NJDOE Non Public School Technology Initiative, Bridgeton Christian School requests to fund the cost of TechKnowledge subscription which is utilized in grades K-8. It is an online computer curriculum used by students and is in alignment with the allowable expenditures of the initiative. The cost is \$19 per student which is approx. \$1007.00.
- l. Approved the following programs for **Indian Avenue School**:
- Being a Writer Program** – to be held November 15, 2012 for Grade 3. Students will demonstrate the ability to use the skills they have acquired from the “Being a Writer” writing series. Students will write their respective parents a thankful letter and will serve their parents light refreshments. Acct. # 20-237-200-600-05-40.
- Bridgeton Reads Literacy Program** – to be held October 25, 2012. This evening activity is designed to enhance the joy of family reading and togetherness. Students, while wearing their PJs, will hear a story read by our Media Specialist and will illustrate the story by drawing and coloring. Parents will use preselected books to read and share with their child. Light refreshments will be served. Acct. # 20-237-200-600-05-40.
- Indian Avenue Holiday Shop** – open December 10-14, 2012, gives children the thrill of selecting their own gifts, it provides a practical hands-on educational experience as they count, add, subtract, and decide how to budget and learn the value of money. It will also provide a real world experience and practice career readiness skills. Karen Horwitz, Principal, will be responsible for collecting sales tax, completing the proper paperwork and submitting all information/tax collected to the state. No food items will be sold. There is no cost to the Board.
- Indian Avenue School Parent Volunteers** - Parent volunteers will assist the teacher by performing duties that are assigned by the teacher, such as photocopying, and organizing materials. Indian Avenue School will notify parents of the background check policy that the Board has adopted and parents will comply before being scheduled to assist teachers. Parent volunteers offer a huge resource and support base for the school community while showing the students the importance of participating in the larger community.
- Indian Avenue School Store** - Students will visit the school store according to a weekly schedule (Oct. 15, 2012 – June 13, 2013). The school store promotes math skills, school spirit and general teamwork. Karen Horwitz, Principal, will be responsible for collecting sales tax, completing the proper paperwork and submitting all information/tax to the state. No food items will be sold. There is no cost to the Board.

October 9, 2012

- m. Approved **BHS Parent Attendance information Session** to be held on October 18, 2012. This session will provide parents with information on Bridgeton High School's attendance policy. The reason why we have chosen this topic is because attendance has become a major issue of concern leading to many students losing credits and some falling so far behind that they had to repeat grade levels. We wish to join together with parents and make a stand on this issue. We will have representatives from the BHS staff to assist in answering questions as well as provide parents with clarification on how the attendance policy works and ways to avoid pitfalls. Every meeting will have a "Bark in the Dog House" session which is essentially a community relations open forum where we will have guest speakers come in and discuss their program and allow parental feedback. We will also give parents the book, *Rethinking Family-School Relations: A Critique of Parental Involvements in Schooling*. Light refreshments will be served. Total cost \$206.80 Acct. # 20-237-200-600-02-40.
- n. Approved **West Avenue School's Food Drive** on November 1-21, 2012. The food drive is sponsored by the Student Government and the 8<sup>th</sup> grade class. Grades K-8 and Staff will participate and donations will go to Manna from Heaven and the Salvation Army.
- o. Approved **West Avenue School's Skating Party** to be held October 30, 2012 @ 6:00 – 9:00 PM. West Avenue School's Skating Party will be held at the Skate 2000 Center in Bridgeton, NJ. There will be a Special Performance by Disco Denby. This is an activity for West Avenue School's Healthy Schools Initiative and Family Involvement Program, c/o Student Government and the 8<sup>th</sup> Grade Class. Grades K-8 Students, family and friends are welcome.

**Item 4.1.1**                    **\*Approval of Resignation of Certificated Staff**

Approved the resignation of Mr. Francis Ward from the position of English Teacher at Bridgeton High School, effective November 23, 2012 or sooner, if a replacement can be found.

**Item 4.1.2**                    **\*Approval of Retirement of Non-Certificated Staff**

Approved the retirement of Ms. Marvia Butler from the position of Instructional Aide at Cherry Street School, effective October 31, 2012.

**Item 4.1.3 a-c** **\*Ratification of Resignations of Non-Certificated Staff**

- a. Ratified the resignation of Ms. Michele Jones from the position of Satellite Lunch Aide and Breakfast Aide at Cherry Street School, effective September 10, 2012.
- b. Ratified the resignation of Ms. Delores Jackson from the position of Satellite Lunch Aide and Breakfast Aide at Cherry Street School, effective October 2, 2012.
- c. Ratified the resignation of Mr. John McClain from the position of Kitchen Aide at Broad Street School, effective September 24, 2012.



October 9, 2012

**Item 4.1.4 a-g**      **\*Ratifications of Leaves of Absences of Certificated Staff**

- a. Ratified request of Ms. Boni Kane, Guidance Counselor at BHS, for a **Family Medical Leave of Absence** with pay using accumulated sick days from September 1, 2012 until June 30, 2013 or sick days are exhausted, then unpaid until patient released from doctor's care, not to exceed 12 weeks, to be used on an intermittent basis.
- b. Ratified request of Ms. Jennifer Ayars, Teacher at Broad Street School, for a **Family Medical Leave of Absence** with pay using accumulated sick days from September 1, 2012 until June 30, 2013 or sick days are exhausted, then unpaid until patient released from doctor's care, not to exceed 12 weeks, to be used on an intermittent basis.
- c. Ratified request of Ms. Sharon Hetzell, LDT/C at Cherry Street School, for a **Family Medical Leave of Absence**, with pay from September 18, 2012 to October 23, 2012 and without pay from October 24, 2012 to January 31, 2013 or released from doctor's care, not to exceed 12 weeks.
- d. Ratified request of Ms. Claudia Angle, Teacher at BHS, for a **Family Medical Leave of Absence**, with pay from September 10, 2012 to October 18, 2012 and without pay from October 19, 2012 to October 22, 2012 or released from doctor's care, not to exceed 12 weeks.
- e. Ratified request of Ms. Cindy Frederick, Teacher at GOFECC, for a **Family Medical Leave of Absence**, with pay from September 5, 2012 to September 20, 2012 and without pay from September 21, 2012 to January 17, 2013 or released from doctor's care, not to exceed 12 weeks.
- f. Ratified request of Ms. Cynthia O'Boyle, Teacher at BHS, for a **Family Medical Leave of Absence**, with pay from September 28, 2012 to December 4, 2012 and without pay from December 5, 2012 to December 28, 2012 or released from doctor's care, not to exceed 12 weeks.
- g. Ratified request of Ms. Mary Noel, Teacher at BHS, for a **Family Medical Leave of Absence** with pay using accumulated sick days from September 1, 2012 until June 30, 2013 or sick days are exhausted, then unpaid until patient released from doctor's care, not to exceed 12 weeks, to be used on an intermittent basis.

**Item 4.1.6**      **\*Approval of Leaves of Absences of Certificated Staff**

Approved request of Ms. Lara Koenig, School Psychologist at Indian Avenue School, for a **Family Medical Leave of Absence**, with pay from January 19, 2013 to February 6, 2013 and without pay from February 7, 2013 to March 9, 2013 and a **Family Medical Leave of Absence** and **New Jersey Family Leave of Absence**, without pay from March 10, 2013 to May 30, 2013 and a **New Jersey Family Leave of Absence** without pay from May 31, 2013 to June 30, 2013. This leave is subject to change.

October 9, 2012

**Item 4.1.7 a-g**      **\* Ratification of Leaves of Absences of Non-Certificated Staff**

- a. Ratified request of Ms. Barbara Wilson, Aide at West Avenue School, for a **Family Medical Leave of Absence** with pay using accumulated sick days from September 1, 2012 until June 30, 2013 or sick days are exhausted, then unpaid until patient released from doctor's care, not to exceed 12 weeks, to be used on an intermittent basis.
- b. Ratified request of Ms. Takara Hernandez, Custodian at Broad Street School, for a **Family Medical Leave of Absence** with pay using accumulated sick days from September 1, 2012 until June 30, 2013 or sick days are exhausted, then unpaid until patient released from doctor's care, not to exceed 12 weeks, to be used on an intermittent basis.
- c. Ratified request of Ms. Sheri Stone, Secretary at BHS, for a **Family Medical Leave of Absence** with pay using accumulated sick days from September 1, 2012 until June 30, 2013 or sick days are exhausted, then unpaid until patient released from doctor's care, not to exceed 12 weeks, to be used on an intermittent basis.
- d. Ratified request of Ms. Marilu Pichardo, Bus Driver at Bank Street Annex, for a **Family Medical Leave of Absence**, with pay from September 14, 2012 to October 26, 2012 or released from doctor's care, not to exceed 12 weeks.
- e. Ratified request of Ms. Lillie Staples, Bus Driver at Bank Street Annex, for a **Family Medical Leave of Absence**, with pay from September 17, 2012 to September 24, 2012, or released from doctor's care, not to exceed 12 weeks.
- f. Ratified request of Ms. Audrey Gunter, Aide at GOFECC, for a **Family Medical Leave of Absence**, with pay from September 4, 2012 to September 24, 2012, or released from doctor's care, not to exceed 12 weeks.
- g. Ratified request of Ms. Lucinda Small, Aide at BHS, for a **Family Medical Leave of Absence**, with pay from September 5, 2012 to October 1, 2012 and without pay from October 2, 2012 to January 17, 2013 or released from doctor's care, not to exceed 12 weeks.

**Item 4.2.1**      **\* Ratification of Appointment of Certificated Staff**

Ratified the appointment of Ms. Catherine Brettman to the position of School Nurse at Cherry Street School for the 2012-2013 school year, effective September 24, 2012, on Step 15 of the MA Salary Guide, \$73,020.00, prorated, pending negotiations. Account # 15-000-213-104-00-04. PC # 51.

October 9, 2012

**Item 4.2.2 a-b** \***Approval of Appointments of Certificated Staff**

- a. Approved the appointment of Mr. Michael Haydak to the position of Health and Physical Education Teacher at Broad Street School for the 2012-2013 school year, effective on a date to be determined, on Step 1 of the BA Salary Guide, \$47,500.00, prorated, pending negotiations. **This position is a short-term contract for a leave of absence. There are no benefits with this position.** Account #15-120-100-101-00-03 and 15-130-100-101-00-03. PC # 669.
- b. Approved the appointment of Mr. Ra Shun Stewart to the position of Guidance Counselor at Broad Street School for the 2012-2013 school year, effective October 15, 2012 to on or before February 1, 2013, on Step 1 of the MA Salary Guide, \$49,000.00, prorated, pending negotiations. **This position is a short-term contract for a leave of absence. There are no benefits with this position.** Account # 15-000-218-104-00-03. PC #192.

**Item 4.2.3 a-c** \***Approval of Change of Salary Status of Certificated Staff**

- a. Approved change of salary status of Ms. Tiffanie ThrBak, from the MA+30 Salary Guide Step 14 of \$70,920.00, to the Doctorate Salary Guide Step 14 of \$72,420.00, prorated, pending negotiations, effective November 1, 2012. Account # 15-213-100-101-00-07. PC# 771.
- b. Approved change of salary status of Ms. Tania Witter, from the BA+30 Salary Guide Step 7 of \$54,130.00, to the MA Salary Guide Step 7 of \$54,930.00, prorated, pending negotiations, effective November 1, 2012. Account # 15-130-100-101-00-06. PC# 2180.
- c. Approved change of salary status of Ms. Deidre Montgomery, from the BA Salary guide Step 6 of \$52,230.00, to the BA+30 Salary Guide Step 6 of \$52,930.00, prorated, pending negotiations, effective November 1, 2012. Account # 15-130-100-101-00-04. PC #2166.

**Item 4.2.4** \***Ratification of Transfer of Certificated Staff**

Ratified the following transfer of a certificated staff member for the 2012-2013 school year, effective October 1, 2012.

<b>Name of Teacher</b>	<b>Current Position</b>	<b>New Position/Building</b>	<b>Account#</b>
Tiffanie ThrBak	Special Education Inclusion Teacher, West Ave, PC # 771	Special Education Inclusion Teacher, Broad St., PC #2346	15-213-100- 610-00-03

**Item 4.3.1** \***Ratification of Appointment of Non-Certificated Staff**

Ratified the appointment of Ms. Donna Edwards to the position of Bus Driver at the Bank Street Annex for the 2012-2013 school year, effective September 17, 2012, with the salary of \$23.16 per hour, 6 hours per day, \$25,291.00, pending negotiations. Account # 11-000-270-160-00-25. PC # 2402.

October 9, 2012

**Item 4.3.2 a-i**      **\*Approval of Appointments of Non-Certificated Staff**

- a. Approved the appointment of Mr. Darwin Cooper to the position of Educational Enforcement Officer at Cherry Street School for the 2012-2013 school year, effective October 10, 2012, with the salary of \$37,187.00, prorated, pending negotiations. Account # 15-000-266-110-00-04. PC# 1858.
- b. Approved appointment of Ms. Kayonna Mackey to the position of Student Custodian at Broad Street School for the 2012-2013 school year, effective October 10, 2012, at the salary of \$7.25 per hour. Account #11-000-262-110-02-23.
- c. Approved appointment of Mr. George Gonzalez to the position of Student Custodian at Broad Street School for the 2012-2013 school year, effective October 10, 2012, at the salary of \$7.25 per hour. Account #11-000-262-110-02-23.
- d. Approved appointment of Ms. Leticia Torres to the position of Student Custodian at Bridgeton High School for the 2012-2013 school year, effective October 10, 2012, at the salary of \$7.25 per hour. Account #11-000-262-110-02-23.
- e. Approved appointment of Ms. Alexis Green to the position of Student Custodian at Bridgeton High School for the 2012-2013 school year, effective October 10, 2012 at the salary of \$7.25 per hour. Account #11-000-262-110-02-23.
- f. Approved appointment of Mr. Adam Torres to the position of Student Custodian at Quarter Mile Lane School for the 2012-2013 school year, effective October 10, 2012, at the salary of \$7.25 per hour. Account #11-000-262-110-02-23.
- g. Approved appointment of Mr. Darryl Fuqua to the position of Student Custodian at Cherry Street School for the 2012-2013 school year, effective October 10, 2012, at the salary of \$7.25 per hour. Account #11-000-262-110-02-23.
- h. Approved appointment of Ms. Adreana Perez to the position of Student Custodian at Buckshutem Road School/GOFECC for the 2012-2013 school year, effective October 10, 2012, at the salary of \$7.25 per hour. Account #11-000-262-110-02-23.
- i. Approved appointment of Mr. Jordan Ratliff to the position of Alternate Student Custodian at various school locations for the 2012-2013 school year, effective October 10, 2012, at the salary of \$7.25 per hour. Account #11-000-262-110-02-23.
- j. Approved appointment of Ms. Jackie Neiswenter to the position of Alternate Student Custodian at various school locations for the 2012-2013 school year, effective October 10, 2012, at the salary of \$7.25 per hour. Account #11-000-262-110-02-23.

**Item 4.4.1**      **\*Approval of Professional Development Days**

Approved the request of Ms. Donna Bard, Parent Liaison at Cherry Street School to attend the Family Involvement Conference provided by, Pennsylvania Coalition for Parental Involvement in Lancaster, PA from October 28, 2012 through October 31, 2012. This is an overnight trip. There is no cost to the board.

October 9, 2012

**Item 4.4.2**      **\*Ratification of Transfer of Non-Certificated Staff**

Ratified the following transfers of non-certificated staff members for the 2012-2013 school year, effective October 1, 2012.

<b>Name of Teacher</b>	<b>Current Position</b>	<b>New Position/Building</b>	<b>Account#</b>
Sharon Peterson	COG MOD Aide, West Ave., PC # 646	MD Aide, BHS, PC # 2404	15-212-100-106-00-02
Sheree Logan	Kindergarten Aide, West Ave, PC # 152	COG MOD Aide, West Ave., PC # 646	15-202-100-106-00-07

**Item 4.4.3**      **\*Approval of Substitutes for the 2012-2013 School Year**

Approved the following substitutes for the 2012-2013 school year, effective October 10, 2012.

<b>Name</b>	<b>Position</b>	<b>Certificate</b>	<b>Rate</b>	<b>Account #</b>
Timothy Zoyac	Substitute Custodian	N/A	\$10.75 p/h	11-000-262-110-02-23
Delores Jackson	Substitute Cafeteria Aide	N/A	\$8.33 p/h	60-000-000-000-00-01
Delores Jackson	Substitute Breakfast Aide	N/A	\$8.49 p/h	60-000-000-000-00-02
Reid Westergaard	Substitute Teacher	Standard – Elementary Teacher of Music	\$100.00 per day	To be determined
Brian Bojaciuk	Substitute Custodian	N/A	\$10.75 p/h	11-000-262-110-02-23
Julie Tippie	Substitute Teacher	Standard – Teacher of Art	\$100.00 per day	To be determined
Walter Campbell	Substitute Teacher	N/A	\$90.00 per day	To be determined
Walter Campbell	Substitute Instructional Aide	County	\$70.00 per day	To be determined
JaQuanda Pierce	Substitute Teacher	County	\$90.00 per day	To be determined
Joseph Parisi	Substitute Teacher	CE – Teacher of Biological Science	\$90.00 per day	To be determined
John McClain	Substitute Custodian	N/A	\$10.75 p/h	11-000-262-110-02-23
John McClain	Substitute Bus Aide	N/A	\$8.40 p/h	11-000-270-161-01-25

October 9, 2012

**Item 4.4.4**      **\*Ratification of Staff for Extended Programs**

Ratified the following staff for the previously approved Fall HSPA Prep Extended Day Program at Bridgeton High School, effective September 17, 2012 through September 27, 2012. Account # 15-421-100-101-01-02.

<b>Name</b>	<b>Position/ Program</b>	<b>Salary/Hr</b>	<b>Hours</b>	<b>Days</b>	<b>Total</b>
Daniel Simmons	Teacher	\$28.00	2	8	\$448.00
Kayla Koskey	Teacher	\$25.00	2	8	\$400.00

**Item 4.4.5 a-d**      **\*Approval of Staff for Extended Programs**

- a. Approved the following staff for the previously approved Extended Day Programs to be held at Bridgeton High School for the 2012-2013 school year, effective October 11, 2012 through on or before June 13, 2013. Account #15-421-100-101-00-02.

<b>Name</b>	<b>Position/ Program</b>	<b>Salary/Hr</b>	<b>Hours/ Day</b>	<b>Days</b>	<b>Total</b>
Debra LeCates	Media Center Specialist	\$28.00	2	53	\$2,968.00
Kathleen Ratliff	AHSA – LAL Teacher	\$25.00	2	60	\$3,000.00
Kayla Koskey	AHSA – Math Teacher	\$25.00	2	60	\$3,000.00
Mary Beth Galex	LAL Teacher	\$25.00	2	60	\$3,000.00
Debra Moore	Credit Completion Teacher	\$25.00	2	60	\$3,000.00
Travis Ludwick	Science Teacher	\$25.00	2	60	\$3,000.00
Heather Ruple	Math Teacher	\$25.00	2	60	\$3,000.00
Joseph Teklits	Social Studies Teacher	\$25.00	2	60	\$3,000.00
Melanie Pudelko	Social Studies Substitute Teacher	\$25.00	As needed	N/A	N/A
Redonna Bowles	Special Education Support Teacher	\$28.00	2	60	\$3,360.00
Jose Chanez- Medina	Bilingual Support Teacher	\$28.00	2	53	\$2,968.00

10790

October 9, 2012

- b. Approved the following staff for the previously approved Extended Day Programs to be held at Indian Avenue School for the 2012-2013 school year. Account # 15-421-100-100-00-05.

Name	Position/ Program	Salary/ Hr	Hours	Weeks	Dates	Total
Fallon Bates	24 Club Advisor	\$28.00	1.5	30	10/10/12 to 6/4/13	\$1,260.00
Danna Johnson	Character Building Book Club	\$25.00	1.5	24	10/10/12 to 5/10/13	\$900.00
Lisa Davis	Detention Club Alternate Substitute	\$25.00	N/A	N/A	10/10/12 to 6/3/13	As needed
Lisa Davis	Homework Club Advisor	\$25.00	1.5	33	10/10/12 to 5/28/13	\$1237.50
Maria Canino	Drama Club Advisor	\$25.00	1.5	10	10/10/12 to 12/20/12	\$375.00
Mark Raybould	Homework Club Co-Adv	\$28.00	1.5	33	10/10/12 to 5/28/13	\$1,386.00
Mark Raybould	Science Club Advisor	\$28.00	3	12	1/7/13 to 3/10/13	\$1,008.00
Linda Sylvester	Open Gym Club Advisor	\$25.00	1.5	24	10/10/12 to 5/15/13	\$900.00

- c. Approved the following staff for the previously approved Extended Day Programs to be held at Broad Street School for the 2012-2013 school year, effective October 10, 2012 through on or before May 31, 2013. Account # 15-421-100-100-00-03.

Name	Position/ Program	Salary/Hr	Hours	Weeks	Total
George Byrd, Jr.	Music Advisor	\$25.00	1.5	30	\$1,125.00
Gina Rongone	Drama Club Advisor	\$25.00	3	15	\$1,125.00
Joseph Laspada	Detention Advisor	\$25.00	3	30	\$2,250.00
Linda Santiago	Scrabble Advisor	\$28.00	1.5	30	\$1,260.00
Reina Hernandez	Detention	\$28.00	3	30	\$2,520.00
Stan Kryszczak	Detention	\$28.00	3	30	\$2,520.00
Peris Oribabor	NJASK Prep Club Advisor Grade 6	\$28.00	3	12	\$1,008.00

**10791**  
**October 9, 2012**

Alicia Vagnarelli	24 Club Advisor	\$25.00	1.5	30	\$1,125.00
Vicki Andrews	Homework Advisor	\$25.00	1.5	30	\$1,125.00
Heaven McNamara	Homework Advisor	\$28.00	1.5	30	\$1,260.00
Jael Leise	NJASK Prep Club Advisor Grade 5	\$28.00	3	12	\$1,008.00
Reina Hernandez	NJASK Prep Club Advisor Grades 7/8	\$28.00	3	12	\$1,008.00
Nichole Dalton	NJASK Prep Club Advisor Grades 5/6	\$25.00	3	12	\$900.00
Carmen Collins	NJASK Prep Club Advisor Grades 7/8	\$25.00	3	12	\$900.00
Jael Leise	Drama Club Advisor – Readers Theater	\$28.00	3	15	\$1260.00
Heather Highley	Technology/ Writing Club Advisor	\$28.00	1.5	24	\$1,008.00

- d. Approved the following staff for the previously approved Extended Day Programs to be held at Cherry Street School for the 2012-2013 school year, effective October 16, 2012 through on or before May 31, 2013. Account # 15-421-100-100-00-04.

<b>Name</b>	<b>Position/ Program</b>	<b>Salary/ Hr</b>	<b>Hours per week</b>	<b>Weeks</b>	<b>Total</b>
Sterling Rainier	Detention	\$25.00	3	28	\$2,100.00
Maurice DeShields	NJ ASK Enrichment Club	\$25.00	4.5	28	\$3,150.00
Danielle Workman	NJ ASK Enrichment Club	\$28.00	4.5	28	\$3,528.00
Allison Gray	Karate	\$28.00	1.5	20	\$840.00
Arlene Ortiz	Newspaper Club	\$28.00	1.5	28	\$1,176.00
Sherman Denby	Cooking with Science	\$28.00	1.5	28	\$1,176.00
Shinese Harvey	Reading Club	\$28.00	3	20	\$1,680.00



**10792**  
**October 9, 2012**

Melinda Maldonado	Extended Day Substitute	\$25.00	N/A	N/A	As needed
Linda Delgado	Extended Day Substitute	\$25.00	N/A	N/A	As needed
Donald McGowan	Extended Day Substitute	\$25.00	N/A	N/A	As needed

**Item 4.4.6**                    **\*Approval of After School Enrichment Program**

Approved the following staff for the previously approved Gifted and Talented After School Enrichment Program to be held at each K-8 school, effective on October 22, 2012 through May 30, 2013.

Name	Position	School	Hrs	Weeks	Rate	Total	Account #
Norma Garcia	Teacher	Cherry	2	28	\$25.00	\$1,400.00	15-421-100-101-16-04
Martina Morris	Teacher	Cherry	2	28	\$25.00	\$1,400.00	15-421-100-101-16-04
Lisa Heisroth	Teacher	West	2	28	\$25.00	\$1,400.00	15-421-100-101-16-07
Sharon Foster	Teacher	West	2	28	\$25.00	\$1,400.00	15-421-100-101-16-07
Gina Collins	Teacher	Indian	2	28	\$25.00	\$1,400.00	15-421-100-101-16-05
Jeannine Rinck	Teacher	Buck	2	28	\$28.00	\$1,568.00	15-421-100-101-16-06
Wanda Carr	Teacher	Buck	2	28	\$25.00	\$1,400.00	15-421-100-101-16-06
Pamela Doughty	Teacher	QML	2	28	\$25.00	\$1,400.00	15-421-100-101-16-08

**Item 4.4.7**                    **\*Approval of Nonpublic Staff for Bridgeton Christian Academy**

Approved Nonpublic Personnel of Bridgeton Christian Academy. The staff member is funded through IDEA Basic – Nonpublic funds, effective October 2012. Total not to exceed the 2012-2013 Nonpublic share of \$20,176.00.

Name	Position
Caroline Holder	Aide

**Item 4.4.8**                    **\*Approval of Home Instructor**

Approved the following staff to be a Home Instructor for the 2012-2013 school year, effective October 10, 2012, pending negotiations. Account # 11-150-100-101-00-18 and 11-219-100-101-00-18.

Name	Position	Rate
Chantel Frazier	Home Instructor	\$28.00 per hour

**Item 4.4.9**                    **\*Ratification of Extra Contract**

Ratified the following extra contract for the 2012-2013 school year, effective September 12, 2012. The rates are pending negotiations.

Name	Position	Rate	Account #
Marie Keith	Head Teacher – 9 <sup>th</sup> Gr. ExCEL	\$1,340.00	11-401-100-100-00-01

October 9, 2012

**Item 4.4.10**                    **\*Approval of Extra Contracts**

Approved the following extra contracts for the 2012-2013 school year, effective October 10, 2012. The rates are pending negotiations.

<b>Name</b>	<b>Position</b>	<b>Rate</b>	<b>Account #</b>
Melanie Pudelko	BHS Honor Society	\$1,611.00, prorated	11-401-100-100-00-01
David Kroon	BHS Honor Society	\$1,611.00, prorated	11-401-100-100-00-01
Diana Hoffman	Yearbook Advisor – West Ave	\$512.00, prorated	11-401-100-100-00-01

**Item 4.4.12**                    **\*Ratification of New Position**

Ratified the new position of Bus Driver at the Annex Building for the 2012-2013 school year. This new position is needed to help alleviate the overcrowding of the current bus stops.

**Item 4.4.13 a-d**                    **\*Approval of New Positions**

- a. Approved the new position of 12-Month Secretary for the Curriculum Office at the Bank Street Administration Building for the 2012-2013 school year.
- b. Approved a 12-Month Confidential Secretary position at Bank Street Administration Building for the 2012-2013 school year.
- c. Approved a Central Office Educational Enforcement Officer for Bank Street Administration Building for the 2012-2013 school year.
- d. Approved two new positions of District Educational Enforcement Officers to be floaters for the district for the 2012-2013 school year.

**Item 4.4.14****\*Approval of Job Description****Bridgeton Public Schools****Job Description****Revised****POSITION:****Language Arts Master Teacher****QUALIFICATIONS:**

1. Bachelor's degree and teacher certification.
2. Three to five years teaching experience in grades K-8.
3. Experience facilitating workshops and training sessions for K-8 teachers.
4. Experience in design and implementation of district curriculum and the Common Core State Standards.
5. Experience with district benchmarks and state assessments.

**REPORTS TO:**

Principal/ Language Arts Supervisor

**JOB GOAL:**

The Master Teacher will assist teachers in research-based effective teaching practices and the use of student assessment for the purpose of improving learning and instruction.

**PERFORMANCE RESPONSIBILITIES:**

1. Model and provide feedback to teachers in grades K-8 in implementing the NJCCCS/Common Core State Standards.
2. Provide content knowledge and resources about learning and teaching of the core programs – including teaching strategies, assessment techniques, interpretation of assessment results, classroom routines and practices that promote success, etc.
3. Provide instructional expertise demonstrated through gradual release responsibility methodology, tiered instruction, Writer's Workshop, Reader's Workshop, running/reading records, small group instruction, differentiated instruction, cooperative learning approaches, inquiry-based learning, use of Smartboards and other technology programs/ equipment, use of research-based instructional strategies (comparing, contrasting, classifying, analogies and metaphors in teaching, employ nonlinguistic representations, use cues, questions and advance organizers), promotion of collaboration and reflection, and infusion of college and career readiness skills.
4. Demonstrate detailed knowledge of curriculum/program development (instruction, planning, evaluation and program overview).
5. Assist with the development of the district and school-level Professional Development Plans.
6. Assist in the development and monitoring of the district's SMART Goals, district goals, and school-level SMART Goals.
7. Oversee, develop, and coordinate all activities related to school based professional development opportunities linked to individual professional growth plans and job competencies.
8. Examine professional development and evaluation feedback; implement and monitor next steps for individuals and the school.
9. Analyze and evaluate school and district level data to share with staff by developing PowerPoint presentations, charts, graphs etc.
10. Organize and lead department meetings and grade level meetings.
11. Attend appropriate professional meetings.
12. Communicate effectively.
13. Maintain accurate and detailed paperwork and complete all required reports in a timely fashion.
14. Keep abreast of current research-based teaching and learning practices.
15. Perform such other duties as assigned by the Principal.

**TERM OF EMPLOYMENT:**

10 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.

October 9, 2012

**Item 4.4.15****\*Approval of Job Description****Bridgeton Public Schools**

Revised

**Job Description****POSITION:****Mathematics Master Teacher****QUALIFICATIONS:**

1. Bachelor's degree and teacher certification.
2. Three to five years teaching experience in grades K-8.
3. Experience facilitating workshops and training sessions for K-8 teachers.
4. Experience in design and implementation of district curriculum and the Common Core State Standards.
5. Experience with district benchmarks and state assessments.

**REPORTS TO:**

Principal/ Director of Curriculum (Math)

**JOB GOAL:**

The Master Teacher will assist teachers in research-based effective teaching practices and the use of student assessment for the purpose of improving learning and instruction.

**PERFORMANCE RESPONSIBILITIES:**

1. Model and provide feedback to teachers in grades K-8 in implementing the NJCCCS/Common Core State Standards.
2. Provide content knowledge and resources about learning and teaching of the core programs – including teaching strategies, assessment techniques, interpretation of assessment results, classroom routines and practices that promote success, etc.
3. Provide instructional expertise demonstrated through gradual release responsibility methodology, tiered instruction, small group instruction, differentiated instruction, cooperative learning approaches, inquiry-based learning, use of Smartboards and other technology programs/ equipment, use of research- based instructional strategies (comparing, contrasting, classifying, analogies and metaphors in teaching, employ nonlinguistic representations, use cues, questions and advance organizers), promotion of collaboration and reflection, and infusion of college and career readiness skills.
4. Demonstrate detailed knowledge of curriculum/program development (instruction, planning, evaluation and program overview).
5. Assist with the development of the district and school-level Professional Development Plans.
6. Assist in the development and monitoring of the district's SMART Goals, district goals, and school- level SMART Goals.
7. Oversee, develop, and coordinate all activities related to school based professional development opportunities linked to individual professional growth plans and job competencies.
8. Examine professional development and evaluation feedback; implement and monitor next steps for individuals and the school.
9. Analyze and evaluate school and district level data to share with staff by developing PowerPoint presentations, charts, graphs etc.
10. Organize and lead department meetings and grade level meetings.
11. Attend appropriate professional meetings.
12. Communicate effectively.
13. Maintain accurate and detailed paperwork and complete all required reports in a timely fashion.
14. Keep abreast of current research-based teaching and learning practices.
15. Perform such other duties as assigned by the Principal.

**TERM OF EMPLOYMENT:**

10 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.

**Item 4.4.16**

**\*Approval of Job Description**

Bridgeton Public Schools

Job Description

**Revised**

POSITION:

Science Fair Advisors Grades 6-12

QUALIFICATIONS:

Valid state department of education certificate in science or a minimum of 3 years teaching experience in science.

REPORTS TO:

Building Principal / Science Supervisor

JOB GOAL:

Facilitates student participation in local science fair competitions, provides guidance and encouragement to help students learn from their participation, and promotes science discovery.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinate the building science fair to include all 6<sup>th</sup> - 8<sup>th</sup> grade students or all 9<sup>th</sup> - 12<sup>th</sup> grade students. The science fair for K-8 must be held two weeks prior to the paperwork deadline for the county fair (see attachment) and the science fair for grades 9-12 will be held once each semester.
2. Communicate to building administration, staff, and supervisor of science all science fair activities, deadlines, and necessary instructions.
3. Place all orders for science fair materials and supplies, including boards and district approved ribbons by October 1.
4. Arrange for science fair projects to be judged and award ribbons to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places.
5. At minimum, register ALL 1<sup>st</sup> place winners from each building to compete in the Cumberland County Science Fair. The advisor will be responsible for completing all necessary paperwork and submitting it before the deadline to the County College. (see attachment)
6. Coordinate transportation to and from the county, regional, state and national science fair competitions. This includes field trip forms, permission forms, and bus reservation forms.
7. Arrange for science fair projects to be set up and displayed at the science fair competitions including district, county, regional, state and national which may take place after regular school hours.
8. Submit a report to your principal and science supervisor of the science place winners for the building, county, state, and national science fair competitions within one week after the science fair and/or receiving the final scores.

TERM OF EMPLOYMENT:

Extra contract position. 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.

**Item 4.4.17**

**\*Approval of Job Description**

Bridgeton Public Schools

Job Description

**Revised**

**POSITION:** Attendance Officer

**RESPONSIBILITIES:** Under the direction of the Director of School Safety and Security and the school principal, track attendance and follow up on excessive absenteeism.

**QUALIFICATIONS:** Bachelor's Degree

**PERFORMANCE RESPONSIBILITIES:**

1. Receive referrals from designated sources for attendance, lateness, residency or other matters.
2. Maintain accurate records regarding referred cases.
3. Complete home visits, telephone contacts, or conference.
4. Maintain records of contacts and referrals for use in truancy matters.
  
5. Meet with CST's, Guidance and Administration regarding attendance matters when necessary.
6. Complete monthly statistics regarding referrals received and contacts made.
7. Monitor and maintain attendance records for Bridgeton students attending out-of-district educational placements.
8. The attendance officer shall serve legal documents when required by the principal.
9. The attendance officer shall appear in Court when requested by the principal.
10. The attendance officer shall submit reports in writing every month to the Superintendent. This report is due the fifth day of the following month.
11. Perform all other duties, which may be assigned by the principal/security coordinator/assistant coordinator.

**TERM OF EMPLOYMENT:** 10 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.

TME

7/28/00

Rev: 9/27/12

October 9, 2012

**Item 4.4.18**

**\*Approval of Job Description  
Bridgeton Public Schools  
New**

**Job Description**

**POSITION:** CENTRAL OFFICE ADMINISTRATION BUILDING EDUCATIONAL ENFORCEMENT OFFICER

**QUALIFICATIONS:**

1. Associates degree with course work in police science or criminal justice preferred.
2. Knowledge and experience in the area of school safety and security.
3. Capable of training and supervising security staff.
4. Must be computer literate; proficient in Microsoft Office Suite 2003 (Word, Powerpoint, Excel and Access).
5. Ability to operate standard office equipment.
6. Excellent verbal and written communication skills.
7. Must have enunciation, telephone, and interpersonal skills.
8. Knowledge of communications/ electronic switchboard, dispatch systems and Identification equipment and procedures.
9. Over three years experience in law enforcement and security activities.
10. Possesses good human relations, communications and motivational skills.
11. Exhibits sensitivity for the varying cultural differences of school students.
12. Police Training Commission Certification

**RESPONSIBILITIES:** Reports to the Director of Safety and Security

**FUNCTION:** To provide a safe and secure environment for students, staff and visitors at the central office administration building.

**PERFORMANCE RESPONSIBILITIES:**

1. Shall assume responsibilities for the security desk and operation of electronic switchboard located in the lobby of the central office administration building.
2. Maintain a daily visitor's log.
3. Check in and verify identification of staff, visitors, and delivery personnel.
4. Direct personnel and visitors to designated areas.
5. Perform duty in police type uniform with shield and equipment provided by the Board of Education.
6. Enforce laws, ordinances and discipline code as per statute and in conformance with Board of Education policy.
7. Conduct lawful searches of visitors in conformance with Board of Education policy.
8. Will file complaints and testify in court when required.
9. Will assist the Bridgeton Police Department to investigate criminal offenses committed on school property utilizing the Bridgeton Police Complaint form.
10. Enforce traffic regulations on school property and issue summons when required.
11. Visit locations prone to problems within and outside school property.
12. Maintain a log of all criminal acts committed on school property.
13. Maintain direct radio contact with Bridgeton Police Department for emergency purposes.
14. Director of School Safety and Security will be the liaison between the Police Department and the School District.
15. Confer with Director of School Safety and Security and School Administrators on a regular basis concerning conditions within the schools.
16. Perform duty at special events such as athletic and social events when required.
17. Shall record attendance for administration building staff.
18. Shall maintain a professional appearance and demeanor.
19. Shall maintain steady attendance, punctuality, and work well under stress.
20. Shall perform other duties assigned by Superintendent or Director of School Safety and Security.

**TERM OF EMPLOYMENT:** 12 months

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

October 9, 2012

**Item 4.4.19****\*Approval of Student Interpreters**

Approved thirty-five student interpreters to assist non-English speaking parents during parent related events at all K-8 schools, including Parent Conferences. The students are BHS Junior and Seniors. They will be paid \$8.00 per hour for interpreting services.

**Item 5.1.1****\*Approval of Bills September 2012**

Approved the September bills be paid as follows:

11-Current Expense	\$ 1,511,168.28
12-Capital Outlay	\$ 286,249.27
13-Special Schools	
15-Whole School Reform	\$ 678,659.47
20-Special Revenues	\$ 631,118.44
40-Debt Service	
30-Capital Projects	\$
60-Enterprise Fund	\$ 183,658.10
70- Internal Service Fund	
Health Benefits	\$ 1,257,621.76
Payroll	\$ 5,045,068.38
TOTAL	\$ 9,595,231.70

**Item 5.1.2 a-b****\*Approval of Financial Reports**

- a. Approved the August Treasurer's Reports for the 2012-2013 school year.
- b. Approved the August Board Secretary's Report for the 2012-2013 school year.

**Item 5.1.3****\*Approval of Board Secretary's Certification**

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

I certify that as of August 31, 2012 no major budgetary account or fund has been over-expended.

Nicole M. Schoener, Board Secretary

Date:

**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. We certify that as of August 31, 2012 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 and that sufficient funds are available for the remainder of the fiscal year.



**Item 5.1.5**

**\*Approval of 2012-2013 Tuition**

Approved the tuitions listed for out of district placements. Yearly tuition amounts, tuition payments prorated.

	<b>CAA- Nash Education Building</b>		
Start Date	#	Tuition	Account#
10/9/2012	10	\$46,400.00	11-000-100-566-00-01
	<b>Pineland Learning Center</b>		
Start Date	#	Tuition	Account#
10/9/2012	13	\$43,576.20	11-000-100-566-00-01
10/9/2012	14	\$43,576.20	11-000-100-566-00-01
	<b>Regional Day School-Mannington</b>		
Start Date	#	Tuition	Account#
10/9/2012	8	\$32,536.00	11-000-100-565-00-01
	<b>Ranch Hope Strang School</b>		
Start Date	#	Tuition	Account#
10/9/2012	1	\$37,196.73	11-000-100-565-00-01
	<b>SCSSSD-Pittsgrove Middle School</b>		
Start Date	#	Tuition	Account#
10/9/2012	8	\$41,662.00	11-000-100-565-00-01

**Item 5.1.6**

**\*Approval of Change Order**

Approved Change Order #CO1 for the Cherry Street School locks in the amount of \$385.00 for contractor to install surface mounted electric strike US32D.

**Item 5.1.7 a-e**

**\*Approval of Acceptance and Award of Bids**

a. Approved the acceptance of the Band Uniforms Bids:

<b>Name of Bidder</b>	<b>Total Bid for Band Uniforms</b>	<b>Comments</b>
DeMoulin Brothers & Company	\$22,013.64	Delivery: 100-150 days

And to award to: DeMoulin Brothers & Co.

October 9, 2012

- b. Approved the acceptance of the Tennis Court Renovations Bids:

<b>Name of Bidder</b>	<b>General Construction</b>	<b>Alternate No. 1 Bleachers</b>	<b>Alternate No. 2 Tennis Wind Screen</b>	<b>Total Bid</b>
All Surface Asphalt Paving	\$208,820.00	\$7,500.00	\$3,420.00	\$219,740.00
American Athletic Courts	\$228,500.00	\$11,000.00	\$3,000.00	\$242,500.00
ATT Sports	\$280,040.00	\$5,400.00	\$3,790.00	\$289,230.00
Ricky Slade	\$239,719.00	\$8,785.00	\$4,500.00	\$235,004.00
Fred Schiavone	\$290,444.00	\$9,800.00	\$6,400.00	\$306,644.00

And to award to: All Surface Asphalt Paving (ASAP, Inc)

- c. Approved the acceptance of the Roof Projects Bids:

<b>Name of Bidder</b>	<b>General Construction</b>
Capri Construction	\$122,000.00
Gen II	\$96,750.00
D.A. Nolt Inc.	\$169,827.00
Straga Brothers	\$97,800.00

The bid specifications stated that the following DPMC Trade Classifications were deemed eligible to bid on this project: C008 – General Construction and C009 – General Construction/Alterations and Additions. The low bidder Gen II is classified for Roofing, not General Construction.

The next low bidder Straga Brothers did not name a certified roofing subcontractor in their bid. The remaining bids exceed the budgeted estimate. After the review and evaluation of the bids, the recommendation is to reject all bids and re-bid this project.

- d. Approved the acceptance of the Math Consultant (3-5 Grade) Bids:

On two occasions, the Bridgeton Board of Education solicited Request for Proposals (RFP) for a Math Consultant for grades 3-5. There were no proposals received from either advertisement. In accordance with state procurement laws; if on two occasions no bids have been received in response to advertisement, the contract may be negotiated. We will work with Dr. Dorothy Realdine, Director of Curriculum, to negotiate a contract for this service to be approved at the November Board Meeting.

e. Approved the acceptance of the Driving Simulators Bids:

Name of Bidder	Total Bid for 8 Driving Simulation Systems	Comments
Doron Precision Systems	\$72,000.00	Delivery: 90 days Service Response Time: 48 hours

And to award to: Doron Precision Systems

**Item 5.1.8** **\*Approval of Transfers**

Approved budget transfers through September 30, 2012 for the 2012-2013 school year. (Attached)

**Item 5.1.9** **\*Approval of Violence, Vandalism and Substance Abuse Report**

Approved the 2011-2012 Violence, Vandalism and Substance Abuse Report.

(As presented)

**Item 5.1.10** **\*Approval of School Bus Emergency Evacuation Drill Report**

Approved the emergency evacuation drill report for Buckshutem Road School on September 24, 2012 from 9:30-11:45 AM in the school parking lot using route number 37 and 35 under the supervision of Derek Macchia, Principal.

**Item 6.1.1 a-f** **\*Facility Usage**

- a. Removed from agenda.
- b. Approved the request of Gloucester County Special Services to use the West Ave. School on Tuesday, October 23, 2012, 5:00- 9:00 PM for PAC meeting. **Custodial and Kitchen fees will be charged. 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.
- c. Approved the request of DH Soccer League to use the Broad Street Gym on Monday, Tuesday and Friday evenings, October 15, 2012 thru March 1, 2013, 6:00-10:00 PM for indoor soccer. **Rental fees of \$50.00 per evening will be charged. 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.
- d. Approved the request of Cumberland County Office of Emergency Management to use the BHS Gym, Cafeteria and Parking lot on April 10 & 23, 2013 from 5:00-9:30 PM for emergency management rehearsals. **Requesting waiver of fees. 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.

October 9, 2012

- e. Approved the request of All That Dance Studio to use Bridgeton High School Auditorium, Music Room, West Cafeteria and Lobby on Friday, December 14, 2012, 4:00-10:00 PM for rehearsal and Saturday, December 15, 2012, noon to 5:00 PM for show. **Custodial, sound and security fees will be charged. 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.

- f. Approved the request of Steered Straight to use the BHS gym one night a week for ten weeks beginning October 10 through December 12, 2012, 6:00-9:00 PM for Basketball program. **Custodial and rental fees will be charged. 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 Mr. SmithBey, second by Mrs. Peterson approving the consent agenda.**

**Motion carried, roll call vote was 6-0.**

**Item 7. Non-Consent Agenda**

**Item 4.1.5 a-b Approval of Leaves of Absences of Certificated Staff**

- a. Motion by Mrs. Bernstein, second by Mr. SmithBey approving request of Ms. Sharon Hetzell, LDT/C at Cherry Street School, for a **Board Approved Leave** without pay from February 1, 2013 to March 22, 2013 or released from doctor's care.

**Motion carried, roll call vote was 6-0.**

- b. Motion by Mrs. Bernstein, second by Mr. SmithBey approving request of Ms. Cindy Frederick, Teacher at GOFECC, for a **Board Approved Leave** without pay from January 18, 2013 to February 1, 2013 or released from doctor's care.

**Motion carried, roll call vote was 6-0.**

**Item 4.4.21 a-b Approval of Terminations of Non-Certificated Staff**

Motion by Mrs. Peterson, second by Mr. SmithBey approving the following:

- a. Approved the termination of employment of a non-certificated staff member, due to abandonment of position, whose name has been filed with the Director of Human Resources, effective October 10, 2012.
- b. Approved the termination of employment of a non-certificated staff member, due to abandonment of position, whose name has been filed with the Director of Human Resources, effective October 10, 2012.

**Motion carried, roll call vote was 6-0.**

October 9, 2012

**Item 8. OTHER BOARD ACTION: INFORMATION**

- 8.1 Motion by Mrs. Peterson, second by Mr. SmithBey ratifying a sick bank for Cindy Frederick, Master Teacher at GOFECC. This sick bank is to be effective September 21, 2012 through February 1, 2013 or released from doctor's care. This is the second sick bank; the Board approved the first on April 3, 2011.

**Motion carried, roll call vote was 6-0.**

**Item 9.**

- 9.1 Committee Reports

- 9.2 Executive Session-7:10pm

Motion by Mrs. Bernstein, second by Mr. Smith-Bey approving the following Resolution for Executive Session:

Whereas, Section 8 of the Open Public Meeting Act, Chapter 231 PL 1975, 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 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 hereinafter specified subject matters.
2. The nature of the subject matters to be discussed is:
  - a. Discussion of contract negotiations with a non-affiliate.
  - b. Discussion of negotiations with Bridgeton Education Association.
  - c. Discussion of legal matters related to PCN #96.
3. It is anticipated at this time that the above stated subject matters will be made public when appropriate and upon signing of the lease agreement.
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 Mr. SmithBey, approving the return to the public portion of the meeting at 7:37 p.m.

**Motion carried, roll call vote was 6-0.**

Motion by Mrs. Bernstein, second by Mr. Williamson approving the settlement agreement with C.R.

**Motion carried, roll call vote was 6-0.**

**Item 10. ADJOURNMENT**

Motion by Mrs. Bernstein, second by Mr. Williamson approving adjourning the meeting at 7:40pm.

**Motion carried, roll call vote was 6-0.**

**10805**  
October 9, 2012

**Executive Session Minutes**  
**October 9, 2012**

The public action meeting of the Bridgeton Board of Education was called to order at 6:00 p.m. by the Board President, Angelia Edwards. Board Members present were Ms. Angelia Edwards, Ms. Barbara Taylor-Holmes, Mr. James Williamson, Mr. Kenny Smith-Bey, Mrs. Marie Bernstein and Mrs. Mary Peterson. Mrs. Brenda Dellaquilla Mr. Curtis Edwards and Mr. Albert Morgan were absent. Also in attendance were, Dr. Thomasina Jones, Superintendent, Mr. Nedd Johnson, Assistant Superintendent, A. Paul Kienzle, Jr. Esq., Board Solicitor and Mrs. Nicole M. Schoener, School Business Administrator. Prayer was offered by Ms. Edwards.

**Executive session began at 7:10pm**

The Board solicitor explained the tenure hearing for C.R. The attorney and Superintendent went to Atlantic City. A settlement was agreed to with a lump sum payment and no further salary. The employee agreed to resign and waives any claims against the district.

Mr. Kienzle read the resolution to the Board and explained the process that occurs during a settlement and after.

The Board discussed the status of the BEA negotiations. Mr. Kienzle will communicate with NJEA to try to get them to negotiate again prior to filing for impasse.

**RETURN TO THE PUBLIC**

Motion by Mrs. Bernstein, second by Mr. SmithBey, approving the return to the public portion of the meeting at 7:37 p.m.

**Motion carried, roll call vote was 6-0.**

Respectfully submitted,

Nicole M. Schoener  
School Business Administrator