

**10806**  
**November 13, 2012**

**BRIDGETON BOARD OF EDUCATION**  
**PUBLIC ACTION MEETING**  
**November 13, 2012**

The public action meeting of the Bridgeton Board of Education was called to order at 6:02 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, Mrs. Mary Peterson and 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

Kathy Fallon addressed the Board regarding a safety alert that was sent out from her home district about possible child abduction. She stated as a Bridgeton teacher she did not get notified at her school. Dr. Jones informed Ms. Fallon that she notified the county and an alert now was sent at 3:00 and will go again at 7:00pm. In addition, all administrators were sent an email regarding the situation.

EXECUTIVE SESSION: 6:33pm

Motion by Mr. SmithBey, second by Mrs. Dellaquilla 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 suspensions of certificated staff PCN # 816, PCN #2369 and PCN #950.
  - b. Discussion of termination of certificated staff PCN #2361.
  - c. Discussion of suspension and return from suspension of non-certificated staff PCN #578.
  - d. Discussion of legal matters related to PCN #204.
  - e. Discussion of pending litigation regarding civil case.

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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 7-0.**

**RETURN TO THE PUBLIC**

Motion by Ms. Edwards, second by Mrs. Bernstein, approving the return to the public portion of the meeting at 7:20 p.m.

**Motion carried, roll call vote was 7-0.**

1.7 RESOLUTIONS –

Motion by Mrs. Peterson, second by Mrs. Bernstein approving Competitive Contracting Literacy Company (Attached)

**Motion carried, roll call vote was 7-0.**

Motion by Mrs. Bernstein, second by Mrs. Peterson approving agreement between Archway Programs, Inc. and Bridgeton Public Schools (Attached)

**Motion carried, roll call vote was 7-0.**

1.8 PRESENTATIONS –

Dr. Jones presented the Harassment, Intimidation and Bullying (HIB) Report, there is one incident that occurred at Buckshutem; the student was suspended and received counseling.

Dr. Jones presented Bulldog of the Month awards to the selected students for November.

1.9 APPROVAL OF MINUTES

Motion by Mr. SmithBey, second by Mr. Williamson approving the following minutes:

Regular Agenda Session/Public Action Meeting                      October 9, 2012

Executive Session    October 9, 2012

**Motion carried, roll call vote was 7-0.**

**\*CONSENT AGENDA**

***The Board reviewed the agenda***

**Item 2.1 a-e**    **\*Approval of Textbooks, Revised Curriculum, Bilingual Guide & Kindergarten Lesson Plan Format**

Approved the following textbook, revised curriculum, Bilingual Guide, and Kindergarten Lesson Plan Format. The Board C&I Committee approved the items on Oct. 9, 2012.

- a.    Approval of Textbook(s):
  - ✓    CJ Realities and Challenges to be used in Law I – Grades 10 -12
- b.    Approval of Revised Curriculum:
  - ✓    Literacy – Grade K (2009 Standards)
  - ✓    Reading/Writing/Social Studies – Grade 1 (2009 Standards)
  - ✓    Reading/Writing/Social Studies – Grade 2 (2009 Standards)
  - ✓    Reading/Writing/Social Studies – Grade 3 (2009 Standards)
  - ✓    Reading/Writing – Grade 4 (2009 Standards)
  - ✓    Reading/Writing/Social Studies – Grade 5 – (2009 Standards)
  - ✓    Social Studies – Grades 5-8 (2009 Standards)
  - ✓    Library/Media – Grades K-8 (2009 Standards)
  - ✓    World Language – Spanish – Grades 1 and 2 (2009 Standards)
  - ✓    World Language – Spanish – Grades 6, 7 and 8 – (2009 Standards)
- c.    Approval of Bridgeton School District Resource Guide for Educating English Language Learners in Bilingual and ESL Programs. (Attached)
- d.    Approval of Proposed Kindergarten Lesson Plan Format. (Attached)
- e.    Approval of New Mathematic Program – *Go Math* – for Grades K-6 to be implemented in the 2013-2014 school year. *Go Math* is a grade K-6 mathematics program developed to support the Common Core State Standards for Mathematics. The program emphasizes the critical areas and depth of understanding through interactive lessons, research-based instructional approaches, best practices from around the world, and differentiated instructional resources to ensure success for all students. This item was approved by the Board Curriculum and Instruction Committee on Oct. 9, 2012. Total cost \$165,000.00 to be paid by Acct. # 11-000-221-610-00-19.

**Item 2.2**                    **\*Approval of Professional Development**

Approved Peggy Morgan, Teacher at Buckshutem Road School, to conduct a research project for her Doctorate program relating to Sustained Silent Reading –SSR. Students will participate in a reading program and a pre/post survey will be conducted to gauge students' motivation to read on their own. The project will take place November 14, 2012 through June 14, 2013. The Board Curriculum and Instruction Committee approved this on October 9, 2012.

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**Item 2.3 a-n**      **\*Approval of Student Programs**a.      **\*Approval of District Title III Bilingual/ESL Afterschool Program**

Approved the District Title III Bilingual/ESL Afterschool Program. This afterschool program would be an effort to afford students in grades First through Third an opportunity to utilize strategies that will develop literacy skills in Spanish and English. The instructional focus will be on the four language domains of Listening, Speaking, Reading and Writing. Approximately 150 students would be served. (50 students in each school) The program will commence from November 2012 until May 2013. Program time 3:45–5:45 PM – 4 days a week. Total cost of program \$75,740.00 to be paid by Title III Acct. #'s 20-240-100-100-00-40, 20-240-00-100-00-40, 20-240-200-110-00-40, 20-240-100-600-00-40. The Board Curriculum and Instruction Committee approved this on October 9, 2012.

b.      **\*Approval of Super Saturday Club at Quarter Mile Lane School**

Approved the Super Saturday Club at Quarter Mile Lane School. This program will provide supplemental and enrichment activities in Language Arts and Mathematics for Students in Transition and other at-risk students. The program will run for 14 Saturdays at the Quarter Mile Lane School beginning January 2013 to May 2013. Two teachers at \$25.00 x 4hrs.x14 = \$2800.00. One aide at \$9.00 x 4hrs.x14=\$504.00. One custodian at \$25 x4hrs.x14=\$1,400.00. Supplies at \$700.00 and field trips at \$877.25. Total cost \$9,081.25 to be paid from the McKinney-Vento Grant. Acct. #'s 20-463-100-101-00-10, 20-463-100-106-00-40, 20-463-200-600-00-40, and 20-463-200-500-00-40 .

c.      **\* Approval of Annual Community Children's Shower**

Approved the annual Community Children's Shower. The event takes place on December 18, 2012. Parents of students in transition meet with local social service agencies to learn about services they may be able to utilize for various types of assistance. Students in Transition visit craft stations as well as educational stations conducted by Parent Liaison and Community Parental Involvement Specialist staff members. Students will also receive holiday gifts secured through community donations. The activity will take place at Buckshutem Road School. The cost for this event will include dinner for the 100 students and parents that attend at a cost of approx. \$495.00 to be paid by McKinney-Vento Grant. Acct. # 20-463-200-610-00-40.

d.      **\*Approval of New Jersey Motorsports 5<sup>th</sup> Annual Coats for Kids Event**

Approved district participation in the New Jersey Motorsports 5<sup>th</sup> Annual Coats for Kids Event that will take place on December 7, 2012. 150 Students in grades PreK-4 through 8<sup>th</sup> will visit the New Jersey Motorsports Park and receive a new winter coat secured through community donations. Students are selected by their homeroom teachers based on need. The event is coordinated by JoAnna Powell-Chestnut. There is no cost to the board.

e.      **\*Approval of Celebration of Lights Event at Cumberland County College**

Approved district participation in the Cumberland County College's Celebration of Lights Event on December 12, 2012. Six students from Quarter Mile School will visit the college and learn about winter holidays that are celebrated by various cultures around the world. The students will receive holiday gifts that have been donated by Cumberland County College staff members. Students are selected by their homeroom teachers based on need. The event is coordinated by JoAnna Powell-Chestnut for Students in Transition. There is no cost to the board.

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f. **\*Approval of University of Medicine and Dentistry NJ (UMDNJ) to work with BHS Health Occupation Students of America (HOSA)**

Approved the University of Medicine and Dentistry of NJ (UMDNJ) students to work with the BHS Health Occupation Students of America (HOSA). The objectives are to Educate HOSA students about the effects of smoking, hypertension, and diabetes. Train HOSA students to properly take blood pressure measurements and glucose readings. Task HOSA students with screening their adult relatives for smoking, hypertension, and diabetes. Direct at-risk adults to free and low-cost primary care clinics to further address their conditions. There is no cost to the Board.

g. **\*Approval of Steered Straight Presentation at Cherry Street School**

Approved the Steered Straight "Gang Prevention" presentation at Cherry Street School on December 5, 2012 @ 9:30 AM. 169 students in grades 5-8 will be served. Total cost \$400.00 to be paid by Acct. # 15-000-218-320-00-40.

h. **\*Approval of Sahara Sam's Sambulance Safety Squad**

Approved Sahara Sam's Sambulance Safety Squad presentation at Indian Avenue School. The presentation is designed to educate students about safety awareness (including bullying) and emergency situations for grades K-4. The Sambulance program covers New Jersey Core Curriculum Standards and will take place on December 5, 2012. There is no cost to the Board.

i. **\*Approval of Sahara Sam's Sambulance Safety Squad**

Approved Sahara Sam's Sambulance Safety Squad presentation at Quarter Mile Lane School. The presentation is designed to educate students about safety awareness (including bullying) and emergency situations for grades K-1, 2-4, and 5-8 with three one hour assemblies. The Sambulance program covers New Jersey Core Curriculum Standards and will take place on December 6, 2012. There is no cost to the Board.

j. **\*Approval of Student Support Services - Positive Behavior Support in Schools (PBSIS)**

Approved Dr. Sharon Lohrmann, Director of PBSIS to visit Buckshutem Road School on November 26, 2012 to survey staff regarding implementation of the PBSIS Program with severely disabled students. The information obtained during the visit and interviews with staff will be utilized as a model for the severely disabled students to be included in the PBSIS Program for the State of New Jersey.

k. **\*Approval of Quarter Mile Lane School's Afterschool Programs**

Approved the following afterschool programs:

**Pre-Algebra/Algebra Club** for Grades 7 & 8 to be held on Tuesday's. Students who are experiencing difficulty in this area of math will be recommended to participate in this club. The students will work in small groups with the teacher in improving concepts in algebra such as number operations, geometry, measurement, patterns, algebraic terminology, data analysis, probability, and discrete mathematics.

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**Literacy Club** for Grade 2 to be held on Wednesday's. This club will target phonics and word, reading skills. Students will be working in small groups which will focus on word study, decoding text, and recognizing high frequency vocabulary. Students will be identified based on their needs. The teacher will use data collected from the Words Their Way Primary Spelling Inventory, High Frequency Word Assessment, and DIBELS assessment to determine which students could benefit most from extra assistance. This program will help emergent readers and writers with their decoding, word recognition, and spelling skills. Ultimately, students who attend this club should develop a greater love of reading and writing, as well as greater confidence in their abilities, through the activities they will be participating in.

**Homework Club** for grades 4 & 5 to be held on Thursday's. Students who attend this club may either be selected by the teacher or Intervention and Referral Service Team recommendations. This club will focus on assisting students in completing their homework in a timely manner. Students will also be assisted in understanding concepts taught to them in subject areas during the regular school day.

l. **\*Approval of Bullying Prevention Presentation**

Approved a presentation that will educate students in preventing Bullying behaviors as well as equipping students to successfully navigate negative situations and create healthier environments in school and their community. The presenter is Reggie Dabbs. This presentation will occur approx. December 3, 2012 in all schools. The presentation also includes a district wide family night which will be held to speak to students and families about bullying, and how they can empower themselves against it. Total cost \$3600.00 to be paid by Acct. #20-237-100-300-00-40.

m. **\*Approval of Hoops for Health at Quarter Mile Lane School**

Approved Hoops for Health at Quarter Mile Lane School on November 20, 2012 from 6:00-7:30 PM. Students grades 3-8, parents and staff will experience a casual way of exercising by participating in various basketball activities. Participants will incorporate math by using percentages, fractions and addition to calculate their score. This activity will promote team work, engage families in running and jumping and provide a great physical workout for everyone. All exercises will educate parents on easy and inexpensive ways to provide their child with an active and healthy lifestyle. Healthy food facts and health tips will be provided. Total cost not to exceed \$100.00.

n. **\*Approval of Read with Me, Family Reading Night**

Approved the revised costs for the Read with Me, Family Reading Nights to be held at Broad Street School on Nov. 14, Dec. 19, Jan. 23, Feb. 20, Mar. 20, and Apr. 17. This was previously approved on the October 9, 2012 agenda. The cost per session for refreshments is \$75.00 x 6 sessions = \$450.00 + \$300.00 for books = \$750.00 to be paid by Acct. # 20-237-200-600-03-40.

**Item 2.4**

**\*Approval of New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance (SOA)**

Approved the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance (SOA) 2012-13 to the NJ Department of Education by November 15, 2012. (Attached)

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**Item 2.5**                    **\*Approval of Revised Title III Corrective Action Plan**

Approved the submission of the revised Title III Corrective Action Plan. (Attached)

**Item 2.6**                    **\*Approval of 2012-13 Nursing Services Plan**

Approved the 2012-13 Nursing Services Plan. (Attached)

**Item 3.1 a-f**    **\*Approval of Field Trips**

- a.     Approved BHS Girls Varsity Basketball team to travel to Atlantic City High School for a Christmas Tournament on December 27-28, 2012. Atlantic City HS is providing the participating schools with hotel rooms at the Clarion Hotel, Atlantic City, NJ. 15 students and 4 chaperones will be attending. There is no cost to the Board.
- b.     Approved the BHS DECA (Distributive Education Clubs of America) Club to travel to the DECA Southern Regional Conference at the Crowne Plaza in Cherry Hill, NJ on January 8, 2013. Ten students and 3 chaperones will be attending. There is no cost to the Board.
- c.     Approved the BHS DECA (Distributive Education Clubs of America) Club to travel to the DECA State Conference at the Crowne Plaza in Cherry Hill, NJ on February 27 – March 1, 2013. Four students and two chaperones will be attending. There is no cost to the Board.
- d.     Approved the BHS Marching Band, Select Choir and Chamber Orchestra students to travel to Boston, MA for competition on April 25–28, 2013. Forty-eight students and 8 chaperones will attend. The Music department will be holding fundraisers to offset the trip cost. The total cost per person is \$500.00. There is no cost to the Board.
- e.     Approved the Broad Street School Gifted and Talented Art Students in grades 4-8 to travel to the Brandywine River Museum on December 5, 2012. Forty students and 4 staff members will attend. There is no cost to the Board.
- f.     Approved the BHS 9<sup>th</sup> Grade Science students to travel to Salem Nuclear Facility and Energy Museum on December 12, 2012. 100 students and 10 chaperones will attend. There is no cost to the Board.

**Item 4.1.1 a-c**    **\*Approval of Retirements of Certificated Staff**

- a.     Approved the retirement of Ms. Debra Emery from the position of Preschool Teacher at the Geraldyn O. Foster Early Childhood Center, effective January 1, 2013.
- b.     Approved the retirement of Ms. Gladys Pierce from the position of Guidance Counselor at Quarter Mile Lane School, effective January 1, 2013.
- c.     Approved the retirement of Ms. Helen M. Burger from the position of Health and Physical Education Teacher at Cherry Street School, effective February 1, 2013.

**Item 4.1.2**                    **\*Approval of Resignation of Certificated Staff**

To approve the resignation of Ms. Cynthia Ranson from the position of ESL Teacher at Bridgeton High School, effective December 31, 2012.

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**Item 4.1.3**            **\*Approval of Resignation of Non-Certificated Staff**

Approved the resignation of Ms. Renee Granato from the position of 12 month Secretary at Quarter Mile Lane School, effective December 1, 2012.

**Item 4.1.4**            **\*Ratification of Resignation of Certificated Staff**

Ratified the resignation of Ms. Carol VanLiew from the position of Teacher of the Handicapped at West Avenue School, effective November 7, 2012.

**Item 4.1.5**            **\*Ratification of Resignation of Non-Certificated Staff**

Ratified the resignation of Ms. Emily Bocchetti from the position of Satellite Lunch Aide and Breakfast Aide at West Avenue School, effective November 2, 2012.

**Item 4.1.6 a-i**    **\*Ratifications of Leaves of Absences of Certificated Staff**

- a.     Ratified request of Ms. Gladys Pierce, Guidance Counselor at QML, for a **Family Medical Leave of Absence**, with pay from September 4, 2012 to December 31, 2012 or released from doctor's care, not to exceed 12 weeks.
- b.     Ratified request of Ms. Marie Meneghini, Teacher at Broad Street School, for a **Family Medical Leave of Absence** with pay using accumulated sick days from October 9, 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. Marie Meneghini, Teacher at Broad Street School, for a **Family Medical Leave of Absence**, with pay from October 30, 2012 to January 31, 2013 or released from doctor's care, not to exceed 12 weeks.
- d.     Ratified request of Ms. Charlotta Birdsall, Teacher at BHS, for a **Family Medical Leave of Absence** with pay using accumulated sick days from October 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.
- e.     Ratified request of Ms. Olga Carlson, Teacher at Geraldyn O. Foster Early Childhood Center, 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.
- f.     Ratified request of Ms. Christine McGowan, Teacher at Broad Street School, for a **Family Medical Leave of Absence** with pay using accumulated sick days from September 25, 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.
- g.     Ratified request of Ms. Marie Teti, Teacher at Broad Street School, for a **Family Medical Leave of Absence** with pay using accumulated sick days from October 5, 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.
- h.     Ratified request of Ms. Trudy Williams, Teacher at Geraldyn O. Foster Early Childhood Center, for a **Family Medical Leave of Absence** with pay using accumulated sick days from September 1, 2012 until November 16, 2012 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.



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- i. Ratified request of Ms. Shirley Giddens, Teacher at BHS, for a **Family Medical Leave of Absence** with pay using accumulated sick days from October 4, 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 4.1.7 a-c**      **\*Approval of Leaves of Absences of Certificated Staff**

- a. Approved request of Ms. Erin Abbott, Teacher at QML, for a **Family Medical Leave of Absence**, with pay from November 26, 2012 to December 17, 2012 and without pay from December 18, 2012 to January 14, 2013 and a **Family Medical Leave of Absence** and **New Jersey Family Leave of Absence**, without pay from January 15, 2013 to April 12, 2013 and a **New Jersey Family Leave of Absence** without pay from April 13, 2013 to May 23, 2013. This leave is subject to change.
- b. Approved request of Ms. Kathryn Eckstein-Lewis, Teacher at BHS, for a **Family Medical Leave of Absence**, with pay from December 10, 2012 to January 3, 2013 and without pay from January 4, 2013 to February 14, 2013 and a **Family Medical Leave of Absence** and **New Jersey Family Leave of Absence**, without pay from February 15, 2013 to April 26, 2013 and a **New Jersey Family Leave of Absence** without pay from April 27, 2013 to June 26, 2013. This leave is subject to change.
- c. Approved request of Ms. Mary Noel, Teacher at Bridgeton High School, for a **Family Medical Leave of Absence**, with pay from October 15, 2012 to November 1, 2012 and without pay from November 2, 2012 to November 19, 2012 or released from doctor's care, not to exceed 12 weeks

**Item 4.1.8 a-g**      **\*Ratifications of Leaves of Absences of Non-Certificated Staff**

- a. Ratified request of Ms. Candy Menz, Secretary at Quarter Mile Lane, for a **Family Medical Leave of Absence** with pay using accumulated sick days from September 20, 2012 until December 12, 2012 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. Mariann Bodine, Food Service Director at Bank Street Annex, for a **Family Medical Leave of Absence**, with pay from October 1, 2012 to February 19, 2013 or released from doctor's care, not to exceed 12 weeks.
- c. Ratified request of Ms. Michelle Stassi, Bus Driver at Bank Street Annex, for a **Family Medical Leave of Absence** with pay using accumulated sick days from September 20, 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. Arletha Lane, Senior Executive Administrative Assistant at Bank Street Administrative Building, for a **Family Medical Leave of Absence** with pay using accumulated sick days from September 28, 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.
- e. Ratified request of Ms. Marvia Butler, Aide at Cherry Street School, for a **Family Medical Leave of Absence**, with pay from September 24, 2012 to October 10, 2012 and without pay from October 11, 2012 to October 30, 2012 or released from doctor's care, not to exceed 12 weeks.

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- f. Ratified request of Ms. James Martin, Custodian at Bank Street Annex, for a **Family Medical Leave of Absence**, with pay from September 19, 2012 to October 23, 2012 or released from doctor's care, not to exceed 12 weeks.
- g. Ratified request of Ms. Renee Granato, Secretary at Quarter Mile Lane, for a **Leave of Absence** without pay from October 22, 2012 to December 1, 2012.

**Item 4.2.1 a-h**      **\*Approval of Appointments of Certificated Staff**

- a. Approved the appointment of Ms. Judith Noble to the position of Media Specialist at Cherry Street School for the 2012-2013 school year, effective on a date to be determined, on Step 16 of the BA+30 Salary Guide, \$75,220.00, prorated and pending negotiations. Account # 15-000-222-104-00-04. PC # 813.
- b. Approved the appointment of Ms. Constance Johnson to the position of Preschool Teacher at the Geraldyn O. Foster Early Childhood Center for the 2012-2013 school year, effective December 3, 2012 through on or before June 30, 2013, on Step 1 of the MA Salary Guide, \$49,000.00 , prorated and pending negotiations. **This position is a short-term contract for a leave of absence. There are no benefits with this position.** Account # 20-218-100-101-00-01. PC # 464.
- c. Approved the appointment of Ms. Christi Dudzieck to the position of Grade 4 Teacher at Indian Avenue School for the 2012-2013 school year, effective November 16, 2012 through on or before June 30, 2013, on Step 1 of the MA Salary Guide, \$49,000.00, prorated and pending negotiations. **This position is a short-term contract for a leave of absence. There are no benefits with this position.** Account # 15-120-100-101-00-05. PC # 817.
- d. Approved the appointment of Ms. Chelsi Riley to the position of Kindergarten Teacher at Cherry Street School for the 2012-2013 school year, effective November 16, 2012 through on or before June 30, 2013, on Step 1 of the BA Salary Guide, \$47,500.00 , prorated and pending negotiations. **This position is a short-term contract for a leave of absence. There are no benefits with this position.** Account # 15-110-100-101-00-04. PC # 795.
- e. Approved the appointment of Ms. Elizabeth Thomas to the position of 9<sup>th</sup> Grade ExCEL Strings Teacher at Bridgeton High School for the 2012-2013 school year, effective on a date to be determined, on Step 16 of the BA Salary Guide, \$74,520.00, prorated and pending negotiations. Account # 11-140-100-101-00-73. PC # 2406.
- f. Approved the appointment of Ms. Brittany DeWoody to the position of English Teacher at Bridgeton High School for the 2012-2013 school year, effective on November 19, 2012, on Step 1 of the BA Salary Guide, \$47,500.00, prorated and pending negotiations. Account # 15-140-100-101-00-02. PC # 141.
- g. Approved the appointment of Ms. Dolores Diaz to the position of ESL Teacher at Bridgeton High School for the 2012-2013 school year, effective on January 2, 2013, on Step 1 of the MA Salary Guide, \$49,000.00, pending negotiations. Account # 15-240-100-101-00-02. PC # 96.
- h. Approved the appointment of Ms. Rosalie Pereda to the position of ESL Teacher at Indian Avenue School for the 2012-2013 school year, effective on January 2, 2013, on Step 14 of the BA Salary Guide, \$68,520.00, prorated and pending negotiations. Account # 15-240-100-101-00-05. PC # 2376.

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**Item 4.3.1 a-k**      **\*Approval of Appointments of Non-Certificated Staff**

- a. Approved the appointment of Ms. Kristen Marroquin to the position of Attendance Officer at Bridgeton High School/ExCEL for the 2012-2013 school year, effective on November 14, 2012, at the salary of \$36,400.00, prorated and pending negotiations. Account # 15-000-211-171-00-02. PC # 2305.
- b. Approved the appointment of Ms. Erica Shaffer to the position of Cafeteria Worker at Broad Street School for the 2012-2013 school year, effective on November 16, 2012, on the Cafeteria Workers' salary of \$19.14 per hour, 4.25 hours per day, \$15,130.17, prorated and pending negotiations. Account # 60-000-000-000-01. PC # 855.
- c. Approved the appointment of Ms. Brittany Stanton to the position of Cafeteria Worker at Bridgeton High School for the 2012-2013 school year, effective on November 14, 2012, on the Cafeteria Workers' salary of \$19.14 per hour, 4.25 hours per day, \$15,130.17, prorated and pending negotiations. Account # 60-000-000-000-01. PC # 2372.
- d. Approved the appointment of Ms. Lencola Jones to the position of Satellite Lunch Aide at Cherry Street School for the 2012-2013 school year, effective November 16, 2012, on Step 1 of the Satellite Aides' Salary Guide, \$9.59 per hour, 3.75 hours per day, \$6,473.25, prorated and pending negotiations. Account # 60-000-000-000-01. PC # 870.
- e. Approved the appointment of Ms. Abigail Horner to the position of Satellite Lunch Aide at Cherry Street School for the 2012-2013 school year, effective November 14, 2012, on Step 1 of the Satellite Aides' Salary Guide, \$9.59 per hour, 3.75 hours per day, \$6,473.25, prorated and pending negotiations. Account # 60-000-000-000-01. PC # 277.
- f. Approved the appointment of Ms. Katelynn Wilson to the position of Satellite Lunch Aide at West Avenue School for the 2012-2013 school year, effective November 16, 2012, on Step 1 of the Satellite Aides' Salary Guide, \$9.59 per hour, 3 hours per day, \$5,178.60, prorated and pending negotiations. Account # 60-000-000-000-01. PC # 281.
- g. Approved appointment of Mr. Jesus Nieves to the position of Central Office Administration Building Educational Enforcement Officer at Bank Street for the 2012-2013 school year, effective November 19, 2012 at the salary of 44,624.40, prorated and pending negotiations. Account # 11-000-266-110-00-24. PC # 2345.
- h. Approved appointment of Mr. Bruce Pierce to the position of Educational Enforcement Officer at West Avenue School for the 2012-2013 school year, effective on November 14, 2012 at the salary of \$37,187.00, prorated and pending negotiations. Account # 15-000-266-110-00-07. PC # 288.
- i. Approved appointment of Mr. Christopher Groff to the position of District Educational Enforcement Officer/Floater at various locations for the 2012-2013 school year, effective on November 14, 2012 at the salary of \$37,187.00, prorated and pending negotiations. Account # 11-000-266-110-00-24. PC # 2407.
- j. Approved appointment of Mr. Gary Denby to the position of District Educational Enforcement Officer/Floater at various locations for the 2012-2013 school year, effective on November 14, 2012 at the salary of \$37,187.00, prorated and pending negotiations. Account # 11-000-266-110-00-24. PC # 2408.

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- k. Approved appointment of Ms. Elizabeth Garcia, to the position of Confidential Secretary at Bank Street Administration Building for the 2012-2013 school year, effective on November 19, 2012 at the salary of \$32,820.00, prorated and pending negotiations. Account # 11-000-230-105-04-15. PC# 2409.

**Item 4.4.1**                    **\*Approval of Transfer of Non-Certificated Staff**

Approved the following transfers of non-certificated staff members for the 2012-2013 school year, effective on a date to be determined.

<b>Name</b>	<b>Current Position</b>	<b>New Position/Building</b>	<b>Account#</b>
Linda Ballinger	Instructional Aide - LLD 5-6, PC # 545	Instructional Aide – Kindergarten, PC # 1689	15-190-100-106- 34-04

**Item 4.4.2**                    **\*Approval of Transfer of Cafeteria Staff**

Approved the following transfers of cafeteria staff for the 2012-2013 school year, effective November 16, 2012. Account # 60-000-000-000-01.

<b>Name</b>	<b>Current Position</b>	<b>New Position/Building</b>	<b>Account#</b>
Ethel Martin	Cafeteria Worker – 3.25 hrs. - Buckshutem, PC # 2259	Cafeteria Worker – 5 hrs. – Buckshutem, PC # 169	60-000-000- 000-01

**Item 4.4.3**                    **\*Approval of Professional Development Days**

Approved the request of Mr. Jeffrey Schirf, Athletic Trainer at Bridgeton High School, to attend the National Athletic Trainers 64<sup>th</sup> Annual Meeting and Clinical Symposia Conference in Las Vegas, NV from June 24, 2013 through June 27, 2013. This is an overnight trip. There is no cost to the board.

**Item 4.4.4**                    **\*Approval of Substitutes for the 2012-2013 School Year**

Approved the following substitutes for the 2012-2013 school year, effective November 14, 2012.

<b>Name</b>	<b>Position</b>	<b>Certificate</b>	<b>Rate</b>	<b>Account #</b>
Larry Williams	Substitute Custodian	N/A	\$10.75 per hour	11-000-262-110- 02-23
Mikilea Clark	Substitute Custodian	N/A	\$10.75 per hour	11-000-262-110- 02-23
Margarita Ascencio Lopez	Substitute Custodian	N/A	\$10.75 per hour	11-000-262-110- 02-23
Celeste Hazzard	Substitute Cafeteria Aide	N/A	\$8.33 per hour	60-000-000-000- 00-01
Maryanne Spinelli-Jones	Substitute Cafeteria Aide	N/A	\$8.33 per hour	60-000-000-000- 00-01
Maryann Valentine	Substitute Teacher	Standard – Elementary Teacher and Teacher of Handicapped	\$100.00 per day	To be determined
Kimberlie Cruzan	Substitute Teacher	CE-Elementary K-5 CE-Preschool-3	\$90.00 per day	
Rosamaria Andon	Substitute Teacher	County	\$90.00 per day	To be determined
James Parrish	Substitute Teacher	County	\$90.00 per day	To be determined

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Brandy Bridges	Substitute Teacher	County	\$90.00 per day	To be determined
Alicia Ghedine	Substitute Teacher	County	\$90.00 per day	To be determined
Jennifer Ohara	Substitute Teacher	County	\$90.00 per day	To be determined
Raphael Trenado	Substitute Teacher	County	\$90.00 per day	To be determined
Sharon Flournoy	Substitute Teacher	County	\$90.00 per day	To be determined
Sharon Flournoy	Substitute Instructional Aide	N/A	\$70.00 per day	To be determined
MaryAnn Miller	Substitute Instructional Aide	N/A	\$70.00 per day	To be determined
Maria Sabio	Substitute Instructional Aide	N/A	\$70.00 per day	To be determined
Marian Mobley	Instructional Aide with Substitute Certificate	County	\$35.00 per day	To be determined
Antonio Orozco	Substitute Security Monitor	N/A	\$10.21 per hour	To be determined

**Item 4.4.5**      **\*Ratification of Rescission of Gifted and Talented Contract**  
Ratified Rescission of the Gifted and Talented contract previously approved for Ms. Sharon Foster, Teacher at West Avenue School, effective October 23, 2012.

**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 schools, effective on November 14, 2012 through on or before May 30, 2013.

Name	Position	School	Hrs/Week	Weeks	Rate	Total	Account #
Erin Branch	Teacher	West	Up to 2 hrs	28	\$25.00 p/h	\$1,400.00	15-421-100-101-16-07
Eleanor Donohue	Teacher	Indian	Up to 3 hrs	28	\$28.00 p/h	\$2,352.00	15-421-100-101-16-05

**Item 4.4.7 a-d**      **\*Approval of Staff for Extended Program**  
a. Approved the following staff as a substitute for the previously approved West Avenue School Extended Day Program for the 2012-2013 school year, effective November 14, 2012 through on or before May 9, 2013 and pending negotiations. Account # 15-421-100-100-00-07.

Name	Position/ Program	Salary/Hr	Total
Mary Ellen Henry	Substitute Teacher	\$28.00 p/h	As needed

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- b. Approved the following staff for the previously approved District Title I Afterschool Program for the 2012-2013 school year, effective November 14, 2012. Account # 20-237-100-100-00-40 and 20-237-200-100-00-40.

<b>Name</b>	<b>Position</b>	<b>Salary/Hr</b>	<b>Hours/Week</b>	<b>Weeks</b>	<b>Total</b>
Nicole Carminati	Teacher – Broad	\$28.00	8	24	\$5,376.00
Carol Phister	Teacher-Buck	\$25.00	8	24	\$4,800.00
John Ford	Teacher-Cherry	\$25.00	8	24	\$4,800.00
Kenyetta McBride	Teacher-Cherry	\$25.00	8	24	\$4,800.00
Lucy Soto	Teacher-Cherry	\$28.00	8	24	\$5,376.00
Rebecca Franklin	Teacher-Indian	\$25.00	8	24	\$4,800.00
Katie Schlegel	Teacher-Indian	\$25.00	8	24	\$4,800.00
Shannon Harris	Teacher-QML	\$25.00	8	24	\$4,800.00
Michael Morton	Teacher-QML	\$25.00	8	24	\$4,800.00
Gloria Shaner-Rauer	Teacher-QML	\$25.00	8	24	\$4,800.00
Sarah Cairone	Teacher-QML	\$28.00	8	24	\$5,376.00
Caroline Cornelius	Teacher-QML	\$28.00	8	24	\$5,376.00
Tammy Burnett	Teacher-West	\$25.00	8	24	\$4,800.00
Chantel Frazier	Coordinator	\$35.00	10	24	\$8,400.00
Vicki Andrews	Teacher-Broad	\$25.00	8	24	\$4,800.00
Florinda Monje	Teacher-Broad	\$25.00	8	24	\$4,800.00
Erich Wolfe	Teacher-Broad	\$25.00	8	24	\$4,800.00
Elizabeth Beebe	Teacher-Broad	\$25.00	8	24	\$4,800.00
Maria Mendez	Teacher-Broad	\$28.00	8	24	\$5,376.00
Heaven McNamara	Teacher-Broad	\$28.00	8	24	\$5,376.00
Jeanine Macchia	Teacher-Broad	\$25.00	8	24	\$4,800.00

- c. Approved the following staff for the previously approved Broad Street School Extended Day Programs for the 2012-2013 school year, effective November 14, 2012 and pending negotiations. Account # 15-421-100-100-00-03.

<b>Name</b>	<b>Program/Position</b>	<b>Salary/Hr</b>	<b>Hours/Week</b>	<b>Weeks</b>	<b>Program Dates</b>	<b>Total</b>
Shawn Bridges	Peer Club Advisor	\$28.00 p/h	1.5	22 Monday	11/14/12 thru 5/31/13	\$924.00
Jillian Maroney	Peer Club Advisor	\$25.00 p/h	1.5	22	11/14/12 thru 5/31/13	\$825.00
Teana Kelley	Peer Club Advisor	\$25.00 p/h	1.5	22	11/14/12 thru 5/31/13	\$825.00
James Backman	Chess Club Advisor	\$28.00 p/h	3	30	11/14/12 thru 5/31/13	\$2,520.00
Linda Santiago	24 Game Club Advisor	\$25.00 p/h	1.5	30	11/14/12 thru 5/31/13	\$1,125.00

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**November 13, 2012**

Shawn Bridges	NJ ASK Instructor	\$28.00 p/h	3	12 Tues./ Thurs.	01/14/13 thru 4/12/13	\$1,008.00
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- d. Approved the following staff for the previously approved Buckshutem Road School Extended Day Programs for the 2012-2013 school year, effective November 14, 2012 and pending negotiations. Account # 15-421-100-100-00-06.

Name	Program/Position	Salary/Hr	Hours/Week	Weeks	Program Dates	Total
David Smith	Detention Teacher	\$25.00 p/h	2.25	26	11/14/12 thru 6/5/13	\$1,462.50
Kristen Peraset	Language Arts Teacher	\$25.00 p/h	2.25	24	11/14/12 thru 5/22/13	\$1,350.00
Erin D'Agostino	Language Arts Teacher	\$25.00 p/h	2.25	24	11/14/12 thru 5/22/13	\$1,350.00
William Turner	Math Teacher	\$25.00 p/h	2.25	24	11/14/12 thru 5/22/13	\$1,350.00
Elizabeth Carroll	Math Teacher	\$25.00 p/h	2.25	24	11/14/12 thru 5/22/13	\$1,350.00
Deborah Beattie	Substitute Teacher	\$28.00 p/h	N/A	N/A	11/14/12 thru 5/22/13	As needed
Tania Witter	Substitute Teacher	\$28.00 p/h	N/A	N/A	11/14/12 thru 5/22/13	As needed
Curtis Randall	Science Teacher	\$28.00 p/h	3.75	24	11/14/12 thru 5/22/13	\$2,520.00

**Item 4.4.8 a-b\* Approval of Staff for Breakfast Program**

- a. Approved the following staff for the Breakfast program for the 2012-2013 school year, effective November 16, 2012. Account #60-000-000-000-02.

Name	Position	Salary/Hr	Hrs	Days	Total
Katelynn Wilson	Breakfast Aide – West Ave	\$8.49 p/h	1.75	180	\$2,674.35
Erica Shaffer	Breakfast Worker	\$19.14 p/h	1.75	180	\$6,029.10

- b. Approved the following staff for the Breakfast program for the 2012-2013 school year, effective November 14, 2012. Account #60-000-000-000-02.

Name	Position	Salary/Hr	Hrs	Days	Total
Lencola Jones	Breakfast Aide – Cherry	\$8.49 p/h	1.75	180	\$2,674.35
Abigail Horner	Breakfast Aide – Cherry	\$8.49 p/h	1.75	180	\$2,674.35

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**Item 4.4.9**                    **\*Approval of Student Interpreters**

Approved the following students for the previously approved interpreting service to assist non-English speaking parents during parent related events at all K-8 schools, including Parent Conferences. The students are Bridgeton High School students. They will be paid \$8.00 per hour for interpreting service, as needed, effective November 14, 2012. Acct# 20-240-200-110-00-40.

<b>Name</b>	<b>Name</b>	<b>Name</b>
Maria Alquezada	Ruby Nava	Omar Sanchez
Ana Maria Calixto	Deyanira Morales Najera	Tatiana Santiago
Melanie Carrion	Ruby Nava	Marisol Soriano
Tiffany Celeya	Kimberly Ojeda Celaya	Natali Tlaseca
Stephanie Leon	Oliver Ojeda Celaya	Zuleimy Tlatelpa
Cristina Martinez	Arley Quiroz	Erica Vaquero
Edgar Martinez	Natasha Rivera	Guadalupe Viva Reyes

**Item 4.4.10**                    **\*Approval of Boiler Operators**

Approved the following staff members as short-term Boiler Operators for the 2012-2013 school year, at \$750.00, prorated and pending negotiations, effective on November 14, 2012. The following staff members will temporarily replace the Full-time Boiler Operators, due to leaves of absences. Account # 11-000-262-110-00-23.

<b>Name</b>	<b>School</b>	<b>Position</b>
Takara Hernandez	Broad Street	Day Custodian
James Miller	Broad Street	Night Custodian

**Item 4.4.11 a-b**                    **\*Ratification of Resignations of Extra Contracts**

- a.        Ratified the resignation of Ms. Kenyetta McBride, as the 8<sup>th</sup> Grade Advisor at Cherry Street School for the 2012-2013 school year, effective October 16, 2012.
- b.        Ratified resignation of Ms. Tiffanie ThrBak, as the Student Government Advisor at West Avenue School for the 2012-2013 school year, effective October 1, 2012.

**Item 4.4.12**                    **\*Approval of Extra Contracts**

Approved the following extra contracts for the 2012-2013 school year, effective November 14, 2012. The rates are pending negotiations.

<b>Name</b>	<b>Position</b>	<b>Rate</b>	<b>Account #</b>
Shyron Bailey	Middle School Softball – Asst. Coach	\$2,681.00	11-402-100-100-00-01
Sean Fallon	Student Government- Co-Advisor – West Ave	\$256.00, prorated	11-401-100-100-00-01
Lauren Nicosia	Student Government –Co-Advisor – West Ave	\$256.00, prorated	11-401-100-100-00-01
Sherman Denby	Cherry Street – 8 <sup>th</sup> Grade Advisor	\$512.00, prorated	11-401-100-100-00-01



**Item 4.4.13**      **\*Approval of Abolishment of Position**

Approved the abolishment of the 12-Month Secretary/Receptionist position at Bank Street Administration Building, effective November 19, 2012.

**Item 4.4.14**      **\*Approval of Job Description**

**Bridgeton Public Schools**

**Job Description**

**REVISED**

**POSITION:**

**Director of Planning/Research and Evaluation (Testing)**

**QUALIFICATIONS:**

1. Principal Certification
2. Master's Degree
3. Demonstrated competency in statistical analysis.
4. Demonstrated knowledge of curriculum, instruction, guidance, and assessment.
5. Demonstrated knowledge in NJSMART.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:**

Superintendent of Schools

**JOB GOALS:**

To analyze district and school-level data to guide the school district in enhancing student achievement.

**PERFORMANCE RESPONSIBILITIES:**

1. Oversee, develop, and coordinate all activities related to NJSMART.
2. Oversee the K-8 Guidance Department.
3. Coordinate and monitor all district and state standardized testing programs.
4. Meet frequently with the Superintendent of Schools to analyze and review NJSMART, district, and school-level data.
5. Develop, administer, and analyze surveys for students, staff, and parents.
6. Provide assistance to district staff in analysis and interpretation of district and school-level data.
7. Train school administrators and principals to understand how to make full use of district and school-level data.
8. Analyze results of student assessments, develop reports, and make recommendations for changes in curriculum and professional development to improve student performance.
9. Analyze multiple forms of data that are used; assist with developing growth plans to enhance student achievements.
10. Provide professional development to administrators and instructional staff regarding testing (specifications, format, timeline, results, reports, and implications for instruction).
11. Provide district and school-level data to assist with the development of the district and school-level Professional Development Plans.
12. Assist in the development and monitoring of the district's SMART Goals, district goals, and school-level SMART Goals.
13. Submit required reports to appropriate personnel.

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14. Provide professional development to school-level test coordinators in the use of appropriate software and in the analysis of data.
15. Develop and implement program evaluation(s) to help determine the effectiveness of current district/school initiatives.
16. Prepare and administer district testing and data budget.
17. Represent the district at county, state, and other meetings relative to student achievement data.
18. Assist with establishing criteria for the use of data to inform decisions and determine district and school-level goals.
19. Examine district and school-level results; evaluate programs; implement and monitor next steps for individuals and the organization.
20. Assume responsibility for own professional development; for keeping current with the literature, new research, and NJSMART improved techniques in the Data and Assessments Testing Services area; and for attending appropriate professional meetings as assigned.
21. Serve as a resource to district staff developing assessment and evaluation instruments, explaining testing terminology and each type of test's utility.
22. Perform such other duties as required by the Superintendent of Schools.

**TERM OF EMPLOYMENT:** 12 Months (8:00 a.m. to 4:00 p.m., except during administration of state testing); Compensation and terms 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 3/22/12  
Rev. 10/15/12 TME/II

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

**POSITION:** Grades K-8 School Guidance Counselor

**QUALIFICATIONS:**

1. Student Personnel Services or School Counselor Certificate;
2. Comprehensive knowledge of effective teaching methods and developmentally appropriate activities;
3. Strong interpersonal and communication skills; and
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** **Building Principal and Director of Planning/Research and Evaluation (Testing)**

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### JOB GOALS:

A School Guidance Counselor in the Bridgeton School District is an educator who will apply their extensive knowledge in school counseling for the betterment of the school district. This educator will assist students through research-based, effective school counseling practices for the purpose of developing successful students. The School Guidance Counselor will keep abreast of current trends and data as it relates to school counseling and share these experiences and knowledge as a resource for staff and students.

### PERFORMANCE RESPONSIBILITIES:

1. Work in conjunction with the school Principals to implement, coordinate, schedule, and conduct school counseling to students through individual and small group counseling sessions;
2. Serve as the School Testing Coordinators for the administrations of state-mandated and district-wide assessments;
3. Act as a resource person, giving demonstrations, training, and/or sharing school counseling and testing articles and materials with staff and/or administration;
4. Assist the school Principal with scheduling duties and the maintenance of student records;
5. Secure appropriate documentation for referred and crisis students and provide timely and appropriate services to meet student needs;
6. Promote career awareness by assisting students in the use of personal, educational, and occupational information;
7. Administer both group- and individually-administered assessments;
8. Assist in the completion of all data and procedures necessary for students who enter, exit, or transfer from the school system;
9. Assist in the identification of those students who are in need of State Compensatory Education services and Supplemental Education Service programs and annually notify parents of students' placement into these services/programs;
10. Act as a liaison between the school and other state, community, and private agencies providing services to students and families;
11. Complete referrals to appropriate agencies for students in need of assistance;
12. Respect the confidentiality of the counseling relationship and be guided by the NJPGA code of ethics;
13. Provide character education lessons throughout their school;
14. Develop lesson plans and instructional materials that meet the needs of each pupil using individual and group settings;
15. Maintain on-going contact with parents through conferences, **home visits** and other means, to inform them of the school program and to discuss pupil progress;
16. Make effective use of community resources to enhance the instructional program;
17. Participate in faculty meetings and serve on school and district committees as requested by administration;
18. Meet with teachers and other staff to familiarize them with the services and operations of the program so that they know when and how to request student services;
19. Facilitate the reduction of discriminatory bias by promoting respect for human differences;
20. Instruct students on classroom etiquette and develop an awareness of socially acceptable behavior;
21. Read journals and articles, attend conferences, enroll in professional memberships, provide demonstrations and workshops, and network with others in the field to keep abreast of trends and significant developments in school counseling and character education;
22. Assist in long range planning for school counseling in unison with the K-12 Guidance Curriculum;

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23. Assist in the planning and development of the K-12 Guidance Curriculum;
24. Meet regularly with the **Principal** and ongoing committees to articulate and address the needs of the students and the school district;
25. Prepare requisitions for the ordering of materials, software or supplies, where appropriate, check orders as they arrive, correct shipping errors and maintain records;
26. Give proper attention to the care and protection of school property and use materials economically;
27. Maintain cordial and workable professional and social relationships with other members of the professional and non-professional staff;
  
28. Adhere to and promote the vision, mission, philosophy, and objectives of the district, the administrative staff and the Board of Education, and interprets the policies and programs of the school in a positive and constructive manner;
29. Provide the Principal with monthly reports of their activities; and
30. Perform other duties as required by school Principals or his/her designee.

**TERM OF EMPLOYMENT:**

Ten (10) Months. Salary to be determined by the Board of Education.

**EVALUATION:**

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.

Revised 7-27-11 TME/et  
Revised 10-15-12 TME/II

**Item 5.1.1**

**\*Approval of Bills October 2012**

Approved the October bills to be paid as follows:

11-Current Expense	\$ 1,118,383.29
12-Capital Outlay	\$ 213,872.76
13-Special Schools	
15-Whole School Reform	\$ 674,972.04
20-Special Revenues	\$ 497,968.35
40-Debt Service	
30-Capital Projects	\$
60-Enterprise Fund	\$ 179,239.25
70- Internal Service Fund	
Health Benefits	\$ 1,278,397.36
Payroll	<u>\$ 5,086,035.71</u>
TOTAL	\$ 9,047,185.26

**Item 5.1.2 a-b**

**\*Approval of Financial Reports**

- a. Approved the September Treasurer's Reports for the 2012-2013 school year.
- b. Approved the September 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 September 30, 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 September 30, 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>Archway</b>			
Start Date	#	Tuition	Account#
11/13/2012	2	\$41,262.80	11-000-100-566-00-01
<b>Creative Achievement Academy</b>			
Start Date	#	Tuition	Account#
10/5/2012	11	\$46,440.00	11-000-100-566-00-01
10/9/2012	12	\$46,440.00	11-000-100-566-00-01
<b>DCF-Atlantic</b>			
Start Date	#	Tuition	Account#
10/9/2012	1	\$39,780.00	11-000-100-566-00-01
<b>DCF-Cherry Hill</b>			
Start Date	#	Tuition	Account#
10/4/2012	1	\$39,780.00	11-000-100-566-00-01
<b>Pineland Learning Center</b>			
Start Date	#	Tuition	Account#
9/26/12	15	\$43,576.20	11-000-100-566-00-01

**Item 5.1.6 a-e**

**\*Approval of Grants**

- a. Approved the acceptance of Innovated Approaches to Literacy grant funded through USDE for the time period of 30 months. The award amount is \$700,000. From November 2012 to approximately June 2014. These funds will be utilized to make available classroom libraries for both in school and at home for students in grades PK3 through 2<sup>nd</sup> grade. The program seeks to instill a love of reading as well as promoting literacy at home as a means of raising student achievement.

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- b. Approved the acceptance of the Action for Healthy Kids School Grant for Healthy Kids program which will distribute \$2000.00 to Quarter Mile Lane School. This is a one year opportunity funded through the Wal-Mart Foundation.
- c. Approved the acceptance of the Fresh Fruit and Vegetable Grant Award for the 2012-2013 school year for Cherry Street School in the amount of \$33,050.00 and Indian Ave. School in the amount of \$33,550.00. Funds will be used to provide fresh fruits and vegetables to all students in these schools for a minimum of 2 times per week.
- d. Approved the acceptance of the ERIC South 2012 Safety Grant Award in the amount of \$30,885.00.
- e. Approved acceptance of the McKinney Vento Homeless Grant Award in the amount of \$198,485.00 for the 2012-13 School Year, Year 1. This is a three year grant.

**Item 5.1.7 \*Approval of Submission of FY11 Audit Report**

To authorize the finance committee to review the audit report and grant approval for its submission in a timely manner, prior to December 5, 2012.

**Item 5.1.8 a-e \*Approval of Acceptance and Award of Bids**

- a. Approved the acceptance of the Trucks and Cargo Vans Bids:

<b>Name of Bidder</b>	<b>Three (3) Ford Super Duty F-250 4WD or an equivalent with plow package</b>	<b>Knapheide Service Body for one Ford F-250</b>	<b>Seven (7) Econoline Cargo Vans or an equivalent</b>	<b>Ford Super Duty F-550 with dump body and plow package</b>	<b>Option Bid Price – One Ford F-450 Super Duty Chassis with 10’ utility body and an aerial package</b>	<b>Total Bid Price Including the optional bid price</b>
Winner Ford	\$28,678.00 ea.	\$8,670.00	\$20,394.00 ea. HVAC package for one van - \$445.00	\$46,583.00	\$63,962.00	\$348,452.00
Bayshore Ford	\$31,315.00 ea.	\$11,000.00	\$21,930.00 ea. HVAC package for one van - \$545.00	\$50,085.00	\$68,950.00	\$378,035.00
Mall Chevrolet	No Bid	No Bid	\$20,076.00 ea HVAC package for one van - \$2,775.00	No Bid	No Bid	\$143,307.00
Brian Hoskins Ford	\$24,772.00 ea. (does not include plow package)	\$9,200.00	\$21,700.00 ea. HVAC package for one van - \$2,600.00	\$42,600.00	\$66,520.00	\$292,736.00

And to award to: Upon review and evaluation of the bids, the recommendation is to award the contract to Winner Ford for all vehicles, except the Ford Super Duty F-550. This award will go to Brian Hoskins Ford with a bid price of \$42, 600.00, which is a savings of \$3,983.00. The cost for tags and registration is included in the bid prices. Delivery time for the vehicles will be 10 – 12 weeks.

- b. Approved the acceptance of the Winter Athletics-Transportation Bids:

<b>Name of Bidder</b>	<b>Total Bid for Transportation</b>	<b>Number of Trips</b>
Sheppard Bus Service	\$10,220.00	26

And to award to: Sheppard Bus Service

- c. Approved the acceptance of the HVAC units – Broad Street Bids:

<b>Name of Bidder</b>	<b>General Construction</b>
Air Control Technology	\$145,900.00
Bernal Mechanical	\$144,250.00
Falasca Mechanical	\$131,600.00
Guadelli Brothers	\$163,400.00
South Jersey Industries	\$192,093.00
Thermal Piping	\$158,000.00

And to award to: Falasca Mechanical

- d. Approved the acceptance of the Elevator Modifications – Broad Street Bids:

<b>Name of Bidder</b>	<b>General Construction</b>
Capri Construction	\$150,137.00

And to award to: Capri Construction Co.

- e. **Math Coach (Grades 3-5)** - On two occasions, the Bridgeton Board of Education solicited Request for Proposals (RFP) for a Math Coach 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.

A contract has been negotiated with Matt Faxx Basics Training, LLC in the amount of \$88,000 to provide Math coaching for grade 3-5 math teachers.

**Item 5.1.9**                    **\*Approval of Transfers**

Approved budget transfers through October 31, 2012 for the 2012-2013 school year as attached.

**Item 5.1.10 a-b**    **\*Approval of School Bus Emergency Evacuation Drill Reports**

- a. Approved the emergency evacuation drill report for Broad Street School on October 18, 2012 from 9:00am to 12:00pm in the school parking lot using route number 38,17,37,3 & 1 under the supervision of Alesha Taylor and Karl Brown.

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- b. Approved the emergency evacuation drill report for Geraldyn O. Foster Early Childhood Center on October 2, 2012 from 9:45am to 11:00am in the school parking lot using route numbers 23,17,35 & 40 under the supervision of Deionne Thrbak.

**Item 5.1.11**            **\*Approval of Three Year Comprehensive Maintenance Plan**  
Approved the updated three year comprehensive maintenance plan for the district facilities.

**Item 5.1.12**            **\*Approval of Required Maintenance Plan**  
Approved the required maintenance plan, schedule M1, as of November 15, 2012 which reflects the prior year expenditure of required maintenance items and the minimum required maintenance budget amounts for the 2013/2014 budget year.

**Item 5.1.13**            **\*Approval of Settlement Proposal**  
Approved the acceptance of a tuition adjustment settlement from Archway in the amount of \$3,254.59. The adjustment is related to an audit of the program which was completed over fourteen years ago. The offer is approximately 37% of the actual adjustment that would be due to the district (\$8,862.95). All districts must agree to the settlement since this offer is more than we would receive should Archway be forced into bankruptcy I recommend that we agree. A resolution is attached.

**Item 5.1.14**            **\*Approval of Equipment Sale**  
Approved the sale of a non-working sander and saw in the amount of \$100.

**Item 5.1.15**            **\*Approval of Project Submission**  
Approved the submission of the Cherry Street School Site improvements project # 0540-055-13-2000 to the New Jersey Department of Education as an 'Other' project with no state funding requested.

- Item 6.1.1 a-h**            **\*Facility Usage**
- a. Approved the request of New Hope Baptist Church to use BHS auditorium for Gospel Music Festival on Saturday, April 20, 2013 from 2:00pm to 8:00pm. **Rental, Custodial 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.
- b. Approved the request of Well Done Football to use BHS stadium for Football practices and games beginning November 17, 2012 and ending May 4, 2013 (2 practices and 5 games). **Rental, Custodial, Press Box 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.



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- c. Approved the request of City of Bridgeton Boys Rec. Basketball to use Broad Street School gym for practices on Wednesday and Thursday evenings, December 5, 2012 through March 7, 2013 from 6:00pm to 8:00pm. (28 evenings) and BHS gym for games on Saturdays and Sundays, January 5 – March 10, 2013 from 12:30pm to 5:00pm. (20 days). **Rental fees of \$3,400.00 and Security fees of \$6,482.00 will be waived due to shared services, Custodial fees of \$3,446.00 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 Royal Rangers/Bridgeton Assembly of God to use Indian Ave. School Gym for gym activities Nov. 21, Dec. 12, 2012, Jan. 9 & 23, Feb. 6 & 20, March 6 & 20, April 10 & May 1, 2013. **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.
- e. Approved the request of All That Dance Studio to use the BHS Auditorium, dressing rooms, music room and lobby on June 6, 7 and 8, 2013 for Dance Recital and practices. **Rental, Custodial 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 Stone Dragon Martial Arts to use the Quarter Mile Lane all purpose room on Weds & Thursday evenings, beginning December 5, 2012 and ending May30, 2013 for martial arts training. **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.
- g. Approved the request of Stone Dragon Martial Arts to use the Bridgeton High School Gym, Locker rooms and East Cafeteria on March 16, 2013, 8:30am to 5:30pm for Martial Arts tournament. **Rental, Custodial 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.
- h. Approved the request of Bridgeton Midget Football League to use BHS stadium for championship football game on December 8, 2012, 10:00 AM – 6:00 PM. **Rental, Custodial, Press Box 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.

Motion by Mrs. Bernstein, second by Mrs. Dellaquilla approving the consent agenda.  
**Motion carried, roll call vote was 6-0-1, with Mrs. Peterson abstaining.**

#### **Item 7. Non-Consent Agenda**

##### **Item 4.4.11 c. Ratification of Resignation of Extra Contracts**

- c. Motion by Mrs. Bernstein, second by Mr. SmithBey ratifying the resignation of Ms. Delia Sweazie, as Assistant Middle School Softball Coach for the 2012-2013 school year, effective September 28, 2012.

**Motion carried, roll call vote was 7-0.**

**Item 4.4.12                    Approval of Extra Contracts**

Motion by Mr. SmithBey, second by Mrs. Bernstein approving the following extra contracts for the 2012-2013 school year, effective November 14, 2012. The rates are pending negotiations.

<b>Name</b>	<b>Position</b>	<b>Rate</b>	<b>Account #</b>
Delia Sweazie	High School Softball – Asst. Coach	\$3,252.00	11-402-100-100-00-01

**Motion carried, roll call vote was 7-0.**

**Item 4.4.17 a-c    Ratification of Suspensions of Certificated Staff**

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

- a.     Ratified the suspension with pay of a certificated staff member, whose name has been filed with the Director of Human Resources, effective October 17, 2012.
- b.     Ratified the suspension with pay of a certificated staff member, whose name has been filed with the Director of Human Resources, effective October 26, 2012.
- c.     Ratified the suspension with pay of a certificated staff member, whose name has been filed with the Director of Human Resources, effective November 7, 2012.

**Motion carried, roll call vote was 7-0.**

**Item 4.4.18                    Ratification of Termination of Certificated Staff**

Motion by Mrs. Bernstein, second by Mrs. SmithBey ratifying the termination of employment of a certificated staff member, due to abandonment of position, whose name has been filed with the Director of Human Resources, effective October 19, 2012.

**Motion carried, roll call vote was 7-0.**

**Item 4.4.19                    Ratification of Suspension and Return from Suspension of Non-Certificated Staff**

Motion by Mrs. Bernstein, second by Mr. SmithBey ratifying suspension without pay of a non-certificated staff member, whose name has been filed with the Director of Human Resources, effective November 5, 2012, and ratify the return from suspension without pay of the same non-certificated staff member, effective November 7, 2012.

**Motion carried, roll call vote was 7-0.**

**Item 6.1.1 i.    Facility Usage**

Motion by Mrs. Bernstein, second by Mrs. Peterson approving the request of Manna from Heaven to use the Buckshutem Road School Kitchen and Multi-purpose room on Saturday, July 20, 2013, 4:00 - 11:00 PM for a “Celebration of Life”. The organization is requesting waiving of the rental fee. District employees are volunteering their time for custodial, kitchen and security. **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 carried, roll call vote was 6-0-1, with Ms. Edwards abstaining.**

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

8.1 Motion by Mr. SmithBey, second by Mr. Williamson approving a sick bank for Roseann Amaranto, Teacher at BHS. This sick bank is to be effective October 23, 2012 until January 7, 2013 or released from doctor's care.

**Motion carried, roll call vote was 7-0.**

8.2 Motion by Mr. Williamson, second by Mr. SmithBey approving request of Ms. Donna Langley, Teacher at Geraldyn O. Foster Early Childhood Center, for a **Board Approve Leave**, without pay from November 13, 2012 to June 30, 2013.

**Motion carried, roll call vote was 7-0.**

8.3 Motion by Mrs. Peterson, second by Mr. Williamson approving request of Ms. Veronica Gutowski, Secretary at Broad Street School, for a **Board Approve Leave**, without pay from November 16, 2012 to November 28, 2012.

**Motion carried, roll call vote was 7-0.**

**Item 10. ADJOURNMENT**

Motion by Mrs. Bernstein, second by Mrs. Peterson approving adjourning the meeting at 7:37pm.

**Motion carried, roll call vote was 7-0.**

Respectfully Submitted,

Nicole M. Schoener  
School Business Administrator

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**Executive Session Minutes**  
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The public action meeting of the Bridgeton Board of Education was called to order at 6:02 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, Mrs. Mary Peterson and 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.

**The Board solicitor explained that a resolution in the case with R.G. a secretary. The individual is resigning effective December 31, 2012. Mr. Kienzle read the resolution to agree to the settlement.**

**Motion by Ms. Edwards, second by Mrs. Bernstein approving the R.G. resolution.  
Motion carried, roll call vote was 7-0.**

**Item 4.4.17b Mr. Everett reviewed the reasons for suspension of a certificated staff (C.V.) the employee had a last chance agreement.**

**Mr. Everett presented information on item 4.4.17**

- a) Suspension of certificated staff for inappropriate conversation with students. Mr. Stevens provided information to the board on sites that were found on the district laptop.**
- b) Suspension of certificated staff teacher at Cherry Street who allegedly pushed a student.**
- c) 4.4.18-certificated staff member was terminated for abandonment of position.**
- d) 4.4.19-Suspension and return from suspension for a non-certificated staff member who appeared to be under the influence but testing showed that she was not.**

**Dr. Jones informed the Board that we received a civil lawsuit in federal court accusing he was not hired due to his race.**

**RETURN TO THE PUBLIC**

Motion by Ms. Edwards, second by Mrs. Bernstein, approving the return to the public portion of the meeting at 7:20 p.m.

**Motion carried, roll call vote was 7-0.**

Respectfully submitted,

Nicole M. Schoener  
School Business Administrator