From: **Resident** <opra+request-16922-43590bc5@requests.opramachine.com>
Date: Wed, Sep 23, 2020 at 6:33 PM
Subject: OPRA request - Board agenda
To: OPRA requests at Brick Township School District <jedwards@brickschools.org>

Dear Brick Township School District,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Copies of the Personnel/Human Resources section(s), and any relevant attachments, of the Brick Board of Education agenda for meeting(s) held in January 1995.

Yours sincerely,

Resident

APPROVE SUB. TEACHING LIST

(a) Move the Board of Education approve the employment of substitute teachers for the 1994-1995 school year, as per the attached list.

APPROVE EMPLOYMENT C FOLLOWING TEACHERS

(b) Move the Board of Education approve the employment of teachers for the 1994-1995 school year, as follows:

Mrs. Mary Lane Huch
342 Seneca Ct.
Brick, NJ 08724
EFF: 1/30/95-6/30/95
A/C# 1121319919177999 (146)

B.S. - St. Peter's Col.
Step 1- Bachelor's Guide
Salary- $25,705
Teach - LRMS/Special Ed.
Pro-rata $13,109.54

Ms. Kerry Linstra
751 Hardean Rd.
Brick, NJ 08724
EFF: 1/13/95-6/30/95
A/C# 11120100101880A2

B.A. - Trenton State Col
Step 1- Bachelor's Guide
Salary- $25,705
Teach - Lanes Mill/B.S.I.
Pro-rata $14,394.84

APPROVE FOLLOWING LEAVES OF ABSENCE

(c) Move the Board of Education approve the leaves of absence for the 1994-1995 school year, as follows:

Mrs. Lynn Koch	EHYS	Child Care Leave
EFF: 2/27/95-6/30/95	Sp. Ed.	Without Pay
Extension of Leave granted 10/6/94		

Mrs. Denise Scanga	BTMHS	Family Leave
EFF: 5/9/95-6/14/95	Science	With Pay
Brick Experience - 8.4 years		

Mrs. Laurie Wilson	BTMHS	Child Care Leave
EFF: 12/17/94-6/30/95	Business	Without Pay
Extension of Leave granted 6/16/94		

APPROVE EXTEI OF EMPLOY. OF FOLLOWING TEACHERS

(d) Move the Board of Education approve the extension of employment of the following teachers for the 1994-1995 school year, as follows:

Mrs. Debra Fazio
1431 White Spruce Dr.
Toms River, NJ 08753
EFF: 2/13/95-6/30/95
A/C# 1121310010188000 (146)

B.A. - Kean College
Step 6- Bachelor's Guide
Salary- $28,525
Teach - VMMS/Resource Room
Pro-rata - $13,121.54

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Mrs. Nanci Franzese
607 Hillside Ave.
Pt. Pleasant, NJ 08742
EFF: 2/2/95-6/30/95
A/C# 11140100101880A1 (115)

B.A. - Monmouth College
Step 1- Bachelor's Guide
Salary- $25,705
Teach - BTMHS/English
Pro-rata - $12,723.98

Mrs. Carol Landy
101 Besante Blvd.
Brick, NJ 08724
EFF: 12/17/94-6/30/95
A/C# 11140100101880A1 (115)

M.A. - Montclair College
Step 9- Master's Guide
Salary -$36,190
Teach - BTMHS/Bus. Ed.
Pro-rata **$23,163.38**

APPR. TRANS. OF FOLLOWING STAFF

(e) Move the Board of Education approve the transfer of staff from one school building to another as follows:

	FROM	TO
Donald Reid	VMMS Guidance	BTMHS Guidance
A/C# 110002131018841C (182) EFF: 1/18/95		
Rosemary Heckendorn	EHYS Grade 5 A/C# 11120100101880A2	VMMS Guidance 110002131018841C
EFF: 1/18/95	(105)	(182)
Amy Kazawic	Lanes Mill B.S.I. A/C# 11120100101880A2	EHYS Grade 5
EFF: 1/18/95	(105)	

APPR. E. SCHORR FIELD WORK EXP.

(f) Move the Board of Education approve Eric Pschorr to have fieldwork experience for a total of 130 hours between 1/5/95 and 2/3/95. This fieldwork will be completed at Brick Township High School, Preschool Handicapped Class.

(g) Move the Board of Education approve the following observation experiences:

Name/Placement	School	DATES
Maegen Alt Midstreams Gr. 1	Georgian Ct. Col.	60 Hours Start 2/6/95

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Lillian Curran Midstreams/Gr. 4	Monmouth College	Jr. Field Exp. 2/6/95-4/28/95
Bob D'Amato EHYS/Gr. 5	Monmouth College	Jr. Field Exp. 1/6/95-4/28/95
Kristal Dias Lanes Mill School	Georgian Ct. Col. Graduate School	25 Hours 1/12/95-6/30/95
Candace DiTaranto BTMHS/Sp. Ed.	Georgian Ct. Col.	60 Hours Start 2/6/95
Ami Drewes Osbornville/Grade 1	Georgian Court Col.	60 Hours Start 2/6/95
Scott Kiewe BTHS/Laurelton	Kean College	45 Hours 1/9/95-4/28/95
Greg Maestri DP/P.I. Class	Monmouth College	Jr. Field Exp. 2/6/95-4/28/95
Wendy McBride HERB/Gr. 1	Monmouth College	Jr. Field Exp. 2/6/95-4/28/95
Carol Petillo BTHS/Laurelton BTMHS/Nurse	Jersey City State	Student Teach 1/17/95-5/15/95
Mary Piccicacco BTHS/Nurse VMES/Nurse	Jersey City State	Student Teach 1/23/95-2/3/95 2/6/95-2/17/95
Keri L. Podlinski Lanes Mill/Grade 2	Monmouth College	Jr. Field Exp. 2/6/95-4/28/95
Mary Beth Prince Drum Pt/ Grade 5	Georgian Ct. Col.	60 Hours Start 2/6/95
Samantha Rivera EHYS/Primary P.I.	Monmouth College	Jr. Field Exp. 2/6/95-4/28/95
Kristi Scherb LRMS/Grade 8	Georgian Ct. Col.	60 Hours Start 2/6/95

Revision of Placement previously approved 11/94 meeting

Ernest Zahn	Jersey City State	Senior Experience
VMES/Nurse		1/23/95-2/3/95
BTHS/Nurse		2/6/95-2/17/95
Kimberly Zehrer	Georgian Ct. Col.	60 Hours
Vets Elem/P.I. I		Start 2/6/95

APPR. PAYM. ADULT SCHOOL

(h) Move the Board of Education approve the following payments for the fall semester at Brick Community Adult School.

Instructor	Course	Salary
Joanne Swannick	Thirty Something Aerobics	$288
Phil Baratta	Volleyball	$108
Michelle Aldredge	Marketing Your Own Crafts	$ 72
Rita Yahm	ESL - Beginners	$1,026
Sandra Rosenberg	ESL - Advanced	$324

A/C# 0954 000

ACCEPT RESIGN OF NORA BARRY

(i) Move the Board of Education accept the resignation of Mrs. Nora Barry as Assistant Field Hockey Coach for Brick Township High School effective the Fall, 1995.

ACCEPT RESIGN MICHAEL RUSSOMANO

(j) Move the Board of Education accept the resignation of Mr. Michael Russomano as Assistant Boys Baseball coach effective immediately.

(k) Move the Board of Education approve the appointments to Schedule "D" and "E", as follows:

A/C #1140110010188010 (169)
Brick Township High School

James Jaworski	School Store	$1,510

A/C #1140110010188016 (170)
Brick Township Memorial High School

Eileen Weiss	School Store	$1,510

A/C #1140210010188016 (174)
Brick Township Memorial High School

Scott Eckstein	Asst. Girls Soccer Coach	$3,055
Karen Autenrieth	Cheerleading (winter)	$1,890
Richard Jubak	Asst. Baseball Coach	$3,055
James Calabro	Head Boys Outdoor Track	$4,600
Paul Walski	Asst. Boys Outdoor Track	$3,055
Dean Albanese	Asst. Boys Spring Track	$3,055
Kerry Lindstra	Asst. Girls Soccer	$3,055
Michael Russomano	Asst. Softball Coach	$3,055
Alan McTague	Asst. Baseball Coach	$3,055

(l) Move the Board of Education rescind the following Schedule D appointments for the 1994-1995 school year due to lack of enrollment: RESCIND SCHEDULE D

Tom Baxter, BTMHS	Head Coach, Boys Indoor Track
Doug Ross, BTMHS	Asst. Coach, Boys Indoor Track

(m) Move the Board of Education approve the appointment of Dr. Michael Gall as Adult School Supervisor, for the semester beginning 1/23/95, at a rate of $2,500 per semester, effective January 13, 1995. APPROVE APPT. OF DR. M. GALI AS ADULT SCHOOL SUPERVISOR

(n) Move the Board of Education approve the appointment of Mrs. Lenora Scaturro as Supervisor/Counselor of Adult Basic Education (ABE) for the semester beginning 1/23/95, at a rate of $1,500 per semester, effective January 13, 1995. APPROVE APPT. OF L. SCATURR (ABE) Super./ COUNSELOR

(o) Move the Board of Education approve the following job descriptions: APPROVE FOLLOWING JOB DESCRI

Director of Special Education
Director of Pupil Personnel Services

(p) Move the Board of Education approve the following revised job descriptions:

Superintendent
Business Administrator
Supervisor of Curriculum & Instruction
Principal
Assistant Principal

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Regulations

No. 2131R

Board of Education
BRICK TOWNSHIP

ADMINISTRATION

JOB DESCRIPTION
SUPERINTENDENT OF SCHOOLS

GENERAL RESPONSIBILITY

To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services team in setting and achieving the highest standards of excellence so that each individual student enrolled in the school district may be provided with a complete, meaningful, and personally rewarding education.

The Superintendent of Schools shall be the executive officer to the Board and shall be directly responsible to it for the execution of its policies; for the faithful and efficient observance of its rules by all employees throughout the system; for the management of the work of the several departments whose duties, apart from those required by law, he/she shall assign; and for the enforcement of all provisions of the law relating to the operation of the schools or other educational, social, and recreational agencies or activities under the charge of the Board.

PERFORMANCE RESPONSIBILITIES

1. Attends and participates in all meetings of the Board except when his/her own appointment, efficiency, contract, or salary is being considered; and serves as an ex-officio member of Board committees;

2. Recommends appointments, reappointments, suspensions, dismissals, and transfers of all personnel;

3. Sees that all policies and regulations of the Board are properly implemented and advises the Board of the need for new or revised policy;

4. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of Schools of final responsibility for the action taken under such delegation;

5. Directs and maintains a continuous program of evaluation of the effectiveness of any and all phases of the educational program;

6. Directs and maintains a continuous program of evaluation of all employees; makes recommendations as to the continuation of employment of nontenured personnel and the granting of incremental salary increases to all employees;

7. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts, and time schedules to be used in the schools;

8. Prepares and submits to the Board recommendations relative to all matters requiring Board action and provides the Board with such necessary facts, information, and reports as are needed to ensure the making of informed decisions;

9. Prepares and recommends an annual budget for adoption by the Board and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policy;

10. Insures that all school buildings are safe, clean, attractive, and in good repair;

11. Represents the schools before the public and maintains through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools;

12. Makes such decisions as may be necessary to make the policies and regulations of the Board of Education effective in the management of the schools. In all matters not covered by these policies and regulations, he/she shall act on his/her own discretion, reporting his/her action to the Board for its information and/or approval as soon thereafter as possible;

13. Directs the development of school and district objectives, plans, and programs. Prepares and presents

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necessary data and explanations to the Board for making informed decisions concerning the approval of school and district objectives, plans, and programs;

14. Makes district and school reports to the Board of Education, and when so required, to the County Superintendent of Schools, the State Commissioner of Education, and the State Board of Education;

15. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district;

16. Maintains a positive working relationship within the school system by keeping the staff fully informed in as many areas as possible;

17. Attends, or delegates a representative to attend, all meetings of municipal, county, and state agencies at which matters pertaining to the school district appear on the agenda or are expected to be raised;

18. Keeps informed of current educational thought and practices by advanced study, visiting other systems, attending educational conferences, reading professional publications, and other appropriate means and informs the Board of trends in education;

19. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; receives from employees all communications to be made to the Board; and exercises power to make such rules and give such instructions to school employees and students as may be necessary to implement Board policy;

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20. Performs such other tasks or functions as may be assigned by a majority vote of the Board.

Date Adopted:

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BRICK TOWNSHIP PUBLIC SCHOOLS
BRICK, NEW JERSEY

JOB DESCRIPTION

TITLE:	Business Administrator
QUALIFICATIONS:	New Jersey School Business Administrator Certificate (or corresponding certificate with advanced standing)
REPORTS TO:	Superintendent of Schools
SUPERVISES:	All subordinate, non-certificated staff
JOB GOAL:	The Business Administrator is responsible directly to the Superintendent of Schools for the overall planning, coordination and management of all financial and business activities of the school district and the management and supervision of support services and non-certificated personnel.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the management of the financial affairs of the school district.
2. Assumes responsibility for budget development and long-range financial planning.
3. Establishes and supervises a program of accounting that records all money and credit transactions in sufficient detail.
4. Supervises the collection, safe-keeping, and distribution of all funds and acts as the payroll officer for the district.
5. Manages the district's real estate and insurance programs.
6. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance, repair, grounds and custodial requirements of the district.
7. Develops and administers a transportation program to meet all the requirements of the curricular and extracurricular programs.

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8. Insures that all district fiscal and support services comply with the laws and regulations of the State, the negotiated agreements and policies of the Board, and the directives of the Superintendent.

9. Assists in recruiting, hiring, training, supervising, and evaluating all support personnel.

10. Evaluates the effectiveness of programs in areas of responsibility and recommends changes in program, staffing, or management strategies as necessary.

11. Assumes responsibility for the district's food services program.

12. Uses administrative management practices which promote the efficient and effective operating of the areas of responsibility.

13. Identifies areas for personal and professional growth, acquires appropriate skills and information and applies them.

14. Works cooperatively with the administrative staff toward the achievement of district objectives.

15. Supervises the school district purchasing and warehouse departments.

16. Acts as appointing authority for the New Jersey Department of Personnel - Civil Service.

17. Acts as Board of Education liaison with school board attorney on legal matters for the school district.

18. Assumes responsibility for new construction and remodeling and rehabilitation of buildings and maintains direct contact with architects who are employed by the Board of Education.

19. Performs such other duties as may be required by law or as the Board of Education or Superintendent may direct.

TERMS OF EMPLOYMENT: Twelve-month basis. Salary and work year to be negotiated with the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's

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policy on Evaluation of Professional Personnel.

Approved:

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BRICK TOWNSHIP PUBLIC SCHOOLS
BRICK, NEW JERSEY

JOB DESCRIPTION

TITLE: Director of Special Education

QUALIFICATIONS:
1. At least five years experience as a teacher of classified, special education students
2. New Jersey Principal/Supervisor's certificate (or corresponding certificate with advanced standing)

EVALUATED BY: Assistant Superintendent

SUPERVISES: Supervisor of Special Education, Child Study Teams, Teachers of the Handicapped

JOB GOAL: The Director of Special Services shall be responsible for the coordination of all special education programs and auxiliary services affecting special education pupils

PERFORMANCE RESPONSIBILITIES:

1. Directs and coordinates all services available to all special needs students.
2. Presents short term and long term plans for special education students.
3. Provides leadership and direction to supervisory and child study teams, certified and non-certified staff members.
4. Works cooperatively with building administrators, staff and parents in establishing individualized programs for students with special needs.
5. Assists the Assistant Superintendent with the preparation of the annual budget for special services as well as the preparation of grant applications.
6. Oversees the assessment of student progress and the effectiveness of the educational program.
7. Assures the revision of curriculum and instruction occurs based on student and community needs.

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8. Identifies areas of professional growth, acquires appropriate skills and information and applies them.

TERMS OF EMPLOYMENT: This job description shall be consistent with the terms and conditions of employment as set forth in the Agreement Between the Brick Township Board of Education and the Brick Township Association of School Administrators.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board of Education Policy for Professional Personnel.

Approved:

JAN 1 2 1995

BRICK TOWNSHIP PUBLIC SCHOOL
BRICK, NEW JERSEY

JOB DESCRIPTION

TITLE: Director of Pupil Personnel Services

QUALIFICATIONS:

1. New Jersey Certificate for Student Personnel Services
2. Principal/Supervisors Certificate (or corresponding certificate of eligibility)

REPORTS TO: Assistant Superintendent

SUPERVISES: Counselors in all Middle Schools and High Schools

JOB GOAL: To achieve and maintain standards of excellence in the guidance department so that each student may derive the greatest academic and personal benefit from the counseling experience

PERFORMANCE RESPONSIBILITIES:

1. Directs the establishment and maintenance of the Guidance Department consistent with the educational goals developed by the Board of Education.
2. Assesses the effectiveness of the Guidance Department to determine what practices and objectives to maintain or modify.
3. Supervises the guidance program and evaluates staff in order to obtain the objectives of the educational program.
4. Plans and provides for an environment that supports the educational program and maintains the mental and physical health and safety of students and staff.
5. Assists counselors in improving their professional performance.

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6. Recommends and monitors the allocation and expenditure of budgetary funds to support the attainment of program objectives.

7. Uses management practices that promote the efficient and effective operation of assigned area.

8. Supervises and provides for an effective district-wide testing program.

9. Supervises and provides for an effective state testing program.

10. Provides for a regular post-secondary review to gain information and evaluate curriculum.

11. Communicates regularly with district-wide administration concerning curriculum updates and information needed for an effective program of studies.

12. Communicates regularly with building-based Administrators regarding curriculum changes and the Guidance Department program.

13. Plans and develops the master schedule at the high school level and aids the building administration with the master schedule at the middle school level.

14. Supervises the counselors of the Drug and Alcohol Program on the high school and middle school level in order to obtain the objectives of the educational program.

15. Performs tasks and duties required by his/her superordinate.

TERMS OF EMPLOYMENT: This job description will be consistent with the terms and conditions of employment as set forth in the agreement between the Brick Township Board of Education and the Brick Township Association of School Administrators.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved:

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BRICK TOWNSHIP PUBLIC SCHOOLS
BRICK, NEW JERSEY

JOB DESCRIPTION

TITLE: Supervisor of Curriculum and Instruction

QUALIFICATIONS: Principals/Supervisors Certificate (or corresponding certificate of eligibility)

REPORTS TO: Assistant Superintendents

SUPERVISES: Teachers

JOB GOAL: Has primary responsibility for the development, evaluation, and improvement of educational programs. Supervises the implementation and articulation of educational programs throughout the district. Assists with the supervision and evaluation of personnel. Plans and implements staff development programs to develop and maintain excellence in instructional practices.

PERFORMANCE RESPONSIBILITIES:

1. Directs the establishment and maintenance of an educational program for his/her assigned program area(s) consistent with the educational goals developed by the Board of Education.

2. Assesses student progress and the effectiveness of the educational program in assigned curricular area(s) to determine what practices or objectives to maintain or modify.

3. Supervises classroom instruction and evaluates staff in order to attain the objectives of the educational program.

4. Plans, develops, and implements programs for staff development.

5. Conducts grade level/departmental meetings on a school/district-wide basis for curriculum and/or instructional purposes.

6. Oversees the articulation of educational programs between grade levels and school units throughout the school system.

7. Identifies areas for personal professional growth, acquires appropriate skills and information, and applies them.

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8. Performs such tasks and duties as may be required by his/her superordinate.

TERMS OF EMPLOYMENT: This job description shall be consistent with the terms and conditions of employment as set forth in the Agreement Between the Brick Township Board of Education and the Brick Township Association of School Administrators.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

PERFORMANCE CRITERIA

1. Provide leadership and direction in the implementation of the district educational program as contained in the Program of Studies manual.

   Indicators:

   a. Is well versed in the policies and goals of the district which establish the basis for the educational program.

   b. Implements curriculum as defined in the Program of Studies.

   c. Works cooperatively with personnel in all divisions to ensure uniform implementation of the educational program.

   d. Involves staff, community, and administration in planning, developing, and evaluating the educational program.

   e. Keeps abreast of new developments in curriculum and of new courses which are required by the Sate of New Jersey.

2. Coordinates the implementation of the elementary program among the elementary schools in the district.

   Indicators:

   a. Visits with teachers and administrators on a regular basis to discuss program implementation.

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b. Ensures that each classroom teacher has a copy of the district Program of Studies and that the program is being implemented accordingly.

c. Observes, regularly, the instructional materials which are used in the classrooms.

d. Assists teachers and administrators in securing the appropriate materials and supplies which are used in implementing the educational program.

e. Prepares the district DRI and DMI for the annual administration of this evaluation process.

3. Conduct grade level meetings on school or district-wide basis for the purpose of curriculum development, implementation, and revision.

Indicators:

a. Conducts, regularly, meetings with teachers by grade level and across grade levels.

b. Attends school faculty meetings as the advisor and interpreter of the district's educational program.

c. Analyzes test results to determine strengths and weaknesses, by grade level, in the educational program.

d. Assumes a leadership role in organizing committees for the purpose of program review and curriculum revisions.

e. Keeps administrators informed of program implementation in their schools and across the district.

4. Conduct in-service activities as needed to enhance the implementation of the educational program.

Indicators:

a. Assumes a leadership role in organizing and implementing the annual district Professional In-Service Day.

b. Organizes on-going in-service workshops which address specific needs.

c. Assists teachers and administrators in developing Professional Improvement Plans (PIP's).

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d. Provides informational programs for parents and other community members.

e. Evaluates the effectiveness of all programs of in-service.

5. Observe teaching performance and conduct demonstration teaching lessons for the purpose of improving teaching techniques and methods.

Indicators:

a. Visits classrooms to observe specific lessons and to assess the effectiveness of the lesson as measured by student reaction.

b. Conducts post observation conferences with teachers to assess the level of performance.

c. Recommends specific techniques which will enhance the teachers performance.

d. Recommends specific activities for which a teacher would want to take a professional in-service day. This activity could be in or out of the district.

e. Assists the teachers in clarifying program objectives and in obtaining materials to help improve program implementation.

f. Meets regularly with administrators to report the results of the classroom visits and the post observation conference.

6. Oversees the articulation of the elementary program with the middle school program.

Indicators:

a. Meets regularly with administrators and supervisors of the middle schools to discuss the educational program continuum, K-8.

b. Attends faculty meetings and grade level meetings to advise staff on educational program matters.

c. Coordinates curriculum revision at the K-5 level with programming in grades 6-8.

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d. Evaluates testing results in the 6-8 level for possible program implications at the K-5 level.

e. Advises assistant superintendents about program strengths and weaknesses, K-8, and makes recommendations concerning program improvement.

f. Strives to achieve consistency in program implementation and in evaluation of pupil performance.

Approved:

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BRICK TOWNSHIP PUBLIC SCHOOL
BRICK, NEW JERSEY

JOB DESCRIPTION

TITLE: Principal

QUALIFICATIONS: New Jersey State Principals Certification (or corresponding certificate of eligibility)

REPORTS TO: Assistant Superintendent

SUPERVISES:
1. All staff assigned to the school
2. Other resource and service personnel while functioning in assigned school

JOB GOAL: To provide leadership, supervision, and coordination of the total educational program within the school

PERFORMANCE RESPONSIBILITIES:

1. Directs the establishment and maintenance of a school philosophy and an educational program consistent with Brick Township Public School goals, policies, and regulations.

2. Orients, assigns, supervises, and evaluates staff in order to attain the objectives of the educational program.

3. Plans and provides for an environment which supports the educational program and maintains the mental and physical health and safety of students and staff.

4. Uses administrative and management practices which promote the efficient and effective operation of the school.

5. Insures the proper evaluation of student progress and of the effectiveness of the program to determine what practices or objectives to maintain or modify.

6. Organizes and administers the public relations program for the school.

7. Prepares and administers the school budget and supervises school finances.

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8. Communicates regularly with school as well as district-wide personnel to attain the objectives of the educational program.

9. Identifies areas for personal professional growth, acquires appropriate skills and information and applies them.

TERMS OF EMPLOYMENT:

This job description shall be consistent with the terms and conditions of employment as set forth in the agreement between the Brick Township Board of Education and the Brick Township Association of School Administrators.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved:

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BRICK TOWNSHIP PUBLIC SCHOOLS
BRICK, NEW JERSEY

JOB DESCRIPTION

TITLE: Assistant Principal

QUALIFICATIONS: New Jersey State Principal's Certificate (or corresponding certificate with advanced standing)

REPORTS TO: Principal

SUPERVISES:
1. All staff assigned to the school
2. Other resource and service personnel while functioning in assigned school

JOB GOAL: To assist the Principal in the supervision and management of building staff and students

PERFORMANCE RESPONSIBILITIES:

1. Directs the establishment and maintenance of a school philosophy and an educational program consistent with Brick Township Public School goals, policies, and regulations.

2. Orients, assigns, supervises, and evaluates staff in order to attain the objectives of the educational program.

3. Plans and provides for an environment which supports the educational program and maintains the mental and physical health and safety of students and staff.

4. Uses administrative and management practices which promote the efficient and effective operation of the school.

5. Issues the proper evaluation of student progress and of the effectiveness of the program to determine what practices or objectives to maintain or modify.

6. Organizes and administers the public relations program for the school.

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7. Prepares and administers the school budget and supervises school finances.

8. Identifies areas for personal professional growth, acquires appropriate skills and information and applies them.

9. Communicates regularly with school as well as district-wide personnel to attain the objectives of the educational program.

10. Performs such tasks and duties as may be required by his/her superordinate.

TERMS OF EMPLOYMENT:

This job description shall be consistent with the terms and conditions of employment as set forth in the agreement between the Brick Township Board of Education and the Brick Township Association of School Administrators.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

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SUBSTITUTE TEACHERS TO BE APPROVED AT
BOARD OF EDUCATION MEETING
JANUARY 12, 1995

Frances Adams
611 Thoroughfare Road
Brick, NJ 08724

Margaret Briscoe
279 Monterey Circle
Lavallette, NJ 08735

Lisa DeCarlo
481 Aurora Place
Brick, NJ 08723

Jane Fix
764 Sycamore Road
Brick, NJ 08723

Robert Jones
213 Quadara Blvd.
Brick, NJ 08724

Laurie Lutkiewicz
590 Allan Road
Brick, NJ 08723

Brian McLaughlin
277 Mantoloking Rd
Brick, NJ 08723

Robert Ostrander
102 Monmouth Road
Freehold Twp, NJ 07728

Megan Rochford
144 Minnisink Rd
Manasquan, NJ 08736

Arlene Wacha
1 Deer Path
Brick, NJ 08724

Jennifer Benanti
562 Susan Drive
Brick, NJ 08723

Gregory Carpino
157 Royal Drive
Brick, NJ 08723

Daniel DeJianne
681 Millbrook Road
Brick, NJ 08724

Diane Hoagland
2003 Nassau Drive
Spring Lake, NJ 07762

Joseph Jordan
1805 Riviera Parkway
Pt. Pleasant, NJ 08742

Marlene Martino
2277 Lanes Mill Rd
Brick, NJ 08724

Maureen McPherson
460 Laurel Avenue
Brick, NJ 08723

Jamie O'Reilly
241 Harbor Drive
Lavallette, NJ 08735

Marijane Thompson
131 Jib Circle
Brick, NJ 08724

Motion was made by Mr. Stephens, seconded by Mr. Mercer, with a unanimous roll call vote to approve Personnel Non-Teaching Items (a) through (f) as follows:

(a) Move that the Board of Education approve the change in title for Rosemary Russell from her position of Telephone Operator/PA to Clerk Typist/RA, (return to permanent title) with no change in salary ($20,996., step 12), effective January 13, 1995 through June 30, 1995, subject to all Civil Service rules and regulations. APPROVE CHANGE IN TITLE FOR R. RUSSELL

(b) Move the Board of Education approve the temporary appointment of the following people to the position of substitute School Bus Driver, at an hourly rate of $9.64, effective from the first day of employment through June 30, 1995, subject to all Civil Service rules and regulations, including the three month working test period: APPROVE TEMP. APPT. POSITION OF SUB. SCHOOL BUS DRIVER

Scott D. Butler
2747 Hooper Avenue
Brick, NJ 08723

Joan Lorenzo
1434 Brentwood Ave
Brick, NJ 08724

Charles Barbato
232 Quadara Blvd.
Brick, NJ 08724

(c) Move the Board of Education approve the following leaves of absence without pay, as indicated below: APPROVE FOLLOWING LOA'S W/O PAY AS FOLLOWS

Caroline Hayes
School Bus Driver
9-1-94 - 12-31-94 (extended)

Paul Lanzelotti
Custodial Worker
9-26-94 - 3-27-95

Angelia Trottini
Principal Clerk Typist
1-3-95 - 9-1-95 (extended)

Nicole Morano
Teacher Aide
1-3-95 - 7-1-95

(d) Move the Board of Education record the resignation of Margaret Alesso from her position of Teacher Aide, effective December 1, 1994. RECORD RESIGNATION OF M. ALESSO

(e) Move the Board of Education approve the regular appointment of Robert Merten to the position of Custodian, at an annual salary of $19,170., step 8, plus $500 Black Seal for a total salary of $19,670., effective January 12, 1995 through June 30, 1995, in accordance with Civil Service Certification of Eligibles dated December 12, 1994. APPROVE APPT. OF R. MERTEN TO POSITION OF CUST.

(f) Move the Board of Education record the termination of William J. Banyasz from his position of Custodial Worker, effective December 16, 1994. RECORD TERMINATION OF WILLIAM BANYASZ, CUSTODIAN

APPROVE AUXILIARY ITEMS

Motion was made by Mr. Mercer, seconded by Mr. Stephens, with a unanimous roll call vote to approve Auxiliary Items (a) through (e), holding Item (f) with reference to the Annual School Election and Building Referendum, as follows:

ACCEPT FOLLOWING REPORTS

(a) Move the Board of Education accept reports submitted as follows:

Field Trip Requests
Suspensions

ADVISED OF FOLLOWING INFO TO ENROLLMENT

(b) Move the Board of Education be advised of the following information with regard to enrollment:

	11/30/94	12/31/94
Kindergarten to 6	4,924	4,926
Grades 6-8	2,051	2,052
BTHS	1,271	1,269
BTMHS	1,198	1,184
Specials	620	598
Bedside	41	54
Total	10,105	10,083

APPROVE REQUESTS FOR FACILITIES

(c) Move the Board of Education approve requests for the use of our facilities as submitted.

APPROVE OUT-OF-DIST. PLACEMNT OF STUDENTS

(d) Move the Board of Education approve the out-of-district placement of students for the 1994-95 school year as attached.

APPROVE TRANS. JOINTURES, ETC.

(e) Move the Board of Education approve transportation jointures, contracts and addenda, as attached.

MR. MERCER ACCEPTS TO JOIN YOUTH SERVICES COMM.

Mr. Cline noted that he received an invitation from Council President MaryLou Powner to participate on the Youth Services Committee. This committee addresses the issues in and out of school. Mr. Cline offered this opportunity to Mr. Mercer to represent the Board of Education and serve on this committee. With a consensus of the Board and Mr. Mercer's acceptance, he will serve on the Youth Services Committee.