

BRICK PUBLIC SCHOOLS
Brick, New Jersey

EVALUATION OF TENURED TEACHING STAFF MEMBERS

The Board of Education recognizes that the evaluation of tenured teaching staff members is essential to the achievement of the educational goals of this district. This policy and its accompanying procedures specify the rationale and methods for so doing.

The purpose of this evaluation program shall be to promote professional excellence and improve the skills of tenured teaching staff members, improve student learning and growth, and provide a basis for the review of staff performance.

Each tenured teaching staff member, except the Chief School Administrator, shall be evaluated annually by appropriately certified and trained administrators or supervisors against criteria which evolve logically from the instructional priorities and program objectives of each staff member's position as specified in the job description for his/her position. In addition, each tenured teaching staff member shall be evaluated using multiple measures of pupil progress and growth.

The Chief School Administrator shall develop, in consultation with tenured teaching staff members, job descriptions for each teaching staff member position and evaluation criteria for said positions based directly upon job descriptions. The job descriptions should be concise, stating major responsibilities as briefly as possible. All job descriptions are to be provided to the Board for approval.

In order to insure the greatest benefit to the district from this program of evaluation, the Board will provide leadership, adequate resources for supervision and professional development, time to conduct evaluations properly, and, subsequently, time for in-service training to ensure that qualitative improvements occur as a consequence of staff evaluation. These factors are all intended to improve the learning experiences of students. If the ultimate benefits of evaluation are to be realized, all parties - teachers, administrators and this Board - must support the program.

It shall be the responsibility of the Chief School Administrator to ascertain that each tenured teaching staff member is provided a copy of this policy statement, his/her job description, and his/her evaluation criteria annually by October 1 and to distribute amendments thereto within ten working days of their adoption. The Chief School Administrator shall report at least annually on the effectiveness of the evaluation system and shall recommend means to improve it whenever desirable.

The Chief School Administrator shall in the implementation of this policy develop procedures, in consultation with tenured teaching staff members, for:

1. the preparation of job descriptions;

2. the preparation of evaluation criteria;
3. the collection and reporting of data which is appropriate to the job description and minimally includes the observation of classroom instruction;
4. the observation conferences between the teaching staff member and the supervisor;
5. the preparation of individual professional improvement plans;
6. the preparation by the supervisor of an annual written performance report, which shall include: the teaching staff member's performance areas of strength and weakness, and individual professional improvement plan developed by the member and the supervisor, and a summary of the results of formal and informal assessment of his/her pupils along with a statement of how these indicators relate to the effectiveness of the overall program and the performance of the members;
7. the conduct of an annual summary conference between the supervisor and the member which shall include: the review of the member's performance, his/her progress toward the objectives set forth in the professional improvement plan developed at the previous annual conference, pupil assessments and growth toward program objectives, and the annual written performance report prepared by the supervisor;
8. the signing of the annual written performance report within five working days of the annual summary conference and the provision that the member may, within ten working days of the signing of the report, augment the said report with additional performance data.

BRICK PUBLIC SCHOOLS
Brick, New Jersey

REGULATION

PREPARATION OF JOB DESCRIPTIONS

In accordance with the policy of the Board promulgated to comply with the rules of the State for the evaluation of tenured teaching staff members, a job description shall be prepared for each type of certified staff member position in the district. This is intended to include all administrative and educational specialist positions as well as teaching positions.

Wherever possible, each job description shall:

1. be generic, covering a number of specific positions;
2. be written in the same format, using the active and present tense, operational verbs, common terminology, and a direct, simple style.

Each job description must include a specification of the position, duties and responsibilities, extent and limit of authority and work relationships within and outside the school and district.

Maintenance of district job descriptions will be the responsibility of the Director of Personnel. Job descriptions shall be reviewed annually.

Each teaching staff member shall be sent a copy of his/her current job description annually by October 1. Any revision thereto shall be provided to each holder of that job within ten working days of its adoption. Suggested revisions to job descriptions by a job holder shall be referred initially to the job holder's immediate supervisor for review.

BRICK PUBLIC SCHOOLS
Brick, New Jersey

REGULATION

PREPARATION OF EVALUATION CRITERIA

In accordance with the policy of the Board promulgated to comply with the rules of the State for the evaluation of tenured teaching staff members, evaluation criteria shall be prepared for each type of certified staff member position in the district, including all administrative and educational specialist positions.

Evaluation criteria for each such position shall derive from the job description for that position type and relate directly to each of the tasks described therein.

Wherever possible each set of evaluation criteria shall:

1. be based on observable information rather than on factors requiring subjective judgment
2. written in the same format using a direct, simple style.

Maintenance of job evaluation criteria shall be the responsibility of the Director of Personnel. Evaluation criteria shall be reviewed annually and upon revision of the corresponding job description. Each teaching staff member shall be sent a copy of the current evaluation criteria for his/her position annually by October 1. Any revisions thereto shall be provided to each holder of that job within ten working days of its adoption. Suggested revisions to evaluation criteria by job holders shall be referred initially to the job holder's immediate supervisor for review.

BRICK PUBLIC SCHOOLS
Brick, New Jersey

REGULATION

COLLECTION AND REPORTING OF EVALUATION DATA

In accordance with the policy of the Board promulgated to comply with the rules of the State for the evaluation of tenured teaching staff members, the following regulations have been prepared to guide personnel of the district authorized to evaluate teaching staff members in the collection and reporting of such data.

Data will be gathered by any one or more of the following methods:

1. direct observation of the teaching staff member in the course of performing an assigned duty;
2. review of a product from the teaching staff member which results from the performance of assigned duties;
3. conferences with the teaching staff member;
4. paper and pencil instruments;
5. audio visual monitoring of the teaching staff member in the performance of assigned duties and upon prior notification and consent of the evaluatee, thereof;
6. reference to previous performance reports.

Each teaching staff member shall be observed in the performance of his/her assigned duties at least once annually. Observations should be long enough to permit the evaluator to observe a complete performance by the teaching staff member. Wherever possible, multiple observations that focus on different areas of responsibility are desirable.

Each observation will be recorded on a separate form and a copy sent to the teaching staff member within 5 working days of the observation conference.

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REGULATION

CONDUCT OF POST-OBSERVATION CONFERENCES

PREPARATION OF ANNUAL PERFORMANCE REPORTS

In accordance with the policy of the Board promulgated to comply with the rules of the State of New Jersey, the evaluation of teaching staff members, rules for their regulations have been prepared to guide administrative and supervisory personnel in the conduct of conferences with teaching staff member by a district administrator or supervisor who participated in the conduct of each post-observation conference, to confirm the accuracy of the material collected, provide a forum for feedback, and to provide assistance to the teaching staff member whenever such aid is indicated.

1. performance areas of strength;

Each post-observation conference should be held within 10 working days of the observation, whereas necessary improvement should be scheduled for a full discussion of the issues involved.

The observation report form shall be signed and dated by the evaluator and the teaching staff member. The signature of the teaching staff member shall not necessarily be construed to indicate assent with the report.

The teaching staff member shall be indicated to add his/her comments to the report at the time of the conference and within 10 working days thereafter. these indicators relate to the effectiveness of the overall program and the performance

Each observation report shall be filed in the teaching staff member's personnel file as maintained by the Director of Personnel and a copy thereof provided to the teaching staff member which has not been included in the report prepared by the supervisor to be entered into the record by the teaching staff member.

The annual performance report shall be prepared through the use of the standard district evaluation form in combination with the individual professional improvement plan and report of pupil progress and growth.

The teaching staff member shall be provided with a copy of his/her annual performance report at least 2 working days before a scheduled conference on the report.

BRICK PUBLIC SCHOOLS
Brick, New Jersey

REGULATION

CONDUCT OF POST-OBSERVATION CONFERENCES

In accordance with the policy of the Board promulgated to comply with the rules of the State for the evaluation of tenured teaching staff members, the following regulations have been prepared to guide administrative and supervisory personnel in the conduct of observation conferences.

It is the intent of each post-observation conference to confirm the accuracy of the material collected, provide a forum for feedback, and to provide assistance to the teaching staff member whenever such aid is indicated.

Each post-observation conference should be held within 10 working days of the observation, whenever possible. Sufficient time should be scheduled for a full discussion of the issues involved.

The observation report form shall be signed and dated by the evaluator and the teaching staff member. The signature of the staff member shall not necessarily be construed to indicate assent with the report.

The teaching staff member shall be permitted to add his/her comments to the report at the time of the conference or within 10 working days thereafter.

Each observation report shall be filed in the teaching staff member's personnel file as maintained by the Director of Personnel and a copy thereof provided to the teaching staff member.

BRICK PUBLIC SCHOOLS
Brick, New Jersey

REGULATION

PREPARATION OF ANNUAL PERFORMANCE REPORTS

In accordance with the policy of the Board promulgated to comply with the rules of the State for the evaluation of tenured teaching staff members, an annual performance report shall be prepared for each tenured teaching staff member by a district administrator or supervisor who participated in the evaluation of the teaching staff member.

The annual performance report shall include:

1. performance areas of strength;
2. performance areas needing improvement based on the job description;
3. the individual professional improvement plan developed by the supervisor and the teaching staff member;
4. the summary of available indicators of pupil progress and growth and a statement of how these indicators relate to the effectiveness of the overall program and the performance of the individual teaching staff member;
5. provision for performance data which has not been included in the report prepared by the supervisor to be entered into the record by the teaching staff member.

The annual performance report shall be prepared through the use of the standard district evaluation form in combination with the individual professional improvement plan and report of pupil progress and growth.

The teaching staff member shall be provided with a copy of his/her annual performance report at least 2 working days before a scheduled conference on the report.

BRICK PUBLIC SCHOOLS
Brick, New Jersey

REGULATION

PREPARATION OF INDIVIDUAL PERFORMANCE IMPROVEMENT PLANS

In accordance with the policy of the Board promulgated to comply with the rules of the State for the evaluation of tenured teaching staff members, an individual performance improvement plan shall be developed annually by each tenured teaching staff member and his/her supervisor to correct deficiencies or to continue professional growth.

The performance improvement plan shall be done in cooperation with the teaching staff member whenever possible and shall include areas of required growth, methods of achieving that growth, and a schedule for implementation of said methods. The plan shall derive from the applicable evaluation criteria and focus on the most important areas of professional growth for each teaching staff member as determined from weaknesses identified in his/her evaluation. When no significant areas of weakness are identified, the improvement plan should be used to provide general guidance for voluntary professional development. At the time of preparation of a performance improvement plan, a review shall also be made of the effort by the staff member to achieve the prior year's plan.

A copy of the individual performance improvement plan shall be placed in the teaching staff member's annual performance report and given to the teaching staff member. The degree to which the teaching staff member achieved the requirements of the previous plan shall be a measure of the staff member's annual performance evaluation.

It shall be the duty of the teaching staff member and the district to implement the plan as prepared and failure to do so may result in disciplinary action up to and including certification of tenure charges. All individual performance improvement plans are subject to review by the Superintendent of Schools.

BRICK PUBLIC SCHOOLS
Brick, New Jersey

REGULATION

REVIEW OF PUPIL PROGRESS AND GROWTH

In accordance with the policy of the Board promulgated to comply with the rules of the State for the evaluation of tenured teaching staff members, a review shall be made at least annually by each teacher of the progress and growth of pupils assigned.

The review of pupil progress and growth shall be made by a supervisor who is familiar with the students involved and the school context against indicators previously determined by the teacher and agreed upon by his/her immediate supervisor. The purpose of this review shall be to determine whether or not changes in the performance of the teacher or in the program would lead to improved results by pupils during the subsequent school year.

A summary of the pupil progress and growth data and its implications are to be placed in the teacher's annual performance report. The pupil progress and growth report shall by policy of the Board of Education be one measure of the teacher's annual performance evaluation.

If the review of the pupil data reveals that pupils have not made the progress expected, the supervisor and teaching staff member shall jointly determine what changes shall be made to improve pupil performance.

A teacher shall be given 10 working days notice to prepare pupil materials for review prior to a conference.

A report on the progress of pupils shall be made on the form prescribed for that purpose.

REGULATION

CONDUCT OF ANNUAL PERFORMANCE CONFERENCES

In accordance with the policy of the Board promulgated to comply with the rules of the State for the evaluation of tenured teaching staff members, an annual performance conference shall be held with each tenured teaching staff member individually by the administrator or supervisor who prepared the annual performance report (whenever possible) before the staff member's annual performance report is filed.

The annual performance conference shall include a review of the:

1. teaching staff member's performance based upon his/her job description;
2. teaching staff member's progress toward the objectives of his/her individual performance improvement plan developed at the previous annual conference;
3. available indicators of pupil progress and growth toward their program objectives.

It is the purpose of the annual performance conference to provide for a total review of the year's work, to identify strategies for improvement where necessary, and to recognize achievement and good practice. Adequate time should be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions to any problems identified.

The annual performance report shall be signed by the evaluator and by the teaching staff member within five 5 working days of the review.

The signature of the teaching staff member shall not necessarily be construed to indicate assent with the report. The teaching staff member shall have up to ten working days following the conference to add material to the report not included by the evaluator. Each annual performance report shall be filed in the teaching staff member's personnel file as maintained by the Director of Personnel and a copy thereof provided to the staff member.

Performance
Evaluation
Report

Motion was made by Mr. D'Ambola, seconded by Mrs. Frake and carried unanimously that the Board of Education approve the annual performance evaluation report and the staff observation report as submitted to the Board of Education.

Bus Routes

Motion was made by Mr. D'Ambola, seconded by Mrs. Fox and carried unanimously by roll call vote that the Board of Education approve the bus routes, as submitted, for the school year 1979-80.

Motion was made by Mr. D'Ambola, seconded by Mrs. Frake and carried unanimously by roll call vote that the Board of Education approve the placement of one tuition student at Ranch Hope for Boys, Alloway, New Jersey for the 1979-80 school year, effective September, 1979, at the tuition rate of \$6,100.00 per year.

Tuition Stud.

Motion was made by Mr. D'Ambola, seconded by Mrs. Frake and carried unanimously by roll call vote that the Board of Education approve the placement of one tuition student at Rugby School, Eatontown, New Jersey for the 1979-80 school year, effective September 5, 1979 at the tuition rate of \$6,100.00 per year.

Tuition Stud.

Motion was made by Mr. Hancock, seconded by Mrs. Frake and carried unanimously that this meeting be opened for public discussions.

Open Public

At 8:37 p.m. Mr. Don Gatarz gave a presentation on the proposed new K-6 Elementary School.

During his presentation, Mr. Gatarz asked for a consensus of opinion from the board members on various items to be included in the plans and specifications for the proposed new school.

With regard to a proposed change in gymnasium area from 7,400 to 8,800 square fee, the members' opinions were requested with the following results: Mrs. Frake - no; Mrs. Fox - yes; Mr. Hancock - yes; Mr. Schue - yes; and Mr. Bertrand did not choose to vote.

With regard to the 3,200 square foot proposed reserve classroom space, the members gave their opinions as follows: Mrs. Fox - yes; Mr. Bertrand did not vote; Mr. Hancock - no; Mrs. Frake - yes; Mr. D'Ambola - yes; and Mr. Schue - yes.

It was noted by the board that the scheduled Pre-Agenda Meeting on September 4, 1979 would be held on Monday, September 10, 1979; that a Negotiations Meeting would be held at 7:30 p.m. on September 4th.

Motion was made by Mr. Hancock, seconded by Mrs. Frake and carried unanimously that the Board of Education adjourn this meeting at 10:55 p.m.

Adjourn

Respectfully submitted,

Robert K. Stutts

September 10, 1979
Brick, New Jersey

pre-Agenda
Meeting

The Brick Township Board of Education held their Pre-Agenda Meeting on Monday, September 10, 1979 at 7:30 p.m. in the Administration Building.

Present were: Mr. D'Ambola, Mrs. Fox, Mrs. Frake, Mr. Hancock, Mrs. Riley and Mr. Schue.

Also present: Dr. Aragona, Mr. Stutts, Mr. Anton and Mr. Sendzik.

Sunshine Law

President Schue announced that the New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Brick Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted, as follows: Board Office Bulletin Board, Asbury Park Press, Ocean County Times-Observer, and Municipal Clerk on Sept. 6, 1979.

The pre-agenda discussion was begun by Mr. Stutts who explained the items under Finance and Business, including Vouchers, Change Orders and Investments. Mr. Hancock requested an investment report which Mr. Stutts will provide.

It was agreed that changes would be made next semester with regard to setting fees for classes of the Adult School for various age groups.

Dr. Aragona explained items under Professional Personnel, and notified the board that positions had been posted and hopefully would be filled by the October 12th meeting.

Other appointments scheduled to be approved on September 12th were discussed at length, from various viewpoints, and by a majority consensus vote of the board it was agreed to let the item remain on the agenda for the September 12th meeting.

The board was notified that correspondence had been sent out to 58 people seeking their assistance in the program for the proposed new elementary school. It was tentatively scheduled that these citizens would meet at 7:30 p.m. on September 27th to plan their program.

The subject of expelled and/or suspended students was discussed and opinions solicited from the board members.

Mr. Stutts notified the board members that a meeting has been set with the Brick Township Planning Board for Thursday, September 13, 1979 with a possible second meeting on September 26th.

Mr. Stutts also briefly brought the board up to date on the point of discussion, at this time, with T.W.U.

At 10:55 p.m. motion was made by Mr. Schue, seconded by Mrs. Riley and agreed to unanimously that this meeting be adjourned to discuss Central Administration negotiations and Superintendent evaluation, such information to be disclosed when the time to do so was proper.

Respectfully submitted,
Josephine Damadio

September 12, 1979
Brick Town, New Jersey

The Brick Township Board of Education held a conference meeting, Conference
before the Regular Meeting, on Wednesday, September 12, 1979
in the Administration Building for the purpose of discussing
items on the Action Agenda.

Present were: Mr. D'Ambola, Mrs. Fox, Mrs. Frake, Mrs. Riley,
and Mr. Schue.

Also present: Dr. Aragona, Mr. Stutts, Mr. Anton, and Mr. Sendzik.

President Schue announced that the New Jersey Open Public Meetings Sunshine Law
Law was enacted to insure the right of the public to have advance
notice of and to attend the meetings of public bodies at which
any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Brick Township
Board of Education has caused notice of this meeting to be
published by having the date, time and place thereof posted as
follows: Asbury Park Press, Bulletin Board, Ocean County Times-
Observer and Municipal Clerk on September 6, 1979.

Dr. Aragona informed the board of need to set dates for negotiations
with B.T.E.A. for their 1980-81 contract. Availability of
board representation of negotiators was discussed.

The vouchers to be approved for payment were discussed and answers
were given by Mr. Stutts in reply to questions which had been
raised when they were reviewed by a board member.

At 7:55 p.m. motion was made by Mrs. Riley, seconded by Mrs. Fox
and carried unanimously to adjourn this meeting to open the
Regular Public Meeting.

Respectfully submitted,

Josephine Damadio
Josephine Damadio

September 12, 1979
Brick Town, New Jersey

Regular Public Meeting The Brick Township Board of Education held their Regular Public Meeting on Wednesday, September 12, 1979 at 7:55 p.m. in the Administration Building.

Present were: Mr. D'Ambola, Mrs. Fox, Mrs. Frake, Mrs. Riley, and Mr. Schue. (Mr. Hancock - 9:05 p.m.)

Also present: Dr. Aragona, Mr. Stutts, Mr. Anton, and Mr. Sendzik.

Sunshine Law President Schue announced that the New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Brick Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted as follows: Board Office Bulletin Board, Asbury Park Press, Ocean County Times-Observer, and Municipal Clerk on September 6, 1979.

Minutes Motion was made by Mrs. Riley, seconded by Mrs. Frake and carried unanimously that the Board of Education accept the minutes of Conference - August 8, 1979; Regular Public Meeting - August 8, 1979; and Conference and Special Meeting - August 29, 1979.

Vouchers Motion was made by Mrs. Frake, seconded by Mrs. Fox and carried unanimously by roll call vote that the Board of Education approve payment of Vouchers in the amount of \$1,840,546.67, as follows: Warrant

<u>No.</u>	<u>Vendor</u>	<u>Amount</u>
	Acme Typewriter Center	254.90
	Adapt Press Inc.	24.75
	Alan's Flowers & Gifts	63.00
	Analysts Inc.	54.00
	APA Institute Ltd.	75.51
	Avalon Cleaners & Shoe	69.00
	Baker & Taylor Co.	242.82
	Beckley-Cardy	164.16
	Borg-Warner Educational	162.90
	Bowmar Noble Publisher	127.06
	Brick Township Board	34,709.29
	Brick Township Schools	8.55
	Bro-Dart, Inc.	298.08
	Brodhead-Garrett Co.	2,035.46
	Continental Press, Inc.	44.07
	Creative Publications	364.14
	Decision Data Computer	769.00
	Eastern Supply Company	78.58
	Herbert L. Farkas Co.	204.75
	Fearon-Pitman Publisher	231.12
	Ginn & Company	33.93
	Hillyard, Inc.	1,409.60
	IBM Office Products Div.	760.00
	Jonah Service Co.	280.10
	Jostens Catalog Cards	332.86
	Listening Library, Inc.	460.41
	McGraw Hill-Webster	450.04
	National Geographic Society	109.50

<u>No.</u>	<u>Vendor</u>	<u>Amount</u>	<u>221</u> <u>Vouchers</u>
	Pitney Bowes	26.25	
	Frank Schaffer Publications	44.55	
	Society for Visual Ed.	784.24	
	Spellbinder, Inc.	248.85	
	Step, Inc.	238.98	
	Troll Associates	192.00	
	Western Psychological	235.17	
	Wherry Hardware Company	75.90	
	Xerox Corporation	286.19	
		46,094.71	+ 145.00

1979-80

AAHPER	18.05
S.B. Ackerman Associates	3,000.00
Acme Typewriter Center	247.95
Administrative Educator	14.02
Agway, Inc.	105.70
Alan's Florists	35.00
Allied Fire & Safety	246.80
American Blueprint & S	46.53
American Guidance Service	73.75
Anchor Concrete Products	24.00
Dr. Louis Aragona	125.00
Arlauckas Gravel	670.00
Robert Auriemma	63.60
Barg's	207.06
Bartolf & Thomas Equipment	6.61
Bass Repair Service	595.76
Bay Auto & Marine Supply	55.54
Belmar Camera Shop	1,050.98
Mickey Benoit, Inc.	336.00
Robert Berkowitz, M.D.	895.00
Dr. Sharon Berkowitz	30.00
Bobbs Merrill Co., Inc.	31.29
Bowmar/Noble Publisher	302.06
Breton Woods Gulf Service	90.00
Brick Town Auto Supply	117.23
Bricktown Crown	97.65
Brick Town Glass Co.	24.76
Brick Town Medical Group	241.00
Brick Township Schools	27.70
Bristol-Donald Co.	125.27
Bro-Dart, Inc.	86.50
Bart H. Brooks	157.93
William F. Brouillette	100.00
Burroughs Corp.	182.50
Calco Industries, Inc.	319.60
Campbell Supply Co.	202.86
Robert F. Cardamone Ins.	49,832.00
Central Uniform Service	134.40
Frederick Cezer	125.00
Champion Products, Inc.	189.64
Charvoz-Carsen Corp.	140.00
Chronicle Guidance Pub.	380.74
C & M Graphics	81.00
Coast Cities Truck Sal.	3,640.21
Coast Welding Supplies	36.05
Cohen's Modern Print	48.00
Con-Lux Coatings	798.50
Warren H. Cottrell, Inc.	193.36
Creative Teaching Press	5.95
Crestwood House	2,052.51

CTB McGraw-Hill	336.37
Decision Data Corporation	769.00
Doron Precision System	1,740.00
Roger Dreffin	625.00
William B. Dreffin	625.00
Duplicating Products	286.37
Eastern Brake & Equipment	1,270.01
Ed's Hardware	416.94
Ed Tom Auto Body	650.25
Educational Reading Service	401.70
Educational Testing Service	4,637.50
Efinger Sporting Goods	520.20
A Ercolino Automotive	255.39
Executone NJ, Inc.	175.73
Fabricator Supply Co.	7.20
Herbert L. Farkas Co.	1,512.50
First Nat'l Bank Toms River	186,600.00
Fischers Machine Works	70.00
Richard Fix	79.40
Follett Publishing Co.	550.47
Stephen J. Fontanella	55.00
Freedman GMC	287.00
Ruth B. Fryling	125.00
Gale Research Co.	44.06
Game Time, Inc.	1,468.12
Garden State Air Conditioning	180.95
Garden State Rehab. Hospital	160.00
Gaskill Auto Supply Co.	357.71
General Electric Co.	58.17
George Giger Ford, Inc.	35.11
Georges Auto Radiator	190.00
Ginn & Company	130.77
Glen Rock Lumber	4,817.76
Goodyear Service Store	366.59
Robert Haase, M.D.	37.00
J.L. Hammett Co.	10.41
Harcourt Brace	93.32
Harter Equipment, Inc.	160.00
Hartford Steam Boiler	77.00
Hearne Brothers	286.00
Heritage Bank	137,316.25
Heyniger Brothers, Inc.	133.20
High School General Fund	1,579.81
Highsmith Co., Inc.	251.83
Holt Rinehart & Winston	867.12
Houghton Mifflin Co.	2,740.29
Harold J. Huber	250.00
International Business	1,794.75
IBM Corp.	19,388.34
Independence Chemical	3,828.35
Industrial Welding Supply	20.95
Internal Business Machine	42.02
Avraham Isseroff, M.D.	675.00
Walt Jarrow Trophies	42.80
Jersey Central P & L	11,066.67
Jersey Coast Fire Protection	34.50
Kar Products, Inc.	393.53
Richard N. Kellner, M.D.	424.00
Kelvin Electronics, Inc.	1,456.60
Kem Manufacturing Corp.	634.22
Kem Manufacturing Corp.	362.45

<u>No.</u>	<u>Vendor</u>	<u>Amount</u>	<u>Vouchers</u>
	Kepwell Spring Water	89.40	
	Walter Kidde Sales & Service	15.40	
	Laidlaw Brothers	572.01	
	Lakewood Hardware	13.74	
	Bob Lang	398.00	
	Lang's Auto Supply, Inc.	122.75	
	Lee Battery Service	78.02	
	L & H Plumbing and Heating	3.87	
	The J.F. Lincoln Arc	9.00	
	Frank Malecki	125.00	
	Mark Horton Associates	900.00	
	Marshall Cavendish Corp.	504.50	
	Fred McDowell, Inc.	56.93	
	McGraw-Hill Book Co.	23.24	
	Charles E. Merrill Publ.	31.00	
	Micro-Bio Medics, Inc.	9.50	
	Middle States Assn. Col.	390.00	
	Mighty Dist. System of	18.60	
	Milton Bradley	12.50	
	Modern Curriculum Press	64.26	
	Mulligan's Craft Supply	28.54	
	James D. Murphy	22.68	
	NASCO	20.14	
	NJASBO	175.00	
	NJASA Continuing Ed.	587.50	
	New Jersey Assn.-School	5.00	
	N.J. Bell Telephone Co.	5,037.57	
	New Jersey Legislative	11.50	
	N.J. Natural Gas Co.	2,392.04	
	New Jersey School Board	8,413.00	
	New Jersey Schoolmaster	120.00	
	NJSIAA	300.00	
	New Jersey State Museum	6.00	
	Norwood Distributors	96.31	
	Ocean Automotive, Inc.	608.92	
	Ocean County Landfill	7.20	
	Penn Franklin Oil Co.	687.22	
	Penn. Manufacturers Assn.	200.57	
	Dr. Dorothy Pietrucha	200.00	
	Dr. Dorothy Pietrucha	2,025.00	
	Pitney Bowes	10.35	
	PJ Radio & TV Service	58.45	
	Point Pleasant Hardware	19.95	
	Psychological Corp.	43.79	
	Psychological Corp.	119.12	
	Bob Quaglia	700.00	
	Radio Shack	49.95	
	Rale Electric Supply Co.	219.38	
	Reed & Perrine, Inc.	592.75	
	Daniel Regan	105.60	
	Robbins Associate	150.00	
	C.H. Roberson, Inc.	590.23	
	Louis Scaduto	6.98	
	Joseph Scarano Sand	904.00	
	Dr. Herbert W. Schein	240.00	
	Frederick Schock	668.75	
	Scholastic Magazines	7.00	
	Scholastic Book Service	7.65	
	School Bus Parts Co.	2,847.12	
	School Health Supply Co.	29.99	
	Eileen Schroeder	37.00	

Maurice Schwartz & Son	2,168.20
Science Research Assoc.	76.86
Sears Roebuck & Co.	70.10
Simplex Time Recorder	304.80
R.C. Simpson, Inc.	12.00
Singley Specialty Co.	49.85
Sipersteins	9.15
Slosson Educational Pub.	13.20
Harold Smalley, Jr.	60.00
Sound Center	66.80
Sportsmaster	1,901.14
Standard Lumber & Bldg.	399.20
State Chemical Mfg.	414.60
State Products Corp.	394.23
State of New Jersey	4,826.00
William D. Steele Co.	499.00
Stoelting Co.	22.80
Tandy Leather Co.	106.77
Taylor Rental Center	157.75
Teaching Resources Corp.	20.98
Tech Films, Inc.	1,318.80
Leslie Thiele	90.90
3MBPSI DGD5717	191.98
3M Business Products	493.25
Times-Observer	24.36
Michael J. Tirpak	112.78
Donald D. Toddings	18.34
Trans-Bearing Co., Inc.	120.29
Treasurer, State of N.J.	4.00
Upstart Library	22.55
Valiant I M C	408.44
Van Sant Equipment	1,583.23
Vaughn Partnership	4,557.91
Veit Chevrolet Co.	175.00
David D. Vivino	28.33
Walt Disney Educational	130.00
Harry W. Walter, Co.	104.80
Walt's Sunoco Service	13.00
West Publishing Co.	165.00
Wherry Hardware Co.	132.08
Wilray Audio Vixual	4,980.00
Wm. H. Wise & Co.	12.71
Warren H. Wolf	125.00
Wolstens Projector	54.72
Xerox Corporation	540.00
Zaner-Bloser Co.	140.53
3MBPSI DGD5691	240.00
Algiers Motel	240.00
Brunt International	496.10
Brunt International	14,966.96
Robert F. Cardamone	99,269.24
Dept. of Education	15.00
Ronald Dougard	72.00
Robert Forrester	72.00
Patrick Ryan	72.00
James Whitaker	72.00
Jersey Central P & L	5,971.99
Postmaster	567.30
Postmaster/Board Office	925.00
Wolstens Projector House	243.06

<u>No.</u>	<u>Vendor</u>	<u>Amount</u>
	Binsky & Snyder, Inc.	49,914.90
	Falcon Steel Co., Inc.	22,122.00
	Little Silver Electric	63,000.00
	George A. Yetka Corp.	37,000.80
	Brick Twp. Heating & Air Cond.	1,000.00
	G.W. Wright, Jr., Inc.	91,023.84
	Postmaster	62.50
	Brick Town Board of Ed./General	109,899.00
	Brick Town Board of Ed./Agency	50,000.00
	Brick Town Board of Ed./General	172,037.70
	B.T.B.O.E. - 8/9/79 Payroll	15,110.37
	B.T.B.O.E. - 8/9/79 Agency	2,771.75
	B.T.B.O.E. - 8/15/79 Payroll	87,672.84
	B.T.B.O.E. - 8/15/79 Agency	42,867.81
	B.T.B.O.E. - 8/30/79 Payroll	80,947.30
	B.T.B.O.E. - 8/30/79 Agency	40,161.79
	B.T.B.O.E. - 7/30/79 Payroll	102,226.11
	B.T.B.O.E. - 7/30/79 Agency	42,390.81
	Brick Township Board of Ed.	54,097.65

Vouchers

9/10/79

Motion was made by Mrs. Frake, seconded by Mrs. Riley and carried unanimously by roll call vote that the Board of Education approve Change Order No. 1, Concors Supply Co., Inc., Contract No. 6, Food Service Equipment for a deduction of \$5,184.00 for changes initiated by the State of New Jersey, Bureau of Child Nutrition Programs, and in accordance with quotation letter dated July 27, 1979.

Change
Order
Concors

Motion was made by Mrs. Frake, seconded by Mrs. Fox and carried unanimously by roll call vote that the Board of Education approve Change Order No. PD-1, Farneski Plumbing & Heating Co., Inc., contractor for Alterations and Additions to Lanes Mill and Drum Point Road Schools, for a deduction of \$400.00 representing credit for un-completed work (concrete padding around the pumping station).

Change
Order
Farneski

Motion was made by Mrs. Frake, seconded by Mrs. Fox and carried unanimously by roll call vote that the Board of Education approve Change Order No. E-4, Little Silver Electric Inc. for changes in Food Service Equipment, Centennial High School project, as initiated by the State of New Jersey, Bureau of Child Nutrition Programs, to furnish necessary labor and material necessitated by said changes for an addition of \$2,850.00.

Change
Order
Little
Silver

Motion was made by Mrs. Franke, seconded by Mrs. Fox and carried unanimously by roll call vote that the Board of Education approve Change Order PD-3, George A. Yetka Corp. for changes in Food Service Equipment, Centennial High School project, as initiated by the State of New Jersey, Bureau of Child Nutrition Programs, to furnish necessary plumbing installation of the kitchen area including material and labor necessitated by said changes for an addition of \$2,186.00.

Change
Order
Yetka Corp.

Motion was made by Mrs. Frake, seconded by Mr. D'Ambola and carried unanimously that the Board of Education approve the following investments:

Investments

<u>Bank</u>	<u>Amount</u>	<u>Rate of Interest</u>	<u>Date</u>	<u>Due Date</u>	
Heritage	600,000.	9.80	6/7/79	6/29/79	Rep. Agr. Gen.
Heritage	600,000.	9.63	6/19/79	6/22/79	" "
Heritage	750,000.	9.83	6/19/79	6/29/79	" "
Heritage	400,000.	9.79	6/19/79	6/29/79	" IAA
Heritage	1,800,000.	9.50	6/29/79	7/6/79	" Gen.
Heritage	6,900,000.	9.50	6/29/79	7/6/79	" IAA
CityFed. Sav. & Loan	1,250,000.	10.18	7/6/79	10/31/79	CD Gen.
Heritage	600,000.	9.6	7/6/79	7/16/79	Rep. Agr. IAA
CityFed. Sav. & Loan	600,000.	10.07	7/6/79	8/15/79	CD IAA
CityFed. Sav. & Loan	600,000.	10.10	7/6/79	9/17/79	CD IAA
CityFed. Sav. & Loan	600,000.	10.15	7/6/79	10/15/79	CD IAA
CityFed. Sav. & Loan	4,500,000.	10.20	7/6/79	2/15/80	CD IAA
Heritage	750,000.	9.6	7/6/79	7/16/79	Rep. Agr. Gen.
Heritage	200,000.	9.5	7/6/79	7/13/79	" "
Heritage	1,000,000.	9.75	7/19/79	7/23/79	" "
Heritage	370,000.	9.50	7/19/79	7/23/79	Rep. Agr. IAA
Heritage	1,000,000.	10.40	7/31/79	12/21/79	CD Gen.
Heritage	400,000.	10.40	7/31/79	11/30/79	CD Gen.
Heritage	200,000.	9.65	7/31/79	8/9/79	Rep. Agr. Gen.
Heritage	1,000,000.	9.65	7/27/79	7/30/79	" "

Retirement Motion was made by Mrs. Fox, seconded by Mrs. Frake and carried unanimously that the Board of Education accept, with regret, the retirement of Ms. Anne Kleess effective October 1, 1979.

Military Lv. Motion was made by Mrs. Fox, seconded by Mrs. Frake and carried unanimously that the Board of Education approve a military leave of absence, with pay, for Mr. John Clancy for September 4th and 5th, 1979.

Leave of Absence Motion was made by Mrs. Fox, seconded by Mrs. Frake, and carried unanimously to approve a leave of absence without pay for Mrs. Linda Warren, high school mathematics teacher, for maternity reason, effective September 1, 1979 through November 4, 1979.

Adult Sch. Motion was made by Mrs. Fox, seconded by Mr. D'Ambola, and carried unanimously by roll call vote that the Board of Education approve the 1979 Fall Semester of the Brick Township Adult School, program and staff, beginning September 24, 1979 and ending December 13, 1979, pending enrollment, as follows:

<u>Name</u>	<u>Course</u>	
Leone Morrone	College Board Rev. (English)	\$ 100.
Worden French	College Board Rev. (Math)	300.
	Golf II	
Charlotte Barton	2- H.S. Equivalency (English)	800.
	Adult Basic Education	
	Speed Reading	
Fred Felz	2- H.S. Equivalency (Reading)	1,000.
	French Conversation	
	English for the Foreign Born	
	Touring Europe	
Marie Kobylnick	2- H.S. Equivalency (Math)	400.
Career Institute	Real Estate Sales (per pupil)	118.
Kangaroo Courts	Racquetball I (per pupil)	24.
	Racquetball II (per pupil)	20.
Allaire Racquet Club	Tennis (per pupil)	28.
So. Jersey Horse Center	Horseback Riding (per pupil)	80.
	Horse Care/Stable	
	Management (per pupil)	22.