

Record BidsAmount of Bid

Herbert L. Farkas Co.
892 Broad Street
Newark, N.J. 07102

\$64,561.30

*Allied Equipment Co., Inc.
**953 Liberty Street
Trenton, N.J. 08611

29,990.70

*Reed Assoc., Inc.
**Harley Mall, 345 Main Street
Harleysville, Pa. 19438

59,723.60

*Acme Typewriter Center, Inc.
**1739 Rt. 88 West
Brick, N.J. 08723

21,063.11

*Charney's
**17 Washington Street
Toms River, N.J. 08753

55,434.00

*Robert Sagot Assoc.
**401 Cooper La. Rd.
Cherry Hill, N.J. 08002

32,325.80

*American Commercial Equipment Co., Inc. 59,486.60
**10-16 Washington Avenue
Irvington, N.J. 07111

*Alternate Bid - Substitution of specified items
**Did not bid on all items

Award Bid

Motion was made by Mrs. Frake, seconded by Mr. Hancock, and carried unanimously by roll call vote, that the Board of Education award bids received October 15, 1979, for office furniture to:

Herbert L. Farkas Company	\$64,561.30
	- 561.30 (discount)
	<u>\$64,000.00</u>

Apply For
Food
Service
Funds

Motion was made by Mrs. Frake, seconded by Mrs. Fox, and carried unanimously by roll call vote, that the Board of Education authorize the Superintendent of Schools to apply for Food Service Equipment assistance funds in the amount of 75% of the total cost of the equipment to refurbish the East and West cafeterias at Brick Township High School.

Approve
Leaves of
Absence

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board of Education approve a request for a leave of absence for the following teachers:

<u>Name</u>	<u>School</u>	<u>Reason</u>
Mrs. Barbara Bodnar	Laurelton	Sick leave with pay
Eff: 1/1/80 thru 2/8/80	Grade 3	Maternity without pay
Eff: 2/11/80 thru 6/30/80		
Brick exp. - 7 years		

Mrs. Beverly Litzebauer Laurelton
Eff: 1/1/80 thru 2/8/80 N.I. III
Eff: 2/11/80 thru 6/30/80
Brick exp. - 8 years

Sick leave with pay
Maternity without pay

<u>Name</u>	<u>School</u>	<u>Reason</u>
Mrs. Maureen Breault	Laurelton	
Eff: 1/1/80 thru 2/8/80	Grade 3	Sick leave with pay
Eff: 2/11/80 thru 6/30/80		Maternity without pay
Brick exp. - 9 years		

Mrs. Mary Ragati	Drum Point	
Eff: 1/14/80	EMR II	Sick leave with pay
Brick exp. - 4 years		

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously, to approve the placement of student teachers for the period indicated as follows:

Student
Teacher

<u>Name</u>	<u>College</u>	<u>Dates</u>	<u>Subject</u>	<u>School</u>
Maureen Marshall	Georgian	1/28/80-	English	High School
	Court	5/9/80		

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously, that the Board of Education approve the placement of college students for an observation experience as follows:

Students
For
Observation

<u>Name</u>	<u>College</u>	<u>Dates</u>	<u>Subject</u>	<u>School</u>
Joan Arcieri	Georgian	1/2/80-	Grade 2	Emma Havens
	Court	1/11/80		
Laura Schenker	Georgian	1/2/80-	Grade 3	Veterans
	Court	1/18-80		Elementary

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board of Education approve substitute teachers for the 1979-80 school year as follows:

Substitute
Teachers

Gail DiBiaso	Robert James
289 Wisteria Drive	11 Sutton Drive
Brick, N.J. 08723	Brick, N.J. 08723

Mrs. Mercedes Holey	Eleanor Meagher
2415 Riverside Terr.	109 Truman Drive
Manasquan, N.J. 08736	Brick, N.J. 08723

Catherine Higgins	Helen Faulkner
228 Drum Point Rd.	319 Oak Hollow Drive
Brick, N.J. 08723	Brick, N.J. 08723

Elizabeth Hasbrouck	Dorothea Lampe
96 Albert Street	12 Shore Road
Brick, N.J. 08723	Oceanport, N.J. 07757

Jane Cordwell	Kathleen Schafer
2320 Blue Jay Trail	305 Church Road
Pt. Pleasant, N.J. 08742	Brick, N.J. 08723

Donna Gaskill	Paula Fraraccio
809 7th Ave., R.D. 3	916 Mercer Avenue
Toms River, N.J. 08753	Brick, N.J. 08723

Elaine Gaffga	Catherine Halbuer
100 3rd Avenue	88 Sandy Island Drive
Belmar, N.J. 07719	Brick, N.J. 08723

Jeanette Trabue
72 Arlene Court
Brick, N.J. 08723

Substitute
Teachers

Stephen W. Atkins 2416 Riverside Terrace Manasquan, N.J.	Deborah Kreis 1812 Blvd. Chris Mar Apt. 11 Seaside Park, N.J.
Diane V. Breault 796 North Drive Brick, N.J.	Valerie Lloyd 204 Marian St. Toms River, N.J.
Kenneth G. Brown 3234 Nowata Ave. Pt. Pleasant, N.J.	Mary McCue 64 Pleasant Ave. Brick, N.J.
Joan C. Butz 893 Oceanview Dr. Toms River, N.J.	Mary M. Murray 574 Perch Ave. Manasquan, N.J.
Mary K. Chesnut R.D. 1, Box 56B Cream Ridge, N.J.	Grace Pedersen 1380 Trenton Ave. Whiting, N.J.
Michele Conaghan 1022 Philadelphia Ave. Pt. Pleasant, N.J.	Judi Pordan 1275 River Ave. Lakewood, N.J.
Nancy Creviston 16 Annapolis Road So. Toms River, N.J.	Barbara Richardson 338 East Ave. Bay Head, N.J.
Debra Dingee 1052 Route 9 Bayville, N.J.	Frances Robbins 11 Buckingham Dr. Jackson, N.J.
Scott Edrington Ortley House, Apt. 11 2nd Avenue Ortley Beach, N.J.	Gwen Runion 55 Edgewood Dr. Toms River, N.J.
Gail Fischer 119 Mill Street So. Toms River, N.J.	Irene Speck 321 Bay Blvd. Bayville, N.J.
Mary E. Ford 1501 Bismarck St. R.D. 3 Toms River, N.J.	Deborah Terry 256 West 7th Street Surf City, N.J.
Joy Groetzinger 32 W. Pt. Pleas. Ave. Ocean Gate, N.J.	Lois Thompson 2209 Crestwood Dr. Forked River, N.J.
Donald Hartje 410 Nelson Ave. Beach Haven, N.J.	Jeffrey Tilden 174 Downing St. Lakewood, N.J.
Gus Helm 234 Lower Lake Dr. Forked River, N.J.	Lindy Valentine 458 Prospect St. Apt. 6 Lakewood, N.J.
Margaret Jacobs 16 Samson Avenue Seaside Heights, N.J.	Diane Weatherstone 32 Vermont Ave. Jackson, N.J.

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote that the Board of Education approve Janys Mancuso, certificated teacher, for supplemental instruction, effective from the first day of employment, at \$9.00 per hour, for the 1979-80 school year.

Approve
Mancuso

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board of Education approve the appointment of teachers to Schedule D of the Master Agreement, for the 1979-80 school year as follows:

Appoint
Teachers

<u>Activity</u>	<u>Name</u>	<u>Salary</u>
Girls' Winter Intramurals		
Veterans Memorial Middle	Melvin Carlough	Step 4-\$600.
Girls' Winter Intramurals		
Lake Riviera Middle	Deborah Kasyan	Step 2-\$400.
Cheerleading		
Veterans Memorial Middle	Donna Leo	Step 1-\$300.

Motion was made by Mrs. Riley, seconded by Mrs. Fox, that the Board of Education approve the following job descriptions as per New Jersey Administrative Code 6:31-1.21. A roll call vote was taken as follows: Mrs. Riley - yes; Mrs. Frake - yes; Mr. Bertrand - no; Mrs. Fox - yes; Mr. Hancock - no; Mr. Schue - yes.

Approve
Job
Description

JOB DESCRIPTION

TITLE: Department Head

QUALIFICATIONS: 1. A minimum of five (5) years of teaching experience in Grades 6-12

2. Master's Degree preferred.

REPORTS TO: Building Principal

SUPERVISES: Non-supervisory

JOB GOAL: To assist the Building Principal and Supervisor of Instruction in managing the activities of the department and responsibilities in his/her curricular area.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Building Principal and Supervisor of Instruction in the managerial aspects of his/her assigned departmental or curricular area.
2. Contributes to the improvement of curriculum and instruction on a school wide basis.
3. Initiates improvement in curriculum in his/her assigned departmental or curricular area.
4. Attends relevant school, district, and professional meetings as required.

5. Assists the Supervisor in the day-to-day routines of their department.
6. Assists the Supervisor in the ordering, distributing, and inventorying of all departmental instructional materials.
7. Advises the Supervisor on the department's budgetary needs.
8. Collects and maintains a file of daily lesson plans.
9. Assists in developing and maintaining a departmental library.
10. Performs any other tasks or duties assigned by his Building Principal or Supervisor.

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 Education Association.

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

NOTE: This assignment is in addition to the regular teaching assignment.

November 5, 1979 (new)

JOB DESCRIPTION

TITLE: Supervisor of Guidance

QUALIFICATIONS: As set by state certification authorities

REPORTS TO: Assistant Superintendent, Secondary Division
Building Principal

SUPERVISES: Guidance Counselor

JOB GOAL: To achieve and maintain standards of excellence in the guidance department so that each student exposed to the counselor involved 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 student progress and the effectiveness of the guidance department to determine what practices or objectives to maintain or modify.
3. Supervises the guidance program and evaluates staff in order to attain the objectives of the educational program.

4. Plans and provides for an environment which supports the educational program and maintains the mental and physical health and safety of students and staff.
5. Assists staff members to improve their professional performance.
6. Recommends and monitors the allocation and expenditure of budgetary funds to support the attainment of program objectives.
7. Uses management practices which promote the efficient and effective operation of assigned area.
8. Identifies areas for personal professional growth, acquires appropriate skills and information, and applies them.

November 5, 1979 (new)

9. 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.

Motion was made by Mrs. Riley, seconded by Mrs. Fox, and carried unanimously by roll call vote, that the Board of Education approve Hire P. Miller employment of the following teacher:

Miss Patricia Miller	B.A., Georgian Court
619 Harbor Road	Step 1 - B.A. Guide
Brick, N.J.	Salary: \$10,050. (pro-rata \$6,030.)
Effective: Jan. 1, 1980	Teach: Special Education
	Reason: New position

Motion was made by Mrs. Fox, seconded by Mr. Bertrand, and carried unanimously, that the Board of Education approve request from Mrs. Debbie L. Casey for a six month leave of absence starting January 1, 1980, due to pregnancy. She is also requesting a disability leave of absence as per doctor's certification dated November 20, 1979, effective December 1, 1979. Leave of Absence

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously, that the Board of Education accept the resignation of Mrs. Catherine R. Cherry, Clerk-Typist, from her position at Lanes Mill School, effective December 1, 1979. She has been employed since March 15, 1968. Cherry Resigns

Motion was made by Mrs. Fox, seconded by Mr. Bertrand, and carried unanimously, that the Board of Education record the retirement of Mr. Lionel A. Bennett, Custodian, effective August 1, 1979. Bennett Retires

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Spicer
Retires

Motion was made by Mrs. Fox, seconded by Mr. Hancock, and carried unanimously, that the Board of Education record the retirement of Mr. Robert H. Spicer, Custodian, effective December 1, 1979. Mr. Spicer had been employed since November 1, 1968.

Leave of
Absence
Rogers

Motion was made by Mrs. Fox, seconded by Mr. Bertrand, and carried unanimously by roll call vote, that the Board of Education approve a six month leave of absence, for medical reasons, for Mr. Silvius Rogers, Custodian, effective December 13, 1979.

Approve
Mrozowski

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously by roll call vote, that the Board of Education approve the employment of the following as Substitute Custodial Worker, effective from the first day of employment, at a rate of \$3.85 per hour, pending negotiated agreement, subject to medical certification and all Civil Service rules and regulations:

Joseph P. Mrozowski
100 Silver Drive
Brick, N.J.

M. Kirgan
Leave of
Absence

Motion was made by Mrs. Fox, seconded by Mr. Bertrand, and carried unanimously, that the Board of Education approve the request from Mary Kirgan, Food Service Worker, for a medical leave of absence, without pay, from her position, for thirty days beginning December 7, 1979.

Hire
Custodians

Motion was made by Mrs. Fox, seconded by Mr. Bertrand, and carried unanimously by roll call vote, that the Board of Education approve the provisional appointment of the following persons to the position of Custodial Worker, effective as of the first day of employment, at a yearly salary of \$7,740. (Base Step) pending negotiated agreement and medical certification and all Civil Service rules and regulations. These people are presently employed as substitute custodial workers.

Nicholas C. Murgolo
12 Ocala Drive
Brick, N.J.

James Lennon, Jr.
473 Wood Park Drive
Brick, N.J.

Clifford C. Gaskill
17 Vanard Drive
Brick, N.J.

Paul S. Zuhowski
51 Briar Mills Road
Brick, N.J.

Robert M. Apple
19 Karen Lane
Brick, N.J.

James Dolan
210 Orangewood Drive
Brick, N.J.

Hire
Nicholson

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously by roll call vote, that the Board of Education approve the employment of Mr. Raymond Nicholson, 97 Mantoloking Road, Brick, N.J., as a temporary School Security Guard under the C.E.T.A. Program at an annual salary of \$8,000. (\$4.00 per hour) \$7,000. reimbursable by C.E.T.A., effective from December 5, 1979, subject to medical certification and all Civil Service rules and regulations.

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously by roll call vote, that the Board of Education approve the employment of the following as Substitute Omnibus Operators, effective from the first day of employment, at a rate of \$4.07 per hour, pending negotiated agreement, subject to medical certification and all Civil Service rules and regulations:

Peter Tracy
8 Fontainebleau Dr.
Brick, N.J.

Dolores Migliaccio
188 Tudor Court
Lakewood, N.J.

Carl Bennett
11 Brookwood Parkway
Jackson, N.J.

Donald Toddings
216 Colonial Drive
Brick, N.J.

Rowena Anderson
629 Preston Street
Brick, N.J.

Dorothy Zack
80 Pinta Court
Brick, N.J.

Motion was made by Mr. Hancock, seconded by Mrs. Frake, and carried unanimously by roll call vote, to approve the request from Miss Catherine A Cherry, Clerk Stenographer, for a medical leave of absence from December 7, 1979, through January 1, 1980.

Leave of
Absence
C. Cherry

Motion was made by Mr. Hancock, seconded by Mrs. Riley, and carried unanimously, that the Board of Education accept reports submitted for the month of November, 1979, as follows: Cafeteria, Nurses, Secretary of the Board.

Accept
Reports

Motion was made by Mr. Hancock, seconded by Mrs. Frake, and carried unanimously, that the Board of Education accept the Enrollment Report received for the month of November, 1979, as follows:

Enrollment
Report

	<u>November</u>	<u>October</u>
Grades K-5	4,793	4,675
Grades 6-8	2,346	2,286
Grades 9-12	3,293	3,228
Specials	225	222
Bedside	20	22
	<u>10,432</u>	<u>10,433</u>

Motion was made by Mr. Hancock, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board of Education approve a contract with Mrs. Rosa Lindholm for the sole purpose of maintaining all Band Uniforms at a fee of \$1,000. for the 1979-80 school year. She will be responsible for any alterations and mending of the uniforms and will make sure that uniforms are properly stored after each performance. She will be responsible for washing the gloves and spats, as required.

Lindholm
Hired

Motion was made by Mr. Hancock, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board of Education approve placement of students at the following school:

Place
Students

The Chelsea School
152 Chelsea Avenue
Long Branch, N.J.

Effective: 9/1/79 Cost: \$6,400. yearly