

<u>From</u>	<u>Amount</u>	<u>To</u>	<u>Amount</u>
240 080	\$ 200.	220 080	\$ 200.
230B 110	200.)	220 110	600.
230C 110	400.)		
240 100	200.)	220 100	400
250B 100	200.)		
230C 070	100.	230A 070	100.
230C 010	350.	230B 010	350.
240 060	100.	230B 060	100.
250C 100	100.	230B 100	100.
240 030	300.	230C 030	300.
240 060	200.)	230C 060	600.
250A060	150.)		
250B060	250.)		
240 030	200.	230E 030	200.
250B050	150.	230E 050	150.
220 090	100.	230E 090	100.
220 120	1,400.	240 120	1,400.
230A110	600.	240 110	600.
220 120	1,300.	240 130	1,300.
250C080	100.	250A080	100.
250C100	100.	250A100	100.
250B130	500.	250A130	500.
240 070	300.	250B070	300.
0250A 010	800.	0420A 010	800.
0250A 090	100.	0420A 090	100.
110B 000	2,000.	110E 000	2,000.
110B 000	600.	1100 000	600.
0130I 000	1,500.	0130B 000	1,500.
0130N 000	1,500.	0130B 000	1,500.
0130N 000	1,500.	01300 000	1,500.
0110I 000	2,500.	0130J 000	2,500.
0110I	1,500.	0130M 000	1,500.

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 GC-2 from Thomas P. Carney, Inc., General Contractor for Brick Township Memorial High School for a deduction of \$10,000. for Soil Engineering Services supplied by Site Engineers and being billed to the Board, which amount was included as an allowance in General Construction contract.

Approve
Change
Order

Motion was made by Mrs. Fox, seconded by Mrs. Frake, and carried unanimously, that the Board of Education rescind the leaves of absence of Mrs. Beverly Litzebauer, approved at the December 17, 1979 meeting, and Mrs. Sharon Hoffman, approved at the January 9, 1980 Board meeting.

Rescind
Leaves

Motion was made by Mrs. Fox, 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:

Approve
Leaves

<u>Name</u>	<u>School</u>	<u>Reason</u>
Mrs. Beverly Litzebauer	Laurelton	
Eff: 1/1/80 thru 2/22/80	N.I. III	Sick leave w/pay
Eff: 2/25/80 thru 6/30/80		Maternity w/o pay
Brick exp. 8 years		

Leaves

<u>Name</u>	<u>School</u>	<u>Reason</u>
Mrs. Sharon Hoffman Eff: 1/21/80 thru 3/7/80 Brick exp. 1 year	Lake Riviera Home Ec.	Maternity w/o pay
Mrs. Flora Allen Eff: 4/14/80 thru 6/30/80 Brick exp. 7 years	High School Mathematics	Maternity w/o pay
Mrs. Mary Ann Beyer Eff: 4/16/80 thru 5/16/80 Brick exp. 9 years	Emma Havens Grade 2	Sick leave w/pay
Mrs. Madeline Monahan Eff: 4/16/80 thru 6/30/80 Brick exp. 9 years	High School Physical Ed.	Maternity w/o pay

Extend
Leave

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously, that the Board of Education approve the request for an extension of an uncompensated leave of absence for Mrs. Nancy Locilento, first grade teacher at Drum Point Road School, effective March 10, 1980, through June 30, 1980, due to a serious illness in her immediate family. Policy 556.

Approve
Leaves

Motion was made by Mrs. Fox, seconded by Mrs. Frake, and carried unanimously, that the Board approve a request for a leave of absence for the 1980-81 school year for the following teachers in accordance with Policy 555:

<u>Name</u>	<u>School</u>	<u>Reason</u>
Mrs. Valerie Butler Eff: 9/1/80 thru 6/30/81 (Extension of original leave of absence 9/1/79 thru 6/30/80, granted at August 8, 1979 Board meeting) Brick exp. 7 years	Lanes Mill Grade 1	Child care w/o pay
Mr. Michael Giaquinto Eff: 9/1/80 thru 6/30/81 Brick exp. 8 years	Lanes Mill Grade 5	Travel w/o pay
Mr. Robert Cox Eff: 9/1/80 thru 6/30/81 Brick exp. 9 years	High School Industrial Arts	Study w/o pay

Approve
Sub
Teachers

Motion was made by Mrs. Fox, 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:

Grace Mangan, 110 Taft Dr., Brick, N.J. 08723
 Esta Gauslin, 310 Newark Ave., Apt 6, Bradley Beach, N.J. 07720
 Joan Cooper, 170 Esmeralda Court, Lakewood, N.J. 08701
 J70Karl Eid, 589 Carroll Fox Rd., Brick, N.J. 08723
 Eleanore Morris, 101 Poplar Way, Brick, N.J. 08723
 Robert Seamon, 1873 Yorktowne Blvd., Toms River, N.J. 08753
 Bonnie Elbaz, 118 Westwood Dr., Toms River, N.J. 08753
 S. Nicole Shawl, 8-23 Pinehurst Dr., Lakewood, N.J. 08701
 Chris Dirato, 458 Drum Point Rd., Brick, N.J. 08723
 Petrice Flipse, 126 Osborne Ave., Bay Head, N.J. 08742
 Rosalie Buchanan, 47 Hulse Landing Rd., Brick, N.J. 08723
 Robyn Zbranek, 12 Ocala Court, Chadwick Beach, N.J. 08739
 Joseph Serrada, 301 Laurel Court, Pt. Pleasant Beach, N.J. 08742
 Flaminia Guarnaccia, 842 Anvil Way, Toms River, N.J. 08753

Motion was made by Mrs. Fox, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board of Education approve the appointment of the following teachers to teach additional classes, during the P.M. session at the high school, for the period commencing March 3, 1980, through June 26, 1980, for the subjects and salaries listed:

<u>Name</u>	<u>Subject</u>	<u>Salary</u>
Mr. John Giavatto	Italian 3 classes	\$2,321.55
Miss Gail O'Connor	Spanish 2 classes	2,411.64

These two teachers assume the teaching assignment of Mrs. Pamela Gooley who was approved for a maternity leave February 13, 1980.

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

Appoint
Coaches

<u>Activity</u>	<u>Name</u>	<u>Salary</u>
Girls' Asst. Track Coach	William Brunner	Step 1 - \$550.
Girls' Asst. Soccer Coach	Harold Handchen, Jr.	Step 1 - \$550.

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously by roll call vote, that the Board of Education approve the payment of a stipend in the amount of \$200. per month for Mr. George Rao, Athletic Director, Brick Township Memorial High School, to prepare for the new athletic program, effective February 1, 1980, through June 30, 1980.

Stipend to
Rao

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously by roll call vote, that the Board grant Miss Eleanora Gruppuso, who has used up her accumulated sick leave due to a prolonged illness, a maximum of twelve (12) sick leave days in accordance with NJSA 18A:30-6.

Sick Days
Gruppuso

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously by roll call vote, that the Board approve the appointment of Mr. Frank Racanelli, Guidance Counselor, to the position of Supervisor of Guidance at the Brick Township Memorial High School, effective July 1, 1980, salary pending BTASA negotiated settlement, 11 month position.

Appoint
Racanelli

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously by roll call vote, that the Board approve the payment of a stipend in the amount of \$200. per month for Mr. Frank Racanelli, Supervisor of Guidance, Brick Township Memorial High School, to prepare for the opening of the new school, effective March 15, 1980, through June 30, 1980.

Stipend to
Racanelli

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously by roll call vote, that the Board approve the appointment of Mr. James DiFabio to the position of Assistant Principal at the high school (12 months), effective from the first day of service, at an annual salary of \$30,238. to be pro-rated from the first day of service to June 30, 1980.

Appoint
DiFabio

Appoint
DiFabio

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously by roll call vote, to approve the appointment of Mr. James DiFabio, to the position of Assistant Principal at the high school (12 months), effective July 1, 1980, to June 30, 1981, salary pending BTASA negotiated settlement.

Appoint
Votto

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously by roll call vote, that the Board approve the appointment of Mr. Frank Votto to the position of Assistant Principal at the high school (12 months), effective April 14, 1980, to June 30, 1980, at an annual salary of \$30,681. (pro-rata 4/14/80 thru 6/30/80 \$6,519.72.).

Appoint
Votto

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously by roll call vote, that the Board approve the appointment of Mr. Frank Votto to the position of Assistant Principal at the high school (12 months), effective July 1, 1980, to June 30, 1981, salary pending BTASA negotiated settlement.

Appoint
Handschuch

Motion was made by Mrs. Fox, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board appoint Mr. Richard Handschuch, Supervisor of English, to the position of Administrative Assistant (10 months), effective March 15, 1980, salary pending BTASA negotiated settlement.

Employ
Washco

Motion was made by Mrs. Riley, seconded by Mrs. Fox, and carried unanimously by roll call vote, that the Board approve the employment of Felicia Washco to the position of Food Service Worker, Cafeteria, effective March 1, 1980, for four hours per day based on yearly salary of \$5,136., Base Step, subject to all Civil Service rules and regulations and medical certification.

Salaries
Non-Teaching.

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board approve salaries for Non-Teaching Personnel, as submitted to the Board and T.W.U. agreement, for the 1979-80 school year.

Appoint
Monthie

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board approve the provisional appointment of Miss Jill Monthie to the position of Senior Clerk Stenographer, Special Services, pending Civil Service examination, at an annual salary of \$7,457., Step 1, prorated and effective from March 17, 1980, subject to all Civil Service rules and regulations.

Job Descr.

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board approve the Civil Service Job Titles for the positions of Principal Payroll Account Clerk and Administrative Clerk on salary guide \$7,356. to \$11,799. as follows:

PRINCIPAL PAYROLL CLERKDEFINITION

Under direction, performs highly responsible and varied clerical work in recording, checking and calculating the wages and salaries due employees; may submit wage salary information to electronic data processing unit and correct print-out; is in charge of a clerical unit processing the payroll or in a small jurisdiction is responsible for all clerical payroll work; does related work as required.

EXAMPLES OF WORKPayroll
Clerk

Compiles time worked by employees every pay period.

Determines on the basis of existing policy payment for sick time and overtime, holidays and vacation.

Determines deductions to be made from employee's check when a change in amount of deduction is necessary.

Based on existing policies and salary schedules determines salaries or wages to be paid employees at the beginning of the fiscal year.

Calculates the proposed amounts to be expended in wage and salaries for the fiscal year based on salary ordinance.

Prepares payroll sheets or submits payroll information for electronic data processing and checks print-out.

Answers complaints of employees regarding pay checks.

Prepares reports of amounts deducted from salaries and wages for Social Security and Income Taxes; submits reports to appropriate agencies.

REQUIREMENTS

Experience - Two years of experience in clerical work at least one year of which shall have included the keeping of financial and/or other records of a mathematical nature.

Knowledge - Wide knowledge of modern office methods and practices and equipment.

Wide knowledge of the procedures used in keeping financial records and checking financial documents.

Ability - Ability to read, write, speak and understand English sufficiently to perform the duties of this position.

Ability to organize assigned work and develop effective work methods.

Ability to give suitable assignments to subordinate personnel.

Ability to work harmoniously with associates, subordinates, supervisors and with visitors and callers.

Ability to make quick and accurate arithmetical calculations either by hand or machine.

Ability to maintain appropriate records and files.

Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

ADMINISTRATIVE CLERK

DEFINITION: Either assists an administrative officer of a Department or autonomous government agency by doing administrative clerical and related work, usually varied and involving some elements of trouble shooting, or, under the immediate direction of an administrative officer, supervises the office and other clerical and related operations of a Department or autonomous government agency; does related work as required.

EXAMPLES OF WORK: Assists an administrative officer in the formulation of effective policies and procedures for the office and other clerical and related operations of a Department or autonomous government agency; analyzes and directly or indirectly supervises the clerical and related work involved in the preparation of the annual budget for an entire Department or autonomous government agency; assists in drafting proposed ordinances and/or resolutions; collects and analyzes data needed as a basis for administrative decisions; in addition to

Job
Descrip-
tion

performing general administrative clerical and related work, may directly supervise some designated phase or phases of the clerical and related work involved in maintaining financial and/or personnel records, preparing payrolls, making purchases, compiling needed statistical and other data, checking and approving invoices and vouchers, and collecting and depositing money; when so directed, makes special investigations for an administrative officer; handles correspondence; makes decisions requiring thorough knowledge of the organization; supervises directly or indirectly, the establishment and maintenance of records and files.

REQUIREMENTS:

1. Formal or other education and training showing attainment of the level represented by graduation from high school.
2. Five years of supervisory experience in clerical work requiring highly responsible and difficult decisions.
3. Thorough knowledge of modern office methods, practices and equipment, of the internal organization and established policies, procedures and regulations relative to the work of the Department or autonomous government agency, of the problems involved in the formulation of effective policies and procedures for the office and other clerical and related operations, of preparing and supervising the preparation of statistical and other reports containing findings, conclusions, and recommendations, and of supervising the establishment and maintenance of records and files.
4. Ability to comprehend established office and other clerical and related routines and rules and regulations of complexity in a relatively large organization, to organize assigned work and develop effective work methods, to give suitable assignments and instructions to individuals and groups, to prepare and supervise the preparation of suitable reports, and to supervise the establishment and maintenance of suitable records and files.
5. Good health and freedom from disabling physical and mental defects.

Appoint
Heitman

Motion was made by Mrs. Riley, seconded by Mrs. Fox, and carried unanimously by roll call vote, that the Board approve the Provisional Appointment of Mrs. Bona Heitman to the position of Principal Payroll Account Clerk, pending Civil Service examination, at an annual salary of \$12,299. (Step 10 - \$11,799. + \$500. Longevity), prorated and effective as of March 17, 1980, subject to all Civil Service rules and regulations.

Appoint
Glen

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board approve the Provisional Appointment of Mrs. Jane Glen to the position of Senior Account Clerk, (Typist), pending Civil Service examination, at an annual salary of \$9,242. (Step 6 - \$9,092. + \$150. Longevity), prorated and effective as of March 17, 1980, subject to all Civil Service rules and regulations.

Appoint
M. Smith

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board approve the Provisional Appointment of Mrs. Mary Smith to the position of Senior Clerk Typist, Veterans Middle School, pending receipt of Civil Service certification, effective November 15, 1979, at an annual salary of \$10,968. (Step 10 - \$10,668. + \$300. Longevity), subject to all Civil Service rules and regulations.

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board approve the Provisional Appointment of Mrs. Dorothy Kinney to the position of Administrative Clerk, pending Civil Service examination, at an annual salary of \$12,099. (Step 10 - \$11,799. + \$300. Longevity), subject to all Civil Service rules and regulations, prorated and effective as of March 17, 1980.

Appoint
Kinney

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board approve the Provisional Appointment of Mrs. Connie Iacopino to the position of Senior Clerk Stenographer, pending Civil Service examination, at an annual salary of \$8,742. (Step 4), subject to all Civil Service rules and regulations, prorated and effective from March 17, 1980.

Appoint
Iacopino

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board approve the Provisional Appointment of Mrs. Lucille Genco to the position of Senior Clerk Bookkeeper (Typing), pending Civil Service examination, at an annual salary of \$9,322. (Step 5 - \$9,172. + \$150. Longevity) subject to all Civil Service rules and regulations, prorated and effective from March 17, 1980.

Appoint
Genco

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board approve a change in work year for Mrs. Kathryn Smith, Clerk Typist, from twelve months to ten months at an annual salary of \$5,616., subject to all Civil Service rules and regulations, prorated and effective from March 17, 1980.

Change
Work Year

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board approve the Provisional Appointment of Mrs. Margaret Reaser to the position of Principal Clerk Stenographer, Business Office, pending Civil Service examination, at an annual salary of \$9,645. (Step 5 - \$9,495. + \$150. Longevity), subject to all Civil Service rules and regulations, prorated and effective from March 17, 1980.

Appoint
Reaser

Motion was made by Mrs. Riley, seconded by Mrs. Fox, and carried unanimously by roll call vote, that the Board approve payment of additional Longevities in the amount of \$150.00 to the following on their March 1, 1980, anniversary date: Doris Mulvaney, Franklin F. Ohl, Frances Crawford.

Longevity
Pay

Motion was made by Mrs. Riley, seconded by Mrs. Fox, and carried unanimously by roll call vote, that the Board approve the employment of Substitute Clerk Typists for the 1979-80 school year, effective as of the first day of employment, at an hourly rate of \$3.59, subject to medical certification and all Civil Service rules and regulations:

Employ
Sub. Clerks

Georgiann Gillette, 266B Sawmill Road, Brick, N.J.

Mary Moran, 1 Circle Court, Brick, N.J.

Frances Kraidman, 571 Rhode Island Ave., Brick, N.J.

Carol Vincentini, 3917 Herbertsville Rd., Brick, N.J.

Mary Lou Hahn, 181 Main Avenue, Brick, N.J.

JoAnn A. Ryan, 11 River Park Drive, Brick, N.J.

Jean Jakubowski, 366 Evergreen Drive, Brick, N.J.

Eleanor Parker, 435 Carole Avenue, Brick, N.J.

Jean Niedzwiecki, 61 E. Pompano Drive, Brick, N.J.

Rosemary Pronti, 317 Greentree Road, Brick, N.J.

Medical
Leave
Hayes

Motion was made by Mrs. Riley, seconded by Mrs. Fox, and carried unanimously by roll call vote, that the Board approve a medical leave of absence for Mrs. Carolyn Hayes, Omnibus Operator, from February 18, 1980, through April 1, 1980, without pay.

Employ
Colpaert

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board approve employment of the following as substitute Omnibus Operator, effective as of the first day of employment, subject to Civil Service rules and regulations and medical certification at an hourly rate of \$4.32: Beverly H. Colpaert, 266 Tennessee Drive, Brick, New Jersey.

Med. Leave
Lefferts

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously, that the Board approve a medical leave of absence, without pay, for Mrs. Mildred Lefferts, Omnibus Operator, effective February 11, 1980, for a period of six months.

Rogers
Resigns

Motion was made by Mrs. Riley, seconded by Mrs. Fox, and carried unanimously, that the Board accept the resignation of Mr. George A. Rogers, Omnibus Operator, effective February 11, 1980, for personal reasons.

Med. Leave
Morton

Motion was made by Mrs. Riley, seconded by Mrs. Fox, and carried unanimously, that the Board approve a medical leave of absence without pay, for Mr. William Morton, Omnibus Operator, effective January 28, 1980, through the end of this school year.

Continue
Vaghi
Employment

Motion was made by Mrs. Riley, seconded by Mrs. Fox, and carried unanimously by roll call vote, that the Board approve the continuation of employment of Mr. Joseph R. Vaghi, Chauffeur, beyond the age of 70, which is the mandatory age by Public Employees Retirement System, unless extended by the employer.

Appoint
Teeple and
Cowan

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board approve the Provisional Appointment of the following to the position of Supervising Omnibus Operator Class I at an annual salary, as shown, retroactive to September 1, 1979:
Milton Teeple - \$10,197. (\$10,047. + \$150. Longevity)
Evelyn Cowan - 10,988. (\$10,838. + \$150. Longevity)

Terminate
Rubin

Motion was made by Mrs. Riley, seconded by Mrs. Fox, and carried unanimously, that the Board record the termination of employment of Substitute Omnibus Operator, Martin Rubin, effective as of February 28, 1980.

Accept
Reports

Motion was made by Mrs. Frake, seconded by Mrs. Riley, and carried unanimously, that the Board accept reports submitted for the month of February, 1980, as follows:
Cafeteria (Dec. & Jan.), Nurses, Field Trips, Secretary of the Board, and Suspensions.

Enrollment
Report

Motion was made by Mrs. Frake, seconded by Mrs. Fox, and carried unanimously, that the Board accept enrollment report submitted for the month of February, 1980, as follows: