

That the Board of Education approve that all existing Capital Surplus, as of November 9, 1981, and all additional surplus that may accrue during the 1981-82 school year be designated as funds for the construction of additions at Lake Riviera Middle School, Veterans Memorial Middle School, and/or any other school site that may be designated by the Board of Education.

Capital
Surplus

That the Board of Education Record Bids for Remote System For Station WBGD received October 30, 1981 as follows:

Record Bids
Remote
System
WBGD

<u>VENDOR</u>	<u>NO. OF ITEMS</u>	<u>AMOUNT</u>
Allied Broadcast Equipment	11	\$18,539.30
635 So. E. Street		
Richmond, Indiana 47374	11	
	alternate	\$17,627.30

That the Board of Education Reject bid for Remote System For Station WBGD received October 30, 1981.

Reject Bid
WBGD

That the Board of Education Record Bids for Fuel Oil received November 4, 1981 as follows:

Record Bids
Fuel Oil

<u>VENDOR</u>	<u>PRICE PER GALLON</u>
Point Bay Fuel, Inc	
334 Hawthorne Avenue	
Pt. Pleasant Beach, NJ	\$1.089
Dean Oil Corporation	
225 LaGrande Avenue	
Fanwood, NJ 07023	\$1.0339
Acme Oil Co	
Route 9 - Hurley Ave	
Lakewood, NJ 08701	\$1.039

That the Board of Education Award Bid for Fuel Oil received November 4, 1981 as follows:

Award Bids
Fuel Oil

Dean Oil Corporation \$1.0338

Motion was made by Mr. Donofrio, seconded by Mr. Bittmann and carried unanimously by roll call vote that the Board of Education approve all items (a) through (p) under the title of Personnel (teaching) as follows:

That the Board of Education accept, with regret, the disability retirement of Mr. George D. Brogan, effective November 1, 1981. Mr. Brogan has been employed by the Brick Township Board of Education for seven (7) years as a Social Worker.

Retirement
Mr. Brogan

That the Board of Education rescind the leave of absence for Mrs. Donna Kuch approved at the October 14, 1981 Board Meeting.

Rescind
Lv. of Abs.
Kuch

Leave Of
Absence

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. Donna Kuch Eff: 10/19/81 thru 12/11/81 Brick exp. - 3 years	V.M.M.S. Grade 7	Policy #557-Pregnancy Without Pay
Mrs. Angela Moore Eff: 12/07/81 thru 1/21/82 Brick exp. - 1 year	L.R.M.S. Resource Room	Policy #557-Pregnancy Without Pay
Mrs. Prudence Staubach Eff: 10/14/81 Brick exp. - 6 years	E.H.Y.S. Grade 1	Policy #557-Illness/ Without pay
Mrs. Brenda Cantrell Eff: 11/6/81 thru 6/30/82 Brick exp. - 3 years	District E.S.L.	Policy #556-Family matter/without pay

Substitute
Teachers

That the Board of Education approve the employment of substitute teachers for the 1981-82 school year as follows:

Bertschy, Caryn 283 Huppert Dr. Brick, NJ 08723	Browning, Dan 144 Tackle Rd. Brick, NJ 08723	Coleman, Mary P O Box 1609 Pt.Pleas. Bch. NJ
Costello, Pamela 1937 Oak Dale Rd. Toms River NJ	DeCesare, Ralph 52 "L" St. Seaside Park, NJ	Doherty, Dennis Elizabeth & Ocean Ave. Pt. Pleas. Bch., NJ
Durik, Kathleen 66 Driftwood Dr Brick, NJ 08723	Epsel, Kenneth Windjammer Apts.#21 Seaside Pk, NJ	Frankel, Howard 1618 Rogers Ct. Wall, NJ 07719
Gamble, Susan 117 Pinehurst Rd Brick NJ 08723	Grzelak, Patrice 886 Stapleton Ave. Brick, NJ 08723	Kennedy, Cynthia 113 Marine Rd., Box 52 Waretown, NJ 08758
Lawlor, Karen 519 Laurel Ave. Brick, NJ 08723	Pruzzo, Katherine 1233 Johnson Ave. Pt.Pleas., NJ 08742	Purzycki, Carole 14 New Mexico Ave. Jackson, NJ 08527
Rosa, Genoveva 1282 Capstan Dr Forked River, NJ	Schmidt, William 590 Harbor Rd Brick, NJ 08723	Sturko, Dennis 55 "O" Street Seaside, NJ 08752
Aakjer, Diane 1343 River Ave. Pt. Pleas., NJ	Bauernhuber, Diane 1100 Albatross Ct. Forked River, NJ	Benson, Bernd 62 Wood Avenue Brick, NJ

Brignola, Louis
4805 Apple Lane
W. Deptford, NJ

Chestnut, Olive
R.D. #1, Box 56B
CreamRidge, NJ

Cino, Joan
1312 S. Beach Ave
Beach Haven, NJ

Davis, Jane
4106 Ocean Dr
Brant Beach, NJ

DeBenedictis, Jos.
550 Crestview Terr.
Pt. Pleasant, NJ

DeGeorgio, JoAnn
22- 3rd Bay Way
Toms River, NJ

D'Elia, Cheryl
826 S. Lake Dr.
Lakewood, NJ

DeLuca, Alfonso
15 Courtshire Dr.
Brick, NJ

Donovan, Mary
211 Phil. Blvd.
Sea Girt, NJ

Fitzgerald, Gary
212 Aldo Drive
Toms River, NJ

Gearing, Richard
125 Linden Ave.
Pine Beach, NJ

Hartwig, Daniel
1820 Paterson Ave.
Whiting, NJ

Hennessey, Kathleen
92 Havens Avenue
Bayville, NJ

Herzog, Eleanora
54 Third Bayway
Toms River, NJ

Hewitt, Dorothy
10-L Street
Seaside Park, NJ

Ivancich, Anthony
322 W. Fourth St.
Beach Haven, NJ

Kalembe, Lois
780 Tunney Pt. Dr.
Toms River, NJ

Kendall, Elizabeth
222 Ocean Ave.
Pt. Pleasant, NJ

Kievit, Helen E.
1869 Northwest Dr.
Pt. Pleasant, NJ

Kuyl, Ruth
833 Halliard Ave.
Beachwood, NJ

Lavorgna, Gladys
1339 Chipmunk Lane
Toms River, NJ

Lee, Linda
Lot 48 Trailer Park
McGuire AFB, NJ

Lindia, Elaine
526 May Pink Dr.
Toms River, NJ

Lipari, John
2163 Sachs Ave.
Toms River, NJ

Dumi, Ellen
772 Bay Avenue
Toms River, NJ

Manning, Katherine
10 Hoover Drive
Brick, NJ

Manrell, Pamela
1145 Bradford Dr.
Pt. Pleasant, NJ

Martin, Raymond
241 Spruce Lane
Forked River, NJ

Miller, Kristine
9 New Jersey Ave.
Jackson, NJ

Moncrief, Judy
14 Spring Street
Beachwood, NJ

Moran, Joyce
50 Serpentine Dr.E.
Bayville, NJ

Morton, Susan
69 Lakeview Dr.
Allentown, NJ

Munson, Susan
39 Sycamore Rd.
Manahawkin, NJ

Oliver, Glenna
20 Frederick Dr.
Bayville, NJ

Pasaniello, Marsha
R.D. #3, Box 95W
Jackson, NJ

Polt, Rosemary
211 E. 26th St.
Spray Beach, NJ

Rapaport, Malki
1009 Forest Ave
Lakewood, NJ

Rekstad, Vicki
1218 Andover Rd
Forked River, NJ

Rowe, Colleen
252 Sunset Lane
Mantoloking, NJ

Substitute
Teachers
Continued

Santelli, Jill Ann
626 New Jersey Ave.
Pt. Pleas. Bch., NJ

Seitz, Deborah
5707 Long Beach Blvd
Brant Beach, NJ

Spector, Abbie
211 Wedgewood Dr
Toms River, NJ

Stevens, Arthur
618 Bay Blvd
Bayville, NJ

Vitiello, Janice
95 Beverly Lane
Manahawkin, NJ

Wangerien, Kathleen
R.D. #1, Box 172-10
New Egypt, NJ

Weinberg, Janice
74B Valley Rd
Jackson, NJ

West, Dorothy
170 Pinewood Rd
Toms River, NJ

Zonis, Sherry
13 Long Road
Freehold, NJ

Supplement.
Instruction

That the Board of Education approve certified teachers for supplemental instruction, effective from the first day of employment, at \$9.00 per hour, for the 1981-82 school year, as follows:

Carol Purzycki

Bernadine Icklan

Salaries
Adult
Education

That the Board of Education approve salaries for the Adult School's 1981 Fall Semester staff as follows:

<u>NAME</u>	<u>COURSE</u>	<u>AMOUNT</u>
Joseph Cahill	Career Counseling	\$ 380.00
Edward Hoyler	Judo	100.00
Fred Felz	H.S. Equivalency + English for Foreign Born	600.00
Bernadine Icklan	H.S. Equivalency	400.00
Robert Jannone	H.S. Equivalency	400.00
A. Archimbaud	Adult Basic Education	400.00
Esta Gauslin	College Board Review	200.00
Leon Marrone	College Board Review	200.00
James Clemente	College Board Review	100.00
Ronald Fierro	College Board Review	100.00
Chris Pellegrino	Stained Glass	200.00
Paul McCarthy	Parapsychology	400.00
	Hypnosis for Living	
Emerson Rubis	Spanish	200.00
Lillian Suttan	Needlepoint	160.00
Phillip Baratta	Volleyball	200.00
Edward Lettig	Woodworking	200.00
Edward Vena	Photography	200.00
Madeline Monahan	Dancing for Fitness	200.00
Harold Handchen	Golf I	200.00
H. Handchen, Jr.	Golf II	200.00
Anna Nitus	Key Punch Operator	200.00
Jay Margolis	Income Tax Preparation	160.00
P. Bargstedt	Dancercise	400.00
Linda Rossi	Psychology	160.00
Arlene Wacha	Accounting	200.00
Addie Burrows	Christmas Gifts	480.00
	Macrame	

<u>NAME</u>	<u>COURSE</u>	<u>AMOUNT</u>
Pam Anderson	Calligraphy	\$ 640.00
	Tole Painting	
	Painters Workshop	
Edie Levine	Dip N Drape	160.00
Adeline Nielsen	Furn. Upholstering	200.00
Bruce Spivak	Basic Auto Mech.	400.00
	Advanced Auto Mech.	
C.&J. Ippolito	Social Dancing	400.00
Gladys Radcliff	Beginning Bridge	400.00
	Advanced Bridge	
Roberta Barr	Advanced Sewing	200.00
Wes Buckley	Chair Caning	200.00
Edward Regenye	Melody Guitar	200.00
Raymond Bukowski	Computer Programming	200.00
Jeanne Noble	Steno I	200.00
Sarah Sked	Typing I	200.00
Ann Rocca	Belly Dancing	300.00
	Jazz Dancing	
John Vetomski	Basic ESP	200.00
Nancy Paternoster	Office Machines	600.00
	Typing I & II	
Alan Cohen	Flower Arranging	200.00
	Silk Flowers	
Betty Hillman	Interior Design	200.00
Alice Carver	Slimnastics	400.00
	Yoga	
Edwina Purcell	Beginning Sewing	200.00
Bernice Lindberg	Craft A Week	320.00
Betty Wilbert	Ceramics	160.00
Arnold Grayzel	Nutrition & Health	200.00
Joseph Gawlik	Director	2000.00
Margaret Reaser	Secretary	625.00
Helen McIntyre	Secretary	109.41

Salaries
Adult
Education
Continued

That the Board of Education approve placement of student teachers and observation experiences for the 1981-82 school year for the period indicated, as follows:

Baum, William	Monmouth	2/01/82-	Music	B.T.H.S.
	College	5/07/82	9-12	
Russell, Reginald	Trenton	10/26/81-	Art	B.T.H.S.
	State	12/23/81	9-12	
Mangan, Cathryn	Georgian	1/04/82-	Grade 2	Midstreams
	Court	1/15/82		
Mauro, Dara Ann	Georgian	1/04/82-	Grade 3	V.M.E.S.
	Court	1/15/82		
Loffredo, Rose	Georgian	1/04/82-	Grade 3	E.H.Y.S.
	Court	1/22/82		
Magnolia, Kim	Georgian	1/04/82-	Kinder-	E.H.Y.S.
	Court	1/15/82	garten	
Houlis, Gina	Georgian	1/04/82-	Special	E.H.Y.S
	Court	1/15/82	Education	

Placement
Student
Teachers

<u>Placement</u>	Early, Jerilyn	Georgian	1/4/82-	Grade 3	Osbornville
<u>Student</u>		Court	1/22/82		
<u>Teachers</u>	Beckman, Brenda	Georgian	1/04/82-	Grade 8	V.M.M.S.
<u>Continued</u>		Court	1/15/82		

Teachers That the Board of Education accept the resignation of teachers
Resignation from their Extra-Curricular positions, for the 1981-82 school
Extra-Cur. year, as follows:

Calabro, James	Asst. Indoor Track Coach-BTHS
Kuntz, Carol	Head Twirling Coach-BTMHS (eff: 10/23/81)
Kuntz, James	Assistant Twirling Coach-BTMHS (eff: 10/23/81)
	Assistant Softball Coach-BTMHS (eff: 10/23/81)
	11th Grade Advisor-BTMHS (eff: 10/23/81)

Chess Club That the Board of Education establish the position of Chess Club
Advisor Advisor at the high school level, effective October 29, 1981, to
be included in Schedule E at a salary of Step 1-\$400.; Step 2-
\$500.; Step 3-\$600.; Step 4-\$700.

Appt. & Sal. That the Board of Education approve the appointment and salaries
Schedule D to Schedule D and E of the Master Agreement, for the 1981-82 school
& E Master year as follows:

<u>Agreement</u>	<u>NAME</u>	<u>ACTIVITY</u>	<u>STEP</u>	<u>SALARY</u>
	Scott, Amy	Asst. Girls' Basketball Coach-BTHS	2	\$ 900.00
	Pierce, Edward	Asst. Boys' Basketball Coach-BTHS	4	1,300.00
	Reed, Stanley	Asst. Boys' Basketball Coach-BTHS	1	750.00
	Richardson, Doug.	Asst. Indoor Track Coach-BTHS	2	900.00
	*Loughran, Michael	Asst. Wrestling-BTHS	2	900.00
	Blair, Donald	Asst. Wrestling-BTHS	2	900.00
	Greenhalgh, Herbert	Chess Club Advisor-BTHS	1	400.00
	*Brignola, Louis	Wrestling Coach-VMMS	1	750.00
	Moran, Kathleen	Student Council Advisor LRMS	1	650.00
	Kohlrenken, Jane	Yearbook Advisor-LRMS	1	399.00
	Leighton, Peter	Chess Club Advisor-BTMHS	1	400.00
	Buchanan, Rose	Asst. Field Hockey Coach- BTMHS (pro-rata ½ season)	1	375.00
	Ross, Douglas	Girls' Basketball Coach BTMHS	4	2,000.00
	Fletcher, Faith	Asst. Girls' Basketball Coach-BTMHS	1	750.00
	Kuhn, Kevin	Asst. Girls' Basketball Coach-BTMHS	4	1,300.00
	Manzi, Thomas	Asst. Indoor Track Coach- BTMHS	4	1,300.00
	Maragno, Sal	Asst. Indoor Track Coach BTMHS	2	900.00

<u>NAME</u>	<u>ACTIVITY</u>	<u>STEP</u>	<u>SALARY</u>
Tutzauer, Gary	Asst. Boys' Basketball		
	Coach-BTMHS	1	\$ 750.00
* Lopresti, Peter	Asst. Boys' Basketball		
	Coach-BTMHS	4	1,300.00
* Kamaris, Kim	Asst. Ice Hockey Coach		
	BTMHS	1	750.00
Norcia, Anthony	Twirling Coach-BTMHS	1	1,000.00
Moran, Kathy	Asst. Twirling Coach-	1	700.00
	BTMHS		
Sendzik, Marie	11th Grade Advisor-BTMHS	1	950.00

Appt. & Sal.
Schedule D
& E Master
Agreement

*Pending approval of County Superintendent for use of out-of-district coaches.

That the Board of Education approve the employment of Classroom Aides, at \$28.00 per diem, effective from the first day of employment, for the 1981-82 school year, as follows:

Classroom
Aides

Dougherty, Helen E.	Rosa, Genoveva
Fischer, Susan R.	Ryan, JoAnn A.
Hassel, Elizabeth	Teza, Karen L.

That the Board of Education approve the use of volunteer aides to assist in the implementation of the lunchroom program, recess program, and in the library. The following aides have volunteered their assistance. There is no compensation paid to the volunteers. The names are submitted for insurance purposes only.

Volunteer
Aides
Lunchroom
Program

Category 1 - Lunchroom Aides

Veterans Memorial Elementary School

Terri Enright	Joan Kowantz
Michele Santaguida	Carol Scott
Penny Wright	Michele Santaguida
Bonnie Savickas	Ginny Beluha
Sheila Clawson	Sharon Raimondo
Karen Harvey	Carol Hoffman
Barbara Wyskowski	Susan Clayton
Bobbi Kanfer	Josephine Nicholls
Patricai Laucks	Nancy Wargo
Janice Sabatino	Dolores Starr
Margene Libertino	Nancy Strassheim
Gloria Gioia	Rosemarie Fertal
Anna Marie Granit	Laura Brower
Marie Beck	Betty Casale
Cathy Riccio	Kathleen Beck
Anna Horn	Penny Wright
Annette DeKenipp	Joan Koidl
Valerie Crilley	Barbara Delany
Kathy Gearin	Jean Neilson
Rose Marie Karwan	Marie Hatzidakis
Roberta DeMarco	Shirley Rose

Volunteer
Aides
Lunchroom
Program
Continued

Category 1 - Lunchroom Aides

Veterans Memorial Elementary School

Gayla Rieder	Beverly Klaus
Betty DeAlmeida	Eileen Beelitz
Marian Cohen	Janet Antonelli
Mary Ferrara	Joe Lee West
Carol Pagliaro	Paula Krummel
Jane Weightman	Michele Stryker
Camille Cardell	Kathleen Osborn
Helene McCarthy	Bernadette Benninger
Donna Peppato	Constance Stummer
Millie Fraley	Joan Fitzpatrick
Johanna Pecht	Carolyn DeStefanis
Cathie Riccio	Ruth Hogan
Mary Louise Miller	Sharon Raimondo
Rita Luzzi	

Midstreams School

Janet Kijak	Joanne D'Arpa
Margaret Zvolensky	Judy Willbergh
Cheryl Clark	Lynn Luccarelli
Ethel Caracciolo	Nancy Stanch
Elaine Dickerson	Janel Wolfson
Carol Gutar	Mary Mell
Joanne McCarthy	Joanne Nygaard
Margaret Desiderio	Pat Dixon
Linda Hassa	Rosemary Montecalvo
Cathy Hamilton	Kathy Huizer
Betty Starr	Gail Lundgren
Margie Pallante	Elaine Kohl
Lynne Watt	Linda Weir
Elaine Thompson	Cathy Cevasco
Joan Lytle	Jerry Glide
Linda Frake	Linda Raia
Nancy Konz	Barbara Olzanowski

Category 2 - Library Aides

Drum Point Road School

Jean Bray	Donna Bicanich
Marlene Lesk	Eileen McCormick
Michele Sanatore	Betty Fleming
Joan Wall	

Appt. Of
Teaching
Personnel

That the Board of Education approve the appointment of personnel for the 1981-82 school year, as follows:

Mrs. Patricia Connelly	B.A.+30, East Stroudsburg State
105 Midstreams Place	Step 3 - BA+30 Guide
Brick, NJ	Salary: \$12,550.00 (pro-rata
Eff: 11/1/81 thru 6/30/82	\$10,040.00)

Miss Susan VanSchoick
88 McLean Avenue
Manasquan, NJ 08736
Eff: 11/6/81 thru 6/30/82

B.A. Kean College
Step 1 - BA Guide
Salary: \$5,575.00 (pro rata \$4,348.48)
Teach: ½ Kindergarten, Drum Point Sch.

Appt. of
Teaching
Personnel

Mrs. Myrna Goldsmith
6 Clubhouse Road
Brick, NJ
Eff: 11/1/81 thru 6/30/82

B.A., Kean College
Step 2 - BA Guide
Salary: \$11,550.00 (pro-rata \$9,240.00)
Teach: Grade 4, Emma Havens Young Sch.

Mrs. Marily Ellis
621 Peter Place
Brick, NJ
Eff: 11/23/81 thru 6/30/82

B.A., William Paterson College
Step 2 - BA Guide
Salary: \$11,550. (pro-rata \$8,431.50)
Teach: Grade 7, V.M.M.S.

That the Board of Education approve the appointment of Mrs. Joyce Garcia, Speech Teacher, effective November 16, 1981, for four (4) days per week at a salary of \$11,280.00 (pro rata \$8,347.20). This figure represents 80% of Step 5 of the Master Guide.

Speech
Teacher
Appointment

That the Board of Education approve military leave of absence for Mr. Harvey Lynch on November 19 and 20, 1981 to comply with his orders to be at the Naval Air Station, Willow Grove, Pa. on said dates.

Military
Lv. of Abs.
Mr. Lynch

That the Board of Education reassign Mrs. Lenora Scaturro to serve as the Gifted and Talented teacher in Lake Riviera Middle School, at her current salary, pending commencement of the program.

Reassign
Scaturro

Motion was made by Mr. Bertrand, seconded by Mrs. Fox and carried unanimously by roll call vote that the Board of Education approve all items (a) through (p) under the title of Personnel (Non-Teaching) as follows:

That the Board of Education approve the regular appointment of Mr. Francis J. Cummings, 418 Bella Vista Road, Brick, NJ, to the position of Senior Cook, at an annual salary of \$6,989.00 (Base Step + \$400.), prorated and effective from November 16, 1981, in accordance with the Certification of Eligibles dated September 24, 1981, subject to medical certification, and all Civil Service rules and regulations, including the three-month working test period.

Appoint
Senior
Cook

That the Board of Education approve the temporary employment of the following people to the position of substitute Bus Aide, at an hourly rate of \$4.13, effective from the first day of employment, subject to medical certification and all Civil Service rules and regulations:

Temp. Emp.
Substitute
Bus Aide

Jeanette Trotter
2747 Hooper Avenue
Brick, NJ 08723

Mary M. Frazee
179 Binnacle Road
Brick, NJ 08723

Prov. Appt. That the Board of Education approve the provisional appointment
Bus Aide of the following people to the position of substitute Bus Aide, at
 an annual salary of \$5,822, (Base Step), prorated and effective
 from November 16, 1981, subject to medical certification, Civil
 Service examination and all Civil Service rules and regulations:

Claire Gianettino	Ellen Black
287 Boeing Drive	12 View Drive
Brick, NJ 08723	Brick, NJ 08723

Temp. Emp. That the Board of Education approve the temporary employment of
Sub. Omni. the following people to the position of substitute Omnibus Oper-
Operator ator (Class I), at an hourly rate of \$5.04, effective from the
 first day of employment, subject to medical certification and
 all Civil Service rules and regulations:

David Hughes	John Reinders
327 Stearman Road	90 Coral Drive
Brick, NJ 08723	Brick, NJ 08723

Supervisor That the Board of Education approve the regular appointment of
Omnibus Mr. John Sturgeon, 195 McKinley Court, Brick, NJ, to the position
Operator of Supervising Omnibus Operator (Class I), in accordance with
 the Certification of Eligibles dated October 9, 1981, at an
 annual salary of \$10,796. (Step 6), prorated and effective from
 November 10, 1981, subject to all Civil Service rules and regula-
 tions, including the three-month working test period.

App. Add. That the Board of Education approve the additional longevity for
Longevity the following people:
 Laretta Wirth - \$200. Eff. 12/5/81 - - (Employed 12/5/66)

Temp. Emp. That the Board of Education approve the temporary employment of
Substitute the following people to the position of substitute Clerk Typist,
Clk. Typ. at an hourly rate of \$4.19, effective from the first day of em-
 ployment, subject to medical certification and all Civil Service
 rules and regulations:

Miriam Jackson	Geraldine Trumpore	Carol Gethard
207 Sunrise St.	832 Downey Avenue	340 Wisteria Dr.
Brick, NJ	Brick, NJ	Brick, NJ

Grace Carswell	Jean Tocci
531 Rovinhood Rd.	20 Laurelhurst Dr.
Brick, NJ	Brick, NJ

Reg. Appt. That the Board of Education approve the regular appointment of
Clk. Steno Ms. Denise Quadara, 504 Albermarle Road, Brick, NJ, to the
 position of Clerk Stenographer, at an annual salary of \$8,165.
 (Step 1 + \$600.), in accordance with the Certification of Eli-
 gibles dated October 2, 1981, prorated and effective from Nov-
 ember 10, 1981, subject to all Civil Service rules and regulations
 including the three-month working test period.

That the Board of Education approve the regular appointment of Mrs. Antoinette Queck, 109 Ashwood Drive, Brick, NJ, to the position of Clerk Typist, in accordance with the Certification of Eligibles dated October 15, 1981, at an annual salary of \$7,591. (Base Step + \$600.), prorated and effective from October 30, 1981, subject to medical certification and all Civil Service rules and regulations, including the three-month working test period.

Reg. Appt.
Clk. Typ.

That the Board of Education accept the resignation of Mrs. Lillian Falkowski from her position as Building Service Worker, effective January 1, 1982. Mrs. Falkowski was employed by the Board of Education for ten years.

Resignation
Falkowski

That the Board of Education approve the additional salary for the following people in the amount of \$200. per year, due to their obtaining a Boiler Operator's License, effective October 1, 1981:

Add. Sal.
Boiler
Oper. Lic.

Joseph Pesco

That the Board of Education approve the additional salary in the amount of \$127.68 to Mrs. Sophia Boyd, for her assuming the duties of Senior Clerk Typist, in accordance with the TWU contract, from September 1, to November 9, 1981.

Add. Sal.
Mrs. Boyd

That the Board of Education approve the regular appointment of Mrs. Sophia Boyd to the title of Senior Clerk Typist, in accordance with the Certification of Eligibles dated October 30, 1981, at an annual salary of \$8,895. (Step 3 + \$600.), prorated and effective from November 10, 1981, subject to all Civil Service rules and regulations including the three-month working test period.

Reg. App.
Mrs. Boyd
Sen. Clk.
Typist

That the Board of Education approve request from Mrs. Eve Weinberg, Senior Account Clerk (Typing), for a medical leave of absence, beginning February 1, 1982, for a period of six months, without pay.

Lv. Of Abs
Weinberg

That the Board of Education approve the regular appointment of Mrs. Patricia McNamara, 367 Essex Drive, Brick, NJ, to the position of Clerk Typist, in accordance with the Certification of Eligibles dated October 15, 1981, at an annual salary of \$7,591. (Base Step + \$600.), prorated and effective from November 16, 1981, subject to medical certification and all Civil Service rules and regulations, including the three-month working test period.

Reg. App.
Clk. Typ.
McNamara

That the Board of Education approve the titles of Assistant Purchasing Agent, and Supervisor of Accounts, as follows:

Approve
Titles
Assistant
Purchasing
Agent &
Supervisor
Of Acct.

ASSISTANT PURCHASING AGENT

DEFINITION: Assists the Purchasing Agent by performing supervisory and highly complex tasks involved in the large scale purchasing of supplies; does related work as required.

EXAMPLES OF WORK: Assists in developing purchasing methods, procedures, and records in accordance with prescribed laws, rules and regulations, standards,

<u>Approve</u>	policies and procedures; prepares purchase requisitions, and
<u>Titles</u>	specifications; reviews purchase requisitions for varied operating
<u>Assistant</u>	and maintenance equipment, materials, and supplies for accuracy
<u>Purchasing</u>	and suitability; enters and checks prices on requisitions; super-
<u>Agent &</u>	vises the checking of purchases orders against requisitions to assure
<u>Supervisor</u>	accuracy of prices and quality of goods; supervises the preparation
<u>Of Accounts</u>	and marking of purchase orders; assures that merchandise ordered
<u>Continued</u>	is received in good condition; prepares suitable reports; maintains,
	classifies, indexes and cross references records and files.

REQUIREMENTS:

1. Graduation from a four year course at an accredited college or university.
Note: Applicants who do not meet the above educational requirements may substitute additional work experience as described in requirement number two on a year for year basis.
2. Four years of experience in the writing of purchase specifications and in the purchase of equipment, materials and supplies on a large scale.
3. Appointees may be required to possess a valid New Jersey Driver's License.
4. Wide knowledge of the accepted procedures used in making large scale purchases; of the accepted methods of preparing purchase orders and specifications; of the types of information required to complete purchase orders; of accepted standards to be applied in purchase specifications, and of establishing and keeping needed records and files.
5. Ability to supervise the preparation of purchase requisitions and specifications; to work harmoniously with others; to assure compliance with purchase requisitions; to take and maintain a firm and correct stand when controversies arise; to review specifications and recommend suitable action, and to use good English in the preparation of clear, sound, accurate, and informative reports.
6. 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.

SUPERVISOR OF ACCOUNTS

DEFINITION: Under direction, supervises and/or performs the highly responsible and difficult work involved in the auditing and keeping of extensive financial records and reports; does related work as required.

EXAMPLES OF WORK: May supervise the activities of assigned personnel; establishes departmental procedures and methods of operation; reviews accounts and confers with collectors relative to the collection of delinquent accounts; checks bank statements; prepares reports; prepares budget requests; calculates payroll deductions and prepares and verifies payrolls; supervises and/or complies needed financial and other data for inclusion in budgets; makes audits of financial records and accounts to determine their accuracy, completeness and legality; develops trial balances

and other bookkeeping data; prepares and/or audits balance sheets and other financial statements and reports; maintains needed records and files.

Approve
Titles
Assistant
Purchasing
Agent &
Supervisor
Of Accounts
Continued

REQUIREMENTS:

1. Ability to read, write, speak and understand English sufficiently to perform the duties of this position.
2. Five years of experience involving the operation and maintenance of a system of accounts, three years of which shall have been in a supervisory capacity.
3. Thorough knowledge of the principles of auditing and accounting and their application to specific cases; of the procedures used in keeping and auditing the accounts of financial transactions; of accounting methods and techniques; of the procedures used in preventing errors; of the interpretation of varied financial data, and of the principles of personnel administration.
4. Ability to analyze, comprehend, and interpret the rules, regulations, policies, procedures and objectives of the organization; to organize assigned work and develop effective work methods; to work harmoniously with associates; to give suitable assignments and instructions to assigned employees; to provide them with advice and assistance when difficult and unusual problems arise; to requisition, safeguard, distribute and supervise the proper use of equipment and supplies; to prepare clear, sound, accurate and informative reports, and to direct the establishment and maintenance of suitable records and files.
5. 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.

Motion was made by Mrs. Fox, seconded by Mr. Bertrand and carried unanimously by roll call vote that the Board of Education approve all items (a) and (b) under the title of Policy as follows:

That the Board of Education approve Policy for High School Graduation Requirements, on second reading. (First reading was on October 14, 1981 and recorded in those minutes.)

H.S.
Graduation
Policy

That the Board of Education approve Family Life Education Program Policy on first reading, as follows:

Family
Life
Education
Program
Policy

FAMILY LIFE EDUCATION POLICY

The purpose of family life education is to give students the knowledge which will support the development of responsible personal behavior and strengthen their family life now and in the future.

Family life education shall be a part of the health education curriculum and shall consist of coordinated sequential instructional units appropriate to the age and maturity of students. The curriculum shall be planned and implemented in accordance with New Jersey Administrative Code 6:29-7.1(j). Community members (including clergy, physicians, and parents), teaching staff and secondary students shall be appropriately involved and consulted in the development and revision of the program.