

VendorAmount of Bid

**Dean Equipment and Furniture Co., Inc. \$35,210.26
 P.O. Box 523
 295 Route 46

* Price based on receiving entire award
 ** Partial bid

Motion was made by Mrs. Frake, seconded by Mrs. Riley, and carried unanimously by roll call vote, that the Board of Education award bids received January 4, 1980, for library furniture to Herbert L. Farkas Company in the amount of \$39,165.36.

Award Bid

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously, that the Board of Education accept the resignations of the following teachers from Schedule D of the Master Agreement for the 1979-80 school year:

Accept
Resigna-
tions

<u>Name</u>	<u>Activity</u>
John Dougherty	Boys' Winter Intramurals - Vets. Middle
Melvin Carlough	Girls' Winter Intramurals - Vets. Middle

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

Appoint
Teachers

<u>Activity</u>	<u>Name</u>	<u>Salary</u>
Boys' Winter Intramurals	Melvin Carlough	Step 4 - \$600.
Veterans Middle School		
Girls' Winter Intramurals	JoAnne Vaccaro	Step 1 - \$300.
Veterans Middle School		

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously, that the Board of Education approve requests for leaves of absence for the following teachers:

Leaves of
Absence

<u>Name</u>	<u>School</u>	<u>Reason</u>
Mrs. Sharon Hoffman	Lake Riviera	Maternity w/o pay
Eff: 1/21/80 thru 2/19/80	Home Ec.	
Brick exp. - 1 year		

Mrs. Eileen Lewis	Lake Riviera	Maternity w/o pay
Eff: 1/28/80 thru 6/30/80	Grade 6	
Brick exp. - 9 years		

Motion was made by Mrs. Fox, seconded by Mr. Bertrand, and carried unanimously by roll call vote, that the Board of Education approve substitute teachers as follows:

Approve
Substitute
Teachers

Diane Roberts, 22 Gerald Terrace, Hazlet, N.J. 08730
 Victoria Bitetti, 11 Boxwood Drive, Brick, N.J. 08723
 Barbara Meyer, 824 Cable Ave., Beachwood, N.J. 08722
 Maryann Chojnacki, 121 Port Road, Brick, N.J. 08723
 Janet Buell, 39 Bonair Rd., Brick, N.J. 08723
 Frederick Shouldice, 255 Ashwood Dr., Brick, N.J. 08723
 Vicki Buchland, 74 Robbins Court, Brick, N.J. 08723
 Rick Handchen, 516 Nicholas Rd., Brick, N.J. 08723
 Virginia Flesche, 240 Georgia Drive, Brick, N.J. 08723

11/9/80

Debra Schultz, 971 Linden Avenue, Brick, N.J. 08723
 Joann Albrecht, 333 Cedarcroft Dr., Brick, N.J. 08723
 Jean Andreacci, 39 Oak Glen Road, Toms River, N.J.
 Kim Ballas, 8 Dover Ave., Ortley Beach, N.J.
 Theodora Bamber, 3144 Creek Road, Toms River, N.J.
 Dorothea Bernhard
 434 Dock Rd., Beach Haven, N.J.
 Diane Callander, 1610 Calamus Place, Pt. Pleasant, N.J.
 Carol Cammarano, 300 Main Ave., Bay Head, N.J.
 Martha Cheslow, 4 Kingsley Way, Freehold, N.J.
 Marjorie Evanson, 7E 49th St., Brant Beach, N.J.
 Elaine Gaffga, 100 Third Ave., Belmar, N.J.
 Elizabeth Haines, 1018 Gowdy Ave., Pt. Pleasant Beach, N.J.
 Catherine Higgins, 228 Drum Pt. Rd., Brick, N.J.
 Robert James, 50 Pinewood Drive, Brick, N.J.
 Jacquelyn Klagholz, 206 K Court, Seaside Park, N.J.
 Lois McCue, 975 Cedar Grove Rd., Toms River, N.J.
 Carolyn Reach, 309 Hall Ave., Pt. Pleasant, N.J.
 Kathleen Romano, 512 Pemberton St., Toms River, N.J.
 Lynn Sieka, 515 San Juan Dr., Toms River, N.J.
 Benita Simone, R.D. 2, Box 40, C49, Wrightstown, N.J.
 Jean Waldman, 304 Hilltop Rd., Toms River, N.J.
 Jacqueline Zsido, 932 Ship Ave., Beachwood, N.J.

Substitute
Teachers

College
Students

Motion was made by Mrs. Fox, seconded by Mr. D'Ambola, and carried unanimously, that the Board of Education approve the placement of the following college students for an observation experience:

<u>Name</u>	<u>College</u>	<u>Dates</u>	<u>Subject</u>	<u>School</u>
Helen Byrne	Georgian Ct.	1/2/80- 1/11/80	Grade 3	Veterans Elementary
Jill Comstock	Georgian Ct.	1/2/80- 1/18/80	Grade 1	Veterans Elementary

Rescind
Job Desc.

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried unanimously, that the Board of Education rescind the job description of Administrative Assistant to Principal approved on September 12, 1979.

Job Desc.
Approved

Motion was made by Mrs. Fox, seconded by Mr. D'Ambola, and carried unanimously, that the Board of Education approve the following job description of Administrative Assistant to Principal (Middle School), as per New Jersey Administrative Code 6:3-1.21.

TITLE: Administrative Assistant to Principal (Middle School)

QUALIFICATIONS: Principal's Certificate

REPORTS TO: Superintendent/Deputy Superintendent/Assistant Superintendent/Principal/Assistant Principal

SUPERVISES: Not applicable

JOB GOAL: To assist the principal and the assistant principal in the management of building staff and students.

PERFORMANCE RESPONSIBILITIES: In order to achieve the function of his/her position the Administrative Assistant shall assist the Building Principal and the Assistant Principal in the following areas:

1. Directs the establishment and maintenance of a school philosophy and an educational program consistent with Brick Township Public School goals, policies, and regulations.
2. Works with staff to improve curriculum and instruction.
3. Plans and provides for an environment which supports the educational program and maintains the mental and physical health and safety of students and staff.
4. Uses administrative and management practices which promote the efficient and effective operation of the school.
5. Insures the proper evaluation of student progress and of the effectiveness of the program to determine what practices or objectives to maintain or modify.
6. Organizes and administers the public relations program for the school.
7. Assists in preparation and administration of the school budget and supervises school finances.
8. Identifies areas for personal professional growth, acquires appropriate skills and information and applies them.
9. Performs such other tasks and assumes such other responsibilities as the Building Principal and Assistant Principal may assign.

Jan. 9, 1980 (New)

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. Fox, seconded by Mr. D'Ambola, and carried unanimously by roll call vote, that the Board of Education appoint Mr. George Rao, Subject Supervisor, to the position of Athletic Director, effective July 1, 1980, salary pending BTEA negotiated settlement, eleven month position. Appoint Rao

Motion was made by Mrs. Fox, seconded by Mrs. Riley, and carried, to appoint Mrs. Charlotte Berger, art teacher, to the position of Fine Arts Supervisor K-12, effective September 1, 1980, salary pending BTASA negotiated settlement, ten month position. A roll call vote was as follows: Mr. Bertrand - no; Mr. D'Ambola - yes; Mrs. Fox - yes; Mrs. Frake - yes; Mr. Hancock - no; Mrs. Riley - yes; Mr. Schue - yes. Appoint Berger

Rac Leave
of Absence

Motion was made by Mrs. Riley, seconded by Mr. D'Ambola, and carried unanimously, that the Board of Education approve a request from Mrs. Lynne A. Rac for an additional six month maternity leave without pay, beginning February 1, 1980, through August 1, 1980.

Appoint
Mesgleski

Motion was made by Mrs. Riley, seconded by Mr. D'Ambola, and carried unanimously by roll call vote, that the Board of Education approve the Provisional Appointment of Mrs. Patricia Mesgleski to the position of Senior Clerk Typist, pending Civil Service examination, at the 1979-80 annual salary of \$10,033. (Step 8 - \$9,883. + \$150. Longevity) prorated and effective from October 16, 1979, subject to all Civil Service rules and regulations.

Cherry
Leave of
Absence

Motion was made by Mrs. Riley, seconded by Mr. Bertrand, and carried unanimously, that the Board of Education approve the request from Miss Catherine A. Cherry, Clerk Stenographer, for an additional six months medical leave of absence, without pay, effective January 1, 1980, through June 30, 1980.

Barbszis
Retires

Motion was made by Mrs. Riley, seconded by Mrs. Fox, and carried unanimously by roll call vote, that the Board of Education record, with regret, the retirement of Mrs. Hilda M. Barbszis, Board Secretary, effective September 1, 1979. Mrs. Barbszis was employed since July 1, 1952.

Appoint
Toms

Motion was made by Mrs. Riley, seconded by Mr. Bertrand, and carried unanimously by roll call vote, that the Board of Education approve the regular appointment of Mrs. Janet A. Toms, 414 Aurora Place, Brick, N.J., to the position of Computer Operator, in accordance with Civil Service Certification of Eligibles for Appointment dated December 24, 1979, with no change in salary (5th Step - \$10,296.), effective January 10, 1980, subject to all Civil Service rules and regulations, including the three-month working test period.

Appoint
Meyers

Motion was made by Mrs. Riley, seconded by Mr. D'Ambola, and carried unanimously by roll call vote, that the Board of Education approve the regular appointment of Ms. Valerie J. Meyers, 660 Hawks Nest Road, Box 56, Brick, N.J., to the position of Omnibus Operator (Class I), in accordance with Civil Service Certification of Eligibles for Appointment dated December 21, 1979, at an annual salary of \$7,146. (Base Step), prorated and effective from January 16, 1980, subject to all Civil Service rules and regulations, including the three-month working test period.

Appoint
Mrozowski

Motion was made by Mrs. Riley, seconded by Mr. Bertrand, and carried unanimously by roll call vote, that the Board of Education approve the provisional appointment of Mr. Joseph P. Mrozowski, 100 Silver Drive, Brick, N.J., pending Civil Service examination, to the position of Custodial Worker, at an annual salary of \$8,066. (Base Step), prorated and effective from January 16, 1980, subject to all Civil Service rules and regulations.

Accept
Reports

Motion was made by Mr. D'Ambola, seconded by Mrs. Riley, and carried unanimously, that the Board of Education accept reports submitted for the month of December, 1979, as follows: Custodian of School Moneys, Secretary of the Board, Field Trips, Suspensions.