

Personnel Mrs. Ceres presented Personnel Teaching.

Teaching Motion was made by Mr. Paredes, seconded by Mr. Woska, with a unanimous roll call vote to approve Personnel Teaching items (a) through (1), as follows:

Approve (a) Move the Board of Education approve the emergent hiring of substitute teachers for the 2000-2001 school year, as per the attached list. (List will be forwarded to the Board prior to the December 7, 2000 Pre-Agenda Board meeting.)

Accept (b) Move the Board of Education accept, with regret, retire. retirements for the 2000-2001 school year, as follows:

Julie Fox	VMES
Brick Exp: 24.5 Yrs.	Gr. 5
EFF: 1/29/01	

Claire Patterson	HERB
Brick Exp: 27.8 Yrs.	Gr. 1
EFF: 12/1/00	

Approve (c) Move the Board of Education approve leaves of absence for LOA the 2000-2001 school year, as follows:

Holly Callahan	EHYS/HERB	Medical Leave
EFF: 1/23/01-2/9/01	Art	W/O Pay, W/Benefits

Susan Otto	MIDS	Family Leave
EFF: 11/27/00 & 12/1/00-12/6/00	Phys Ed	W/O Pay, W/Benefits

Maureen Wixson	LRMS	Family Leave
EFF: 6/12/01-9/14/01	Guidance	W/O Pay, W/Benefits

Approve (d) Move the Board of Education approve the attached job descriptions, as follows:

1. Community Relations Officer
2. Supervisor of Special Education Services

Approve (e) Move the Board of Education approve clubs with volunteer clubs advisors for the 2000-2001 school year, as per the attached w Volunt.list.

(f) Move the Board of Education approve a change in Computer Systems Operators for the 2000-2001 school year, as follows: **Approve Change**

<u>From</u>	<u>To</u>
Carol Kurek EHYS	Amanda Beattie EHYS

(g) Move the Board of Education approve a revision of an effective date for a staff member for the 2000-2001 school year, as follows: **Approve revision**

	<u>Previously Approved</u> <u>Date</u>	<u>New Date</u>
Cecelia Ruegsegger	10/26/00	10/27/00

(h) Move the Board of Education approve emergent hiring for the 2000-2001 school year, as follows: **Approve emergent hiring**

A/C# 11-213-100-101-88-000 146
 Shannon Bowman BA - Springfield College
 10 Sandy Point Drive Step 1 - Bachelor Guide
 Brick, NJ 08732 Salary - \$33,255
 EFF: 1/4/01-6/30/01 Pro-rata- \$19,122
 Teach - LRMS/Res Ctr

A/C# 11-120-100-101-88-0A2 105
 Scott Capro MA - Monmouth University
 248 Howard Avenue Step 1 - Master Guide
 Ocean, NJ 07740 Salary - \$35,070
 EFF: 1/16/01-6/30/01 Pro-rata- \$18,762
 Teach - MIDS/Gr. 2
 Pending Certification

A/C#
 Stacy Inamorato BA - Arizona State
 120B Trinidad Avenue University
 Seaside Hts., NJ 08751 Step 2 - Bachelor Guide
 EFF: 12/15/00-6/30/01 Salary - \$33,405
 Pro-rata- \$20,878
 Teach - Location and Assignment to
 be determined

A/C# 11-120-100-101-88-0A2 105
 Jaime Zaleski BA - Montclair State Univ.
 1034 Roxbury Lane Step 1 - Bachelor Guide
 Toms River, NJ 08753 Salary - \$33,255
 EFF: 1/2/01-6/30/01 Pro-rata- \$19,455
 Teach - VMES/Gr. 1

Approve (i) Move the Board of Education approve a student teaching student placement for the 2000-2001 school year, as follows:
 teaching

<u>Name/School</u>	<u>Placement</u>	<u>Date</u>
Kelly Croslin	EHYS	1/16/01-
Monmouth University	Grade 3	4/27/01

Accept (j) Move the Board of Education accept a resignation from resign. Schedule "D" for the 2000-2001 school year, as follows:

John Jasinski Boys Basketball
 Asst. Coach
 BTHS

Approve (k) Move the Board of Education approve employment to Schedule employ. "D" for the 2000-2001 school year as follows:

A/C# 11-402-100-101-88-016 174 Pro-rata \$2,490
 Michael Dianora Ice Hockey
 Asst. Coach
 BMHS
 EFF: 12/14/00

A/C# 11-402-100-101-88-010 173
 Robert Hudak Boys Basketball \$3,673
 Asst. Coach
 BTHS

A/C# 11-402-100-101-88-016 174
 Eric Mazur Boys Basketball \$3,673
 Asst. Coach
 BMHS

Approve (l) Move the Board of Education approve a volunteer coach aide volunt. for the 2000-2001 school year, as follows:
 coach aide

Greg Carter LRMS Basketball

SUBSTITUTE TEACHERS TO BE APPROVED
BOARD OF EDUCATION MEETING
DECEMBER 14, 2000

Laura	Beres	16 Sunnydale Drive	Brick,	NJ	08723
Melissa	Brino	2747 Hooper Avenue	Brick,	NJ	08723
Scott	Capro	248 Howard Avenue	Long Branch	NJ	07740
Anna	Csorgo	42 Sunlight Springs Road	Lakewood,	NJ	08701
Michael	Dianora	4 Weymouth Drive	Howell,	NJ	07731
Mary	Donnelly	59 Manor Road	Toms River,	NJ	08753
Kevin	Donovan	137 Minnesink Road	Manasquan,	NJ	08736
Bobbi	Dresser	567 Duquesne Boulevard	Brick,	NJ	08723
Maureen	Frain	55 E. Pampano Drive	Brick,	NJ	08723
Kimberly	Gorecki	1168 Concord Drive	Brick,	NJ	08724
Megan	Grace	34 Curtis Avenue	Manasquan,	NJ	08736
Lisa	Greenberg	28 Melrose Drive	Toms River,	NJ	08753
Stacy	Inamorato	120B Trinidad Avenue	Seaside Heights,	NJ	08751
Barbara	Kern	62 Greenways Lane	Lakewood,	NJ	08701
Claire	Kerr	120 Daybreak Court	Brick,	NJ	08724
Debra	Munn	62 Spring Lake Gardens	Spring Lake,	NJ	07762
Linda	Ostapovich	5 Equator Avenue	South Bound Brook,	NJ	08880
Lisa	Prybolsky	105 A Street	Brick,	NJ	08723
Jennifer	Rosa	793 Warren Street	Toms River,	NJ	08753
Gina	Smith	6 Pilot Road	Toms River,	NJ	08753
Elisabeth	Teufel	1553 Forrest Trail Circle	Toms River,	NJ	08753
Wendy	Warner	10 Orchard Street	Toms River,	NJ	08753
Julia	White	609 Rispo Drive	Pt. Pleasant,	NJ	08742
David	Whittaker	420 Midstreams Road	Brick,	NJ	08724
Julie	Yost	316 Scarlet Court	Toms River,	NJ	08753
Jaime	Zaleski	1034 Roxbury Lane	Toms River,	NJ	08753

Brick Township Public Schools
Brick, New Jersey 08724

TITLE: Community Relations Officer

QUALIFICATIONS:

1. An earned Bachelor of Arts/Science Degree preferably in English/Communications
2. Experienced writer
3. Experience with video presentations

REPORTS TO: Superintendent of Schools

JOB GOAL: To disseminate school and district-wide news to the community, thus enhancing the community's understanding of the school district and their community school.

PERFORMANCE RESPONSIBILITIES;

1. Plans, develops, and produces internal and external publications and communications.
2. Prepares feature material for newspapers.
3. Plans programming and news releases using the District/Township television studio, radio, newspaper and other media sources.
4. As assigned, assumes the role of liaison person with all news media.
5. Coordinate the external activities of the District/Township television studios in accordance with Board of Education Policy.
6. Assists the Board of Education in planning a public participation event.
7. Serves as consultant in the preparation of informational materials prepared by school personnel.
8. Provides school-community relations consulting service to the members of the Board of Education, central office administration, school-based and district-wide administration.

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

BRICK TOWNSHIP PUBLIC SCHOOLS
BRICK, NEW JERSEY 08724

JOB DESCRIPTION

TITLE: SUPERVISOR OF SPECIAL EDUCATION SERVICES

QUALIFICATIONS: As set by State Certification Authorities
Masters Degree
Valid New Jersey Supervisor Certificate
Teacher of the Handicapped

REPORTS TO: Director of Special Education, Assistant Superintendent

SUPERVISES: Child Study Teams, Related Services

JOB GOAL: The function of the Supervisor shall be to administer,
supervise, and evaluate all phases of special education
programs in the Brick Township Schools

PERFORMANCE RESPONSIBILITIES;

1. Supervises the child study team and related service providers efficiently and effectively to ensure that special education programs are consistent with the educational goals developed by the Brick Township Board of Education.
2. Assesses child study team and related service providers' effectiveness in order to determine compliance with state and federal mandates.
3. Assists child study team members and related service providers to improve their professional performance by identifying areas for personal professional growth and acquiring appropriate skills and information.
4. Uses management practices which promote the efficient and effective operation of special education programs and services.
5. Performs such tasks and duties as may be required by his/her superordinate.

PERFORMANCE CRITERIA SUPERVISOR OF
SPECIAL EDUCATION

1. Supervises the child study team and related service providers efficiently and effectively to ensure that special education programs are consistent with the educational goals developed by the Brick Township Board of Education.
 - a. Interprets special education policies and regulations as the basis for educational program.
 - b. Involves staff, community and students in planning, developing and evaluating the educational program.
 - c. Coordinates child study team and related service providers activities (i.e. evaluations, reevaluations, schedules)
 - d. Articulates to district staff special education program options that exist in the district.
 - e. Insures that instruction complies with the core curriculum standards.
 - f. Defines clearly responsibilities and expectations of each child study team member and related service providers and evaluates staff in accordance with Board adopted policy and procedures.
 - g. Supervises staff to increase their effectiveness on performance criteria for their position.
 - h. Identifies and provides training for the purpose of increasing performance effectiveness.

2. Assesses child study team and related service providers effectiveness in order to determine compliance with state and federal mandates.
 - a. Organizes and directs periodic review of the child study team case manager's evaluation and reevaluation schedules.
 - b. Plans and implements new requirements for IEP development.
 - c. Supervises the implementation of regulations regarding special education policy.

3. Assists child study team members and related service providers to improve their professional performance by identifying areas for professional growth, and acquiring appropriate skills and information.
 - a. By meeting regularly with child study teams and related service providers to discuss compliance with state and federal mandates.
 - b. By providing proper orientation for new child study team members and related service providers.
 - c. By assisting child study team members and related service providers in setting performance improvement goals, objectives and methods for attaining them.
 - d. By planing and developing in-service programs which addresses identified training needs of staff.

4. Uses management practices which promote the efficient and effective operation of special education program and services.
 - a. By addressing and following policies, procedures and regulations.
 - b. By communicating necessary information to staff, students, and parents.
 - c. By seeking and considering staff input in the decision making process.
 - d. By developing and utilizing procedures for handling routine tasks.
 - e. By following through on commitments affecting staff, students and parents.
 - f. By utilizing time efficiently and effectively.

5. Performs such tasks and duties as may be required by his/her superordinate.

- a. Works cooperatively with his/her superordinate.
- b. Plans and completes delegated tasks effectively.

Clubs With Volunteer Advisors

School/Club

Advisor(s)

BMHS

Marketing & Distributive Education (DECA)
Project Graduation

Tamra Bach
Ann Marie Tarnowski/
Esta Gauslin
John Bach

Ski Club

BTHS

Dance Club
Debate Club
Marketing & Distributive Education (DECA)
Electronics
Intergenerational

Desiree Horvath
Michael Fletcher
James Jaworski
Charles Mastik
Nancy Cook/
Kathryn Keating
John Parani
Elaine Robinson
Dennis Filippone
Lori Nazzaro

Leo Club (Lions)
Project Graduation
Students Against Destructive Decisions (SADD)
Students and Staff Against Violence
Everywhere (SAVE)
Seeking Educational Equity and Diversity (SEED)
Students Working to End Environmental Pollution
(SWEEP)

Michael Fletcher
Terrence Brown

Ski Club

William Kennedy

LRMS

Art Club
Peer to Peer Program

Heather DeConde
Angie Finn/
Maureen Wixson
Angie Finn

Save It Program (Students and Staff Against
Violence)

VMMS

Spirit Club
Intergenerational

Valerie Abramo
Rosemary Heckendorn

Personnel Dr. Nicaastro presented Personnel Non-Teaching.

Non-Teach Motion was made by Mr. Paredes, seconded by Mr. Bendokas, with a unanimous roll call vote to approve Personnel Non-Teaching items (a) through (h), as follows:

accept retire. (a) Move the Board of Education accept, with regret, retirements for the 2000-2001 school year, as follows:

Alice Cesiano	Teacher Aide
Brick Exp: 13.9 Yrs.	
EFF: 2/1/01	

Denise Malone	Prin. Clerk Stenographer
Brick Exp: 25 Yr. 2 Mos.	
EFF: 2/1/01	

Accept resign. (b) Move the Board of Education accept resignations for the 2000-2001 school year, as follows:

Kerilyn Naiva	Teacher Aide
Brick Exp: 5.5 Yrs.	
EFF: 1/19/01	

Joann Shareshian	Food Service Worker
Brick Exp: 4.3 Yrs.	
EFF: 12/1/00	

Approve LOA (c) Move the Board of Education approve a leave of absence for the 2000-2001 school year, as follows:

Gail Ventolo	School Bus Driver
EFF: 12/13/00-2/7/01	Medical Leave
	W/O Pay, W/Benefits

Approve change in hours (d) Move the Board of Education approve a change in hours for the 2000-2001 school year, subject to all Civil Service rules and regulations, as follows:

<u>From</u>	<u>To</u>
Food Service Worker/4 hrs	Food Service Worker/6 hrs
Sara Durante	*Step 11, Salary \$11,951
EFF: 11/13/00-6/30/01	Pro-rata \$8,856

*Pending Negotiations

(e) Move the Board of Education approve a change in title for **Approve**
the 2000-2001 school year, as follows: **change in title**

<u>From</u>	<u>To</u>
Cook, PA	Cook, RA
Maureen Bresee	No Change in Salary
EFF: 12/15/00-6/30/01	

(f) Move the Board of Education approve employment for the **Approve**
2000-2001 school year, subject to all Civil Service rules and **employ.**
regulations, as follows:

A/C# 50-910-310-110-88-930	242
Robin Mendoza	Food Service Worker/4 hrs
1199 Cedar Bridge Avenue	*Step 5, Salary \$6,357
Brick, NJ 08723	Pro-rata \$4,258
EFF: 12/1/00-6/30/01	

*Pending Negotiations

(g) Move the Board of Education approve the emergent hiring of **Approve**
substitutes, as the need exists, for the 2000-2001 school year, **hiring**
subject to all Civil Service rules and regulations, as follows:

A/C# 11-190-100-106-88-00D	121
Lynn Auriemma	Teacher Aide
604 Winding River Road	\$40.00 per diem
Brick, NJ 08724	
EFF: 12/15/00-6/30/01	

A/C# 20-250-100-104-88-000	303
Alison Baker	Occup. Therapy Asst.
6 Hill Lane	\$27.00 per hour
Cream Ridge, NJ 08514	
EFF: 12/15/00-6/30/01	

A/C# 11-190-100-106-88-00D	121
Carolyn Bassarab	Teacher Aide
143 Natick Trail	\$40.00 per diem
Brick, NJ 08724	
EFF: 12/15/00-6/30/01	

A/C# 11-000-270-107-88-51C	211
Michael Braga	School Bus Driver
234 Essex Court	\$10.14 per hour
Brick, NJ 08723	
EFF: 12/15/00-6/30/01	

A/C# 11-190-100-106-88-00D Joanne Colangelo 100 Monterey Drive Brick, NJ 08723 EFF: 12/15/00-6/30/01	121 Teacher Aide \$40.00 per diem Secretary \$53.62 per diem
A/C# 11-190-100-106-88-00D Karen Contino 410A Brick Boulevard Brick NJ 08723 EFF: 12/15/00-6/30/01	121 Secretary \$53.62 per diem
A/C# 11-000-270-107-88-51C Donna Frei 314 Sampson Avenue Seaside Hts., NJ 08751 EFF: 12/15/00-6/30/01	211 School Bus Driver \$10.14 per hour Pending CDL
A/C# 11-190-100-106-88-00D Linda Halpern 123 Dennis Drive Brick, NJ 08724 EFF: 12/15/00-6/30/01	121 Secretary \$53.62 per diem
A/C# 11-190-100-106-88-00D Regina Hrabina 324 Lockheed Road Brick, NJ 08723 EFF: 12/15/00-6/30/01	121 Teacher Aide \$40.00 per diem Secretary \$53.62 per diem
A/C# 11-190-100-106-88-00D Frances Kafton 2 Oregon Avenue Jackson, NJ 08527 EFF: 12/15/00-6/30/01	121 Secretary \$53.62 per diem
A/C# 11-000-270-107-88-51C Maria Kuklo 2 Cabana Drive Brick, NJ 08723 EFF: 12/15/00-6/30/01	211 School Bus Driver \$10.14 per hour Pending CDL
Henry Leszczak 94 Havens Drive Brick, NJ 08723 EFF: 11/22/00-6/30/01	Accountant \$25.00 per hour

A/C# 11-000-270-107-88-51C	211
Michael Meares	School Bus Driver
1 Primrose Lane	\$10.14 per hour
Brick, NJ 08724	Pending CDL
EFF: 12/15/00-6/30/01	
A/C# 11-190-100-106-88-00D	121
Bernadette Pearce	Teacher Aide
106 Oak Knoll Drive	\$40.00 per diem
Brick, NJ 08724	
EFF: 12/15/00-6/30/01	
A/C# 11-190-100-106-88-00D	121
Richard Stainton	Teacher Aide
207 Riverside Drive	\$40.00 per diem
Brick, NJ 08724	
EFF: 12/15/00-6/30/01	
A/C# 11-000-262-109-88-611	201
John Valenti	Custodial Worker
28 Bayberry Court	\$9.06 per hour
Howell, NJ 07731	
EFF: 12/15/00-6/30/01	
A/C# 50-910-310-110-88-931	243
Geraldine Winnicki	Food Service Worker
439 Drum Point Road	\$7.18 per hour
Brick, NJ 08723	
EFF: 12/15/00-6/30/01	

(h) Move the Board of Education approve removals from the Approve
substitute list, as follows: removal from sub

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Deborah Mayo	Food Service Worker	12/15/00
Erika Walker	Food Service Worker	12/15/00