

Sayreville, New Jersey
March 4, 2014
6:30 P.M.

Pursuant to notice posted at the Board Offices, given to each Board member, one local newspaper, and the Borough Clerk as required by Chapter 231, Public Law 1975, the Board of Education of the Borough of Sayreville held a Regular Meeting on March 4, 2014. An Executive Session took place at 6:30 P.M. followed by the Regular Meeting at 7:30 P.M. The meeting was held in the Cafeteria at Sayreville War Memorial High School.

Motion by Mr. Macagnone, second by Mr. Walsh. Roll call vote. Nine yes votes recorded. Motion carried. Yes votes recorded by Mr. Balka, Mrs. Batko, Mrs. Bloom, Mr. Brodzinski, Mrs. DePinto, Mr. Macagnone, Mrs. Trapp, Mr. Walsh and Mr. Ciak.

Mr. Ciak called the meeting to order at 6:33 P.M.

Members present were Mr. Balka, Mrs. Batko, Mrs. Bloom, Mr. Brodzinski, Mrs. DePinto, Mr. Macagnone, Mrs. Trapp, Mr. Walsh and Mr. Ciak.

Motion by Mrs. DePinto, second by Mr. Macagnone. Roll call vote. Nine yes votes recorded. Motion carried. Yes votes recorded by Mr. Balka, Mrs. Batko, Mrs. Bloom, Mr. Brodzinski, Mrs. DePinto, Mr. Macagnone, Mrs. Trapp, Mr. Walsh and Mr. Ciak. The Board went into Executive Session at 6:34 P.M. in accordance with the following Resolution.

Also present were Superintendent Dr. Alfano, Assistant Superintendent Mrs. Zeichner, Assistant Superintendent Mrs. Facendo, Business Administrator/Board Secretary Mr. D'Andrea and Board Attorney Mr. Busch of the Schwartz, Simon, Edelstein and Celso law firm.

RESOLUTION

WHEREAS Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Sayreville, County of Middlesex, State of New Jersey, as follows:

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - NEGOTIATIONS
 - Sayreville Education Association – Memorandum of Agreement
 - STUDENT DISCIPLINE
 - High School Student
 - H.I.B. 2013-14-17
 - PERSONNEL
 - Superintendent Search
 - ATTORNEY-CLIENT PRIVILEGE
 - Open Public Meeting Act
3. It is anticipated at this time that the above-stated subject matter shall be made public at such time as the need for non-disclosure no longer exists.

4. This Resolution shall take effect immediately.

The Board adjourned the Executive Session at 7:07 P.M.

The Board reopened the meeting to the public at 7:30 P.M.

Members present were Mr. Balka, Mrs. Batko, Mrs. Bloom, Mr. Brodzinski, Mrs. DePinto, Mr. Macagnone, Mrs. Trapp, Mr. Walsh and Mr. Ciak.

Also present were Superintendent Dr. Alfano, Assistant Superintendent Mrs. Zeichner, Assistant Superintendent Mrs. Facendo, Business Administrator/Board Secretary Mr. D'Andrea and Director of Special Service Mr. Byrne.

PRESENTATION

- Let the Children Lead - SUES

CORRESPONDENCE

APPROVAL OF MINUTES

Motion by Mr. Macagnone, second by Mrs. DePinto. Roll call vote. Nine yes votes recorded. Motion carried. Yes votes recorded by Mr. Balka, Mrs. Batko, Mrs. Bloom, Mr. Brodzinski, Mrs. DePinto, Mr. Macagnone, Mrs. Trapp, Mr. Walsh and Mr. Ciak. The Board approved the minutes of:

- Regular and Executive Session of February 18, 2014
- **WITHDRAWN**
Minutes of the Special Executive Session of February 25, 2014

STUDENT COUNCIL REPRESENTATIVE'S REPORT

- Sonika Vani

PARENT INVOLVEMENT REPRESENTATIVE'S REPORT

ATTORNEY'S REPORT

DISTRICT HIGHLIGHTS

* On February 21, 2014, nearly 500 students in grades K through 3 participated in Jump Rope for Heart. This community-service project was planned in conjunction with this year's school theme, "We the Students," and provided the children an opportunity to benefit from the physical activity as well as doing something to help others. The Truman School jumpers were an enthusiastic group and a fun time was had by all. Special thanks to Ms. Caroline Noppenberger, physical education teacher, for organizing and implementing this worthwhile activity for the students. Also, many thanks to the PTO for their involvement and help with this project. They raised \$5,500.00 for the American Heart Association. Once again, thank you Truman School families for your support on this endeavor.

* Congratulations to the Samsel Upper Elementary School TAG students and their teacher, Mrs. Jennifer Mahieu. County Freeholder Polos visited Mrs. Mahieu's TAG class and was photographed with a group of her TAG students with their new Vermi Composter. During Freeholder Polos' visit, the TAG students performed a skit entitled, "We Can Change the World." He was so impressed with it that he has invited the class

to come perform it at the next Middlesex County Freeholders meeting. He intends to purchase shirts for the children and would like the skit to be filmed and made into a commercial advertisement for recycling. Another job well done!!

SUPERINTENDENT’S REPORT OVERVIEW

BUILDINGS AND GROUNDS

1. The Board of Education approved a Car Show Fundraiser for Lucas Kruse, a 14-year old local boy who suffers with Malformation of the Brain, Mitral Valve Prolapse and Gastro Paresis. The event will be sponsored by the Auto Tech Club on June 22, 2014 in the west wing parking lot of the school. The event will take place from 8 AM to 6 PM with a rain date of June 29, 2014.

FINANCE

1. The Board of Education approved the creation of an additional Project Before Pre-School Class at the Samsel Upper Elementary School for the 2013-14 school year due to increased enrollment, effective March 5, 2014.

2. The Board of Education approved the creation of a full-time Project Before Teaching position, at the Samsel Upper Elementary School for the 2013-14 school year due to increased enrollment, effective March 5, 2014.

3. The Board of Education approved the creation of a part-time paraprofessional position for a Project Before Pre-School Class at the Samsel Upper Elementary School for the 2013-14 school year due to increased enrollment, effective March 5, 2014.

4. The Board of Education approved an amendment for Professional Services Contract to Sharing Communications for Speech/Language Services from \$10,000.00 to \$30,000.00.

5. The Board of Education approved a contract with PlanConnect for third-party administration services for the Retirement Plans (at no cost to the Board).

Mrs. Batko asked what services would be provided, Mr. D’Andrea replied to keep us compliant with I.R.S. regulations.

6. The Board of Education approved the attendance of Emidio D’Andrea, Board Secretary/Business Administrator for the District, at the NJASBO Conference in Atlantic City from June 4, 2013 to June 6, 2014. Expenses to be paid in accordance with Board Policy and OMB Guidelines.

Registration: - \$150.00
 Accommodations: - \$125.00/day

7. The Board of Education granted permission to apply for funds to support implementation of the *Anti-Bullying Bill of Rights Act*, for the purposes described in the application, in the amount of \$492,015.00.

8. The Board of Education approved the attendance of Dr. Frank Alfano, Superintendent of Schools, at the NJASA/NJAPSA in Atlantic City from May 21, 2014 to May 23, 2014. Expenses to be paid in accordance with Board Policy and OMB Guidelines.

Registration: - \$450.00
 Accommodations: - \$125.00/day

9. The Board of Education abolished a full-time In-Class Support/Resource Center Teacher at the Sayreville War Memorial High School, effective March 5, 2014.

10. The Board of Education approved the creation of a 3/5 time In-Class Support Resource Center Teacher at the Sayreville War Memorial High School, effective March 5, 2014.

Mrs. DePinto asked, "What does 3/5 mean. Dr. Alfano replied, "Teaching 3 of 5 classes."

PERSONNEL (NON-CERTIFIED)

1. The Board of Education honored the retirement of Thomas Stomiany, 3 PM to 11 PM custodian at the Sayreville War Memorial High School, effective April 1, 2014.

2. The Board of Education approved the lateral transfer of Joyce Grzes from 3 PM to 11 PM custodian at the Truman Elementary School to 3 PM to 11 PM custodian at the Sayreville War Memorial High School, effective April 1, 2014 (Stomiany).

It must be noted that Mr. Balka and Mrs. Batko voted "no" on the following resolution.

3. The Board of Education approved the following job description:

***Chief Technical Officer/Coordinator of Technology & Infrastructure

***Job Title pending approval of County Superintendent

I. Qualifications:

1. Experience as a school administrator and/or supervisor preferred.
2. Ability to work effectively with others, broad knowledge of school curriculum, creative approach to problem-solving, ability to organize effectively, knowledge of curriculum and staff development, and the ability to make major decisions.
3. Working Knowledge of student information systems like PowerSchool.
4. Strong leadership and communication skills.
5. Strong understanding of data analysis.
6. Demonstrate the ability to properly prioritize numerous requests/projects and align the requestor's expectation with the IT department's resources.
7. Demonstrate a broad general education and dedication to lifelong learning. Overall intelligence and perseverance; a strong work ethic; high ethical standards; self-confidence; good time-management skills; budgeting and other fiscal skills.
8. Demonstrate knowledge of and support for the district's educational system; appropriate skills in teaching school children as well as educators and other adults. Knowledge of curriculum, curriculum development, and school reform. Knowledge of testing and assessment.
9. Demonstrate interpersonal relations skills, especially in active listening, skills in written and oral communications; administrative skills. Good telephone and electronic mail communication skills.
10. Technical knowledge in the fields of computer science, computer education, and the broad range of technologies used in hypermedia environments. Knowledge of the theory and practice of instructional technology. Substantial experience in working with students and educators in the instructional technology field. Knowledge of teaching and learning theory as they relate to the roles of technology in content and pedagogy.

II. Reports To: Superintendent of Schools, Assistant Superintendent and Director of Special Projects/Technology

III. Supervises: All Technicians in district

IV. Term of Contract: 12 months

V. Compensation: Commensurate with experience.

VI. Major Duties and Responsibilities:

1. Provide the technical leadership and direction necessary for the development and management of the Technology Services Department to ensure the integration, installation and maintenance of computer technology, LANs and WANs, and telecommunications for the district.
2. Direct the development, implementation and maintenance of mini/micro systems to maintain and produce required information to the district.
3. Develop and direct plans to implement technology-based services to the district including: design and development of LANs/WANs, telecommunications, and integrated computer technology. Also involved in the maintenance of copiers, telephone systems and all aspects of computing technology.
4. Direct the installation and maintenance of micro-computer hardware and software activities ensuring the timely delivery of quality product and service.
5. Direct the activities necessary to ensure the procurement of mini/micro-computer hardware and software to ensure that the information processing requirements of the district are met.
6. Direct the development of software and hardware revisions/enhancements to existing mini/micro-computer systems.
7. Direct the activities necessary to develop and maintain standard operating procedures for all systems ensuring that disaster recovery and security schemes are not compromised.
8. Direct the activities necessary to ensure the timely processing of all production systems through the development and coordination of production schedules.
9. Participate in the development and monitoring of budgets ensuring delivery of quality products and services.
10. Remain current with educational technology by attending conferences and reading journals and other publications.
11. Provide ongoing maintenance, evolution and archiving of the district's website and services.
12. Continually monitor and update websites to ensure that all necessary and required information is accessible when it is needed and in a manner that is in compliance with district expectations and public image.
13. Ensure that new technology equipment and software is compatible and will not disrupt or impede the operation of the district.
14. Develop and coordinate methods and procedures for collecting information necessary to allow for ongoing improvement of the technology.
15. Prepare district reports as necessary to reflect effectiveness of website design.
16. Maintain software and hardware inventories, licensing, purchasing, support partnerships, and shared services.
17. Make recommendations for changes and upgrades in the area of technology.
18. Oversee the system of technology troubleshooting and the assignment of district technology staff to support all buildings. Provide for the concept of a help desk that will assist all technology users.
19. Provide input on the performance of any assigned personnel in accordance with law, code and board policy.
20. Use comprehensive knowledge of hardware configuration, troubleshooting and repair as well as in-depth knowledge of network management and experience to install and configure routers, switches, hubs, network operating systems, Desktop Operating Systems, TCP/IP and other protocols.
21. Perform network design, wide area connectivity, workstation configuration, needs assessment, business process re-engineering, Internet/Intranet connectivity, remote access, and migration, among others as required.
22. Have experience in the design, maintenance, and troubleshooting of district's voice, data and video network.
23. Work with vendors for the implementation of new technology.
24. Research and implement technological advances in the industry for the betterment of the district.
25. Perform simple maintenance and trouble-shooting procedures on equipment for efficient use of maintenance funds.
26. Notify schools about AUP permission and photo release forms for student internet page.

27. Help in the evaluation and purchase of software and hardware that is used in the classrooms and labs in the school district.
28. Help in the installation and support of software and equipment related to technology. Implement current successful uses of technology in the classroom.
29. Assist faculty and staff in dealing with minor technical issues in order to maintain a positive attitude among educators about use of technologies and avoid frustrations and fear of technologies by those teachers unfamiliar with them.
30. Issue technical bulletins to inform users of system changes.
31. Coordinate technology activities with contracted consultants and constructors to expedite processes relevant to project requirements and schedules.
32. Conduct a self-inspection program to ensure compliance with statutes, administrative code, and Board policies and regulations.
33. Evaluate goals, operations, and performance, and develop and implement alternative procedures to improve performance and meet unit objectives.
34. Coordinate the distribution of technology equipment, supplies and related materials.
35. Work with the Directors, and others to develop and implement the district's technology plan.
36. Work with administration and faculty to write grants for implementation of technology related educational programs.
37. Develop contacts with other educational institutions to encourage dissemination of effective policies and ideas for use of technology in the educational process.
38. Help the district to develop and implement plans for the acquisition and maintenance of hardware and software.
39. Monitor, maintain, and upgrade district servers, hardware and software support for Windows-based servers, Application support for server-based software, anti-virus application management.
40. Plans and implements additions, deletions and major modifications to the supporting infrastructure.
41. Anticipates future network needs, identifies proactive solutions to satisfy needs.
42. Oversees the department's service area and resolves escalated issues if necessary.
43. Helps establish and build relationships with vendors in conjunction with district leadership.
44. Supervise the recruiting, development, and evaluation of computer technicians and other staff as assigned.
45. Performs other duties which may be within the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools.

Additional Overall Responsibilities

1. **Leadership.** Take a leadership role in developing and implementing the district plan for instructional use of computers; the implementation should include provisions for evaluation and periodic updating. Tasks include:

- Work with principals, supervisors, teachers, and others who will help implement the district technology plan.
- Assist in the development of a cadre of school level technology leaders who will help implement Technology Plan.
- Meet with school level technology leaders and technology committees for each school building in order to assist in implementation of the district plan at a school level.
- Establish evaluation guidelines so that data from different schools can be compared and can be used as part of the evaluation of district progress.

2. **Finances.** Understand the district budget, budgeting process, and spending process, and work within this system to secure adequate resources for instructional computing. Help to ensure that school-level budgets and the district budget adequately support the district's instructional technology plan. Be especially aware of equity issues when doing budgeting and distributing resources. Work with administration and faculty to write grants for implementation of technology related educational programs.

3. **Resource Center.** Develop a district technology resource center to be used by school level technology leaders, teachers, and students. The resource center may contain

hardware, software, courseware, and instructional support materials such as books, periodicals and journals, films, and DVDs. This center can also be a repository for specialty equipment which cannot be afforded for each teacher, classroom, or building. This center can also be the central service area for a district or building wide network.

4. Resource People. Develop and maintain a list of resource people, which may include district staff, with information about the computer background, interests, and involvement of each person. Identify technology leaders at each school and technology-oriented leaders in each academic discipline, who can assist the director in decision-making processes and assist faculty in simple technical or curricular concerns related to technology. Encourage each school to develop a list of parents who might volunteer their services as computer aides, technical assistants, or fund raisers. Develop contacts with vendors who are willing to provide loans of hardware and software, or assist in training educators. Develop contacts with other educational institutions to encourage dissemination of effective policies and ideas for use of technology in the educational process.

5. Inservice Plan. Assist in the development, implementation, and periodically evaluate a district technology-oriented inservice plan. One goal of this inservice plan should be to identify and/or help develop resource people in every discipline and at every grade level who can provide leadership in working to accomplish the district instructional technology plan. A second goal should be to help all teachers and school administrators become functionally computer-literate and learn their roles in accomplishing the district technology plan. A district inservice plan needs to take into consideration workshops and courses available from a variety of sources, including those available within the district (in-house inservices), from local colleges and community education programs, and those available from private consulting firms.

6. Hardware and Software Acquisition. Help the district to develop and implement plans for the acquisition and maintenance of hardware and software. Acquisition will likely involve going out for bids for necessary equipment at least once per year. The acquisition plan should accommodate the needs of each of the schools in the district, and should take into consideration current use and availability of equipment at each of the schools to determine if relocation of equipment will provide a more efficient use of technologies.

The district software policy should also address the issue of whether the district will support, encourage, or discourage software development. It should contain a clear statement against software piracy. District inservice programs should address the software piracy issue; the goal is to have the district policy understood and supported by all school personnel.

7. Hardware and Software Inventory. Maintain an accurate inventory of computer hardware and software that belongs to the district and to individual schools in the district. Help set policy on the possible creation of a district-owned pool of hardware and/or software that resides in a particular school building and can be moved from school to school as needed. Help establish procedures for schools to borrow software from each other. Work to establish an "effective life" for hardware and software, so that hardware and software that is no longer appropriate to use can be removed from service.

8. Research and Evaluation. Help develop and implement a district procedure for the evaluation of software, hardware, and courseware, and for the sharing of the results of such evaluation. Be involved in district research projects to evaluate instructional use of computers. Tie in with other school districts and with national or state organizations that are doing software evaluation. Acquire books and periodicals that evaluate software. Design and encourage pilot projects. For each new "innovation," eventually the district must decide whether to adopt and implement its use. Pilot studies can help answer such questions.

9. Information Dissemination. Disseminate technology-related information throughout the district via news bulletins, electronic mail, presentations at district and building level staff meetings, etc. Establish a liaison committee of key people in the community and meet periodically with this committee. Help to create and/or work with a local computer-

using educators group. Be an active participant in local and regional education conferences, including those not directly related to technology use (perhaps presenting at such conferences).

10. Fund Raising. Help the district to obtain outside funding by participating in grant planning and proposal writing. Try to find funds to support individual teachers in developing pilot studies on various instructional applications of technologies. Help individual teachers obtain funding to go to educational technology conferences and participate in staff development.

11. Improve Education. Work to improve the overall quality of education received by students in the district. Be sensitive to equity issues and work to resolve inequities. Be an educational change agent. Participate in the development of curricular standards and benchmarks to encourage appropriate use of technology. Work with educators to develop lesson plans and activities involving use of technology to further attainment of educational goals. Inform teachers of new technologies or software which may assist in developing concepts of content specific materials. Be aware of technology trends and possible futures of the field of computers in education.

12. Technical Competence. Remain technically competent. Continue to grow as a professional technology educator and as an educational leader. Be professionally active at regional or higher level meetings. Subscribe to technology-oriented educational publications and schedule regular time to read them. Keep apprised of changes in the technologies available and directions of future technology development.

4. The Board of Education approved the following revised job description:

Payroll Processor

I. Qualifications:

1. High school graduate with a concentration of business courses.
2. Capability to operate all standard office machines, including computer and peripheral equipment and various software programs.
3. Ability to work with figures and to spend the majority of time with highly concentrated detail work.
4. Reliable, dependable and respectful to personnel privacy, to carry out assigned tasks which pertain to attendance, timekeeping and payroll as well as other related office work.

II. Reports to:

Superintendent of Schools and Business Administrator/Board Secretary.

III. Major Duties and Responsibilities:

1. Assists in payroll procedures and computer software operations.
2. Knowledge of all union and non-union contract.
3. Maintains attendance records.
4. Maintains vacation and personal days.
5. Maintains administrative banked and vacation days.
6. Maintains maternity and disability leaves for all employees.
7. Maintains overtime and extra-payment records for all employees.
8. Calculates any employee benefits payments.
9. Completion of various forms from state agencies.
10. Trained to support and back up the payroll specialist.
11. Performs other duties which may be in the scope of his/her employment and certification(s) as may be assigned by his/her supervisors under the authority of the Board of Education.

IV. Salary

Administrative Secretary Guide

5. The Board of Education approved the following support personnel to the substitute or temporary help lists for school year 2013-14. All applicants are certified for substituting. *All substitute applicants cannot be used as a substitute employee until their name appears on an approved substitute list issued by the Superintendent's Office.*

Cafeteria Worker

*Gonzalez, Cindy

Lunchroom/Playground Aide

*Gonzalez, Cindy

Paraprofessional

*Gonzalez, Cindy

*Conditional upon final approval by the N.J. Department of Education and the Board further authorizes the submission of an application for emergency hiring pursuant to N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq. or N.J.S.A. 18A:6-4.13 et seq.

PERSONNEL (CERTIFIED)

1. The Board of Education granted a subsequent childrearing leave of absence to Carolyn Santos, Social Studies Teacher at the Sayreville War Memorial High School, for the 2014-15 school year.

2. The Board of Education granted an unpaid personal leave of absence (FMLA) to Kimberly Mueller, Language Arts Teacher at the Sayreville Middle School, from September 1, 2014 through the end of the third marking period.

3. The Board of Education approved the following certified personnel for the SAT Prep Program, which is a tuition based program, as follows:

- Ira Babyatt - \$2,300 (23 students X \$100)
- Gordon Inverno - \$2,500 (25 students X \$100)

4. The Board of Education approved the following job description:

***Director of Special Projects/Technology

*** Job Title pending approval of County Superintendent

General Description: The primary function of the Director of Special Projects / Technology is to provide leadership in the process of developing, implementing, and maintaining technology that meets the learning needs of Sayreville School District students.

The Director is responsible for cultivating a vision for how technology can catalyze student learning and also for improving the internal business processes of the district through the effective use of technology. As the leader of technology for the district, he/she is responsible for stewardship and direction of effective and efficient digital and other technologies throughout the school district. Through the oversight, creation, management and evaluation of the District Technology Plan the Director monitors all aspects of technology in the district, including systems analysis, infrastructure capacity development for research and assessment, leadership and maintenance of hardware and software, and professional development. A primary goal is to build capacity for shared use within the school district to meet educational needs and district and school improvement plan goals. The Director advises the leadership team on how technology can support student learning and other key district initiatives.

I. Qualifications:

1. State of New Jersey Administrator, Principal or Supervisor Certificate required.
2. Experience as a school administrator and/or supervisor of instruction preferred.
3. Strong results in the classroom and proven use of data to drive instruction.
4. Ability to organize and interpret data, analyze programs, write technical reports, make clear presentations, and advise and assist other professionals.
5. Thorough understanding of a wide range of hardware, software and network topologies and systems.
6. Knowledge and experience in the development of administrative uses of technology in school systems.
7. Demonstrated up-to-date familiarity with developments and trends in educational technology and how curriculum and technology interface in education.
8. Ability to work effectively with others, broad knowledge of school curriculum, creative approach to problem-solving, ability to organize effectively, knowledge of curriculum and staff development, and the ability to make major decisions.
9. Working Knowledge of student information systems like PowerSchool.
10. Strong leadership and communication skills.
11. Strong understanding of data analysis.
12. Demonstrate ability to properly prioritize numerous requests/projects and align the requestor's expectation with the IT department's resources.

II. Reports To: Superintendent of Schools and Assistant Superintendent.

III. Supervises: COORDINATOR OF TECHNOLOGY/INFRASTRUCTURE; NETWORK ADMINISTRATOR; All other Technicians in district

IV. Term of Contract: 12 months

V. Compensation: Salary will be calculated according to experience and the Sayreville Principals' Contract (Director of Curriculum/Instruction and Director of Special Education Section)

VI. Major Duties and Responsibilities:

1. Set vision and strategy for how technology can support the district in making data-driven decisions to support schools in improving the quality of education for their students.
2. Oversee, manage, and support the district's information technology team. This includes providing team members with feedback, coaching, and support to ensure they provide outstanding support to schools and district staff.
3. Manage the ongoing improvement of the district's student information systems (SIS).
4. Coordinate planning for instructional use of technology in the areas of responsibility.
5. Work with Business and Operational Departments to plan facilities and equipment required for instructional curriculum in the areas of responsibility at the secondary level.
6. Develop long range equipment and capital improvement plans in the areas of responsibility.
7. Work with principals, supervisors, business manager, media specialists, computer lab teachers, and other administrators to ensure that computer-based administrative and instructional objectives are met.
8. Plan, coordinate, supervise, and evaluate the use of educational technology as tools to enhance instruction.
9. Direct the activities necessary to ensure the procurement of mini/micro computer hardware and software to ensure that the information processing requirements of the district are met.
10. Direct the activities necessary to ensure the timely processing of all production systems through the development and coordination of production schedules.

11. Remain current with educational technology by attending conferences and reading journals and other publications.
12. Directs the development of district-wide and building level technology projects and improvement.
13. Organize and coordinate technology inservice activities for staff.
14. Analyzes student and staff data. Provides leadership for instructional modifications and interventions that enhance student learning and staff development specific to technology.
15. Develop and enforce Information Technology Policies.
16. Direct the operation of the district's student information system.
17. Overseeing the strategy and coordination of district-wide data collection efforts through our technology systems.
18. Provides instructional leadership for buildings in cooperation with the appropriate building administrators, central office administration and supervisors.
19. Supports the district leadership by completing various projects related to school-based operations, facility management, student information management, technology, school assessment and accountability, and strategic planning.
20. Keeps informed and up-to-date regarding new developments in technology, curriculum, instruction and administration (i.e. workshops, meetings, etc.).
21. Participates in building staff meetings to address changes, concerns, etc. in the area of technology and related topics.
22. Trains, models, and assists teachers in integrating technology in the classroom to improve student achievement and ensure that every student meets and exceeds the Common Core Standards.
23. Makes recommendations to Superintendent and Assistant Superintendent regarding the hiring of staff.
24. Observes and evaluates professional and technology staff in accordance with Board policy.
25. Follows district policies and procedures relative to the use of public funds and property.
26. Makes recommendations to the Superintendent, Assistant Superintendent and Building Administrators regarding technology materials and activities.
27. Works cooperatively with the School Business Administrator regarding accurate records, purchase order processing and other related fiscal matters.
28. Work with the Assistant Superintendent in preparation of and administration of the annual school district budget as it relates to technology.
29. Maintains good public relations with the community and utilize fully the community resources to enrich the learning program.
30. Encourages teacher and parent participation in school-related organizations and policies.
31. Is supportive of school/community organizations.
32. Maintains consistent lines of communication with the Superintendent and the Assistant Superintendent and other administrators, making them aware of existing and potential problems.
33. Participates in staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
34. Promotes professionalism. Implements state-mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
35. Performs other duties which may be within the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools under authority of the Board of Education.
36. Articulate instructional technology behaviors between elementary, middle and high school grades.
37. Recommends to the Principals and Assistant Superintendent change in instructional policies and administrative rules and regulations to bring about positive effective changes within the areas of responsibility and other appropriate areas based on observation, analysis, and supporting data.

Other Performance Responsibilities:

Leadership

1. Establishes system-wide software and hardware standards, requirements and specifications.
2. Reviews and approves all system technology purchases to assure compatibility.
3. Prepares proposals and solicits bids for system technology needs.
4. Analyzes information to determine, recommend, and plan layout for type of computers and peripheral equipment, or modifications to existing equipment and system that will provide capability for new or upgraded networks, while maintaining efficient operation and effective use of space.
5. Provides professional development opportunities for technical and training support staff to keep abreast of the rapid changes in technology and software.
6. Drafts applications and proposals to submit to fund granting authorities such as government and educational foundations.

Management

1. Contracts with vendors to provide needed technology solutions.
2. Reviews reports of computer and peripheral equipment use, malfunction, and maintenance to ascertain costs and plan operating changes.
3. Requisitions new materials, maintenance supplies, and other miscellaneous items needed by the Technology Department.
4. Directs technology staff in technology maintenance and installation.
5. Assists staff to diagnose and solve computer equipment problems.
6. Manages resources effectively, including personnel, money and materials.
7. Maintains an inventory of technology in the school district.
8. Coordinates in the development, monitoring, and periodic evaluation of a five-year technology plan for the district.
9. Coordinates vendor services and maintain positive relations with corporate partners.
10. Provides leadership for efforts involved with showcasing technology projects for the Sayreville School District and involved companies with the community and outside visitors.

5. The Board of Education acknowledged the selection of the following teachers to represent the Sayreville School District in the 2014 Annual Middlesex County Governor’s Teacher recognition Program:

- | | |
|-------------------|---------------------------------------|
| Judith Berg-Friel | - Arleth Elementary School |
| Dina Silvestri | - Eisenhower Elementary School |
| Lisa Haines | - Truman Elementary School |
| Kerry DiStefano | - Wilson Elementary School |
| Liljana Marku | - Samsel Upper Elementary School |
| Melissa Ciampa | - Sayreville Middle School |
| Janet Scordinsky | - Sayreville War Memorial High School |

6. The Board of Education approved the employment of the following personnel for school year 2013-14 at the salaries and assignments indicated below.

Name	Location	Assignment	2013-14 Salary	Effective Dates	Track
Dobrzynski, Lori Ann (K. Llera)	SMS	School Library Media Specialist	Prorated **\$49,853 (MA, Step 5)	Retroactive 2/11/2014 Thru 6/30/2014	Tenure

Mayer, Lisa (M. Romero)	SWMHS	In-Class Support English/Spanish Teacher (3/5 Time)	Prorated 3/5X (\$26,852 + \$75 Stipend = \$26,927) **\$26,927 (BA, Step 1)	3/5/2014 thru 6/30/2014	Non Tenure
Soderholm, Tiffany (C. Santos)	SWMHS	Replacement History Teacher	Amendment Prorated **\$47,753 (MA + 30, Step 1)	1/2/2014 thru 6/30/2014	Non Tenure

7. The Board of Education approved the employment of the following personnel for the NJASK Tutorial Programs for grades 4 and 5, pending student enrollment. The program will begin on March 17, 2014 and end on May 1, 2014. The contracted rate of pay is \$53.00 * per hour/session.

<u>TEACHER</u>	<u>SUBJECT</u>	<u>GRADE</u>	<u>SESSIONS</u>
Josephine Tutela	LAL	4	12
Laura Hornlein	LAL	4/5	12
Amanda Kutcher	LAL	4	12
Kathleen Stricker	Math	4	24
Janet Ust	Math	5	12
Linda Harms	LAL/Math	5	12
Megan Terrano	LAL/Math	5	12

Substitutes

Donna MacDonald
Leah Magielnicki
Liljana Marku

* Based on 2012- 2013 rate, pending contract negotiations

8. The Board of Education approved the following professional days at the amounts listed in addition to mileage at the employee's respective contractually negotiated rate.

<u>Name</u>	<u>Professional Day</u>	<u>Date</u>	<u>Registration Fee</u>
Rasha Abadir	Super Forms with Google Drive	4/3/14	\$115.00
Rasha Abadir	The Flipped Classroom	4/24/14	\$115.00
Karl Boehringer	iPad for Special Needs	3/12/14	\$115.00 Title IIA
Genevieve Corrales	2014 Spring Conference FLENJ	3/14/14	\$100.00
Mary Desmond	Rutgers 46 th Annual Conference on Reading & Writing	3/28/14	\$150.00
Rachel Dunn	Let's Explore with the Common Core "Make and Take"	3/21/14	\$ 80.00
Lisa Eicher	Super Forms with Google Drive	4/3/14	\$115.00
Mary Fallon	Jostens Cover Workshop	5/2/14	Free
David Fisher	Leadership Seminars: Social and Cultural Competence in Counseling	4/3/14	\$ 98.00
David Fisher	Leadership Seminars: Ethics and the Law	4/7/14	\$ 98.00
Christina Hillen	Let's Explore with the Common Core: "Make and Take"	3/21/14	\$ 80.00
Lena Horvat	Let's Explore with the Common Core: "Make and Take"	3/21/14	\$ 80.00
Joely Lisay	2014 Spring Conference FLENJ	3/14/14	\$100.00
Stephen Logan	Rutgers 46 th Annual Conference on Reading & Writing	3/28/14	\$150.00
Leah Magielnicki	Differentiating Math Instruction in K-5	3/12/14	\$195.00 Title IA
Digna Mathias	The Twenty First Century Child	4/4/14	Free
Jennifer McGough	NJAGC Conference	3/7/14	\$134.00

Lori McLafferty	Reading, Writing & Word Walls and Get a Grip: Ideas to Increase Fine Motor Control	4/1/14	\$145.00
Katherine Mojzsis	"Taking Pleasure" Art Exhibition	3/25/14	Free
Barbara Morris	Autism & Other Neurodevelopmental Disorders	4/30/14	\$150.00
Thomas Mullins	NJAGC Conference	3/7/14	\$134.00
Andrew Najjar	NJ Basketball Coaches Clinic	4/11/14	\$125.00
George Najjar	Glazier Football Clinic	2/28/14	\$ 99.00
Jennifer O'Keefe	Super Forms with Google Drive	4/3/14	\$115.00 Title IIA
Adina O'Neill	Super Forms with Google Drive	4/3/14	\$115.00 Title IIA
Adina O'Neill	The Flipped Classroom	4/24/14	\$115.00 Title IIA
MariaCharito Orogo-Coe	Tools of the Mind	4/30/14	Free
Donna Porpora	Using iPads for Projects Across the Curriculum	5/29/14	\$100.00 Title IIA
Heather Posik	Using iPads for Projects Across the Curriculum	5/29/14	\$100.00 Title IIA
Christina Quintas	Rutgers 46 th Annual Conference on Reading & Writing	3/28/14	\$150.00
Alex Rothenberg	JVS 2014 Winter Breakfast – Tools for Schools	3/12/14	\$ 25.00
Diana Russ	Mindfulness in Education	3/5/14	\$115.00
George Adam Russ	Mindfulness in Education	3/5/14	\$115.00
Angela Scarpa	Differentiating Math Instruction in K-5	3/12/14	\$195.00 Title IA
Janet Scordinsky	Visiting Cathy Reilly to Observe AP English Classes	3/10/14	Free
Dina Silvestri	Reading, Writing & Word Walls and Get a Grip: Ideas to Increase Fine Motor Control	4/1/14	\$145.00
Jena Smith	Let's Explore with the Common Core: "Make and Take"	3/21/14	\$ 80.00
Caroline Wilfong	Teaching and Assessing Common Core Math in a Digital World	3/11/14	Free
Dawn Wright	Autism & Other Neurodevelopmental Disorders	4/30/14	\$150.00
Colleen Yuhas	Super Forms with Google Drive	4/3/14	\$115.00 Title IIA
Colleen Yuhas	The Flipped Classroom	4/24/14	\$115.00 Title IIA

9. The Board of Education approved the following support personnel to the substitute teacher list for school year 2013-14. All applicants are certified for substituting. *All substitute applicants cannot be used as a substitute employee until their name appears on an approved substitute list issued by the Superintendent's Office.*

- *Balzofiore, Ashley
- *Florek, Brian
- *Moran, Kimberly

10. The Board of Education approved the following support personnel to the substitute nurse list for school year 2013-14. All applicants are certified for substituting. *All substitute applicants cannot be used as a substitute employee until their name appears on an approved substitute list issued by the Superintendent's Office.*

Kenny, Charlene

*Conditional upon final approval by the N.J. Department of Education and the Board further authorizes the submission of an application for emergency hiring pursuant to N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq. or N.J.S.A. 18A:6-4.13 et seq.

POLICY

1. No report.

CURRICULUM

1. The Board of Education accepted Harassment, Intimidation and Bullying Reports and Findings for Reports #17-2013-14.

2. The Board of Education approved the recommendation of the Board's disciplinary committee as a result of the student disciplinary hearing held on March 4, 2014.

3. The Board of Education approved the following new course for the 2014-15 school year:

<u>COURSE TITLE</u>	<u>GRADE LEVEL</u>
Tomorrow's Teachers	High School

Mr. Macagnone asked, "What is the course description? Mrs. Zeichner explained the course description.

Mr. Walsh asked if there were any prerequisites. Mrs. Zeichner explained the requirements.

4. The Board of Education approved the following for the Special Services Department:

- a. Request an ASL Interpreter for parent conferences on 2/27/14 at a cost of \$150.00 payable to Sharon Ferraro, South Plainfield, NJ. (I)
- b. Request additional speech therapy for the remainder of the school year for a classified student at Piscataway High School, Piscataway at a weekly rate of \$45.00 (I)
- c. Request an FM transmitter repair, payable to Oticon, at a cost of \$160.00 including shipping. (M)
- d. Request the purchase of 3 audio cables and 1 lapel microphone for Inspiro transmitters, at a cost of \$117.39, payable to Phonak, IL. (M)
- e. Request beside instruction for two students, provided by Brookfield Schools For Keeps Program at an hourly rate of \$53.00.
- f. Request an Otterbox iPad Air Defender case for a classified student in the amount of \$56.55, payable to CDWG, Vernon Hills, IL.
- g. Request to purchase AppleCare+ for an iPad for a classified student in the amount of \$99.00, payable to Apple Inc.

Special Education Items – Rationale Key

ND	New determination - special education eligibility for student within the district
NR	New registration - student with eligibility for special education services from another district/state
NS	New state agency placement – student with eligibility for special education services
T	Transfer of placement – district special education student
S	Transfer of placement – by State agency mandate/action
E	Evaluation criteria mandated by NJAC:6A Chapter 14
D	Diagnostic evaluation / consultation for IEP planning
I	IEP requirement
P	Program requirement specific to the placement or individual
M	Medically required accommodation or service
C	Placement and/or classification decisions impacted by court Mandate.

R	Placement and/or services resulting from resolution to mediation.
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CO-CURRICULUM

1. The Board of Education approved the Samsel Upper Elementary School to host a Green Fest on Saturday, April 26, 2014 from 12 noon to 4:00 PM.

Mrs. DePinto asked, “What is Greenfest? Dr. Alfano replied that it is a recycling program.

2. The Board of Education approved NJTV Classroom Close-Up to return to the Samsel Upper Elementary School on April 10, 2014 to showcase their encore performance and rehearsal for the Poetry Meets Percussion Club.

SUPPORT SERVICES

1. The Board of Education waived the transportation policy as outlined by the following parent(s):

<u>Name</u>	<u>School(s)</u>	<u>Reason</u>
Mamatha Kore	Eisenhower	Employment
Mamatha Kore	Samsel UES	Employment
Marilene Fernandes	Samsel UES	Employment
Pilar Torres	Samsel UES	Employment
Michella Cardoso	Arleth	Employment
Stephanie Stevenson	Samsel UES	Employment

2. The Board of Education approved the following quoted transportation route for school year 2013-14:

Route: DIS/EIS
 School: Eisenhower School (Avenel-1)
 Contractor: Wehrle Bus Service, Inc.
 *Cost: \$135.00 per diem x 83 days
 Total Cost: \$11,205.00

3. The Board of Education retroactively approved the following trips:

- a. On Tuesday, February 25, 2014, twenty students from the Sayreville High School Academic Competition Team and two teachers to Bridgewater-Raritan Middle School. One Board bus will be utilized at a cost of \$111.37 (salary \$82.77 – fuel \$28.60) to be paid by the Board of Education. (One team advanced to the next level.)
- b. On Friday, February 28, 2014, five members of the Sayreville High School Project UNIFY/Peer Leadership/Youth Activation and two teachers to Special Olympics Complex, Lawrenceville, NJ. One bus will be contracted from *Irving Raphael at a cost of \$365.00 to be paid by the Board of Education.**

*Other quotes: Unlimited Auto – \$393.00; Wehrle - \$495.00.

**Trip was originally scheduled for February 14, 2014 and was cancelled due to inclement weather.

It must be noted that Mr. Balka, Mrs. Batko and Mr. Brodzinski voted no on the following item.

4. The Board of Education approved the use of Board buses on the following dates to shuttle passengers between the Sayreville Middle School, Sayreville High School and Dwarkadhish Temple in Parlin. All costs are to be paid by Dwarkadhish Temple.

<u>Date</u>	<u>Buses</u>	<u>Cost Per Bus</u>
Sunday, March 16, 2014	4	\$196.21
Saturday, April 19, 2014	1	\$134.15
Sunday, April 20, 2014	1	\$196.21
Saturday, April 26, 2014	3	\$161.74
Sunday, April 27, 2014	3	\$403.11
Sunday, August 17, 2014	3	\$216.90

5. The Board of Education approved the use of Board buses on the following dates to transport TAG students, one teacher and four chaperones to Thomas Edison Museum at Menlo Park. One Board bus will be utilized each day at a cost of \$1111.00 (salary \$100.00 – fuel \$11.00) per bus per day for a total of \$4444.00 to be paid by the Board of Education.

<u>Date</u>	<u>School</u>
Tuesday, April 22, 2014	Truman Elementary School
Wednesday, April 23, 2014	Eisenhower Elementary School
Thursday, April 24, 2014	Arleth Elementary School
Friday, April 25, 2014	Wilson Elementary School

6. The Board of Education approved the following trips:

- a. On Wednesday, March 5, 2014, twenty-five 5th grade Samsel Upper Elementary School TAG students (Group 1) and two teachers to Meadowlands Environmental Center, Lyndhurst. Students will investigate alternative energy and renewable resources by touring the LEED platinum certified building. One Board bus will be utilized at a cost of \$184.78 (salary \$165.53 – fuel \$19.25) to be paid by the Board of Education.**

**Trip was originally scheduled for February 18, 2014 and was cancelled due to inclement weather.

- b. On Friday, March 7, 2014, five students from the Middle School Behavioral Class to Rebounderz-Activity Arena, Edison. This trip is an incentive activity for meeting behavioral and academic goals. One Board bus will be utilized at a cost of \$102.86 (salary \$89.66 - fuel \$13.20) to be paid by the Board of Education.
- c. On Saturday, March 8, 2014, forty-five members of the Sayreville High School Marching Band, three teachers and three chaperones to the St. Patrick’s Day Parade in South Amboy. Two Board buses will be utilized at a cost of \$164.13 (salary \$158.63 – fuel \$5.50) per bus for a total cost of \$328.26 to be paid by the Board of Education.
- d. On Tuesday, March 11, 2014, twenty-five students from the Sayreville Middle School MD/Prevocational 6th grade class and four teachers, five paraprofessionals to Mayo Performing Arts Center, Morristown. One Board bus will be utilized at a cost of \$200.43 (salary \$158.63 - fuel \$41.80) to be paid by the Board of Education.
- e. On Monday, March 17, 2014, fifty members of the Sayreville High School Concert Band, two teachers and one chaperone to South Brunswick High School to attend Central Jersey Music Education Association Concert Band Festival. Two Board buses will be utilized at a cost of \$313.57 (salary \$293.77 – fuel \$19.80) per bus for a total of \$627.14 to be paid by the Board of Education.
- f. On Friday, March 21, 2014, twenty students from the Sayreville High School and two teachers to Princeton University to attend the Young Women’s Conference. One Board bus will be utilized in a four-way

move at a cost of \$131.80 (salary \$79.00 – fuel \$52.80) to be paid by the Board of Education.

- g. On Friday, March 28, 2014, thirty students from Sayreville High School (Junior and Senior Girls) and three guidance counselors to The Imperia in Somerset to help prepare them for college. They will be introduced to careers in science, technology, engineering and math. One Board bus will be utilized in a four-way move at a cost of \$99.80 (salary \$58.00 – fuel \$41.80) to be paid by DeVry University.
- h. On Friday, April 4, 2014, seventy-four TAG students from Eisenhower School, Truman School, and Wilson School, three school librarians, and chaperones to Arleth School to present research projects to parents and guests. Three Board buses will be utilized in a four-way move at a cost of \$ 73.38 (salary \$68.98 – fuel \$4.40) per bus for a total cost of \$220.14 to be paid by the Board of Education.
- i. On Thursday, April 24, 2014, forty-nine students from the Samsel Upper Elementary School and five faculty members to the National Liberty Museum in Philadelphia to help students acquire the skills needed to be active, informed citizens. One bus will be contracted from *Irving Raphael at a cost of \$465.00 to be paid by the Board of Education.

*Other quotes: Wehrle's \$550.00; First Student - \$680.00.

- j. On Friday, May 9, 2014, thirty-five students from the Sayreville High School Spanish Honor Society Inductees and four teachers to The Metropolitan Museum of Art in New York City with a stop at "100 Montaditos Restaurant", NYC. Students will have an understanding of European and Latin American Art and Gastronomy. One bus will be contracted from *Wehrle's at a cost of \$525.00 to be paid by the students.

*Other quotes: First Student - \$765.00.

- k. On Monday, May 26, 2014, eighty members of the Sayreville High School Marching Band, three teachers and three chaperones to Borough Hall, Sayreville to participate in the Memorial Day Parade. Three Board buses will be utilized at a cost of \$188.74 (salary \$186.21 – fuel \$2.53) per bus for a total of \$566.22 to be paid by the Board of Education.

PUBLIC PARTICIPATION ON AGENDA ITEMS ONLY

Students made comments for district administrators.

SUPERINTENDENT'S REPORT APPROVAL

Motion by Mrs. Bloom, second by Mr. Brodzinski. Roll call vote. Nine votes recorded. Motion carried. Yes votes recorded by Mr. Balka, Mrs. Batko, Mrs. Bloom, Mr. Brodzinski, Mrs. DePinto, Mr. Macagnone, Mrs. Trapp, Mr. Walsh and Mr. Ciak, except where noted.

DELEGATE TO THE NEW JERSEY SCHOOL BOARDS ASSOCIATION

- Kevin Ciak

COMMITTEE REPORTS

- Mrs. Facendo – High School Strategic Committee
- Mr. Balka – Finance Committee
- Mrs. Trapp – Odyssey of the Mind

DISCUSSION

- 2014-15 Proposed School Calendar Draft

PUBLIC PARTICIPATION

- Student Committee to meet with Ms. Jenkins

ADJOURNMENT

Motion by Mrs. Bloom, second by Mr. Macagnone. Roll call vote. Nine yes votes recorded. Motion carried. Yes votes recorded by Mr. Balka, Mrs. Batko, Mrs. Bloom, Mr. Brodzinski, Mrs. DePinto, Mr. Macagnone, Mrs. Trapp, Mr. Walsh and Mr. Ciak. The Board adjourned the meeting at 8:13 P.M.

Emidio D'Andrea
Business Administrator/Board Secretary

