

**Perth Amboy Board of Education**  
**REGULAR MEETING**  
March 24, 2026 – 5:30 p.m.  
**Perth Amboy High School**  
**931 Convery Boulevard**

**AGENDA**

1. Call to Order – President González
2. Pledge of Allegiance
3. Notice of Meeting

“The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Perth Amboy Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted at the bulletin board in the Administrative Headquarters Building and emailed notices to City Clerk Kupsch, as well as all other persons requiring notification pursuant to the New Jersey Open Public Meetings Law. Pursuant to P.L. 2025, c. 72, the complete text of each legal notice of the Perth Amboy Board of Education may be obtained or viewed by the public on our official Internet Website: <https://www.paps.net/board-of-education/legal-notices>.

4. Roll Call - Mr. Michael LoBrace, School Business Administrator/Board Secretary
5. Student Representative - Miss Abigail Batista
6. Presentations:
  - Budget 2026-2027 School Year
  - Curriculum and Instruction
7. Meeting open to the public for discussion of agenda items and non-agenda items. There will be only one public participation session at this meeting.

At this time, comments are invited on any matter. Public participation shall be governed by Policy No. 0167. Anyone wishing to address the Board, please state your name, municipality of residence, and group affiliation. Each statement made by a participant shall be limited to three minutes. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard. All statements shall be directed to the presiding officer. No member of the public may address or question board members individually. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. The Board discourages the public from speaking negatively about any employee, administrator, or student. Individuals can be held personally liable for defamatory or libelous statements made at public meetings. The Board bears no responsibility for comments made by members of the public. Comments regarding employees, administrators, or students cannot be legally responded to by any member of the Board or administration.

Motion to close Public comments:

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Motion

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Seconded



12. Correspondence

A. State Department of Education (Copies distributed to Members of the Board)

- 1). Letters received from the Teacher’s Pension and Annuity Fund approving Service Retirement applications for the individuals listed below with the following effective dates:

Dolores C. McAndrew	December 1, 2025
Stanley H. Baxter	January 1, 2026
Marie McMahon Connor	January 1, 2026
Brenda Marquez-Otero	January 1, 2026

- 2). Letters received from the Public Employees’ Retirement System approving Early, Service, and Ordinary Disability Retirement applications for the individuals listed below, with the following effective dates:

Non-applicable

13. Reports

A. Board Secretary – Mr. Michael LoBrace

- 1). Secretary’s Monthly Financial Report’s for the months of November 2025, December 2025 and January 2026.
- 2). Treasurer’s Monthly Financial Report’s for the months of November 2025, December 2025 and January 2026.

Acceptance of the Secretary’s and Treasurer’s Report’s as submitted and as being in agreement for the months of November 2025, December 2025 and January 2026.

Acceptance of certification from the Board Secretary that no major line item has been over-expended for the months of November 2025, December 2025 and January 2026.

B. Board President’s Report – Ms. Marisol González

C. Superintendent’s Report – Dr. David A. Roman

**CUR-14). Recommendations of the Superintendent of Schools**

**Curriculum Committee – Mr. Michael George, Chairperson**

- 1). Approval for the following Field Trips: **(Specified in Attachment)**
- 2). Approval for the following Professional Development Services:

	Name of Program /Consultant	Date(s)	Audience	Total Cost Not to Exceed	Account # Pending Grant Approval	Under the Supervision of:
a.	Coley Conter and Consulting Services (Writing Workshop)	March 2026 – June 2026	5-8 ELA Teachers	\$14,000	20-272-200-300-0-0000-40 20-271-200-300-0-0000-40 20-231-200-300-0-0000-40 20-234-200-300-0-0000-40 Title I, Title II	Ms. Jamie Richardson, Director of Curriculum and Instruction

- 3). Approval to renew the following district Subscriptions/Online Resources/Licenses for the 2025-2026 school year.

	Subscription/ Online Resource/ License	Grade Level(s)	Total Cost Not to Exceed	Account #	Under the Supervision of:
a.	iBlocks	3-5 (Gifted and Talented Program)	\$33,540.00	20-231-100-610-0-0000-40 20-234-100-610-0-0000-40 Title I	Ms. Jamie Richardson, Director of Curriculum and Instruction
b.	Apple Technology Apps (Special Education Assisted Technology)	PK-12 (Special Education)	\$12,000.00	11-000-252-340-0-0000-00	Dr. Kim Buxenbaum, Interim Director of Special Services and Dr. Courtney Pepe, Director of Instructional Technology
c.	Edmentum (Credit Recovery) <i>Amendment of account numbers, previously approved at the September 18, 2025 Board Meeting</i>	9-12	\$36,272.55	From Account Number: 11-000-218-390-0-0000-20  To Account Numbers: 20-231-100-610-0-0000-40 20-234-100-610-0-0000-40 Title I	Ms. Katelyn Tivald, Director of School Counseling and Related Services
d.	Benchmark Education Trade Books	3 & 4	\$45,639.00	20-231-100-610-0-0000-40 20-234-100-610-0-0000-40 Title I	Ms. Jamie Richardson, Director of Curriculum and Instruction

- 4). Approval to purchase supplemental reading libraries for all 7th and 8th grade classrooms at William C. McGinnis and Samuel E. Shull Middle Schools for the 2025-2026 school year at a cost not to exceed \$69,277.06 under the supervision of Ms. Jamie Richardson, Director of Curriculum and Instruction, funded through Title I account numbers 20-231-100-610-0-0000-40 and 20-234-100-610-0-0000-40.
- 5). Approval to purchase supplemental lending libraries for K-5 classrooms for the 2025-2026 school year at a cost not to exceed \$40,016.82 under the supervision of Ms. Jamie Richardson, Director of Curriculum and Instruction, funded through Title I account numbers 20-231-100-610-0-0000-40 and 20-234-100-610-0-0000-40.

**CUR-14). Recommendations of the Superintendent of Schools**

**Curriculum Committee – Mr. Michael George, Chairperson**

- 6.) Approval to provide transportation for the Rutgers Upward Bound Program for the 2026-2027 school year at a cost not to exceed \$20,198.00 under the supervision of Ms. Katelyn Tivald, Director of School Counseling and Related Services, funded through Title I account numbers 20-231-200-500-0-0000-40, 20-234-200-500-0-0000-40, 20-231-200-110-1-0000-40 and 20-234-200-110-1-0000-40.

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Motion

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Seconded

**PER-15). Recommendations of the Superintendent of Schools**

**Personnel Committee – Ms. Marisol González – Chairperson**

**Note: All appointments of district staff are contingent upon satisfying the requirements of the New Jersey Criminal History Background Check Status.**

1). Approval of the following certificated staff:

	Name (Last, First)	Position	Step	Salary (Pro-rated)	Location	Effective Date	End Date	Notes
a.	Lanzano, Stephanie TCR.DIS.CSTM.NA.26	Learning Disabilities Teacher-Consultant (LDTC)	I-MA	\$79,570 (Related Services Stipend Included)	District	4/20/26	6/30/26	Replacing: J. Otokiti
b.	Xenakis, Erica TCR.DIS.CSTM.NA.35	Speech and Language Therapist	J-MA	\$83,290 (Related Services Stipend Included)	District	3/23/26	6/30/26	Replacing: D. Rothschild
c.	Bohichik, Kimberly TCR.DIS.CSTM.NA.51	Board Certified Behavior Analyst (BCBA)	N-MA	\$99,275 (Related Services Stipend Included)	District	On or before 4/28/26	6/30/26	Replacing: K. Marrone
d.	Clemente, Clifford TCR.PAH.ROTC.HS.02	Naval Science Instructor (NJROTC)	C-BA	\$102,008 (Minimum Instructor Pay Stipend Included)	PAHS	On or before 3/23/26	6/30/26	Replacing: S. Baxter
e.	Holmes, Karen TCR.DIS.CSTM.NA.99	Occupational Therapist	M-BA	\$90,055 (Pending Negotiations) (Related Services Stipend Included)	District	On or before 9/1/26	6/30/27	Replacing: J. Van Nest
f.	Hoffman, Aliza TCR.DIS.CSTM.NA.107	Occupational Therapist	E-MA	\$74,390 (Pending Negotiations) (Related Services Stipend Included)	District	On or before 9/1/26	6/30/27	Vacant

2). Approval of the following non-certificated staff:

	Name (Last, First)	Position	Salary (Pro-rated)	Location	Effective Date	End Date	Notes
a.	Williams, Bria SEC.BOE.SPSV.NA.08	Secretary – Level II	\$45,705	Special Services	On or before 2/24/26	6/30/26	Replacing: K. Perez
b.	Myers, Bethania CAF.EJP.LUNH.NA.10	Lunch Aide	\$22.77/hr. (Not to exceed 29.5 hours)	Patten School	2/24/26	6/30/26	Replacing: Y. Rodriguez
c.	Maldonado, Madelin CAF.EJP.LUNH.NA.11	Lunch Aide	\$22.77/hr. (Not to exceed 29.5 hours)	Patten School	2/17/26	6/30/26	Replacing: M. Ukonu
d.	Perez, Kelly COR.BOE.BENC.NA.01	Confidential Secretary	\$67,015 (Includes BA Stipend)	Human Resources	Revised Date: 2/24/26	6/30/26	Replacing: L. Moscoso

**PER-15). Recommendations of the Superintendent of Schools**

**Personnel Committee – Ms. Marisol González – Chairperson**

2). Approval of the following non-certificated staff: **(continued)**

	<b>Name (Last, First)</b>	<b>Position</b>	<b>Salary (Pro-rated)</b>	<b>Location</b>	<b>Effective Date</b>	<b>End Date</b>	<b>Notes</b>
e.	Sanchez, Veronica CAF.PAH.LUNH.NA.35	Lunch Aide	\$22.77/hr. (Not to exceed 29.5 hours)	PAHS	On or before 3/16/26	6/30/26	Vacant
f.	Freire, Sara CAF.ICC.LUNH.NA.07	Lunch Aide	\$22.77/hr. (Not to exceed 29.5 hours)	Ignacio Cruz E.C.C	3/16/26	6/30/26	Replacing: Y. Morel
g.	Santander, Socorro CAF.ICC.LUNH.NA.01	Lunch Aide	\$22.77/hr. (Not to exceed 29.5 hours)	Ignacio Cruz E.C.C.	3/16/26	6/30/26	Replacing: E. Rivera

3). Approval of the following requests for a Leave of Absences:

	<b>Name (Last, First)</b>	<b>Reason</b>	<b>Position</b>	<b>Location</b>	<b>Date Effective</b>	<b>End Date</b>	<b>Notes</b>
a.	Abatangelo, Lisa	Extension of Medical Leave	Nurse	Hmieleski E.C.C.	2/2/26	3/18/26	Utilizing sick days
b.	Abdulovski, Aneta	Medical Leave	Accountant	Administration Building	1/7/26	4/10/26	1/7/26 – 2/27/26 Utilizing sick and vacation days 3/2/26 – 4/10/26 Without pay
c.	Acevedo, Rosalía	Medical Leave	Lunch Aide	Hmieleski E.C.C.	12/9/25	12/23/25	12/9/25 – 12/10/25 Utilizing sick days 12/11/25 – 12/23/25 Without pay
d.	Agustin, Veronica	Extension of Medical Leave	Teacher	Dual Language School	2/9/26	6/25/26	Without pay
e.	Bourdier De Diaz, Cruselyn	Medical Leave	Custodian	Richardson School	8/8/25	11/26/25	8/8/25 – 8/29/25 Utilizing sick and personal days 9/2/25 – 11/26/25 With pay from sick bank
f.	Carlino, Fiona	Maternity Leave	Teacher	Flynn School	3/9/26	12/31/26	3/9/26 – 5/11/26 Utilizing sick days 5/12/26 – 12/31/26 Without pay
g.	Cohorsky, Sandra	Extension of Family Medical Leave	Teacher	Shull School	3/10/26	4/17/26	Without pay
h.	Dejesus, Jinny	Intermittent Family Medical Leave	Supervisor	Administration Building	1/22/26	6/30/26	Utilizing sick days
i.	Diaz-Gonzalez, Fiordaliza	Medical Leave	Custodian	Ceres School	1/28/26	3/27/26	1/28/26 – 3/10/26 Utilizing sick days 3/11/26 – 3/27/26 Without pay
j.	Dilla, Ernesto	Extension of Medical Leave	Food Service Driver	Administration Building	1/20/26	3/26/26	1/20/26 – 3/10/26 Utilizing sick days 3/11/26 – 3/26/26 Without pay

**PER-15). Recommendations of the Superintendent of Schools  
Personnel Committee – Ms. Marisol González – Chairperson**

**3). Approval of the following requests for a Leave of Absences: (continued)**

	<b>Name (Last, First)</b>	<b>Reason</b>	<b>Position</b>	<b>Location</b>	<b>Date Effective</b>	<b>End Date</b>	<b>Notes</b>
k.	Dilla, Jose	Medical Leave	Bus Driver/Mail Courier	Administration Building	2/26/26	4/2/26	Utilizing sick days
l.	Echevarria, Elliot	Family Leave	Custodian	Wilentz School	2/2/26	2/23/26	Without pay
m.	Fernandez, Maribel	Intermittent Family Medical Leave	Fiscal Specialist	Administration Building	1/5/26	6/30/26	Utilizing sick days
n.	Figuroa, Dorothy	Intermittent Family Medical Leave	Secretary	Administration Building	1/5/26	4/1/26	Utilizing sick days
o.	Gomez, Diane	Family Medical Leave	Nurse	PAHS	3/25/26	4/17/26	Utilizing sick days
p.	Graziano, Lisa Marie	Intermittent Family Medical Leave	Teacher	PAHS	1/5/26	6/25/26	Utilizing sick days
q.	Hansen, Michael	Medical Leave	Teacher	PAHS	2/2/26	5/4/26	2/2/26 – 2/18/26 Utilizing sick, personal family medical days 2/19/26 – 5/4/26 Without pay
r.	Jebara, Mervette	Extension of Maternity Leave	School Counselor	McGinnis School	4/1/26	6/25/26	Without pay
s.	Kucaba, Eva	Intermittent Medical Leave	Supervisor	Administration Building	1/15/26	6/30/26	Utilizing sick days
t.	Luna, Connie	Intermittent Family Medical Leave	Teacher	PAHS	2/25/26	4/30/26	Utilizing sick days
u.	Martell, Milagros	Family Medical Leave	Paraprofessional	Ignacio Cruz E.C.C.	3/2/26	3/20/26	Utilizing sick days
v.	Morgan, Diane	Extension of Maternity Leave	School Counselor	Shull School	2/2/26	5/29/26	Without pay
w.	Nelson, Dr. Shirley	Maternity Leave	Vice Principal	PAHS	4/20/26	9/4/26	4/20/26 – 4/29/26 Utilizing sick, personal and vacation days 4/30/26 – 7/31/26 Without pay 8/3/26 – 9/3/26 Utilizing vacation days 9/4/26 Without pay
x.	Neu, Dr. Jessica	Family Medical Leave	Administrator	Administration Building	2/26/26	3/6/26	Utilizing sick days
y.	Novak, Karen	Medical Leave	Teacher	Lopez School	1/14/26	2/27/26	Utilizing sick days
z.	Olivera, Jose	Medical Leave	Custodian	PAHS	2/6/26	3/13/26	Utilizing sick days

**PER-15). Recommendations of the Superintendent of Schools  
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3). Approval of the following requests for a Leave of Absences: **(continued)**

	<b>Name (Last, First)</b>	<b>Reason</b>	<b>Position</b>	<b>Location</b>	<b>Date Effective</b>	<b>End Date</b>	<b>Notes</b>
aa.	Pereira, Alison	Extension of Maternity Leave	Teacher	Ceres School	2/2/26	3/31/26	Without pay
bb.	Perez, Grisel	Family Medical Leave	Teacher	Shull School	1/5/26	6/25/26	Utilizing sick days
cc.	Ramos, Shelly	Medical Leave	Teacher	Lopez School	3/2/26	4/17/26	3/2/26 – 3/20/26 Utilizing sick and personal days 3/23/26 – 4/17/26 Without pay
dd.	Rodriguez, Noemi	Intermittent Medical Leave	Paraprofessional	Ignacio Cruz E.C.C.	2/20/26	12/31/26	Utilizing sick days
ee.	Rosario, Jahaira	Medical Leave	Secretary	Administration Building	3/3/26	4/13/26	3/3/26 – 3/20/26 Without pay 3/23/26 – 4/13/26 Utilizing sick and vacation days
ff.	Rosario, Yinnette	Extension of Maternity Leave	Lunch Aide	Wilentz School	3/2/26	6/25/26	Without pay
gg.	Rowley, Jason	Family Medical Leave	Teacher	PAHS	2/3/26	2/20/26	Utilizing sick days
hh.	Santiago, Roberto	Medical Leave	Security Personnel	Shull School	12/10/25	6/30/26	12/10/25 – 5/18/26 Utilizing sick, personal and family medical days 5/19/26 – 6/30/26 Without pay
ii.	Silverstein, Alexandra	Maternity Leave	Teacher	Patten School	6/1/26	12/18/26	6/1/26 – 6/25/26 Utilizing sick and personal days 9/1/26 – 12/18/26 Without pay
jj.	Taveras, Yaniris	Intermittent Family Medical Leave	Paraprofessional	Wilentz School	1/14/26	6/25/26	Utilizing sick days
kk.	Vosinas, George	Family Medical Leave	Teacher	PAHS	1/28/26	2/27/26	Utilizing sick days
ll.	Waheed, Afshan	Family Medical Leave	Teacher	PAHS	1/26/26	2/13/26	Utilizing sick days
mm.	Woods, Jessica	Family Medical Leave	School Counselor	Patten School	1/29/26	2/20/26	Utilizing sick days

**PER-15). Recommendations of the Superintendent of Schools  
Personnel Committee – Ms. Marisol González – Chairperson**

4). Acceptance of the following resignations:

	<b>Name (Last, First)</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
a.	Anderson, Kimberly TCR.DIS.SPED.K4.122	Teacher	Patten School	April 17, 2026
b.	Abreu Estevez, Maria CAF.RNW.LUNH.NA.14	Lunch Aide	Wilentz School	February 19, 2026
c.	Arocho, Fael LEO.PAH.SLEO.NA.22	Security Personnel	PAHS	March 9, 2026

5). Acceptance of the following resignations for the purpose of retirement:

	<b>Name (Last, First)</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
a.	Velez, Matthew TCR.HNR.PHYS.K4.03	Teacher	Richardson School	July 1, 2026
b.	Otterbine, Melissa TCR.PAH.GUID.HS.08	School Counselor	PAHS	March 2, 2026
c.	Dakelman, Rhonda TCR.PAH.PHYS.HS.04	Teacher	PAHS	July 1, 2026
d.	Foster, Carol AID.RML.PARA.K4.03	Paraprofessional	Lopez School	July 1, 2026
e.	Petrizzo, Debra TCR.AVC.NURS.K4.01	School Nurse	Ceres School	July 1, 2026
f.	Perez, Diana AID.DIS.SPED.58.83	Paraprofessional	McGinnis School	July 1, 2026
g.	Wytanis, Margaret TCR.SES.MIDD.58.36	Teacher	Shull School	July 1, 2026
h.	Agosto, Valerie TCR.RNW.MTSP.K4.01	Teacher	Wilentz School	July 1, 2026
i.	Hornlein, Maria TCR.RNW.INTV.K4.04	Teacher	Wilentz School	July 1, 2026
j.	Somers, Michael TCR.PAH.SOCS.HS.10	Teacher	PAHS	July 1, 2026
k.	Sarosky, Alice CAF.JJF.LUNH.NA.06	Lunch Aide	Flynn School	July 1, 2026
l.	Lopez, Carol AID.DIS.SPED.HS.148	Paraprofessional	PAHS	July 1, 2026
m.	Persaud, Tilka TRN.BOE.BUSA.NA.03	Bus Aide	District	July 1, 2026
n.	Rothstein, Ronni TCR.PAH.PHYS.HS.12	Teacher	PAHS	July 1, 2026
o.	Ricks, Patrick LEO.PAH.SLEO.NA.05	Security Personnel	PAHS	September 1, 2026
p.	Pirilli, Doreen TCR.HNR.ELEM.K4.07	Teacher	Richardson School	July 1, 2026

6). Approval of the following to serve as Substitute Custodians at an hourly rate of \$18.80, not to exceed 29.5 hours per week, for the 2025-2026 school year, under the supervision of Mr. Miguel Carmona, Director of Operations.

	<b>Name (Last, First)</b>
a.	Walters, David
b.	Garcia Nin, Johanna

**PER-15). Recommendations of the Superintendent of Schools  
Personnel Committee – Ms. Marisol González – Chairperson**

- 7). Approval for New Jersey Leaders to Leaders to provide a mentor for the following administrators and reimburse the mentee.

	Name (Last, First)	Position	Location	Mentor	Start Date	End Date	Account Number	Stipend
a.	Loconte, Michelle	Vice Principal	Patten School	Carolina, Berthenia	February 2026	August 2028	11-000-223-500-0-0000-35	\$2,800
b.	Bermudez, Marie	Vice Principal	PAHS	Fields, Cary	February 2026	August 2028	11-000-223-500-0-0000-35	\$2,800

- 8). Approval for New Jersey Leaders to Leaders to provide a mentor for the following administrators and compensate the mentor.

	Name (Last, First)	Position	Location	Mentor	Start Date	End Date	Account Number	Stipend
a.	Santana, Melissa	Vice Principal	PAHS	Potter-Brown, Bonita	September 2025	June 2026	11-000-223-500-0-0000-35	\$1,000
b.	Jurado, Ruth	Vice Principal	PAHS	Barbiere, Mario	September 2023	August 2025	11-000-223-500-0-0000-35	\$2,500

- 9). Approval of the following staff to serve as mentors for the first-year certificated staff for 2025-2026 school year, under the supervision of Dr. Yolanda Gómez, Director of Personnel, funded through account number 11-000-223-110-1-0000-35.

	Name (Last, First)	Position	Location	Mentor	Number of Weeks	Start Date	End Date	Stipend
a.	Muñoz, Carina	Bilingual Teacher	Patten School	More, Betzaida	21	1/23/2026	6/26/2026	\$1,398.25
b.	Hansen, Michael	Art Teacher	PAHS	Mitchell, Cynthia	30	9/15/2024	6/25/2025	\$1,997.50

- 10). Approval of the following staff to work the Multilingual Learners High Impact Tutoring afterschool program and Orientation at Edward J. Patten School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Ms. Jennifer Joseph, Principal, funded through Title III federal accounts 20-243-200-110-1-0000-40, 20-245-200-110-1-0000-40, 20-243-100-101-1-0000-40, 20-245-100-101-1-0000-40. **(Specified in Attachment)**

- 11). Approval of the following staff to work the Multilingual Learners High Impact Tutoring afterschool program and Orientation at James J. Flynn School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Mr. Derrick Kyriacou, Principal, funded through Title III federal accounts 20-243-200-110-1-0000-40, 20-245-200-110-1-0000-40, 20-243-100-101-1-0000-40, 20-245-100-101-1-0000-40. **(Specified in Attachment)**

**PER-15). Recommendations of the Superintendent of Schools**

**Personnel Committee – Ms. Marisol González – Chairperson**

- 12). Approval of the following staff to work the Multilingual Learners High Impact Tutoring afterschool program and Orientation at Robert N. Wilentz School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Ms. Robyn Carrera, Principal, funded through Title III federal accounts 20-243-200-110-1-0000-40, 20-245-200-110-1-0000-40, 20-243-100-101-1-0000-40, 20-245-100-101-1-0000-40. **(Specified in Attachment)**
- 13). Approval of the following staff to work the Multilingual Learners High Impact Tutoring afterschool program and Orientation at Dr. Herbert N. Richardson School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Mr. Ronald Mascenik, Principal, funded through Title III federal accounts 20-243-200-110-1-0000-40, 20-245-200-110-1-0000-40, 20-243-100-101-1-0000-40, 20-245-100-101-1-0000-40. **(Specified in Attachment)**
- 14). Approval of the following staff to work the Multilingual Learners High Impact Tutoring afterschool program and Orientation at Rose M. Lopez School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Mr. Edwin Nieves, Principal, funded through Title III federal accounts 20-243-200-110-1-0000-40, 20-245-200-110-1-0000-40, 20-243-100-101-1-0000-40, 20-245-100-101-1-0000-40. **(Specified in Attachment)**
- 15). Approval of the following staff to work the High Impact Tutoring afterschool program and Orientation at James J. Flynn School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Mr. Derrick Kyriacou, Principal, funded through Title I SIA Part A federal accounts 20-239-100-101-1-0000-09 and 20-239-200-110-1-0000-09. **(Specified in Attachment)**
- 16). Approval of the following staff to work the Time to Shine afterschool program and Orientation at Edward J. Patten School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Ms. Jennifer Joseph, Principal, funded through Title I federal accounts 20-231-100-101-1-0000-40, 20-234-100-101-1-0000-40, 20-231-200-110-1-0000-40, 20-234-200-110-1-0000-40. **(Specified in Attachment)**
- 17). Approval of the following staff to work the Time to Shine afterschool program and Orientation at James J. Flynn School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Mr. Derrick Kyriacou, Principal, funded through Title I federal accounts 20-231-100-101-1-0000-40, 20-234-100-101-1-0000-40, 20-231-200-110-1-0000-40, 20-234-200-110-1-0000-40. **(Specified in Attachment)**
- 18). Approval of the following staff to work the Time to Shine afterschool program and Orientation at Robert N. Wilentz School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Ms. Robyn Carrera, Principal, funded through Title I federal accounts 20-231-100-101-1-0000-40, 20-234-100-101-1-0000-40, 20-231-200-110-1-0000-40, 20-234-200-110-1-0000-40. **(Specified in Attachment)**

PER-15). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Marisol González – Chairperson

- 19). Approval of the following staff to work the Time to Shine afterschool program and Orientation at Dr. Herbert N. Richardson School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Mr. Ronald Mascenik, Principal, funded through Title I federal accounts 20-231-100-101-1-0000-40, 20-234-100-101-1-0000-40, 20-231-200-110-1-0000-40, 20-234-200-110-1-0000-40. **(Specified in Attachment)**
- 20). Approval of the following staff to work the Time to Shine afterschool program and Orientation at Rose M. Lopez School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Mr. Edwin Nieves, Principal, funded through Title I federal accounts 20-231-100-101-1-0000-40, 20-234-100-101-1-0000-40, 20-231-200-110-1-0000-40, 20-234-200-110-1-0000-40. **(Specified in Attachment)**
- 21). Approval of the following staff to work the Time to Shine afterschool program and Orientation at Anthony V. Ceres School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Dr. Regina Postogna, Principal, funded through Title I federal accounts 20-231-100-101-1-0000-40, 20-234-100-101-1-0000-40, 20-231-200-110-1-0000-40, 20-234-200-110-1-0000-40. **(Specified in Attachment)**
- 22). Approval of the following staff to work the Time to Shine afterschool program and Orientation at Dual Language School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Ms. Lillianné Cruz-Argemil, Director of Bilingual, ESL, & World Languages, funded through Title I federal accounts 20-231-100-101-1-0000-40, 20-234-100-101-1-0000-40, 20-231-200-110-1-0000-40, 20-234-200-110-1-0000-40. **(Specified in Attachment)**
- 23). Approval of the following staff to work the SOAR afterschool program and Orientation at Dual Language School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Ms. Lillianné Cruz-Argemil, Director of Bilingual, ESL, & World Languages, funded through Title I federal accounts 20-231-100-101-1-0000-40, 20-234-100-101-1-0000-40, 20-231-200-110-1-0000-40, 20-234-200-110-1-0000-40. **(Specified in Attachment)**
- 24). Approval of the additional staff to work the SOAR afterschool program at William C. McGinnis School, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Mr. David Loniewski, Principal, funded through Title I federal accounts 20-231-100-101-1-0000-40 and 20-234-100-101-1-0000-40. **(Specified in Attachment)**
- 25). Approval of the additional staff to work Lunch Duty at William C. McGinnis School for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Mr. David Loniewski, Principal, funded through account 15-130-100-101-1-0000-04. **(Specified in Attachment)**
- 26). Approval of the following staff to work the Panther Enrichment afterschool program for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Ms. Karla Garcia and Ms. Raquel Estremera, Principals, funded through Title I federal accounts 20-231-100-101-1-0000-40, 20-234-100-101-1-0000-40, 20-231-200-110-1-0000-40, 20-234-200-110-1-0000-40. **(Specified in Attachment)**

PER-15). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Marisol González – Chairperson

- 27). Approval of the following staff to work the Afterschool and Saturday Detention program at Perth Amboy High School for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Ms. Karla Garcia and Ms. Raquel Estremera, Principals, funded through accounts 15-140-100-101-1-0000-03 and 15-204-100-106-1-0000-03. **(Specified in Attachment)**
- 28). Approval of the additional staff to work the Extracurricular Club Advisors at Perth Amboy High School for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Ms. Karla Garcia and Ms. Raquel Estremera, Principals, funded through account 15-401-100-101-1-0000-03. **(Specified in Attachment)**
- 29). Approval of the following Elementary School staff to work the Musical Theatre Program in grades K-5, for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Dr. Courtney Pepe, Director of Instructional Technology, funded through Title I federal accounts 20-231-100-101-1-0000-40 and 20-234-100-101-1-0000-40. **(Specified in Attachment)**
- 30). Approval of the following staff to work the Senior Multilingual Learners Support Program, Orientation, and Check-in Meetings for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Ms. Lillianné Cruz-Argemil, Director of Bilingual, ESL & World Languages, funded through Title III federal accounts 20-243-100-101-1-0000-40, 20-245-100-101-1-0000-40, 20-243-200-110-1-0000-40, 20-245-200-110-1-0000-40. **(Specified in Attachment)**
- 31). Approval of the following staff to work the Family Fitness Night for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Elementary School Principals, funded through Title I federal accounts 20-231-200-110-1-0000-20 and 20-234-200-110-1-0000-20. **(Specified in Attachment)**
- 32). Approval of the additional staff to work Spring Athletic Positions, for the 2025-2026 school year, and to be compensated at the contractual rate per position, under the supervision of Mr. John Fiore, Director of Athletics, Health & Physical Education, funded through school-based budget. **(Specified in Attachment)**
- 33). Approval of the additional staff to work the AM/PM Supervision Program at Anthony V. Ceres School for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Dr. Regina Postogna, Principal, funded through account number 15-120-100-101-1-0000-02. **(Specified in Attachment)**
- 34). Approval of the additional staff to work as Substitute Bus Aide at A.V. Ceres School for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Dr. Regina Postogna, Principal, funded through account 15-213-100-106-1-0000-02. **(Specified in Attachment)**
- 35). Approval of the additional Certified Teaching Staff to provide Home Instruction as needed for the 2025-2026 school year, and to be compensated at the contractual rate, under the supervision of Ms. Katelyn Tivald, Director of Counseling and Related Services, to be funded through account number 11-150-100-101-1-0000-20. **(Specified in Attachment)**

**PER-15). Recommendations of the Superintendent of Schools**

**Personnel Committee – Ms. Marisol González – Chairperson**

- 36). Approval to amend the November 20, 2025 Personnel Board Agenda Item #36 All In Program at Samuel E. Shull School Orientation account numbers from 20-231-100-101-1-0000-40 and 20-234-100-101-1-0000-40 to 20-231-200-110-1-0000-40 and 20-234-200-110-1-0000-40. **(Specified in Attachment)**
- 37). Approval to amend the November 20, 2025 Personnel Board Agenda Item #37 All In Program at William C. McGinnis School Orientation account numbers from 20-231-100-101-1-0000-40 and 20-234-100-101-1-0000-40 to 20-231-200-110-1-0000-40 and 20-234-200-110-1-0000-40. **(Specified in Attachment)**
- 38). Approval of the following individuals to volunteer after school to tutor in the afterschool program at Robert N. Wilentz School, under the supervision of Ms. Robyn Carrera, Principal.

	Name (Last, First)
a.	Richards, Meghan

- 39). Approval of the following Student Teachers/Student Observations/Internships for the 2025-2026 school year. (in-district)

	Name (Last, First)	Subject	Location	Cooperating Teacher/Administrator	Start Date	End Date	School/Program
a.	Sutton, Dennis	Counseling	Shull	Dr. Charles Ezell	01/14/2026	06/30/2026	Kean University
b.	Fernandez, Maribel	School Business Administrator	District	Michael LoBrace	05/04/2026	06/30/2026	Thomas Edison University
c.	Marte, Madelyn	Masters of Art in TESOL/ESL	Flynn	Derrick Kyriacou	03/25/2026	06/30/2026	Grand Canyon University

- 40). Approval of the following Student Teachers/Student Observations/Internships for the 2026-2027 school year. (in-district)

	Name (Last, First)	Subject	Location	Cooperating Teacher/Administrator	Start Date	End Date	School/Program
a.	Cancel, Lisa	Educational Leadership	PAHS	Dr. Yolanda Gómez	07/01/2026	06/30/2027	Montclair State University

- 41). Approval of the following staff to be placed on administrative leave with pay.
  - XX995 – Effective February 19, 2026
  - XX795 – Effective February 27, 2026
- 42). Approval of the placement of the following staff from administrative leave with pay to administrative leave without pay.
  - XX954 – Effective March 12, 2026

**PER-15). Recommendations of the Superintendent of Schools  
Personnel Committee – Ms. Marisol González – Chairperson**

- 43). Approval of the following staff to be reinstated .
- XX507 – Effective February 17, 2026
  - XX370 – Effective February 19, 2026
  - XX548 – Effective February 19, 2026
  - XX449 – Effective February 23, 2026
- 44). Approval to appoint Mr. Carlos Reyes, Dual Language School Principal, effective May 26, 2026, through June 30, 2026, at a pro-rated 12-month salary of \$155,000.00
- 45). Approval of transfers and/or change of assignments for the 2025-2026 school year.  
**(Specified in Attachment)**
- 46). Approval of salary adjustments. **(Specified in Attachment)**

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Motion

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Seconded

**FIN-16). Recommendations of the Superintendent of Schools**

**Finance Committee – Ms. Jasmin Melendez – Chairperson**

- 1). Approval of travel expenses, under the supervision of Mr. Michael LoBrace, School Business Administrator and Dr. Francisco Velez, Assistant School Business Administrator. **(Specified in Attachment)**
- 2). Approval of transfer reports in accordance with Board Policy 6422 and N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13.1 et seq., under the supervision of Mr. Michael LoBrace, School Business Administrator and Dr. Francisco Velez, Assistant School Business Administrator. **(Specified in Attachment)**

3). **Fiscal Year 2026-2027 Tentative Budget Approval**

The Superintendent recommends approval to adopt the **Tentative Budget for FY 2026-2027:**

**BE IT RESOLVED** that the tentative budget be approved for the 2026-2027 School Year using the 2026-2027 State Aid Award and the School Business Administrator be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline in the following amounts:

<b>Fund</b>	<b>FY27 Budget</b>
General Fund	\$274,596,203.00
Special Revenue Fund	\$29,600,337.00
Debt Service Fund	\$0.00
<b>Total Budget</b>	<b>\$304,196,540.00</b>

**BE IT FURTHER RESOLVED** that the Perth Amboy Public Schools Board of Education approves the tax levy of **\$31,251,172.00** to be raised for the General Fund Levy. And to advertise said tentative budget in the Home News Tribune in accordance with the form required by the State Department of Education and according to law; and

**BE IT FURTHER RESOLVED** that a public meeting be held in the Auditorium at Perth Amboy High School located at 931 Convery Blvd, Perth Amboy, NJ on **May 7, 2026** at 5:30 pm for the purpose of conducting a public hearing on the budget for the 2026-2027 School Year.

4). **Travel and Related Expense Reimbursement**

**WHEREAS**, the Perth Amboy Public Schools Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves travel and related expense reimbursement in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of **\$90,000.00** for the 2026-2027 school year.

**FIN-16). Recommendations of the Superintendent of Schools**

**Finance Committee – Ms. Jasmin Melendez – Chairperson**

**5). Preschool Budget Fiscal Year 2026-2027**

**WHEREAS** the Perth Amboy Public Schools Board of Education is required to submit a budget to the Office of Preschool Education for funding received through Preschool Education Aid as noted on the District’s 2026-2027 State Aid Notice; and

**WHEREAS** the Preschool Education Aid is intended to increase access to high-quality preschool for three- and four-year old children;

**NOW, THEREFORE, BE IT RESOLVED** that the Perth Amboy Public Schools Board of Education authorizes the Superintendent to submit the **2026-2027 Preschool Budget Workbook** in the amount of **\$26,600,337.00** to the Office of Preschool Education.

**6). Approval of the following PTO approved events and fundraisers.**

	<b>School</b>	<b>Event/Fundraiser</b>	<b>Date/s</b>
a.	Samuel E. Shull School	PTO Concession Stand for Valentines & Spring Fling Dances	2/12/2026 (Retro) & 4/30/2026
b.	Dual Language School	PTO Family Day	5/29/2026
c.	Dual Language School	PTO Welcome Summer	6/12/2026

**7). Approval of the contract(s)/additional related services for Special Education, General Education, Displaced, et al. student(s) placed in Out-of-District facilities for the 2025-2026 school year, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction.**

<b>Student #</b>	<b>School</b>	<b>Annual Contract Fee (Pro-rated)</b>	<b>Purchase Order #</b>	<b>Account #</b>
92	Rutgers Day School	\$51,984.00	26-01554	11-000-100-562-0-0000-16
151	Collier School	\$36,385.00	26-01493	11-000-100-562-0-0000-16
149	ESCNJ-Center for Lifelong Learning	\$36,406.00	26-01530	11-000-100-562-0-0000-16
152	First Children	\$59,202.00	26-01504	11-000-100-566-0-0000-16

**8). Approval to utilize Silvergate Prep to provide in-patient home instruction for the 2025-2026 school year, at an hourly rate of \$40.00, to be funded through account number 11-150-100-320-0-0000-16, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction and Dr. Kim Buxenbaum, Interim Director of Special Services.**

**9). Approval to utilize Brookfield to provide in-patient home instruction for the 2025-2026 school year, at an hourly rate of \$50.00, to be funded through account number 11-150-100-320-0-0000-16, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction and Dr. Kim Buxenbaum, Interim Director of Special Services.**

**10). Approval is hereby requested for all in district Child Study Team Members and Related Service providers to receive travel reimbursement for any travel outside of district for purposes or school intake, IEP meetings, evaluations, and community based instruction site visits at a cost of \$0.47 per mile plus tolls not to exceed \$2,000.00 total, to be funded through account number 11-000-221-580-0-0000-16, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction and Dr. Kim Buxenbaum, Interim Director of Special Services. **(Specified in Attachment)****

**FIN-16). Recommendations of the Superintendent of Schools**

**Finance Committee – Ms. Jasmin Melendez – Chairperson**

- 11). Approval to retroactively approve utilize DLT – Kace 1 and 2 at a cost not to exceed \$32,488.70, funded through account number 11-000-252-500-0-0000-00, comprehensive IT systems management for any network-connected device, to submit tickets, deploy software, security patches, under the supervision of Dr. Courtney Pepe, Director of Instructional Technology.
- 12). Approval to increase the US Foods purchase order #26-00167 from \$2,279,490.99 to \$2,825,000.00 to account for the increase in food cost, under the supervision of Mr. Miguel Carmona, Director of Operations and Ms. Jasmin Rosta, Food Service Manager.
- 13). Approval for Mosdos Satmar Linden to purchase two (2) Dell Pro Micro – i5 14<sup>th</sup> Generation Processor, two (2) Dell 27” Monitor and two (2) All-in-One Laser Printer at a cost not to exceed \$3,350.00 funded through Nonpublic Technology Aid account number 20-510-100-300-0-0000-82, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction.
- 14). Approval for the Mosdos Satmar Linden School to purchase 1 IP Camera through the Non-Public Technology Program for the 2025-2026 school year, not to exceed \$545.00, funded through account number 20-511-100-300-0-0000-82, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction.
- 15). Approval for the Perth Amboy Catholic Schools to purchase 14 Cyber Acoustics ACM-70B Headphones through the Non-Public Technology Program for the 2025-2026 school year, not to exceed \$78.67, funded through account number 20-510-100-300-0-0000-80, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction.
- 16). Approval for Assumption Catholic School to purchase seven (7) HP Fortis G1m 11.6” Rugged Clamshell Chromebook and seven (7) Google Chrome Education Upgrade at a cost not to exceed \$2,056.39, funded through Nonpublic Technology Aid account number 20-510-100-300-0-0000-81, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction.
- 17). Approval for Hasagah Inc. to provide Mosdos Satmar Linden School staff Safety Kid professional development on Administrative Roundtable & Coaching Session, Administration PD Workshop, Conduct Policy Training & Safety Kid Program Overview Staff PD Workshop, funded through Title II account number 20-271-200-300-0-0000-82, at a cost not to exceed \$3,500.00, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction.
- 18). Approval for Mosdos Satmar Linden to furnish copyrighted materials pursuant to Estimate (3281): twenty-two (22) ABC Reading Activity Workbooks and fifty (50) Book 1-Kid in the Middle-Conson from ReadRight, LLC, DBA, ReadBright at a cost not to exceed \$2,337.30, funded through Nonpublic Textbook Aid account number 20-501-100-300-0-0000-82, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction.

**FIN-16). Recommendations of the Superintendent of Schools**

**Finance Committee – Ms. Jasmin Melendez – Chairperson**

- 19). Approval for Mosdos Satmar Linden to furnish copyrighted materials pursuant to Proposal #26-9535: twenty-two (22) Math Genius Level A, fifty (50) Math Genius Level B, twenty-two (22) Writing Practice 1, and thirty-three (33) Writing Practice 2 from Leren Curriculum Inc. at a cost not to exceed \$2,529.23, funded through Nonpublic Textbook Aid from account number 20-501-100-300-0-0000-82, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction.
- 20). Approval for Perth Amboy Catholic School to furnish the following items pursuant to Quote (PQNG083) from CDW Government at a cost not to exceed \$2,573.60, funded through Nonpublic Security Aid from account number 20-511-100-300-0-0000-80, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction.

Quantity	Description
160	Securly Aware 1 YR Security Software Subscription
160	Securly Classroom 1 YR Security Software Subscription
160	Securly Filter 1 YR Security Software Subscription
1	Securly Implementation Classroom Standard – Installation
1	Securly Implementation Aware Standard - Installation

- 21). Approval to enter into agreement with “Events by Ricardo” for the Perth Amboy High School Senior Prom on May 1, 2026 from 6:00 pm – 10:00 pm at a cost not to exceed \$1,300.00, funded through the student activity account, under the supervision of Ms. Karla Garcia, Principal and Ms. Raquel Estremera-Rivera, Principal.
- 22). Approval to amend and increase August 28, 2025 Board Finance Agenda Item number 22 for Additional Time and Materials Services on an “as needed basis” by \$15,000.00 from \$86,608.00 to \$101,608.00 for an increase need in maintenance and repairs.

Open Systems Integrators, Inc.  
 211 Yardville Hamilton Square Road  
 Hamilton, NJ 08620

The pricing included in this contract is based on the following pricing obtained through the Co-op #65MCESCCPS, Bid #ESCNJ 24/25-41.

- 23). Approval of the following contracts for Perth Amboy Public Schools to pay tuition and transportation for displaced students, under the McKinney-Vento Act for the 2025-2026 school year, not to exceed \$81,175.57 using the account number 11-000-100-561-0-0000-16, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction.

Student #	School District	Annual Contract Fee
5411	New Brunswick Public Schools	\$38,795.28
1998	New Brunswick Public Schools	\$42,380.29

**FIN-16). Recommendations of the Superintendent of Schools**

**Finance Committee – Ms. Jasmin Melendez – Chairperson**

- 24). Resolution Awarding Contract – Electrical Equipment & Supplies on an “as needed basis” from Jewel Electric LLC, 133 Halleck Avenue, Jersey City, NJ 07306

The Perth Amboy Board of Education, based upon the recommendation and supervision of Mr. Michael LoBrace, School Business Administrator and Mr. Miguel Carmona, Director of Operations, hereby approves the purchases of Electrical Equipment & Supplies, on an “as needed” basis from:

Jewel Electric LLC  
 133 Halleck Avenue  
 Jersey City, NJ 07306

The purchases will be based on the pricing obtained through the NJSTART Bid Solicitation: 21DPP00567T0167 Electrical Equipment and Supplies, Statewide. Blanket PO #21-FOOD-01749.

It is estimated, based upon historical spending trends, that the purchase order with Jewel Electric LLC will not exceed \$85,000.00.

Funded through account number 11-000-261-610-0-0000-32

The term for these purchases is valid from July 1, 2025 – June 30, 2026.

- 25). Approval of the following contracts for Perth Amboy Public Schools to pay tuition for displaced students attending Edison Public Schools under the McKinney-Vento Act for the 2025-2026 school year at a cost not to exceed \$44,652.00 using account number 11-000-100-561-0-0000-16, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction.

Account Number	Student #	School District	Annual Contract Fee
11-000-100-561-0-0000-16	2184	Edison Public Schools	\$14,304.00
11-000-100-561-0-0000-16	7073	Edison Public Schools	\$16,044.00
11-000-100-561-0-0000-16	6900	Edison Public Schools	\$14,304.00

- 26). Approval of the following contracts for Perth Amboy Public Schools to pay tuition for displaced students attending Long Branch Public Schools under the McKinney-Vento Act for the 2024-2025 school year at a cost not to exceed \$16,975.05 using account number 11-000-100-561-0-0000-16, under the supervision of Dr. Damián O. Medina, Assistant Superintendent of Curriculum and Instruction.

Account Number	Student #	School District	Annual Contract Fee
11-000-100-561-0-0000-16	1383	Long Branch Public Schools	\$3,278.03
11-000-100-561-0-0000-16	0658	Long Branch Public Schools	\$3,362.81
11-000-100-561-0-0000-16	2032	Long Branch Public Schools	\$3,282.56
11-000-100-561-0-0000-16	7136	Long Branch Public Schools	\$3,549.67
11-000-100-561-0-0000-16	9793	Long Branch Public Schools	\$2,278.03
11-000-100-561-0-0000-16	8426	Long Branch Public Schools	\$1,223.95

**FIN-16). Recommendations of the Superintendent of Schools**

**Finance Committee – Ms. Jasmin Melendez – Chairperson**

- 27). Payment for unused vacation and/or sick days  
Recommended that payment for accumulated and unused vacation and/or sick days for retired or resigned employees in accordance with collective bargaining agreements and state law be approved, under the supervision of Mr. Michael LoBrace, School Business Administrator and Dr. Francisco Velez, Assistant School Business Administrator. **(Specified in Attachment)**
- 28). Approval of the contracts for Edwin Sena to provide DJ and lighting services for Shull and McGinnis Middle Schools and A.V. Ceres Elementary School for the following events under the supervision of Dr. Charles Ezell and Mr. David Loniewski and Dr. Regina Postogna, to be paid for using Student Activity funds.

<b>Date</b>	<b>School</b>
November 25, 2025	Samuel E. Shull
February 11, 2026	William C. McGinnis
February 12, 2026	Samuel E. Shull
April 1, 2026	William C. McGinnis
June 5, 2026	William C. McGinnis
February 6, 2026	Anthony V. Ceres

- 29). Approval to amend Finance item number 43 from the November 20, 2025 Board meeting to read Edwin Sena and not Andanar Entertainment DJ.
- 30). Approval to enter into agreement with Mox Five to assess, evaluate, and provide consulting services for network security and infrastructure maintenance and enhancements from April 1, 2026 through June 30, 2026 at a cost not to exceed \$36,000.00, paid through account number 11-000-230-339-0-0000-00 and from July 1, 2026 through June 30, 2027 at a cost not to exceed \$144,000.00 under the supervision of Mr. Delvis Rodriguez, Assistant Superintendent of Administration and Mr. Michael LoBrace, School Business Administrator.
- 31). Approval of Amendment to ESS Northeast LLC contract for the 2025–2026 school year for substitute services based upon increases to the NJ Minimum Wage Rate increasing:

Full Day Substitute Paraprofessional Placement Pay Rate to \$107.50      Bill Rate to \$138.14  
 Half Day Substitute Paraprofessional Placement Pay Rate    \$ 53.75      Bill Rate to \$ 69.07

All other provisions of the agreement shall remain in full force and effect during the term of the agreement, under the supervision of Mr. Michael LoBrace, School Business Administrator and Dr. Francisco Velez, Assistant School Administrator.

- 32). Approval to award the Category Two E-Rate bid to SHI company to provide equipment and 5-year licensing services for WAPS (Wireless Access Points) and cabling project. The E-rate program's estimated cost for this project is \$1,241,930.77 and the E-Rate estimated funding for this project will be \$1,055,641.15. The remaining \$186,289.62 of this project will be funded through account number 12-000-252-730-0-0000-00-. The district will be invoiced using the SPI method in which 85% of the cost will be sent directly to the vendor under the supervision of Dr. Courtney Pepe, Director of Instructional Technology.

**FIN-16). Recommendations of the Superintendent of Schools**

**Finance Committee – Ms. Jasmin Melendez – Chairperson**

33). **WHEREAS,** School Bus Evacuation Drills are to be conducted and documented each School Year; and

**WHEREAS,** pursuant to the New Jersey Administrative Code (NJAC 6A:27 – 11.2) School Bus Emergency Evacuation Drills must be conducted twice each school year; and

**WHEREAS,** the Perth Amboy Public Schools listed below have completed mandated School Bus Evacuation Drills,

**NOW THEREFORE BE IT RESOLVED** that the Perth Amboy Board of Education ratifies the action of the Superintendent in approving the implementation and documenting School Bus Evacuation Drills for the 2025-2026 school year pursuant to the New Jersey Administrative Code (NJAC 6A:27 – 11.2) were School Bus Emergency Evacuation Drills must be conducted twice each school year.

*\*All original documentation is on file in the Office of Transportation*

<b>School</b>	<b>Date (1<sup>st</sup> Drill)</b>
Ignacio Cruz E.C.C.	11/11/2025
Edmund Hmieleski E.C.C.	11/12/2025
School 7 E.C.C.	11/12/2025
Anthony V. Ceres	11/12/2025
Edward J. Patten	11/12/2025
Dr. Herbert N. Richardson	11/13/2025
Robert N. Wilentz	11/13/2025
William C. McGinnis	11/14/2025
Samuel E. Shull	11/14/2025
Perth Amboy High School	11/17/2025
James J. Flynn	11/19/2025

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Motion

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Seconded

**B&G-17). Recommendations of the Superintendent of Schools**

**Buildings & Grounds Committee – Mr. Joas Quiles – Chairperson**

- 1). Approval of the following use of facilities request, under the supervision of Mr. Michael LoBrace, School Business Administrator and Dr. Francisco Velez, Assistant School Business Administrator.

	Organization	Building	Dates/Time	Event	Certificate of Insurance	Estimated Fee
a.	Department of Recreation	Waters Stadium	Saturday, April 4, 2026 9:00 am – 2:00 pm	Annual Easter Egg Hunt	X	X
b.	Department of Recreation	R.N. Wilentz School	Monday – Thursday 6:00 pm – 9:00 pm April 1, 2026 – June 18, 2026	Open Sports	X	X
c.	Department of Recreation	Water Stadium	Monday – Friday 6:00 pm – 9:30 pm Saturday 10:00 am – 7:00 pm Sunday 10:00 am – 7:00 pm Beginning March 25, 2026 through August 31, 2026	Recreation/ Soccer	X	X
d.	Department of Recreation	Dual Language School	Monday – Friday 4:00 pm – 9:00 pm April 1, 2026 – June 19, 2026	Basketball	X	X
e.	Department of Recreation	Dual Language School	Every Saturday 9:00 am – 12:00 pm April 4, 2026 – June 20, 2026	Youth Cadet Program	X	X
f.	Department of Recreation	William C. McGinnis School	Monday – Friday 6:00 pm – 9:00 pm April 6, 2026 – June 19, 2026	Basketball	X	X
g.	Department of Recreation	Herbert N. Richardson School	Tuesday & Thursday 6:00 pm – 9:00 pm April 14, 2026 – June 18, 2026	Adult Fitness Classes	X	X
h.	Department of Recreation	Rose M. Lopez Elementary	Monday – Friday 6:00 pm – 9:00 pm Saturday 9:00 am – 1:00 pm April 1, 2026 – June 19, 2026	Soccer	X	X
i.	Department of Recreation	R.N. Wilentz School	Monday – Friday 8:00 am – 4:00 pm July 6, 2026 – August 3, 2026	MAPS Summer Day Camp	X	X
j.	Hall of Fame	Perth Amboy High School	Thursday, May 14, 2026	Wall of Fame		X

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Motion

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Seconded

**Old Business**

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Motion                      Seconded

**New Business**

- 1). Approval to return student ID #XXX531, student ID #XXX361, student ID #XXX743, student ID # XXX275, and student ID #XXX958 to school, as recommended by the Student Disciplinary Committee at the hearing conducted on March 5, 2026.
- 2). Approval to remove student ID #XXX635 and student ID #XXX087 to an alternative school pending Child Study Team evaluations, as recommended by the Student Disciplinary Committee at the hearing conducted on March 5, 2026.
- 3). Approval to maintain student ID #XXX486 on home instruction pending Child Study Team evaluations, as recommended by the Student Disciplinary Committee at the hearing conducted on March 5, 2026.
- 4). Approval of the following revised job descriptions: **(Specified in Attachment)**
  - Head Custodian
  - Custodian A
  - Custodian B
  - Maintenance
  - Accountant
  - Accounts Payable Specialist
  - Benefits Coordinator
  - Fiscal Specialist
  - Payroll Manager
  - Teacher
- 5). Approval of the following job descriptions: **(Specified in Attachment)**
  - Benefits Specialist
  - Federal Specialist
  - Payroll Specialist
  - Purchasing Specialist
  - Accounts Payable Manager
- 6). Approval to affirm the Superintendent’s decision regarding the following HIB cases as unfounded and to approve the Superintendent to transmit a copy of the Board's decision to the affected students' parents (HIB case numbers: 299174, 299262, 299363, 299395, 299409, 299564, 299565, 299607, 299673, 299714, 299768, 299844, 299964, 299965, 300048, 300155, 300282, 300423, 300661, 300761, 300766, 300776, 300916, 301038, 301112, 301138, 301270, 301271, 301336, 301397, 301398, 301501, 301511, 301657, 301671, 301687, 301730, 301742, 301882, 302053, 302506)
- 7). Approval to affirm the Superintendent's decision regarding the following HIB cases as founded and to approve the Superintendent to transmit a copy of the Board's decision to the affected students' parents (HIB case numbers: 299306, 299359, 299814, 299892, 299944, 300065, 300066, 300402, 300427, 300665, 300791, 301522, 301939, 302294)

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Motion                      Seconded

**Motion to Adjourn**

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Motion                      Seconded

# Curriculum

## 14 – Item #1

Field Trips Board Approval  
March 24, 2026

Date of Trip	Destination	School	Number of Students Attending	Teacher/Staff Responsible	Walking Trip	Cost	Admission/ Additional Costs Account number	Transportation Cost	Account Number for Bus Cost	Grand Total of Trip	# of BSE buses	# of Charter buses	Time Leaving	Time Returning
3/24/2026 <i>(Retrospective Approval)</i>	Network for Teaching Entrepreneurship Headquarters New York, NY	PAHS Grades 9-12	16	Ms. Precious Ojeda	No	\$ -	N/A	\$ -	N/A	\$ -	0	0	7:30 AM	4:00 PM
3/31/2026	Cathedral International Perth Amboy, NJ	PAHS World History- Digital Media Academy Students	45	Ms. Heather Renaud	No	\$ -	N/A	\$ 262.50	15-000-270-512-0-0000-03	\$ 262.50	1	0	10:30 AM	1:30 PM
4/25/2026	Rutgers University- "Rutgers Day" New Brunswick, NJ	Shull Grades 7, & 8 NHS	5	Ms. Ayatt Elmahallawy	No	\$ -	N/A	\$ -	N/A	\$ -	1	0	9:00 AM	5:00 PM
6/16/2026	New Jersey Sea Grant Consortium (Sandy Hook)	Rose M. Lopez Grade 3	155	Ms. Michelle Palumbo	No	\$ -	N/A	\$ 1,500.00	Student Activities Account	\$ 1,500.00	4	0	8:45 AM	2:00 PM
<b><u>IN-DISTRICT FIELD TRIPS</u></b>														
3/2/2026 <i>(Retrospective Approval)</i>	Robert N. Wilentz Elementary School	William C. McGinnis School <i>(Read Across America)</i>	15	Mr. Brian Peters		\$ -	N/A	\$ -	N/A	\$ -	1	0	9:00 AM	11:30 AM
3/6/2026 <i>(Retrospective Approval)</i>	Anthony V. Ceres Elementary School	William C. McGinnis School <i>(Read Across America)</i>	15	Mr. Brian Peters		\$ -	N/A	\$ -	N/A	\$ -	1	0	9:00 AM	11:30 AM
3/6/2026 <i>(Retrospective Approval)</i>	Herbert N. Richardson Elementary School	William C. McGinnis School <i>(Read Across America)</i>	15	Mr. Brian Peters		\$ -	N/A	\$ -	N/A	\$ -	1	0	9:00 AM	11:30 AM
6/3/2026	Perth Amboy High School	Patten School <i>Giraffie News Crew (5th Grade)</i>	15	Ms. Kimberly Massimino		\$ -	N/A	\$ -	N/A	\$ -	1	0	10:45:00 AM	1:00 PM
6/10/2026	The Barge Perth Amboy, NJ	McGinnis Grade 8 NHS	70	Ms. Kristin Dura, Mr. Brian Peters, Mr. Mark Rivera	Yes	\$ 1,676.50	Student Activities Account	\$ -	N/A	\$ 1,676.50	0	0	11:00 AM	2:30 PM

# Personnel 15 – Item #10

Multilingual Learners High Impact Tutoring  
Edward J. Patten School  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Buonomo, Teresa	Patten	Coordinator	Multilingual Learners High Impact Tutoring - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Buonomo, Teresa	Patten	Coordinator	Multilingual Learners High Impact Tutoring - Pre/Post Planning	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 20 hours
Torres, Dulce	Patten	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Muñoz, Carina	Patten	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Martinez, Alina	Patten	Paraprofessional	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$34.08	February 2026 - June 2026	1.5 hours per day 4 days per week
Buonomo, Teresa	Patten	Coordinator	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Torres, Dulce	Patten	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Muñoz, Carina	Patten	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Martinez, Alina	Patten	Paraprofessional	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$34.08	January 2026 - February 2026	Not to exceed 1 hour

**Personnel**  
**15 – Item #11**

**Multilingual Learners High Impact Tutoring**  
**James J. Flynn School**  
**2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Barreto, Michael	Flynn	Coordinator	Multilingual Learners High Impact Tutoring Program - Pre/Post Planning	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 20 hours
Barreto, Michael	Flynn	Coordinator	Multilingual Learners High Impact Tutoring - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Verdecia, Delia	Flynn	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Barreto, Michael	Flynn	Coordinator	Multilingual Learners High Impact Tutoring Program - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Verdecia, Delia	Flynn	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

# Personnel 15 – Item #12

## Multilingual Learners High Impact Tutoring Robert. N. Wilentz School 2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Polidura, Joel	Wilentz	Coordinator	Multilingual Learners High Impact Tutoring - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Polidura, Joel	Wilentz	Coordinator	Multilingual Learners High Impact Tutoring - Pre/Post Planning	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 20 hours
Polidura, Joel	Wilentz	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Reid, Rachel	Wilentz	Coordinator	Multilingual Learners High Impact Tutoring - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Reid, Rachel	Wilentz	Coordinator	Multilingual Learners High Impact Tutoring - Pre/Post Planning	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 20 hours
Godinez, Arianna	Wilentz	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Mendez, Carmen	Wilentz	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Polidura, Joel	Wilentz	Coordinator	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Reid, Rachel	Wilentz	Coordinator	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Godinez, Arianna	Wilentz	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Mendez, Carmen	Wilentz	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

# Personnel

## 15 – Item #13

Multilingual Learners High Impact Tutoring  
 Dr. Herbert N. Richardson School  
 2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Palangio, Rita	Richardson	Coordinator	Multilingual Learners High Impact Tutoring - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Collier, Kimberly	Richardson	Coordinator	Multilingual Learners High Impact Tutoring - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Palangio, Rita	Richardson	Coordinator	Multilingual Learners High Impact Tutoring - Pre/Post Planning	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 20 hours
Collier, Kimberly	Richardson	Coordinator	Multilingual Learners High Impact Tutoring - Pre/Post Planning	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 20 hours
Cabada, Esleydy	Richardson	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Perez, Darlene	Richardson	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Orosco, Nelly	Richardson	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Franco, Jeniffer	Richardson	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Adames, Lisayri	Richardson	Teacher (Substitute)	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Palangio, Rita	Richardson	Coordinator	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Collier, Kimberly	Richardson	Coordinator	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours

**Multilingual Learners High Impact Tutoring  
Dr. Herbert N. Richardson School  
2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Cabada, Esleydy	Richardson	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Perez, Darlene	Richardson	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Orosco, Nelly	Richardson	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Franco, Jeniffer	Richardson	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Adames, Lisayri	Richardson	Teacher (Substitute)	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

# Personnel

## 15 – Item #14

Multilingual Learners High Impact Tutoring  
 Rose M. Lopez School  
 2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Apisa, Laura	Lopez	Coordinator	Multilingual Learners High Impact Tutoring - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Apisa, Laura	Lopez	Coordinator	Multilingual Learners High Impact Tutoring - Pre/Post Planning	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 20 hours
Apisa, Laura	Lopez	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Camacho, Sandra	Lopez	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Hernandez, Susana	Lopez	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Mendez, Luis	Lopez	Teacher (Substitute)	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Ocampo, Stephanie	Lopez	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Sakowski, Kara	Lopez	Teacher (Substitute)	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Torres, Yolanda	Lopez	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Zambrano, Mariuxi	Lopez	Teacher	Multilingual Learners High Impact Tutoring - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Bolanos, Olga	Lopez	Paraprofessional	Multilingual Learners High Impact Tutoring - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$34.08	February 2026 - June 2026	1.5 hours per day 4 days per week
Gonzalez, Mayra	Lopez	Paraprofessional (Substitute)	Multilingual Learners High Impact Tutoring - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$34.08	February 2026 - June 2026	1.5 hours per day 4 days per week
Soto, Milagros	Lopez	Paraprofessional (Substitute)	Multilingual Learners High Impact Tutoring - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$34.08	February 2026 - June 2026	1.5 hours per day 4 days per week

**Multilingual Learners High Impact Tutoring**  
**Rose M. Lopez School**  
**2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Apisa, Laura	Lopez	Coordinator	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Camacho, Sandra	Lopez	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Hernandez, Susana	Lopez	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Mendez, Luis	Lopez	Teacher (Substitute)	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Ocampo, Stephanie	Lopez	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Sakowski, Kara	Lopez	Teacher (Substitute)	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Torres, Yolanda	Lopez	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Zambrano, Mariuxi	Lopez	Teacher	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Bolanos, Olga	Lopez	Paraprofessional	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$34.08	January 2026 - February 2026	Not to exceed 1 hour
Gonzalez, Mayra	Lopez	Paraprofessional (Substitute)	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$34.08	January 2026 - February 2026	Not to exceed 1 hour
Soto, Miliagros	Lopez	Paraprofessional (Substitute)	Multilingual Learners High Impact Tutoring - Orientation	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$34.08	January 2026 - February 2026	Not to exceed 1 hour

# Personnel 15 – Item #15

High Impact Tutoring  
James J. Flynn School  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Barreto, Michael	Flynn	Coordinator	High Impact Tutoring - Program	20-239-200-110-1-0000-09 20-237-200-110-1-0000-09	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Barreto, Michael	Flynn	Coordinator	High Impact Tutoring Program - Pre/Post Planning	20-239-200-110-1-0000-09 20-237-200-110-1-0000-09	\$47.00	February 2026 - June 2026	Not to exceed 20 hours
Barreto, Michael	Flynn	Teacher	High Impact Tutoring - Program	20-239-100-101-1-0000-09 20-237-100-101-1-0000-09	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Kehoe, Megan	Flynn	Teacher (Substitute)	High Impact Tutoring - Program	20-239-100-101-1-0000-09 20-237-100-101-1-0000-09	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Kerzelis, Sophia	Flynn	Teacher	High Impact Tutoring - Program	20-239-100-101-1-0000-09 20-237-100-101-1-0000-09	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Palmer, Rachel	Flynn	Teacher	High Impact Tutoring - Program	20-239-100-101-1-0000-09 20-237-100-101-1-0000-09	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Rivera, Kristy	Flynn	Teacher	High Impact Tutoring - Program	20-239-100-101-1-0000-09 20-237-100-101-1-0000-09	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Barreto, Michael	Flynn	Coordinator	High Impact Tutoring - Orientation	20-239-100-101-1-0000-09 20-237-100-101-1-0000-09	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Kehoe, Megan	Flynn	Teacher (Substitute)	High Impact Tutoring - Orientation	20-239-100-101-1-0000-09 20-237-100-101-1-0000-09	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Kerzelis, Sophia	Flynn	Teacher	High Impact Tutoring - Orientation	20-239-100-101-1-0000-09 20-237-100-101-1-0000-09	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Palmer, Rachel	Flynn	Teacher	High Impact Tutoring - Orientation	20-239-100-101-1-0000-09 20-237-100-101-1-0000-09	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Rivera, Kristy	Flynn	Teacher	High Impact Tutoring - Orientation	20-239-100-101-1-0000-09 20-237-100-101-1-0000-09	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

# Personnel 15 – Item #16

Time to Shine  
Edward J. Patten School  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Buonomo, Teresa	Patten	Coordinator	Time to Shine - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Buonomo, Teresa	Patten	Coordinator	Time to Shine - Pre/Post Planning	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 10 hours
Buonomo, Teresa	Patten	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Clark, Zachary	Patten	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Fiore, Christina	Patten	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Hussein, Amr	Patten	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Buonomo, Teresa	Patten	Coordinator	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Clark, Zachary	Patten	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Fiore, Christina	Patten	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Hussein, Amr	Patten	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

# Personnel 15 – Item #17

Time to Shine  
James J. Flynn School  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Barreto, Michael	Flynn	Coordinator	Time to Shine - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Barreto, Michael	Flynn	Coordinator	Time to Shine - Pre/Post Planning	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 10 hours
Barreto, Michael	Flynn	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Cardona, Cindy	Flynn	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Nota, Kirsten	Flynn	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Palmer, Rachel	Flynn	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Barreto, Michael	Flynn	Coordinator	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Cardona, Cindy	Flynn	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Nota, Kirsten	Flynn	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Palmer, Rachel	Flynn	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

# Personnel

## 15 – Item #18

Time to Shine  
Robert N. Wilentz School  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Polidura, Joel	Wilentz	Coordinator	Time to Shine - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Polidura, Joel	Wilentz	Coordinator	Time to Shine - Pre/Post Planning	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 10 hours
Polidura, Joel	Wilentz	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Reid, Rachel	Wilentz	Coordinator	Time to Shine - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Reid, Rachel	Wilentz	Coordinator	Time to Shine - Pre/Post Planning	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 9 hours
Reid, Rachel	Wilentz	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Kolaya, Lauren	Wilentz	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Pomponio, Michael	Wilentz	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Manson, Maggie	Wilentz	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Gerbasi, Jesse	Wilentz	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Cruz, Margarita	Wilentz	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Reeves, Jill	Wilentz	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Morales, Jasmin	Wilentz	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week

Time to Shine  
Robert N. Wilentz School  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Huzar, Nicholas	Wilentz	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Boyd, Jessica	Wilentz	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Rios, Dena	Wilentz	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Mongiello, Debra	Wilentz	Teacher (Substitute)	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Polidura, Joel	Wilentz	Coordinator	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Reid, Rachel	Wilentz	Coordinator	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Kolaya, Lauren	Wilentz	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Pomponio, Michael	Wilentz	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Manson, Maggie	Wilentz	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Gerbasi, Jesse	Wilentz	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Cruz, Margarita	Wilentz	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Reeves, Jill	Wilentz	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Morales, Jasmin	Wilentz	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

Time to Shine  
Robert N. Wilentz School  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Huzar, Nicholas	Wilentz	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Boyd, Jessica	Wilentz	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Rios, Dena	Wilentz	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Mongiello, Debra	Wilentz	Teacher (Substitute)	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

**Personnel**  
**15 – Item #19**

Time to Shine  
Dr. Herbert N. Richardson School  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Palangio, Rita	Richardson	Coordinator	Time to Shine - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Palangio, Rita	Richardson	Coordinator	Time to Shine - Pre/Post Planning	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 10 hours
Collier, Kimberly	Richardson	Coordinator	Time to Shine - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Collier, Kimberly	Richardson	Coordinator	Time to Shine - Pre/Post Planning	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 9 hours
Palangio, Rita	Richardson	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Collier, Kimberly	Richardson	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Lamboy, Inddy	Richardson	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Littriello, Maritza	Richardson	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Bannon, Kristen	Richardson	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Gonzalez-Rodriguez, Claudia	Richardson	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Ponte, Jamie	Richardson	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Caccavale, Candace	Richardson	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week

**Time to Shine**  
**Dr. Herbert N. Richardson School**  
**2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PV)
Figuroa, Emily	Richardson	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Binetti, Maura	Richardson	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Franco, Jennifer	Richardson	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Kennedy, James	Richardson	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Adames, Losayri	Richardson	Teacher (Substitute)	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Palangio, Rita	Richardson	Coordinator	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Collier, Kimberly	Richardson	Coordinator	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Lamboy, Inddy	Richardson	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Littriello, Maritza	Richardson	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Bannon, Kristen	Richardson	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Gonzalez-Rodriguez, Claudia	Richardson	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Ponte, Jamie	Richardson	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

**Time to Shine**  
**Dr. Herbert N. Richardson School**  
**2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Caccavale, Candace	Richardson	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Figueroa, Emily	Richardson	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Binetti, Maura	Richardson	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Franco, Jennifer	Richardson	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Kennedy, James	Richardson	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Adames, Losayri	Richardson	Teacher (Substitute)	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

# Personnel 15 – Item #20

## Time to Shine Rose M. Lopez School 2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Apisa, Laura	Lopez	Coordinator	Time to Shine - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Apisa, Laura	Lopez	Coordinator	Time to Shine - Pre/Post Planning	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 10 hours
Apisa, Laura	Lopez	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Camacho, Sandra	Lopez	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Cott, Maciel	Lopez	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Hernandez, Susana	Lopez	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Ocampo, Stephanie	Lopez	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Sakowski, Kara	Lopez	Teacher (Substitute)	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Torres, Yolanda	Lopez	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Zambrano, Mariuxi	Lopez	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Mendez, Luis	Lopez	Teacher (Substitute)	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week

**Time to Shine  
Rose M. Lopez School  
2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Apisa, Laura	Lopez	Coordinator	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Camacho, Sandra	Lopez	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Cott, Miciel	Lopez	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Hernandez, Susana	Lopez	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Ocampo, Stephanie	Lopez	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Sakowski, Kara	Lopez	Teacher (Substitute)	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Torres, Yolanda	Lopez	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Zambrano, Mariuxi	Lopez	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Mendez, Luis	Lopez	Teacher (Substitute)	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

# Personnel

## 15 – Item #21

Time to Shine  
 Anthony V. Ceres School  
 2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Crespo, Cecilia	Ceres	Coordinator	Time to Shine - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Crespo, Cecilia	Ceres	Coordinator	Time to Shine - Pre/Post Planning	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 10 hours
Crespo, Cecilia	Ceres	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Amabile Ramdomski, Toni Marie	Ceres	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Rivera, Kristina	Ceres	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Maisonave, Angelica	Ceres	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Crespo, Cecilia	Ceres	Coordinator	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Amabile Ramdomski, Toni Marie	Ceres	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Rivera, Kristina	Ceres	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Maisonave, Angelica	Ceres	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

# Personnel

## 15 – Item #22

### Time to Shine Dual Language School 2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Núñez, Nayilva	DLS	Coordinator	Time to Shine - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	2 hours per day 4 days per week
Núñez, Nayilva	DLS	Coordinator	Time to Shine - Pre/Post Planning	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 10 hours
Núñez, Nayilva	DLS	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Varona-Galarza, Luisa	DLS	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	May 2026 - June 2026	1.5 hours per day 4 days per week
Espinal, Jose	DLS	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Sanchez, Jessica	DLS	Teacher	Time to Shine - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	1.5 hours per day 4 days per week
Núñez, Nayilva	DLS	Coordinator	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 2 hours
Varona-Galarza, Luisa	DLS	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Espinal, Jose	DLS	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Sanchez, Jessica	DLS	Teacher	Time to Shine - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

# Personnel

## 15 – Item #23

### SOAR Program Dual Language School 2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Núñez, Nayilva	DLS	Teacher	SOAR - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	March 2026 - June 2026	1 hour per day 4 days per week
Varona-Galarza, Luisa	DLS	Teacher	SOAR - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	March 2026 - June 2026	1 hour per day 4 days per week
Espinal, Jose	DLS	Teacher	SOAR - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	March 2026 - June 2026	1 hour per day 4 days per week
Sanchez, Jessica	DLS	Teacher	SOAR - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	March 2026 - June 2026	1 hour per day 4 days per week
Núñez, Nayilva	DLS	Teacher	SOAR Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Varona-Galarza, Luisa	DLS	Teacher	SOAR Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Espinal, Jose	DLS	Teacher	SOAR Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour
Sanchez, Jessica	DLS	Teacher	SOAR Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026 - February 2026	Not to exceed 1 hour

**Personnel**  
**15 – Item #24**

SOAR Program  
 William C. McGinnis School  
 2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Burzynski, Richard	McGinnis	Teacher	SOAR - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	March 2026 - May 2026	1 hour per day 4 days per week
Irizarry, Jonathan	McGinnis	Teacher	SOAR - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	March 2026 - May 2026	1 hour per day 4 days per week

**Personnel**

**15 – Item #25**

Lunch Duty  
William C. McGinnis School  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Rivera, Mark	McGinnis	Teacher	Lunch Duty	15-130-100-101-1-0000-04	\$41.13	March 2026 - June 2026	1 module a day (20 minutes)

# Personnel 15 – Item #26

Panther Enrichment Center  
Perth Amboy High School  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Almonte, Deborah	PAHS	Coordinator	Panther Enrichment Center - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Almonte, Deborah	PAHS	Coordinator	Panther Enrichment Center - Pre/Post Planning	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 20 hours
Almonte, Deborah	PAHS	Coordinator	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Almonte, Deborah	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Núñez Carvajal, Jacqueline	PAHS	Coordinator	Panther Enrichment Center - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Núñez Carvajal, Jacqueline	PAHS	Coordinator	Panther Enrichment Center - Pre/Post Planning	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 20 hours
Núñez Carvajal, Jacqueline	PAHS	Coordinator	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Núñez Carvajal, Jacqueline	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Acevedo, Isai	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Acevedo, Isai	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Alvarado, Elizabeth	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Alvarado, Elizabeth	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Berrios, Theresa	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Berrios, Theresa	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour

**Panther Enrichment Center**  
**Perth Amboy High School**  
**2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Boychuk, Mary	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Boychuk, Mary	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Caboy, Brandi	PAHS	Counselor	Panther Enrichment Center - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Caboy, Brandi	PAHS	Counselor	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Cancel, Lisa	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Cancel, Lisa	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Chan, Gary	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Chan, Gary	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Chapman, Keith	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Chapman, Keith	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Costanzo, Jaime	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Costanzo, Jaime	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Diaz, Luis	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Diaz, Luis	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour

**Panther Enrichment Center  
Perth Amboy High School  
2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PW)
Dilip, Anitha	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Dilip, Anitha	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Dohl, Jason	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Dohl, Jason	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Gonzalez, Jason	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Gonzalez, Jason	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Greve, Janet	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Greve, Janet	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Hager, Kristen	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Hager, Kristen	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Iasparro, Victoria	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Iasparro, Victoria	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Kaier, Richard	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Kaier, Richard	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour

**Panther Enrichment Center  
Perth Amboy High School  
2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Laffey, Kimberly	PAHS	Counselor	Panther Enrichment Center - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Laffey, Kimberly	PAHS	Counselor	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Landi, Tina	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Landi, Tina	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Lombardi, Steven	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Lombardi, Steven	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Lozano, Alex	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Lozano, Alex	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Luna, Connie	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - February 2026	2.5 hours per day 5 days per week
Luna, Connie	PAHS	Teacher (Substitute)	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	March 2026 - June 2026	2.5 hours per day 5 days per week
Luna, Connie	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Malave, Luz	PAHS	Counselor	Panther Enrichment Center - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Malave, Luz	PAHS	Counselor	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Maloney, Robert	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - February 2026	2.5 hours per day 5 days per week

**Panther Enrichment Center  
Perth Amboy High School  
2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PW)
Maloney, Robert	PAHS	Teacher (Substitute)	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	March 2026 - June 2026	2.5 hours per day 5 days per week
Maloney, Robert	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Marmolejo, Humberto	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Marmolejo, Humberto	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Mattei, Christine	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - February 2026	2.5 hours per day 5 days per week
Mattei, Christine	PAHS	Teacher (Substitute)	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	March 2026 - June 2026	2.5 hours per day 5 days per week
Mattei, Christine	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
McCarthy, Lucas	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
McCarthy, Lucas	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
McLaughlin, Lisa	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
McLaughlin, Lisa	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
McKeon, Melissa	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - February 2026	2.5 hours per day 5 days per week
McKeon, Melissa	PAHS	Teacher (Substitute)	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	March 2026 - June 2026	2.5 hours per day 5 days per week
McKeon, Melissa	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour

Panther Enrichment Center  
Perth Amboy High School  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Mercier, Danielle	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Mercier, Danielle	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Messervie Montecalvo, Michele	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Messervie Montecalvo, Michele	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Mintmier, Maria	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Mintmier, Maria	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Ortiz, Jaclyn	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Ortiz, Jaclyn	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Paneque, Karen	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Paneque, Karen	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Paris, Christine	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - February 2026	2.5 hours per day 5 days per week
Paris, Christine	PAHS	Teacher (Substitute)	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	March 2026 - June 2026	2.5 hours per day 5 days per week
Paris, Christine	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Peary, Coralie	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week

**Panther Enrichment Center  
Perth Amboy High School  
2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Peary, Coralie	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Perez, Kristine	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Perez, Kristine	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Ponnappalli, Girija	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Ponnappalli, Girija	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Ramirez, Alejandro	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Ramirez, Alejandro	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Rodriguez, Leezenia	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Rodriguez, Leezenia	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Rothstein, Ronni	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Rothstein, Ronni	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Ruggiero, Robert	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Ruggiero, Robert	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Santos-Stagliano, Juana	PAHS	Counselor	Panther Enrichment Center - Program	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week

**Panther Enrichment Center  
Perth Amboy High School  
2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Santos-Stagliano, Juana	PAHS	Counselor	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Sayles, Peter	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Sayles, Peter	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Seaman, Tami	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Seaman, Tami	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Senopole, Aimee	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Senopole, Aimee	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Sheaffer, Timothy	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Sheaffer, Timothy	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Sherman, Carrie	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Sherman, Carrie	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Shetty, Sonali	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Shetty, Sonali	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Szarawski, Alan	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week

**Panther Enrichment Center  
Perth Amboy High School  
2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Szarawarski, Alan	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Turab, Nusrat	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Turab, Nusrat	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Vyas, Nayna	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Vyas, Nayna	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Welch, Loris	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Welch, Loris	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour
Youssef, Amal	PAHS	Teacher	Panther Enrichment Center - Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	December 2025 - June 2026	2.5 hours per day 5 days per week
Youssef, Amal	PAHS	Teacher	Panther Enrichment Center - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	December 2025 - June 2026	Not to exceed 1 hour

**Personnel**  
**15 – Item #27**

**Afterschool & Saturday Detention Program**  
**Perth Amboy High School**  
**2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Acevedo, Isai	PAHS	Teacher	Afterschool & Saturday Detention	15-140-100-101-1-0000-03	\$47.00	March 2026 - June 2026	as needed
Costanzo, Jaime	PAHS	Teacher	Afterschool & Saturday Detention	15-140-100-101-1-0000-03	\$47.00	March 2026 - June 2026	as needed
Diaz, Luis	PAHS	Teacher	Afterschool & Saturday Detention	15-140-100-101-1-0000-03	\$47.00	March 2026 - June 2026	as needed
Ferlisi, Daniel	PAHS	Teacher	Afterschool & Saturday Detention	15-140-100-101-1-0000-03	\$47.00	March 2026 - June 2026	as needed
Lozano, Alex	PAHS	Teacher	Afterschool & Saturday Detention	15-140-100-101-1-0000-03	\$47.00	March 2026 - June 2026	as needed
Meservie Montecalvo, Michele	PAHS	Teacher	Afterschool & Saturday Detention	15-140-100-101-1-0000-03	\$47.00	March 2026 - June 2026	as needed
Nuñez Carvajal, Jacqueline	PAHS	Teacher	Afterschool & Saturday Detention	15-140-100-101-1-0000-03	\$47.00	March 2026 - June 2026	as needed
Paneque, Karen	PAHS	Teacher	Afterschool & Saturday Detention	15-140-100-101-1-0000-03	\$47.00	March 2026 - June 2026	as needed
Rossi- Dos Reis, Pamela	PAHS	Paraprofessional	Afterschool & Saturday Detention	15-204-100-106-1-0000-03	\$34.08	March 2026 - June 2026	as needed
Sheaffer, Timothy	PAHS	Teacher	Afterschool & Saturday Detention	15-140-100-101-1-0000-03	\$47.00	March 2026 - June 2026	as needed

**Personnel**

**15 – Item #28**

Extracurricular Club Advisors  
Perth Amboy High School  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Garb, David	PAHS	Video Club	Extracurricular Club Advisors	15-401-100-101-1-0000-03	\$1,381	March 2026 - June 2026	as needed
Renaud, Heather	PAHS	Sophomore Class Advisor	Extracurricular Club Advisors	15-401-100-101-1-0000-03	\$3,043	March 2026 - June 2026	as needed

# Personnel 15 – Item #29

## K-5 Musical Theatre Elementary Schools 2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours
Condit, William	Flynn	Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 60 hours
Rosa, Rolando	Flynn	Assistant Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 50 hours
Issacson, Jared	Wilentz	Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 60 hours
Percheski, Laurene	Wilentz	Assistant Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 25 hours
Gerbasi, Jesse	Wilentz	Assistant Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 25 hours
Lajewski, Joseph	Ceres	Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 60 hours
Lanius, Mia	Ceres	Assistant Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 50 hours
Collado, Crystal	Patten	Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 60 hours
Figuerroa, Nichole	Patten	Assistant Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 50 hours
Pendleton, Anne	Richardson	Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 60 hours
Cicchì, Jennifer	Richardson	Assistant Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 50 hours
Tieu, Elizabeth	DLS	Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 60 hours
Borghetti, Cynthia	DLS	Assistant Director	Musical Theatre Program	20-231-100-101-1-0000-40 20-234-100-101-1-0000-40	\$47.00	February 2026 - June 2026	Not to exceed 50 hours

# Personnel

## 15 – Item #30

### Senior Multilingual Learners Support Program Perth Amboy High School 2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Andrade, Marissa	PAHS	Teacher	Senior Multilingual Learners Support - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Bello, Larry	PAHS	Teacher	Senior Multilingual Learners Support - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Gimenez, Vanina	PAHS	School Counselor	Senior Multilingual Learners Support - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Guzman, Maureen	PAHS	Teacher	Senior Multilingual Learners Support - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Lozano, Alex	PAHS	Teacher	Senior Multilingual Learners Support - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Malave, Luz	PAHS	School Counselor	Senior Multilingual Learners Support - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Mateo-Baez, Erica	PAHS	School Counselor	Senior Multilingual Learners Support - Program	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Nuñez, Jacqueline	PAHS	Teacher	Senior Multilingual Learners Support - Program	20-243-100-101-1-0000-40 20-245-100-101-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Andrade, Marissa	PAHS	Teacher	Senior Multilingual Learners Support - (Orientation/Monthly Meeting)	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Bello, Larry	PAHS	Teacher	Senior Multilingual Learners Support - (Orientation/Monthly Meeting)	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week

**Senior Multilingual Learners Support Program  
Perth Amboy High School  
2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Gimenez, Vanina	PAHS	School Counselor	Senior Multilingual Learners Support Program (Orientation)/Monthly Meeting)	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Guzman, Maureen	PAHS	Teacher	Senior Multilingual Learners Support - (Orientation)/Monthly Meeting)	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Lozano, Alex	PAHS	Teacher	Senior Multilingual Learners Support - (Orientation)/Monthly Meeting)	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Malave, Luz	PAHS	School Counselor	Senior Multilingual Learners Support - (Orientation)/Monthly Meeting)	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Mateo-Baez, Erica	PAHS	School Counselor	Senior Multilingual Learners Support - (Orientation)/Monthly Meeting)	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week
Nuñez, Jacqueline	PAHS	Teacher	Senior Multilingual Learners Support - (Orientation)/Monthly Meeting)	20-243-200-110-1-0000-40 20-245-200-110-1-0000-40	\$47.00	March 2026 - June 2026	Not to exceed 5 hours per week

**Personnel**  
**15 – Item #31**

Family Fitness Night  
Elementary Schools  
2025-2026 School Year

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Bennet, Patricia	Ceres	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	March 18, 2026	Not to exceed 2 hours
Fazio, Christine	Ceres	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	March 18, 2026	Not to exceed 2 hours
Wenzel, Frederick	Ceres	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	March 18, 2026	Not to exceed 2 hours
Adler, Michael	Richardson	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	March 25, 2026	Not to exceed 2 hours
Tavarez, Janiri	Richardson	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	March 25, 2026	Not to exceed 2 hours
Velez, Matthew	Richardson	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	March 25, 2026	Not to exceed 2 hours
Acosta, Luis	Patten	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	April 21, 2026	Not to exceed 2 hours
Babyak, Jenny	Flynn	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	March 18, 2026	Not to exceed 2 hours
Kerner, Susan	Flynn	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	March 18, 2026	Not to exceed 2 hours
Marcus, Adam	Flynn	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	March 18, 2026	Not to exceed 2 hours

**Family Fitness Night  
Elementary Schools  
2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Santana, Edwin	Wilentz	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	March 18, 2026	Not to exceed 2 hours
Pomponio, Michael	Wilentz	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	March 18, 2026	Not to exceed 2 hours
Meltzer, Lauren	Wilentz	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	March 18, 2026	Not to exceed 2 hours
Rivera, Alexia	Lopez	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	May 15, 2026	Not to exceed 2 hours
Spicuzzo, JoAnn	Lopez	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	May 15, 2026	Not to exceed 2 hours
Pinnock, Durval	Lopez	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	May 15, 2026	Not to exceed 2 hours
Gomez, Dennys	DLS	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	April 15, 2026	Not to exceed 2 hours
Smith, Bryan	DLS	Teacher	Family Fitness Night	20-231-200-110-1-0000-20 20-234-200-110-1-0000-20	\$47.00	April 15, 2026	Not to exceed 2 hours

**Personnel**  
**15 – Item #32**

**Athletic Recommendations**  
**2025-2026 School Year**

Name	School	Position	Program Name	Account Number	Rate of Pay	Dates (From-To)	Season
Parker, Brian	Perth Amboy High School	Assistant Coach	Baseball	15-402-100-101-1-0000-03	\$6,081	March 2026 - June 2026	Spring Season
Ortiz, Jose	Perth Amboy High School	Assistant Coach	Baseball	15-402-100-101-1-0000-03	\$6,081	March 2026 - June 2026	Spring Season
Hernandez, Jeramiah	Perth Amboy High School	Assistant Coach	Baseball	15-402-100-101-1-0000-03	\$6,081	March 2026 - June 2026	Spring Season
Rodriguez, Jasco	Perth Amboy High School	Assistant Coach	Baseball	15-402-100-101-1-0000-03	\$6,081	March 2026 - June 2026	Spring Season
Messercola, Marco	Perth Amboy High School	Para Coach	Unified Track	15-402-100-101-1-0000-03	\$2,000	March 2026 - June 2026	Spring Season
McEnerney, Michael	Perth Amboy High School	Coach	Unified Track	15-402-100-101-1-0000-03	\$2,000	March 2026 - June 2026	Spring Season
Watson, Tamya	Perth Amboy High School	Assistant Coach	Boys Volleyball	15-402-100-101-1-0000-03	\$3,966	March 2026 - June 2026	Spring Season
Demattheis, Jonathon	Perth Amboy High School	Volunteer Coach	Baseball	N/A	/	March 2026 - June 2026	Spring Season
Attilio, Jordan	Perth Amboy High School	Volunteer Coach	Baseball	N/A	/	March 2026 - June 2026	Spring Season

**Personnel**

**15 – Item #33**

**AM/PM Supervision  
Anthony V. Ceres Elementary School  
2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours
Hernandez, Angela	Ceres	Teacher	AM/PM Supervision	15-120-100-101-1-0000-02	\$47.00	February 2026-June 2026	AM/PM

**Personnel**

**15 – Item #34**

**Substitute Bus Aides  
Anthony V. Ceres Elementary School  
2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Maisonave, Angelica	A.V. Ceres	Paraprofessional	Substitute Bus Aide	15-213-100-106-1-0000-02	\$34.08	February 2026 - June 2026	AM/PM

**Personnel**  
**15 – Item #35**

Home Instruction  
2025-2026 School Year

Employee Name	School/Building	Position	Program Name	Account Number(s)	Rate of Pay	Dates	Hours
Figuroa-Rios, Emily	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student
Gaines, Brittany	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student
Mercier, Danielle	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student
Nuñez, Nayilva	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student
Perez, Lianna	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student
Gearin, Linda	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student
Franco, Jennifer	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student
McLaughlin, Erin	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student
Ponticello, April	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student
Hernandez, Susana	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student

**Home Instruction  
2025-2026 School Year**

Employee Name	School/Building	Position	Program Name	Account Number(s)	Rate of Pay	Dates	Hours
Bermudez, Caitlyn	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student
Cardona, Cindy	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student
Lamberson, Lynn	District	Teacher	Home Instruction	11-150-100-101-1-0000-20	\$47.00	September 2025 - June 2026	Not to exceed 10 hours per week per student

**Personnel**  
**15 – Item #36**

**All In Program - Orientation**  
**Samuel E. Shull Middle School**  
**2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Magee, Elyssa	Shull	Coordinator/Counselor	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Encarnacion, Jamie	Shull	Teacher	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Livesey, Kelly	Shull	Teacher	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Patel, Nirmala	Shull	Teacher	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Rodriguez, Francheska	Shull	Teacher	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Trapanese, David	Shull	Teacher	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours

**Personnel**  
**15 – Item #37**

**All In Program - Orientation**  
**William C. McGinnis Middle School**  
**2025-2026 School Year**

Employee Name	School	Position	Program Name	Account Number(s)	Rate of Pay	Dates (From-To)	Hours (AM/PM)
Orgo, Steven	McGinnis	Co-Coordinator/Teacher	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Iezzi, Robert	McGinnis	Co-Coordinator/Teacher	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Edwards, Shirley	McGinnis	Teacher	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Cestaro, Michael	McGinnis	Teacher	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Lobban, Jaime	McGinnis	Teacher	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Irizarry, Heidy	McGinnis	Teacher	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Rojas, Melanie	McGinnis	Counselor	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Luna, Gabriela	McGinnis	Counselor	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Postell, Denere	McGinnis	Counselor	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours
Romero, Ibeth	McGinnis	Counselor	All In Program - Orientation	20-231-200-110-1-0000-40 20-234-200-110-1-0000-40	\$47.00	January 2026	Not to exceed 2 hours

# PERTH AMBOY PUBLIC SCHOOLS



**Administrative Headquarters Building**  
178 Barracks Street  
Perth Amboy, NJ 08861  
(732) 376-6200

**Personnel**  
**15 – Item #45**

**Dr. Yolanda Gómez**  
*Director of Personnel*

Ext. 30-151/30-152  
30-153/30-154/30-155  
Fax: (732) 638-1007

Date: March 6, 2026

To: Dr. David A. Roman  
Superintendent of Schools

From: Dr. Yolanda Gómez  
Director of Personnel

Re: Agenda Item

Please recommend the following for Board of Education approval on the March, 2026, Agenda.  
**The transfer and/ or change of assignments of the following staff for the 2025-2026 school year:**

Last Name	First Name	From	To	Effective
MINAYA	JUAN	Custodian (Night Shift) – PAHS	Custodian (Night Shift) – School 7	3/9/2026



# Perth Amboy Public Schools

Administrative Headquarters Building  
 178 Barracks Street  
 Perth Amboy, NJ 08861  
 (732) 376-6200

**Personnel**  
**15 – Item #46**

**Dr. Yolanda Gómez**  
 Director of Personnel

Ext. 30-151/30-152  
 30-153/30-154/30-155  
 Fax: (732) 638-1007

February 19, 2026

## AGENDA: March 24, 2026

To: The Honorable Members of the Board of Education

From: Dr. Yolanda Gómez *Yolanda Gómez*  
 Director of Personnel

Please be advised that the annual salary of the following employee(s) salaries and previously approved by the Board are recommended to be adjusted as follows:

Name	Location	Salary-From	Salary-To (Prorated)	Reason for Change	Effective Date
Gilvyn Fernandez	PAHS	\$72,476.00	\$73,692.00	HS Head Custodian Stipend	1/26/2026
Sonali Shetty	PAHS	\$103,383.40	\$92,220.40	Salary Amt. Corrected for Removal of EPTA	9/1/25 - 6/25/26
Sophia Kerzelis	J.J. Flynn	\$105,490.00	\$107,585.00	25 yrs. Teacher Long.	2/1/2026
Milagros Martell	Ignacio Cruz	\$63,740.00	\$65,895.00	25 yrs. Para Long.	2/1/2026
Sonia Nieves	R.M. Lopez	\$66,420.00	\$67,575.00	25 yrs. Secretary Long.	2/1/2026
Afshan Waheed	PAHS	\$102,330.00	\$104,315.00	20 yrs. Teacher Long.	2/1/2026
Crystal Collado	E.J. Patten	\$73,620.00	\$80,745.00	MA + Content Stipend	2/1/2026
Nathaly Martinez	PAHS	\$66,660.00	\$72,610.00	MA Degree	2/1/2026
Xiomara Nunez	PAHS	\$40,785.00	\$49,040.00	Boiler License	2/1/2026
Anthony Martinez	PAHS	\$7,662.00	\$0.00	Removal Acting Head Custodian HS	1/30/2026
Lora Teonila	H.N. Richardson		\$4,595.00	Acting Elem. Head Custodian	12/11/25 - 6/30/26
Orlando Abreu	S.E. Shull		\$11,163.00	Non-Pensionable EPTA	12/11/25 - 1/31/26
Katrica Boykins	S.E. Shull		\$11,163.00	Non-Pensionable EPTA	1/12/26 - 6/26/26
Anthony Campanile	S.E. Shull		\$11,163.00	Non-Pensionable EPTA	1/12/26 - 6/26/26
Ayatt Elmahalawy	S.E. Shull		\$11,163.00	Non-Pensionable EPTA	1/7/26 - 1/31/26
Robert Evangelista	S.E. Shull		\$11,163.00	Non-Pensionable EPTA	1/7/26 - 1/31/26
Ernest Kregeloh	S.E. Shull		\$11,163.00	Non-Pensionable EPTA	1/7/26 - 1/31/26
Kelly Livesey	S.E. Shull		\$11,163.00	Non-Pensionable EPTA	1/7/26 - 1/31/26
Michele Miller	S.E. Shull		\$11,163.00	Non-Pensionable EPTA	12/11/25 - 1/31/26
Elisa Riggins	S.E. Shull		\$11,163.00	Non-Pensionable EPTA	1/12/26 - 6/26/26
Alfonso Vistoso	S.E. Shull		\$11,163.00	Non-Pensionable EPTA	1/7/26 - 1/31/26
Marybeth Vizzacchero	S.E. Shull		\$11,163.00	Non-Pensionable EPTA	1/7/26 - 1/31/26
Teresa Hernandez	S.E. Shull	\$82,290.00	\$93,453.00	EPTA Stipend	2/3/2026
Annette Torres	S.E. Shull	\$101,635.00	\$112,798.00	EPTA Stipend	2/3/2026
Orlando Abreu	S.E. Shull	\$87,065.00	\$98,228.00	EPTA Stipend	3/12/2026
Kelly Livesey	S.E. Shull	\$78,395.00	\$89,558.00	EPTA Stipend	3/12/2026
Eric McDonald	S.E. Shull	\$92,150.00	\$103,313.00	EPTA Stipend	3/12/2026

Michele Miller	S.E. Shull	\$76,835.00	\$87,998.00	EPTA Stipend	3/12/2026
Jessica J. Perez	S.E. Shull	\$107,585.00	\$118,748.00	EPTA Stipend	3/12/2026
Shelley Murphy	W.C. McGinnis		\$11,163.00	Non-Pensionable EPTA	4/14/26 - 6/30/26
Jennifer Renda	W.C. McGinnis		\$11,163.00	Non-Pensionable EPTA	4/14/26 - 6/30/26
Alyssa Doctor	W.C. McGinnis		\$11,163.00	Non-Pensionable EPTA	4/14/26 - 6/30/26
Luz Vega	W.C. McGinnis		\$11,163.00	Non-Pensionable EPTA	4/14/26 - 6/30/26
Mayelin Cepeda	W.C. McGinnis		\$11,163.00	Non-Pensionable EPTA	4/14/26 - 6/30/26
Yudelka Tejada	W.C. McGinnis		\$11,163.00	Non-Pensionable EPTA	4/14/26 - 6/30/26
Renee Mini	W.C. McGinnis	\$98,365.00	\$109,528.00	Full EPTA Stipend	1/30/26 - 6/25/26
David Cardona	W.C. McGinnis	\$96,380.00	\$107,543.00	Full EPTA Stipend	1/30/26 - 6/25/26
Amanda Cohen	Ignacio Cruz	\$99,540.00	\$101,635.00	25 yrs. Teacher Long.	2/16/2026
Kristen Bannon	H.N. Richardson	\$104,680.00	\$106,665.00	20 yrs. Teacher Long.	2/16/2026
Kristy Roman-Marcano	S.E. Shull	\$99,540.00	\$101,635.00	25 yrs. Teacher Long.	2/16/2026
Tiffany Shamy	Ignacio Cruz	\$105,268.00	\$107,253.00	20 yrs. Teacher Long.	2/16/2026
Jacobo Abreu	PAHS	\$69,520.00	\$71,170.00	20 yrs. Custodian Long.	2/16/2026
Linda Paxos	PAHS	\$41,040.00	\$41,820.00	13 yrs. SRP Long.	2/16/2026
Katelyn Tivald	School 7	\$100 daily	\$0.00	Removal of Principal Responsibility	2/16/2026
Jacqueline Leon-Adler	PAHS	\$110,228.00	\$116,925.80	3/5 EPTA Stipend	2/17/2026
Indranath Chattopadhyay	PAHS	\$67,265.00	\$89,591.00	2 Full EPTA Stipend	2/4/2026
Rhonda Dakelman	PAHS	\$107,290.00	\$113,987.80	3/5 EPTA Stipend	2/17/2026
Kristen Ditammaso	PAHS	\$103,505.00	\$110,202.80	3/5 EPTA Stipend	2/17/2026
Moises Ramos	PAHS	\$89,591.00	\$78,428.00	Removal of Full EPTA Stipend	2/11/2026
Jeffrey Pando	PAHS	\$79,570.00	\$90,733.00	Full EPTA Stipend	2/4/2026
Brian Plagge	PAHS	\$98,100.00	\$109,263.00	Full EPTA Stipend	2/4/2026
Randy Velasco	PAHS	\$73,962.80	\$80,660.60	3/5 EPTA Stipend	2/17/2026
Lefkothea Athanasatos	PAHS		\$11,163.00	Non-Pensionable EPTA	2/12/26 - 6/26/26
Riyadha Gray	PAHS		\$11,163.00	Non-Pensionable EPTA	2/12/26 - 6/26/26
Jordan Olivero	PAHS		\$11,163.00	Non-Pensionable EPTA	2/12/26 - 6/26/26
Elizabeth Stahl	PAHS		\$11,163.00	Non-Pensionable EPTA	2/12/26 - 6/26/26
Lea Welch	PAHS		\$11,163.00	Non-Pensionable EPTA	2/12/26 - 6/26/26
Jessica Vasquez	A.V. Ceres	\$73,620.00	\$72,445.00	Removal of Special Ed Stipend	2/18/2026
Pedro Bonilla	District	\$18.80	\$19.87	Sub Custodian Black Seal	1/22/2026
Mercedes Perez	School 7	\$63,740.00	\$66,610.00	Paraprofessional +90	9/1/2025
Michelle Loconte	School 7	\$0.00	\$100 daily	Principal Responsibility	2/17/2026
Edgardo Vazquez	W.C. McGinnis	\$11,163.00	\$0.00	Removal of Non-Pensionable EPTA	2/23/2026
Brittany Simonik	W.C. McGinnis	\$11,163.00	\$0.00	Removal of Non-Pensionable EPTA	2/23/2026
Laurence Sanders	W.C. McGinnis	\$11,163.00	\$0.00	Removal of Non-Pensionable EPTA	2/23/2026
Richard Burzynski	W.C. McGinnis	\$11,163.00	\$0.00	Removal of Non-Pensionable EPTA	2/23/2026
Ali Rodriguez	W.C. McGinnis	\$5,581.50	\$0.00	Removal of 1/2 Non-Pensionable EPTA	2/23/2026
Jenny Boggs-Cristallo	W.C. McGinnis	\$11,163.00	\$0.00	Removal of Non-Pensionable EPTA	2/23/2026
Heather Anderson	W.C. McGinnis	\$110,703.00	\$112,798.00	25 yrs. Teacher Long.	3/1/2026
Lawon Grant	W.C. McGinnis	\$70,505.00	\$72,660.00	25 yrs. Para Long.	3/1/2026
Nicolette Bugge	S.E. Shull	\$64,520.00	\$70,470.00	MA Degree	3/1/2026
Valerie Nigrelli	PAHS	\$94,453.00	\$83,290.00	Removal of Full EPTA Stipend	2/27/2026
Ruth Roca	PAHS	\$112,466.00	\$101,303.00	Removal of Full EPTA Stipend	2/27/2026
Isabel Chita	Ignacio Cruz	\$104,315.00	\$106,410.00	25 yrs. Teacher Long.	3/16/2026
Mariuxi Zambrano	R.M. Lopez	\$56,090.00	\$58,780.00	7 yrs. Para Long.	3/16/2026

**Finance**

**16 – Item #1**

**Perth Amboy Public Schools  
Approval for Travel Expenses  
March 24, 2026 Board Meeting**

Staff Member	Building	Travel Dates	Workshop/ Conference	Destination	Regist. Fee	Meals and Incidentals Days Daily Total	Mileage/ Trans.	Lodging Nights Daily Total	Account Number	Bd. App Cost	Board App	County Approval
Dr. Courtney Pepe	Admin Building	February 27, 2026 <i>(Retroactive Approval)</i>	NJGPA-Adaptive, NUSLA-Adaptive, and NUSLA- Science Training	Park Ridge, NJ	\$0	N/A	N/A	N/A	N/A			
Mr. Miguel Carmona	Admin Building	March 22, 2026- March 25, 2026 <i>(Retroactive Approval)</i>	NJSBGA Expo 2026	Atlantic City, NJ	\$350.00	\$170.00	\$108.00	\$349.00	11-000-262-800-0-0000-32			
Mr. Miguel Carmona	Admin Building	May 6, 2026	School IPM Coordinator Training	Middlesex County Fire Academy Sayreville, NJ	\$0	N/A	N/A	N/A	N/A			
Mr. Melvin Cruz	Admin Building	May 6, 2026	School IPM Coordinator Training	Middlesex County Fire Academy Sayreville, NJ	\$0	N/A	N/A	N/A	N/A			
Mr. Miguel Carmona	Admin Building	May 22, 2026	PEOSH/NJADP Indoor Air Quality Training	Middlesex County Fire Academy Sayreville, NJ	\$0	N/A	N/A	N/A	N/A			
Mr. Melvin Cruz	Admin Building	May 22, 2026	PEOSH/NJADP Indoor Air Quality Training	Middlesex County Fire Academy Sayreville, NJ	\$0	N/A	N/A	N/A	N/A			

**Perth Amboy Public Schools  
Approval for Travel Expenses  
March 24, 2026 Board Meeting  
(Continued)**

Ms. Katelyn Tivald	Admin Building	2025-2026 School Year	NJGPA-Adaptive, NJSLA-Adaptive, and NJSLA-Science Training	Park Ridge, NJ	\$0	N/A	N/A	N/A	N/A			
Ms. Lillianné Cruz-Argemil	Admin Building	2025-2026 School Year	Out of District ACCESS for ELLs 2.0 Testing	Contracted Out of District Schools	N/A	N/A	\$658.00	N/A	N/A	11-000-221-580-0-0000-17		
Dr. Aileen Delgado	Admin Building	2025-2026 School Year	Out of District ACCESS for ELLs 2.0 Testing	Contracted Out of District Schools	N/A	N/A	\$244.60	N/A	N/A	11-000-221-580-0-0000-17		
Ms. Bienvenida Gardinet	Admin Building	2025-2026 School Year	Out of District ACCESS for ELLs 2.0 Testing	Contracted Out of District Schools	N/A	N/A	\$413.60	N/A	N/A	11-000-221-580-0-0000-17		

# Finance

## 16 - Item #2

**MONTH:** March-26

**COUNTY:** Middlesex

**DISTRICT:** Perth Amboy

**SCHOOL:** District Wide

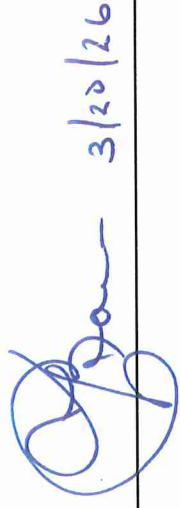
Account		Function	Object	Code or Description	Location	(1)	(2)	(3)	(4)
Fund	Program					Appropriation Amount	Appropriation Amount Before Transfer	Increase (Decrease)	Appropriation Amount After Transfer
11	000	230	100	SAL/SUPT. OFFICE/SECRETA	00	683,131.99	667,332.12	-21,850.00	\$ 645,482.12
11	000	230	339	OTHER PURCH PROF SER HR	37	47,914.00	47,914.00	21,000.00	\$ 68,914.00
11	000	230	610	SUPPLIES/MATERIALS HR	37	15,000.00	30,000.00	850.00	\$ 30,850.00
11	000	251	600	SUPPLY/MATERL - BUS OFF	00	30,000.00	28,000.00	-15.00	\$ 27,985.00
11	000	251	890	MISC EXPEND - BUS OFF	00	12,000.00	14,000.00	15.00	\$ 14,015.00
11	000	221	102	SALARY SPVSR - SPED	16	406,782.84	375,411.39	2,100.00	\$ 377,511.39
11	000	221	102	SALARY SPVSR - GUIDANCE	20	291,183.75	347,090.63	-2,100.00	\$ 344,990.63
11	000	251	100	SALARIES-BUSINESS OFFICE	00	1,189,264.47	1,208,942.96	331.96	\$ 1,209,274.92
11	000	251	100	SALARIES - DISTRICT PRIN	00	84,324.60	84,324.60	-331.96	\$ 83,992.64
11	000	252	100	SALARIES - TECH DW	00	1,052,291.04	1,067,815.86	2,602.13	\$ 1,070,417.99
11	000	252	100	SALARY - EXTR COMP - TEC	00	100,000.00	100,000.00	-2,602.13	\$ 97,397.87
11	000	230	100	SAL/SUPT. OFFICE/SECRETA	00	683,131.99	645,482.12	-15,000.00	\$ 630,482.12
11	000	230	339	OTHER PURCHASED PROF SER	00	167,138.00	208,183.78	15,000.00	\$ 223,183.78
11	000	270	107	SAL/DRIVERS-REG./SUBS &	00	0.00	0.00	25,000.00	\$ 25,000.00
11	000	270	503	CONTR SRVC - AID IN LIEU	00	150,000.00	150,000.00	-25,000.00	\$ 125,000.00
11	000	100	562	TUIT OTH LEA/ OUT ST SPE	16	3,172,253.00	3,549,283.00	45,391.06	\$ 3,594,674.06
11	000	100	566	TUIT TO PRIVATE IN STATE	16	6,530,269.00	6,372,490.00	-45,391.06	\$ 6,327,098.94
11	000	262	621	GAS	00	33,307.00	10,096.21	10,000.00	\$ 20,096.21
11	000	262	621	GAS - PAHS	03	337,923.00	337,923.00	-10,000.00	\$ 327,923.00
15	000	291	270	HEALTH BENEFITS - PAHS	03	9,964,611.70	7,811,807.54	114,808.00	\$ 7,926,615.54
15	000	291	270	HEALTH BENEFITS - LOPEZ	14	2,912,893.74	2,766,043.74	144,000.14	\$ 2,910,043.88
15	213	100	101	SAL TEACHER - RR - HS	3	1,966,917.00	1,966,917.00	-114,808.00	\$ 1,852,109.00
15	240	100	101	SALARIES	14	2,284,209.50	2,284,209.50	-144,000.14	\$ 2,140,209.36
15	000	291	270	HEALTH BENEFITS - DLS	13	1,132,769.45	1,153,911.45	-258,808.14	\$ 895,103.31
15	130	100	730	EQUIP - DLS	13	0.00	0.00	258,808.14	\$ 258,808.14
15	190	100	610	GENERAL SUPPLY - HNR	10	49,600.00	49,600.00	-9,220.96	\$ 40,379.04
15	204	100	610	GEN SUPPLY - LLD - #10	10	780.00	780.00	9,220.96	\$ 10,000.96

Fund	Account Program	Function #	Object	Code or Description	Location	(1) Original Appropriation Amount	(2) Appropriation Amount Before Transfer	(3) Increase (Decrease)	(4) Appropriation Amount After Transfer
20	245	100	300	PUR PROF TECH-ESL FOR PA	80	0.00	2,996.00	-2,996.00	\$ -
20	245	100	300	PURCHASED PROF ASC NP	81	0.00	0.00	5,180.00	\$ 5,180.00
20	245	100	610	INSTRUCTIONAL SUPPLIES	40	84,364.00	215,007.00	4,275.00	\$ 219,282.00
20	245	200	110	SUPPORT EXTRA COMP	40	30,798.20	19,664.00	-6,000.00	\$ 13,664.00
20	245	200	200	EMPLOYEE BENEFITS	40	8,004.00	1,504.00	-459.00	\$ 1,045.00
20	243	100	300	CLASSROOM CONSULTANT-PAC	80	0.00	9,841.00	-9,841.00	\$ -
20	243	100	300	CLASSROOM CONSULTANT ACS	81	0.00	0.00	9,841.00	\$ 9,841.00
20	234	100	101	TEACHER EXTRA COMP	40	0.00	166,000.00	-20,215.00	\$ 145,785.00
20	234	100	300	PUR PROF/TECH-PAC	80	0.00	35,136.00	-29,534.00	\$ 5,602.00
20	234	100	610	INSTRUCTIONAL SUPPLIES	40	645,244.95	298,458.00	-15,789.00	\$ 282,669.00
20	234	200	110	STIPENDS	40	0.00	40,000.00	20,215.00	\$ 60,215.00
20	234	200	300	PURCHASED PROF PAREN INV	20	0.00	0.00	9,000.00	\$ 9,000.00
20	234	200	300	PUR PROF/TECH SERV	40	0.00	0.00	14,000.00	\$ 14,000.00
20	234	200	600	SUPL/MTRL PARENT INVOL	20	0.00	6,500.00	22,323.00	\$ 28,823.00
20	234	100	610	INSTRUCTIONAL SUPPLIES	40	645,244.95	282,669.00	-460.00	\$ 282,209.00
20	234	200	600	SUPPLIES & MATERIALS-PAC	80	0.00	0.00	460.00	\$ 460.00
20	234	100	101	TEACHER EXTRA COMP	40	0.00	145,785.00	-27,007.90	\$ 118,777.10
20	234	100	300	PUR PROF/TECH-PAC	80	0.00	5,602.00	29,074.00	\$ 34,676.00
20	234	200	200	EMPLOYEE BENEFITS 12-13	40	0.00	12,699.00	-2,066.10	\$ 10,632.90
Totals						\$	32,519,420	\$	32,519,420

\*Column totals must agree

\*\*Column total must equal zero

Transfers Reviewed



Transfers Approved

### Child Study Team & Related Services Staff Travel Reimbursement

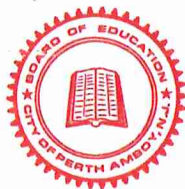
Last Name	First Name
Durso	Kally
Guerra	Julissa
Martin-Ugwoke	Ngozi
Mosko	Pam
Osborne	Elizabeth
Sikora	Lauren
Spina	Jennifer
Thor	Kathryn
Warlick	Kathryn
Parlanti-Cortese	Josephine
Leiva	Julio
Ortiz	Jennifer
Pasigos	Jaimie
Racioppi	Vittoria
Stemper	Amy
Weibel	Joseph
Rendeiro	Jennifer
Zupko	Roger
Acosta	Soveyra
Bencosme	Maria
Blatt-Panek	Cindy
Colangelo	Tamara
Krieger	Lynn
Lenci	Jennifer
Resko	Robyn
Robayo	Claudia
Stadtler	Michael
Tugentman	Lori

## Child Study Team & Related Services Staff Travel Reimbursement

Last Name	First Name
Martinez	Samanatha
Siegel	Wendy
Mazarro	Marisa
Vilar	Elena
Espinal	Lisa
Villacis	Noemi
Valenzuela	Priscilla
Botnick	Malka
Russo	Nicole
Velez	Sandra
Prestigiacomo	Deanna
Chepovetsky	Gabrielle
Durham	Christina
Johnson	Stephanie
Ortiz	Dr. Jessica
Grant	Diana
Villanueva	Jessica
Samadjopoulos	Maria
Bortman	Rebecca
Novak	Jennifer
Mahmoud	Nievein

**Sick & Vacation Payout Payments**

<b>Last</b>	<b>First</b>	<b>Amount</b>
Guarino	Keith	\$17,375.80
Rodriguez	Daniel	\$20,370.00
Rosa	Jacqueline	\$ 8,081.74
Mena	Lissette	\$ 7,840.14
Lopez	Juan	\$29,142.20
Rodriguez	Haydee	\$ 2,520.00



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

**New Business**

### Head Custodian

#### Qualifications:

1. Strong knowledge of cleaning, sanitary methods, materials, and tools.
2. Working knowledge of plumbing and mechanical equipment.
3. Hold a valid NJ Black Seal low-pressure engineers license.
4. Hold a valid New Jersey driver's license.
5. Previous supervisory experience preferred.
6. Demonstrate physical strength, stamina, and endurance, being able to lift 50 pounds.
7. Excellent communication, collaboration, organization, and outreach skills.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Ability to organize and prioritize daily work and projects and meet tight deadlines.
10. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
11. Clearance from a criminal history background check conducted by the Department of Education
12. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** Principal, Director of Operations, or designee

**Nature of Scope of Job:** The Head Custodian is immediately responsible to the building principal for the supervision of cleanliness, operation, and safety of the school building and grounds to which he/she is assigned. The Head Custodian shall be under the general direction of the Director of Operations.

#### Duties and Responsibilities:

1. Conduct duties and responsibilities as outlined in Custodian A.
2. Open the school, schedule daily tasks, supervise work of custodial force and participates in daily cleaning of facilities.
3. Confirm time sheets of all custodians under his/her supervision for review for Principal approval.
4. Assign specific responsibilities to all custodians under his/her supervision and conduct daily inspections of the work areas.
5. Train custodians as required for correct performance to determine satisfactory completion of assigned tasks and report deficiencies to the Operations Manager and/or Director of Operations.
6. Request materials and equipment with approval from the Director of Operations and/or Operation Manager.
7. Conduct periodic checks and light servicing of equipment in the manner designated and maintain records thereof.
8. Coordinate the changing of filters on all HVAC units. Order maintenance, repair, or improvement of facility with approval of principal and Director of Operations and/or Operation Manager.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Head Custodian (Cont'd)

9. Schedule coverage for all after school and weekend functions, as directed by the Director of Operations.
10. Conduct building checks in consultation with the Director of Operations.
11. Coordinate snow removal.
12. Create KACE ticket/work ticket for any maintenance repair, improvement of facilities, as needed, and follow up with pending tickets.
13. Oversee and conduct minor repairs throughout the building.
14. Complete monthly inspections, quarterly inspections as required by the State.
15. Conduct safety inspections on eye wash stations, safety showers, science equipment, as outlined by the Director of Operations or designee.
16. Keep an inventory of custodial supplies and ensuring adequate stock for daily operations.
17. Conduct safety checks for fire extinguishers, emergency exits, and building alarms as directed by the Director of Operations.
18. Communicate with the Director of Operations regarding all building maintenance KACE tickets, repairs, inventory, and any other maintenance concerns or updates to ensure timely resolution and effective operations.
19. Conduct required Boiler checks in accordance with State mandates.
20. Make minor repairs of doors, locks, bookcases, furniture, etc.
21. Assist in snow removal operations at the direction of the Director of Operations or designee.
22. Be available for emergency calls at any time.
23. Perform other duties as specified by the Director of Operations, Principal, or designee.

#### Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of two letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript, if applicable.

#### Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use physical strength to lift and carry items weighing up to 50 pounds as needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Head Custodian (Cont'd)

3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### **Terms of Employment:**

12-month exempt, salaried position with agreement between the Perth Amboy Federation and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Head Custodian will be evaluated by the Director of Operations or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21

**Date Adopted:** November 19, 1992

**Date Revised:** March 24, 2026



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

**New Business**

### **Custodian A**

#### **Qualifications:**

1. General knowledge of cleaning, sanitary methods, materials, and tools.
2. Demonstrate physical strength, stamina, and endurance being able to lift 50 pounds.
3. Hold a valid NJ Black Seal low-pressure engineers license and be qualified to operate the school heating, ventilating, and air-conditioning system.
4. Excellent communication, collaboration, organization, and outreach skills.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Ability to organize and prioritize daily work and projects and meet tight deadlines.
7. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
8. Clearance from a criminal history background check conducted by the Department of Education
9. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** Head Custodian, Principal, Director of Operations

**Nature of Scope of Job:** The Custodian A is responsible to the Head Custodian/Assistant Head Custodian for the performance of manual labor in cleaning and maintaining the building interior and grounds to which he/she is assigned in orderly condition, in loading and unloading deliveries of the building to which assigned.

#### **Duties and Responsibilities:**

1. Perform tasks such as sweeping, mopping, vacuuming floors, dusting surfaces, and cleaning restrooms. This also involves restocking supplies like soap and paper products.
2. Wash windows.
3. Move supplies, furnishings, and equipment.
4. Set up or dismantle furniture, portable instructional material, and supplies.
5. Collect and dispose of waste and recyclable materials appropriately.
6. Empty debris from inside or outside the building for collection.
7. Clear snow and ice from walkways, stairs, and entrances to ensure safe access to the facility. This may include salting or sanding surfaces to prevent slips and falls.
8. Conduct basic maintenance tasks, such as replacing light bulbs, fixing leaky faucets, or addressing minor furniture repairs.
9. Accept and supervise receipt; store and checkout all supplies, furnishings, and equipment.
10. Make minor repairs of doors, locks, bookcases, furniture, etc.
11. Use cleaning equipment like floor buffers, carpet cleaners, and other tools safely and effectively.
12. Identify and report any safety hazards, maintenance issues, or necessary repairs to the appropriate personnel.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Custodian A (Cont'd)

13. Maintain all equipment used by the Custodial department, including cleaning machines, tools, and other supplies, ensuring they are in proper working condition and reporting any repairs needed.
14. Assist in setting up and breaking down spaces for school events or activities as needed.
15. Monitor and inspect boilers to ensure they are functioning properly, recording readings, and reporting any irregularities or maintenance needs.
16. Assist in moving furniture as directed.
17. Assist in snow removal operations at the direction of the Director of Operations or designee.
18. Conduct required Boiler checks in accordance with State mandates.
19. Be available for emergency calls at any time.
20. Perform other duties as may be assigned by the Director of Operations, Operations Manager, or designee.

#### **Verification of Competency:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of two letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript, if applicable.

#### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use physical strength to lift and carry items weighing up to 50 pounds as needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Custodian A (Cont'd)

2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### **Terms of Employment:**

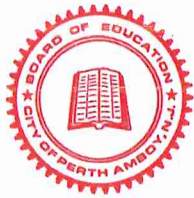
12-month exempt, salaried position with agreement between the Perth Amboy Federation and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Custodian A will be evaluated by the Director of Operations or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21

**Date Adopted:** June 1, 1972

**Date Revised:** November 19, 1992; March 24, 2026



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

**New Business**

### **Custodian B**

#### **Qualifications:**

1. General knowledge of cleaning, sanitary methods, materials, and tools.
2. Demonstrate physical strength, stamina, and endurance being able to lift 50 pounds.
3. Ability to make minor repairs as necessary.
4. Consider acquiring a New Jersey Low Pressure Stationary Black Seal Low Pressure Engineers License within 18 months of hire.
5. Excellent communication, collaboration, organization, and outreach skills.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Ability to organize and prioritize daily work and projects and meet tight deadlines.
8. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
9. Clearance from a criminal history background check conducted by the Department of Education
10. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** Head Custodian, Principal, Director of Operations

**Nature of Scope of Job:** The Custodian B is responsible to the Head Custodian/Assistant Head Custodian for the performance of manual labor in cleaning and maintaining the building interior and grounds to which he/she is assigned in orderly condition, in loading and unloading deliveries of the building to which assigned.

#### **Duties and Responsibilities:**

1. Perform tasks such as sweeping, mopping, vacuuming floors, dusting surfaces, and cleaning restrooms. This also involves restocking supplies like soap and paper products.
2. Wash windows.
3. Move supplies, furnishings, and equipment.
4. Set up or dismantle furniture, portable instructional material, and supplies.
5. Collect and dispose of waste and recyclable materials appropriately.
6. Empty debris from inside or outside the building for collection.
7. Clear snow and ice from walkways, stairs, and entrances to ensure safe access to the facility. This may include salting or sanding surfaces to prevent slips and falls.
8. Conduct basic maintenance tasks, such as replacing light bulbs, fixing leaky faucets, or addressing minor furniture repairs.
9. Accept and supervise receipt; store and checkout all supplies, furnishings, and equipment.
10. Make minor repairs of doors, locks, bookcases, furniture, etc.
11. Use cleaning equipment like floor buffers, carpet cleaners, and other tools safely and effectively.
12. Identify and report any safety hazards, maintenance issues, or necessary repairs to the appropriate personnel.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### **Custodian B (Cont'd)**

13. Maintain all equipment used by the Custodial department, including cleaning machines, tools, and other supplies, ensuring they are in proper working condition and reporting any repairs needed.
14. Assist in setting up and breaking down spaces for school events or activities as needed.
15. Monitor and inspect boilers to ensure they are functioning properly, recording readings, and reporting any irregularities or maintenance needs.
16. Assist in moving furniture as directed.
17. Assist in snow removal operations at the direction of the Director of Operations or designee.
18. Be available for emergency calls at any time.
19. Perform other duties as may be assigned by the Director of Operations, Operations Manager, or designee.

#### **Verification of Competency:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of two letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript, if applicable.

#### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use physical strength to lift and carry items weighing up to 50 pounds as needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### **Custodian B (Cont'd)**

2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### **Terms of Employment:**

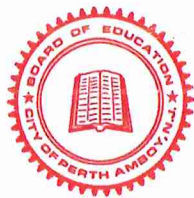
12-month exempt, salaried position with agreement between the Perth Amboy Federation and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. Custodian B will be evaluated by the Director of Operations or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21

**Date Adopted:** June 1, 1972

**Date Revised:** November 19, 1992; March 24, 2026



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

**New Business**

### **Maintenance**

#### **Qualifications:**

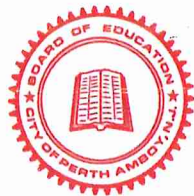
1. Possess physical strength, stamina, and endurance to lift 50 pounds.
2. Be dependable, responsible, and have a good reputation.
3. Possess and maintain a valid New Jersey Driver's license.
4. Consider acquiring a New Jersey Low Pressure Stationary Black Seal Fireman's License.
5. Three (3) years of maintenance work in at least two of the following major areas – carpentry, masonry, plumbing, and electrical.
6. Excellent communication, collaboration, organization, and outreach skills.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Ability to organize and prioritize daily work and projects and meet tight deadlines.
9. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
10. Clearance from a criminal history background check conducted by the Department of Education
11. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** Director of Operations or designee

**Nature of Scope of Job:** The Maintenance Staff is immediately responsible to the Director of Operations and Maintenance Foreman for the performance of duties in a workmanlike manner, and while working in any particular school building is responsible to the building principal. The tasks shall include but not be limited to those areas of school maintenance and repair work beyond the scope of a school custodian's duties and not specifically difficult or specialized to require an outside contractor.

#### **Duties and Responsibilities:**

1. Work with Supervisors and other employees in a cooperative manner.
2. Exhibit initiative and a degree of imagination in performing his duties with a minimum disruption of the educational program.
3. Exhibit a courteous attitude toward pupils, staff members, and the general public.
4. Perform mechanical, carpentry, masonry, glazing, electrical, boiler, plumbing and other repair and maintenance services at the direction of the Director of Operations and/or Operations Manager, Maintenance Foreman, and in cooperation with the school head custodian.
5. Maintain required written records and reports including work reports indicating time spent on a project, material and supplies used, etc. Submit same to Maintenance Foreman and Director of Operations.
6. Assist in snow removal operations at the direction of the Director of Operations and the Head Maintenance Worker.
7. Be available for emergency calls at any time.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Maintenance (Cont'd)

8. Perform other duties as may be specified by the Maintenance Foreman, Director of Operations, or designee.

#### Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of two letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript, if applicable.

#### Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use physical strength to lift and carry items weighing up to 50 pounds as needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

#### Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### Terms of Employment:

12-month exempt, salaried position with agreement between the Perth Amboy Federation and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Head Custodian will be evaluated by the Director of Operations or designee.



**PERTH AMBOY PUBLIC SCHOOLS**  
**JOB DESCRIPTION**

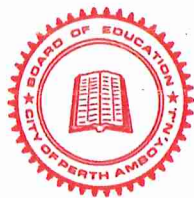
**Maintenance (Cont'd)**

**Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21

**Date Adopted:** May 28, 1974

**Date Revised:** November 19, 1992; March 24, 2026



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

**New Business**

### **Accountant**

#### **Qualifications:**

1. Hold a Bachelor's degree in Accounting from an accredited college or university.
2. Minimum of three (3) years of experience in Governmental Accounting
3. Ability to supervise accounts payable, purchasing and payroll personnel, as needed.
4. Working knowledge of accounting principles and practices including familiarity with governmental (GAAP) accounting principles.
5. Working knowledge of financial computer systems, spreadsheets (Excel), and other computer applications, as necessary.
6. Ability to analyze accounting problems and present solutions.
7. Ability to provide technical assistance and direction to those who maintain financial records or conduct financial transactions on behalf of the District.
8. Ability to reconcile complex General Ledger Accounts.
9. Excellent communication, collaboration, organization, and outreach skills.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Ability to organize and prioritize daily work and projects and meet tight deadlines.
12. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
13. Clearance from a criminal history background check conducted by the Department of Education
14. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** School Business Administrator or designee

**Nature of Scope of Job:** The Accountant shall be responsible to maintain the financial records of the school district and report directly to the School Business Administrator or designee.

#### **Duties and Responsibilities:**

1. Establish and promote high standards and expectations for excellent performance.
2. Assist in yearly preparation of school budget including Special Revenue funds.
3. Input and maintain school district budget utilizing appropriate financial software.
4. Analyze monthly encumbrances and expenditures (including payroll accounts).
5. Maintain financial journals and subsidiary ledgers, including balance sheet accounts.
6. Supervise Accounts Payable process for accuracy and timeliness of payments.
7. Prepare all monthly and annual financial reports as required including all Fund 20 Special Revenue accounting and reporting.
8. Assist and/or develop quarterly, annual and random reports required by the District when requested to do so.
9. Prepare special information needed for annual audit. Provide information and documentation to district auditors in the preparation of annual CAFR.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Accountant (Cont'd)

10. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education polices and regulations.
11. Attend staff meetings as requested or scheduled by administration.
12. Maintain strict confidentiality of district information in accordance with applicable laws and policies.
13. Collaborate with other staff on projects and respond to urgent needs as required.
14. Engage in professional development and collaborate with colleagues to support continuous growth.
15. Exhibit professional and ethical behavior in all communications and interactions.
16. Perform any other related duties as assigned by the School Business Administrator or designee.

#### Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript.

#### Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

#### Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Accountant (Cont'd)

4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### **Terms of Employment:**

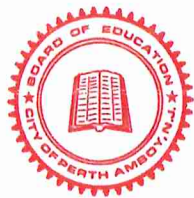
12-month non-aligned, salaried position with agreement between the employee and the Perth Amboy Board of Education. The Accountant will be evaluated by the School Business Administrator or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21

**Date Adopted:** December 4, 1997

**Date Revised:** June 20, 2019; March 24, 2026



# PERTH AMBOY PUBLIC SCHOOLS

## JOB DESCRIPTION

**New Business**

### **Accounts Payable Specialist**

#### **Qualifications:**

1. Holds a high school diploma or equivalent.
2. At least three (3) years of secretarial work experience.
3. Exhibit strong data entry, general bookkeeping, organizational, and filing skills.
4. Experience with computer applications.
5. Excellent communication, collaboration, and outreach skills.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
8. Clearance from a criminal history background check conducted by the Department of Education
9. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** School Business Administrator or designee

**Nature of Scope of Job:** The Accounts Payable Specialist ensures the efficient operation of financial and administrative processes while maintaining high standards of professionalism and confidentiality. Key responsibilities include assisting with billing, bookkeeping, and vendor payments; managing purchase orders and financial records; and ensuring timely, accurate payments in compliance with policies and contracts. The role also involves maintaining organized filing systems, supporting report preparation, managing office supplies, and collaborating with departments and vendors to resolve issues. Adherence to legal and ethical standards, protecting confidentiality, and contributing to office efficiency through workflow improvements and professional development are essential.

#### **Duties and Responsibilities:**

1. Establish and promote high standards and expectations for excellent performance.
2. Assist with the following:
  - a. Perform billing and bookkeeping work involved in preparing bills and maintaining all the various accounts in a computer program.
  - b. Refer billing errors and irregularities to management.
  - c. Sort and file checks, vouchers, requisitions, and other materials according to a predetermined numerical sequence of checks.
  - d. File accounts payable copies of purchase orders and vouchers with all supporting documentation.
  - e. Review mail on a daily basis and sort mail by vendor and purchase order.
  - f. Match all required documents for payment.
  - g. Assemble all payment documents into a payment packet and confirm that all payment documents are applied to the appropriate purchase order.
  - h. Input purchase orders, receiving copies, and vendor invoices in the Accounts Payable system.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Accounts Payable Specialist (Cont'd)

- i. Verify the accuracy and approvals given for all input batches.
  - j. Respond to vendor inquiries in a positive and courteous manner.
  - k. Prepare and distribute vendor checks to appropriate vendors upon board approval.
  - l. Recommend purchase orders that need to be finalized or closed to management.
  - m. Ensure that all vendors are paid on a timely basis in agreement with terms or invoices, contracts, pricing discounts, price quotes, federal, state, and private grants.
  - n. Assist other account payable specialists with processing backlogs.
  - o. Act as a liaison with other departments and outside vendors.
  - p. Place and forward all packages by mail or other appropriate means. Secures and protects contents as needed.
3. Maintain an efficient, well-organized and updated data collection and filing system, including confidential files.
  4. Answer questions about location or content of various materials; respond to inquiries from employees, vendors and others; and refer to appropriate personnel.
  5. Assist with the preparation of reports and documents by gathering & organizing data.
  6. Obtain and maintain copies of all necessary and required documents, records, and forms.
  7. Create forms, compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and the completion of the administrator's responsibilities.
  8. Order and maintain office supplies and provide for the maintenance and repair of equipment.
  9. Work cooperatively with the staff in other offices with the completion of projects or emergencies.
  10. Demonstrate willingness to assist other staff as needed and/or requested.
  11. Recommend improvements needed in office procedures or operations.
  12. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
  13. Display ethical and professional behavior in working with everyone who communicates or is associated with the office.
  14. Adhere to New Jersey School Law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.
  15. Perform all other duties as required by law, code, or Board policy.
  16. Attend staff meetings as requested or scheduled by administration.
  17. Maintain strict confidentiality of district information in accordance with applicable laws and policies.
  18. Collaborate with other staff on projects and respond to urgent needs as required.
  19. Engage in professional development and collaborate with colleagues to support continuous growth.
  20. Exhibit professional and ethical behavior in all communications and interactions.
  21. Perform other tasks as may be deemed appropriate and necessary by the School Business Administrator or designee.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Accounts Payable Specialist (Cont'd)

#### Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.
5. Official college transcript, if applicable.

#### Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

#### Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### Terms of Employment:

12-month non-aligned, salaried position with agreement between the employee and the Perth Amboy Board of Education. The Accounts Payable Specialist will be evaluated by the School Business Administrator or designee.

**Date Adopted:** May 6, 2021

**Date Revised:** March 24, 2026



# PERTH AMBOY PUBLIC SCHOOLS

## JOB DESCRIPTION

**New Business**

### **Benefits Coordinator**

#### **Qualifications:**

1. High school diploma or equivalent.
2. At least three (3) years of benefits administrative work experience.
3. Previous experience in public school district preferred.
4. Proficient in Microsoft Word, Excel, and other computer applications, as necessary.
5. Proficient knowledge and experience in Benefits Administration including Pension plans.
6. Proficient knowledge and experience in benefits and personnel software programs including Systems 3000.
7. Excellent interpersonal skills with the ability to relate to applicants, employees, students, parents, the community, and the general public.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Ability to organize and prioritize daily work and projects and meet tight deadlines.
10. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
11. Clearance from a criminal history background check conducted by the Department of Education
12. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** School Business Administrator, Director of Personnel, or designee.

**Nature of Scope of Job:** The Benefits Coordinator will administer the district's benefits programs, with a high degree of responsibility, discretion and confidentiality. In addition, the Benefits Coordinator will perform routine work necessary for the smooth and efficient administration of Health Benefits, and all other district benefits programs.

#### **Duties and Responsibilities:**

1. Establish and promote high standards and expectations for excellent performance.
2. Be responsible for the administration of the District Health Benefit Plan, implementing and maintaining the official records for all staff. Conduct open enrollment process and other special projects.
3. Administer disability plans.
4. Maintains a high level of knowledge and skill regarding state and federal laws and regulations governing employee benefits and how they pertain to benefit plan administration, e.g., COBRA, HIPPA.
5. Meets and enrolls all newly hired employees, discuss and educate on benefit plan.
6. Process and meet with all separations and retirees to manage benefits.
7. Administer medical reimbursement waivers.
8. Process all Long-Term Disability claims.
9. Administer changes as it relates to unfolding health care reform.
10. Serve as District Workmen's Compensation Coordinator as directed.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Benefits Coordinator (Cont'd)

11. Collaborate with the Payroll Department on appropriate salary adjustments.
12. Prepare memos, correspondence, and reports as required.
13. Maintain files as required.
14. Perform a wide variety of complex and confidential duties for the School Business Administrator or designee.
15. Prepare special information needed for annual audit.
16. Make calls and conduct check-ins with faculty members on leave, new to the district, or other reasons as directed by the designee.
17. Independently responds to letters and general correspondence of a routine matter.
18. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education polices and regulations.
19. Attend staff meetings as requested or scheduled by administration.
20. Maintain strict confidentiality of district information in accordance with applicable laws and policies.
21. Collaborate with other staff on projects and respond to urgent needs as required.
22. Engage in professional development and collaborate with colleagues to support continuous growth.
23. Exhibit professional and ethical behavior in all communications and interactions.
24. Perform all other duties as assigned by the School Business Administrator, Director of Personnel, or designee.

#### **Verification of Competency:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript, if applicable.

#### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### **Benefits Coordinator (Cont'd)**

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### **Terms of Employment:**

12-month non-aligned, salaried position with agreement between the employee and Perth Amboy Board of Education. Salary, benefits, and leave time as negotiated. The Benefits Coordinator will be evaluated by the School Business Administrator, Director of Personnel or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21

**Date Adopted:** February 21, 2013

**Date Revised:** March 24, 2026



PERTH AMBOY PUBLIC SCHOOLS  
JOB DESCRIPTION

**New Business**

**Fiscal Specialist**

**Qualifications:**

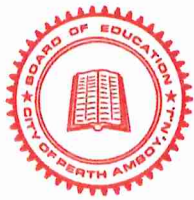
1. Bachelor's degree with a background in business administration or related field, with concentrations in either finance, accounting or economics preferred.
2. Working knowledge of financial computer systems, spreadsheets (Excel), and other computer applications, as necessary.
3. Excellent interpersonal skills and ability to work with all levels of staff.
4. Ability to organize and prioritize daily work and projects and meet tight deadlines.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
7. Clearance from a criminal history background check conducted by the Department of Education.
8. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** School Business Administrator or designee.

**Nature of Scope of Job:** The Fiscal Specialist must be knowledgeable in the full scope and sequence of budget planning, financial reconciliation, and compliance reporting, ensuring alignment with district, state, and federal guidelines.

**Duties and Responsibilities:**

1. Establish and promote high standards and expectations for excellent performance.
2. Maintain master files containing applications, submissions, board resolutions, fiscal/program reports, amendments/transfers and carryover/closeout reports.
3. Prepare and submit all on-line fiscal applications and reports.
4. Monitoring and tracking of all expenditures to ensure compliance and completeness in conjunction with School Business Administrator or designee.
5. Reconcile drawdown requests for district financial records.
6. Coordinate activities with the Business Office to ensure accurate budget development and reporting.
7. Attend training seminars as required.
8. Create reporting and submission timelines for fiscal-related activities.
9. For preschool activities, NJSA 6A:13A-4.7 shall provide guidance.
10. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education polices and regulations.
11. Attend staff meetings as requested or scheduled by administration.
12. Maintain strict confidentiality of district information in accordance with applicable laws and policies.
13. Collaborate with other staff on projects and respond to urgent needs as required.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Fiscal Specialist (Cont'd)

14. Engage in professional development and collaborate with colleagues to support continuous growth.
15. Exhibit professional and ethical behavior in all communications and interactions.
16. Perform any other related duties as assigned by the School Business Administrator or designee.

#### Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript, if applicable.

#### Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

#### Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### Terms of Employment:

12-month non-aligned, salaried position with agreement between the employee and Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Fiscal Specialist will be evaluated by the School Business Administrator or designee.



PERTH AMBOY PUBLIC SCHOOLS  
JOB DESCRIPTION

**Fiscal Specialist (Cont'd)**

**Legal References:**

18A: 11-1

18A: 26-2

NJAC 6:3-1.21

**Date Adopted:** March 26, 2013

**Date Revised:** March 24, 2026



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

**New Business**

### **Payroll Manager**

#### **Qualifications:**

1. Hold a Bachelor's degree, Accounting preferred but not required, from an accredited college or university.
2. Minimum of three (3) years experience in Payroll Accounting (Government Accounting experience preferred).
3. Working knowledge of financial computer systems, spreadsheets (Excel), and other computer applications, as necessary.
4. Ability to supervise payroll processes and payroll personnel.
5. Ability to organize and prioritize daily work and projects and meet tight deadlines.
6. Ability to analyze payroll data entry, manage processes, identify problems, and present solutions.
7. Ability to provide technical assistance and direction to those who process payroll on behalf of the District.
8. Demonstrate knowledge of Compensation and Wage Structure, Benefits Administration, Worker Compensation, Employment Law and developing standards.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
11. Clearance from a criminal history background check conducted by the Department of Education
12. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** School Business Administrator or designee

**Nature of Scope of Job:** The Payroll Manager is responsible for managing all payroll functions of the school district, including maintaining accurate payroll records, processing employee payments, preparing required reports, and ensuring compliance through proper documentation.

#### **Duties and Responsibilities:**

1. Establish and promote high standards and expectations for excellent performance.
2. Assist in yearly preparation of school payroll budget.
3. Analyze monthly encumbrances and expenditures of payroll accounts and advise School Business Administrator or designee on status of account balances.
4. Maintain financial journals and subsidiary ledgers including balance sheet accounts for all funds held in trust.
5. Supervise the review and calculations of timesheet data and hours and ensure accuracy.
6. Manage, maintain, and update payroll related data.
7. Comply with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
8. Address all employee payroll-related inquiries.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Payroll Manager (Cont'd)

9. Maintain payroll information by designing systems; directing the collection, calculation, and entering data.
10. Submit payroll reports and records on time.
11. Prepare special information needed for the annual audit.
12. Research and analyze previous and current Union ratification processes to assist with payroll-related tasks as needed.
13. Certify and verify pension documents and records to ensure compliance with state guidelines and regulations.
14. Ensure pension reporting is submitted on a quarterly basis and calculate any retroactive adjustments that need to be made.
15. Assist with the processing of sick retirement forms, ensuring accuracy and compliance with applicable policies and procedures.
16. Complete and submit Unemployment Form B187Q, ensuring all required information is timely and accurate.
17. Evaluate the performance of payroll specialists by monitoring accuracy, efficiency, and adherence to policies; Providing feedback, and implementing improvements as needed.
18. Attend staff meetings as requested or scheduled by administration.
19. Maintain strict confidentiality of district information in accordance with applicable laws and policies.
20. Collaborate with other staff on projects and respond to urgent needs as required.
21. Engage in professional development and collaborate with colleagues to support continuous growth.
22. Exhibit professional and ethical behavior in all communications and interactions.
23. Perform any other related duties as assigned by the School Business Administrator or designee.

#### Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.
5. Official college transcript, if applicable.

#### Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Payroll Manager (Cont'd)

2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### **Terms of Employment:**

12-month non-aligned, salaried position with agreement between the employee and Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Payroll Manager will be evaluated by the School Business Administrator or designee.

**Date Adopted:** June 29, 2020

**Date Revised:** March 24, 2026



# PERTH AMBOY PUBLIC SCHOOLS

## JOB DESCRIPTION

**New Business**

### Teacher

#### **Qualifications:**

1. Bachelor's degree or higher
2. Hold a New Jersey Instructional certificate in accordance with the requirements of N.J.S.A 18A:27.1 et seq., and N.J.A.C Title 6 Chapter 11 with appropriate subject area endorsement(s) for the position held.
3. Demonstrate a comprehensive knowledge of the content field and ways in which the content can be organized into lessons for students.
4. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications, and virtual instruction (synchronous/asynchronous) as needed.
5. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning
6. Strong interpersonal skills and enthusiasm, with the ability to relate effectively to students, staff, administration, parents, and the community.
7. High levels of integrity, moral character, and initiative.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
10. Clearance from a criminal history background check conducted by the Department of Education
11. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

#### **Reports To:** Building Administration

**Nature of Scope of Job:** The teacher is responsible for creating a positive, inclusive learning environment that supports students' academic, social, and emotional growth. This includes developing and delivering engaging lessons, assessing progress, and addressing diverse needs. The Teacher is responsible for maintaining a safe, respectful classroom, enforce policies, and communicate effectively with parents, colleagues, and administrators. The Teacher is responsible for managing records, following the approved curricula, participating in school events, embracing technology to enhance learning, and uphold ethical standards, serving as a role model to prepare students for future success.

#### **Duties and Responsibilities:**

1. Accept full responsibility for the programs, activities, and instruction of his/her classes or class while under his/her direct supervision, subject to the approval of the principal.
2. Understand and implement the policies, programs, and curriculum of the school district as they apply to their class(es).
3. Plan instruction consistent with the district approved curriculum, resources, and NJSLs in accordance with the district policy for the assigned subject area(s) and grade level(s).



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Teacher (Cont'd)

4. Provide District assessments utilizing the District approved platforms in adherence to the District Assessment Calendar.
5. Use formal and informal methods to assess the abilities and needs of students.
6. Plan effective use of instructional time.
7. Plan and deliver instruction in collaboration with staff members to align with Individual Education Programs (IEP) and Section 504 ensuring compliance and support for students' unique needs, as applicable.
8. Apply principles of teaching/learning to enhance student achievement.
9. Integrate technology into instruction to enhance student learning, engagement, and achievement.
10. Utilize digital tools for preparation and instruction including lesson planning, communication, data management, and assessment.
11. Stay current with emerging educational practices, technologies, and ensure responsible and ethical use of technology in the classroom.
12. Maintain necessary student records, including attendance, grades, assessments, behavioral data, and any other documentation to ensure compliance with school policies and Board policies, as assigned by Building Administration.
13. Establish clear expectations for appropriate behavior to maintain a safe and engaging environment for all students.
14. Keep the Building Administration fully advised as to the needs, conditions, and recommendations for their class or classes.
15. Remain in school after official dismissal of the pupils to complete his/her school duties and to attend meetings as may be scheduled.
16. Account for books and supplies issued to his/her classes or to pupils in his/her classroom and keep such records.
17. Report immediately any injury to himself/herself or his/her pupils incurred at any place or time under school jurisdiction.
18. Adopt and work towards the implementation of the school development plan of the assigned school.
19. Be responsible for promoting parental involvement in the educational program and communicating student academic progress to parents/guardians.
20. Assign, correct, and mark work carried out by students and provide feedback on progress.
21. Nurture a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners.
22. Liaison and collaborate with specialist teachers/resource persons, and other professionals working with students.
23. Perform such other duties as directed by the Building Administration/Superintendent.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Teacher (Cont'd)

#### Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript.

#### Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### Terms of Employment:

10-month exempt, salaried position with agreement between the Perth Amboy Federation and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The teacher will be evaluated by District Administrators.



# PERTH AMBOY PUBLIC SCHOOLS

## JOB DESCRIPTION

### Teacher (Cont'd)

#### **Legal References:**

18A: 11-1

18A: 26-2

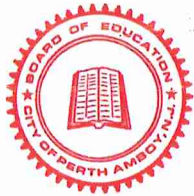
NJAC 6:3-1.21

NJAC 6:11-5.1

NJAC 6:11-6:1 through 63.

**Date Adopted:** June 1, 1972

**Date Revised:** June 28, 1979, November 19, 1992, March 24, 2026



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

**New Business**

### **Benefits Specialist**

#### **Qualifications:**

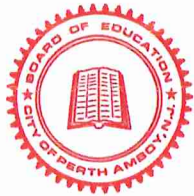
1. High school diploma or equivalent.
2. At least three (3) years of secretarial work experience.
3. Experience with computer applications
4. Excellent communication, collaboration, organization, and outreach skills.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Exhibit strong data entry, general bookkeeping, organizational, and filing skills.
7. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
8. Clearance from a criminal history background check conducted by the Department of Education
9. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** School Business Administrator, Director of Personnel, Benefits Coordinator, or designee

**Nature of Scope of Job:** The Benefits Specialist supports the Benefits Coordinator in maintaining employee benefits in all district operations. Provides guidance on employee benefits plan and maintains benefits records.

#### **Duties and Responsibilities:**

1. Advise employees of benefits available to them including health insurance, vision, dental, life insurance and others.
2. Assist employees with enrollment forms, making sure they are complete and correct.
3. Enter all insurance benefits and deductions.
4. Assist employees in filling out disability claims and submitting them.
5. Submit Workers' Compensation claims and follow up on all related paperwork.
6. Maintain documents on all insurance changes to ensure that they balance with payroll.
7. Responsible for adjusting employee insurance rates into payroll accounting software.
8. Assist with billing and payment in a timely manner.
9. Present insurance options at all new employee orientation meetings – arrange for guest speakers at those meetings.
10. Create and conduct benefits presentations to share with faculty members across districts at various professional development sessions, including new hire orientation, faculty meetings, and other events.
11. Monitor insurance deductions throughout the year to ensure payroll is correct. Charge and refund employees, as needed.
12. Notify employees of COBRA options upon resignation and submit those applications, as necessary.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Benefits Specialist (Cont'd)

13. Assist employees on leave without pay to ensure their insurance remains in effect.
14. Assist and/or develop monthly, quarterly, annual, and random reports required by the District when requested to do so.
15. Prepare special information needed for annual audit.
16. Make calls and conduct check-ins with faculty members on leave, new to the district, or other reasons as directed by the designee.
17. Attend staff meetings as requested or scheduled by administration.
18. Maintain strict confidentiality of district information in accordance with applicable laws and policies.
19. Collaborate with other staff on projects and respond to urgent needs as required.
20. Engage in professional development and collaborate with colleagues to support continuous growth.
21. Exhibit professional and ethical behavior in all communications and interactions.
22. Perform any other related duties as assigned by the School Business Administrator or designee.

#### Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript, if applicable.

#### Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

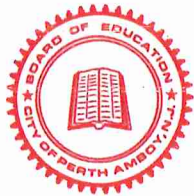
Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

#### Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Benefits Specialist (Cont'd)

2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### **Terms of Employment:**

12-month non-aligned, salaried position with agreement between the employee and Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Benefits Specialist will be evaluated by the School Business Administrator or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21

**Date Adopted:** March 24, 2026

**Date Revised:**



# PERTH AMBOY PUBLIC SCHOOLS

## JOB DESCRIPTION

**New Business**

### **Federal Specialist**

#### **Qualifications:**

1. High school diploma or equivalent.
2. At least three (3) years of secretarial experience.
3. Exhibit strong data entry, general bookkeeping, organizational, and filing skills.
4. Experience with computer applications
5. Excellent communication, collaboration, organization, and outreach skills.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
8. Clearance from a criminal history background check conducted by the Department of Education
9. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** School Business Administrator, Director of Special Funded Programs, or designee.

**Nature of Scope of Job:** The Federal Specialist is responsible for the reconciliation, management, and submission of all special funded programming. This role requires a thorough understanding of program scope and sequence to ensure alignment with federal and state regulations, timelines, and educational goals.

#### **Duties and Responsibilities:**

1. Establish and promote high standards and expectations for excellent performance.
2. Maintain records of federal program funds, ensuring compliance with guidelines and tracking expenditures.
3. Assist in preparing reports for federal, state, and district-level compliance.
4. Handle correspondence related to federal programs, including emails, memos, and letters.
5. Maintain and organize documents related to grants, program audits, and funding applications.
6. Monitor federal grant expenditures to ensure proper allocation and use of funds.
7. Work in collaboration with the School Business Administrator and Director of Special Funded Programs to process purchase orders and invoices related to federal programs.
8. Assist in reconciling budgets and expenditures with program guidelines.
9. Assist in preparing for internal or external audits of federal and special funded programs.
10. Communicate with district staff, teachers, federal, and special funded program coordinators to share updates and requirements.
11. Input data into school district or state systems for federal reporting.
12. Maintain accurate and confidential records of students identified as homeless under the McKinney-Vento Act.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Federal Specialist (Cont'd)

13. Enter and track data in district and state systems related to McKinney-Vento eligibility, services provided, and outcomes and assist the district's McKinney-Vento Liaison in coordinating services and resources for homeless students.
14. Ensure that all necessary documentation is collected and organized for compliance and audit purposes.
15. Assist in arranging transportation, resources or other related services for homeless students, ensuring access to their school of origin when required.
16. Assist in preparing and submitting federal and state reports regarding homeless student data and program activities.
17. Maintain thorough records to ensure readiness for audits and reviews by state or federal agencies.
18. Ensure proper organization of physical and electronic documentation related to McKinney-Vento, grant awards, special funded, and federally funded programs.
19. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education polices and regulations.
20. Attend staff meetings as requested or scheduled by administration.
21. Maintain strict confidentiality of district information in accordance with applicable laws and policies.
22. Collaborate with other staff on projects and respond to urgent needs as required.
23. Engage in professional development and collaborate with colleagues to support continuous growth.
24. Exhibit professional and ethical behavior in all communications and interactions.
25. Perform any other related duties as assigned by the School Business Administrator, Director of Special Funded Programs or designee.

#### **Verification of Competency:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript.

#### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Federal Specialist (Cont'd)

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### **Terms of Employment:**

12-month non-aligned, salaried position with agreement between the employee and Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Federal Specialist will be evaluated by the School Business Administrator, Director of Special Funded Programs, or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21

**Date Adopted:** March 24, 2026

**Date Revised:**



# PERTH AMBOY PUBLIC SCHOOLS

## JOB DESCRIPTION

**New Business**

### Payroll Specialist

#### Qualifications:

1. High school diploma or equivalent.
2. At least three (3) years of payroll work experience.
3. Experience with computer applications.
4. Ability to process payroll as it relates to extra compensation.
5. Ability to organize and prioritize daily work and projects and meet tight deadlines.
6. Ability to analyze payroll data entry, manage processes, identify problems, and present solutions.
7. Ability to provide technical assistance and direction to those who process payroll on behalf of the District.
8. Excellent communication, collaboration, organization, and outreach skills.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Ability to organize and prioritize daily work and projects and meet tight deadlines.
11. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-9).
12. Clearance from a criminal history background check conducted by the Department of Education
13. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** School Business Administrator, Payroll Manager, or designee

**Nature of Scope of Job:** The Payroll Specialist supports the Payroll Manager in ensuring accurate payroll processing and compliance with district and state requirements. Responsibilities include maintaining payroll records, preparing reports, resolving discrepancies, and providing excellent customer service to staff members. The role requires maintaining confidentiality, demonstrating strong organizational skills, and adhering to high ethical standards and applicable policies.

#### Duties and Responsibilities:

1. Establish and promote high standards and expectations for excellent performance.
2. Assist the Payroll Manager with the following:
  - a. Compile and enter payroll data.
  - b. Compute wages and deductions, reconcile errors, and adjust payroll records.
  - c. Verify and ensure the accuracy of all payroll computations.
  - d. Record changes affecting net wages, such as exemptions, insurance coverage, union dues, loan payments for each employee to update master payroll records.
  - e. Prepare periodic reports of earnings, taxes, and deductions.
  - f. Maintain records of leave pay and nontaxable wages.
  - g. Prepare, issue, and distribute paychecks.
  - h. Assist in preparing withholdings, social security, and tax returns.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Payroll Specialist (Cont'd)

- i. Record data concerning transfer of employees between departments, retirements, and resignations.
  - j. Verify that employees' salaries are debited or credited to the correct account codes.
3. Maintain an efficient and well-organized data collection and filing systems, including confidential files.
  4. Assist in the preparation of reports and documents by gathering and organizing data.
  5. Demonstrate willingness to assist clerical staff as needed and/or requested.
  6. Display ethical and professional behavior in working with everyone who communicates or is associated with the office.
  7. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education polices and regulations.
  8. Attend staff meetings as requested or scheduled by administration.
  9. Maintain strict confidentiality of district information in accordance with applicable laws and policies.
  10. Collaborate with other staff on projects and respond to urgent needs as required.
  11. Engage in professional development and collaborate with colleagues to support continuous growth.
  12. Exhibit professional and ethical behavior in all communications and interactions.
  13. Perform any other related duties as assigned by the School Business Administrator, Payroll Manager, or designee.

#### **Verification of Competency:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript, if applicable.

#### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### Payroll Specialist (Cont'd)

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### **Terms of Employment:**

12-month non-aligned, salaried position with agreement between the employee and Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Payroll Specialist will be evaluated by the School Business Administrator, Payroll Manager, or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21

**Date Adopted:** March 24, 2026

**Date Revised:**



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

**New Business**

### **Purchasing Specialist**

#### **Qualifications:**

1. Holds a high school diploma or equivalent.
2. Minimum of three (3) years experience in purchasing for New Jersey public school districts.
3. Experience with computer applications.
4. Excellent communication, collaboration, organization, and outreach skills.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Ability to organize and prioritize daily work and projects and meet tight deadlines.
7. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
8. Clearance from a criminal history background check conducted by the Department of Education
9. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** School Business Administrator and designee

**Nature of Scope of Job:** The Purchasing Specialist is responsible for managing procurement processes, including preparing and maintaining records for bids, proposals, competitive contracts, and Extraordinary Unspecifiable Services (EUS). Key responsibilities include organizing and tracking procurement activities, preparing reports, ensuring compliance with policies and regulations, and assisting with bid openings and Board documentation. This role requires strong organizational skills, attention to detail, professionalism, and effective communication to ensure smooth and efficient operation of purchasing activities for the district.

#### **Duties and Responsibilities:**

1. Establish and promote high standards and expectations for excellent performance.
2. Assist the School Business Administrator and designee with procurement and business operations.
3. Prepare and organize documentation for bids, RFPs, RFQs, competitive contracts, and EUS (Extraordinary Unspecifiable Services).
4. Maintain a tracking system and filing structure for all purchasing-related documents.
5. Attend and support the opening of all formal procurement processes (bids, RFPs, RFQs, etc.).
6. Draft board resolutions, purchasing materials, and related correspondence.
7. Maintain an efficient, organized filing system, including confidential records.
8. Order and monitor office supplies.
9. Collaborate with other staff on projects and respond to urgent needs as required.
10. Engage in professional development and collaborate with colleagues to support continuous growth.
11. Exhibit professional and ethical behavior in all communications and interactions.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### **Purchasing Specialist (Cont'd)**

12. Adhere to New Jersey school law, State Board of Education regulations, and Board policies.
13. Perform other duties as required by law, code, or Board policy.
14. Attend staff meetings as requested or scheduled by administration.
15. Maintain strict confidentiality of district information in accordance with applicable laws and policies.
16. Perform any other related duties as assigned by the School Business Administrator or designee.

#### **Verification of Competency:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript, if applicable.

#### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

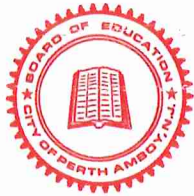
Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.



# PERTH AMBOY PUBLIC SCHOOLS

## JOB DESCRIPTION

### **Purchasing Specialist (Cont'd)**

#### **Terms of Employment:**

12-month non-aligned, salaried position with agreement between the employee and Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The Purchasing Specialist will be evaluated by the School Business Administrator or designee.

#### **Legal References:**

18A: 11-1

18A: 26-2

NJAC 6:3-1.21

**Date Adopted:** March 24, 2026

**Date Revised:**



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

**New Business**

### **Accountants Payable Manager**

#### **Qualifications:**

1. Hold a Bachelor's Degree in Accounting or Finance from an accredited college or university preferred.
2. Minimum of five (5) years of experience in Accounts Payable and/or Accounting. Government Accounting experience preferred.
3. Minimum of two (2) years supervisory experience including staff training and evaluation.
4. Strong background in computer applications and accounting/financial software.
5. Ability to supervise accounts payable processes and accounts payable personnel, meet all deadlines and keep the District in compliance with all State, Federal, and Department of Education guidelines.
6. Demonstrate knowledge of accounting principals and practices including familiarity with governmental (GAAP) accounting principles.
7. Demonstrate knowledge of computer operations. Working knowledge of spreadsheets (Excel) and Microsoft Office.
8. Ability to analyze accounts payable data entry, manage processes, identify problems and present solutions and create goals, timelines and schedules to ensure compliance with all State and Federal Accounts Payable and Accounting guidelines.
9. Ability to provide technical assistance and direction, as well as oversight and training to those who process accounts payable transactions on behalf of the District.
10. Ability to reconcile complex General Ledger accounts and accounts payable related balance sheet accounts.
11. Excellent communication, collaboration, organization, and outreach skills.
12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. Ability to organize and prioritize daily work and projects and meet tight deadlines.
14. Proof of U.S. citizenship or legal resident status (completion of Federal Form I-0).
15. Clearance from a criminal history background check conducted by the Department of Education
16. Successful completion of the State-required Mantoux Tuberculin Test and physical examination.

**Reports To:** School Business Administrator, Assistant School Business Administrator, or designee

**Nature of Scope of Job:** The Accounts Payable Manager shall be responsible to oversee and maintain the accounts payable functions of the school district; ensure timely and accurate processing of vendor invoices, purchase order processing, and payments. The Accounts Payable Manager will also supervise and evaluate Accounts Payable personnel; coordinate training and conduct staff meetings; ensure clear and delineated office operations and be responsible for the maintenance of all Accounts Payables records. The Accounts Payable Manager shall report directly to the Assistant Business Administrator and School Business Administrator.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

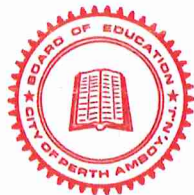
### Accountants Payable Manager (Cont'd)

#### Duties and Responsibilities:

1. Supervise the daily operations of accounts payable to ensure accurate and timely processing of vendor invoices and payments.
2. Establish priorities, assign work, and monitor workflow to ensure deadlines are met for payment cycles and reporting requirements.
3. Supervise and verify proper invoice documentation, including purchase order matching, receiving confirmation, approvals, and accurate account coding prior to payment processing.
4. Manage, maintain and update accounts payable related data; ensure vendor files and supporting documentation are maintained in accordance with district practices.
5. Coordinate and conduct accounts payable staff meetings; communicate process updates, recurring issues, service expectations, and internal control requirements.
6. Coordinate onboarding and training for accounts payable staff; develop and implement procedures, job aids, and cross-training to ensure continuity of operations.
7. Ensures compliance with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
8. Maintains employee confidence and protects District financial operations by keeping information confidential.
9. Answer and clarify staff and vendor inquiries courteously regarding payment status, documentation requirements, and accounts payable procedures.
10. Prepare and submit accounts payable reports and records, including Bills List, Check Registers and signed off, reviewed Disbursement Journals on time to the Assistant Business Administrator and Business Administrator.
11. Prepare special information needed for annual audit. Provide information and documentation to district auditors as requested and ensure data that is provided is complete and accurate.
12. Contribute to the welfare and effectiveness of the administration and office by adhering to high ethical standards of performance and interpersonal relationships and utilizing strong and courteous customer service skills when dealing with District employees.
13. Other tasks as may be deemed appropriate and necessary by the Business Administrator, Assistant Business Administrator and/or the Superintendent.
14. Perform any other related duties as assigned by the Assistant Business Administrator and School Business Administrator.

#### Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript.



## PERTH AMBOY PUBLIC SCHOOLS JOB DESCRIPTION

### **Accountants Payable Manager (Cont'd)**

#### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at time.

#### **Terms of Employment:**

12-month non-aligned, salaried position with agreement between the employee and the Perth Amboy Board of Education. The Accountant will be evaluated by the School Business Administrator or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21

**Date Adopted:** March 24, 2026

**Date Revised:**