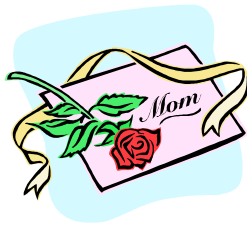


Schedules and Attachments



May 2012

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DESCRIPTION FROM	ACCOUNT	AMOUNT	DESCRIPTION TO	ACCOUNT	AMOUNT
Regular Prog.-Supplies & Materials	11-190-100-600-00-035	1,000.00	Guidance-Purchased Prof.Services-Testing	11-000-218-390-00-000	1,000.00
General Admin.-Supt.Office Salaries	11-000-230-104-00-000	25,750.00	General Admin.-Arch/Eng Fees	11-000-230-334-00-000	56,000.00
General Admin.-Auditors' Fees	11-000-230-332-00-000	2,250.00	General Admin.-Supplies & Materials	11-000-230-600-00-000	14,000.00
General Admin.-Other Purch Prof.Svcs.	11-000-230-339-00-079	5,000.00			
General Admin.-Other Purch Services	11-000-230-590-00-XXX	10,000.00			
General Admin.-Judgments	11-000-230-820-00-000	37,000.00	School Admin.-Other Objects-Graduation	11-000-240-890-00-093	10,000.00
Employee Benefits-PERS Pension Contribution	11-000-291-241-00-000	76,000.00	Employee Benefits - Workers' Comp.	11-000-291-260-00-155	76,000.00
Capital Outlay-Equipment-Custodial	12-000-260-730-00-169	2,450.00	Capital Outlay-Equipment-Technology	12-000-252-730-00-000	2,450.00
Out of District-Tuition-Special Ed.	11-000-100-566-00-701	80,000.00	Spec.Ed.-PreSch.Disabled-Aides Salaries	11-215-100-106-00-000	30,000.00
			Capital Outlay-Equip-School Bus SpecEd	12-000-270-734-00-270	50,000.00
TOTAL FROM		239,450.00			239,450.00

2012-2013* NON-TENURED OBEA SECRETARIES/CLERKS

Last Name	First Name	School	Tenure Date	2011-2012 Step & Salary
King	Teri	Salk School -10 months 11-000-211-100	February 16, 2014	\$23,380 Class B/Step 1
Costello	Lynda	Schirra School 11-000-240-105	August 2, 2014	\$31,066 Class D/Step 1
Haberman	Jeff	OBHS Attendance 11-000-211-100	January 2, 2015	\$40,500
Innamorato	Caroline	OBHS-Main Library	January 18, 2015	\$27,636 Class A/Step 2
Knorr	Deborah	OBHS-GNC Supervisors' Secretary	January 2, 2015	\$29,125 Class C/Step 1
Clinton	Lori	Salk/Sandburg 10 months 11-000-240-105	March 21, 2015	\$22,405 Class A/Step 1
*Honan	Kathleen	Southwood School 11-000-240-105-16-000		\$32,886 Class D/Step 3

**See motion Non-Certificated Personnel – office #10a on 05.22.12 Agenda K.Honan reassignment.*

2012-2013* NON-TENURED OBEA BUSINESS OFFICE STAFF

Last Name	First Name	School	Tenure Date	2011-2012 Salary
Furchak	Janet	Administration 11-000-251-105	March 2, 2014	\$31,066 Class D/Step 1

2012-2013*Salaries TBD

2012-2013* Secretaries / Clerks
COMPLETED TOP STEP LONGEVITY

Fisher	Sherry	\$3,611	
Goldberg	Helene	\$3,611	
Maher	Cindy	\$3,611	
O'Connor	Margaret	\$3,611	
Patella	Grace	\$3,611	
Pisapia	Lori	\$3,611	
Resnick	Diane	\$3,611	
Rosenbaum	Jennie	\$3,611	
Roszkowski	Pam	\$3,611	
Spina	Mary	\$3,611	
Tambone	Elaine	\$3,611	

2012-2013* Secretaries / Clerks
COMPLETED 19 YRS. LONGEVITY

	Andrews	Nancy	\$4,052
	Anslinger	Margaret	\$4,052
	Berman	Cynthia	\$4,052
	Burns	Donna	\$4,052
	Colasuono	Edie	\$4,052
	Crowe	Bridget	\$4,052
	Edelman	Francine	\$4,052
	Gill	Donna	\$4,052
	Kilpatrick	Cynthia	\$4,052
	Muzikar	Kathleen	\$4,052
	Nistico	Theresa	\$4,052
	Resnick	Diane	\$4,052
	Rosenberg	Beth	\$4,052
	Saulino	Joann	\$4,052
	Shamey	Ruth Ann	\$4,052
	Shatz	Barbara	\$4,052
	Shreder	Carrie	\$4,052
	Stankiewicz	Joan	\$4,052
	Staudt	Barbara	\$4,052
	Torgersen	Katherine	\$4,052
	VanOrden	Theresa	\$4,052
	Weiss	Arleen	\$4,052
	Woodward	Lori	\$4,052

2012-2013* Secretarial/Clerical
15 Cr. Stipend

NAME		AMOUNT	
Connor	Ellen	\$371	
Edelman	Fran	\$371	
Goldberg	Helene	\$371	
Kosakowski	Laura	\$371	
Monago	Phyllis	\$371	
Monti	Diane	\$371	
Mullen	Donna	\$371	
Olsen	Patricia	\$371	
Resnick	Diane	\$371	
Reynolds	Lynn	\$371	
Rosenberg	Beth	\$371	
Schuster	Barbara	\$371	
Schuster	Janet	\$371	
Tambone	Elaine	\$371	
Teator	Michele	\$371	
Westerlund	Melanie	\$371	

***2012-2013 Salaries TBD**

PARAPROFESSIONAL AIDES
2012-2013
SCHEDULE A-4

CREDITS	NAME	11-12 SALARY**	LONGEVITY***
2/No Credits	Kathleen Langan-Caputo	14,816	
2/No Credits	Patricia Tucci	14,816	
2/No Credits	Sharon Leight	14,816	
2/30 Credits	Melanie Palette	15,675	
5/30 Credits	Harriet Schaffer	16,920	
2/30 Credits	Andrew Borriello	15,675	
2/No Credits	Lisa Zimmerlink	14,816	
2/15 Credits	Carmela Caparelli	15,151	
2/30 Credits	Doreen Jezycki	15,675	
2/30 Credits	Varsha Mehta	15,675	
3/No Credits	Tina McIntosh	16,065	
3/30 Credits	Maria Lisi	16,065	
3/30 Credits	Ann Marie Pari	16,065	
3/No Credits	Karen Schultz	15,166	
3/No Credits	Andrea Buscetta	15,166	
3/30 Credits	Julie Formica	16,065	
3/30 Credits	Cathy Cohen	16,065	
4/30 Credits	Maria Simone	16,480	
4/30 Credits	Rebecca Weinstein	16,480	
4/No Credits	Maureen Camillary	15,536	
4/15 Credits	Monica Atzbi	15,916	
4/30 Credits	Miriam Pace	16,480	
4/No Credits	Joanne Fuentes	15,536	
4/30 Credits	Ana Disimile	16,480	
4/No Credits	April Wunder	15,536	
4/30 Credits	Renee Kraft	16,480	
4/No Credits	Lisa Ruiz	15,536	
4/30 Credits	Gregory Roseburgh	16,480	
4/No Credits	Carolyn Marottoli	15,536	
4/30 Credits	Eileen Harris	16,480	
4/No Credits	Sherri Grazioli	15,536	
4/30 Credits	Danielle Dima	16,480	
4/30 Credits	Mandana Pluchino	16,480	
3/30 Credits	Valerie W. Nelson	16,480	
4/No Credits	Nicole Sgotto	15,536	
4/30 Credits	Amy (Contrera) Morris	16,480	
5/No Credits	Susan Trischetti	15,931	
5/No Credits	Audrey Penksa	15,931	
5/No Credits	Robin Ponticello	15,931	
5/30 Credits	Laura Gula	16,920	
5/No Credits	Cindy Dunn	15,931	
5/No Credits	Aimee Vagts	15,931	
5/30 Credits	Toni Settimo	16,920	
5/30 Credits	Wendy Schaefer	16,920	
5/No Credits	Maria Riporti	15,931	
5/30 Credits	Marilyn Nolan	16,920	
5/30 Credits	Diane Larkin	16,920	
5/30 Credits	Marsha Silverberg	16,920	
5/30 Credits	Elizabeth Hilowitz	16,920	
5/30 Credits	Marcy Eberbach	16,920	
6/No Credits	Giulia Scotto-Di Clemente	16,351	
6/No Credits	Gloria McDevitt	16,351	
6/No Credits	Debra Benfante Millan	16,351	
6/No Credits	Mary Andretti	16,351	
6/No Credits	Laraine Grimaldi	16,351	
6/No Credits	Grace Sankar	16,351	

PARAPROFESSIONAL AIDES
2012-2013
SCHEDULE A-4

6/30 Credits	Donna Ventura	17,385	
6/No Credits	Mary Ellen Ench	16,351	
6/No Credits	Diana Mateyka	16,351	
6/No Credits	Tammie Cirks	16,351	
6/30 Credits	Marisa Castronuovo	17,385	
6/30 Credits	Janet Lazofsky	17,385	
6/30 Credits	Cherie Resnick	17,385	
6/30 Credits	Tania Fugaro	17,385	
6/30 Credits	Regina Natale	17,385	
6/30 Credits	Roxanne Laconti	17,385	
7/No Credits	Katherine Corrao	16,796	
7/No Credits	Carol Choffo	16,796	
7/No Credits	Rosemary Vieira	16,796	
7/30 Credits	Annette Antoniazzi	17,875	
7/30 Credits	Daniel Gingold	17,875	
8/No Credits	Kelly Bednarczuk	17,266	
8/No Credits	Antoinette Conway	17,266	
8/No Credits	Karen Brown	17,266	
8/No Credits	Joanne LaCava	17,266	
8/30 Credits	Kellie Spinner	18,395	
8/30 Credits	Nancy Cogland	18,395	
8/30 Credits	Jeffrey Turkenitz	18,395	
8/30 Credits	Gina Valentine	18,395	
8/30 Credits	Tina Forcino	18,395	
8/30 Credits	Richardson Wong	18,395	
8/30 Credits	Susan Tuerk	18,395	
8/30 Credits	Julia Chlebowski	18,395	
9/No Credits	Katherine Strickon	17,766	
9/No Credits	Christine Bowman	17,766	
9/No Credits	Barbara Newman	17,766	
9/No Credits	Margaret Zlotkowski	17,766	
9/30 Credits	Beth (Bashkoff) Maffei	18,945	
9/30 Credits	Diane Caiazzo	18,945	
9/30 Credits	June Charlop	18,945	
9/30 Credits	Rosemary Hogen	18,945	
9/30 Credits	Deborah Richard	18,945	
9/30 Credits	Zonnia Stetson	18,945	
9/30 Credits	Josephine Wong	18,945	
10/No Credits	Lisa Giaquinta	18,296	
10/No Credits	Debra Hartrum	18,296	
10/No Credits	Mary Ann Hegarty	18,296	
10/No Credits	Mary Horan	18,296	
10/30 Credits	Colette Zuco-Carson	19,525	
10/30Credits	Ida Klotz	19,525	
10/30 Credits	Sally Lee	19,525	
11/No Credits	Kathleen Charette	18,861	
11/No Credits	Rosemary Galioto	18,861	
11/No Credits	Mary Ellen Wilson	18,861	
11/No Credits	Lori Wissner	18,861	
11/30 Credits	Carrie Parkin	20,135	
11/30 Credits	Nancy Schmidt	20,135	
11/30 Credits	Gail Vincentini	20,135	
12/No Credits	Ann Dealy	19,456	
12/No Credits	Cynthia Hadzimichalis	19,456	
12/30 Credits	Lynn Arzig	20,775	
12/30 Credits	Sheila Evans	20,775	
13/No Credits	Donna Killian	20,166	

PARAPROFESSIONAL AIDES
2012-2013
SCHEDULE A-4

13/No Credits	Catherine Manise	20,166	
13/No Credits	Eileen Muirhead	20,166	
13/No Credits	Theresa Sebar	20,166	
13/No Credits	Lisa Tonnisen	20,166	
13/30 Credits	Diane DeFeo	21,465	
14/No Credits	Debra Reed	21,796	
14/15 Credits	Deborah Perodeau	22,191	
14/No Credits	Kathleen Pellegrino	23,668	3,611
14/No Credits	Kristine Redden	23,668	3,611
14/No Credits	Lisa Rifkin	23,668	3,611
14/30 Credits	Rita Tichio	24,598	3,611
14/30 Credits	Linda Tupe	24,598	3,611
14/No Credits	Hannah Wilkinson	23,668	3,611
14/No Credits	Linda Harootunian	23,668	3,611
14/No Credits	Eileen Bahun	23,668	3,611
14/No Credits	Laura Bakalchuk	23,668	3,611
14/No Credits	Dale Wasserman-Blair	23,668	3,611
14/No Credits	Emilia Hurst	23,668	3,611
14/No Credits	Roseanna Jannuzzi	23,668	3,611
14/No Credits	Gail Jesionka	23,668	3,611
14/No Credits	Susanne Kirschner	23,668	3,611
14/No Credits	Norberta Kurzon	23,668	3,611
14/No Credits	Lois Raba	23,668	3,611
14/No Credits	Linda Walters	23,668	3,611
14/30 Credits	Susan Ahearn	24,598	3,611
14/15 Credits	Dale Goldin	24,015	3,611
14/30 Credits	Carol Bracht	24,598	3,611
14/30 Credits	Linda Feinberg	24,598	3,611
14/30 Credits	Cheryl Johnson	24,598	3,611
14/30 Credits	Karen Pomykola	24,598	3,834

**Salaries TBD for 2012-2013 school year
 ***Longevity TBD for 2012-2013 school year

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SCHEDULE D-4

05/15/12 Agenda Mtg.
05/22/12 Regular Mtg.

NON TENURE TEACHERS 2012 - 2013 (with 2011-12 information)

Last	First	School	Degree	Step 2011	Salary 2012	Tenure Date	Stipend 2011
Allen	Andrea	Sandburg	MA	03	\$51,754	2012-09/02	
Alpert	Mandy	Grissom	MA	03	\$51,754	2012-09/02	
Atwater	Nancy	OBHS	MA	10	\$63,974	2015-01/02	
Balsam	Brooke	Southwood	BA	01	\$44,509	2014-11/02	
Beckwith	Michael	Salk	MA	06	\$56,469	2012-09/02	
Bilello, III	Anthony	Sandburg	MA	01	\$49,009	2014-09/02	
Bodenstein	Faye	Voorhees	MA	06	\$56,469	2012-09/02	\$1769-Guidance
Bodino	Jennifer	Grissom	BA	03	\$46,979	2012-09/02	
Boyd	Kendra	Sandburg	BA	03	\$46,979	2013-09/02	
Boylan	Aanika	Cheesequake/Me	MA	01	\$49,009	2015-01/02	
Budney	Nicole	OBHS	BA	03	\$46,979	2012-09/02	
Caiazzo	Michael	Schirra/McDivitt	BA	01	\$44,509	2014-09/02	
Cimino	Amy	Salk	BA	03	\$46,979	2014-09/02	
Cocca	Lauren D.	OBHS	BA	05	\$49,704	2013-09/02	
Colandrea	Caitlan	Glenn	MA+30	01	\$51,536	2014-09/02	\$1894-School Psy
Coletti	Kevin	Cooper	MA	01	\$49,009	2014-09/02	
Colon	Rafael J.	OBHS	BA	06	\$51,174	2012-09/02	
Cooper	Holly	OBHS	BA	04	\$48,309	2012-09/23	
Cotis	Anna	OBHS	MA	07	\$58,204	2014-09/02	
Creveling	Eliabeth	McDivitt	MA+30	04	\$56,071	2014-09/02	
Cruz-Moran	Leeana Cruz	Grissom	BA+15	03	\$48,634	2014-09/02	
Delligatti	Jillian	Southwood	BA	03	\$46,979	2012-06/02	
Devecka	Tara	Sandburg	BA+15	03	\$48,634	2012-09/02	
Diken	Jaime	Carpenter/Miller	MA	02	\$50,339	2013-09/02	
Donaghue	Matthew T.	OBHS	BA	01	\$44,509	2014-09/02	
Donovan	Kathleen	McDivitt	BA	01	\$44,509	2015-01/02	
Doukas	Alexis	Glenn	BA	02	\$45,709	2013-09/23	
Dunn	Kristine	Cooper	MA	03	\$51,754	2013-04/05	
Frost	Susan	Schirra	BA	03	\$46,979	2012-09/02	
Galindo	Carolina	Salk	MA	05	\$54,819	2013-09/02	\$1769-Guidance
Geant	Katlyn	OBHS	BA	02	\$45,709	2014-01/20	
Goodwin	Rise	Miller/Southwood	BA	15	\$76,689	2012-09/02	
Guardino	Nicole	Carpenter/McDivi	BA	01	\$44,509	2014-09/02	
Hadzimichalis	Dana	Madison Park	BA	01	\$44,509	2014-03/17	
Harris	Zayda	McDivitt	BA+15	03	\$48,634	2012-09/02	
Herbert	Melissa	Grissom	BA	01	\$44,509	2014-09/02	
Hoffman	Kimberly	OBHS	BA	03	\$46,979	2012-09/02	
Kearns	Karen	Grissom	BA	05	\$49,704	2014-09/02	
Kelly	Christopher	OBHS	BA	01	\$44,509	2014-09/02	
Kiley	David A.	Sandburg	BA	01	\$44,509	2014-09/02	
LaPeruta	Steven	OBHS	MA	03	\$51,754	2012-09/02	
Lenning	Allisa	Cooper	BA	03	\$46,979	2012-09/02	
Lens	Julian	McDivitt/Cooper	BA+15	02	\$47,304	2013-09/02	
Liao	Shanman	Sandburg	MA	04	\$53,249	2013-09/02	
Liddy	Janice A.	Cheesequake/Sch	MA	05	\$54,819	2013-09/02	
Liu	Deborah	OBHS/Salk	MA	04	\$53,249	2014-09/02	
Loiseau	Charmaine	Salk	BA	01	\$44,509	2014-10/20	
MacIntyre-Blaha	Katherine	OBHS	MA	06	\$56,469	2012-09/02	
Marques	Aliza	Shepard	BA+15	06	\$53,029	2013-09/02	
Matassa	Michael	Memorial	MA	03	\$51,754	2012-09/02	
McKibbin	Jaime	Madison Park/Sou	MA	06	\$56,469	2013-02/02	

SCHEDULE D-4

05/15/12 Agenda Mtg.
05/22/12 Regular Mtg.

NON TENURE TEACHERS 2012 - 2013 (with 2011-12 information)

Last	First	School	Degree	Step 2011	Salary 2012	Tenure Date	Stipend 2011
Meixner	William	Salk	MA	09	\$61,944	2014-11/17	
Murphy	Patrick	Music Instrument	BA	02	\$45,709	2014-09/22	
Palehonki	Patricia	OBHS	ND	07	\$49,292.27	2012-09/24	
Bill (Palumbo)	Allsion	Cooper	BA	01	\$44,509	2014-09/02	
Pepi	Virginia	McDivitt	BA	01	\$44,509	2014-09/02	
Perullo	Diane	OBHS	BA	01	\$44,509	2015-03/22	\$673-BSIP
Philburn	Amanda	OBHS	MA	02	\$50,339	2014-09/02	\$1769-Guidance
Phillips	James T	OBHS	MA	01	\$49,009	2014-09/22	
Pinti	Lauren	OBHS	MA	04	\$53,249	2013-04/06	
Pizzulli	Donna	Schirra	MA	01	\$49,009	2014-09/02	
Porta	Richard	Salk/OBHS	BA	03	\$37,583.20 (4/5)	2015-01/19	
Quarto	Camille	McDivitt	BA	05	\$49,704	2012-09/02	
Quiles	Fallon	OBHS	BA+15	03	\$48,634	2012-10/22	
Randazzo	Kelly	Southwood	BA	03	\$46,979	2012-09/02	
Rivezzi	Annalisa	OBHS	MA	04	\$53,249	2012-09/02	
Robinson	Christie	Schirra	MA	09	\$61,944	2014-03/17	
Roegiers	Tracey	Glenn	MA	04	\$53,249	2014-09/02	
Rosenthal	Ianna	Sandburg	BA	05	\$49,704	2014-11/02	
Ruffler	Candice	Cooper	BA	03	\$46,979	2012-09/02	
Sargent	Darylynn	OBHS	MA	03	\$51,754	2013-09/02	
Sautner	Kimberly	Memorial	MA	05	\$54,819	2012-09/02	\$1769-Guidance
Sierra	Priscilla	Elem	MA	03	\$51,754	2014-12/02	
Sobin	Ryan	Shepard	BA	03	\$46,979	2012-09/02	
Soffing	Rita	Memorial	MA	04	\$53,249	2014-09/02	
Stodolak	Shana	Salk	MA	03	\$51,754	2012-09/02	
Sturchio	Maryelizabeth	Schirra	MA	01	\$49,009	2015-02/23	
Swider	Stacey	Salk	BA	05	\$49,704	2012-09/02	
Tichio	John	Grissom	BA+15	06	\$53,029	2012-09/02	
Tivald	Adam	Sandburg	BA	04	\$48,309	2013-09/02	
Trezza	Erin P.	OBHS	BA+15	05	\$51,494	2012-09/02	
Trzecienski	Joanne	Southwood	BA	01	\$44,509	2014-11/02	
Westbrook	Laurie	Carpenter/Miller	MA	09	\$61,944	2013-09/23	
Witt	Jodi	OBHS	BA	03	\$46,979	2012-09/02	
Wooters	Kelly	Sandburg	MA	09	\$37,166.40 (3/5)	2015-01/02	
Yeh	Yvonne	OBHS, GNC	MA	05	\$54,819	2013-09/23	
Ziamba	Angela	Cheesequake/Sh	MA	03	\$51,754	2012-09/02	\$1769-Guidance

SCHEDULE D-4.1

NON TENURE ADMINISTRATORS 2012-13 SALARY INFORMATION (with 2011-12 information)

05/15/12 Agenda Meeting

05/22/12 Regular Meeting

GUIDE	NAME		TRACK	STEP	SALARY	DEGREE	AMOUNT	SUB TOTAL	CTS	25 YRS NTSG	30 YRS NTSG	25 YRS	30 YRS	TOTAL	TENURE
HSVP	Daly	John	MA	1	\$112,433	-	\$0	\$112,433	\$0	\$0	\$0	\$0	\$0	\$112,433	8/24/2013
ESP	Ferry	Thomas	MA	8	\$135,632	DR	\$12,043	\$147,675	\$5,428	\$0	\$0	\$0	\$0	\$153,103	7/1/2013
ESP	Foley	Karen A	MA	1	\$112,433	+30	\$8,316	\$120,749	\$0	\$0	\$0	\$0	\$0	\$120,749	7/1/2013
MSVP	Londregan	Kenneth	MA	1	\$109,566	DR	\$12,043	\$121,609	\$0	\$0	\$0	\$0	\$0	\$121,609	8/24/2013
ESP	McCue	Christophe	MA	6	\$122,978		\$0	\$122,978	\$0	\$0	\$0	\$0	\$0	\$122,978	2/1/2014
MSP	Marinzoli	Joseph	MA	8	\$143,639	+30	\$8,316	\$151,955	\$5,428	\$0	\$0	\$0	\$0	\$157,383	7/1/2012
ESP	Miskiewicz	Susanne	MA	7	\$127,343	DR	\$12,043	\$139,386	\$0	\$0	\$0	\$0	\$0	\$139,386	7/9/2012
MSVP	Oliveri	James	MA	1	\$109,566	+30	\$8,316	\$117,882	\$0	\$0	\$0	\$0	\$0	\$117,882	1/18/2014
ESP	Rezes	William	MA	3	\$112,433	-	\$0	\$112,433	\$0	\$0	\$0	\$0	\$0	\$112,433	7/1/13, 7/1/14
ESP - Elementary School Principal															
MSP - Middle School Principal															
MSVP - Middle School Vice Principal															
HSP - High School Principal															
HSVP - High School Vice Principal															

**SCHEDULE D-8
NON TENURE GUIDANCE COUNSELORS
2012-2013 (with 2011-12 salary information)**

**05/15/12 Agenda Meeting
05/22/12 Regular Meeting**

Last	First	Degree	Step	Salary	Stipend	CTS	25 YRS	30 YRS	Total	
Bodenstein	Faye	MA	06	\$56,469	\$1,769				\$58,238.00	9/2/2012
Galindo	Carolina	MA	05	\$54,819	\$1,769				\$56,588.00	9/2/2013
Philburn	Amanda	MA	02	\$50,339	\$1,769				\$52,108.00	9/2/2014
Sautner	Kimberly	MA	05	\$54,819	\$1,769				\$56,588.00	9/2/2012
Ziemba	Evangelina	MA	03	\$51,574	\$1,769				\$53,343.00	9/2/2012

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

TITLE: Head Mechanic

MINIMUM QUALIFICATIONS:

1. High school diploma.
2. Post-secondary training or equivalent work experience in commercial vehicle maintenance procedures is required.
3. Meets all mandated health requirements (e.g. a negative tuberculosis test, etc.)
4. Documentation of a clear criminal record.
5. Complies with drug-free workplace rules and board policies.
6. Owns a standard set of mechanics tools.
7. Ability to interpret and comply with safety regulations and environmental laws.
8. Bookkeeping skill and the ability to compute mathematical data accurately.
9. Effective presentation skills and ability to train drivers.
10. Holds or is qualified to obtain a Commercial Drivers License (CDL) with a proper endorsement to drive students.
11. Meets all prerequisite and on-going qualifications to be covered by the district's insurance carrier.
12. Meets all bus driver minimum qualifications when physically qualified.
13. Available to respond to service emergencies.

REPORTS TO: Director of Transportation

JOB GOALS: Provides technical expertise and manual skill in the inspection, servicing and repair of district vehicles.

Note: Substitute driving duties may be assigned
(See Bus Driver Job Description for addition information).

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

The following duties are representative of performance expectations.

1. Manages the district's ongoing vehicle maintenance program.
2. Keeps current with local, state, and federal school bus regulations revisions.
3. Keeps the Transportation Director informed about emerging issues.
4. Assumes responsibility for the Transportation building. Monitors as noted in contract.
5. Upholds board policies and follows administrative procedures
6. Promotes a favorable image of the school district.
7. Supports community partnerships that enhance district programs and services.
8. Learns the operating and maintenance procedures for all district vehicles.
9. Monitors and complies with safety regulations and environmental laws.
10. Maintains an inventory of essential supplies needed to maintain fleet readiness.
11. Inspects, services, repairs and/or rebuilds equipment. Performs preventive maintenance activities (e.g. changes oil, replaces filters, lubricates fittings, etc).
12. Teaches bus drivers how to recognize problems before they result in an equipment malfunction.
13. Encourages drivers to ask questions and offer suggestions
14. Inspects and tests vehicles to ensure safety.
15. Reports irregularities and equipment abuse to the Transportation Director.
16. Makes road calls when vehicles become disabled.

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17. Secures and evaluates work performed by outside contractors.
18. Keeps the transportation supervisor informed about work progress.
19. Maintains repair logs, safety inspection records, etc.
20. Itemizes repair costs for each vehicle.
21. Verifies receipt of materials. Ensures that reports are submitted on time.
22. Recommends procedures to effectively deal with emergency repairs.
23. Coordinates and participates in New Jersey State bus inspections
24. Helps the Transportation Director develop short/long-range maintenance plans.
25. Prepares an annual equipment inventory.
26. Recommends the replacement of equipment necessary to ensure fleet effectiveness
27. Helps prepare competitive bid specifications (e.g. bus purchases, shop equipment, supplies, etc.).
28. Helps with the receipt of deliveries. Inspects packages for damage. Verifies quantities. Organizes and store supplies.
29. Picks up and delivers equipment materials, and other supplies as directed.
30. Promptly documents all injuries that require medical attention.
31. Acts responsibly to protect school property. Takes appropriate action during adverse weather conditions. Secures the transportation facility at the end of the workday. Responds to transportation emergencies as needed.
32. Helps deal with unexpected circumstances or pressing district needs as directed.
33. Takes precautions to ensure staff/student safety.
34. Keeps current and shares knowledge about advances in equipment technology.

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35. Respects personal privacy. Maintains the confidentiality of privileged information.
36. Participates in staff meetings and professional growth opportunities as Directed.
37. Accepts personal responsibility for decisions and conduct.
38. Wears appropriate work attire and maintains a neat appearance.
39. Strives to develop rapport and serve as a positive role model for others.
40. Performs other specific job-related duties as directed.
41. Must be available to respond to service emergencies, weekend included.
42. Maintains regular and punctual attendance
43. Carries out other duties as assigned by the Transportation Director or designee.

ABILITIES REQUIRED:

The following characteristics and physical skills are important for the for the successful performances of assigned duties.

1. Demonstrates professionalism and contributes to a positive work environment.
2. Performs prescribed activities efficiently with limited supervision.
3. Reacts productively to interruptions and changing conditions.
4. Effectively uses verbal, nonverbal, writing, and listening skills.
5. Completes paperwork accurately. Verifies and correctly enters data.
6. Maintains an acceptable attendance record and is punctual.

SUPERVISORY RESPONSIBILITY:

Under the direction of the Transportation Director:

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1. Plans work assignments, provides instructions, and monitors assigned staff.
2. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require balancing, bending, climbing, crouching, kneeling, reaching standing, and working at various heights.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require operating power-drive equipment.
6. Duties may require wearing protective clothing and using safety equipment.
7. Duties may require working extended hours.
8. Duties may require working under time constraints to meet deadlines.
9. Potential for exposure to adverse weather conditions and temperature extremes.
10. Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
11. Potential for exposure to blood-borne pathogens and communicable diseases.
12. Potential for interaction with disruptive and/or unruly individuals.

PERFORMANCE EVALUATION

Job performance is evaluated according to the policy provisions adopted by the Old Bridge Township Board of Education.

The Old Bridge Township Board of Education is an equal opportunity employer without regard to race, color, religion, gender, national origin, age, or disability.

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This job description summary does not imply that these are the only duties to be performed.

This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

TERMS OF EMPLOYMENT:

12 month contract, salary and benefits in accordance with the Collective Negotiations Agreement between the Board and the OBEA

PROPOSED: 5/22/2012

APPROVED:

Legal References:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:39-18	Information on bus drivers to be furnished
<u>N.J.S.A.</u> 18A:39-19.1	Information on bus drivers to be furnished (Bus drivers; submission of home, address and fingerprints; criminal history record, check qualification; valid bus drivers license)
<u>N.J.S.A.</u> 18A:39-20	Approval
<u>N.J.S.A.</u> 39:5D-1	Commercial driver license
<u>N.J.A.C.</u> 6:3-4A.4	Requirements of physical examinations
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:27-12.1	Drivers and aides

Immigration and Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Transportation Employee Testing Act of 1991 School bus drivers, 49 CFR 382.103

Employee Education/Supervisor training, 49 CFR 382.1202, 1203

R.S. 39:3-10.1 Commercial Motor Vehicle Act of 1986

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

TITLE: **Mechanic**

MINIMUM QUALIFICATIONS:

1. High school diploma.
2. Post-secondary training or equivalent work experience in commercial vehicle maintenance procedures is required.
3. Experience working with diesel engines –ASE preferred
4. Meets all mandated health requirements (e.g. a negative tuberculosis test, etc.)
5. Documentation of a clear criminal record.
6. Complies with drug-free workplace rules and board policies.
7. Owns a standard set of mechanics tools.
 - . Ability to interpret and comply with safety regulations and environmental laws.
8. Bookkeeping skill and the ability to compute mathematical data accurately.
9. Effective presentation skills and ability to train drivers.
10. Holds or is qualified to obtain a Commercial Drivers License (CDL) with a proper endorsement to drive students.
11. Meets all prerequisite and on-going qualifications to be covered by the district's insurance carrier.
12. Meets all bus driver minimum qualifications when physically qualified.
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REPORTS TO: Director of Transportation

JOB GOALS: Provides technical expertise and manual skill in the inspection, servicing and repair of district vehicles.

Note: Substitute driving duties may be assigned
(See Bus Driver Job Description for addition information).

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

The following duties are representative of performance expectations.

1. Performs the district's ongoing vehicle maintenance program.
2. Keeps current with local, state, and federal school bus regulations revisions.
3. Keeps the Transportation Director informed about emerging issues.
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5. Upholds board policies and follows administrative procedures
6. Promotes a favorable image of the school district.
7. Supports community partnerships that enhance district programs and services.
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18. Itemizes repair costs for each vehicle.
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32. Wears appropriate work attire and maintains a neat appearance.
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34. Performs other specific job-related duties as directed.
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3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require operating power-drive equipment.
6. Duties may require wearing protective clothing and using safety equipment.

7. Duties may require working extended hours.
8. Duties may require working under time constraints to meet deadlines.
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PROPOSED: **5/22/2012**
APPROVED:

Legal References:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:39-18	Information on bus drivers to be furnished
<u>N.J.S.A.</u> 18A:39-19.1	Information on bus drivers to be furnished

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Attachment E-2

(Bus drivers; submission of home, address and fingerprints; criminal history record, check qualification; valid bus drivers license)

N.J.S.A. 18A:39-20

Approval

N.J.S.A. 39:5D-1

Commercial driver license

N.J.A.C. 6:3-4A.4

Requirements of physical examinations

N.J.A.C. 6A:27

Student transportation

See particularly:

N.J.A.C. 6A:27-12.1

Drivers and aides

Immigration and Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Transportation Employee Testing Act of 1991 School bus drivers, 49 CFR 382.103
Employee Education/Supervisor training, 49 CFR 382.1202, 1203

R.S. 39:3-10.1

Commercial Motor Vehicle Act of 1986

RESOLUTION

BE IT RESOLVED, that the following named officers:

- (1) **Dr. Timothy Brennan, Interim Superintendent of Schools**
- (2) **Nancy M. Mongon, School Business Administrator/Board Secretary**

Be and hereby are authorized and empowered to submit to the State of New Jersey, an ***Application for Funds to Support Implementation of the Anti-Bullying Bill of Rights Act***, recognizing that this is a reimbursement grant for \$49,094 in expenditures in support of the Anti-Bullying Bill of Rights Act (ABR) that the district incurred during the current 2012 school year between July 1, 2011 through June 30, 2012.

I hereby certify that the above constitutes a true copy of a Resolution passed and approved by the Board of Education at a meeting held on

May 22, 2012

Date

Affix Seal:

Nancy M. Mongon
School Business Administrator/Board Secretary