

**LAKWOOD BOARD OF EDUCATION
LAKWOOD PUBLIC SCHOOLS
LAKWOOD, NEW JERSEY**

**PUBLIC MEETING – 7:30 P.M.
REGULAR MEETING – LIVE-STREAMED
PUBLIC QUESTION– 6:30 P.M. TO 7:30 P.M.
(EMAILED TO: boemeeting@lakewoodpiners.org.)**

**MONDAY, JUNE 1, 2020
THROUGH DISTRICT WEBSITE**

AGENDA

STATEMENT BY BOARD SECRETARY

Pursuant to the provisions of Chapter 231, of the Laws of 1976 (THE OPEN PUBLIC MEETINGS ACT), Mr. Campbell notified the public that notice of the date, time, location and agenda of this meeting, to the extent known, was provided at least forty-eight (48) hours prior to the commencement of this meeting in the following manner:

1. By posting such notice on the District Website and the front doors of the Lakewood Board of Education Offices.
2. By e-mailing such notice to the office of the Asbury Park Press and the Lakewood Scoop.
3. By filing such notice with the Board Secretary.
4. By mailing such notice to all individuals who requested and paid for a copy of same.

BOARD MEMBERSHIP

Mr. Moshe Bender
Mrs. Ada Gonzalez
Mr. Meir Grunhut
Mrs. Thea Jackson-Byers
Mr. Chanina Nakdimen
Mr. Heriberto Rodriguez
Mr. Shlomie Stern
Mr. Bentzion Treisser
Mr. Isaac Zlatkin

SUPPORT PERSONNEL

Mrs. Laura A. Winters, Superintendent
Mr. Kevin Campbell, Assistant Business Administrator/Board Secretary
Mr. Robert S. Finger, Coordinator of Fiscal Services
Mr. David Shafter, State Monitor
Mr. Michael I. Inzelbuch, Esq., General Counsel

AGENDA
June 1, 2020

- I. PLEDGE OF ALLEGIANCE – PRESIDENT, LAKEWOOD BOARD OF EDUCATION
- II. ROLL CALL
- III. EXECUTIVE SESSION - RESOLUTION

BE IT RESOLVED by the Lakewood Township Board of Education that:

- 1. It does hereby determine that it is necessary to meet in Executive Session to discuss matters of personnel, involving specific individuals, negotiations, anticipated litigation and/or alleged incidents of Harassment, Intimidation and Bullying (HIB).
- 2. These matters will be made public when the need for confidentiality no longer exists.
- 3. The time that the Board anticipated to be in Executive Session is TBD.

IV. ROLL CALL

V. **IMPORTANT INFORMATION:**

- A. The **Ray Coles Piner Pride Bleachers** are scheduled to be ready on or before August 31, 2020.

A Banner will be displayed on Monday, June 1, 2020, on the gates of the Russell E. Wright Sports Complex.

Thank you Mayor Ray Coles and the Lakewood Township Committee for supporting the students of the Lakewood School District!

- B. A Letter was sent to the Executive County Superintendent Kevin Ahearn on May 27, 2020 notifying him of the District's intent to enter into an Emergency Rental Agreement for Tents/Chairs/Tables, as many Nonpublic Schools have expressed an interest in utilizing a portion of their **designated CARES Act funds** to maintain the operation of their Schools and provide continuity of education services (1) during the months of June, July and August, which is an allowable expense under the CARES Act, as Special Education students are not receiving services, and are demonstrating signs of substantial regression.

1 NJDOE, Guidance on the Allowable Uses of Funds Under the Education Stabilization Fund Elementary and Secondary School Emergency Relief Fund (ESSER Fund)

The amount of the emergency contract is estimated to be \$800,000, which is exclusively funded from the recently appropriated CARES ACT funds, and does **not** affect Public School funding. Quotations were solicited by Charlie DePeri, Facilities Supervisor.

A copy of the Letter is kept on file with the Office of the Superintendent.

- VI. PRESENTATIONS: 1. In-Person Graduation Criteria, as per NJDOE
- VII. MINUTES – None at this Meeting
- VIII. COMMITTEE REPORTS
- IX. CORRESPONDENCE AND COMMUNICATIONS
- X. RECOGNITION OF THE PUBLIC

STATEMENT BY BOARD PRESIDENT

Pursuant to Board Policy 0164, Roberts’ Rules of Order shall govern the Board of Education in its deliberations and in the conduct of its meetings. As such, all comments from the public and from other members of the Board should be directed to the Board President who is responsible for presiding over the meeting.

Anyone who desires to ask a question must email to boemeeting@lakewoodpiners.org, between 6:30 p.m. to 7:30 p.m. the evening of the meeting, and provide their proper name, full address and the question.

The President shall direct all inquiries or comments to the appropriate Administrator or Board member for response, as appropriate. The law requires a period of public comment at our meetings, not a question or answer session or debate. The board president at his discretion may or may not feel it is appropriate to answer questions raised during the public comment period. The board and administration do take all public comments seriously and consider them when conducting business.

The President may interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, abusive or obscene. In addition, Security Personnel may direct any individual to leave the meeting when that person does not observe reasonable decorum, whether the person is at the microphone or at any other place in the meeting room. New Jersey law makes

it a crime for any person to intentionally disrupt a public meeting. Law enforcement will be contacted if a person disrupts the meeting and fails to desist after being directed to do so.

Finally, we ask that you silence all electronic devices.

XI. REPORTS AND RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/ BOARD SECRETARY: **NONE**

XII. REPORTS AND RECOMMENDATIONS OF SUPERINTENDENT:

A. Superintendent Items

1. Approve the revised District 2020-2021 School Year Calendar
2. Approve the revised job description *District Translator and Interpreter*.
3. Approve the District In-Person Evaluation Procedures needed due to the Governor's closing of schools for COVID-19.
4. Approve the District membership for the New Jersey State Interscholastic Athletic Association for the 2020-2021 school year.
5. **Approve the purchase of Physical Education Equipment and Supplies for district public high school athletes, as discussed during the *District's podcast of May 19, 2020*, to use to workout at home will the district is closed due to the Governor's closing of schools for COVID-19, at a cost not to exceed \$12,112.60, to be paid through the Athletics funds.**
6. Approve the following ESL teachers to administer in-take testing at Kindergarten Registration, starting June 15, 2020 through July & August of 2020, dates and times to be determined, at a rate of \$40.00 per hour, to be paid through budget account # 11-000-211-100-15-0015 (Originally Board approval February 26, 2020).

ESL Teachers
Pribila, Maureen
Wilson, Natasha
Meyer, Cariann
Kaminski, Claire
Pepper, Marsha
Gonzalez, Evelyn

7. **Resolved**, that effective July 1, 2020, through June 30, 2021, the Board of Education hereby reappoints, **Michael I. Inzelbuch, Esquire**, as General Counsel to the Board of Education.
- 1) At the Board Attorney Request there was **NO increase in compensation** for current 2020-21 contract.
 - 2) **Same terms and conditions** as current the 2019-2020 contract, which is on file in the office of the Business Administrator.
8. Approve 2 staff members to assist the 192/193 Grants office from July 1, 2020 through August 30, 2020 in reviewing 407-1 submissions/portfolios for services in the 2020-2021 school year, at a rate of \$40.00 per hour, not to exceed \$7,680 each, to be paid through 192/193 administration funds, budget account #20-506-200-110-15-0000.
9. Approve Allison Fusco, Heather Poss, Holly Schwiebert and Deanna Zimmerman to work overtime on Chapter 192/193 billing and submissions, for the 2020-2021 school year, not to exceed 20 hours per week each, to be paid through Chapter 192/193 funds, budget account: 20-502-200-110-15-0000.
10. Approve Melissa Borowicki to teach two (2) remote learning classes each day beginning May 18, 2020 through June 30, 2020 or sooner, for a maximum of 24 days, at a rate of 2/1300 of her base salary per day.
11. Approve Melissa Borowicki to prepare Algebra 2 packets for the COVID-19 due to the Governor's Health-Related School Closure, at a rate of \$40.00 per hour, for a total of 2.5 hours.
12. Approve 2 LMS teachers and 2 LHS teachers to work on additional resources for the LMS and LHS math curricula, at a rate of \$40.00 per hour, not to exceed 20 hours per teacher.
13. Approve Amanda Santa Maria and Stephanie Niechwiadowicz to revise and enhance the math curriculum for Grades 1-5, at a rate of \$40.00 per hour, not to exceed 100 hours each.
14. Motion to accept the CARES Allocations for the following Schools:

School Name	Amount
MESIVTA KESER TORAH CENTRAL JERSEY	\$ 9,416.00
MESIVTA OF EATONTOWN	\$ 15,301.00
BNOS MELECH	\$386,060.00
YESHIVA TORAS MENACHEM	\$155,365.00
YESHIVA BIRCHAS CHAIM	\$ 37,664.00
YESHIVA TORAS CHAIM	\$ 34,133.00

School Name	Amount
BAIS YAAKOV H S OF LAKEWOOD	\$175,375.00
TEHILAS CHAYA SARA	\$ 84,745.00
BNOS BAIS YAAKOV HIGH SCHOOL	\$ 43,549.00
YESHIVA SHAGAS ARYEH	\$241,287.00
CALVARY ACADEMY	\$ 60,028.00
MESIVTA TORAH TEMIMAH OF LAKEWOOD	\$ 38,841.00
YESHIVA BAIS AHARON	\$ 10,593.00
BAIS KAILA TORAH PREP HS	\$ 94,161.00
BAIS SHAINDEL H S GIRLS	\$241,287.00
BNOS DEVORAH	\$262,473.00
BAIS TOVA INC.	\$370,758.00
OROS BAIS YAKOV	\$156,542.00
BNOS YAAKOV ELEMENTARY	\$263,650.00
BNOS ORCHOS CHAIM	\$136,533.00
BAIS CHINUCH L'BONOS BAYIS RUCHEL	\$190,676.00
BAIS FAIGA SCHOOL FOR GIRLS	\$649,710.00
BAIS RIVKA ROCHEL SCHOOL	\$349,572.00
BAIS REUVEN KAMENITZ	\$112,993.00
CHINUCH L'BANOS T/A TIFERES CHAYA	\$ 89,453.00
CHEDER BNEI TORAH	\$110,639.00
JEWISH EDUCATION FOR GIRLS, INC./ B	\$ 76,506.00
LAKEWOOD CHEDER SCHOOL	\$633,232.00
YESHIVAS OHR YISSOCHOR ACADEMY	\$ 5,885.00
SEPHARDIC BET YAAKOV	\$112,993.00
TASHBAR OF LAKEWOOD	\$185,968.00
TIFERES BAIS YAAKOV	\$211,862.00
YESHIVA TIFEREETH TORAH	\$134,179.00
TALMUD TORAH BAIS AVROHOM	\$211,862.00
TORAS IMECHA, INC.	\$165,959.00
YESHIVA K'TANA	\$205,977.00
YESHIVA BAIS HATORAH DBA TORAH INST	\$109,462.00
UNITED TALMUDICAL ACADEMY	\$ 58,851.00
YESHIVA NEFESH HACHAIM	\$ 34,133.00
YESHIVA SHAAREI ORAH	\$ 37,664.00
YESHIVA CHAYEI OLAM	\$ 10,593.00
CHEDER TORAS ZEV	\$151,834.00
BAIS SARAH, INC.	\$ 2,354.00
YESHIVA YESODEI HATORAH/CHEDER BAIS	\$ 22,363.00
YESHIVA GEDOLA OF WOODLAKE VILLAGE	\$ 25,894.00
YESHIVA MASORAS AVOS	\$135,356.00
BNOS BRACHA	\$142,418.00

School Name	Amount
ATERES TZIPORA	\$ 17,655.00
YESHIVA ORCHOS CHAIM	\$368,404.00
YESHIVAS OHR HATORAH	\$220,101.00
CONG. MIKOR HATORAH	\$ 18,832.00
YESHIVA TORAS EMES	\$ 67,090.00
YESHIVA TORAS ARON	\$266,004.00
YESHIVA KOL TORAH	\$ 57,674.00
DERECH HATORAH OF LAKEWOOD	\$ 3,531.00
ZECHER YOCHANAN	\$ 98,869.00
YESHIVA GEDOLAH MEOR HATORAH	\$ 28,248.00
TALMUD TORAH DARCHEI AVOSEINU	\$ 62,382.00
YESHIVA OHR YEHUDA	\$100,046.00
SHIRAS DEVORAH	\$158,896.00
RAUCH CHAIM INC.	\$ 32,956.00
YESHIVA CHEMDAS HATORAH	\$ 21,186.00
BAS YISROEL	\$ 48,257.00
SHIRAS CHAIM	\$115,347.00
KESSER BAIS YAAKOV	\$ 88,276.00
BNOS ESTHER MALKA	\$100,046.00
KNESSES BAIS LEVI	\$ 28,248.00
CHEDER TIFERES YISROEL	\$ 9,416.00
MESIVTA SHAAR HATORAH	\$ 18,832.00
TALMUD TORAH TOLDOS YAKOV YOSEF	\$ 52,965.00
YESHIVAT YAGDIL TORAH	\$ 55,320.00
YESHIVAT OR HACHAIM OF LAKEWOOD	\$ 41,195.00
YESHIVA OHR SHRAGA LAKEWOOD	\$ 65,913.00
MORESHES BY	\$ 50,611.00
CHEIN BAIS YAAKOV/YESHIVA PHILLIP H	\$ 55,320.00
YESHIVA EVEN YISROEL	\$ 65,913.00
MESIVTA OHR CHAIM MEIR	\$ 24,717.00
YESHIVA SHAAR HATALMUD	\$ 40,018.00
DAMASEK ELIEZER	\$ 35,310.00
MEROS BAIS YAAKOV	\$ 60,028.00
MESIVTA OF LAKEWOOD	\$ 83,568.00
BNOS TZIPPA	\$ 27,071.00
TALMUD TORAH OF LAKEWOOD	\$ 44,726.00
MESIVTA AHAVAS HATORAH D'LAKEWOOD	\$ 28,248.00
YESHIVA STOLIN KARLIN	\$ 29,425.00
YESHIVA BAIS HACHINUCH	\$ 24,717.00
YESHIVA TORAS YISROEL INC	\$ 25,894.00
YESHIVA MESORAS HATORAH	\$ 24,717.00

School Name	Amount
MACHZIKEI HADAS	\$ 57,674.00
MASORES BNOS YISROEL, INC.	\$ 49,434.00
NESIVOS HATORAH	\$ 38,841.00
YESHIVAS OHR OLAM	\$ 28,248.00
CHEDER EITZ CHAIM	\$ 17,655.00
YESHIVAS LEKAH TOV INC.	\$ 14,124.00
OHR AVROHOM CHAIM	\$ 42,372.00
CONGREGATION YESHIVA MKOR CHAIM	\$ 23,540.00
MESIVTA GAON YAAKOV	\$ 17,655.00
S.C.S.C, INC./MEKAR HACHINUCH	\$ 38,841.00
SHALVA HIGH SCHOOL	\$ 7,062.00
UTA OF LAKEWOOD, INC.	\$ 70,621.00
TALMUD TORAH YESODEI HATORAH, INC.	\$ 17,655.00
BELZ INSTITUTIONS OF LAKEWOOD	\$ 68,267.00
CONGREGATION YESHMESIVTA DARKEI NOAM	\$ 1,177.00
YESHIVA GEDOLAH KEREN HATORAH	\$ 31,779.00
SPARK PRESCHOOL	\$ 8,239.00
SANZ OF LAKEWOOD - BOYS	\$ 7,062.00
TIFERES SHMUEL	\$ 17,655.00
TALMUD TORAH TORAS YISROEL	\$ 14,124.00
BET YAAKOV OZ VEHADAR	\$ 5,885.00
ADERES BAIS YAAKOV	\$ 25,894.00
NACHLAS BAIS YAAKOV INC	\$ 67,090.00
BAIS HACINUCH L'BANOS	\$ 14,124.00
YESHIVAS OHR HACHINUCH	\$ 4,708.00
NEEMAS BAIS YAAKOV	\$ 4,708.00
MIR ALUMNI KOLEL	\$ 3,531.00
YESHIVA OHL HATORAH	\$ 4,708.00
KOCHVEI OHR	\$ 8,239.00
YESHIVA YAAROS DEVASH	\$ 3,531.00
PUBLIC ALLOCATION	\$1,293,546.00

15. **Approve to contract with Early Intervention Providers so as to extend special education services.**

The rate structure will be in accordance with District rates:

- ** **Occupational Therapy** - Not to exceed \$80.00 an hour.
- ** **Physical Therapy** - Not to exceed \$80.00 an hour.
- ** **Speech** - Not to exceed \$70.00 an hour.
- ** **Feeding Therapy** - Not to exceed \$120.00 an hour.
- Special Education Instruction** - \$40.00 an hour.
- Instructional Assistant** - \$25.00 an hour.

*Subject to the individual needs of students.

**Subject to the Therapists years of experience.

16. Approve the Job Description for Coordinator of Nonpublic Schools (Non-Affiliate).

B. PERSONNEL

1. CERTIFICATED

a. Resignations – None At This Meeting

b. Retirements

- 1. SUAREZ, Evelyn
Teacher – ESL/EELL – LHS
Effective; June 30, 2020

c. Terminations - None At This Meeting

d. Leaves of Absence – None At This Meeting

e. Transfers

- 1. ZAZA, Lauren
From: Teacher 3-5 LLD – CAS
To: Teacher – ICR – CAS
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 15-214-100-101-06-0006)
(replacement for M Butler – reassigned)

- 2. BUTLER, Michelle
 - From: Teacher - ICR – Cas
 - To: Teacher - 3-5 LLD - CAS
 - Effective: September 1, 2020
 - Terminating: June 30, 2021
 - (budget account # 15-240-100-101-06-0006)
 - (replacement for L Zarro – reassigned)

f. Appointments

- 1. *KINSELLA, Aimee
 - Teacher – 1st Gr Bilingual – CAS
 - Effective: September 1, 2020
 - Terminating: June 30, 2021
 - Salary: Step 14, MA - \$61,371.00
 - (budget account # 15-240-100-101-06-0006)
 - (replacement for K Hudak – resigned - \$49,266.00)

g. Reappointments

- 1. LAA Principals, Directors, and Supervisors –Tenured
 - Effective: July 1, 2020
 - Terminating: June 30, 2021

LAST NAME	FIRST NAME	JOB TITLE	STEP	AMOUNT INCLUDES STIPEND
Cucuro	Yvette	Assistant Principal	Off Guide	\$157,820.00

Correction from the May 13, 2020 Agenda

h. Salary Adjustments – None At This Meeting

i. Stipends

1. Fall Sports for the 2020-2021 SY
 Subject to the Opening of School &
 Reactivation of **LIVE** sports programs by the
 Governor.
 (budget account is 11-402-100-100-15-0000)

Last Name	First Name	Sport	Position	Group	Step	Salary
Drumright	Eugene	Soccer – Boys	Head Coach	II	4	\$8,295.00
Guevara-Palacios	Luis	Soccer – Boys	Asst. Coach	II	4	\$6,865.00
Gallegos	Edgar	Soccer – Boys	Asst. Coach	II	4	\$6,865.00
Correa	Caleb	Soccer – Boys	Asst. Coach	II	4	\$6,865.00
Riordan	Nancy	Soccer – Boys	Asst. Coach	II	3	\$6,080.00
TBD		Soccer – Boys	Asst. Coach	II		
Shelly	Kyle	Soccer – Girls	Head Coach	II	4	\$8,295.00
Baird	Alexandra	Soccer - Girls	Asst. Coach	II	2	\$5,509.00
Faynor	Brianne	Soccer - Girls	Asst. Coach	II	2	\$5,509.00
Smith	Krista	Soccer – Girls	Asst. Coach	II	4	\$6,865.00
TBD		Soccer – Girls	Asst. Coach	II		
Kwicinski	Nancy	Cross Country	Head Girls/Boys Coach	III	4	\$7,511.00
Acosta	Steven	Cross Country	Asst. Coach	III	2	\$4,936.00
Holmes	Randy	Cross Country	Asst. Coach	III	4	\$6,047.00
Stuart	Dena	Field Hockey	Head Coach	II	4	\$8,295.00
Lee	Darren	Field Hockey	Asst. Coach	II	4	\$6,865.00
Weimken	Susan	Field Hockey	Asst. Coach	II	4	\$6,865.00
Worthy	Maxine	Cheerleading	Head Coach	IV	4	\$6,865.00
Cusanelli	Danielle	Cheerleading	Asst. Coach	IV	2	\$4,936.00
Saunders	Lauren	Cheerleading	Asst. Coach	IV	TBD	
Filardo	Michael	Tennis – Girls	Head Coach	III	4	\$7,511.00
Wudzki	Jon	Tennis – Girls	Asst. Coach	III	4	\$6,047.00
Clark III	Lawrence J	Football	Head Coach	I	4	\$9,930.00
Baubles	Evan	Football	Asst. Coach	I	4	\$7,478.00
Brown	Timothy	Football	Asst. Coach	I	4	\$7,478.00
Carlstrom	Andrew	Football	Asst. Coach	I	4	\$7,478.00
Muth	Michael	Football	Asst. Coach	I	4	\$7,478.00
Pivetz	Benjamin	Football	Asst. Coach	I	2	\$5,509.00
Reddan	Timothy	Football	Asst. Coach	I	3	\$6,080.00
Terrigno	Robert	Football	Asst. Coach	I	2	\$5,509.00

Last Name	First Name	Sport	Position	Group	Step	Salary
@Turner	Samuel	Football	Asst. Coach	I	4	\$7,478.00
TBD		Football	Asst. Coach	I		
TBD		Football	Asst. Coach	I		
Vanhise	Steven	Volleyball	Head Coach	III	4	\$7,511.00
Armstrong	Kelly	Volleyball	Asst. Coach	III	4	\$6,047.00
Componile	Gina	Volleyball	Asst. Coach	III	4	\$6,047.00
Currao	Vincent	Volleyball	Asst. Coach	III	4	\$6,047.00
TBD		Volleyball	Asst. Coach	III		
Gallegos	Edgar	SY 2020-2021	Challenger League	Per	Season	\$1,500.00
Solar	Sharon	SY 2020-2021	Challenger League	Per	Season	\$1,500.00

* Chart subject to verification

@ subject to background check and verification of documents

- j. Tuition Reimbursement – None At This Meeting
- k. Miscellaneous – None At This Meeting

2. NON-CERTIFICATED

- a. Resignations – None At This Meeting
- b. Retirements – None At This Meeting
- c. Terminations - None At This Meeting
- d. Leaves of Absence – None At This Meeting

e. Transfers

1. GULICS, Jane

From: Purchasing Specialist
 To: Coordinator of Non-Public Grants
 Effective: June 1, 2020
 Terminating: June 30, 2020
 Salary: 80,000.00 prorated
 (replacement for B Lieberman – reassigned)
 (budget account # 20-231-200-100-15-0000)

- f. Appointments – None At This Meeting

g. Reappointments

1. FINGER, Robert S.
Coordinator of Fiscal Services
Effective: July 1, 2020
Terminating: June 30, 2021
Salary: \$85 per hour, no more than 20 hours per week
\$85.00 per hour to attend board meetings
(budget account # 11-000-251-100-00-0000)
(Contract subject to review by General Counsel)

h. Salary Adjustments

1. ASAD, Josefa
District Translator and Interpreter
LEA – Secretary Guide 10 Month
Effective: September 1, 2020
Terminating: June 30, 2021
Salary from: \$25,875.00
Salary to: Step 13, \$25,960.00
(Correction from the May 13, 2020 Agenda,
due to changes to the Job Description)

i. Stipends

1. PIASENTINI, Diane
Purchasing Manager
Effective: June 1, 2020
Terminating: June 30, 2020 or sooner
Salary: \$2,500.00 a month
(Subject to the hiring of a replacement for J Gulics - reassigned)

2. PIASENTINI, Diane
Purchasing Manager
Effective: July 1, 2020
Terminating: June 30, 2021 or sooner
Salary: \$2,500.00 a month
(Subject to the hiring of a replacement for J Gulics - reassigned)

j. Miscellaneous – None At This Meeting

* Appointment subject to approval of Criminal History background check by State Department of Education, as per NJSA 18A:6-7-1, et. seq., NJSA 18A:39-17 et. seq., or NJSA 18A:6-4.13 et seq., as applicable.

** As required by law and code, this Emergent Employee Resolution, upon motion duly made, seconded and carried, it was RESOLVED that this person be employed by the Board of Education of the Lakewood Public School District in the County of Ocean on an emergent basis.

*** This position does not include the following:

Medical Coverage	Personal Days
Dental Coverage	Professional Days
Prescriptions	Vacation Days
Optical Coverage	Sick Days
Reimbursement for Credits	

Payment will not be made by the Board of Education Business Office until a contract is fully executed by the Board and prior to work commencing reviewed and initialed by General Counsel.

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. GOOD AND WELFARE

XVI. ADJOURNMENT



Lakewood School District

TITLE: DISTRICT TRANSLATOR AND INTERPRETER

QUALIFICATIONS/CERTIFICATION:

1. Demonstrates strong interpersonal and communication skills to relate well with students, parents, members of the community, staff, and administrators.
2. Maintains confidentiality and demonstrate good moral character and initiative.
3. Ability to work under and adhere to deadlines.
4. General knowledge of computer literacy skills.
5. Hold and maintains a valid driver's license.

RESPONSIBLE TO: The Supervisor of Child Study Team

OVERALL RESPONSIBILITY

Under general supervision, prepares written translation of a wide range of documents including policy briefs, media releases, parent communications, manuals, promotional materials, and reports to and from English; provides oral interpretation for parent and community meetings; develops translation resources for school and department staff; and serve as a resource to other district personnel requiring assistance with non-English speaking persons, and trains translators.

SPECIFIC RESPONSIBILITIES

1. Serves as an interpreter of Spanish and English at a wide variety of meetings (including but not limited to, Parent Advisory meetings, parent conferences) and/or hearings.
2. Interprets and translates objectively and with accuracy, including idiomatic, materials and conversations to/from English and Spanish for the purpose of ensuring accuracy of information.

3. Verifies translations made by others for the purpose of reviewing and editing materials for accuracy, context, readability, grammar, and style.
4. Collects, organizes and completes translation and interpretation requests as prioritized by the immediate supervisor.
5. Translates and records information messages for the phone messenger system.
6. Provide training and support to translators and interpreters.
7. Type, keyboard input, check and record information, compile information for and prepare reports, maintain file systems, answer telephones.
8. Compile information for reports and summaries; answer telephone and wait on the general public.
9. Compose independently or from oral instructions, letters requesting or giving information dealing with various school district activities.
10. Operate a variety of office equipment, including the computer, fax, scanner, copier, etc.
11. Utilize technology to input, create, maintain, or update records, reports, or other related information.
12. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
13. Perform other related duties as assigned.

TERMS OF EMPLOYMENT: Ten (10) months (September 1st through June 30th).
Salary and benefits according to the LEA contract agreement.

EVALUATION: The Director of Special Services will evaluate the Performance of this job.

Board Approved: September 25, 2019

Revised: June 1, 2020