

NOTICE

The Regular Meeting of the Mountain Lakes Board of Education will be held on Tuesday, January 17, 2017 at 7:30 p.m. at Mountain Lakes High School, 96 Powerville Road, Mountain Lakes, New Jersey.

Daniel A. Borgo
Business Administrator/Board Secretary

AGENDA

ROLL CALL

TBD (BT Rep.)	Mrs. Goldthwaite (President)
Mrs. Barkauskas	Dr. Hirschfeld
Dr. Cataliotti	Mr. Kaplan
Dr. Gentul	Mr. Koy
Mr. Gniewek	Mrs. Shepherd

Student Government Representative: Daud Shad

STATEMENT OF NOTICE

REPORT OF THE STUDENT GOVERNMENT REPRESENTATIVE

COMMENTS AND REQUESTS FROM THE MLEA PRESIDENT

SUPERINTENDENT UPDATE

PRESENTATIONS

BOARD GOALS

Board Policy Review and Discussion:

The Policy Committee will select a relevant BOE Policy and distribute before one BOE meeting per month. The Policy Committee will lead a brief discussion.

Boonton Township Board of Education Articulation:

To coordinate two meetings between the Mountain Lakes and Rockaway Valley Boards of Education to articulate joint goals for the best interest of our students. One meeting would be a meet and greet and an informal discussion of potential goals and the second meeting would be a round table discussion to establish joint plans for the implementation of any goals established by the Boards.

COMMENTS AND REQUESTS FROM MEMBERS OF THE PUBLIC

The Board requests that each member of the public limit their comments to five minutes and present all Questions within those five minutes. The Board appreciates all comments from member of the public and will take into consideration all suggestions and feedback. If a question is asked, when possible, a response will be provided directly. If an immediate response in not possible, the Board will explain when and in what format the answer will be communicated.

CONSIDERATION OF MINUTES

Regular Session Minutes – January 9, 2017

COMMUNICATIONS

State/County Organizations
Other

COMMITTEE REPORTS

BOONTON TOWNSHIP REPORT

REPORT AND RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY

FINANCE

- | | |
|--|-----|
| 1. Approval – Check Register for the Month of January 2017 | F1* |
| 2. Approval - Board Secretary's Report for the Month of December 2016 | F2* |
| 3. Approval – Treasurer of School Monies Report for the Month of December 2016 | F3* |
| 4. Approval – Transfer Report for the Month of December 2016 | F4* |
| 5. Approval – Adjustment Lake Drive Itinerant Program | F5 |
| 6. Approval – TSA Consulting Group | F6 |
| 7. Approval – Substitute Nurse rate change | F7 |

REPORT AND RECOMMENDATIONS OF THE SUPERINTENDENT OF SCHOOLS

PERSONNEL

- | | |
|--|-----|
| 8. Approval – Travel Reimbursement | P8* |
| 9. Approval – MLHS Retirement | P9 |
| 10. Approval – Maternity / Child Care Leave – Lake Drive | P10 |

PERSONNEL

- | | |
|---|------|
| 11. Approval – Revised Maternity / Child Care Leave – Wildwood | P11 |
| 12. Approval – Revised Maternity Leave Replacement Teacher dates | P12 |
| 13. Approval – Extra Pay Co-Curricular – MLHS | P13* |
| 14. Approval – Time to Soar Substitute | P14 |
| 15. Approval – Extra Pay Overnight Chaperones | P15 |
| 16. Approval – Extra Pay – Athletics | P16 |
| 17. Approval – Rescind Extra Pay – Lake Drive | P17 |
| 18. Approval – Extra Pay – Lake Drive | P18 |
| 19. Approval – Substitute Athletic Trainer | P19* |
| 20. Approval – Paraprofessional services | P20 |
| 21. Approval – Substitute Teachers for Lake Drive Program | P21 |
| 22. Approval – Substitute Teachers for Sound Start Early Intervention | P22 |
| 23. Approval – Substitute Nurse – District | P23 |

CURRICULUM / SPECIAL SERVICES

- | | |
|----------------------------|-----|
| 24. Approval – Field Trips | P24 |
|----------------------------|-----|

MISCELLANEOUS

- | | |
|--------------------|-----|
| 25. Approval – HIB | M25 |
|--------------------|-----|

PRESIDENT’S REPORT

UNFINISHED BUSINESS

NEW BUSINESS

PENDING LEGISLATION

COMMENTS AND REQUESTS FROM MLEA PRESIDENT

COMMENTS AND REQUESTS FROM THE PUBLIC

ADJOURNMENT

Meetings of the Mountain Lakes Board of Education

Monday, February 6, 2017	7:30 p.m.	MLHS	Regular Meeting
Tuesday, February 28, 2017	7:30 p.m.	MLHS	Regular Meeting

**MOUNTAIN LAKES BOARD OF EDUCATION
COMMITTEES and DELEGATES (Revised 1/13/17)**

REPORTS FIRST BOARD MEETING OF THE MONTH

1. **COMMUNICATIONS** Julie Shepherd, Chairperson
(TBD) Joseph Cataliotti
James Hirschfeld
Bill Koy
2. **PERSONNEL** Jack Gentul, Chairperson
(1st Monday, 6:30pm) Joanne Barkauskas
Joseph Cataliotti
Elena Goldthwaite
3. **FACILITIES** Joseph Cataliotti, Chairperson
(3rd Tuesday, 3:00pm) Joanne Barkauskas
Jack Gentul
John Kaplan
4. **NEGOTIATIONS** David Gniewek, Chairperson
(Meets as needed) Elena Goldthwaite
John Kaplan
Bill Koy
5. **PROGRAM** Elena Goldthwaite, Chairperson
(1st Monday, 8:15am) Jack Gentul
James Hirschfeld
Julie Shepherd

REPORTS SECOND BOARD MEETING OF THE MONTH

6. **FINANCE** John Kaplan, Chairperson
(2nd Friday, 8:15am) David Gniewek
Elena Goldthwaite
Julie Shepherd
7. **EXTRA/CO-CURR/
ATHLETICS** Joanne Barkauskas, Chairperson
(3rd Monday, 6:30pm) Joseph Cataliotti
John Kaplan
Julie Shepherd
8. **POLICY** Bill Koy, Chairperson
(TBD) Jack Gentul
David Gniewek
James Hirschfeld

Please note: The Boonton Township Representative may serve on any committee.

10. **LIAISON AND CONFERENCE REPORTS** – Report as needed

Home and School
Elena Goldthwaite

Education Foundation
Julie Shepherd

NJ School Boards
David Gniewek
Joseph Cataliotti, Alternate

Traffic Safety
Bill Koy

Morris County School Boards
Elena Goldthwaite
James Hirschfeld, Alternate

Lake Drive Foundation
Jack Gentul

Recreation Commission
John Kaplan

Legislative Delegate
Elena Goldthwaite

FOTA
Jack Gentul

Special Committee on Long Term Needs
Joseph Cataliotti, Chairperson
Jack Gentul
Elena Goldthwaite
John Kaplan

ML Borough Communications
Julie Shepherd

1. MOTION, to approve the check register for the month of January 2017 for payment as follows:
F1 (MLHS)

Computer Checks	Check #85017 through #85103	\$442,638.58
	Total	\$442,638.58

Moved by _____ Seconded by _____ Roll Call Vote _____

2. MOTION, to approve the Board of Secretary’s Report for the month of December 2016 under the GAAP format, noting that this report is based on Detailed Account listing for this month, approved by the board, and based on the Board Secretary’s signed monthly certification as to budgetary line item status. **F2 (MLHS)**

Moved by _____ Seconded by _____ Roll Call Vote _____

3. MOTION, to approve the Treasurer of School Monies Report for the month of December 2016.
F3 (MLHS)

Moved by _____ Seconded by _____ Roll Call Vote _____

4. MOTION, to approve the transfers from anticipated surplus funds in designated line items of the 2016-2017 budget to anticipate over expended line items of the 2016-2017 budget in the amounts and accounts as indicated be approved. Be it also resolved that the attached 2016-2017 transfer history spreadsheet be approved through December 31, 2016. **F4 (MLHS)**

Moved by _____ Seconded by _____ Roll Call Vote _____

5. MOTION, to approve an adjustment in the Lake Drive Itinerant Program roster for the 2016 - 2017 school year: retro **(LD)**

District	ID	Status	Effective Date
Flemington-Raritan Regional School District	TBD	New	1/5/17

Moved by _____ Seconded by _____ Roll Call Vote _____

6. MOTION, to approve the TSA Consulting Group, Inc., Ft. Walton Beach, Florida, as the Mountain Lakes School District tax shelter plan administrator, effective date January 1, 2017. (annual savings \$8,220.00) (retro)

Moved by _____ Seconded by _____ Roll Call Vote _____

7. MOTION, to approve a pay rate change for Substitute Nurses, from \$125.00 per day to \$160.00 per day, effective date January 18, 2017.

Moved by _____ Seconded by _____ Roll Call Vote _____

Mountain Lakes Board of Education
PERSONNEL – January 17, 2017

8. MOTION, to approve the travel and reimbursement of actual expenses incurred up to the amount indicated of Mountain Lakes personnel in accordance with Policy #9259 – Travel Related Expenses. **P8 (MLHS)**

Moved by _____ Seconded by _____ Roll Call Vote _____

9. MOTION, to accept the retirement of **Michael Ferguson**, Mountain Lakes High School CST Teacher, effective date July 1, 2017, with appreciation for his service. **(MLHS)**

Moved by _____ Seconded by _____ Roll Call Vote _____

10. MOTION, to approve the maternity leave / child care leave for **Lauren Daly**, Lake Drive Teacher, effective date April 24, 2017, Ms. Daly will use 21 sick days and be paid through May 22, 2017, and is eligible for health benefits as provided under the FMLA through October 24, 2017, Ms. Daly plans on returning to work on September 1, 2017. **(LD)**

Moved by _____ Seconded by _____ Roll Call Vote _____

11. MOTION, to approve the revised maternity leave / child care leave for **Jennifer Topakas**, from returning on May 1, 2017 to returning to work on June 9, 2017. Original motion was approved November 7, 2016 P19.

Moved by _____ Seconded by _____ Roll Call Vote _____

12. MOTION, to approve the revised appointment of **Katelyn Viola**, Wildwood maternity leave replacement teacher, from ending on May 1, 2017 to ending on June 23, 2017. Ms. Viola will be paid \$190 per day from January 13, 2017 through June 8, 2017, June 9, 2017 through June 23, 2017 Ms. Viola will be paid \$95.00 per day.

Moved by _____ Seconded by _____ Roll Call Vote _____

13. MOTION, to approve the extra pay co-curricular appointments for the 2016-2017 school year: **P13 (MLHS)**

Name	Position	Year	Stipend
Don Howes*	Choreographer	3	\$3,000.00
Christine Penney*	Art Director	1	\$2,000.00
Kaitlin Dalakian**	Costumes	1	\$2,000.00
Anthony Vazzano**	Set Design	1	\$2,000.00

**Previously employed by district*

***Resume attached*

Moved by _____ Seconded by _____ Roll Call Vote _____

14. MOTION, to approve the appointment of **Karen Helmer**, as Wildwood Time to Soar After Care Substitute, at a rate of \$20.00 per hour. Ms. Helmer is currently a paraprofessional at Wildwood School.

Moved by _____ Seconded by _____ Roll Call Vote _____

15. MOTION, to approve the extra pay appointments for the following as overnight chaperones, \$125.00 per night: **(MLHS)**

Meredith Boyan 3 nights
Chris Bernotas 3 nights
LuAnn Wojcik 3 nights

Paul Henry 3 nights
Rob Downes 3 nights
Richard Ziccardi 2 nights (retro)

Moved by _____ Seconded by _____ Roll Call Vote _____

16. MOTION, to approve the extra pay appointment for **Lisa Cortese**, to work as ticket/sales collectors, clock operators, site manager, and crowd control for the 2016-2017 school year. **(MLHS)**

Moved by _____ Seconded by _____ Roll Call Vote _____

17. MOTION, to rescind the extra pay appointment for **Diane Hewitt**, as an interpreter for one performance of the MLHS Spring Musical. Original motion was approved January 3, 2017 P22. **(LD)**

Moved by _____ Seconded by _____ Roll Call Vote _____

18. MOTION, to approve the extra pay appointment for **Deanna Perry**, to interpret one performance of the MLHS Spring Musical, \$900.00. **(LD)**

Moved by _____ Seconded by _____ Roll Call Vote _____

19. MOTION, to approve the appointment of **Jessica Jackson**, as Substitute Athletic Trainer for the 2016-2017 school year, at a rate of \$45.00 per hour. **P19 (MLHS)**

Moved by _____ Seconded by _____ Roll Call Vote _____

20. MOTION, to approve paraprofessional services for a MLHS student, grade 9, SID # 7064, to attend Chess and Jazz club, at an hourly rate of \$20.46, not to exceed \$5,000.00, effective date January 9, 2017. retro **(MLHS)**

Moved by _____ Seconded by _____ Roll Call Vote _____

21. MOTION, to approve the appointment of the following as Substitute Teachers for the Lake Drive Program, all are Paraprofessionals for Lake Drive and have been recommended by Ms. Lazeration. Pending the completion of paperwork. **(LD)**

Amanda Diesso
Rebecca O'Connell

Elise Pastor
Samantha McKinstry

Alyssa Davis

Moved by _____ Seconded by _____ Roll Call Vote _____

22. MOTION, to approve the appointment of **Margo Cottone**, to work as a Substitute Teacher for the Sound Start Early Intervention Program, \$95.00 per day, all costs to be borne by the Sound Start Foundation. Ms. Cottone previously worked for Lake Drive. **(LD)**

Moved by _____ Seconded by _____ Roll Call Vote _____

23. MOTION, to approve the appointment of **Arlene Berghorn**, as a Substitute Nurse for the Mountain Lake School District. Ms. Berhorn was recommended by Ms. Wojcik. **P23 (MLHS)**

Moved by _____ Seconded by _____ Roll Call Vote _____

Mountain Lakes Board of Education
CURRICULUM / SPECIAL SERVICES – January 17, 2017

24. MOTION, to approve the below field trip(s): **(MLHS)**

School	Destination	Reason	
MLHS	FDR Museum & Library	PXL Program	Winter 2017
BC	NJIT Campus Center	Math Counts	Winter 2017
BC	Middlesex County Academy for Science, Mathematics, & Engineering	Quiz Bowl	Winter 2017

Moved by _____ Seconded by _____ Roll Call Vote _____

25. MOTION, to approve the following resolution:

Resolved by the Board to affirm and adopt the Superintendent’s decision and findings for the Harassment, Intimidation, and Bullying incident #HIB-003-1617, reported on January 3, 2017 and discussed in Executive Session. **(MLHS)**

Moved by _____ Seconded by _____ Roll Call Vote _____

MOUNTAIN LAKES SCHOOL DISTRICT
PRE-APPROVAL REQUEST
January 17, 2017

P8

Requesting pre-approval for the following people to attend the workshop noted and reimbursement for travel and miscellaneous expenses incurred while attending these workshops/conferences.

Name/School: Noreen Rocco / MLHS Position: Coach	Name/School: Position:
Date of Workshop: January 26-29, 2017	Date of Workshop:
Workshop: Be the Best Coaches Conference	Workshop:
Location: Harrah's Resort 777 Harrah's Blvd. Atlantic City NJ	Location:
Registration Cost: \$129.00	Registration Cost: \$
Meals/Lodging: \$0	Meals/Lodging: \$0
Miles/Travel: \$0	Miles/Travel: \$0
Misc.: \$0	Misc.: \$0

ANTHONY VAZZANO

Professional Profile

Theater technician with a background in audio engineering and stage lighting, looking for an experience to better my career and myself as a person.

Qualifications

- Operations management
 - Inventory control
 - Sound and lighting board operator
 - Stage hand
 - Organized
 - Time management
 - Dedicated team player
 - Good communication skills
 - Quick learner
-

Achievements

Mount Olive Board of Education Certificate of Appreciation for exemplary work.

Experience

Audio engineer **05/2012 to 02/2014**
Skylands Pro Audio **Blairstown, NJ**

Freelanced on many shows for this company including...

Comuniversity (two years in a row), Princeton's Reunion, The Gay Pride Festival in Asbury Park N.J, three different Relays for Life, Riverside Symphonia, Many different private parties, Charity Events, and shows at the Blairstown Historical Theater.

Audio Technician and Stage Hand **09/2010 to Current**
Mount Olive High School **Flanders, NJ**

Freelanced in many different shows such as...

New Jersey Area Band Concert (two years in a row) , Jim Breuer stand-up comedy show, Dance Dynamics, Bob Burger and Friends performance, Glen Burtnik Revolver Show, The Robotics Competitions and different talent shows and assemblies for the Mount Olive School System.

Lighting Technician **12/2013 to Current**
J.B Lighting Production LLC **Hawthorn, NJ**

Freelanced on many private events such as weddings, sweet sixteens, bar/bat mitzvahs, and any occasion that called for lighting. Ran the board for many concerts, parties, proms, graduations, musicals, plays, and other events. Spent hours in the shop prepping shows, organizing and repairing lights.

Audio Engineer **07/2013 to 08/2014**
Stirling Audio Services **Middlesex, NJ**

Freelanced on many different shows as the board operator, stage hand, and stage manager. Did many events such as concerts, musicals, plays, charity fundraisers, weddings and many more. Always worked in the shop preparing gear to go out on shows.

Audio and Lighting Technician **04/2014 to Current**
ASI Music Group **Middleville, NJ**

Freelanced for the summer as a stage hand and technician on many different shows such as concerts, plays, college events, assemblies, corporate events, and much more.

Audio Technician 09/2014 to Current
The Time Machine Band Pompton Lakes, NJ
 Freelanced for the band mixing and setting up their gear for the weddings and events they did.

Audio Technician 06/2014 to Current
CMT Sound Systems Clifton, NJ
 Freelanced on a few different shows loading in and loading out gear. Worked in the shop to prep shows and set up for the events.

Audio and Lighting Director 02/2014 to Current
Sussex Technical School Sparta, NJ
 Design and operate the lighting and audio for their winter musicals while working with the students and teaching them as well. Also built and constructed the set.

Audio and lighting Director 06/2009 to Current
Theater Dance Center Flanders, NJ
 Designed and ran their dance recitals twice a year. Helped edit and cut the music as well as designed the lights for each specific dance number they did. Was in charge of constructing the props they use in the show as well.

Stage Hand 05/2011 to Current
Local One NY/NY
 Freelanced on many different sets and stages, handling props and set pieces. Also have filled in on the Doctor OZ show from time to time as prop master and assistant carpenter.

DJ, MC, Sound and Lighting Engineer 07/2016 to Current
Excel Entertainment Paramus, NJ
 Run and design all the audio and lights for the wedding band. Manage and hire all the crew needed for each show and deal with each venue prepping and designing everything accordingly.

Owner Operator 07/2012 to Current
Stainless Productions Budd Lake, NJ
 This Entertainment/ Production company handles many private events and different jobs obtained by other companies. Events can be anything from school plays or musicals, to concerts, or really anything you would use lighting or audio.

Education

High School Diploma 2012
 Mount Olive High School Flanders, NJ, United States
 While in school I was part of the Technical Theater program and in my senior year I interned with the director, Andy Roberts. I was In charge of the audio crew my junior and senior year. Some of the shows I worked on were...
 Talk Radio, The Wedding Singer, The Wizard of OZ, Bye Bye Birdie, Lost in Yonkers, The Secret Garden, different events for the music and choir department, and different assemblies throughout the year.

Liberal Arts
 County College Of Morris Randolph, NJ, United States

Technical Theater
 Montclair State University Montclair, NJ, United States
 Took many theater classes while working on the shows such as...
 Attempts on Her Life, Cloud Nine, Carousel, and Insula (a show written by the director)

Kaitlin Dalakian

Education: Westminster Choir College, Princeton NJ
 Bachelor of Music in Musical Theatre (Voice Primary), Dance Minor, May 2007
GPA: 3.96, *summa cum laude*
 Creative Practices in Voice Pedagogy (Online Graduate Class with WCC, 3 Credits)
 Voice Pedagogy Institute (Adult Summer Program with WCC, 2 Credits)

Experience:

09/15 – Present **Soul Search Records, Mountain Lakes NJ**
 Voice Teacher
 Musical Theatre Camp Director
 Class Instructor (acting and a cappella)

05/12-Present **National Association of Teachers of Singing**
 Vice President of New Jersey Chapter

- Assist the President with all duties, including procuring insurance for festivals, planning events and masterclasses, running officer and chapter meetings
- Tasked with outreach and recruitment of new non-classical teaching members

07/07-08/15 **The Music Shop, Boonton NJ**
 Musical Theatre Workshops Creator/Director

- Building the curriculum, publicity and marketing, hiring and overseeing of staff members, recruitment and registration of students, budgeting and billing, customer service, fundraising
- Generate documents pertaining to the workshops such as a handbook to answer any/all parent questions and extensive playbill style programs for each full length production
- Maintaining relationships with local public school teachers to assist with recruiting as well as the borrowing of sets, props, and costumes
- Teaching acting classes – everything from Shakespeare to Stanislavski
- Directing Week-Long July Sessions (musical revue styled shows with a common theme)
- Directing and Costuming an Advanced Session (audition only, 3 week intensive, fully staged production)
 - *Godspell Jr. (2015)*
 - *Once On This Island Jr. (2014)*
 - *Finian's Rainbow Jr. (2013)*
 - *FAME Jr. (2012)*
 - *G2K Oklahoma! (2011)*
 - *Thoroughly Modern Millie Jr. (2010)*
 - *Seussical Jr. (2009)*
 - *Dear Edwina, Jr. (2008)*

08/07-08/15 **Voice Teacher**

- Maintain a voice studio with a minimum of 50 students/week, ranging from ages 7-65
- Teach students musical theatre repertoire, along with folk, classical, pop, rock, Disney, etc.
- Produce a spring recital each year for family and friends
- Assist middle and high school students with roles in their school musicals
- Basic piano skills to accompany students on vocal warm-ups and song melodies

09/07-06/14

Administrative Assistant

- Assist the owners with daily administrative tasks
- Manage rental accounts and provide customer service
- Strong attention to detail in completion of tasks including written and verbal reports

06/06-10/06 &
06/05-08/05

Bucks County Playhouse, New Hope PA

Company Member

- *Seussical* (Bird Girl)
- *The Music Man* (Dancer/Pick-a-Little, Marian u/s)
- *Into the Woods* (Lucinda, Cinderella u/s)
- *The Full Monty* (Susan)
- *Phantom* (Ensemble)
- *The Will Rogers Follies* (Dancer)
- *State Fair* (Eleanor)
- *Pirates of Penzance* (Dancer)

09/05-05/07

Westminster Choir College, Princeton NJ

Office Assistant for Dr. Christopher Arneson

- Maintained a clean office and working environment
- Organized, filed, and labeled an extensive collection of sheet music

05/05-06/07

Denville Township School District, Denville NJ

Substitute Teacher

- NJ Certified Substitute Teacher
- Worked whenever available during college breaks

07/04-08/04

Brundage Park Playhouse, Randolph NJ

Summer Stages & Advanced Performance Workshop Choreographer

- Dance Teacher: wrote lesson plans and taught jazz, tap, ballet, stretching, yoga
- Choreographer: created staging for several week-long shows and a full length production of *Dear Edwina, Jr.*

Additional Training:

- 2012 Participant in the NYC Broadway Teacher’s Workshop with Gordon Greenberg and Pam Pariseau
- 2010-2013 Attended Camp Broadway’s “At This Stage” Expo, theatre educator’s event
- 2010 Saturday Seminar at Westminster Choir College – Voice Repertoire from a Developmental Perspective with Dr. Christopher Arneson
- 2007 Participant in YouthInk! readings at McCarter Theatre in Princeton, NJ – Arts Education Day

Important Research Papers:

- “Adam Guettel’s Musical Influences”
- “Judaism on Broadway”
- Reviews of various plays from the 2005 Broadway season
- “Musical Theatre and Opera – One and the Same?”

References Upon Request

Jessica Jackson, M.Ed., B.S., ATC

OBJECTIVE

To obtain the position of per diem Athletic Trainer

EDUCATION

2015-Present **SETON HALL UNIVERSITY** South Orange, NJ
Pursuing Supervision Certificate – currently taking Supervision of Instruction

2000 – 2002 **EAST STROUDSBURG UNIVERSITY** East Stroudsburg, PA
Master of Education, Movement Studies & Exercise Science GPA 3.9

1996 – 2000 **EAST STROUDSBURG UNIVERSITY** East Stroudsburg, PA
Bachelor of Science, Physical Education GPA 3.969
Concentration: Athletic Training

Certifications:

- Certified Athletic Trainer – NATA certified, New Jersey & Pennsylvania licensed
 - American Red Cross First Aid & CPR/AED Instructor
-

ATHLETIC EXPERIENCE

2012 – Present **VILLA WALSH ACADEMY** Morristown, NJ
Assistant Director of Athletics – Certified Athletic Trainer

- Efficiently arranges communication via phone, website and email with community regarding game results, officials, schedule changes and medical concerns
- Serves as site coordinator for athletic events in the absence of Athletic Director
- Manages medical records and healthcare for both middle school (30) and upper school (220) athletes
- Conducts CPR/AED/First Aid training for all coaches and staff

2002 – 2012 **KENT PLACE SCHOOL** Summit, NJ
Assistant to Director of Athletics – Certified Athletic Trainer

- Arranged communication via phone, website and email with community regarding game results, officials, schedule changes and medical concerns
- Coordinated all off-site athletic transportation (\$94,150 budget for 2010-2011)

2001 – 2002 **MORRISTOWN-BEARD SCHOOL** Morristown, NJ
Middle School Physical Education Teacher – Certified Athletic Trainer

- Developed lessons and taught physical education to students in grades 6-8
-

CAMP EXPERIENCE

2013-Present **MORRISTOWN-BEARD SCHOOL** Morristown, NJ
Summer Camp – Health Director

- 2002-2004
- Facilitates all aspects of day camp with Camp Director
 - Manages all camper health issues and camp safety concerns (600 campers)
-

OTHER PROFESSIONAL EXPERIENCE

2008 – Present **MORRIS COUNTY ICE HOCKEY LEAGUE** Morris County, NJ
Certified Athletic Trainer

- Provide medical coverage at ice hockey games at Mennen and Aspen Ice Arenas
-

ORGANIZATIONS

- 1/00 – Present NATA – NATIONAL ATHLETIC TRAINERS’ ASSOCIATION, Member
1/02 – Present ATSNJ – ATHLETIC TRAINER’S SOCIETY OF NEW JERSEY, Member

Professional references available upon request.

Arle Berghorn, RN BSN

PROFESSIONAL WORK EXPERIENCE

April , 1980- Present

Phoenix Healthcare

Critical Care Registered Nurse (Float)

- Post Operative care
- Patient & Family Education
- Neuro Checks
- Monitor ICP Line

February, 1971- August 2015

St Barnabas Medical Center, Livingston NJ

Critical Care Registered Nurse

- CRRT
- Post Operative care
- Patient & Family Education
- Neurology checks
- Transplant patients
- Monitor ICP line
- Partner in code team

PROFESSIONAL LICENSES & CERTIFICATIONS

American Heart Association: BCLS (Basic Cardiac Life Support)

HIPAA Privacy Regulations Training Certification

Registered Nursing License in state of New Jersey

EDUCATION

Felician University, Lodi NJ (Graduated March 2016)

Bachelors of Science in Nursing

Elizabeth General, Elizabeth NJ (Graduated May 1970)

NJ Diploma, Registered Nursing

HONORS: Attendance Award, Deans List (GPA: 3.4)