

Englishtown, New Jersey
December 18, 2018

The Manalapan-Englishtown Regional Board of Education, in the County of Monmouth, State of New Jersey, convened on December 18, 2018 at 7:00 p.m. for a regular board meeting. This meeting was held at the Clark Mills School, 34 Gordons Corner Road, Manalapan, New Jersey.

This meeting was called to order by the Board President, Dotty Porcaro.

Roll call showed the following members in attendance:

Gerald Bruno, Brian Graime (arrived 7:35 p.m.), Janet Lewis, Christine Parisi, Dotty Porcaro, Joanne Schechter, Lori Semel, Joe Tringali

Absent:

Annamarie Galante

Also in attendance:

John J. Marciante, Jr., Ph.D., Superintendent
Veronica Wolf, Business Administrator/Board Secretary
Nicole Santora, Ed.D., Assistant Superintendent for Curriculum
and Human Resources
Michael Sloan, Assistant Business Administrator/Assistant Board Secretary

OPENING STATEMENT

Statement is hereby made that adequate notice of this meeting was given by:

1. The prominent posting of said notice in all district schools and other public places.
2. The mailing and/or hand delivery of said notice to the designated newspapers, Asbury Park Press and News Transcript and The Manalapan Patch.
3. Filing with the Clerk of Manalapan Township and the Clerk of Englishtown Borough.

STUDENT PERFORMANCES

Clark Mills Advanced Band performed.

FOR THE BOARD'S ACTION

ADMINISTRATION

Motion by Mrs. Lewis, seconded by Mrs. Parisi, and approved by roll call vote the following items:

1. **Superintendent's Report - Harassment, Intimidation and Bullying**

To affirm the Superintendent's implementation of Policy 5512 Harassment, Intimidation and Bullying (Att. A-1).

November 2018

3 Incident(s) of H.I.B. were documented
12 Incidents were investigated where H.I.B. was not documented

2. **Travel**

The out of district travel as authorized by the Superintendent of Schools under Policy 3440 Job Expenses and in accordance with Regulation 3440 Job Expenses (Att A-2).

3. **Donation - Security Officer, Milford Brook PTO**

A donation from the Milford Brook PTO in the amount of \$75.00 for the cost to have a security officer at their Halloween Dance on October 17, 2018 for 3 hours (\$25.00/hour).

We would like to thank the Milford Book PTO for their generosity and continued support.

4. **Donation - Security Officer, Manalapan-Englishtown Middle School Booster**

A donation from the MEMS Booster Organization in the amount of \$75.00 for the cost to have a security officer at their Halloween Dance for 3 hours (\$25.00/hour).

We would like to thank the MEMS Booster Organization for their generosity and continued support.

5. **Donation - Chromebooks, Wemrock Brook PTA**

A donation in the amount of \$8,487.50 from the Wemrock Brook PTA to for the purchase of 25 Chromebooks, licenses, service and one Chromebook cart.

We would like thank the Wemrock Brook PTA for their generosity and continued support.

6. Exclusion of Pupils with Outstanding Immunizations

The following students excluded from school effective January 2, 2019 due to outstanding immunizations:

WHEREAS, the Nursing Department determined that students had immunizations outstanding, and,

WHEREAS, the Nursing Department has made numerous attempts to obtain documentation of said immunizations or proof of exemption from said immunizations from the parents/guardians of students who attend the Manalapan-Englishtown Regional Schools with minimal success and,

WHEREAS, the Board of Education has deemed immunizations necessary to safeguard the school community from the spread of certain communicable diseases, as per District Policy 5320, and N.J.A.C. 8:57-4, and

NOW, THEREFORE BE IT RESOLVED that the Manalapan-Englishtown Board of Education will exclude from school the students identified in this resolution until the parents/guardians of these students provide documentation of required vaccine(s) or proof of exemption from required vaccine(s):

- #32865
- #32763
- #32860
- #32773
- #32906

ROLL CALL VOTE :

AYES : Mr. Bruno, Mrs. Lewis, Mrs. Parisi, Mrs. Porcaro, Mrs. Schechter, Mrs. Semel, Mr. Tringali

NAYS : None

ABSENT : Mrs. Galante, Mr. Graime

BUSINESS

Motion by Mr. Tringali, seconded by Mrs. Porcaro, and approved by roll call vote the following items:

1. **Minutes**

The minutes of the following board meetings:

Item	Date	Meeting Type
a) Minutes	November 20, 2018	Action
b) Minutes	December 4, 2018	Action

2. **List of Bills**

The claims for goods received and services rendered to be correct by the Business Administrator/Board Secretary in the amount of \$626,613.08.

3. **Draft Transfer Report #3**

The Draft Transfer Report #3 for the month ended September, 2018.

4. **Draft Transfer Report #4**

The Draft Transfer Report #4 for the month ended October, 2018.

5. **Draft Transfer Report #5**

The Draft Transfer Report #5 for the month ended November, 2018.

6. **Draft Transfer Report #6**

The Draft Transfer Report #6 for the month ended December, 2018.

7. **Board Policy - Second Reading**

The following on Second Reading:

Item	Policy No.	Policy Title	Policy Type
a)	0165	Voting	Recommended
b)	5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities	Mandated

8. **Donation of Surplus Equipment to Township of Manalapan Department of Public Works**

To declare the following trailer as surplus equipment as it is beyond it's useful life and to further donate it to the Manalapan Township Department of Public Works:

Physical Plant

Equipment Trailer
TR-2
1989 SRG- 9 Ton Equipment Trailer
Vin #10HHTR187k1000082

9. Purchase of Vehicle Service Lift - Hoffman Services, Inc. - (ESCNJ Cooperative Purchase)

The purchase of a Steril-Koni Vehicle Service Lift from Hoffman Services, Inc., 55 E. Bigelow St, Newark, NJ 07114, exclusive New Jersey distributor for all Steril-Koni equipment and parts, in the amount of \$46,997.19 (as per proposal) under the Educational Services Commission of New Jersey (ESCNJ) Cooperative Pricing System Bid #18/19-36. A properly completed Political Activity Disclosure Statement is on file in the Business Office.

10. Special Education Settlement Agreement - J.F.and L.F. o/b/o J.F. vs Manalapan Englishtown Regional Board of Education (OAL Docket No: EDS 08904-2017)

The Settlement Agreement in the matter of J.F.and L.F. o/b/o J.F. vs Manalapan Englishtown Regional Board of Education (OAL Docket No: EDS 08904-2017, Agency Reference No: 2017-26241) and further authorize the Superintendent and Business Administrator/Board Secretary to execute same on behalf of the Board.

11. Accept Donation of Equipment for the Transportation Department

To accept the following donation from Monarch Glass & Metal Designs:

Manufacturer	Serial No.	Model No.
Fruehauf	HPV679808	FG8-F2-45

12. Board Secretary's Report and Treasurer's Report for the Month of July, 2018

The following resolution:

BE IT RESOLVED, that the financial reports of the Secretary to the Board of Education and the Report of the Treasurer of School Monies, which are to be in agreement, be accepted and submitted and attached to and made part of the minutes of this meeting.

BE IT FURTHER RESOLVED, that pursuant to N.J.A.C. 6A:23-2.11(e) of the Manalapan-Englishtown Regional Board of Education certifies that as of July, 2018,

after review of the secretary's monthly financial report (Appropriations Section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b) and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

ROLL CALL VOTE :

AYES : Mr. Bruno (Not Item 7-a), Mr. Graime, Mrs. Lewis, Mrs. Parisi, Mrs. Porcaro, Mrs. Schechter, Mrs. Semel (Not Item 7-a), Mr. Tringali

NAYS : Mr. Bruno (Only Item 7-a), Mrs. Semel (Only Item 7-a)

ABSENT : Mrs. Galante

CURRICULUM

Motion by Mrs. Lewis, seconded by Mrs. Schechter, and approved by roll call vote the following items:

1. Curriculum Guides

The following Curriculum Guides:

Subject
Algebra
Geometry

2. Read Across America

The Read Across America Guest Reader Program for the 2018/2019 school year.

3. School Nurse Internship: Spring 2019

Christine Santos, a student at Rutgers University, to complete a School Nurse practicum/internship at John I. Dawes - Early Learning Center School, with Maria Milazzo for the Spring 2019 Semester.

4. School Psychology Internship: Spring 2019

Caroline Cohen, a student at Georgian Court University, to complete a School Psychologist practicum/internship with Amanda Fabiano at Wemrock Brook Elementary School for the Spring 2019 semester.

5. Speech-Language Internship: Spring 2019

Breidy Kaplan Heiman, a student at Nova Southeastern University, to complete a Speech Language Specialist practicum/internship at MEMS with Felice Semegram for the Spring 2019 semester.

6. Student Classroom Observers: Spring 2019

The following student classroom observers for the Spring 2019 term.

Student	College/School	School	Grade
a. Stephanie Badea	University of Delaware	TM	Speech
b. Hannah Eiger	University of Miami	MB	2, 4, & 5

7. Guest Speaker

The following guest speaker:

Speaker	Position	School/Date	Presentation	Reason
a. Sharon Gaboff	Supervisor of Animal Control for Monroe Township	WB 12/20/18	Speaking about ducks and their habitats, life cycles, and adaptations	Science Content Curriculum
b. Robert Strollo	Former MEMS Teacher	MEMS/1/9/19	Geography Bee	Social Studies Content/Curriculum

8. Homework Club Volunteer

Allie Derubies, a Manalapan High School National Honor Society student, to assist at Homework Club on Thursdays from 2:30pm - 3:20pm at the Clark Mills School for the 2018/2019 school year.

9. Curriculum Trips

The following curriculum trips:

School	Teacher	Grade	Date	Destination	Reason
a. WB	L. Bischof	WB Choir	12/21/18	Pine Brook Care Center Manalapan, NJ	Community Service
b. MEMS	J. Clark K. Mayer S. Roskos	6-8 LLD	2/27/19	Gordons Corner Fire Company & IHOP Manalapan, NJ Morganville, NJ	Safety/Socialization/ ADL Skills
c. MEMS	S. Fritz	7 & 8	2/28/19	CBA Lincroft, NJ	CBA Math Competition

d.	MEMS	J. Clark K. Mayer S. Roskos	6-8 LLD	3/13/19	Sam's Club & Gus's Diner Freehold, NJ Manalapan, NJ	Socialization/ADL Skills
e.	MEMS	M. Behnke D. Danza	8	3/16/19	Stockton University Galloway Township, NJ	Jersey Shore Science Fair
f.	MEMS	M. Behnke D. Danza	8	4/3/19	Greater Philadelphia Expo Center & Bob Evans Oaks, PA Phoenixville, PA	Delaware Valley Science Fair
g.	TM	A. Baldanza C. DeMayo J. Falconetti K. Nastarowicz L. Watkins	1	4/30/19	State Theater New Jersey New Brunswick, NJ	Reading & Literature Curriculum
h.	MEMS	J. Clark K. Mayer S. Roskos	6-8 LLD	5/28/19	Wegmans Manalapan, NJ	ADL Skills
i.	MB	D. Fisher H. Hilferty N. Naddeo K. Serao	4	6/10/19	Adventure Aquarium Camden, NJ	Science Curriculum
i.	MEMS	J. Clark K. Mayer S. Roskos	6-8 LLD	6/11/19	Monmouth County Sheriff's Office & Gus's Diner Freehold, NJ Manalapan, NJ	Socialization/ADL Skills

ROLL CALL VOTE :

AYES : Mr. Bruno, Mr. Graime, Mrs. Lewis, Mrs. Parisi,
Mrs. Porcaro, Mrs. Schechter, Mrs. Semel, Mr. Tringali

NAYS : None

ABSENT : Mrs. Galante

PERSONNEL

1. General Statement on Hiring

The Superintendent recommends the Board of Education accept/approve the following Personnel items, including the emergent employment of the following employees (indicated by *) conditional upon final approval by the New Jersey Department of

Education, and the Board further authorizes the submission of an application for emergency hiring pursuant to NJSA 18A:6-71, et seq., NJSA 18 A:64.13, et. Seq.

Motion by Mrs. Schechter, seconded by Mr. Tringali, and approved by roll call vote the following items:

2. Retirement

The following retirement effective as noted:

Employee	Position	Position Code	Location	Effective Date
a. Bohackyj, Sonia	Instructional Assistant	FTINS007	ELC	7/1/19

We appreciate Ms. Bohackyj's 19 years of service to the District.

Employee	Position	Position Code	Location	Effective Date
b. Cangialosi, Maria	Confidential Secretary	MSCON006	MS	5/1/19

We appreciate Ms. Cangialosi's over 25 years of service to the District.

Employee	Position	Position Code	Location	Effective Date
c. Noval, Josephine	Instructional Assistant	FTINS038	ELC	7/1/19

We appreciate Ms. Noval's 25 years of service to the District.

Employee	Position	Position Code	Location	Effective Date
d. Paster, Sheryl	Speech	ELSPH002	ELC	7/1/19

We appreciate Ms. Paster's 20 years of service to the District.

Employee	Position	Position Code	Location	Effective Date
e. Seid, Bernice	Instructional Assistant	FTINS053	LM	7/1/19

We appreciate Ms. Seid's 21 years of service to the District.

3. Create Position Code

The following creation of position code, effective December 19, 2018:

Position	Position Code
PPOFM001	Physical Plant Office Manager

4. Transfer

The following transfer(s) effective as noted:

Employee	From Position/Position Code/Location	To Position/Position Code/Location	Salary	Effective Date
Robinson, Camille	Secretary/PPSCY001/PP	Physical Plant Office Manager	\$45,000 (Prorated)	12/19/18

5. Abolish Position Code

The following position code(s) effective as noted:

Position	Position Code	Effective Date
PPSCY001	Secretary	12/19/18

6. Leave of Absence

For the 2018-2019 school year (all categories of leave are a projection based on anticipated date of birth and utilization of sick time 30 calendar days before/30 calendar days after birth; date of birth will adjust sick with pay, family leave and contractual child care leave entitlements; the entire duration of the employee’s absence will not be adjusted):

- Sick-With Pay
- Sick-No Pay
- Personal Days-With Pay
- FMLA-No Pay, with Benefits
- NJFLA-No Pay, with Benefits
- Discretionary Leave-No Pay, No Benefits
- Contractual Child Care-No Pay, No Benefits

Employee	Position	Location	Sick No Pay	FMLA	Change in minutes
a. Cirelli, Americo	Bus Driver	Trans		11/19/18-11/21/18	9/25/18
b. Fare, Karen	Lunchroom Assistant	CM	12/12/18-3/4/19		
c. Plenzo, Sarah	Instructional Assistant	MEMS	12/6/18-TBD		11/20/18

7. Title IA Parent Workshops

The following employees for the 2018-2019 school year, to create and facilitate workshops for parents on how to assist their students in meeting the ELA standards: (Paid via timesheets through Title IA Funds).

Employee	Position	Location	Hourly Rate
a. Caruso, Sandra	Teacher	ELC	\$34.50
b. Falconetti, Jacqueline	Teacher	TM	\$34.50
c. Jusinski, Gregory	Teacher	MB	\$34.50
d. Librizzi, Corinne	RTI Interventionist	ELC	\$34.50
e. Menendez, Amanda	Teacher	ELC	\$34.50
f. Ventura Wilcox, Nancy	Teacher	MB	\$34.50

8. Appointments

The following appointments, effective as noted:

TEACHERS:

Employee	Position/Position Code/ Program Code/Location	Guide	Step	Salary	Certification	Effective
a. Galasso, Alyssa*	8th Grade Math Teacher/MEMAT002/MEM S	1 (BA)	A	\$56,242 (prorated)	Standard- Elementary Sch ool Teacher Specializing in Mathematics 5-8	2/19/19**- 6/30/19
b. Pepe, Kathryn*	Replacement General Music Teacher/K. Foster/ LMMUS002/LM	1 (BA)	A	\$56,242 (prorated)	CEAS-Music	TBD(pending certification) -6/30/19
c. Sebastian, Gabrielle*	Replacement Teacher/ M.Wind/WBFIF004/WB	1 (BA)	A	\$56,242 (prorated)	Standard- Elementary School Teacher K-6	1/23/19-6/30/19

** or sooner pending release of contract

BUS DRIVERS:

Employee	Position	Position Code	Run Type	Hours	Minutes	Salary	Effective Date
d. Hedden, Carolyn	Bus Driver	TRBUS058	S	5	35	\$28,651	1/2/19- 6/30/19

9. Substitute Additions/Deletions/Certification Changes/Nurse List

The following effective as noted:

ADDITIONS:

Employee	Category	Rate of Pay	Effective
a. Baran, Alyssa*	Sub Teacher	\$85	12/19/18
b. Berger, Scott	Sub Teacher	\$85	10/5/18

c.	Calamia, Teresa*	Sub Teacher	\$90	12/19/18
d.	Galasso, Alyssa*	Sub Teacher	\$90	12/19/18
e.	Griffiths, Linda	Sub Teacher	\$90	12/19/18
f.	Loftus, Megan*	Sub Teacher	\$80	12/19/18
g.	Mirsky, Michelle*	Sub Teacher	\$85	12/19/18
h.	Pepe, Kathryn*	Sub Teacher	\$85	12/19/18
i.	Sebastian, Gabrielle*	Sub Teacher	\$90	12/19/18
j.	Varvaro, Kariane*	Sub Teacher	\$85	12/19/18

DELETIONS:

Employee	Category	Effective
k. Croce-Mwololo, Susan	Sub Bus Driver	11/27/18
l. DiMaio, Amanda	Sub Teacher	12/19/18
m. Grunbaum, Barbara	Sub Teacher	12/19/18
n. Kinsberg, Marta	Sub Teacher	12/19/18
o. Rinaldi, Natalie	Sub Teacher	12/19/18

CERTIFICATION CHANGES:

Employee	Category	Rate of Pay	Effective
p. King, Jillian	Sub Teacher	\$90	12/3/18
q. Silviano, Nicolette	Sub Teacher	\$85	11/7/18

10. Title IA Extra Assistance

The following employee(s) for the 2018-2019 school year, to provide extra assistance to students in mastering the ELA standards: (Paid via timesheets through Title IA Funds)

Employee	Position	Location	Hourly Rate
a. Caruso, Sandra	Teacher	ELC	\$55.07
b. Jusinski, Gregory	Teacher	MB	\$46.91
c. Maglione, Kathleen	Interventionists ELA/Math	MB	\$69.96
d. Menendez, Amanda	Teacher	ELC	\$44.52
e. Roth, Dana	Teacher	ELC	\$45.77
f. Volk, Alison	Teacher	ELC	\$71.91

11. Summer School Program

The following 2019 Summer School Principal, effective as noted:

Employee	Position	Rate	Effective
Jonas, Melanie	Summer School Principal	\$8,000	7/1/19-8/1/19

12. Student Risk Assessment Procedures

The following Child Study Team employee(s) to review and update student risk assessment protocols and procedures, effective as noted: (Paid via timesheets through IDEA funds)

Employee	Hours Not to Exceed	Hourly Rate	Effective Date
a. Dimichino, Christina	3 Hours	\$34.50	1/11/19
b. Fabiano, Amanda	3 Hours	\$34.50	1/11/19
c. Martin, Kristen	3 Hours	\$34.50	1/11/19

13. Behavior Management Training

The following child study team psychologist to train after school, a special education teacher on behavior management techniques, effective as noted: (Paid via timesheets through IDEA funds)

Employee	Hours Not to Exceed	Hourly Rate	Effective Date(s)
Martin, Kristen	3 Hours	\$34.50	12/19/18, 12/21/18, 1/4/19

14. Change In Contract Start Date

The following change in contract start date, effective as noted:

Employee	Position/Position Code/ Program Code/Location	Guide	Step	Salary	Certification	Effective
a. Byrne, John Gregory	Media Specialist/MBMED001/MB	2	A	\$58,542 (Prorated)	Standard- Associate School Library Certificate	11/26/18- 6/30/19*

*Change in minutes of 10/16/18

Employee	Position/Position Code/ Program Code/Location	Guide	Step	Salary	Certification	Effective
b. Silvano, Nicolette	Replacement Special Education Teacher/ B.Schork/ ELSPE005/204/ELC	3 (MA)	A	\$60,242 (Prorated)	CEAS-Teacher of Students w/Disabilities	TBD (pending certification)- 6/30/19**

**Change in minutes of 11/6/18

15. Change in Status

The following change(s) in status:

Employee	From Position/Position Code/Location	To Position/Position Code/Location	Base Salary	Salary	Effective
a. Burns, Patricia	.5 Instructional Assistant/213/MB	.6 Instructional Assistant/217/MB	\$15,662	\$15,662** (prorated)	12/3/18-6/30/19
b. Rametta, Tracy	.5 Instructional Assistant/213/WB	.6 Instructional Assistant/213/WB	\$15,662	\$15,797** (prorated)	1/2/19-6/30/19

** (Pending Negotiations)

Employee	From Position/Run/ Location	From Hours	To Hours	Base Salary	Longevity	Gross Salary	Effective
c. Farran, David	Bus Driver/G/ Transportation	5 Hrs. 35 Mins	5 Hrs 5 Mins	\$27,005		\$27,005 (prorated)	1/2/19-6/30/19
d. Verdolino, Karen	Bus Assistant/ SE/Transportation	5 Hrs. 40 Mins	6 Hrs. 40 Mins	\$34,485	\$225	\$34,710** (prorated)	12/19/18-6/30/19

** (Pending Negotiations)

16. Change in Honorarium

The following change in Honorarium for the 2018-2019 school year:

Honoraria	Location	From	To	Amount	Full/Split Payment	Pay Period	Effective Date
After School Homework Club	WB	Mary Foley/ Jaclyn Klask	Mary Foley	\$2,821	Full (Prorated)	Feb/June	1/23/19

Change in minutes of 7/24/18

ROLL CALL VOTE :

AYES : Mr. Bruno, Mr. Graime, Mrs. Lewis, Mrs. Parisi,
Mrs. Porcaro, Mrs. Schecher, Mrs. Semel,
Mr. Tringali (Not Item 11)

NAYS : None

ABSENT : Mrs. Galante

ABSTAIN : Mr. Tringali (Only Item 11)

CLOSED SESSION

Motion by Mrs. Porcaro, seconded by Mr. Tringali, and unanimously approved by roll call vote the following resolution:

WHEREAS, section 7(b) of chapter 231, laws of 1975, provides that the public may be excluded from any portion of a public meeting to discuss matters that fall within one or more of the exemptions contained in said law;

NOW, THEREFORE, BE IT RESOLVED that this meeting adjourn to closed session at 8:10 p.m. for the purpose of discussing:

1. Litigation - Workers Compensation Employee #4246
2. Negotiations - Manalapan-Englishtown Federation of Non-Instructional Personnel - Local 2198 - AFL-CIO

BE IT FURTHER RESOLVED that this meeting will reopen after the closed session and further action of the board may be taken before the board adjourn for the evening;

BE IT FURTHER RESOLVED that the results of such discussion will be disclosed to the public as soon as the matter of confidentiality has been terminated.

OPEN SESSION

Motion by Mr. Tringali, seconded by Mr. Graime, and unanimously approved by roll call vote to open the meeting at 9:02 p.m.

ADJOURN THE MEETING

There being no further items to come before the Board at this time, motion by Mr. Graime, seconded by Mr. Tringali, and unanimously approved by roll call vote to adjourn the meeting at 9:03 p.m.

Veronica Wolf
Business Administrator/Board Secretary

Board President