

Englishtown, New Jersey
May 1, 2018

The Manalapan-Englishtown Regional Board of Education, in the County of Monmouth, State of New Jersey, convened on May 1, 2018, for a Regular Action Meeting. This meeting was held at the Administration Building, 54 Main Street, Englishtown, New Jersey.

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

Roll call showed the following Board Members in attendance:

Gerald Bruno (left at 8:48 p.m.), Annamarie Galante, Brian Graime, Janet Lewis, Dotty Porcaro, Lori Semel, Joe Tringali

Absent:

Christine Parisi, Joanne Schechter

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
Shannon Barth, Manager of Human Resources

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.

BUDGET PRESENTATION-PUBLIC HEARING 2018-2019 SCHOOL YEAR BUDGET

1. **Presentation And Public Hearing**

The Superintendent and Business Administrator/Board Secretary gave a brief presentation on the 2018-2019 School Year Budget and conducted a public hearing.

FOR THE BOARD'S ACTION

ADMINISTRATION

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

1. **Donations - Off Duty Officers at PTA/PTO Events**

The following donations for Off Duty Police Officers to cover PTA/PTO events:

We would like to thank the PTA/PTO's for their generosity and continued support.

School	Event	Event	Donation
Wemrock Brook	April 13 Movie Matinee	June 15 BBO	\$960.00
Clark Mills	May 31 Carnival		\$240.00

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.

ROLL CALL VOTE :

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

NAYS : None

ABSENT : Mrs. Parisi, Mrs. Schechter

FINAL ADOPTION OF 2018-2019 SCHOOL YEAR BUDGET

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

1. Public Hearing and Adoption of the 2018-2019 School Year Budget

The following resolution:

WHEREAS, the Manalapan-Englishtown Regional Board of Education adopted a tentative budget on March 27, 2018 to be submitted to the Executive County Superintendent of School for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 25, 2018, and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 26, 2018, and

WHEREAS, the tentative budget was presented to the public during a public hearing on May 1, 2018, and

AUTOMATIC TAX LEVY ADJUSTMENT FOR INCREASE IN HEALTH COSTS

WHEREAS, the Manalapan-Englishtown Regional Board of Education includes in the proposed budget the adjustment for increase in health costs in the amount of \$832,002. The district intends to utilize this adjustment to offset the anticipated increase in the district's share of health insurance premiums.

TAX LEVY ADJUSTMENT FOR USE OF BANKED CAP

WHEREAS, the Manalapan-Englishtown Regional Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$639,887 for the purpose of providing for special education transportation costs, technology purchases, school security and the district's share of health insurance premiums. The district intends to complete said purpose by June 2019.

CAPITAL RESERVE WITHDRAWAL - LOCKER REPLACEMENT PROGRAM AT THE MANALAPAN-ENGLISHTOWN MIDDLE SCHOOL

WHEREAS, the Manalapan-Englishtown Regional Board of Education requests the approval of a capital reserve withdrawal in the amount of \$20,000. The district intends to utilize these funds for the purpose of replacing student lockers in the Manalapan-Englishtown Middle School. Locker Replacement is being done in installments as this program will take multiple budget cycles to complete.

CAPITAL RESERVE WITHDRAWAL - PHYSICAL PLANT STORAGE BUILDING AT THE MANALAPAN-ENGLISHTOWN MIDDLE SCHOOL

WHEREAS, the Manalapan-Englishtown Regional Board of Education requests the approval of a capital reserve withdrawal in the amount of \$70,000. The district intends to utilize these funds for the purpose of constructing a storage building for grounds equipment in the physical plant compound located at the Manalapan-Englishtown Middle School.

CAPITAL RESERVE WITHDRAWAL - DISTRICT WIDE SECURITY SYSTEM UPGRADES

WHEREAS, the Manalapan-Englishtown Regional Board of Education requests the approval of a capital reserve withdrawal in the amount of \$50,000. The district intends to utilize these funds for the purpose of upgrading school security systems throughout the district.

CAPITAL RESERVE WITHDRAWAL - REFERENDUM PRE-DEVELOPMENT COSTS

WHEREAS, the Manalapan-Englishtown Regional Board of Education requests the approval of a capital reserve withdrawal in the amount of \$40,000. The district intends to utilize these funds for the purpose of providing appropriations for referendum pre-development costs inclusive of costs associated with conducting a special election.

NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2018-2019 School Year and the Secretary to the Board of Education be authorized to submit the following adopted budget to the Executive County Superintendent of School in accordance with the statutory deadline:

	General Fund	Special Revenue Fund	Debt Service Fund	Total
2018-2019 Total Expenditures	\$88,844,795	\$1,423,928	\$3,748,600	\$94,017,323
Less: Anticipated Revenues	25,156,930	1,423,928	432,935	27,013,793
Taxes to Be Raised	\$63,687,865	\$0	\$ 3,315,665	\$67,003,530

2. **Travel and Related Expense Reimbursements for the 2018-2019 School Year**

The following resolution:

WHEREAS, the Manalapan-Englishtown Regional Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in N.J.A.C. 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the Manalapan-Englishtown Regional Board of Education established \$185,000 as the maximum travel amount for the current school year and has expended and \$62,123 as of this date, now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$185,000 for all staff and board members for the 2018-2019 School Year.

3. **Tax Levy Certification Form A and B -
2018-2019 School Year**

The following resolution

BE IT RESOLVED, that the amount required for school purposes in the school district of Manalapan-Englishtown Regional, County of Monmouth, for the 2018-2019 school year is \$67,003,530 and is required to be levied for school district purposes.

4. **Tax Levy Payment Schedule -
2018-2019 School Year**

The following resolution:

The tax levy payment schedules for the 2018-2019 school year and authorize the Business Administrator/Board Secretary to submit the schedule to the Municipal Clerks of Manalapan Township and Englishtown Borough for the collection of the local district taxes for school district purposes.

5. **Ballot Question #1 - Additional Spending Authority -
2018-2019**

The following resolution

BE IT RESOLVED, that there should be raised an additional \$160,000 for General Funds in the same School Year (2018-2019). These taxes will be used exclusively for the installation of impact resistant window safety film at the Manalapan-Englishtown Middle School, Pine Brook Elementary School, Clark Mills Elementary School, John I. Dawes Early Learning Center, Lafayette Mills Elementary School, Milford Brook Elementary School, Taylor Mills Elementary School and Wemrock Brook Elementary School. These proposed additional expenditures are in addition to those necessary to achieve the New Jersey Student Learning Standards. Approval of this ballot question will not result in a permanent increase in the District's tax levy.

ROLL CALL VOTE :

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

NAYS : None

ABSENT : Mrs. Parisi, Mrs. Schechter

BUSINESS

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

1. **List of Bills**

The claims for goods received and services rendered to be correct by the Business Administrator/Board Secretary in the amount of \$919,659.42. (Att B-1)

2. **Settlement Agreement - O.R. and T.R. o/b/o L.R. v
Manalapan-Englishtown Regional Board of Education -
OAL Docket No: EDS 07487-2017**

The Settlement Agreement in the matter of O.R. and T.R. o/b/o L.R. v Manalapan-Englishtown Regional Board of Education (OAL Docket No: EDS 07487-2017, Agency Reference No.: 2017-26099) and further authorize the Superintendent and Business Administrator/Board Secretary to execute same on behalf of the Board.

3. **Settlement Agreement - J.A. and D.A. o/b/o I.A. v
Manalapan-Englishtown Regional Board of Education -
OAL Docket No: EDS 06773-2017**

The Settlement Agreement in the matter of J.A. and D.A. o/b/o I.A. v Manalapan-Englishtown Regional Board of Education (OAL Docket No: EDS 06773-2017, Agency Reference No.: 2017-26033) and further authorize the Superintendent and Business Administrator/Board Secretary to execute same on behalf of the Board.

4. **Lease Purchase Financing for Purchase of
Student Transportation Vehicles -
Educational Services Commission of New Jersey (ESCNJ) -
2018-2019 School Year**

To authorize the Educational Services Commission of New Jersey (ESCNJ) to prepare bid specifications on behalf of the Board of Education for the Lease Purchase Financing of four (4) fifty-four passenger buses, one (1) twenty-four passenger bus and one (1) fifteen passenger bus with child restraints, each of which include manufacturer and aftermarket options. Bids will be received by the Business Administrator. A representative of the ESCNJ will assist in the review of bid responses after the public opening for award by the Board of Education. Funds for this purchase are included in the 2018-2019 School Year Budget.

**5. Competitive Contracting Request for Proposals -
School Security Contractor**

To authorize the Business Administrator/Board Secretary to prepare specifications, advertise and received sealed proposals for a School Security Contractor utilizing a competitive contracting process.

ROLL CALL VOTE :

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

NAYS : None

ABSENT : Mrs. Parisi, Mrs. Schechter

PERSONNEL

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. Porcaro, seconded by Mr. Bruno, and approved by roll call vote the following items:

2. Appointments

The following appointments effective as noted:

Employee	Position/Position Code/Location	Salary	Effective Date
a) Marion DeBlase	Confidential Secretary/MSCON004/ Human Resources Department	\$36,671**	7/1/18-6/30/19
b) Roseann Krause	Confidential Secretary/MSCON005/ Human Resources Department	\$35,659**	7/1/18-6/30/19

** Pending federation negotiations, employee salaries will be adjusted once the contract is settled.

Employee	Position/Position Code/Location	Base Salary	Stipend	Gross Salary	Effective Date
c) Melissa Zielinski*	Accounts Payable Secretary/ MSACP002/Business Office	\$33,659	\$500	\$34,159 (Prorated)	6/1/18-6/30/18

Employee	Position/Position Code/Location	Hourly Rate (Paid via timesheets)	Effective Date
d) Desiree DiLorenzo*	1.0 Lunch Assistant/LMLUN005/LM	\$16.06	5/7/18-6/21/18
e) Elissa Goldring*	.5 Lunch Assistant/CMLUN005/CM	\$16.06	5/11/18-6/21/18
f) Patricia Acosta*	1.0 Lunch Assistant/MBLUN005/MB	\$16.06	5/7/18-6/21/18
g) Elise Fowler*	.5 Lunch Assistant/WBLUN006/WB	\$16.06	5/7/18-6/21/18

(Paid via timesheets)

3. Job Descriptions

The following job description(s) effective May 2, 2018:

- a) New-Routing Coordinator (Att. P1)
- b) Revised-Assistant Transportation Coordinator (Att. P2)
- c) Revised-Safety Assistant (Att. P3)
- d) Revised-Instructional Assistant (Att. P.4)

4. **Change in Status**

The following change in status effective as noted:

Employee	From Position/Position Code/Program Code/Location	To Position/Position Code/Program Code/Location	Salary	Effective
Patricia Burns	.5 Instructional Assistant/ PTINS002/213/MB	.6 Instructional Assistant/ PTINS002/213/MB/CM	\$15,662 (prorated)	3/12/18- 6/30/18

5. **Administrative Leave**

Administrative leave for employee #4387, effective April 24, 2018, through June 25, 2018, as per attachment.

ROLL CALL VOTE :

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

NAYS : None

ABSENT : Mrs. Parisi, Mrs. Schechter

EXECUTIVE SESSION

Motion by Mr. Tringali, seconded by Mrs. Lewis, 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 8:20 p.m. for the purpose of discussing:

1. Personnel - Staff Members Receiving Tenure

2. Negotiations - Manalapan-Englishtown Federation of Non-Instructional Personnel, Local 2198, AFT/AFL-CIO

3. Negotiations - Manalapan-Englishtown Education Association -
Support Bargaining Unit

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 Mrs. Porcaro, seconded by Mr. Tringali, and unanimously approved by roll call vote to open the meeting at 9:07 p.m.

ADJOURN THE MEETING

There being no further items to come before the Board at this time, motion by Mrs. Lewis, seconded by Mrs. Semel, and unanimously approved to adjourn the meeting at 9:08 p.m.

Veronica Wolf
Business Administrator/Board Secretary

Board President