

Englishtown, New Jersey
March 27, 2018

The Manalapan-Englishtown Regional Board of Education in the County of Monmouth, State of New Jersey, convened on March 27, 2018 at 7:30 p.m., 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 present:

Gerald Bruno, Annamarie Galante, Brian Graime, Janet Lewis, Christine Parisi, Dotty Porcaro, Joanne Schechter, Lori Semel, Joe Tringali

Also in attendance:

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

WORKSHOP DISCUSSION

There was a discussion regarding the school calendar options. There were two options, Option A, or Option B. Under Option A, staffing will be an issue, the Superintendent recommended Option B which extends the school year to June 25, 2018. With graduation remaining on Friday, June 22, 2018.

FOR THE BOARD'S INFORMATION

1. Italian Language and Culture Day Competition

Five of our 8th grade students participated in the Italian Language and Culture Day Competition at Montclair State University on March 15, 2018. The students were given

a theme, wrote a dialogue and memorized their lines in Italian as well as worked on props and costumes. They performed in front of an audience of over 300 students and teachers of Italian from around New Jersey. We are proud to say that as a result of their hard work and dedication, and under the direction of Linda Schiano and Domenica Ryan, the following students finished in 1st place:

Owen Gelber
Michael Ferraro
Isabella Vitali
Chitra Chavda
Natalie Solovyeva

Please join in congratulating everyone on a great job!

FOR THE BOARD'S ACTION

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

1. 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-1).

2. 2017-2018 School Year Calendar - REVISION

The Revised 2017-2018 School Year Calendar - Option B (Att. A-2)

ROLL CALL VOTE :

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

NAYS : None

ABSENT : None

BUSINESS

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

1. Minutes

The minutes of the following board meeting(s):

Item	Date	Meeting Type
a) Minutes	February 20, 2018	Action
b) Closed Session Minutes	February 20, 2018	Closed Session
c) Minutes	March 6, 2018	Action
d) Closed Session Minutes	March 6, 2018	Closed Session

2. **Board Policy - Second Reading**

The following on Second Reading:

Item	Policy No.	Policy Title	Policy Type
a)	8561	Procurement Procedures for School Nutrition Programs	Recommended

3. **Text Book Disposal**

The disposal of the following books, grades 3, 4 and 5 which are now obsolete:

Title	Publisher	Copyright	Number
Reading Here We Go 1.1	Houghton Mifflin	2005	175
Reading Let's Be Friends 1.2	Houghton Mifflin	2005	175
Reading Surprise's 1.3	Houghton Mifflin	2005	175
Reading Treasures 1.4	Houghton Mifflin	2005	175
Reading Wonders 1.5	Houghton Mifflin	2005	175
Reading Adventures 2.1	Houghton Mifflin	2005	125
Reading Delights 2.2	Houghton Mifflin	2005	125
Reading Rewards 3.1	Houghton Mifflin	2005	130
Reading Rewards 3.2	Houghton Mifflin	2005	130
Reading Traditions	Houghton Mifflin	2005	120
Reading Expeditions	Houghton Mifflin	2005	145

4. **Corrective Action Plan - Enterprise Fund**

The Corrective Action Plan for the fiscal year ended June 30, 2017. It is noted that the New Jersey Department of Agriculture, Division of Food and Nutrition, conducted a review of the District's procurement procedures for the Child Nutrition Program. This review requires the Board approve the attached corrective action plan.

5. **Code of Conduct for Procurement - Enterprise Fund**

A Code of Conduct for Procurement for the Food Service Department. It is noted that the New Jersey Department of Agriculture, Division of Food and Nutrition, conducted a review of the District's procurement procedures for the Child Nutrition Program. This review requires the Board approve the attached Code of Conduct for Procurement.

6. Procurement Procedures for School Food Authorities - Enterprise Fund

Procurement Procedures for School Food Authorities. It is noted that the New Jersey Department of Agriculture, Division of Food and Nutrition, conducted a review of the District's procurement procedures for the Child Nutrition Program. This review requires the Board approve the attached Procurement Procedures for School Food Authorities .

ROLL CALL VOTE :

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

NAYS : None

ABSENT : None

ADOPTION OF THE TENTATIVE BUDGET FOR THE 2018-2019 SCHOOL YEAR

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

1. Automatic Tax Levy Adjustment for Increase in Health Costs

The following resolution:

RESOLVED that 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.

2. Tax Levy Adjustment for Use of Banked Cap

The following resolution:

RESOLVED that 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.

3. **Capital Reserve Withdrawal - Locker Replacement Program
at the Manalapan-Englishtown Middle School**

The following resolution:

RESOLVED that 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.

4. **Capital Reserve Withdrawal - Physical Plant Storage Building
at the Manalapan-Englishtown Middle School**

The following resolution:

RESOLVED that 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.

5. **Capital Reserve Withdrawal - District Wide Security System Upgrades**

The following resolution:

RESOLVED that 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.

6. **Capital Reserve Withdrawal - Referendum Pre-Development Costs**

The following resolution:

RESOLVED that 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.

**7. 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.

8. Adoption of Tentative Budget for the 2018-2019 School Year

The following resolution:

BE IT RESOLVED that the tentative budget be approved for the 2018-2019 School Year and the Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval 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

And to advertise said budget in the Asbury Park Press in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Administration Building, 54 Main Street, Englishtown, NJ 07726 on Tuesday, May 1, 2018 at 7:30 p.m. for the purpose of public hearing on the budget for the 2018-2019 School Year.

ROLL CALL VOTE :

AYES : Mr. Bruno (Not Item G-6), Mrs. Galante, Mr. Graime, Mrs. Lewis, Mrs. Parisi, Mrs. Porcaro, Mrs. Schechter, Mrs. Semel, Mr. Tringali

NAYS : Mr. Bruno (Only Item G-6)

ABSENT : None

STUDENT MATTERS

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

1. Out of District Placement

The Out-of-District placement for the following special needs student:

Student: 29128
School: Collier Middle School
Start Date: March 21, 2018 through June 22, 2018 (60 days)
Tuition: \$18,420.00 (\$307.00/diem)

2. Out-of District Placement

The Out-of-District placement for the following special needs student:

Student: 29440
School: Collier Middle School
Start Date: February 29, 2018 through June 22, 2018 (73 days)
Tuition: \$22,411.00 (\$307.00/diem)

ROLL CALL VOTE :

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

NAYS : None

ABSENT : None

ADJOURN THE MEETING

There being no further items to come before the Board at this time, motion by Mrs. Lewis, seconded by Mrs. Schechter, and unanimously approved by roll call vote to adjourn the meeting at 7:52 p.m.

Veronica Wolf
Business Administrator/Board Secretary

Board President