

Englishtown, New Jersey
March 22, 2018

The Manalapan-Englishtown Regional Board of Education in the County of Monmouth, State of New Jersey, convened on March 22, 2018 at 7:00 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 in attendance:

Gerald Bruno (left at 9:15 p.m.), Brian Graime (arrived 7:33 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

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.

FOR THE BOARD'S ACTION

ADMINISTRATION

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

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

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

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 - CM**

A \$50 donation to the Clark Mills School from Mr. Rieser and Mrs. Grasso.

We would like to thank Mr. Rieser and Mrs. Grasso for their generous donation and support.

4. **Donation - Power Washing Services**

Redram Services Powerwashing to donate time and services, equaling approximately \$3,000, to power wash the playground structures at Clark Mills, Milford Brook and Wemrock Brook schools. All water for the job will be supplied by Redram Services. The cleaning will be completed on the weekend when students are not present.

We would like to thank Redram Services Powerwashing for their generous donation.

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

BUSINESS

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

1. Ratification of Check Register

The ratification of the Accounts Payable Check Register for the claims for goods received and services rendered and certified to be correct by the Business Administrator/Board Secretary dated March 6, 2018 in the amount of \$298,397.01. The List of Bills was reviewed at the Committee of the Whole Meeting held on March 6, 2018.

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 \$504,379.70.

3. School Photographer - BNL Photographers

BNL Photographers, 11 Timber Lane, Marlboro, NJ 07746 for the 2018-2019 School Year for school pictures for the following schools:

Clark Mills Elementary School	Milford Brook Elementary School
John I. Dawes Early Learning Center	Taylor Mills Elementary School
Lafayette Mills Elementary School	Wemrock Brook Elementary School

4. School Photographer - Life Touch National School Studios, Inc.

Life Touch National School Studios, Inc., 2400 Belmar Boulevard, PO Box 1107, Wall Township, NJ 07719 for the 2018-2019 School Year for school pictures for the following schools:

Manalapan-Englishtown Middle School	Pine Brook School
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5. **Board Secretary Report and Treasurer Report
for the Month of February, 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 February, 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.

6. **Transfer Report #8 - February 2018**

Transfer Report #8 for the month ended February, 2018.

7. **Various Disbursements for the Month of February, 2018**

The following disbursements for the month of February, 2018 in the amounts listed.

Account Name	Amount
Cafeteria Account	\$188,355.64
Flexible Spending Account	\$3,770.99
Manual Check Register	\$1,481,154.37
Payroll Agency Account	\$2,327,495.36
Unemployment Account	\$372.74
Workers Compensation Account	\$24,434.90

8. **New Jersey School Boards Association - Workshop 2018 Registration**

The group registration for attendance at the New Jersey School Boards Association Workshop and Exhibition 2018 to be held in Atlantic City, New Jersey on October 22, 23, 24, 25, 2018 for board members and up to five (5) administrators at published group and individual registration rates. Overnight travel has been approved by the New Jersey Department of Education for October 22, 23, 24, 2018 in accordance with the provisions of N.J.S.A. 18A:11-12. All training and events will take place at the Atlantic City Convention Center.

9. **Memorandum of Agreement - Manalapan-Englishtown Association of School Administrators - July 1, 2018 through June 30, 2021**

To ratify the Memorandum of Agreement between the Manalapan-Englishtown Regional Board of Education and the Manalapan-Englishtown Association of School Administrators.

The Manalapan-Englishtown Regional Board of Education and the Manalapan-Englishtown Association of School Administrators have met and duly negotiated in good faith and have reached tentative agreement on the items outlined in this memorandum for inclusion in the successor agreement to the contract that expires on June 30, 2018.

The length of the contract will be from July 1, 2018 through and including June 30, 2021 and base salary cost shall be increased as follows (inclusive of the cost of increment for each year):

2018-19	2.80%
2019-20	2.80%
2020-21	2.80%

The Memorandum of Agreement has been ratified by the Manalapan-Englishtown Association of School Administrators. Salary schedules have been mutually agreed upon.

10. **Board Policy - First Reading**

The following on First Reading:

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

11. Tuition Contract - Received Student - Elizabeth Board of Education

A Tuition Contract Agreement with the Elizabeth Board of Education (Sending District) for Special Education Student #29440 for the period of February 28, 2018 through June 30, 2018 in the amount of \$23,025 (\$307 per diem).

ROLL CALL VOTE :

AYES : Mr. Bruno (Not Item E-9), Mr. Graime, Mrs. Lewis, Mrs. Parisi, Mrs. Porcaro, Mrs. Schechter, Mrs. Semel, Mr. Tringali

NAYS : None

ABSTAIN : Mr. Bruno (Only Item E-9)

ABSENT : Mrs. Galante

CURRICULUM

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

1. Classroom Observer

The following student classroom observations for the Spring term.

Student	College/School	School	Grade
Justin Giliof	Brookdale College	Pine Brook	6
Jennifer Dattolo	Montclair University	ELC	PreK/K

2. High School Mentorship

The Biotechnology High School Agreement for a Senior Internship for Daniel Liu, mentor Jennifer Hines at Manalapan-Englishtown Middle School from May 22, 2018 - June 13, 2018.

3. Teachers Visit

The following teachers from Keyport Public Schools to visit the Response-to-Intervention (RTI) program on March 23, 2018.

Joe Palumbo
Elijah Pereira
Kimberly Guccione
Lindsay Thein

4. **Guest Speaker**

The following guest speaker:

Speaker	Position	School/Date	Presentation	Reason
Jenine Tankoos	Parent/Author	MEMS 4/19	Environmental Protection	Extension of a curricular unit on ecosystems
Maud Dahme	Holocaust Survivor	Clark Mills 5/15	NJEA Holocaust Commission	Holocaust Education

5. **Mystery Reader Program**

The Mystery Reader Program for the remainder of the school year.

6. **Curriculum Trips Change of Minutes**

A change in minutes for the following curriculum trips:

School	Teacher	Grade	Date	Destination	Reason	Change in Minutes
MEMS	J. Clark	6-8	4/13	We Rock the Spectrum/TGI Fri.	Life Skills	8/22/17 (Rescind Approval)

7. **Curriculum Trips**

The following curriculum trips:

School	Teacher	Grade	Date	Destination	Reason
MEMS	Ryan & Schiano	8	3/15	Montclair State University	Italian Language Culture Competition
MEMS	Clark	6-8	4/11	Atlantic Farms - Manasquan /Memoms Diner - Wall	Life Skills
TM	Gilbertson	3-5	4/19 & 6/1	Wegmans	Functional Life Skills
District	Geltch	5-8	4/28	University of Delaware	Participation in the Annual Steel Pan Festival

MB	Fernandez	4-5	5/4	Wegmans/Pizza Hut	Money, and Communication Skills
MEMS	Daccurso	7-8	5/5	William Patterson University	National History Day State Competition
MB	Jusinski	3	5/21	Liberty Science Center, Jersey City, NJ	Study Earth system and solar system
MEMS	Riccio	8	5/31	Howell High School	High School Orientation
District	Geltch	5-8	6/7	Waterfront Park, Trenton, NJ	Steel Pan Performance at Trenton Thunder Baseball Game
District	Geltch	5-8	6/9	Manalapan Recreation Center	ManalaPANS performance at Manalapan Day
MB	Fernandez	4-5	6/11	Turtle Back Zoo	Science, Map and Communication 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

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

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 18A:64.13, et. Seq.

2. Leave of Absence

For the 2017-2018 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):

Employee	Position/Location	FMLA w/o Pay	Notes
a)Smita Kasbekar	Instructional Assistant/MEMS	3/12/18-4/13/18	
b)Marie Illuzzi	Lunch Assistant/CM	2/26/18-5/7/18	
c)Joann Damante	Secretary/PPS	11/20/17-5/31/18 (Intermittent as needed)	Change in minutes of 12/19/17
d)Faith Yilmaz	Bus Driver/Transportation	1/29/18-5/24/18 (Intermittent as needed)	
e)Mary Josephs	Bus Driver/Transportation	2/26/18-4/30/18 (Intermittent as needed)	

Employee	Position/Location	Sick w/o Pay
f)Lucy Viva Sacco	Lunch Assistant/PB	2/26/18-3/29/18

Employee	Position/Location	Personal Days	Sick w Pay	FMLA w/o Pay	NJFLA
g)Amy Wallace	RTI Interventionist/TM	3/1/18 & .5 3/2/18	.5 3/2/18-3/13/18	3/14/18-4/20/18	4/23/18-6/22/18
h)Nathalie Zammit	Social Studies Teacher /PB		5/14/18-6/22/18		9/1/18-12/5/18
i)Marissa Diab	3rd Grade Teacher/CM				3/12/18-3/26/18

Employee	Position/Location	Sick w Pay	Personal Days	NJFLA	Notes
j)Cassandra Capadona	7th Grade Language Arts Teacher/MEMS	1/2/18-2/22/18	2/23/18-2/27/18	2/28/18-6/1/18	Change in minutes of 10/17/17

Employee	Position/Location	Disc. Leave w/o Pay	Notes
k)Melissa Tice	Assistant Principal/ELC	1/22/18-2/19/18	Change in minutes of 1/16/18

3. Retirements

The following retirements effective as noted:

a) Smita Kasbekar, FTINS028, Instructional Assistant, Manalapan-Englishtown Middle School, effective July 1, 2018. We appreciate Ms. Kasbekar's over 15 years of service to the district.

b) Karen Wortzel, PSOCT001, Occupational Therapist, Lafayette Mills School & Taylor Mills School, effective July 1, 2018. We appreciate Ms. Wortzel's over 16 years of service to the district.

c) Veronica Steiner, MLMED002, Media Specialist, Manalapan-Englishtown Middle School, effective July 1, 2018. We appreciate Ms. Steiner's over 49 years of service to the district.

4. Appointments

The following appointments:

Employee	Position/Position Code/Location	Run	Hours	Salary	Effective Date
a)Kameeka Bethelmy	Bus Driver/TRBUS018/Transportation	SE	5 Hrs. 30 Mins.	\$27,576 (Prorated)	3/23/18- 6/30/18
b)Corrinne Borges	Bus Driver/TRBUS016/Transportation	GE	5 Hrs. 5 Mins	\$25,487 (Prorated)	3/23/18- 6/30/18

Authorize the assignment to vehicle schedule BF as per N.J.A.C. 6:23A-6.12

Employee	Position/Position Code/Program Code/Location	Salary	Effective Date
c)Jamie Campbell*	.5 1:1 Instructional Assistant/PTINS024/213/WB	\$13,052 (Prorated)	3/23/18- 6/30/18
d)Jennifer Vella	.5 Instructional Assistant/PTINS022/216/ELC	\$13,052 (Prorated)	3/14/18- 6/30/18

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

The following:

Additions:

Employee	Category	Rate of Pay	Effective
a)Jared Isaacson*	Sub Teacher	\$85	3/23/18
b)Maximiliano Allegretti*	Sub Teacher	\$90	3/23/18
c)Kristen Canario*	Sub Teacher	\$80	3/23/18

d)Kristen Pasqualetti*	Sub Teacher	\$90	3/23/18
e)Stacy Yolinsky*	Sub Teacher	\$90	3/23/18

Employee	Category	Rate of Pay	Effective
f)Cheri Borges*	Sub Bus Driver	\$22.50	3/23/18
g)Carolyn Hedden*	Sub Bus Driver	\$22.50	3/23/18

Authorize the assignment to vehicle schedule BF as per N.J.A.C. 6:23A-6.12

Certification Change:

Employee	Category	Rate	Effective
h)Kristi-Ann Hunt	Sub Teacher	\$90	1/24/18

6. Longevity

The following longevity effective as noted:

Employee	Position/Location	Salary	Longevity	Gross Salary	Effective
Carolyn Kurnit	7 Instructional Assistant/LM	\$18,273 (Prorated)	\$105	\$18,378 (Prorated)	1/25/18- 6/30/18

Change in minutes of 2/20/18

7. Change in Contract End Dates

The following contract end dates effective as noted:

Employee	Position/Position Code/Location	Rate Per Diem	Certificate	Effective
a)Melissa Tice	Interim Principal/M. Foy/ ELPRI001/ELC	\$550	Standard-Principal	1/22/18 -2/19/18

Change in minutes of 1/16/18

Employee	Position/Position Code/Location/	Guide	Step	Salary	Certificate	Effective
b)Jill Berlin	Supervisor of Special Education/ PSSUP002/PPS	N/A	1	\$112,562 (Prorated)	Standard-Supervisor	1/22/18- 2/19/18

Change in minutes of 1/16/18

Employee	Position/Position Code/Location/	Guide	Step	Salary	Certificate	Effective
c)Tara Kemble	Replacement 7th Grade Language Arts Teacher/C. Capadona/MELAN018/MEMS	1	A	\$54,999 (Prorated)	Provisional-Teacher of English	1/2/18- 6/1/18

Change in minutes of 11/21/17

8. Reinstated

The following effective as noted:

Employee	Position/Position Code/Location	Base Salary	Stipend	Gross Salary	Effective
Alex Johnson	Night Custodian/CMCUS004/CM	\$43,254 (Prorated)	\$600	\$43,854 (Prorated)	2/22/18-6/30/18

9. Transfers

The following transfers effective as noted:

Employee	From Position/Position Code/Location	To Position/Position Code/Location	Effective
a)Anthony Natale	Night Custodian/MESCUS007/MEMS	Night Custodian/CMCUS004/CM	3/7/18
b)Alex Johnson	Night Custodian/CMCUS004/CM	Night Custodian/MECUS007/MEMS	2/22/18
c)Amy Wallace	RTI Interventionist/TMRTI001/TM	Interventionist /TMINT001/TM	3/5/18

10. Change in Status

Employee	Position/Location	Run	From Hours	To Hours	Base Salary	Longevity	Gross Salary	Effective
a)Faith Yilmaz	Bus Driver/Transportation	SE	5 Hrs. 30 Mins.	5 Hrs. 15 Mins.	\$27,273 (Prorated)	\$240	\$27,513 (Prorated)	3/23/18

The following change in status effective as noted:

Employee	From Position/Location	To Position/Program Code/Location	Salary	Effective
b)Traci Beisel	.5 Instructional Assistant/MB	.6116 Instructional Assistant/217/MB	\$15,965 (Prorated)	3/5/18

Employee	From Position/Location	To Position/Location	Salary	Effective
c)Christine Hammel	.5 Confidential Secretary/Business Office	.714 Confidential Secretary/Business Office	\$35,700 (Prorated)	3/23/18

11. **Project Achievement**

The following employee for Project Achievement: (Paid via timesheets)

Employee	Location	Hourly Rate	Meeting Rate
Meaghan Wheeler	PB	\$40.44	\$34.50

12. **Increase in Complement(s)/Create Position Code(s)**

The following increase in complement/position code effective as noted:

Position: .5 Instructional Assistant

Location: ELC

Program Code: 216

Position Code: PTINS042

Effective: 3/23/18

13. **Spring Musical**

The following employee as the pianist for the Spring Musical at MEMS including scheduled rehearsals and teaser: (Paid via timesheets)

Employee	Hours	Hourly Rate
Emily Magenheimer	Not to exceed 25 hours	\$34.50

14. **After School Activities**

The following employee for the after school garden club/1 hour per week March 6, 2018 - June 12, 2018: (Paid via timesheets)

Employee	Activity	Location	Hourly Rate
Melissa Velie	Garden Club	PB	\$20.91

15. **Change in Position Code**

The following change in position code effective March 23, 2018:

Employee	From Position Code	To Position Code
Donna Falk	MESTU003	MESCI001

16. Abolish Position Codes

Recommend the Board abolish the following position codes effective as noted:

Position Code	Effective Date
MESTU003	3/23/18
PSSUP002	2/20/18

17. Beyond The School Day/Change In Hourly Rate

The following change in hourly rate effective February 1, 2018:

Employee	Hourly Rate
a)Celia Lowicki	\$44.11
b)Heather Hilferty	\$47.30

Change in minutes of 10/17/17

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

STUDENT MATTERS

Motion by Mrs. Graime, seconded by Mr. Bruno 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: 31136

School: Collier Middle School

Start Date: March 14, 2018 through June 20, 2018 (62 days)

Tuition: \$19,034.00 (\$307.00/diem)

2. **Out of District Placement**

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

Student: 30102

School: Hawkswood School

Start Date: March 19, 2018 through June 15, 2018 (58 days)

Tuition: \$20,622.48 (\$355.56/diem)

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

EXECUTIVE SESSION

Motion by Mr. Graime, seconded by Mr. Bruno, and unanimously approved by roll call vote the following item:

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 8:04 p.m. for the purpose of discussing:

1. Tactics and Techniques in Protecting Safety and Property of the Public
2. Negotiations - Manalapan-Englishtown Federation of Non-Instructional Personnel
3. Personnel - Individual Employment Contracts for Assistant Superintendent for Curriculum and Human Resources and Business Administrator/Board Secretary

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 Mrs. Lewis and unanimously approved by roll call vote to return to open session at 9:22 p.m.

ADJOURNMENT

There being no further items to come before the Board at this time motion by Mr. Graime, seconded by Mrs. Semel, and unanimously approved by roll call vote to adjourn the meeting at 9:23 p.m.

Veronica Wolf
Business Administrator/Board Secretary

Board President