

Englishtown, New Jersey  
February 6, 2018

The Manalapan-Englishtown Regional Board of Education in the County of Monmouth, State of New Jersey, convened on February 6, 2018, for a Regular Board 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, Annamarie Galante, Brian Graime, Janet Lewis,  
Christine Parisi, Dotty Porcaro, Lori Semel

Absent:

Joanne Schechter, Joe Tringali

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.

## **FOR THE BOARD'S INFORMATION**

### **Superintendent's Report - Harassment, Intimidation and Bullying**

1. 1 Incident(s) of H.I.B. was documented  
15 Incidents were investigated where H.I.B. was not documented  
(Att A-1)

## **FOR THE BOARD'S ACTION**

### **BUSINESS**

Motion by Mr. Graime, seconded by Mrs. Lewis, 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                | December 19, 2017 | Action         |
| b) Minutes                | January 2, 2018   | Action         |
| c) Minutes                | January 16, 2018  | Action         |
| d) Closed Session Minutes | January 16, 2018  | Closed Session |

#### **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 \$760,557.11.

#### **3. Capital Reserve Withdrawal - Pre-Referendum Architectural Services**

The following resolution:

**WHEREAS**, the district desires to prepare for a potential referendum to provide additional classroom space and possibly air conditioning for various school campuses; and

**WHEREAS**, the Long-Range Facilities Plan (LRFP) will be amended, if necessary, to include these projects and these projects will be approved by the Department of Education; and

**WHEREAS**, the Manalapan-Englishtown Regional Board of Education by resolution must approve the withdrawal of funds from capital reserve;

**NOW, THEREFORE BE IT RESOLVED** by the Manalapan-Englishtown Regional Board of Education that \$15,000 be withdrawn from the Capital Reserve Account and deposited into the following capital outlay account for costs associated with these projects as follows:

| Account Number          | Account Description            | Amount   |
|-------------------------|--------------------------------|----------|
| 12-000-400-334-00-32-09 | Architectural - Pre-Referendum | \$15,000 |

4. **Professional Services -  
Fraytak Veisz Hopkins Duthie, P.C. -  
Architectural Referendum Services**

To authorize Fraytak Veisz Hopkins Duthie, P.C. (FVHD), Architect of Record, to provide Pre-Referendum Design Services, Referendum, Construction and Post-Construction Services in accordance with their proposal submitted November 2, 2017. Pre-Referendum Design Services shall be fully credited to the Board towards a basic service contract upon being engaged to provide full project services after a successful referendum. Pre-Construction/Referendum Planning, including all reimbursables, will be twelve thousand five hundred dollars (\$12,500). A total of seven proposals were submitted and reviewed. FVHD was deemed to be the most responsive to the needs of the district.

5. **Lease Purchase Agreement -  
Photocopy Machines - Atlantic Tomorrows' Office**

To award a lease purchase contract to Atlantic Tomorrows' Office, Ricoh USA c /o Atlantic Tomorrows Office, 134 West 26th Street, New York, New York, 10001, under state contract #A-40467 (Term Contract #G-2075) in the amount of \$11,277.76 per month for sixty (60) months for twenty-eight (28) multifunction copiers with applicable accessories. The agreement covers delivery, installation and training for twenty-eight (28) copiers including PaperCut for Education Print Management software. The contract includes 12,240,000 black and white impressions per annum, 54,000 color impressions per annum, repairs, maintenance and all metered supplies except for paper and staples. Black and white impressions in excess of annual

amount shall be billed at the rate of .004 per copy. Colored impressions in excess of annual amount shall be billed at \$0.05 per copy. A properly completed Political Activity Disclosure Statement is on file in the Business Office.

6. **Shared Services Agreement with the Union Beach Board of Education for Payroll, Personnel and Benefits Services - March 12, 2018 - June 30, 2018**

The shared services agreement with the Union Beach Board of Education for Payroll, Personnel and Benefits Services effective March 12, 2017:

7. **Additional Services Contract with Heidi Brown - March 12, 2018 - June 30, 2018**

The Additional Services Contract with Heidi Brown, Confidential Benefits Secretary for additional services and responsibilities as outlined in the Payroll, Personnel & Benefits Services Agreement with the Union Beach Board of Education:

8. **Appropriation of Unanticipated Item of Revenue - 2017/2018 School Year Budget - Shared Services with Union Beach Board of Education**

The appropriation of unbudgeted shared services fees to be received from the Union Beach Board of Education in the amount of \$4,375 into the 2017/2018 School Year Budget appropriations listed below as per N.J.A.C. 6A:13.3(d)2 pending approval of the agreement by the Interim Executive County Superintendent:

| Account Number          | Account Title                                      | Amount  |
|-------------------------|--|---------|
| 11-000-251-100-00-35-02 | HR Office Salaries                                 | \$3,500 |
| 11-000-291-220-00-00-09 | Social Security Contribution - All Other Employees | \$270   |
| 11-000-291-270-00-00-02 | Health Benefits - All Other Employees              | \$605   |
|                         | Total  | \$4,375 |

9. **Active Learning Center Grant - Steelcase Education - Pine Brook School**

The submission of an Active Learning Center Grant to Steelcase Education by the Pine Brook School in the amount of \$67,000 to refurbish the Media Center with a focus on "a personalized classroom that prioritizes large and small group work, with great breakaway

options for individual work". If awarded the grant, Pine Brook School will commit to a two year analysis of the impact the learning space has on engaging the students. In the past three years, Steelcase Education has awarded forty Active Learning Center Grants to schools, colleges and universities in North America.

**ROLL CALL VOTE :**

AYES : Mr. Bruno (Not Items E-3, E-4), Mrs. Galante, Mr. Graime, Mrs. Lewis, Mrs. Parisi, Mrs. Porcaro, Mrs. Semel

NAYS : Mr. Bruno (Only Items E-3, E-4)

ABSENT : Mrs. Schechter, Mr. Tringali

**CURRICULUM**

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

**1. Teacher's Visit**

The following teachers from Keyport Public Schools to visit the Response-to-Intervention (RTI) program on February 12, 2018

|                    |                   |
|--------------------|-------------------|
| Vanessa Cunningham | Candice Reggio    |
| Michele Santoro    | Margaret Burgener |
| Alyssa Buttacavole |                   |

**2. Google Expeditions AR Pioneer Program**

The Google Expeditions AR Pioneer Program at Milford Brook School, in which a Google Expeditions Associate will provide training to teachers and students on the application.

**ROLL CALL VOTE :**

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

NAYS : None

ABSENT : Mrs. Schechter, Mr. Tringali

## **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 18A:64.13, et. Seq.

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

### **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   | Sick w Pay                  | FMLA                       | Disc. Leave w/o Pay |
|----------------|---------------------|-----------------------------|----------------------------|---------------------|
| Pauline Parisi | School Counselor/TM | 1/16/18-3/1/18<br>.5 3/2/18 | .5 3/2/18<br>3/5/18-6/6/18 | 6/7/18-6/22/18      |

### **3. Resignation**

The following resignation effective as noted:

Darlene Deinhardt, (MSCON002), Confidential Benefits Secretary, Human Resources Department effective February 1, 2018.

### **4. Appointments**

The following appointments effective as noted:

| Employee            | Position/Position Code/Location   | Guide | Step | Salary                 | Certification                              | Effective Date |
|---------------------|---|-------|------|------------------------|--|----------------|
| a) Caitlyn Comforti | Replacement School Counselor/<br>P. Parisi/TMSCC001/TM                      | 3     | A    | \$58,999<br>(Prorated) | Standard-School Counselor                  | 2/1/18-6/30/18 |
| b) Jaclyn Fortuna   | Replacement 5th Grade Resource Room Teacher/H. Schleifstein/<br>LMRES002/LM | 3     | A    | \$58,999<br>(Prorated) | CEAS-Teacher of Students with Disabilities | 2/1/18-6/30/18 |

| Employee            | Position/Position Code/Program Code/Location | Salary                 | Effective Date |
|---------------------|--|------------------------|----------------|
| c) Elizabeth Paulin | .5 Instructional Assistant/PTINS010/216/ELC  | \$13,052<br>(Prorated) | 2/7/18-6/30/18 |

| Employee        | Position/Position Code/Location             | Salary                 | Effective Date  |
|-----------------|---|------------------------|-----------------|
| d) Heidi Brown* | Confidential Benefits Secretary/ MCON002/MS | \$53,000<br>(Prorated) | 3/12/18-6/30/18 |

#### ROLL CALL VOTE :

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

NAYS : None

ABSENT : Mrs. Schechter, Mr. Tringali

### WORKSHOP SESSION

#### 1. School Performance Reports

Dr. Marciante, Superintendent of Schools, gave a brief update on the School Performance Reports that were recently released. We did very well compared to the other schools in the regional. We did not fare as well as other schools in the regional in the area of excessive absenteeism

## **2. Mid-Year Progress Report for District Goals**

There was a discussion regarding the Mid-Year Progress Report for District Goals.

## **3. 2018-2019 Budget Projection Update**

There was an update regarding the 2018-2019 Budget.

### **CLOSED SESSION**

Motion by Mr. Graime, 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 8:12 p.m. for the purpose of discussing:

1. Personnel Matters - Employee #6463
2. Negotiations

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. Lewis, seconded by Mr. Bruno, and unanimously approved by roll call vote to open the meeting at 8:27.

### **ACTION AFTER CLOSED SESSION**

### **PERSONNEL**

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



## 1. **Termination**

To terminate the following employee:

|          |           |
|----------|-----------|
| Employee | Effective |
| #6463    | 2/7/18    |

ROLL CALL VOTE :

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

NAYS : None

ABSENT : Mrs. Schechter, Mr. Tringali

## **ADJOURN THE MEETING**

There being no further items to come before the Board at this time, motion by Mr. Bruno, seconded by Mrs. Galante, and unanimously approved by roll call vote to adjourn the meeting at 8:29 p.m.

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Veronica Wolf  
Business Administrator/Board Secretary

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Board President