

# AGENDA

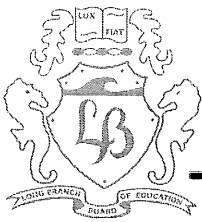
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**LONG BRANCH BOARD OF EDUCATION**  
Long Branch, New Jersey

**Regular Meeting**

**Wednesday, May 22, 2019**  
**6:00 P.M.**

**Long Branch Middle School**  
**350 Indiana Avenue**  
**Long Branch, New Jersey 07740**



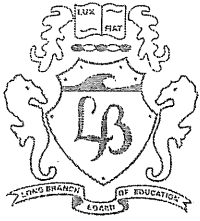
# ORDER OF BUSINESS

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## MEETING

### BOARD OF EDUCATION

- A. Roll Call
  - A-1. Statement of the Manner of Notification of the Meeting
  - A-2. Objections, if any, to the Validity of the Meeting
- B. Flag Salute
- C-1. Statement to the Public
- C-2. Opportunity for those present to address the Board relating to Agenda items
- D. Approval of Minutes
- E. Secretary's Report
- F. Superintendent's Report
- G. General Items
- H. Personnel Action
- I. Student Action
- J. Opportunity for those present to address the Board on any other business
- K. Adjournment



# AGENDA

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**MEETING  
LONG BRANCH BOARD OF EDUCATION  
540 BROADWAY  
WEDNESDAY, MAY 22, 2019  
6:00 P.M.**

**A. ROLL CALL**

Mr. Covin - President	Dr. Critelli	Ms. McCaskill
Mrs. Youngblood Brown - Vice President	Mr. Zambrano	Mrs. Peters
Mr. Grant	Rev. Bennett	Mrs. Perez

**A-1. STATEMENT OF THE MANNER OF NOTIFICATION OF THE MEETING**

Adequate notice of the meeting of the Long Branch Board of Education has been provided by a Schedule of Public Meetings published in the Asbury Park Press. A Schedule of Public Meetings has been posted in the Board of Education Office and the Office of the City Clerk, Long Branch, New Jersey.

Fire exits are located in the direction indicated. In case of fire, you will be signaled by bell and/or public address system. If so alerted to fire, please move in a calm and orderly fashion to the nearest smoke-free exit.

**A-2. OBJECTIONS, IF ANY, TO THE VALIDITY OF THE MEETING**

The objecting member must give supporting reasons.

**B. FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

**Alvin L. Freeman, Ed.D., Assistant Superintendent of Schools**, will introduce two students from the **Lenna W. Conrow ELEC**, **Bella Castillo** and **Regan Cherian**, who will salute the flag and lead the Pledge of Allegiance.

**C-1. STATEMENT TO THE PUBLIC**

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board committee. The members of the Board committee work with the administration and Superintendent to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it placed on the agenda for action at a public meeting. All agenda attachments are available for public review. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

C-1. **STATEMENT TO THE PUBLIC (continued)**

Time may be allocated for public comment at this meeting. Each speaker may be allotted up to three (3) minutes and one (1) opportunity to address the Board when recognized by the presiding officer. Individuals wishing to address the Board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not in keeping with the conduct of a proper and efficient meeting. With the exception of those individuals whose names are on the agenda this evening, the Board will not respond to questions during the public participation portion of this meeting involving the employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific, prospective or current employee.

C-2. **OPPORTUNITY TO ADDRESS THE BOARD RELATING TO AGENDA ITEMS**

D. **APPROVAL OF MINUTES**

I entertain a motion that the Board approve the following minutes:

- Agenda Meeting minutes of April 30, 2019
- Public Hearing Meeting minutes of May 1, 2019
- Executive Session Meeting minutes of May 1, 2019

E. **SECRETARY'S REPORT**

1. **BUDGET TRANSFER REPORTS – FY19 MARCH TRANSFERS**

I entertain a motion that the Board approve the following Budget Transfer Resolution (which will be labeled **APPENDIX E-1** and made part of the permanent minutes upon Board approval).

**RESOLUTION**

**WHEREAS** N.J.A.C. 6A:23A-16.10 "Budgetary Controls and Over expenditure of Funds" states a "district Board of Education or Charter School Board of Trustees shall implement controls over budgeted revenues and appropriations and shall not approve any obligation or payment in excess of the amount appropriated by the district Board of Education in the line item pursuant to N.J.S.A. 18A:22-8.1".

**NOW, THEREFORE BE IT RESOLVED** that the attached line item transfers FY19 March Transfers as listed be approved for the month ending March 31, 2019.

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Peter E. Genovese III, RSBO, QPA  
School Business Administrator / Board Secretary

Ayes:

Nays:

Absent:

Date: May 22, 2019

E. **SECRETARY'S REPORT (continued)**

2. **BOARD SECRETARY'S REPORT - MARCH 31, 2019**

I entertain a motion that the Board approve the Board Secretary's Report for the month ending March 31, 2019 (which will be labeled **APPENDIX E-2** and made part of the permanent minutes upon Board approval).

3. **REPORT OF THE TREASURER - MARCH 31, 2019**

I entertain a motion that the Board approve the Report of the Treasurer for the month ending March 31, 2019 (which will be labeled **APPENDIX E-3** and made part of the permanent minutes upon Board approval).

4. **MONTHLY CERTIFICATION OF SCHOOL BUSINESS ADMINISTRATOR/  
BOARD SECRETARY**

Pursuant to N.J.A.C. 6A:23A-16.10(c)(3), I certify that as of the March 31, 2019 Board Secretary's Report, no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a).

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Peter E. Genovese III, RSBO, QPA  
School Business Administrator/Board Secretary

5. **MONTHLY CERTIFICATION OF BOARD OF EDUCATION**

I entertain a motion that the Board approve the following Resolution:

**RESOLUTION**

**BE IT RESOLVED**, that pursuant to N.J.A.C. 6A:23A-16.10(c)(4), we, the Members of the Board of Education, after a review of the Board Secretary's and Treasurer's Monthly Financial Reports and upon consultation with the appropriate district officials, certify that to the best of our knowledge that as of March 31, 2019 no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

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Peter E. Genovese III, RSBO, QPA  
School Business Administrator / Board Secretary

Ayes:

Nays:

Absent:

Date: May 22, 2019

E. **SECRETARY'S REPORT (continued)**

6. **BILLS AND CLAIMS – APRIL 1 - 30, 2019 AND MAY 1 - 22, 2019 FOR CHRIST THE KING, BOARD OF RECREATION COMMISSION, CITY OF LONG BRANCH FINANCE, MICHELE CRITELLI, Ed.D AND VIOLETA PETERS**

I entertain a motion that the Board approve the bills and claims for April 1 - 30, 2019 and May 1 - 22, 2019 for Christ the King, Board of Recreation Commission, City of Long Branch Finance, Michele Critelli, Ed.D. and Violeta Peters (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

7. **BILLS AND CLAIMS – APRIL 1 - 30, 2019 AND MAY 1 - 22, 2019 FOR DONALD COVIN AND AMY'S YOGABILITIES**

I entertain a motion that the Board approve the bills and claims for April 1 - 30, 2019 and May 1 - 22, 2019 for Donald Covin and Amy's Yogabilities (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

8. **BILLS AND CLAIMS – APRIL 1 - 30, 2019 AND MAY 1 - 22, 2019 EXCLUDING CHRIST THE KING, BOARD OF RECREATION COMMISSION, CITY OF LONG BRANCH FINANCE, MICHELE CRITELLI, Ed.D., VIOLETA PETERS, DONALD COVIN AND AMY'S YOGABILITIES**

I entertain a motion that the Board approve the bills and claims for April 1 - 30, 2019 and May 1 - 22, 2019 excluding Christ the King, Board of Recreation Commission, City of Long Branch Finance, Michele Critelli, Ed.D., Violeta Peters, Donald Covin and Amy's Yogabilities (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

9. **RECONCILIATION MONTHLY OPERATING REPORT – SODEXO – APRIL 30, 2019**

I entertain a motion that the Board approve the monthly operating report for the Sodexo Corporation, Food Service Management Company for the Long Branch School District for April 30, 2019 (which will be labeled **APPENDIX E-5** and made part of the permanent minutes upon Board approval).

10. **ATHLETIC FUND & ELEMENTARY SCHOOLS, MIDDLE SCHOOL & HIGH SCHOOL STUDENT FUNDS AS OF APRIL 30, 2019**

I entertain a motion that the Board approve the monthly reports for the Athletic Fund, the Elementary Schools, Middle School, and High School Student Funds as of April 30, 2019 (which will be labeled **APPENDIX E-6** and made part of the permanent minutes upon Board approval).

**LONG BRANCH PUBLIC SCHOOLS**  
**Long Branch, New Jersey**

**STUDENT REGISTRATION**  
**(as of April 30, 2019)**

	AAA	GLC	GRE	MA	JMFECLC	LWC	TOTAL ELEM	MS	HS	TOTAL
PreK				293	208	244	745			745
Kdg		60		104	118	119	401			401
1st	108	150	119				377			377
2nd	79	185	106				370			370
3rd	89	164	86				339			339
4th	99	178	95				372			372
5th	63	152	102				317			317
6th							0	388		388
7th							0	375		375
8th							0	374		374
9th							0		377	377
10th							0		364	364
11th							0		333	333
12th							0		348	348
MCI	13						13	13	14	40
MD							0			0
BD	5						5	13	25	43
LD	60		37				97	47	24	168
AUT	18		18				36	13	10	59
PD						28	28			28
OOD	6	2	8		8	1	25	8	20	53
Home Instruction							0			0
<b>TOTAL</b>	<b>540</b>	<b>891</b>	<b>571</b>	<b>397</b>	<b>334</b>	<b>392</b>	<b>3125</b>	<b>1231</b>	<b>1515</b>	<b>5871</b>

**April 30, 2018**

School	AAA	GLC	GRE	MA	JMFECLC	LWC	Total Elem	MS	HS	Total
Totals	574	883	558	395	324	408	3142	1181	1470	5793

F. **SUPERINTENDENT'S REPORT**

1. **STUDENT ACHIEVEMENT**

**Long Branch High School Football Team - Presented by Jason Corley**

**2018 NJSIAA South/Central Regional Bowl Champions**

**2018 NJSIAA Central Jersey Group 4 Champions**

**2018 B-North Divisional Champions**

Arnold, Luke	Gordon, Jah'Kwan	Perez-Basket, Ja'Kym
Bacon, Michael	Guidetti, Matthew	Pothier, Geno
Barboza-Santiago, Marcelo	Hall, Marvin	Puryear, Simon
Battle, Isaiah	Hastings, Tyrone	Reed, Tamir
Bennett, Latrell	Hills, Devin	Reevey, Earnest
Blount, Devyn	Hutchinson, Berkeley	Reilly, Nicholas
Blueford, Zahdierr	Jennings, Beyan	Reynoso, Kheper-Ra
Cerruti, Kevin	Lawrence, Bobby	Rivera, Herbie
Clarke, Matthew	Levy, William	Rivera, Raul
Coleman, JaQue	Lewis, TyQuan	Rodriguez Jr, David
Conklin, Andrew	Lovett, Che-Czar	Rodriguez, Luis
Corbett, Jermaine	Mandica, Vincent	Sherin, Jarell
Cortes, Santiago	Mazza, Joseph	Smith-Moore, Jahaire
Dennis, Marc	Mccullers, Jahovah	Starkes, Sean
Dennis, Qua'Zahun	Metzler, Hunter	Taylor Jr, Tracey
Dismuke, Marwan	Montgomery, Niles	Telles De Sa, Lucas
Durant, Imir	Moore, Jahquise	Torres, Victor
Farrar, Jayon	Morris, La'Qym	Tutt, Zimeir
Friedman, Jack	Norman, William	Ventura, Emanuel
Ganthier, Matthew	Olivera, Mario	Wakefield, Qu'Ron
Glasper, Jayson	Padilla, Antoine	

F. **SUPERINTENDENT'S REPORT (continued)**

1. **STUDENT ACHIEVEMENT (continued)**

<b>ATHLETIC ACHIEVEMENTS</b>			
<b>Sport:</b>	<b>Team Achievement</b>	<b>Individual Achievements</b>	<b>Notes:</b>
Football	Football: NJSIAA South/Central Regional Bowl Champions & NJSIAA Central Jersey Group 4 Champions & "B" North Divisional Champs		Record 12-1
Football		Kevin Cerruti	1st Team All State, 1st All Team All Group IV, 1st Team All Shore, 1st Team Freedom Division, 1st Team Jersey Sports Zone All State, (Lombardi Award Winner)
Football		Marc Dennis	1st Team All Shore, 1st Team Freedom Division, (Tomani Award Winner)
Football		Jermain Corbett	1st Team All State, 1st Team All Group IV, 1st Team All Shore, 1st Team Jersey Sports Zone All State, 1st Team Freedom Division, (2024 rushing yards)
Football		Matthew Clarke	1st Team All Shore, 1st Team Freedom Division
Football		Luke Arnold	1st Team All Shore, 1st Team Freedom Division, (Defensive POY) 3rd Team Group IV
Football		Devyn Blount	1st Team All Shore, 1st Team Freedom Division
Football		Tracey Taylor	2nd Team All Shore, 1st Team Freedom Division
Football		Latrell Bennett	3rd Team All Shore, 1st Team Freedom Division
Football		William Levy	

F. **SUPERINTENDENT'S REPORT (continued)**

1. **STUDENT ACHIEVEMENT (continued)**

Football		Luke Arnold & Devin Blount	All Academic Shore Conference Football Coaches Association Team, Banquet April 28, 2019 @ Ramada, Toms River, 11am
Soccer, Boys		Stiviny Silva	1st Team All "A" North Division, 1st Team All County, 2nd Team All Shore, 2nd Team All Central Jersey
Soccer, Boys		Patrick Odwyer	1st Team All "A" North Division
Field Hockey		Casey Kelleher	Monmouth County All Star
Field Hockey		Kali Grayson	Monmouth County All Star
Volleyball, Girls		Gisselle Hidalgo	Honorable Mention All Shore, 2nd Team All "A" North Division
MS Cross Country, B/G		Daemyen Andrews, Adian McVey, Nicholas Miller, Vincent Muscillo, Lincoln Naonan, Nicholas Seaman, Olivia Haney, Larissa Pessoa, Anaflavia Ribeiro, Rachel Valdes, Taleah Walker	All Stars
MS Field Hockey		Nora Flores, Nycole Teixeira, Laura Leonel, Breanna Garrido	All Stars
MS Soccer, Boys		Jeremy Hernandez-Mendez, Anthony Vasquez, Karl Pierre-Lois	All Stars
MS Soccer, Girls		Jenifer Ariza, Lexia Morales, Angelina LaViola	All Stars
Cheerleading	High School Cheerleading		2nd Place NJCDCA Competition, Varsity Intermediate Co-Ed

F. **SUPERINTENDENT'S REPORT (continued)**

1. **STUDENT ACHIEVEMENT (continued)**

Basketball, Girls		Sol Margaret Navarro	NJSIAA Scholar Athlete, Banquet May 19, 2019 @ 12 noon, Pine Brook Manor, (\$500.00 Scholarship)
Basketball, Girls		Anyssa Fields	1st Team All "A" North Division
Basketball, Boys		Marc Dennis	1st Team All "A" North Division, Senior All Star Game Participant; 1000 Points Milestone
Wrestling		Kevin Cerruti	Region 6 Champion, NJSIAA Place Winner (7th), 1st Team "A" North, 2nd Team Monmouth County, 2nd Team All Shore
Wrestling		Joe Conlon	District 23 Champion
Wrestling		Ryan Zimmerman	1st Team "A" North, District 23 Champion, Region 6 Champion
Wrestling		Jake Friedman	District 23 Champion
Wrestling	District 23 Champions		3X Champions
MS Basketball, Boys		Bruce Gooding, Mike Hall	All Stars
MS Basketball, Girls		Mya Hepburn, Leomary Diaz-Merion	All Stars
MS Wrestling	Middle School Team: Unbeaten		Team 19-0, Shore Conference of Middle School Tournament Champions, Shore Conference of Middle School Divisional Winners
MS Wrestling		Erick Mendez, Vincent Muscillo, Josh Renna, James Renna, Luke Tracey	Division Tournament Champions
MS Baseball		Andre Jackson, John Hebron, Matthew Lorme	All Stars
MS Softball		Mayrin Cante, Bella Rivera, Grace Melhorn-Marchal	All Stars

F. **SUPERINTENDENT'S REPORT (continued)**

2. **RECOGNITION OF ACHIEVEMENT**

The following students have been selected as the winners of the Municipal Memorial Day Essay Contest. Each student will be presented with a \$100.00 cash prize and will be reading their essays in the front of City Hall at the Memorial Day Ceremony on Monday, May 27, 2019 at 11:00 A.M.

Isabella Hernandez	-	Amerigo A. Anastasia School	-	Grade 4
Nicolas Vieira	-	Middle School/LDR	-	Grade 6
Jacqueline Aquino	-	High School/STEM	-	Grade 11

3. **RECOGNITION OF THE TECHNOLOGY DEPARTMENT**

4. **PRESENTATION OF AWARDS**

A) **DISTRICT VOLUNTEERS**

Enid Castillo	Orlando Castillo
Kenya DaFaria	Alissa Berse
Joana Valentine	Lucila Rojas
Angelica Ortiz	Heidy Castillo
Gisele Franchi	Thomas Vincelli
Gabriela Sanchez Castro	Caroline Senhorini
Rebecca Hernandez	

5. **PRESENTATION OF AWARDS**

A) **EDUCATOR OF THE MONTH - APRIL**

**ASHLEY DZIUBA**, Preschool Teacher - 3, Lenna W. Conrow ECLC, presented by Rev. Bennett

B) **SUPPORT STAFF OF THE MONTH - APRIL**

**LUCY BRIONES**, Secretary, Gregory Elementary School, presented by Dr. Critelli

6. **SCHOOL PRESENTATION**

21<sup>st</sup> Century Learning is a learning focus for the Long Branch School District. The Lenna W. Conrow School will showcase how the Early Learning Centers thought out of the box, and created the first virtual Preschool Conference in the State of New Jersey.

G. **GENERAL ITEMS**

**Comments from the Operation and Management Committee Chair (APPENDIX G-1)**

**Comments from the Instruction and Programs Committee Chair (APPENDIX G-2)**

**Comments from the Communications/Security Committee Chair (APPENDIX G-3)**

1. **APPROVAL TO INVOKE THE DOCTRINE OF NECESSITY - APPENDIX G-4**

I recommend the Board approve to invoke the Doctrine of Necessity for the purposes of completing and discussing the evaluation of the Superintendent of Schools as listed on **APPENDIX G-4**.

2. **APPROVAL TO BORROW MONEY AGAINST STATE AID PAYMENTS**

I recommend the Board approve the borrowing of an amount not to exceed \$5,444,197 due to the delay of the June State Aid payments. The loan will mature on or before July 12, 2019 and all interest is the responsibility of the State of New Jersey.

3. **STUDENT ACCIDENT INSURANCE - 2019 - 2020 SCHOOL YEAR**

I recommend the Board approve the renewal of Monarch Management Corp. for student accident insurance from August 1, 2019 through July 31, 2020 at a cost not to exceed \$129,500. This represents a zero increase from last year.

4. **APPROVAL OF INSURANCE PROPOSALS - 2019 - 2020**

I recommend the Board approve Selective Insurance Company for the 2019 - 2020 school year for coverage for Public Official Bonds at a cost not to exceed \$1,980 and Commercial Crime Policy at a cost not to exceed \$1,797.

5. **APPROVAL OF AGREEMENT WITH RWJ BARNABAS HEALTH – ONE SOURCE**

I recommend the Board approve an agreement with RWJ Barnabas Health – One Source for an Employee Assistance Program for FY20 at a total cost not to exceed \$17,670.

6. **WORKER'S COMPENSATION INSURANCE – 2019 - 2020**

I recommend the Board approve participation with **New Jersey Schools Insurance Group (NJSIG)** for the period July 1, 2019 through June 30, 2020 at a cost of \$1,147,268 for Worker's Compensation and \$20,987 for a Supplemental Indemnity Policy.

7. **APPROVAL TO ACCEPT THE AAA SCHOOL PEER MEDIATION MINI GRANT**

I recommend the Board approve the acceptance of the Amerigo A. Anastasia School Peer Mediation Mini-Grant in the amount of \$500.

I recommend the Board authorize **Bridgette Burt**, **Coordinator of Grants & Innovative Programs**, or her designee, to serve as the district's contact person for the above actions.

I further recommend that **Michael Salvatore, Ph.D., Superintendent of Schools**, be designated the Board's representative to implement the above actions.

G. GENERAL ITEMS (continued)

8. APPROVAL TO APPLY FOR THE JACQUELINE E. MALASKA MINI GRANT

I recommend the Board approve the Audrey W. Clark School Alternative Program application for the Jacqueline E. Malasaka Mini-Grant in the amount of \$1,000.

I recommend the Board authorize **Bridgette Burt**, **Coordinator of Grants & Innovative Programs**, or her designee, to serve as the district's contact person for the above actions.

I further recommend that **Michael Salvatore, Ph.D., Superintendent of Schools**, be designated the Board's representative to implement the above actions.

9. APPROVAL OF FOOD SERVICE MANAGEMENT REQUEST FOR PROPOSAL

I recommend the Board accept the qualified proposal of Sodexo representing a guarantee of \$635,000.

10. APPROVAL OF 403(b) PLAN PARTICIPANT

I recommend the Board approve the addition of National Life Group through Teacher's Pension to provide 403(b) services.

11. APPROVAL TO PARTICIPATE IN THE HORIZON DENTAL PLAN - 2019 - 2020

I recommend the Board approve participation in the Horizon Dental plan for the 2019 - 2020 school year at the rates listed below. This represents a **8.5% increase** from last year:

	HORIZON	HORIZON
<b>Dental Option Plan (30)</b>	<b>7/1/18 - 6/30/19</b>	<b>7/1/19 - 6/30/20</b>
Single	\$23.66	\$24.57
Employee & Child	\$41.71	\$43.32
Employee & Spouse	\$41.71	\$43.32
Family	\$67.68	\$70.29

	HORIZON	HORIZON
<b>Dental Choice (31)</b>	<b>7/1/18 - 6/30/19</b>	<b>7/1/19 - 6/30/20</b>
Single	\$15.96	\$18.23
Employee & Child	\$30.55	\$34.89
Employee & Spouse	\$30.55	\$34.89
Family	\$51.94	\$59.32

G. **GENERAL ITEMS (continued)**

12. **APPROVAL OF MEDICAL INSURANCE STOP LOSS CARRIER**

I recommend the Board approve the renewal of the current stop loss carrier, HCC Life Insurance Company at an amount not to exceed \$548,350.20 for an 18/12 month stop loss period.

13. **GIFTS TO SCHOOLS**

DonorsChoose.org

Uniform Clothing (Value: \$1,480)

H. **PERSONNEL ACTION**

1. **APPOINTMENT OF CERTIFIED STAFF**

I recommend the Board approve the appointment of the following named individuals who constitutes a careful selection and screening of applicants and is hereby recommended for an employment contract contingent upon the successful completion of their degree program, New Jersey Department of Education certification requirements, and all other state and federal guidelines including but not limited to: a criminal history clearance and the successful completion of a medical examination, as required by the Board of Education and successful clearance of S-414/A-3381 (*P.L.2018, c.d*). This initial appointment may be changed as District needs develop:

**IVETTE FEBO**

Bilingual Teacher  
Middle School  
MA +30, Step 1  
\$59,145.00

Certification: CE Teacher of Bilingual/Bicultural Education

Education: Seton Hall University *\*pending transcripts*

Replaces: New Position

(UPC #1505-02-BILNG-TEACHR) (Acct. #15-240-100-101-000-02-60)

Effective: September 1, 2019

**JASMINE GARCIA**

Bilingual Teacher  
George L. Catrambone School  
MA, Step 1  
\$57,645

Certification: CEAS Teacher of Bilingual/Bicultural Education

Education: Monmouth University *\*pending transcripts*

Replaces: Alyson Stagich (Transfer)

(UPC # 1198-09-BILNG-TEACHR) (Acct. #15-240-100-101-000-09-06)

Effective: September 1, 2019

H. **PERSONNEL ACTION (continued)**

1. **APPOINTMENT OF CERTIFIED STAFF (continued)**

**JENNIFER GIANNONE**

Teacher of Autism  
Gregory School  
MA, Step 1  
\$57,645

Certification: Teacher of Students with Disabilities  
Education: Towson University *\*pending transcripts*  
Replaces: New Position  
(UPC #1509-07-SEAUT-TEACHR) (Acct. #15-214-100-101-000-07-60)  
Effective: September 1, 2019

**KAREN HERRERA**

Elementary Teacher  
George L. Catrambone  
BA, Step 6  
\$57,945

Certification: Elementary School Teacher in Grades K-6  
Education: William Paterson University  
Replaces: Noemia Vidazinha  
(UPC # 1373-09-BILNG-TEACHR) (Acct. #15-240-100-101-000-09-06-)  
Effective: September 1, 2019

**PETER LARRABEE**

Chemistry Teacher  
High School  
MA, Step 11  
\$68,245

Certification: Teacher of Chemistry  
Education: Georgian Court University  
Replaces: Latha Nair (Resigned)  
(UPC # 0105-01-SCNCE-TEACHR) (Acct. #15-140-100-101-000-01-00)  
Effective: September 1, 2019

**KRISTIE MADSON**

Science Teacher  
Middle School  
BA, Step 4  
\$56,845

Certification: Elementary School w Subject Matter Specialization: Science Gr. 5-8  
Education: College of Staten Island  
Replaces: Dawn Graham (Retiring)  
(UPC # 0276-02- MSGR6-TEACHR) (Acct. #15-130-100-101-000-02-00)  
Effective: September 1, 2019

H. **PERSONNEL ACTION (continued)**

1. **APPOINTMENT OF CERTIFIED STAFF (continued)**

**JUAN MARTINEZ**

Physical Education Teacher  
Middle School  
BA, Step 1  
\$53,645

Certification: CE Teacher of Health and Physical Education  
Education: Monmouth University  
Replaces: Mark Graziano (Retiring)  
(UPC # 1160-02-PEHLT-TEACHR) (Acct. #15-130-100-101-000-02-00)  
Effective: September 1, 2019

**DIANA RIENZO**

Special Ed/Science Teacher  
Middle School  
MA, Step 1  
\$57,645

Certification: CEAS Teacher of Students with Disabilities, Middle School Science Gr. 5-8 \*  
pending certification  
Education: Monmouth University *\*pending transcripts*  
Replaces: Mary Ann Moriarty (Reassignment)  
(UPC #1212-02-SELD1-TEACHR) (Acct. #15-213-100-101-000-02-00)  
Effective: September 1, 2019

**TYNEKQUA ROLFE-WIGGS**

Teacher of Autism  
Amerigo A. Anastasia  
BA, Step 1  
\$53,645

Certification: CEAS Teacher of Students with Disabilities  
Education: Kean University  
Replaces: Meghan Rathjen (Transfer)  
(UPC # 1448-03-SCAUT-TEACHR) (Acct. #15-214-100-101-000-03-00)  
Effective: September 1, 2019

**DANA SWITAY**

Special Ed/Science Teacher  
High School  
BA +30, Step 1  
\$56,645

Certification: CEAS Teacher of Biology, Teacher of Students with Disabilities  
*\*pending certification*  
Education: Monmouth University  
Replaces: Barbara Giacchi (Retiring)  
(UPC # 1493-01-SELDI-TEACHR) (Acct. #15-213-100-101-000-01-00)  
Effective: September 1, 2019

H. **PERSONNEL ACTION (continued)**

1. **APPOINTMENT OF CERTIFIED STAFF (continued)**

**SARA TOMAS**

Math Teacher  
High School  
BA, Step 4  
\$56,845

Certification: Teacher of Mathematics  
Education: Monmouth University  
Replaces: James Anthony (Retiring)  
(UPC # 0146-01-MATHC-TEACHR) (Acct. #15-140-100-101-000-01-00)  
Effective: September 1, 2019

2. **RETIREMENT**

I recommend the Board accept with regret and best wishes the retirement of the following individuals:

**JAMES ANTHONY**, teacher, effective July 1, 2019. Mr. Anthony has a total of 10 years of service.

**CHRISTINE CARDUCCI**, school social worker, effective July 1, 2019. Ms. Carducci has a total of 25 years of service.

**EVELYN CRUZ**, principal/administrator, effective July 1, 2019. Ms. Cruz has a total of 28 years of service.

**SUSAN MARRA**, instructional assistant, effective July 1, 2019. Mrs. Marra has a total of 20 years of service.

**MELANIE MESSINA**, instructional assistant, effective February 1, 2019. Ms. Messina has a total of 19 years of service and 5 months.

3. **RESIGNATION - CONTRACTUAL POSITIONS**

I recommend the Board accept the resignation of the following individuals:

**PHILIP CURTIS**, teacher, effective July 1, 2019

**CARLY KOMOROWSKI**, teacher/student facilitator, effective July 1, 2019

**SAMUEL MARX**, teacher, effective July 1, 2019

**TARA SULLIVAN**, teacher, effective July 1, 2019

4. **RESIGNATION - STIPEND POSITION**

I recommend the Board accept the resignation of the following individual:

**ADRIANA DEFILLIPO**, Summer Learning Elementary Program, effective May 2, 2019.

5. **STAFF TRANSFERS FOR 2019-2020 SCHOOL YEAR**

I recommend the Board approve the transfers of the following staff as listed:

**MEGAN RATHJEN** from Amerigo A. Anastasia School teacher to Long Branch High School teacher.

**ALYSON STAGICH** from George L. Catrambone School teacher to Long Branch High School teacher.

H. **PERSONNEL ACTION (continued)**

6. **PART-TIME AND STIPEND POSITIONS - SUMMER 2019**

I recommend the Board approve/ratify the part-time and stipend positions as listed:

**GARDEN ASSISTANTS (19 hrs)** \$26.00/hr.

(AAA) Jessica Rodriguez, (AWC) Matilde Roman,  
(GLC) Kelly Stone, (GRE) Jonathan Trzeszkowski,  
(JMF) Erin Dorrian, (LWC) Janise Stout, (MOR) Elizabeth Gannon,  
(MS) Jill Careri, (HS) Colleen Alcott

7. **EXTENDED SCHOOL YEAR STIPENDS - SUMMER 2019**

I recommend the Board approve/ratify the extended school year stipend positions as listed:

**High School Teachers** \$26.00/hr.

Catherine Gooch, Maureen Hague, Angela Napoli-Vincent

**ESY Substitute Teachers** \$26.00/hr.

Melissa Brown, Erica Krumich, Meredith Sinnott,  
Matthew McDermott, Tynekqua Rolfe-Wiggs

**ESY Substitute Instructional Assistants** \$13.36/hr.

Theresa Henderson, Alissa Popo, Michael Vieira

**ESY Related Services Speech** \$63.86/hr.

Marjani Morgan

8. **21st CENTURY PART-TIME AND STIPEND POSITIONS - SUMMER 2019**

I recommend the Board approve/ratify the part-time and stipend positions as listed:

**Project Director** \$29.87/hr.

Elizabeth Muscillo

**Substitute Academic Lab Teacher** \$26.00/hr.

Matthew McDermott

**Substitute Elective Teachers** \$26.00/hr.

Matthew McDermott, Amy Zambrano

9. **SUMMER LEARNING PROGRAM STIPEND POSITIONS - SUMMER 2019**

I recommend the Board approve/ratify the part-time and stipend positions as listed:

**Early Childhood/Kindergarten Teacher** \$26.00/hr

Leah Oppito

**Early Childhood/Kindergarten Instructional Assistant** \$13.36/hr.

Amanda Olsen

**Elementary Building Facilitator** \$31.43/hr.

Nyema Roddy

H. **PERSONNEL ACTION (continued)**

9. **SUMMER LEARNING PROGRAM STIPEND POSITIONS - SUMMER 2019 (continued)**

**Elementary Student Facilitators**

Jose Melendez, Lauren Sweet, Suraya Kornegay \$31.43/hr.

**Elementary Teachers**

Amanda Siller, Brenda Itzol, Martha Prieto \$26.00/hr.

**Elementary Substitute Teachers**

Melissa Heggie, Marjorie Chulsky, Carol Aversa, Mia Kantaffa\* \$26.00/hr.

**Elementary Corridor Aides**

Shane Baker, James Mirarchi \$15.71/hr.

**Elementary Substitute Corridor Aide**

Margaret Johnson \$15.71/hr.

10. **COACHING/ATHLETIC STIPEND POSITIONS - FALL 2019/2020**

I recommend the Board approve/ratify the following coaching/athletic stipend appointments:

**HIGH SCHOOL**

**CATEGORY 1**

**STEP**

**Varsity Cheerleading Head Coach**

Stefanie Matano 9 \$8,500

**Varsity Football Head Coach**

Daniel George 10 \$9,800

**Freshman Cheerleading Head Coach**

Erica Krumich 7 \$4,200

**Freshman Football Head Coach**

Jamil Pitts 7 \$4,200

**CATEGORY 2**

**STEP**

**Boys Varsity Soccer Head Coach**

Adrian Castro 9 \$6,400

**Girls Varsity Soccer Head Coach**

Jessica Wegelin 9 \$6,400

**Boys Freshman Soccer Head Coach**

Juan Martinez 8 \$3,300

\*Pending fingerprints

H. **PERSONNEL ACTION (continued)**

10. **COACHING/ATHLETIC STIPEND POSITIONS - FALL 2019/2020 (continued)**

**HIGH SCHOOL**

**CATEGORY 3**

**STEP**

**Boys Varsity X-Country Head Coach**

Anne Marie Cieri

8

\$3,500

**Girls Varsity X-Country Head Coach**

Richard Ricigliano

9

\$3,900

**Girls Tennis Head Coach**

Will Potter

7

\$3,300

**Girls Varsity Volleyball Head Coach**

Cari Rock

9

\$3,900

**MIDDLE SCHOOL**

**CATEGORY 2**

**STEP**

**Boys Soccer Head Coach**

Brian Howell

10

\$3,700

**Girls Soccer Head Coach**

Jessica Alonzo

9

\$3,400

**CATEGORY 3**

**STEP**

**X-Country Head Coach (B/G)**

Jayce Maxwell

7

\$1,400

11. **COACHING/ATHLETIC STIPEND POSITIONS - WINTER 2019/2020**

I recommend the Board approve/ratify the following coaching/athletic stipend appointments:

**HIGH SCHOOL**

**CATEGORY 1**

**Boys Varsity Basketball Head Coach**

**STEP**

Sean Fitzgerald

8

\$8,000

**Girls Varsity Basketball Head Coach**

Shannon Coyle

10

\$9,800

**Varsity Cheerleading Head Coach**

Stefanie Matano

9

\$8,500

**Varsity Wrestling Head Coach**

Daniel George

10

\$9,800

H. **PERSONNEL ACTION (continued)**

11. **COACHING/ATHLETIC STIPEND POSITIONS - WINTER 2019/2020 (continued)**

**HIGH SCHOOL**

<b><u>CATEGORY 1</u></b>	<b><u>STEP</u></b>	
<b><u>Freshman Basketball Head Coach</u></b> Nemeil Navarro	8	\$4,400

<b><u>Freshman Cheerleading Head Coach</u></b> Erica Krumich	8	\$4,400
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<b><u>Freshman Wrestling Head Coach</u></b> Andrew Balina	9	\$4,800
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<b><u>CATEGORY 2</u></b>	<b><u>STEP</u></b>	
<b><u>Boys Varsity Indoor Track Head Coach</u></b> Terrence King	10	\$7,400

<b><u>Girls Varsity Indoor Track Head Coach</u></b> Anne Marie Cieri	8	\$6,200
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<b><u>Swimming Head Coach (B/G)</u></b> Tracey Ciambrone	10	\$7,400
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<b><u>CATEGORY 3</u></b>	<b><u>STEP</u></b>	
<b><u>B/G Bowling Head Coach</u></b> Tonya Galiszewski	10	\$4,500

**MIDDLE SCHOOL**

<b><u>CATEGORY 1</u></b>	<b><u>STEP</u></b>	
<b><u>Boys Basketball Head Coach</u></b> Christian Matthews	8	\$3,800

<b><u>Girls Basketball Head Coach</u></b> Katherine Gooch	9	\$4,200
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<b><u>Cheerleading Head Coach</u></b> Alyssa Tavernise	7	\$3,600
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<b><u>Wrestling Head Coach</u></b> Louis DeAngelis	10	\$4,500
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12. **PART-TIME AND STIPEND POSITIONS - 2019-2020 SCHOOL YEAR**

I recommend the Board approve/ratify the part-time and stipend positions as listed:

**Building Site Supervisors** \$25.75/hr.  
Felicia Gadson, Barbara Greely, Brenda Itzol, Margaret Johnson,  
Fermin Luna Hernandez, Kristopher Parker, Eric Peters, Charles Widdis

H. **PERSONNEL ACTION (continued)**

12. **PART-TIME AND STIPEND POSITIONS - 2019-2020 SCHOOL YEAR (continued)**

**Building Security Persons**

\$15.00/hr.

Veronica Billy, Rickey Boston, Dorothy Bowles, Mary Boyce, Wanda Castle, Marjorie Chulsky, Devron Clark, Bruce Clay, Star Cleveland, Charles Condone, Joseph DeFillipo, Ralph DeFillipo, Michael Dennis, Erin Dorrian, Felicia Gadson, Eliana Garcia, Barbara Greely, Hermine Harrison, Cesare Iengo, Brenda Itzol, Terry Johnson, Margaret Johnson, Kimberly Jones, Michael Jones, Terrence King, Joseph Lebron, Shana Linton-Sanderson, Fermin Luna Hernandez, Rosa Melo, Karla Mendez, Cynthia Murphy, Ruby Nazon, Kristopher Parker, Donna Perreira, Jessica Rodriguez, Denise Rosa, Christopher Sanchez, Ana Saner, Karen Stout, James Sweeney, Roszita Tatum, Kelly Treshock, Charlie Widdis, Joseph Winter

13. **PART-TIME AND STIPEND POSITIONS - 2019-2020 SCHOOL YEAR**

I recommend the Board approve/ratify the part-time and stipend positions as listed:

**Building Site Supervisors**

\$25.75/hr.

Kevin Schaubert

**Building Security Persons**

\$15.00/hr.

Kevin Schaubert

14. **STUDENT TEACHER/INTERN PLACEMENT**

I recommend the individuals listed be authorized to conduct their student teaching in the Long Branch Public Schools as indicated during the 2019-2020 school year. Long Branch Public School employees must complete their student teaching and/or internship outside of their contractual hours.

**Summer 2019**

**August 2019**

**University of Delaware**

Jennifer Flint

Anastasia

Kerry Keating

**Fall 2019**

**September-December 2019**

**Monmouth University**

Cassandra Capozzi-Smith

Gregory School

Patricia Bruckner

Sabrina Carulli

Anastasia School

Benjamin Woolley

Erin Dalm

High School

Desmond Dunkley

Ana Frazao

Gregory School

Meredith Fleming

Paulina Karach

High School

Alissa Gallo

Andrew LaMura

High School

Jamie Sanders

Kelly Schuld

High School

Lianne Kulik

Madison Urraro

GLC School

Carlos Villacres

**University of Delaware**

Jennifer Flint

Anastasia School

Kerry Keating

**Stockton University**

Emma Bliss

High School

Nemeil Navarro

H. **PERSONNEL ACTION (continued)**

15. **FAMILY/MEDICAL LEAVE OF ABSENCE**

I recommend the Board approve/ratify the family/medical leave of absences as listed on - **APPENDIX H-1.**

16. **ATTENDANCE AT CONFERENCES / MEETINGS**

I recommend the Board approve the attendance of the staff members indicated on the attached list at the conferences indicated - **APPENDIX H-2.**

17. **SUBMISSION OF PROPOSED COMPREHENSIVE EQUITY PLAN FOR YEARS 2019-2020 THROUGH 2021-2022- RESOLUTION**

I recommend the Board authorize the submission of the proposed Comprehensive Equity Plan - **APPENDIX H-3.**

18. **POLICIES AND REGULATIONS - FIRST READING - ALERT 218**

The new Policy and Regulation as listed on the attachment are being presented to the full Board for a first reading - **APPENDIX H-4.**

Policy Alert No. 218 - Earned Sick Leave Law

I. **STUDENT ACTION**

1. **APPROVAL OF MONTHLY HIB REPORT P.L. 2010. c. 122 (A-3466)**

I recommend the Board approve the monthly report as required by statute - **APPENDIX I-1.**

2. **FIELD TRIP APPROVALS**

I recommend the Board approve/ratify the field trips indicated (which will be labeled **APPENDIX I-2** and made part of the permanent minutes upon Board approval).

3. **PLACEMENT/TERMINATION OF STUDENTS ON HOME INSTRUCTION**

I recommend the Board approve/ratify the placement/termination of home instruction for the students listed on **APPENDIX I-3.**

4. **RECOMMENDATION FOR ATYPICAL OUT OF DISTRICT STUDENTS FOR PLACEMENT AND TRANSPORTATION FOR THE 2018-2019 SCHOOL YEAR**

I recommend the Board approve the following students for atypical out of district placement and transportation for the 2018-2019 school year:

**DCF REGIONAL SCHOOL-CUMBERLAND CAMPUS**  
**TOMS RIVER, NEW JERSEY**

Tuition: \$41,791.20/Student

Transportation

Effective Date: 4-29-2018 to 6-30-2019

ID#: 5310607467, classified as Eligible for Special Education and Related Services

**LADACIN/SCHROTH SCHOOL**  
**WANAMASSA, NEW JERSEY**

Tuition: \$15,794.00/Student

Transportation

Effective Dates: 4-1-2019 to 6-20-2019

ID#: 5696565489, classified as Eligible for Special Education and Related Services

1. **STUDENT ACTION (continued)**

5. **PLACEMENT OF ATYPICAL TUITION-IN STUDENT FOR THE 2018-2019 SCHOOL YEAR**

I recommend the Board approve the tuition-in student for the 2018-2019 school year:

**KEANSBURG PUBLIC SCHOOL DISTRICT**

Student ID#: 4262012841

Placement: Audrey W.Clark School  
(Special Class/ED)

Tuition: \$155.14 per Diem

Effective: 5-15-2019 to 6-18-2019

6. **RECOMMENDATION FOR TERMINATION OF ATYPICAL OUT OF DISTRICT STUDENTS FOR PLACEMENT AND TRANSPORTATION FOR THE 2018-2019 SCHOOL YEAR**

I recommend the Board approve the termination of the following atypical out of district students for placement and transportation for the 2018-2019 school year:

**LADACIN/SCHROTH SCHOOL  
WANAMASSA, NEW JERSEY**

Tuition: \$55,130.00/Student

Transportation

Effective Date: 4-15-2019

ID#: 6440985297, classified as Eligible for Special Education and Related Services

**GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
SEWELL, NEW JERSEY**

Tuition: \$38,700.00/Student (Pro-Rated)

Transportation

Extraordinary Services: \$40,760.00 (Pro-Rated)

Non-Resident Fee: \$3,000.00 (Pro-Rated)

Effective Date: 4-18-2019

ID#: 5310607467, classified as Eligible for Special Education and Related Services

**OCEAN ACADEMY  
BAYVILLE, NEW JERSEY**

Tuition: \$32,380.92/Student

Transportation:

Effective Date: 5-14-2019

ID#: 1359843677, classified as Eligible for Special Education and Related Services

7. **PUPIL PERSONNEL SERVICES CONSULTANTS - 2018-2019**

I recommend the Board approve the following Pupil Personnel Services Consultants for the 2018-2019 school year.

**PROFESSIONAL COUNSELING**

Sharon Diaz-Harvey, LPC, NCC

\$75/hr

8. **CORRECTIONS / REVISIONS TO MINUTES**

I recommend the Board approve the following corrections/revisions to minutes indicated:

May 1, 2019

**EARLY CHILDHOOD, KINDERGARTEN AND ELEMENTARY PART-TIME AND STIPEND POSITIONS - SUMMER 2019**

Amaryllis Herrera, Summer Learning Program Elementary Teacher; \$26.00/hr. This should have read Substitute Teacher.

**APPROVAL OF CONTINUATION OF SALARIES AND CONTRACTS**

Haskovic, Hadija, Instructional Assistant. Salary should have read \$31,019.00.

Rodriguez, Ruth, Instructional Assistant. Salary should have read \$31,019.00.

Olivadotti, Donna, Bus Driver. Salary should have read \$33,622.00

Mendez, Sonia, Instructional Assistant. Salary should have read \$31,019.00.

Ferraina-Turner, Milagritos, Instructional Assistant. Salary should have read \$38,136.00.

Popo, Marie, Instructional Assistant. Salary should have read \$38,136.00.

Wiggins, Lucky, Instructional Assistant. Salary should have read \$38,136.00.

Garifine, Kevin, 12-month Custodian. Salary should have read \$70,640.00.

Milan, SanJuanita, Secretary. Salary should have read \$48,273.00.

Eshelman, Juan, Operations and Inventory Specialist. Salary should have read \$63,778.00.

Petraits, Nicole, Teacher MA. Salary should have read \$62,745.00

Lopez, Alexa Speech/Language Teacher MA+30. Salary should have read \$63,445.00

McIntyre, Karina, Social Worker. Salary should read \$64,445.00 Step 6.

**LBSEA MEMBERS WHO SHOULD RECEIVE A \$2,500.00 STIPEND FOR THE 2019 - 2020 SCHOOL YEAR:**

Bennett, Susan; Berryhill, Louise; Booth, Dactilia; Chaves, Maria; Gadson, Felicia;

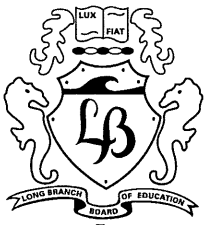
Galloway, Antoinette; Hayes, Jamie; Johnson, Lisa; Jones, Kimberly; Luccarelli, Almira;

Maldonado, Katherine; Navarrete, Maria; Roberts, Terri; Roman, Matilde; Sims, Gina;

Trombetta, Juliette

J. **OPPORTUNITY TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**

K. **ADJOURNMENT**



# MINUTES

APPENDIX G-1

## OPERATION AND MANAGEMENT COMMITTEE

Wednesday, May 8, 2019 - 6:15 P.M.  
540 Broadway, Long Branch, NJ 07740

### **COMMITTEE MEMBERS:**

Armand Zambrano, Chairperson  
Donald Covin  
Violeta Peters  
Tasha Youngblood Brown

### **ADMINISTRATORS:**

Michael Salvatore, Ph.D.  
Alvin L. Freeman, Ed.D.  
Peter E. Genovese III, RSBO, QPA  
Ann C. Degnan  
Christopher Dringus

## **FACILITIES**

### **Historic High School Update**

- Windows complete except for 4
- Window lentils are nearly complete
- Kitchen equipment is ready for installation
- Flooring is being installed on the second floor
- Basement epoxy floor is done
- Walls are painted and ceiling grid is up

### **Energy Savings Improvement Plan Update**

- Bids and selections - We had 3 bids submitted for the mechanical bids and all were over budget. ESG rejected the bids. After careful consideration, ESG engaged in contracts with vendors off the co-ops. Three alternates were also approved. We had one bid for the weather proofing and ESG accepted the bid.
- ESG started the Amerigo A. Anastasia School on April 15, 2019 and have had a crew on site daily. They will provide a schedule for the work in the next few weeks.

## **TECHNOLOGY**

### **Security**

- Our new district standard for security software and hardware has been fully deployed to the Gregory School, Lenna W. Conrow School and the Buildings and Grounds facility. The Historic High School will be brought online with the new system.
- The Little Waves building will be brought online in the near future as the licensing has been purchased and the hardware is in place.
- All ENV'S (Edge Network Video Server, a video security storage device that is connected via the network) have been removed to stage the next round of upgrades.
- We are currently working on a final plan to upgrade our card access system.

## **TECHNOLOGY (continued)**

### **Internet Connection**

- Leveraging E-Rate funding, we will be installing a secondary Internet Connection through a different provider at a separate location, giving us full redundancy in the event of a Service Provider outage.

### **540 MDF**

- 2 new enterprise class UPS's have been deployed and are now online. Extensive work has been done whereby all city/district wide equipment is now fully power redundant.

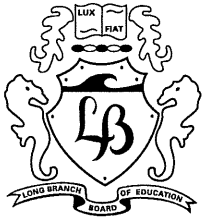
## **TRANSPORTATION**

- Conducting a feasibility study to determine if there is a financial opportunity to do more routes in house which will require the hiring of additional staff and the purchase of additional buses.
- Cameras have been installed in all buses.

\*\*\*\*\*

## **GOALS**

1. The committee members will actively participate in professional dialog pertaining to facility management and preventative maintenance.
2. The committee members will seek professional learning experiences pertaining to facility operations with specific focus towards: educational code, NJ statute, federal guidelines, technology advancements, policy revisions, and initiatives put forth by the Department of Education.



# MINUTES

APPENDIX G-2

## INSTRUCTION AND PROGRAMS COMMITTEE

Wednesday, May 8, 2019 - 5:30 PM  
540 Broadway, Long Branch, NJ 07740

### COMMITTEE MEMBERS:

Donald Covin: Chair  
Caroline Bennett  
Michele Critelli, Ed.D.  
Armand Zambrano

### ADMINISTRATORS:

Michael Salvatore, Ph.D.  
Alvin L. Freeman, Ed.D.  
Roberta Freeman, Ed.D.

### 1. **Curriculum & Instruction Updates** - Presented by Dr. Roberta Freeman, Chief Academic Officer

#### a. **School of Social Justice**

The School of Social Justice at the Historic High School is scheduled to open September 2019. The program is being offered to juniors and seniors and will create a college/career pathway for students pursuing studies in various areas. Courses in entrepreneurship, criminal justice, government, advocacy and sociology are just a sample of the rigorous offerings. This summer extensive professional learning sessions will be held for teachers as well as orientation sessions for students. Interested students should see their guidance counselors.

#### b. **Early Mathematics Research Study**

The Early Mathematics Research Study was a huge success. As a result, the focus of the study, incorporating small group activities during mathematics instructional time (guided math), will be implemented in all kindergarten and first grade classrooms for the 2019-2020 school year. Three second grade teachers will also pilot the program next year. Teachers who were part of the study this year will be our Mathematics Ambassadors as we fully implement the program. Thank you to Mr. Kelly, Mrs. Fiore, Mrs. DePizzo, Mrs. Cummings, Ms. Gonzalez, Mr. Gilbert and Mrs. Pangborn for being a part of the study and for their continual commitment to providing high quality instruction to the students in Long Branch.

**c. 2019-2020 Curriculum Revisions**

The district will be participating in a full NJQSAC review during the 2019-2020 school year. To ensure all curriculum meets NJDOE standards, the following curriculum will be revised:

- i. ESL
- ii. World Language
- iii. VPA
- iv. PE & Health
- v. Middle School Mathematics (to include financial literacy)

**d. Draft Curriculum for September Approval**

The following curricula is scheduled to be approved at the September 2019 Board Meeting:

Elementary

- Reading Skills Scope & Sequence (Grades 1 &2)
- Mathematics Skills Scope & Sequence

Middle School

- Grade 6 Mathematics (Accelerated Program)
- Middle School Algebra I
- Middle School Geometry

High School

- AP Calculus
- Pre-Calculus/Pre-calculus Honors
- Financial Algebra
- AP Courses (US II, World, Human Geography, Macroeconomics, Psychology, American Government & Politics)
- Marketing
- Tech Apps
- Dance I-IV
- Performance Dance
- Stage Tech
- Intro to Theater/Speech & Theater
- Public Speaking

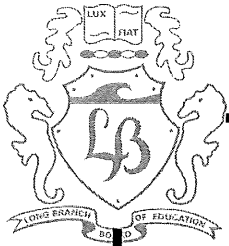
**2. Questions/Comments**

\*\*\*\*\*

**INSTRUCTION & PROGRAMS COMMITTEE GOALS**

The committee members will actively participate in professional dialog pertaining to the state student learning standards, teacher evaluation, student growth objectives, student growth percentiles and NJSLA.

The committee members will seek professional learning experiences pertaining to curriculum and instruction with specific focus towards: state student learning standards, teacher evaluation, student growth objectives, student growth percentiles and NJSLA.



# MINUTES

APPENDIX G-3

## COMMUNICATIONS / SECURITY COMMITTEE MEETING

Tuesday, May 7, 2019 - 5:30 PM  
540 Broadway, Long Branch, NJ 07740

### COMMITTEE MEMBERS:

Avery Grant: Chairperson  
Tasha Youngblood Brown  
Caroline Bennett  
Lauren McCaskill

### ADMINISTRATORS:

Michael Salvatore, Ph.D.  
Alvin L. Freeman, Ed.D.  
Walter O'Neill

The district has purchased a lifesaving tool that every employee can download free to his or her cellular device. CrisisGo is an emergency communication tool that allows every employee regardless of position, title, education, to have the same authority, knowledge, ability and authorization to activate a number of alerts.

The district is also working with CrisisGo in regards to Alyssa's Law; having at least "one" panic button located within the school. Long Branch Public Schools will far exceed the minimum requirement (we will not disclose publicly the actual number or locations of these panic buttons).

LBPS realized that substitute teachers (who do receive an initial security training when they are board approved) don't have access to CrisisGo as they might only work here once a month, so working with CrisisGo we developed a specialized alert system just for substitutes (can't provide any more details to the public).

Security of schools consists of technology, cameras and cellular applications, as well as monitoring social media. We also have protocols in place for staff in times of an emergency to use whistles, air horns, CrisisGo to alert others of an emergency. The public address system is also a critical part of our crisis/emergency notification system.

All employees are required to register their personal vehicles with the security department and are issued a parking permit. Students who drive to school register with the High School administration and are issued parking stickers for their cars.

Long Branch Police Class III Officers assigned to our schools have been well received and have developed relationships with students and staff. Long Branch Police Officers are required during their patrol shifts to stop in the schools and walk around to become familiar with the building, staff and students.

We also discussed the training that the Long Branch Safe School Officers undertake each year, and how they are highly qualified.

\*\*\*\*\*

### **Committee Goals:**

The committee members will actively participate in professional dialogue pertaining to school safety and district public relations. The committee members will seek professional learning experiences pertaining to school safety and communications, with specific focus towards homeland security standards, NJ statute, federal guidelines, best practices and policy revisions.

BOARD OF EDUCATION  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY

RESOLUTION

**WHEREAS**, the School Ethics Act, N.J.S.A. 18A:12-21 *et seq.* was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators, and to provide specific ethical standards to guide their conduct; and

**WHEREAS**, throughout the State, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a Board of Education cannot be reached due to disqualifying conflicts of interest of Board Members on a matter required to be voted upon; and

**WHEREAS**, the School Ethics Commission ("Commission") provided guidance in Public Advisory Opinion A03-9 (April 1, 1998); and

**WHEREAS**, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary, and the specific nature of the conflicts of interest; and

**WHEREAS**, the Commission, by resolution dated February 25, 2003, further clarified this standard and required a Board of Education invoking the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so, and the specific nature of the conflicts of interest; and

**WHEREAS**, the Commission further directed Boards of Education that invoke the Doctrine to read the resolution at a regularly scheduled public meeting, post it where the Board posts regular public notices for a period of thirty (30) days after passage, and provide a copy of the executed resolution to the Commission; and

**WHEREAS**, the Board is required by law to prepare an annual performance report of the superintendent by a majority of its full membership pursuant to N.J.A.C. 6A:10-8.1; and

**WHEREAS**, pursuant to N.J.A.C. 6A:10-8.1, the Board desires to evaluate the superintendent and prepare an annual performance report by a majority of its full membership which shall include, but not be limited to, performance areas of strength; performance areas needing improvement; recommendations for professional growth and development; a summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall programs and the chief school administrator's performance; and provision for performance data not included in the report; and

**WHEREAS**, the Board Attorney has reviewed the State regulations and the advisory decisions of the Commission and determined that existing conflicts prohibit seven (7) members of the Board from voting on this matter; and

**WHEREAS**, those Board member conflicts are as follows:

- **Tasha Youngblood Brown** - Mrs. Brown has an immediate family member and/or relative employed by the Board and, therefore, is prohibited from participating in all issues relating to the superintendent, including any search, contract approval and evaluation of performance.
- **Michele Critelli, Ed.D.** - Dr. Critelli has an immediate family member and/or relative employed by the Board and, therefore, is prohibited from participating in all issues relating to the superintendent, including any search, contract approval and evaluation of performance.
- **Armand R. Zambrano Jr.** - Mr. Zambrano has an immediate family member and/or relative employed by the Board and, therefore, is prohibited from participating in all issues relating to the superintendent, including any search, contract approval and evaluation of performance.
- **Caroline Bennett** - Ms. Bennett has an immediate family member and/or relative employed by the Board and, therefore, is prohibited from participating in all issues relating to the superintendent, including any search, contract approval and evaluation of performance.
- **Lauren McCaskill** - Ms. McCaskill has an immediate family member and/or relative employed by the Board and, therefore, is prohibited from participating in all issues relating to the superintendent, including any search, contract approval and evaluation of performance.
- **Violeta Peters** - Mrs. Peters has an immediate family member and/or relative employed by the Board and, therefore, is prohibited from participating in all issues relating to the superintendent, including any search, contract approval and evaluation of performance.
- **Lucille Perez** - Mrs. Perez has an immediate family member and/or relative employed by the Board and, therefore, is prohibited from participating in all issues relating to the superintendent, including any search, contract approval and evaluation of performance.

**WHEREAS**, the inability of the aforementioned Board Members to participate in/vote on evaluating the superintendent as required by state law, will result in a lack of a quorum necessary to prepare an annual performance report; and

**WHEREAS**, in order to prepare an annual performance report, as required by law, the Board desires to invoke the Doctrine of Necessity, in accordance with the procedures established by the Commission; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Long Branch Board of Education, County of Monmouth, State of New Jersey, as follows:

1. That the aforementioned members are prohibited from participating in evaluating the superintendent because of the conflicts outlined above;
2. That the Board therefore invokes the Doctrine of Necessity in order to allow the full body of the Board to prepare an annual performance report of the superintendent;
3. That this resolution shall be read at a regularly scheduled meeting of the Board and be posted on the Board's website; and
4. That a copy of this resolution shall be forwarded to the School Ethics Commission.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the action taken pursuant to this invocation shall be deemed valid notwithstanding the aforementioned conflicts, and the waiver of said conflicts shall not extend beyond the scope addressed within this Resolution.

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Peter E. Genovese III, RSBO, QPA  
School Business Administrator/Board Secretary

Ayes:

Nays:

Absent:

Date: May 22, 2019

**INTENTION TO RETURN FROM FAMILY/MEDICAL LEAVE OF ABSENCE**

**NICOLE GUERRA**, Gregory School, teacher effective June 3, 2019.

**SUSAN MARRA**, Joseph M. Ferraina Early Childhood Learning Center, instructional assistant effective May 15, 2019.

**KALLIOPI PAPAYIANNIS**, George L. Catrambone, teacher effective September 1, 2019.

**MEGAN RENZO-MAZZA**, Middle School, guidance counselor effective May 13, 2019.

**SHANNON RIDILLA**, Morris Avenue School, teacher effective May 13, 2019.

**KAREN STOUT**, Lenna W. Conrow School teacher, effective May 6, 2019.

**RENE YENNELLA**, Lenna W. Conrow School, teacher effective September 1, 2019.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING SICK DAYS**

**NICOLE GUERRA**, Gregory School, teacher from May 6, 2019 to May 30, 2019.

**ANTONIA LATERZA**, Gregory School, teacher from April 17, 2019 to May 23, 2019.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING PAID DAYS**

**NICOLE GUERRA**, Gregory School, teacher for May 31, 2019.

**ANTONIA LATERZA**, Gregory School, teacher from May 28, 2019 to June 12, 2019.

**FAMILY/MEDICAL LEAVE OF ABSENCE USING UNPAID DAYS**

**ANTONIA LATERZA**, Gregory School, teacher from June 13, 2019 to June 18, 2019.

**REQUEST TO EXTEND FAMILY/MEDICAL LEAVE OF ABSENCE USING SICK DAYS**

**SUSAN MARRA**, Joseph M. Ferraina Early Childhood Learning Center, instructional assistant for May 9, 2019 and May 14, 2019.

**REQUEST TO EXTEND FAMILY/MEDICAL LEAVE OF ABSENCE WITHOUT PAY**

**STACIE BRODERICK**, High School teacher from September 1, 2019 to June 30, 2020.

## CONFERENCES

## APPENDIX H-2

Note: The following staff members are being approved only for registration and mileage (not to exceed \$.31 per mile) in accordance with State Circular Letter 12-14-OMB, which states that overnight travel within certain areas is no longer subject to reimbursement. Additionally, meals not associated with overnight travel will not be reimbursed:

**Lindsay Bickley**

**\$488.00**

AWC Social Worker, to attend Safe Crisis Management Instructor Recertification, sponsored by JKM Training, Inc. to be held **June 24, 25, 2019** at Caesars Resorts & Casino, Atlantic City, NJ (ACCT: 15-000-223-500-100-06-44).

**Alissa Gallo**

**\$1,617.00**

HS Math Teacher, to attend Advanced Placement Summer Institute for Calculus AB sponsored by Community School of Naples, to be held **June 16, 17, 18, 19, 20, 2019** at Community School of Naples, Naples, FL (ACCT: 15-000-240-500-168-01-44).

**Peter E. Genovese III, RSBO, QPA**

**\$768.00**

School Business Administrator/Board Secretary, to attend 2019 New Jersey Association of School Business Officials (NJASBO), sponsored by New Jersey Association of School Business Officials to be held **June 5, 6, 7, 2019** at Borgata Conference Center, Atlantic City, NJ (ACCT: 11-000-230-585-390-11-44).

**Kristopher Parker**

**\$483.00**

AWC Safe School, to attend Safe Crisis Management Instructor Recertification, sponsored by JKM Training, Inc. to be held **June 24, 25, 2019** at Caesars Resorts & Casino, Atlantic City, NJ (ACCT: 15-000-223-500-100-06-44).

**Kristine Villano**

**\$475.00**

AWC Principal, to attend Safe Crisis Management Instructor Recertification, sponsored by JKM Training, Inc. to be held **June 24, 25, 2019** at Caesars Resorts & Casino, Atlantic City, NJ (ACCT: 15-000-223-500-100-06-44).

RESOLUTION

**BOARD OF EDUCATION OF THE CITY OF LONG BRANCH**  
**IN THE COUNTY OF MONMOUTH**

**WHEREAS**, the Long Branch Board of Education at its regular meeting on May 22, 2019 approved to submit the proposed Comprehensive Equity Plan For School Years 2019-2020 through 2021-2022,

**THEREFORE BE IT RESOLVED**, that the Board authorizes the Personnel Manager to submit this resolution along with the Statement of Assurance (Appendix D), Resolution appointing the Affirmative Action Officer, List of Affirmative Action Team members (Appendix A), Comprehensive Equity Plan Needs Assessment Checklist (Appendix B) and the Comprehensive Equity Plan forms (Appendix C) to the New Jersey Department of Education County Office.

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Peter E. Genovese III, RSBO, QPA  
School Business Administrator/Board Secretary

Ayes:

Nays:

Absent:

Date: May 22, 2019

# POLICY GUIDE

ADMINISTRATION  
1642/page 1 of 3  
Earned Sick Leave Law  
Mar 19  
M

[See POLICY ALERT No. 218]

## 1642 EARNED SICK LEAVE LAW

All persons holding any office, position, or employment in local school districts, regional school districts, or county vocational schools of the State who are steadily employed by the Board of Education or who are protected by tenure in their office, position, or employment under the provisions of N.J.S.A. 18A:30-2 or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten school days in any school year in accordance with the provisions of N.J.S.A. 18A:30-2.

However, a Board of Education may determine some persons holding an office, position, or employment are not eligible for sick leave in accordance with N.J.S.A. 18A:30-2. These persons shall be covered under the provisions of the New Jersey Earned Sick Leave Law (Act), N.J.S.A. 34:11D-1 through 34:11D-11. Policy and Regulation 1642 outline the provisions of the Act for those persons the Board of Education determines are not eligible for sick leave in accordance with the provisions of N.J.S.A. 18A:30-2 or any rule or law of New Jersey other than the Act.

For the purposes of Policy and Regulation 1642, “employer” means a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

For the purposes of Policy and Regulation 1642, “employee” means an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

In accordance with the provisions of N.J.S.A. 34:11D-2, for every thirty hours worked, an employee eligible to accrue earned sick leave under the Act shall accrue one hour of earned sick leave commencing no later than October 29, 2018.



# POLICY GUIDE

ADMINISTRATION  
1642/page 2 of 3  
Earned Sick Leave Law

The employer **will not** provide an employee with the full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the provisions of N.J.S.A. 34:11D-2.a.

The employer **will not** permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.

Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning February 26, 2019 after the employee commences employment.

If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave

**Select one option below:**

**Option 1** - beginning on the 120<sup>th</sup> calendar day after the employee commences employment.

The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.

ADMINISTRATION  
1642/page 3 of 3  
Earned Sick Leave Law



# POLICY GUIDE

The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the reasons outlined in N.J.S.A. 34:11D-3.a.

No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.

In accordance with N.J.S.A. 34:11D-5, failure of the employer to comply with the provisions of the Act shall be regarded as a failure to meet the wage payment requirements of the "New Jersey State Wage and Hour Law."

The employer shall retain records documenting hours worked and earned sick leave taken by employees covered under the Act in accordance with the provisions of N.J.S.A. 34:11D-6.

The employer shall provide notification, in a form issued by the Commissioner of Labor and Workforce Development, to employees of their rights under the Act; post the notification; and provide a copy of the notification to employees eligible to accrue earned sick leave under the Act in accordance with the provisions of N.J.S.A. 34:11D-7.

N.J.S.A. 34:11D-1 through 34:11D-11

Adopted:



# REGULATION GUIDE

ADMINISTRATION  
R 1642/page 1 of 14  
Earned Sick Leave Law  
Mar 19  
M

[See **POLICY ALERT No. 218**]

## R 1642 EARNED SICK LEAVE LAW

### A. Definitions Relative to Policy and Regulation 1642 and the New Jersey Earned Sick Leave Law (Act)

“Act” means the New Jersey Earned Sick Leave Law – N.J.S.A. 34:11D-1. through 34:11D-11.

“Benefit year” means the period of twelve consecutive months, July 1 through June 30, as established by an employer in which an employee shall accrue and use earned sick leave as provided pursuant to N.J.S.A. 34:11D-2, provided that once the starting date of the benefit year is established by the employer it shall not be changed unless the employer notifies the Commissioner of Labor and Workforce Development of the change in accordance with regulations promulgated pursuant to the Act. The Commissioner shall impose a benefit year on any employer the Commissioner determines is changing the benefit year at times or in ways that prevent the accrual or use of earned sick leave by an employee.

“Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.

“Child” means a biological, adopted, or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.

“Civil union” means a civil union as defined in N.J.S.A. 37:1-29.

“Commissioner” means the Commissioner of Labor and Workforce Development.

“Department” means the Department of Labor and Workforce Development.



# REGULATION GUIDE

ADMINISTRATION  
R 1642/page 2 of 14  
Earned Sick Leave Law

“Designated domestic violence agency” means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.

“Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19, and N.J.S.A. 17:29B-16.

“Domestic partner” means a domestic partner as defined in N.J.S.A. 26:8A-3.

“Employee” means, for the purposes of Policy and Regulation 1642, an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided with sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

“Employer” means, for the purposes of Policy and Regulation 1642, a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

“Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of an employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

“Health care professional” means any person licensed under Federal, State, or local law, or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional, including but not limited to doctors, nurses, and emergency room personnel.



# REGULATION GUIDE

ADMINISTRATION  
R 1642/page 3 of 14  
Earned Sick Leave Law

“Parent” means a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or of the employee’s spouse, domestic partner, or civil union partner, or a person who stood in loco parentis of the employee or the employee’s spouse, domestic partner, or civil union partner when the employee, spouse or partner was a minor child.

“Retaliatory personnel action” means denial of any right guaranteed under the Act and any threat, discharge, including a constructive discharge, suspension, demotion, unfavorable reassignment, refusal to promote, disciplinary action, sanction, reduction of work hours, reporting or threatening to report the actual or suspected immigrant status of an employee or the employee’s family, or any other adverse action against an employee.

“Sibling” means a biological, foster, or adopted sibling of an employee.

“Spouse” means a husband or wife.

## B. Provision of Earned Sick Leave – N.J.S.A. 34:11D-2

1. The employer shall provide earned sick leave in accordance with the Act for each employee working for the employer.
2. For every thirty hours worked, the employee shall accrue one hour of earned sick leave. The employer **will not** provide an employee their full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the Act.
3. The employer **will not** permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.
  - a. Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning on February 26, 2019 after the employee commences employment.



# REGULATION GUIDE

ADMINISTRATION  
R 1642/page 4 of 14  
Earned Sick Leave Law

- b. If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave

**Select one option below:**

**Option 1** - beginning on the 120<sup>th</sup> calendar day after the employee commences employment.

4. The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.
5. The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.
6. Upon the mutual consent of the employee and employer, an employee may voluntarily choose to work additional hours or shifts during the same or following pay period, in lieu of hours or shifts missed, but shall not be required to work additional hours or shifts or use accrued earned sick leave. The employer may not require, as a condition of an employee using earned sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned sick leave.

ADMINISTRATION  
R 1642/page 5 of 14  
Earned Sick Leave Law



# REGULATION GUIDE

7. If an employee is transferred to a separate division, entity, or location, but remains employed by the same employer, then the employee shall be entitled to all earned sick leave accrued at the prior division, entity, or location, and shall be entitled to use the accrued earned sick leave as provided in the Act.
  8. If an employee is terminated, laid off, furloughed, or otherwise separated from employment with the employer, any unused accrued earned sick leave shall be reinstated upon the re-hiring or reinstatement of the employee to that employment, within six months of termination, being laid off or furloughed, or separation, and prior employment with the employer shall be counted towards meeting the eligibility requirements set forth in N.J.S.A. 34:11D-2.
  9. The employer may choose the increments in which its employees may use earned sick leave, provided that the largest increment of earned sick leave an employee may be required to use for each shift for which earned sick leave is used shall be the number of hours the employee was scheduled to work during that shift.
- C. Permitted Usage of Earned Sick Leave – N.J.S.A. 34:11D-3
1. The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the following:
    - a. Time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
    - b. Time needed for the employee to aid or care for a family member of an employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
    - c. Absence necessary due to circumstances resulting from the employee, or a family member of an employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from

ADMINISTRATION  
R 1642/page 6 of 14  
Earned Sick Leave Law



# REGULATION GUIDE

physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

- d. Time during which the employee is not able to work because of a closure of the employee's workplace, or the school or place of care of a child of an employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; or
  - e. Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.
2. If an employee's need to use earned sick leave is foreseeable, the employer **will** require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and shall make a reasonable effort to schedule the use of earned sick leave in a manner that does not unduly disrupt the operations of the employer. If the reason for the leave is not foreseeable, the employer will require an employee to give notice of the intention as soon as practicable, if the employer has notified the employee of this requirement.

ADMINISTRATION  
R 1642/page 7 of 14  
Earned Sick Leave Law



# REGULATION GUIDE

- a. The employer may prohibit employees from using foreseeable earned sick leave on certain dates provided reasonable notice of these dates is provided to employees and the employer will require reasonable documentation if sick leave that is not foreseeable is used during those dates.
- b. For earned sick leave of three or more consecutive days, the employer will require reasonable documentation that the leave is being taken for the purpose permitted under N.J.S.A. 34:11D-3.a. and C.1. above.
- c. If the leave is permitted under N.J.S.A. 34:11D-3.a.(1) and C.1.a. above or N.J.S.A. 34:11D-3.a.(2) and C.1.b. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, number of days of leave, shall be considered reasonable documentation.
- d. If the leave is permitted under N.J.S.A. 34:11D-3.a.(3) and C.1.c. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence: medical documentation; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
- e. If the leave is permitted under N.J.S.A. 34:11D-3.a.(4) and C.1.d. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

ADMINISTRATION  
R 1642/page 8 of 14  
Earned Sick Leave Law



# REGULATION GUIDE

- f. If the leave is permitted under N.J.S.A. 34:11D-3.a.(5) and C.1.e. above, tangible proof of the reasons outlined in N.J.S.A. 34:11D-3.a.(5) and C.1.e. above shall be considered reasonable documentation.
3. Nothing in the Act shall be deemed to require the employer to provide earned sick leave for an employee's leave for purposes other than those identified in N.J.S.A. 34:11D-3, or prohibit the employer from taking disciplinary action against an employee who uses earned sick leave for purposes other than those identified in N.J.S.A. 34:11D-3.

## Option – Must Select One Option Below

4. **Option 1** - \_\_\_ The employer will not pay an employee for unused earned sick leave at the end of the benefit year pursuant to N.J.S.A. 34:11D-3.c.]
5. Unless the employer's policy or a collective bargaining agreement provides for the payment of accrued earned sick leave upon termination, resignation, retirement, or other separation from employment, an employee shall not be entitled under N.J.S.A. 34:11D-3 to payment of unused earned sick leave upon the separation from employment.
6. Any information the employer possesses regarding the health of an employee or any family member of the employee or domestic or sexual violence affecting an employee or employee's family member shall be treated as confidential and not disclosed except to the affected employee or with the written permission of the affected employee.

ADMINISTRATION  
R 1642/page 9 of 14  
Earned Sick Leave Law



# REGULATION GUIDE

## D. Retaliation, Discrimination Prohibited – N.J.S.A. 34:11D-4

1. No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.
  - a. The employer shall not count earned sick leave taken under the Act as an absence that may result in the employee being subject to discipline, discharge, demotion, suspension, a loss or reduction of pay, or any other adverse action.
2. There shall be a rebuttable presumption of an unlawful retaliatory personnel action under N.J.S.A. 34:11D-4 whenever the employer takes adverse action against an employee within ninety days of when that employee:
  - a. Files a complaint with the Department or a court alleging a violation of any provision of N.J.S.A. 34:11D-4;
  - b. Informs any person about the employer's alleged violation of N.J.S.A. 34:11D-4;
  - c. Cooperates with the Department or other persons in the investigation or prosecution of any alleged violation of N.J.S.A. 34:11D-4;
  - d. Opposes any policy, practice, or act that is unlawful under N.J.S.A. 34:11D-4; or
  - e. Informs any person of his or her rights under N.J.S.A. 34:11D-4.

ADMINISTRATION  
R 1642/page 10 of 14  
Earned Sick Leave Law



# REGULATION GUIDE

3. Protections of N.J.S.A. 34:11D-4 shall apply to any person who mistakenly but in good faith alleges violations of the Act.
4. Any violator of the provisions of N.J.S.A. 34:11D-4 shall be subject to relevant penalties and remedies provided by the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq., including the penalties and remedies provided by N.J.S.A. 34:11-56a24, and relevant penalties and remedies provided by N.J.S.A. 2C:40A-2, for discharge or other discrimination.

## E. Violations; Remedies, Penalties, Other Measures – N.J.S.A. 34:11D-5

1. Any failure of the employer to make available or pay earned sick leave as required by the Act, or any other violation of the Act, shall be regarded as a failure to meet the wage payment requirements of the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq., or other violation of the New Jersey State Wage and Hour Law, as the case may be, and remedies, penalties, and other measures provided by the New Jersey State Wage and Hour Law, N.J.S.A. 34:11-58, and N.J.S.A. 2C:40A-2 for failure to pay wages or other violations of the New Jersey State Wage and Hour Law shall be applicable, including, but not limited to, penalties provided pursuant to N.J.S.A. 34:11-56a22 and 34:11-56a24, and civil actions by employees pursuant to N.J.S.A. 34:11-56a25, except that an award to an employee in a civil act shall include, in addition to the amount provided pursuant to N.J.S.A. 34:11-56a25, any actual damages suffered by the employee as the result of the violation plus an equal amount of liquidated damages.

## F. Retention of Records, Access – N.J.S.A. 34:11D-6

1. The employer shall retain records documenting hours worked by employees and earned sick leave accrued/advanced, used, paid, and paid out and carried over by/to employees, for a period of five years, and shall, upon demand, allow the Department access to those records to monitor compliance with the requirements of the Act.

ADMINISTRATION  
R 1642/page 11 of 14  
Earned Sick Leave Law



# REGULATION GUIDE

- a. If an employee makes a claim the employer has failed to provide earned sick leave required by the Act and the employer has not maintained or retained adequate records documenting hours worked by the employee and earned sick leave taken by the employee or does not allow the Department access to the records, it shall be presumed the employer has failed to provide the earned sick leave, absent clear and convincing evidence otherwise.
  2. In addition, the penalties provided by the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq. for violations of the requirements of the New Jersey State Wage and Hour Law regarding the maintaining and disclosure of records shall apply to violations of the requirements of N.J.S.A. 34:11D-6.
- G. Notification to Employees – N.J.S.A. 34:11D-7
1. The employer shall provide notification, in a form issued by the Commissioner, to employees of their rights under the Act, including the amount of earned sick leave to which they are entitled and the terms of its use and remedies provided by the Act to employees if the employer fails to provide the required benefits or retaliates against employees exercising their rights under the Act.
    - a. The employer shall conspicuously post the notification in a place or places accessible to all employees in each of the employer’s workplaces.
    - b. The employer shall also provide each employee with a written copy of the notification: not later than thirty days after the form of the notification is issued; at the time of the employee’s hiring, if the employee is hired after the issuance; and at any time, when first requested by the employee.
    - c. The Commissioner shall make the notifications available in English, Spanish, and any other language that the Commissioner determines is the first language of a

ADMINISTRATION  
R 1642/page 12 of 14  
Earned Sick Leave Law



# REGULATION GUIDE

significant number of workers in the State and the employer shall use the notification in English, Spanish, or any other language for which the Commissioner has provided notifications and which is the first language of a majority of the employer's workforce.

## H. Provisions Preemptive; Construction of Act – N.J.S.A. 34:11D-8

1. No provision of the Act, or any regulations promulgated to implement or enforce the Act, shall be construed as:
  - a. Requiring the employer to reduce, or justifying the employer in reducing, rights or benefits provided by the employer pursuant to the employer's policy or a collective bargaining agreement which are more favorable to employees than those required by the Act or which provide rights or benefits to employees not covered by the Act;
  - b. Preventing or prohibiting the employer from agreeing, through a collective bargaining agreement or employer policy, to provide rights or benefits which are more favorable to employees than those required by the Act or to provide rights or benefits to employees not covered by the Act;
  - c. Prohibiting the employer from establishing a policy whereby an employee may donate unused accrued earned sick leave to another employee or other employees; or
  - d. Superseding any law providing collective bargaining rights for employees, or in any way reducing, diminishing, or adversely affecting those collective bargaining rights, or in any way reducing, diminishing, or affecting the obligations of the employer under those laws.
2. Employees or employee representatives may waive the rights or benefits provided under the Act during the negotiation of a collective bargaining agreement.

ADMINISTRATION  
R 1642/page 13 of 14  
Earned Sick Leave Law



# REGULATION GUIDE

3. With respect to employees covered by a collective bargaining agreement in effect on October 29, 2018, no provision of the Act shall apply until the stated expiration of the collective bargaining agreement.

I. Severability – N.J.S.A. 34:11D-9

1. The provisions of the Act shall be deemed to be severable and if any section, subsection, paragraph, sentence or other part of the Act is declared to be unconstitutional, or the applicability thereof to any person is held invalid, the remainder of the Act shall not thereby be deemed to be unconstitutional or invalid.

Adopted:



**Monthly HIB Report**

Reporting Period - April 30,, 2019 - May 20, 2019

**Summary**

Total: Two (2) HIB investigations, one (1) confirmed

**Amerigo A. Anastasia School**

One (1) investigation, one (1) incident confirmed as HIB

**Middle School**

One (1) investigation, zero (0) incident confirmed as HIB

**PLACEMENT OF STUDENTS ON HOME INSTRUCTION**

ID# 20281305

ID# 20191640

ID# 08001704

ID# 01003813

ID# 01004430

ID# 100850440

ID# 08001725