

**BOARD OF EDUCATION  
CITY OF LONG BRANCH  
NEW JERSEY**

**MINUTES**

**JANUARY 29, 2013**

The Agenda Meeting of the Long Branch Board of Education was held at 540 Broadway, Long Branch, New Jersey. The meeting was called to order by Mrs. Beams, Board President, at 7:00 P.M.

**A. ROLL CALL**

Mrs. Beams - President  
Mr. Parnell - Vice President  
Mrs. George

Mrs. Perez  
Mr. Grant - absent  
Mrs. Critelli

Mr. Dangler  
Mr. Zambrano  
Mr. Menkin

**Administrator's Present**

Mr. Salvatore  
Mr. Freeman

Mr. Genovese  
Mrs. Valenti

Ms. Dudick  
Ms. Behnken

**Also Present**

VJ Muscillo, High School principal

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

Peter E. Genovese III, RSBO, QPA, School Business Administrator/Board Secretary stated adequate notice of the meeting of the Long Branch Board of Education has been provided by a Schedule of Public Meetings published in the Atlanticville and the Asbury Park Press. He further stated 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.

Mr. Genovese made the following announcement: 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**

Mr. Genovese stated that the objecting member must give supporting reasons.

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

Mrs. Beams, Board President, saluted the flag and led the Pledge of Allegiance.

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

Mrs. Beams made the following announcement: 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.

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

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited time 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. 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. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

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

No one addressed the Board.

**C-3. BOARD UPDATE**

Mrs. Beams discussed the Board committee assignments, times and dates. She had polled the Board members prior and tried to give each member the assignments they requested. She then addressed the following:

1. Mrs. Beams held a discussion with the Board with respect to the committee formation, dates and times. The consensus of the Board was that the 4:15 start time for some committees was too early. Additionally the members felt that 3 committee meetings in one night is too much as well. When asked what the best start time would be, Mr. Parnell suggested 5:00. Mr. Salvatore suggested having 2 committees begin at 5:00 and 6:15 on a Wednesday night with the third meeting taking place the day before on Tuesday.

Mrs. Beams was concerned about the frequency of the meetings, especially items such as Personnel.

Mr. Salvatore – We have meetings in February, April and November which should accommodate all of the Personnel actions.

2. The recording of committee meeting minutes –

Mr. Zambrano suggested that an administrator present at the committee meeting be responsible for taking the minutes. The minutes would then be sent out in the Friday packet for all members to review. If there was any additional information the committee chair felt necessary for the Board as a whole, it would be reported at the Board Agenda meeting on Tuesday night.

Mrs. Beams felt the idea was a good one but was cautious to insure that the Friday packet would not be used as an avoidance to discussions with the full Board.

3. Mrs. Beams explained that she reviews the Agenda with Mr. Salvatore on the Thursday before the meeting at 3:30. If any members have any items they wish to see discussed at the Board meeting please contact her prior to that time so she can discuss

### **C-3. BOARD UPDATE (continued)**

them with Mr. Salvatore and have the items placed on the Agenda.

Mrs. Beams also reminded Mr. Dangler (due to Mr. Grant's absence) that Friday, February 1, 2013 is the Urban School Board meeting in Trenton.

### **C-4. COMMITTEE MEETING REPORTS**

#### **1) ATHLETICS – JIM PARNELL - Chair**

Mr. Parnell briefed the Board on the following topics that were discussed:

- Mr. Corley, Athletic Director, presented the fall review. A lengthy discussion took place regarding our athletic assistance program and the safeguards in place. The academic probation policy was also discussed.
- NCAA Clearinghouse and College Recruitment – A seminar was held with the Athletic Director and administrators regarding the process. This information was then forwarded to the coaches and guidance department. A parents' workshop has been scheduled for January 31, 2013.
- The senior football players will be given the opportunity to purchase a football helmet.

#### **2) GOVERNANCE – MARY GEORGE – Chair**

Mrs. George briefed the Board on the following topics that were discussed:

- Several policies were discussed which will be recommended to the Board for the final reading such as; organization meetings, annual appointments, the use of social networking sites, prevention and treatment of sports related injuries and payment of claims which will allow the Business Administrator to be able to pay if necessary without a Board meeting.
- There was first readings of policies also such as outlining a certain amount of time for public participation; eligibility of resident and non resident students and advertising on school buses. These policies will be discussed further prior to the second reading.

#### **3) OPERATION AND MANAGEMENT – ARMAND ZAMBRANO – Chair**

Mr. Zambrano briefed the Board on the following topics that were discussed:

- The George L. Catrambone School had an issue regarding the composition of some of the grout. We are still awaiting the final results.
- In December a steam pipe was replaced at the West End School.
- The upgrades for wireless access points have been completed at the West End and Audrey W. Clark Schools.
- The energy program continues with daily audits across the district.
- At the old High School on Westwood Avenue the Board continues to review with the State the action required to repair the building.

#### **C-4. COMMITTEE MEETING REPORTS (continued)**

##### **4) COMMUNICATIONS – AVERY GRANT - Chair**

In Mr. Grant's absence, Mrs. Beams briefed the Board on the following topics that were discussed:

- School Security – Mr. Salvatore gave an informative review of the security plans and procedures currently followed in the district. The security plans and procedures include; locked external doors, monitoring video cameras and security personnel; the conducting of monthly fire drills and security threat drills in every building; internal alert and alarm methods; procedures for communicating with parents during an incident and coordinating and operating with emergency responders. Prompted by recent events, a comprehensive review of all security plans and procedures were initiated. Mr. Salvatore met with the Mayor and city administration to review and reconfirm participation and commitment to school security. Mr. Walter O'Neill presented to the committee his ongoing review and exercise of security plans and operations.
- January is School Board Recognition Month and resolutions by the State and the New Jersey School Board Association were promulgated recognizing the service of school boards in New Jersey.

##### **5) INSTRUCTION AND PROGRAM – LUCI PEREZ - Chair**

Mrs. Perez deferred her reporting to Mr. Salvatore who stated that the same presentation regarding student achievement given at the Instruction and Program meeting would be given this evening to the full Board by Ms. Behnken.

#### **D. APPROVAL OF MINUTES**

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

- Agenda Meeting minutes of November 27, 2012
- Executive Session Meeting minutes of November 27, 2012
- Regular Meeting minutes of November 28, 2012
- Re-organization Meeting minutes of January 8, 2013
- Executive Session Meeting minutes of January 8, 2013

Mrs. Beams spoke to the Board with respect to Mrs. Perez's concern that the previous minutes did not reflect her comments strongly enough. Mrs. Beams stated if there is something you feel needs to be memorialized in the minutes, please specifically ask Mr. Genovese to reflect it in the minutes.

**E. SECRETARY'S REPORT**

**1. BUDGET TRANSFER REPORTS – FY13 NOVEMBER AND FY13 DECEMBER TRANSFERS**

I entertain a motion that the Board approve the following Budget Transfer Resolution (**APPENDIX A**).

**RESOLUTION**

**WHEREAS** N.J.A.C. 6A:23A-16.10 "Budgetary Controls and Overexpenditure 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 transfer FY13 November and FY13 December Transfers as listed be approved for the months ending November 30, 2012 and December 31, 2012.

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

Ayes:

Nays:

Absent:

Date: January 30, 2013

**2. BOARD SECRETARY'S REPORTS – NOVEMBER 30, 2012 AND DECEMBER 31, 2012**

I entertain a motion that the Board approve the Board Secretary's Reports for the months ending November 30, 2012 and December 31, 2012 (**APPENDIX B**).

**3. REPORTS OF THE TREASURER – NOVEMBER 30, 2012 AND DECEMBER 31, 2012**

I entertain a motion that the Board approve the Reports of the Treasurer for the months ending November 30, 2012 and December 31, 2012 (**APPENDIX C**).

**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 November 30, 2012 and December 31, 2012 Board Secretary's Reports, 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

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

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 November 30, 2012 and December 31, 2012 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: January 30, 2013

6. **BILLS AND CLAIMS – DECEMBER 1 – 31, 2012 AND JANUARY 1 – 30, 2013 FOR CHRIST THE KING PARISH, JOHN GUIRE CO. AND MARIANNE CARR**

I entertain a motion that the Board approve the December 1 – 31, 2012 and January 1 – 30, 2013 bills and claims for Christ the King Parish, John Guire Co. and Marianne Carr (**APPENDIX D**).

7. **BILLS AND CLAIMS – DECEMBER 1 – 31, 2012 AND JANUARY 1 – 30, 2013 EXCLUDING CHRIST THE KING PARISH, JOHN GUIRE CO. AND MARIANNE CARR**

I entertain a motion that the Board approve the December 1 – 31, 2012 and January 1 – 30, 2013 bills and claims excluding Christ the King Parish, John Guire Co. and Marianne Carr (**APPENDIX D**).

8. **RECONCILIATION MONTHLY OPERATING REPORT – SODEXO – NOVEMBER 30, 2012 and DECEMBER 31, 2012**

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 November 30, 2012 and December 31, 2012 (**APPENDIX E**).

9. **ATHLETIC FUND & ELEMENTARY SCHOOLS, MIDDLE SCHOOL & HIGH SCHOOL STUDENT FUNDS AS OF NOVEMBER 30, 2012 AND DECEMBER 31, 2012**

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 November 30, 2012 and December 31, 2012 (**APPENDIX F**).

## **SUPERINTENDENT'S REPORT**

### **1. SCHOOL PRESENTATION –**

The Gregory School presentation features a video of special school moments, students singing a tailored version of “Our House”, dancing and reciting in English and Spanish their top ten reasons why the Gregory School is like home.

### **2. PRESENTATION OF AWARDS**

#### **A) DISTRICT VOLUNTEERS**

Maria Giurlando	Marlene Santos
Janine Mincieli	Victoria Sesty
Anne-Sophia Lehman	Dana Hannon
Lori Naidich	Dorothy Suggs
Fanny Vicente	Nikkia Blair
Jennifer Jensen	Megan Fleming
Rachel Creighton	Pam Colon

#### **B) EMPLOYEE OF THE MONTH – NOVEMBER**

**JOSEPH DeFILLIPO**, Gregory School Safe School Environment person, presented by Mrs. Beams

#### **C) EMPLOYEE OF THE MONTH – DECEMBER**

**MICHELLE NEWBERRY**, Morris Avenue School teacher, presented by Mrs. Beams

Mr. Salvatore reviewed the Agenda with the Board.

Mr. Salvatore reviewed the new format for student registration which shows a 2 month comparison of one month to the prior month.

Mrs. Perez – Has the Teacher of the Year information been sent out?

Mr. Parnell – I did see it.

Mr. Salvatore – This year the State has re-instated the Teacher of the Year. Although the Board was hesitant to select a Teacher of the Year for the district, if we are to participate with the State, we will have to choose a Teacher of the Year to represent the district at the state level. It would not be one teacher compared to another teacher but rather a teachers' concept that the Board thought noteworthy enough to present to the State.

Mrs. George – Who participates in the selection process?

Mr. Salvatore – A committee consisting of administrators, principals, one teacher, one Board member and one parent must participate in the selection process.

## **GENERAL ITEMS**

### **1. GIFTS TO SCHOOLS**

I recommend the Board accept the following gifts to schools indicated:

#### **Donated by:**

Inger & Mr. Per Hatlem Fiskeholsvegan	\$100.00	Girls Soccer
Robert Larkin	\$100.00	Girls Soccer
Adelaid Krutsick	\$ 50.00	Girls Soccer
Edward & Jayne Smith	\$ 15.00	Girls Soccer
Wave of Hope	\$760.00	AFRJROTC trip
Jon Morisseau	\$480.00	"Shoe Boxes for Shore Buddies" – Hurricane Sandy Assistance
Mary Kay McMillin Early Childhood Center	\$1,610.00	Baby supplies
Papa Johns	\$650.00	Pizza
Gracie & The Dudes Ice Cream	\$625.00	Ice cream
Frederick Gill	\$205.00	Candy, water and utensils

### **2. APPROVAL OF SHARED SERVICES AGREEMENT WITH OCEAN TOWNSHIP**

I recommend the Board approve the renewal of the shared services agreement with Ocean Township for school bus vehicle maintenance. The District will utilize the Ocean Township bus mechanics and garage on an as needed basis at a rate of \$70 per hour and a 15% mark up on all parts utilized. The agreement will be in effect until June 30, 2013.

Mr. Menkin questioned the 15% mark up reflected in the agreement.

Mr. Parnell – That is not an unreasonable mark up over the cost of parts.

### **3. APPROVAL OF PERFORMANCE OF DISTRICT EMERGENCY EVACUATION DRILLS FOR THE 2012/2013 SCHOOL YEAR**

I recommend the Board approve the following Resolution:

#### **RESOLUTION**

**WHEREAS**, the Department of Education in the State of New Jersey requires that two (2) emergency evacuation drills be conducted every school year in accordance with New Jersey Administrative Code N.J.A.C. 6A:27-11.2 and,

**WHEREAS**, said drills must be recorded and documented in the Board of Education minutes,



## **GENERAL ITEMS (continued)**

### **3. APPROVAL OF PERFORMANCE OF DISTRICT EMERGENCY EVACUATION DRILLS FOR THE 2012/2013 SCHOOL YEAR (continued)**

**NOW THEREFORE BE IT RESOLVED**, that said drills were performed and documented as per attached (**APPENDIX G**)

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

Ayes:

Nays:

Absent:

Date: January 30, 2013

Mr. Salvatore explained to the Board the different types of drills performed on a monthly basis. Once approved by the Board the information is forwarded to the County office.

### **4. ESTABLISHMENT OF THE CARMELINE DELVECCHIO MEMORIAL SCHOLARSHIP**

I recommend the Board approve the establishment of the Carmeline DelVecchio Memorial Scholarship. The scholarship will be given to a female and male graduating senior in the amount of \$1,500 each, who will be pursuing an education in some facet of the medical field, be it nursing, pre-med or research. The selection committee will be comprised of family members and former school personnel.

### **5. RESOLUTION AUTHORIZING THE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCY FOR THE 2013 CALENDAR YEAR**

I recommend the Board approve the following resolution.

## **RESOLUTION**

**WHEREAS**, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

**WHEREAS**, the Long Branch Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

**WHEREAS**, the Long Branch Board of Education desires to authorize its purchasing agent for the 2013 calendar year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

## GENERAL ITEMS (continued)

### 5. RESOLUTION AUTHORIZING THE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCY FOR THE 2013 CALENDAR YEAR (continued)

**NOW THEREFORE BE IT RESOLVED**, that the Long Branch Board of Education does hereby authorize the district's purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as listed:

<u>Commodity/Service</u>	<u>Vendor</u>	<u>State Contract #</u>
Data Communications Equipment	Office Business Systems	83083

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

Ayes:

Nays:

Absent:

Date: January 8, 2013

### 6. MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT 2012-2013 SCHOOL YEAR

I recommend the Board approve the renewal of the existing Memorandum of Agreement between Education and Law Enforcement for the 2012-2013 school year.

Mr. Salvatore – We share information with the Prosecutors office and other law enforcement agencies when students are involved.

### 7. AUTHORIZATION TO ACCEPT ADDITIONAL FUNDING

I recommend the Board authorize the acceptance of additional funding for FY2013 Chapters 192/193 as indicated below:

	<u>Chapter 192</u>		
<u>Program</u>	<u>Approved To Date</u>	<u>Additional Entitlement</u>	<u>New Entitlement</u>
Compensatory Education	\$ 20,484.00	\$ 585.00	\$ 21,069.00
Supplemental Instruction	\$ 10,338.00	\$1,735.00	\$ 12,073.00

I recommend the Board authorize **Kevin Carey**, Funded Grants Supervisor, to serve as the district's contact person for the above actions.

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

## **GENERAL ITEMS (continued)**

### **8. AUTHORIZATION TO ACCEPT IMPACT AID FUNDING**

I recommend the Board authorize the acceptance of FY2009 Impact Aid funding in the amount of \$461,17.

I recommend the Board authorize **Kevin Carey**, Funded Grants Supervisor, to serve as the district's contact person for the above actions.

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

### **9. DESIGNATION OF BOARD DEPOSITORY AND SIGNERS FOR SCHOOL WARRANT ACCOUNTS**

I recommend the Board approve the statement of designation of Board depository and signers for school warrant accounts.

#### **Rumson-Fair Haven Bank & Trust**

**Tara Beams**  
Board President

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

**Ronald J. Mehlhorn, Sr.**  
Treasurer of School Monies

### **10. POLICY COMMITTEE MEETING – SECOND & FINAL READING**

The following items were agreed upon by the consensus of the Policy Committee and are recommended for the second and final reading to the full Board for approval.

#### **0000 – Bylaws**

Policy 0151	- Organization Meeting
Policy 0153	- Annual Appointments

#### **2000 – Program**

Policy and Regulation 2361	- Acceptable Use of Computer Network/Computers and Resources
Policy 2363	- Pupil Use of Privately-Owned Technology
Policy and Regulation 2431.4	- Prevention and Treatment of Sports Related Concussions and Head Injuries
Policy 2622	- Pupil Assessments

#### **3000 – Teaching Staff and 4000 Support Staff Members**

Policy 3282 and 4282	- Use of Social Networking Sites
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#### **6000 – Finances**

Policy and Regulation 6470	- Payment of Claims
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## **GENERAL ITEMS (continued)**

### **11. APPROVAL TO SUBMIT THE FY 2013 IDEA COMBINED BASIC & PRE-SCHOOL GRANT AMENDMENT**

I recommend the Board approve the submission of an Amendment to the FY2013 IDEA Combined Basic & Preschool Grant. This Amendment enables the use of approved FY12 IDEA Carryover Funds to be incorporated into the approved FY13 IDEA budget.

I recommend the Board authorize **Josette M. Nogueira**, Pupil Personnel Services Director, to serve as the district's contact person for the above actions.

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

## **PERSONNEL ACTION**

### **12. RESIGNATION – STIPEND POSITION**

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

**JESSE ROSENBAUM**, mentor, effective January 30, 2013.

**KELLY STONE**, Study Island Program advisor/tutor, effective February 14, 2013.

### **13. RETIREMENT**

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

**JOANNE DELLA PENTA**, Morris Avenue School ESL teacher, effective June 30, 2013. Mrs. DellaPenta has a total of twenty-seven (27) years of service.

**CHRISTINA HARDING**, Morris Avenue School teacher, effective March 1, 2013. Ms. Harding has a total of twenty-nine years (29) and seven months (7) of service.

**MICHAEL SHECKLER**, Morris Avenue School guidance counselor, effective June 30, 2013. Mr. Sheckler has a total of thirty-four (34) years of service.

**GALE LACKNER**, Amerigo A. Anastasia School teacher/tutor, effective June 30, 2013. Mrs. Lackner has a total of thirty-four (34) years of service.

Mrs. Perez expressed her concern with respect to one of our teachers retiring in March. She asked how that position would be filled for the remainder of the school year.

Mr. Salvatore – The position will be filled by a certified substitute for the remainder of the year. I will evaluate the need for a full time replacement prior to the start of next year.

## **PERSONNEL ACTION (continued)**

### **14. STAFF TRANSFERS – 2012-2013**

I recommend the Board approve the staff transfers for the 2012-2013 school year for the following individuals:

#### **Middle School**

**BREV CREECH**, from Middle School instructional assistant to Alternative Academy instructional assistant.

**MICHELLE VELASQUEZ**, from Middle School instructional assistant to Lenna W. Conrow School instructional assistant.

#### **Lenna W. Conrow School**

**JOHN SEVERS**, from Lenna W. Conrow School instructional assistant to Gregory School instructional assistant.

### **15. COACHING APPOINTMENTS - SPRING 2012-2013 SCHOOL YEAR**

I recommend the Board approve/ratify the following spring coaching positions for the 2012-2013 school year:

#### **HIGH SCHOOL**

##### **Baseball**

Head Varsity Coach	John Perri	Step 10	\$6,697
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##### **Golf**

Head Varsity Coach	Nicholas Tranchina	Step 7	\$3,041
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##### **Lacrosse**

Head Varsity Coach-Boys	Daniel Lynch	Step 6	\$4,562
Head Varsity Coach-Girls	Gabriela Dempsey	Step 6	\$4,562

##### **Softball**

Head Varsity Coach	Tonya Galiszewski	Step 8	\$2,847
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##### **Tennis**

Head Varsity Coach-Boys	Linda Mango	Step 10	\$4,318
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##### **Track**

Head Varsity Track-Girls	Raleigh Woodruff	Step 7	\$4,654
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##### **Volleyball**

Head Varsity Coach-Boys	Francisco Rosas	Step 7	\$3,041
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##### **Equipment**

Assistant Manager	Jamie Hayes	Step 6	\$2,275
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##### **Weight Room**

Supervisor AM	Kamilah Bergman	Step 6	\$664
Supervisor PM	Juan Martinez	Step 6	\$664
Supervisor PM	Richard Ricigliano	Step 6	\$664

## **PERSONNEL ACTION (continued)**

### **15. COACHING APPOINTMENTS - SPRING 2012-2013 SCHOOL YEAR (continued)**

#### **MIDDLE SCHOOL**

##### **Baseball**

Head Coach	Brian Howell	Step 9	\$3,143
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##### **Softball**

Head Coach	Laura Bland	Step 6	\$2,417
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##### **Track-Boys/Girls**

Head Coach	Maria Davi	Step 6	\$2,417
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#### **HIGH SCHOOL/MIDDLE SCHOOL**

##### **Athletic Event Workers**

(Timers/Ticket Sellers/Ticket Takers/Security)

*per Athletic Event Fee Schedule*

Claudia Arones

David Bass

Mary Boyce

Cynthia Branch

Rayvn Davis

Paul Eschelbach

Anthony Magliaro

Jeremy Martin

Frank Olivadotti

Kevin Schaubert

Gina Vodola

Ben Woolley

Mrs. Perez questioned the placement of the girls lacrosse coach at Step 6 and asked if there is a reason why the head coach is not receiving credit for experience.

Mr. Salvatore – We have brought in other coaches with experience at that level in the past. We want to first evaluate her performance.

Mr. Parnell – How long has she been with us?

Mr. Salvatore – About 6 months.

Mr. Menkin questioned the High School Assistant Equipment Manager position, asking if that position is paid for each season.

Mr. Salvatore – Yes, it is paid 3 times a year.

### **16. COACHING APPOINTMENT - SPRING 2012-2013 SCHOOL YEAR**

I recommend the Board approve/ratify the following spring coaching position for the 2012-2013 school year:

#### **Track**

Head Varsity Track-Boys	Daniel George	Step 10	\$6,697
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## **PERSONNEL ACTION (continued)**

### **17. STIPEND APPOINTMENT - 2012-2013 SCHOOL YEAR**

I recommend the Board approve/ratify the following stipend position for the 2012-2013 school year:

#### **DISTRICT**

##### **New Teacher Mentor**

Melanie Harding	\$550.00
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##### **New Hope Tutorial Program**

##### **Student Tutors**

Aryahn L. Covin	Najah D. Wright	\$8.24/
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##### **Study Island After-School Tutorial Program**

##### **Tutors**

Sharyn Benetsky (MS)	Chris Porges (MS)	\$24.21/hr
Catarina Lopes (AWC)	Noelle Brown (AWC)	
John LaSota (MA)	Nicola Merlucci (MA)	
Brittany DeSantis (WE)		

##### **Substitute Tutors**

Gina Vidola (MS)	Laurel Filler (AAA)	\$24.21/hr
Deidre Murray (AAA)		

#### **HIGH SCHOOL**

##### **Academic Lab Instructors for Homework Club**

Claudia Arnonnes	Kenneth Morrison	\$24.21/hr
Brian Dorgan	Staciann Sarno	
Sandra Eigel	Karen Shih	
Jennifer Elgrim	Amanda Terry	
Jennifer Kuffa	Joseph Palumbo	
Tanya Martin	Hema Solanki	
Matthew Martone	Christine Wegert	
Jillian McNamara		

##### **Long Branch Relays**

Advisor	James Falco	Step 1	\$449
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Mrs. Critelli – What are student tutors used for?

Mr. Salvatore – They spend their time helping other students with course work.

Mrs. Critelli – Is it done after school?

Mr. Salvatore – Yes.

## **PERSONNEL ACTION (continued)**

Mrs. Critelli – Do we use National Junior Honor Society students since they need community service hours?

Mr. Salvatore – I will look into that.

Mr. Dangler – What does a relay advisor do?

Mr. Salvatore – I will get a description of the position.

### **18. ANNUAL STIPEND POSITIONS – 2012-2013 SCHOOL YEAR**

I recommend the Board approve/ratify the following stipend positions for the 2012-2013 school year:

#### **DISTRICT**

##### **New Teacher Mentor**

Melanie Harding

\$550.00

#### **HIGH SCHOOL**

##### **Band Conductor, Winter**

Robert Clark

\$6,595

##### **TV/Broadcasting Advisor – Spring**

Delanyard Robinson

\$4,999

Mr. Zambrano raised a question regarding the job description for the TV Production Advisor.

Mr. Zambrano – Does this stipend also get paid during the winter season as well?

Mr. Salvatore – Yes.

Mrs. Beams concurred with Mr. Zambrano that the job description is important and she would like to know what type of productions are being put together outside of the classroom.

Mr. Salvatore – We now have Channel 97 on cable and we are beginning to work towards presenting programs on that channel. We initially had pictures but no volume. It started off slow but we anticipate presenting high school games, graduations, etc. on the channel.

Mr. Zambrano reiterated his concern with respect to job description.

Mr. Salvatore – Currently the job description is very broad. We are reviewing this and working on what type of output we expect from that position. I suggest we table the approval of the position until the February meeting. This would give us more time to compile all of the information required by the Board.

Mrs. Beams – Do we have a system in place to evaluate performance?



## **PERSONNEL ACTION (continued)**

Mr. Salvatore – We started putting one in place last year for athletics and we said there would be a committee to evaluate the different stipends.

Mrs. George – Have there been stipends paid with no real output?

Mr. Salvatore – There have been products produced but we are still vetting each stipend for their value.

Mr. Menkin – Can we defer some of the cost for that stipend by putting ads on the TV channel?

Mr. Salvatore – You cannot put ads on public access stations.

### **19. FAMILY/MEDICAL LEAVE OF ABSENCES**

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

### **20. ATTENDANCE AT CONFERENCES / MEETINGS**

I recommend the Board approve the attendance of the staff members indicated on the attached list at the conference indicated **(APPENDIX I)**.

### **21. TEACHER/MENTOR PROGRAM**

I recommend the Board approve/ratify the following individuals to assume the position of mentor as detailed in the State Department of Education Teacher/Mentor Program:

#### **MENTEE**

Antonio Lombardo

#### **MENTOR**

Frances O'Hare

### **22. CHANGE OF TRAINING LEVEL**

I recommend the Board approve a change of training level for the following individuals, effective December 1, 2012:

**KRISTIN CURRY**, High School Teacher, to move from BA +30 level to Masters' on the teachers' salary guide.

### **23. STUDENT TEACHER/INTERN PLACEMENT**

I recommend the following individuals be authorized to conduct their student teaching in the Long Branch Public Schools as indicated during the 2012-2013 school year. Long Branch Public School employees must complete their student teaching and/or internship outside of their contractual hours.

<b><u>Monmouth University</u></b>	<b><u>Spring 2013 Semester</u></b>	<b><u>January - May 2013</u></b>
Matthew Dennis	LBHS	Meredith Miller / Social Studies
Erin Fitzpatrick	LBHS	Francis Mainieri / Art
Caroline Fix	Morris Avenue School	Monica Avaria-Verdadeiro / Art
Daniel Martin	LBMS	Robert Stout / Music Instrumental
Stephanie Porter	LBHS	Karen Shih / Mathematics

## **PERSONNEL ACTION (continued)**

### **24. SUBSTITUTE TEACHERS**

I recommend the Board approve the following substitute teachers for the 2012 – 2013 school year:

Janelle Barnes

Kelly Booth

Kelly Busacca

Ashley Drew

Jennifer Convertino

Chenelle Covin

Meredith Flemming

Dana Friedman

Claudia Giron

Matthew Goldfarb

Ana Almeida Gramegna

Jennifer Howe

Megan Mazza

Maria Murphy

West Rekeda

Peter Richardson

Sorya Serei

Kimberly Vigilotti

Mr. Zambrano – What type of training do the substitute teachers receive?

Ms. Dudick – They receive approximately 1 hour for HIB training, policy, an introduction to the district and expectations.

Mr. Zambrano – I just completed a 4 hour training session in order to be re-certified as a substitute teacher.

Mr. Parnell – Are all substitutes finger printed?

Mr. Dudick – Yes.

### **25. SUBSTITUTE INSTRUCTIONAL ASSISTANT**

I recommend the Board approve the following substitute instructional assistant for the 2012 – 2013 school year:

Molly Guzman

## **STUDENT ACTION**

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

I recommend the Board approve the monthly report as required by statute.

Mr. Salvatore – There were 39 incidents reported for the months of December, 2012 and January, 2013, 17 of which were confirmed; 10 reported at the High School with none confirmed; 11 reported at the Middle School with 5 confirmed; 11 at the Alternative School with 8 confirmed; 5 at the Gregory School with 3 confirmed and 2 at the Amerigo A. Anastasia School with 1 confirmed.

Mr. Salvatore reported on the following HIB-Investigations Trainings Programs for the reporting period September 1, 2012 – December 31, 2012;

- 38 HIB investigations conducted
- 23 HIB incidents confirmed by the Board of Education
- 53 HIB trainings provided targeting 160 participants
- 68 HIB programs provided, 308 participants

## **STUDENT ACTION (continued)**

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

With regards to the Violence and Vandalism Reports for the same period;

- 23 HIB related violence and vandalism reports
- 1 weapons violence and vandalism report

Mrs. Perez – With regards to violence and vandalism reports, are those instances taking place only on our property?

Mr. Salvatore – They are school related. I feel we do a very good job of reporting and as a result, our numbers are high as opposed to other districts that may not follow the guidelines put in place by the State.

### **27. FIELD TRIP APPROVALS**

I recommend the Board approve/ratify the field trips indicated on the attached list  
(APPENDIX J).

Mr. Salvatore – Going forward the Board will be apprised of field trips and locations but on Wednesday night this attachment will not go out to the public. Due to security measures, it is not necessary to advertise where our children will be and on what dates.

### **28. APPROVAL FOR EARLY DISMISSAL – HIGH SCHOOL TESTING**

I recommend the Board approve an early dismissal of 1:21 P.M. for High School students taking the HSPA and NJPASS exams on March 5, 6 and 7, 2013; mid-term exams on February 5, 6, 7 and 8, 2013 and also final exams on June 20, 21, 22 and 23, 2013.

### **29. APPROVAL OF SETTLEMENT AGREEMENT**

I recommend the Board approve the second year settlement agreement between M.C. and J.C o/b/o J.C. (Petitioners”) and the Board of Education with respect to an office of Administrative Law matter, wherein the Board of Education agrees to reimburse Petitioners for education and related costs pertaining to placement of student number 2361995247 at the Special Education Academy of Deal School (S.E.A.D.) for the 2012-2013 school year in the amount of \$45,000.00. No transportation will be provided.

Mrs. Perez questioned the settlement agreement with the SEAD School.

Mr. Salvatore – I will get the information for the Board before tomorrow nights meeting.

### **30. 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 K).

## **STUDENT ACTION (continued)**

31. **APPROVAL OF COUNSELING SERVICES FOR AN ATYPICAL STUDENT OUT OF DISTRICT FOR THE 2012-2013 SCHOOL YEAR**

I recommend the Board approve a recommendation by the Child Study Team for counseling services for student, ID #5291466536, at the Harbor School. Services will be provided in two after school sessions and transportation home will be provided by the parent. The cost per session is \$40.00.

32. **APPROVAL OF STATE RESPONSIBLE STUDENT PLACED IN OUR DISTRICT**

I recommend the Board approve the placement of a state responsible student who was placed in our district by the State of New Jersey Department of Children and Families/Office of Education. The Long Branch School District will be reimbursed as follows:

**LONG BRANCH HIGH SCHOOL**

Tuition: \$15,104.00/Year

Effective Dates: 10/23/12 – 6/26/13

ID #4289732961, classified as Eligible for Special Education and Related Services.

33. **PLACEMENT OF ATYPICAL STUDENTS OUT OF DISTRICT AND TRANSPORTATION NEEDS**

I recommend the Board approve/ratify the placement of, and provide transportation for the following students for the 2012-2013 school year:

**THE SHORE CENTER/BAYSHORE JOINTURE COMMISSION**  
**TINTON FALLS, NEW JERSEY**

Tuition: \$46,460.00//Student/Year

Transportation

Effective Dates: 12/5/12 – 6/19/13

ID #2721246562, classified as Eligible for Special Education and Related Services.

NOTE: An out of district placement has been recommended by the Child Study Team for a new classified entrant.

**CPC/HIGH POINT ADOLESCENT CENTER**  
**MORGANVILLE, NEW JERSEY**

Tuition: \$61,200.00//Student/Year

Transportation

Effective Dates: 1/7/13 – 6/21/13

ID #1292146145, classified as Eligible for Special Education and Related Services.

NOTE: The student is a re-entrant who will remain in an out of district placement as recommended by the Child Study Team.

## **STUDENT ACTION (continued)**

### **34. PLACEMENT OF ATYPICAL HOMELESS STUDENTS FOR THE 2012-2013 SCHOOL YEAR**

I recommend the Board approve the placement of the following students who are considered homeless for the 2012-2013 school year.

#### **TINTON FALLS SCHOOL DISTRICT** **HOWELL, NEW JERSEY**

Tuition: \$13,459.00/Student/Year  
Effective Dates: 9/24/12 – 6/30/13

ID #4905926506, non-classified student.

NOTE: A letter received in Pupil Personnel Services dated November 30, 2012 from the Tinton Falls Public School District has identified the student as homeless. Long Branch was the district of residence when the student became homeless

#### **NEPTUNE TOWNSHIP PUBLIC SCHOOL DISTRICT** **NEPTUNE, NEW JERSEY**

Tuition: \$8,257.92/Student/Year  
Effective Dates: 11/21/12 – 6/24/13

ID #3959866263, non-classified student.

NOTE: A letter received in Pupil Personnel Services dated November 15, 2012 from the Neptune Township Public School District has identified the student as homeless. Long Branch was the district of residence when the student became homeless.

#### **OCEAN TOWNSHIP SCHOOL DISTRICT** **WARETOWN, NEW JERSEY**

Tuition: \$27,380.32/Student/Year  
Effective Dates: 9/1/12 – 6/28/13

ID #2497521212, classified as Eligible for Special Education and Related Services.

Tuition: \$15,014.56/Student/Year  
Effective Dates: 9/1/12 – 6/28/13

ID #1564171489, non-classified student.

#### **FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT** **FLEMINGTON, NEW JERSEY**

Tuition: \$11,946.00/Student/Year  
Effective Dates: 9/5/12 – 6/28/13

ID #3806100791, classified as Eligible for Special Education and Related Services.

## **STUDENT ACTION (continued)**

### **34. PLACEMENT OF ATYPICAL HOMELESS STUDENTS FOR THE 2012-2013 SCHOOL YEAR (continued)**

#### **HAZLET TOWNSHIP PUBLIC SCHOOL DISTRICT** **HAZLET, NEW JERSEY**

Tuition: \$11,109.00/Student/Year  
Effective Dates: 11/21/12 – 6/30/13

ID #4366799184, non-classified student.

NOTE: A letter dated January 9<sup>th</sup> from Hazlet was received in Pupil Personnel Services informing the district that the family was displaced as the result of Superstorm Sandy.

### **35. TERMINATION OF A STATE RESPONSIBLE STUDENT PLACED IN OUR DISTRICT**

I recommend the Board approve the termination of a state responsible student who was placed in our district by the State of New Jersey Department of Children and Families/Office of Education.

#### **AMERIGO A. ANASTASIA SCHOOL**

Tuition: \$24,160.00/Year  
Effective Date: 9/6/12

ID #8334662388, non-classified student.

NOTE: Student has been adopted by the resource home family of Long Branch.

### **36. TERMINATION OF ATYPICAL STUDENTS OUT OF DISTRICT AND TRANSPORTATION FOR THE 2012-2013 SCHOOL YEAR**

I recommend the Board approve/ratify the termination of, and discontinue transportation for the 2012-2013 school year for the following students:

#### **NEPTUNE TWP. PUBLIC SCHOOL DISTRICT/MIDTOWN ELEMENTARY SCHOOL** **NEPTUNE, NEW JERSEY**

Tuition: No monies expended  
Transportation  
Effective Date: 11/27/12

ID #1171684726, classified as Eligible for Special Education and Related Services.

NOTE: In a letter received at Pupil Personnel Services from the Department of Education the student was found to be state responsible. All invoicing was returned to Neptune Township.

## **STUDENT ACTION (continued)**

### **36. TERMINATION OF ATYPICAL STUDENTS OUT OF DISTRICT AND TRANSPORTATION FOR THE 2012-2013 SCHOOL YEAR (continued)**

#### **MANCHESTER TWP. PUBLIC SCHOOLS/REGIONAL DAY SCHOOL AT JACKSON JACKSON, NEW JERSEY**

Tuition: No monies expended  
Transportation  
Effective Date: 11/27/12

ID #7585733792, classified as Eligible for Special Education and Related Services.  
NOTE: In a letter received at Pupil Personnel Services from the Department of Education the student was found to be state responsible. All invoicing was returned to Manchester Township.

#### **KIVA HIGH SCHOOL TINTON FALLS, NEW JERSEY**

Tuition: \$10,200.00/Year  
Transportation  
Effective Date: 12/4/12

ID #4080406234, classified as Eligible for Special Education and Related Services.  
NOTE: Student is being returned to district as per a Child Study Team recommendation

#### **KIVA HIGH SCHOOL TINTON FALLS, NEW JERSEY**

Tuition: \$10,200.00/Student/Year  
Transportation  
Effective Date: 1/9/13

ID #5760270948, classified as Eligible for Special Education and Related Services.  
NOTE: At the parent's request and in agreement with the Child Study Team the student will be returned to district.

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

Tuition: \$49,128.00/Student/Year  
Transportation  
Effective Date: 1/24/13

ID #4817617176, classified as Eligible for Special Education and Related Services.  
NOTE: The student is moving to Virginia.

### **37. CORRECTIONS/REVISIONS TO MINUTES**

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

November 28, 2012

#### **STUDENT TEACHER/INTERN PLACEMENT FOR THE 2012 – 2013 SCHOOL YEAR**

Jamie Krauter at the Middle School with Megan Mazza. The student/intern should have read Kaci Brannick

## STUDENT ACTION (continued)

### 37. CORRECTIONS/REVISIONS TO MINUTES

November 28, 2012 ((continued))

#### EXTENSION OF FAMILY/MEDICAL LEAVE OF ABSENCE WITH PAY

CRYSTAL HOUSTON-BEY, Lenna W. Conrow School instructional assistant from November 5, 2012 to January 1, 2013. This should have read without pay.

October 17, 2012

BASKETBALL VARSITY ASSISTANT COACH – Stanley Mooney, Step 6 at a rate of \$3,572. This should have read Step 10 at a rate of \$5,098.

### 38. OPPORTUNITY TO ADDRESS THE BOARD ON NON-AGENDA ITEMS

#### DISCUSSION

#### 1. Corrective Action Plan for the NCLB Title I Grant fiscal audit

Mr. Salvatore – Several years ago we had a Title I audit for 2007 – 2008. There were some items that they felt were not appropriate to be charged under Title I. Many of the items were incentives for children. The resulting action required us to pay back approximately \$14,000.

#### 2. Budget discussion

Mr. Genovese gave a brief overview of the budget calendar.

Mr. Genovese - The Governor will give his budget message on February 26, 2013. We should receive our State aid numbers within 48 hours of that message. We have until March 7<sup>th</sup> to complete the budget and submit it to the County. At the February meeting the administration will be asking the Board for approval to submit the budget to the county office. The guidelines that the budget is being drafted on are to not exceed the tax levy cap and to maintain current staff and programs.

Mr. Salvatore – One of the challenges we face this year is in health benefits where there are double digit increases. We are currently looking at alternatives with another company to see if there is a way to combat these rising expenses.

Mr. Menkin – Would we have a vote on the budget in November?

Mr. Salvatore – The only time there would be a vote on the budget in November would be if we wanted to exceed the tax levy cap. The problem with that is, for instance, if we were looking for additional funds to support the summer program, the program would be over before we got to the vote. In essence the only time we would have a vote in November for more money would be for projects or renovations that would not take place until the end of the fiscal year.

#### 3. Race To The Top grant

Mr. Salvatore – Of the 13 districts from New Jersey that applied to the federal government, only Neptune and Newark were considered. In the end, no schools from New Jersey received money from the Race To The Top grant.



## DISCUSSION (continued)

### 4. Student achievement update

Beth Behnken gave a detailed presentation showing the cycle of events that take place with respect to the HSPA and NJASK standardized testing. She explained the process the State uses to monitor the achievement gap predicated on a base year where a district must close half of its achievement, in equal increments, within a 6 year period.

Mr. Parnell, after reviewing the presentation, was concerned with respect to the results of the Middle School.

Ms. Behnken – We currently have several more programs that will be used to address the deficiencies that this report is showing.

Mrs. Beams - The language arts scores across the State were very poor.

Mr. Salvatore – The key is to insure that the children are constantly being engaged. Having a great teacher without a program is better than having a poor teacher with a great program. It is incumbent upon the teacher to engage the students. I have been going to the schools, reviewing the teachers' techniques and sharing my observations with the principals.

Mrs. Critelli – In my district our teachers don't have a chance to get together and talk so they are not always on the same page.

Mr. Salvatore – Everyday there is a PLC meeting where teachers come and have the opportunity to discuss all types of issues as well as lessons. We must insure that children are engaged in the classroom.

Mr. Menkin questioned why the High School seemed to be doing so well as compared to the Middle School.

Mr. Salvatore – There are several factors. One main factor is that all students must pass the HSPA in order to graduate. The test is given to 11<sup>th</sup> graders therefore there is a lot of focus given to achieve this objective.

Mr. Freeman – The children are focused and the data we have helps to drive instruction which is why we are seeing better test results.

Mrs. Beams – It sounds like we are teaching to the test.

Mr. Salvatore – We are focused on the test but we need to address the skills needed for the work place and college as well.

Mrs. Beams – Mr. Zambrano brought up what happens to students after they leave here. If we are focused on the test and graduation then what happens after graduation. He suggested we need to have a balance.

Mr. Salvatore – Tonight's presentation is strictly focused on the HSPA. In fact in the State of Washington they are marching against standardized testing.

## DISCUSSION (continued)

Mr. Freeman – The new test that is coming out focuses on high level critical thinking and it is very different from the HSPA.

Mrs. Perez – What do we as Board members say to the community with respect to the test scores.

Mr. Salvatore – Ask what type of experience their children are having. If they are having a positive experience that's great, if not advise them to speak to the staff member at their child's school.

### 5. Attendance policy update

Mr. V.J. Muscillo, High School principal, gave a comprehensive overview of the impact of the attendance policy that the Board put into place this year, focusing on the critical triggers that invoke disciplinary action and the methodology behind the enforcement.

Mr. Parnell – Are you actually tracking all of the letters to parents with respect to absenteeism?

Mr. Muscillo – Yes, our current daily attendance rate is approximately 92%. On any given day we have approximately 85 to 100 students absent. We are monitoring both excused and un-excused absences. There was a comment from a Judge in court who asked the question if the student can no longer receive credit for the course, why would he go back to school. These are some of the challenges we are facing as we move forward. We do have a credit recovery plan where we are working with the students on their own time in order to pass the class and graduate. The classes will take place on Saturday's or over the summer as long as the students are willing to make the effort. We give them opportunities to complete their high school requirements.

Mrs. George – If the student has the 20 absences in May, then most likely they would not be able to walk during graduation, they would have to make that time up in the summer.

Mrs. Perez – Some students do have extreme situations. Some of our students have economic conditions that require them to work to help pay for family expenses or baby sit so the parents can continue working to support the household.

Mr. Muscillo – We are aware of those situations. We have staff working with our students to help them achieve the necessary requirements to graduate.

Mr. Salvatore – The general consensus is some students just don't want to attend school and parents are having a hard time getting their children to school.

Mr. Freeman – With respect to the students that Mrs. Perez is referring to, we do have meetings with them and try to work out opportunities for the students to meet the necessary requirements.

Mr. Parnell – Do we have a late policy?

Mr. Muscillo – We do. If a student is late more than half of period A it is considered ½ of an absence.

## DISCUSSION (continued)

Mrs. Beams – What disciplinary action is being instituted?

Mr. Muscillo – Detention, and students may not be able to attend sports practices or club activities if they are absent. That information is also in the student handbook. We started to implement this in the spring, students would have in-school suspension or Saturday detention.

Mr. Salvatore – After 10 consecutive days, we have the right to remove the student from the rolls.

Mrs. George - I appreciate the fact that there is a corrective action plan in place.

Mr. Muscillo – It includes athletics and all clubs with respect to participation.

Mr. Menkin's concern was if a student received detention and could not participate in a baseball game on that day, it is not the same thing as a student who had detention and was able to participate in a play on a later date.

### 6. Safety update

Mr. Salvatore briefed the Board on some of the safety measures that have been implemented.

Mr. Salvatore – The Howell Superintendent has come up with a policy that I am going to initiate here. If a parent comes to pick up their child, they have to call the school ahead of time and make an appointment. This way the school is aware and waiting for the parent to come at a certain time. If the parent doesn't call and just drops in, they will have to wait until they are fully identified and then the student will be allowed to be dismissed.

Mrs. Beams gave an example of procedures at her school. She stated that the parent's drivers licenses are scanned through security systems that will flag people with potential problems without disclosing the infraction. The scanner will also produce a badge with their picture on it.

Mrs. Perez – We have a large undocumented population. How would we address the issues for them?

Mr. Salvatore – Through the many safety committees we have throughout the school district, we have cataloged many ideas and are implementing many of them as we go forward. We are looking to train all of our staff on how to initiate a lock down. We are in the process of doing some construction at the Lenna Conrow School, Audrey Clark School and 540 Broadway to restrict access to different levels, floors and corridors at each location. We will have card access at some of the older schools, Audrey Clark, Morris Avenue and West End. Additionally the police thought it would be a good idea to provide uniforms for security personnel in the schools. The technology staff will be wearing a uniformity of dress as well.

Mr. Parnell – During my conversation with Charlie Shirley he suggested it may not be necessary to have a complete uniform but perhaps a polo shirt with "security" on it.

Mr. Salvatore – We are considering using Blackboard Connect to send text messages by groups which will aid in the communication during a crisis, especially if there are intruders in the building.

## DISCUSSION (continued)

Mrs. Beams – I am hearing conflicting information with respect to children in the classroom during an emergency, whether they should be consolidated in one corner or spread out into groups.

Mr. Salvatore – We have received a lot of training and information and I expect more to become available in the very near future. We are constantly updating our procedures to insure the safety of our students and staff.

Mrs. Perez commented on the patrolling of schools by police cars.

Mr. Salvatore – The police have certain zones that they patrol. We will be seeing increased presence during arrivals and dismissals.

### 7. Student Video-taping another student

Mr. Salvatore briefed the Board on the incident involving a student who videotaped other students in the changing room of a dance class.

Mr. Salvatore - An investigation has been done by the police department. One of the students involved is 18 years of age and therefore his name has been released to the media and he has been charged with invasion of privacy. There were other students involved and the investigation is ongoing. Consequences have been administered as well to include suspension for those involved. One of the parents of the females involved wants the district to pursue action against the students under the HIB ruling for which we have agreed to do.

Mrs. Beams discussed her concern with respect to videos and pictures being placed on Facebook.

Mr. Salvatore assured her that we take the appropriate action when we are notified.

Mr. Zambrano – Whatever happened to the child who exposed his buttock as he walked past a classroom?

Mr. Salvatore – He was dealt with appropriately and suspended.

### 8. Teacher incident at the High School during a fire drill

Mr. Salvatore summarized an incident that took place during a fire drill at the High School.

Mr. Salvatore – A teacher reportedly raised his voice to a student during a fire drill. When he did not get the response he had anticipated, he said something like, “Do I have to speak a foreign language for you to understand?” He held his arms up and cornered the girl while other children were exiting. When another teacher saw what was happening, they took the student away from the situation. The teacher was written up, IA was notified and they said they would not investigate. Since IA would not investigate, the police department said they would not be investigating either.

Mr. Parnell – Did the teacher give any response with regards to their actions?

Mr. Salvatore – No.

## DISCUSSION (continued)

### 9. Critical Updates

Mrs. Beams questioned whether all the information the Board members receive in Critical Updates is necessary and whether the Board feels there is anything the members do not need to be included in the Friday packet.

Mrs. George – I think the information is very valuable.

Mr. Salvatore – I try to give you as much information as necessary because you never know who will stop you as a Board member and ask questions.

Mrs. Beams – If there is anything you feel is not necessary please let me know.

Mrs. Critelli – I feel it is very informative.

Mrs. Perez – I would like to see the information more timely when it happens rather than at the end of the evening.

Mr. Salvatore – I try to provide the information as quickly as possible.

Motion was made by Mr. Parnell, seconded by Mr. Menkin and carried by roll call vote that the Board approve the following item (39).

Ayes (8), Nays (0), Absent (1) Mr. Grant

### 39. RESOLUTION FOR CLOSED EXECUTIVE SESSION – 12:01 A.M.

#### RESOLUTION

**WHEREAS**, the Open Public Meetings Act (Chapter 231, P.L. 1975) allows for the exclusion from discussion at the public portion of a meeting of certain matters which might endanger the public interest or risk the deprivation of individual rights, and

**WHEREAS**, the Long Branch Board of Education wishes to discuss matters falling within the attorney/client privilege concerning **Russo vs. the Long Branch Board of Education and negotiations** with the resulting action being made public when a proper conclusion has been reached; and there is no longer a need for confidentiality;

**NOW, THEREFORE, BE IT RESOLVED**, the Long Branch Board of Education will hold a closed executive session immediately in the Board Conference Room, 540 Broadway, Long Branch, New Jersey. It is anticipated that the closed session will not last longer than 25 minutes. Action may be taken in the public portion of the meeting upon adjournment of this Executive Session.

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

Ayes: 8  
Nays: 0  
Absent: 1 (Mr. Grant)  
Date: January 30, 2013

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

**School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).**

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: October 2, 2012

Time of day the drill was conducted: 9:30-9:45 a.m.

School Name: Audrey W. Clark (preschool)

Location of the Emergency Evacuation Drill: Stokes Place, side of building

Route Number(s): JAWC

Name of the school principal/person(s) overseeing the drill: Lauren Flannigan, Transportation Secretary

Other information relative to the emergency evacuation drill:

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: October 2, 2012

Time of day the drill was conducted: 9:30-10:30 a.m.

School Name: Lenna W. Conrow

Location of the Emergency Evacuation Drill: Avenel Blvd side of building

Route Number(s): J401, J402, J403, J404, J405

Name of the school principal/person(s) overseeing the drill: Lauren Flannigan, Transportation Secretary

Other information relative to the emergency evacuation drill:

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

**School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).**

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: October 2, 2012

Time of day the drill was conducted: 1:15-1:25 pm

School Name: 540 Broadway (Preschool)

Location of the Emergency Evacuation Drill: Back of 540 Broadway

Route Number(s): J540

Name of the school principal/person(s) overseeing the drill: Lauren Flannigan, Transportation Secretary

Other information relative to the emergency evacuation drill:

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# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: October 2, 2012

Time of day the drill was conducted: 2:15-2:20 p.m.

School Name: 540 Broadway (Behavioral Classes)

Location of the Emergency Evacuation Drill: Back of 540 Broadway

Route Number(s): S540

Name of the school principal/person(s) overseeing the drill: Lauren Flannigan, Transportation Secretary

Other information relative to the emergency evacuation drill:

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: October 3, 2012

Time of day the drill was conducted: 9:40-10:20 a.m.

School Name: Gregory School

Location of the Emergency Evacuation Drill: Front of School Building

Route Number(s): Y1, Y2, Y3, Y4, Y5, SGRE

Name of the school principal/person(s) overseeing the drill: Lauren Flannigan, Transportation Secretary

Other information relative to the emergency evacuation drill:

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: October 4, 2012

Time of day the drill was conducted: 9:30 a.m.- 10:00 a.m.

School Name: West End School

Location of the Emergency Evacuation Drill: Front of School Building

Route Number(s): W1, W2, W3, SWES

Name of the school principal/person(s) overseeing the drill: Lauren Flannigan, Transportation Secretary

Other information relative to the emergency evacuation drill:

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

**School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).**

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: October 5, 2012

Time of day the drill was conducted: 8:10 a.m.

School Name: Long Branch Middle School

Location of the Emergency Evacuation Drill: Bath Avenue Circle

Route Number(s): SMS1, SMS2, LBMS

Name of the school principal/person(s) overseeing the drill: Michael Vitarello, Principal

Other information relative to the emergency evacuation drill:

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# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: October 5, 2012

Time of day the drill was conducted: 9:30 a.m.- 10:00 a.m.

School Name: Morris Avenue School

Location of the Emergency Evacuation Drill: Side of School Building (Willow Ave)

Route Number(s): M1, M2, M3, JMAS

Name of the school principal/person(s) overseeing the drill: Lauren Flannigan, Transportation Secretary

Other information relative to the emergency evacuation drill:

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

**School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).**

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: October 11, 2012

Time of day the drill was conducted: 9:30 a.m.-10:15 a.m.

School Name: Joseph M. Ferraina Early Childhood Learning Center

Location of the Emergency Evacuation Drill: Front of School Building

Route Number(s): J301, J302, J303, J304

Name of the school principal/person(s) overseeing the drill: Lauren Flannigan, Transportation Secretary

Other information relative to the emergency evacuation drill:

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: October 12, 2012

Time of day the drill was conducted: 9:30a.m.-10:30a.m.

School Name: Amerigo A. Anastasia School

Location of the Emergency Evacuation Drill: Front of School Building

Route Number(s): A1, A2, A3, A4, SANA1, SANA2

Name of the school principal/person(s) overseeing the drill: Lauren Flannigan, Transportation Secretary

Other information relative to the emergency evacuation drill:

# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

**School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).**

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: December 10, 2012

Time of day the drill was conducted: 7:20 a.m.- 7:30 a.m.

School Name: Long Branch High School

Location of the Emergency Evacuation Drill: Main Entrance

Route Number(s): LBHS, SHS1

Name of the school principal/person(s) overseeing the drill: VJ Muscillo, Lead Principal

Other information relative to the emergency evacuation drill:



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

I recommend the Board approve/ratify intent to return from family/medical leave of absence for the following named individuals:

**MARTA AQUINO**, Hand in Hand non-instructional assistant, effective December 17, 2012.

**MARIANNE BALESTERRI**, Gregory School teacher, effective January 28, 2013.

**CANDICE BIDNER**, Middle School teacher, effective February 8, 2013.

**JESSICA DOUGHERTY**, Middle School teacher, effective February 8, 2013.

**ALVIN FREEMAN**, Assistant Superintendent of Schools, effective October 29, 2012.

**CRYSTAL HOUSTON-BEY**, Gregory School instructional assistant, effective February 4, 2013.

**BARBARA LAGOWSKI**, High School teacher, effective January 2, 2013.

**ROMINA LUJAN**, High School Alternate Academy instructional assistant, effective September 1, 2013.

**FRANCIS PANNULLO**, High School teacher, effective January 1, 2013.

**ANN HOLLY ROZZA**, West End School teacher, effective December 17, 2012.

**MICHELLE VELAZQUEZ**, Middle School instructional assistant, effective January 2, 2013.

**BARBARA STARK**, Lenna W. Conrow School teacher, effective January 14, 2013.

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

I recommend the Board approve/ratify a family/medical leave of absence using sick days for the following named individuals:

**IRIS ALVARADO**, Hand in Hand non-instructional assistant, from February 1, 2013 to March 22, 2013.

**MARIANNE BALESTERRI**, Gregory School teacher, from December 6, 2012 to January 7, 2013.

**ELAINE CHAVEZ**, Audrey W. Clark School teacher, from April 1, 2013 to April 30, 2013.

**ALVIN FREEMAN**, Assistant Superintendent of Schools, from October 9, 2012 to October 26, 2012.

**DIANE GOLDBERG**, Gregory School instruction assistant, from January 14, 2013 to January 18, 2013.

**CHRISTINA HARDING**, Morris Avenue School teacher, from January 22, 2013 to January 29, 2013.

**BARBARA LAGOWSKI**, High School teacher, from December 17, 2012 to December 21, 2012.

**CHERYL MERER**, Amerigo A. Anastasia School teacher, from January 25, 2013 to March 8, 2013.

**LUIS RODRIGUEZ**, Gregory School custodian, from February 13, 2013 to March 20, 2013.

**ANN HOLLY ROZZA**, West End School teacher, from November 26, 2012 to December 6, 2012.

**JENNIFER SCAMORZA**, Gregory School teacher, from January 15, 2013 to January 30, 2013.

**BARBARA STARK**, Lenna W. Conrow School teacher, from December 19, 2012 to January 11, 2013.

**SANDRA WILLIAMS**, Middle School teacher, from January 4, 2013 to February 14, 2013.

**LUIS RODRIGUEZ**, Gregory School custodian, from February 13, 2013 to March 20, 2013.

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

I recommend the Board approve/ratify a family/medical leave of absence using paid days for the following named individuals:

**MARIANNE BALESTERRI**, Gregory School teacher, from January 8, 2013 to January 22, 2013.

**DIANE GOLDBERG**, Gregory School instructional assistant, from January 22, 2013 to January 25, 2013.

**CHRISTINA HARDING**, Morris Avenue School teacher, from January 30, 2013 to February 25, 2013.

**ANN HOLLY ROZZA**, West End School teacher, from December 7, 2012 to December 14, 2012.

**ANDREA RUSSELL**, High School teacher, from January 4, 2013 to January 11, 2013.

**DAVID BOOTH**, District computer technician, from February 4, 2013 to February 8, 2013.

**FAMILY/MEDICAL/PERSONAL LEAVE OF ABSENCE WITHOUT PAY**

I recommend the Board approve/ratify a family/medical leave of absence without pay for the following named individuals:

**ELAINE CHAVEZ**, Audrey W. Clark School teacher, from May 1, 2013 to June 30, 2013.

**MARIANNE BALESTERRI**, Gregory School teacher, from January 23, 2013 to January 25, 2013.

**TERRANCE MORIARTY** Morris Avenue School teacher, from December 3, 2012 to February 28, 2013.

**EXTENSION OF FAMILY/MEDICAL LEAVE OF ABSENCE WITH PAY**

I recommend the Board approve/ratify an extension of family/medical leave of absence with pay for:

**ROBERTA FREEMAN**, District Administrator/Director for Assessment & Accountability, from December 12, 2012 to February 26, 2013.

**EXTENSION OF FAMILY/MEDICAL LEAVE OF ABSENCE WITHOUT PAY**

I recommend the Board approve/ratify an extension of family/medical leave of absence without pay for:

**CRYSTAL HOUSTON-BEY**, Gregory School instructional assistant, from January 1, 2013 to February 1, 2013.

**ROMINA LUJAN**, High School Alternate Academy instructional assistant, from January 2, 2013 to June 30, 2013.

**MICHELLE VELAZQUEZ**, Middle School instructional assistant, from December 17, 2012 to December 21, 2012.

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

I recommend the Board approve/ratify an extension of family/medical leave of absence using sick days:

**DACTILIA BOOTH**, High School secretary from February 14, 2013 to April 9, 2013.

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

I recommend the Board approve/ratify an extension of family/medical leave of absence using paid days:

**DIANE GOLDBERG**, Instructional Assistant Gregory School teacher from January 28, 2013 to February 8, 2013.

## CONFERENCES

## APPENDIX I

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 08-13 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:

### **JESSICA ALONZO**

**\$277.64**

Amerigo A. Anastasia School facilitator, at the Implementing the Common Core State Standards for Language Arts and Math (Grades K – 5) to be held at the Mansion on Main Street in Voorhees, New Jersey on February 4, 2013 (Acct. #15-000-240-500-390-03-44).

### **JESSICA ALONZO**

**\$273.64**

Amerigo A. Anastasia School facilitator, at the Tier 3 RTI Interventions that Work for Your Struggling Readers (Grades K – 6) to be held at the Mansion on Main Street in Voorhees, New Jersey on February 28, 2013 (Acct. #15-000-240-500-390-03-44).

### **JENNIFER CAMPBELL**

**\$219.00**

Lenna W. Conrow School teacher, at the 2013 Conference for New Jersey Pre-Kindergarten Teachers to be held at the Bally's Park Place in Atlantic City, New Jersey on February 26, 2013 (Acct. #20-218-200-580-390-04-44).

### **LAURA BLAND**

**\$271.08**

Joseph M. Ferraina Early Childhood Learning Center teacher, at the 2013 Conference for New Jersey Pre-Kindergarten Teachers to be held at the Bally's Park Place in Atlantic City, New Jersey on February 26, 2013 (Acct. #20-218-200-580-390-04-44).

### **CHRISTOPHER DRINGUS**

**\$375.00**

Technology Manager, at the NJASA TECHSPO 2013 Conference to be held at the Bally's Park Place in Atlantic City, New Jersey on January 31, 2013 and February 2, 2013 (Acct. #11-000-252-500-170-12-44).

### **SAMANATHA GALLO**

**\$271.14**

Lenna W. Conrow School teacher, at the 2013 Conference for New Jersey Pre-Kindergarten Teachers to be held at the Bally's Park Place in Atlantic City, New Jersey on February 26, 2013 (Acct. #20-218-200-580-390-04-44).

### **KERRY KEATING**

**\$271.19**

Amerigo A. Anastasia School teacher, at the Strengthen Your Instruction Using iPad Technology and iPad Apps to Increase Student Learning to be held at the Mansion on Main Street in Voorhees, New Jersey on February 11, 2013 (Acct. #20-253-200-500-253-25-00).

### **JOHN LUCKENBILL**

**\$186.60**

Amerigo A. Anastasia School teacher, at the New Jersey Music Educators Association State Conference to be held at the Brunswick Hilton and Towers in East Brunswick, New Jersey on February 22 & 23, 2013 (Acct. #15-000-240-500-390-03-44).

## CONFERENCES

## APPENDIX I

### JENNISE NIEVES

**\$295.00**

High School Student Assistance Counselor, at The Association of Student Assistance Professionals of New Jersey 27<sup>th</sup> Annual Conference "Be Shore to Believe" to be held at the Ocean Place Resort and Spa in Long Branch, New Jersey on February 7 & 8, 2013 (Acct. #15-000240-500-167-01-44).

### FRANK OLIVADOTTI

**\$415.15**

District Groundsman, at the Athletic Field Construction and Maintenance to be held at Rutgers, The State University of New Jersey in New Brunswick, New Jersey on February 21 & 22, 2013 (Acct. #11-000-262-590-311-12-00).

### CARLI PEREZ

**\$219.00**

Gregory School teacher, at the 2013 Conference for New Jersey Kindergarten Teachers to be held at the Bally's Park Place in Atlantic City, New Jersey on February 25, 2013 (Acct. #20-231-200-300-231-20-00).

### BONITA POTTER-BROWN

**\$200.42**

Lenna W. Conrow School principal, at the Rutger's 45<sup>th</sup> Annual Reading and Writing Conference to be held at the Double Tree Hotel in Somerset, New Jersey on April 12, 2013 (Acct. #20-218-200-600-390-08-00).

### MEGHAN RONAN

**\$271.08**

Joseph M. Ferraina Early Childhood Learning Center teacher, at the 2013 Conference for New Jersey Pre-Kindergarten Teachers to be held at the Bally's Park Place in Atlantic City, New Jersey on February 26, 2013 (Acct. #20-218-200-580-390-04-44).

### TESSY SIMOES

**\$269.99**

Morris Avenue School teacher, at the 2013 Conference for New Jersey Kindergarten Teachers to be held at the Bally's Park Place in Atlantic City, New Jersey on February 25, 2013 (Acct. #20-242-600-300-242-25-00; Acct. #15-000-223-320-390-05-00).

### DENISE WOOLLEY

**\$229.00**

Amerigo A. Anastasia School facilitator, at the Implementing the Common Core State Standards for Language Arts and Math (Grades K – 5) to be held at the Mansion on Main Street in Voorhees, New Jersey on February 4, 2013 (Acct. #20-231-200-300-231-20-00).

**PLACEMENT OF STUDENTS ON HOME INSTRUCTION**

ID #2857734523, classified student.

NOTE: As per an administrative request.

ID #4894413141, non-classified

Note: Student has medical condition.

ID #9660047155, non-classified

Note: Student has medical condition.

ID #5283988592, classified student.

NOTE: Student was admitted to Monmouth Medical Center's Crisis Intervention Unit on 11/13/12. The Monmouth-Ocean Education Services Commission is the contracted provider of instruction. The instruction cost will be billed at the rate of \$49.00/hour for 10 hours per week.

ID #3154812569, classified student.

NOTE: Student was admitted to Monmouth Medical Center's Crisis Intervention Unit on 11/26/12. The Monmouth-Ocean Education Services Commission is the contracted provider of instruction. The instruction cost will be billed at the rate of \$49.00/hour for 10 hours per week.

ID #2361001954, non-classified student.

NOTE: Student was admitted to Monmouth Medical Center's Crisis Intervention Unit on 11/26/12. The Monmouth-Ocean Education Services Commission is the contracted provider of instruction. The instruction cost will be billed at the rate of \$49.00/hour for 10 hours per week.

ID #73770825455, non-classified student

NOTE: Student was admitted to Monmouth Medical Center's Crisis Intervention Unit on 11/26/12. The Monmouth-Ocean Education Services Commission is the contracted provider of instruction. The instruction cost will be billed at the rate of \$49.00/hour for 10 hours per week.

ID #9562535691, non-classified student.

NOTE: Student was admitted to Monmouth Medical Center's Crisis Intervention Unit on 11/27/12. The Monmouth-Ocean Education Services Commission is the contracted provider of instruction. The instruction cost will be billed at the rate of \$49.00/hour for 10 hours per week.

ID #7480748965, non-classified student

NOTE: Student was admitted to Monmouth Medical Center's Crisis Intervention Unit on 11/30/12. The Monmouth-Ocean Education Services Commission is the contracted provider of instruction. The instruction cost will be billed at the rate of \$49.00/hour for 10 hours per week.

ID# 1618269142, non-classified student.

NOTE: Administrator Request.

ID# 7377064430, non-classified student.

NOTE: Student has medical condition.

ID# 9807476837, non-classified student.

NOTE: Student has medical condition.

ID# 3328600721, non-classified student.

NOTE: Student was admitted to the New Hope Foundation on 12/20/12. The Monmouth-Ocean Education Services Commission is the contracted provider of instruction. The instruction cost will be billed at the rate of \$49.00/hour for 10 hours per week.

ID# 6372689075, non-classified student.

NOTE: Student was admitted to Monmouth Medical Center's Crisis Intervention Unit on 10/25/12. The Monmouth-Ocean Education Services Commission is the contracted provider of instruction. The instruction cost will be billed at the rate of \$49.00/hour for 10 hours per week.

**TERMINATION OF STUDENTS ON HOME INSTRUCTION**

ID #5283988592, classified student.

NOTE: Student has received medical clearance to return back to school.

ID #6221456015, classified student.

NOTE: As recommended by the Child Study Team student returned back to school in district.

ID #2857734523, classified student.

NOTE: Student has received medical clearance to return back to school.

ID #2361001954, non-classified student.

NOTE: Student has received medical clearance to return back to school.

ID #73770825455, non-classified student

NOTE: Student has received medical clearance to return back to school.