

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

MINUTES

OCTOBER 17, 2018

The Regular Meeting of the Long Branch Board of Education was held in the Long Branch Middle School Auditorium, 350 Indiana Avenue, Long Branch, New Jersey.

Dr. Critelli called the meeting to order at 7:00 P.M.

A. ROLL CALL

Dr. Critelli - President	Mr. Grant – 7:25 p.m.	Mrs. Youngblood Brown
Mr. Covin - Vice President	Mr. Zambrano	Ms. McCaskill
Mrs. George	Rev. Bennett	Mrs. Peters

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 Asbury Park Press. Mr. Genovese 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

Alvin L. Freeman, Ed.D., Assistant Superintendent of Schools, introduced two students from the **George L. Catrambone School**, Abraham Rodriguez and Dominique DaSilva who saluted the flag and led the Pledge of Allegiance.

C-1. STATEMENT TO THE PUBLIC

Dr. Critelli 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. All agenda attachments are available for public review. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

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

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

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

No one addressed the Board.

Motion was made by Mrs. George, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (D – E5)

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

D. **APPROVAL OF MINUTES**

That the Board approve the following minutes:

- Agenda Meeting minutes of September 25, 2018
- Executive Session Meeting minutes of September 25, 2018
- Regular Meeting minutes of September 26, 2018

E. **SECRETARY'S REPORT**

1. **BUDGET TRANSFER REPORTS – FY18 JUNE (FINAL), FY19 JULY (FINAL) AND FY19 AUGUST TRANSFERS**

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

RESOLUTION

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

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

1. **BUDGET TRANSFER REPORTS – FY18 JUNE (FINAL), FY19 JULY (FINAL) AND FY19 AUGUST TRANSFERS (continued)**

NOW, THEREFORE BE IT RESOLVED that the attached line item transfers FY18 June (final), FY19 July (final) and FY19 August Transfers as listed be approved for the months ending June 30, 2018, July 31, 2018 and August 31, 2018.

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

Ayes: 8
Nays: 0
Absent: 1 (Mr. Grant)
Date: October 17, 2018

2. **BOARD SECRETARY'S REPORT - JUNE 30, 2018 (FINAL), JULY 31, 2018 (FINAL) AND AUGUST 31, 2018**

That the Board approve the Board Secretary's Report for the months ending June 30, 2018 (final), July 31, 2018 (final) and August 31, 2018 (which will be labeled **APPENDIX E-2** and made part of the permanent minutes upon Board approval).

3. **REPORT OF THE TREASURER - JUNE 30, 2018 (FINAL), JULY 31, 2018 (FINAL) AND AUGUST 31, 2018**

That the Board approve the Report of the Treasurer for the months ending June 30, 2018 (final), July 31, 2018 (final) and August 31, 2018 (which will be labeled **APPENDIX E-3** and made part of the permanent minutes upon Board approval).

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

Pursuant to N.J.A.C. 6A:23A-16.10(c)(3), I certify that as of the June 30, 2018, July 31, 2018 and August 31, 2018 Board Secretary's Report, no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a).

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

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

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

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 June 30, 2018, July 31, 2018 and August 31, 2018 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.

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

Ayes: 8
Nays: 0
Absent: 1 (Mr. Grant)
Date: October 17, 2018

Motion was made by Mr. Covin, seconded by Mrs. Youngblood Brown and carried by roll call vote that the Board approve the following item (E6).

Ayes (6), Nays (0), Abstain (2) Dr. Critelli and Mrs. Peters, Absent (1) Mr. Grant

6. **BILLS AND CLAIMS – AUGUST 15 - 31, 2018, SEPTEMBER 1 - 30, 2018 AND OCTOBER 1 - 17, 2018 FOR CHRIST THE KING, BOARD OF RECREATION COMMISSION AND CITY OF LONG BRANCH FINANCE**

That the Board approve the bills and claims for August 15 - 31, 2018, September 1 - 30, 2018 and October 1 - 17, 2018 for Christ the King, Board of Recreation Commission and City of Long Branch Finance (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

Motion was made by Mrs. George, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (E7 – E9).

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

7. **BILLS AND CLAIMS – AUGUST 15 - 31, 2018, SEPTEMBER 1 - 30, 2018 AND OCTOBER 1 - 17, 2018 EXCLUDING CHRIST THE KING, BOARD OF RECREATION COMMISSION AND CITY OF LONG BRANCH FINANCE**

That the Board approve the bills and claims for August 15 - 31, 2018, September 1 - 30, 2018 and October 1 - 17, 2018 excluding Christ the King, Board of Recreation Commission and the City of Long Branch Finance (which will be labeled **APPENDIX E-4** and made part of the permanent minutes upon Board approval).

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

8. **RECONCILIATION MONTHLY OPERATING REPORT – SODEXO – SEPTEMBER 30, 2018**

That the Board approve the monthly operating report for the Sodexo Corporation, Food Service Management Company for the Long Branch School District for September 30, 2018 (which will be labeled **APPENDIX E-5** and made part of the permanent minutes upon Board approval).

9. **ATHLETIC FUND & ELEMENTARY SCHOOLS, MIDDLE SCHOOL & HIGH SCHOOL STUDENT FUNDS AS OF SEPTEMBER 30, 2018**

That the Board approve the monthly reports for the Athletic Fund, the Elementary Schools, Middle School, and High School Student Funds as of September 30, 2018 (which will be labeled **APPENDIX E-6** and made part of the permanent minutes upon Board approval).

LONG BRANCH PUBLIC SCHOOLS
Long Branch, New Jersey

STUDENT REGISTRATION
(as of September 30, 2018)

	AAA	GLC	GRE	MA	JMFECLC	LWC	TOTAL ELEM	MS	HS	TOTAL
PreK				256	199	240	695			695
Kdg		59		105	109	106	379			379
1st	111	150	111				372			372
2nd	85	177	101				363			363
3rd	91	163	84				338			338
4th	104	172	95				371			371
5th	62	144	100				306			306
6th							0	373		373
7th							0	370		370
8th							0	362		362
9th							0		367	367
10th							0		365	365
11th							0		337	337
12th							0		349	349
MCI	11						11	13		24
MD							0		15	15
BD	4						4	15	26	45
LD	57		44				101	47	24	172
AUT	17		16				33	13	10	56
PD						27	27			27
OOD	8	2	6	0	8	2	26	7	20	53
Home Instruction							0	1		1
TOTAL	550	867	557	361	316	375	3026	1201	1513	5740

September 30, 2017

School	AAA	GLC	GRE	MA	JMFECLC	LWC	Total Elem	MS	HS	Total
Totals	573	858	554	401	321	393	3100	1182	1478	5760

F. SUPERINTENDENT'S REPORT

On behalf of the Board, Dr. Critelli congratulated Dr. Salvatore for being recognized as the Regional Superintendent of the Year for central New Jersey.

Dr. Salvatore stated that the Halloween curfew will be in effect for 8:00 P.M. on October 30, 2018 and October 31, 2018.

Dr. Salvatore recognized Mary George and Mr. McOmber for their service to the Board.

Dr Salvatore – Mary George has been on the Board for almost 24 years. Let me tell you what 24 years looks like. She has been on the Board and watched us build 7 new schools with her endorsement and support along the way; the enhancement of 3 buildings including the major renovation at the Morris Avenue School and the construction of the George L. Catrambone School; the advancement of our programs from simple tracking and remediation to Future Ready to 2 nationally recognized schools with Sustainability, and certainly a major part of our effort to expand early childhood and a greater effort to expand early childhood not just in our County, in our State but nationwide. I would like to mention that as a Board member since April 25, 1994, Mrs. George has now decided on her own terms to depart from the Board and do some other things in our community after her almost 24 years of service. I would like to recognize and thank Mary George.

Dr. Salvatore – I also want to recognize our counsel in Long Branch, Mr. Richard McOmber. Mr. McOmber has been with our Board longer than anyone has been with the Board. He has been our Board attorney for 47 years. He has been a tremendous support to all of us. Every one of the schools and accomplishments I have mentioned, every contract of every teacher, every issue or concern, he has been there with us since 1971. His name is on quite a few things around here. We appreciate his support and guidance for 47 years.

1. PRESENTATION OF AWARDS

A) DISTRICT VOLUNTEERS

Mirveta Feratovic
LaShonda Starks

Santos Rodriguez
Daniela Bomfim-Stabile

B) TEACHER OF THE MONTH - SEPTEMBER

HOWARD WHITMORE, Long Branch Middle School choir teacher, presented by Dr. Critelli

C) SUPPORT STAFF OF THE MONTH - SEPTEMBER

ALFRED BURRELL, George L. Catrambone School custodian, presented by Dr. Critelli

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

2. **STUDENT COUNCIL LIAISON REPORT** - Maria Monzon - Student Advisor

Good evening Dr. Salvatore, members of the Board of Education, central office administration, faculty, parents and members of the community who are in attendance this evening. This is my monthly report.

The George L. Catrambone School led by Mr. Volpe, prides itself on being an inviting community school. The relationship that exists between parents, teachers and staff is phenomenal and fosters Green Wave Pride not only within the students, but in their families too. Recently the GLC School had a "Grandparents Day" in which over 500 grandparents came to the school and spent part of the day learning alongside their grandchildren. Through this initiative and many others, the GLC School has developed an environment that resembles a family.

Some other exciting ongoing initiatives occurring at the GLC School all involve the school's curriculum. One Initiative, "Daily 5," is a reading program that involves students working in instructional centers that challenge them with a variety of literacy activities. All classrooms, big or small, bilingual or not, put this initiative in place and it has proven as a valuable approach as the school has seen a significant improvement in overall student reading scores. Another initiative, the "Guided Math" program, involves teachers assigning students to participate in small differentiated groups designed to help them improve upon their current math skills as well as learn new concepts. Overall, with both instructional initiatives put in place, the teaching staff at GLC is preparing the students for academic success and 21st Century life skills that can be used both inside and outside the classroom.

During our meeting, Mr. Volpe further shared that the students and staff are very enthusiastic about the new Debate Club that is being started at the GLC School. Everyone is looking forward to having the highly regarded High School debate team coming to assist the students at GLC so that they can begin learning the foundational skills of debate.

The students and staff are also very proud of the fact that the GLC School has been awarded a certification to be a Future Ready school and the fact that this is also the third year that the GLC School has been awarded the prestigious "Green Ribbon Award" for the 2017-2018 school year. This award is a national commendation from the US Department of Education for improving sustainability within the school. As a result of the GLC School's continued commitment to promoting sustainable practices, the school earned the silver award for the third year in a row, which is the highest award achievable in New Jersey.

Finally, the overwhelming support of the parents at GLC during school events and other school initiatives is a strong indicator of the parental involvement success that GLC has had as result of school's community approach. It is because of all of these positive happenings in the school that Mr. Volpe and his staff at GLC always look forward to going to work and making a difference in the lives of their students.

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

3. **SCHOOL PRESENTATION**

Each year, Americans observe National Hispanic Heritage Month from September 15 to October 15, by celebrating the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America. The students at GLC School pondered, "What if the Hispanic Americans that we've been learning about had Future Ready initiatives, could they have changed their history?" Please join me in the George L. Catrambone School's presentation where Hispanic Americans infuse the Future Ready mindset.

Mr. Grant arrived at 7:25 P.M.

G. GENERAL ITEMS

Motion was made by Mr. Covin, seconded by Mrs. Youngblood Brown and carried by roll call vote that the Board approve the following items (G1 – G10).

Ayes (9), Nays (0), Absent (0)

1. **APPROVAL OF AGREEMENT WITH ELLEVATION INC.**

That the Board approve the agreement with Ellevation Inc. to provide software and services designed to help staff members support English Language Learners achieve their highest goals from November 1, 2018 through June 30, 2019 at a cost not to exceed \$31,360.

2. **APPROVAL TO ACCEPT MMC LOCAL GRANT FOR LBPS GARDEN SUSTAINABILITY**

That the Board approve the acceptance of the Monmouth Medical Center local grant for the Long Branch Public Schools Garden Sustainability project in the amount of \$10,000.

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

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

3. **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT**

That the Board approve the agreement between M.A. Pasuit LLC, Literacy Consultant and the Long Branch Board of Education to provide instructional strategies to teachers in reading and writing specific to the needs of English Language Learners to include providing accommodations and supports; scaffolding instructions to increase their ability to participate in academic activities; planning for increasingly complex tasks in vocabulary instruction; and reducing barriers to learning in an amount not to exceed \$22,500. The agreement will remain in effect from October 22, 2018 to June 15, 2019 and will be paid through Title III funds.

4. **APPROVAL OF ACCEPTANCE OF THE PIECE GRANT**

That the Board approve the districts participation in the Putting Immigration and Education in Conversation Everyday (PIECE) research project in the amount of \$2,500. The funds will be distributed as follows: \$1,000 to the Gregory School; \$1,000 to the Middle School and \$500 to the district office.

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

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

5. **APPROVAL TO SUBMIT THE FORM M-1 AND COMPREHENSIVE MAINTENANCE PLAN REPORT TO THE COUNTY OFFICE**

That the Board approve the submission of the Long Branch school district Form M-1 and "Comprehensive Maintenance Plan Report" to the New Jersey Department of Education, Monmouth County office.

G. **GENERAL ITEMS (continued)**

6. **APPROVAL OF MEDICAL PLAN MONTHLY PREMIUM EQUIVALENT RATES**

That the Board approve the medical plan monthly premium equivalent rates as listed below for January 1, 2019 through December 31, 2019.

	INTEGRITY 10	INTEGRITY 15	INTEGRITY 15/25	INTEGRITY 20/30
Single	\$975.90	\$926.59	\$901.84	\$847.56
Parent/Child(ren)	\$1,815.21	\$1,729.82	\$1,677.42	\$1,576.47
Couple	\$1,952.48	\$1,843.34	\$1,803.67	\$1,695.11
Family	\$2,791.87	\$2,651.49	\$2,579.27	\$2,424.02

7. **APPROVAL TO RENEW PRESCRIPTION BENEFITS WITH BENECARD**

That the Board approve the renewal of prescription benefits with Benecard for the periods of January 1, 2019 through December 31, 2020 as listed on **APPENDIX G-1**. The renewal represents a 2% increase over last year.

8. **APPROVAL TO GO OUT TO BID FOR THE SALE OF SURPLUS EQUIPMENT**

That the Board approve going out to bid for the sale of surplus equipment.

9. **APPROVAL TO GO OUT TO BID FOR BUS ROUTES**

That the Board approve going out to bid for transportation services for displaced students under Bid #LBH-1 and vocational students under Bid #LBV-1.

10. **APPROVAL TO GO OUT FOR A LEGAL SERVICES RFP**

That the Board approve for the School Business Administrator to go out for a Request for Proposal (RFP) for legal services.

Motion was made by Mrs. George, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (G11 – H12).

Ayes (9), Nays (0), Absent (0)

11. **GIFTS TO SCHOOLS**

That the Board accept the following gifts to schools indicated:

DonorsChoose.org	9 - Logitech-H390 USB Headset with Noise-Cancelling Microphone - Black (Value: \$198)
DonorsChoose.org	1 - Big Beanbag Seat (Value: \$69.99) 2 - Jumbo Beanbag Seat (Value: \$299.98) 1 - Flex-Space Wobble Chair (Value: \$79.99)
Jersey Mike's	1 - Full Tray of Garden Salad (Value: \$45) 2 - Boxes of Subs (Value: \$145) Total Value: \$190

H. **PERSONNEL ACTION**

1. **CREATION OF NEW POSITION - RESOLUTION**

That the Board create (1) 1:1 instructional assistant position - **APPENDIX H-1**

2. **RETIREMENT**

That the Board accept with regret and best wishes the retirement of the following individual:

CHRISTEN FRENKEL, teacher, effective November 1, 2018. Mrs. Frenkel has a total of 28 years of service.

3. **RESIGNATION - COACHING/ STIPEND POSITION**

That the Board accept the resignation of the following individuals:

MARK GRAZIANO, Middle School lunchroom monitor, effective 9/28/18.

ALYSSA ORTNER, Middle School head cheer coach, effective 9/28/18.

4. **RESIGNATION - CONTRACTUAL POSITION**

That the Board accept the resignation of the following individuals:

KARAHN MORRIS, Custodian, effective October 31, 2018.

LATHA NAIR, teacher, effective December 16, 2018 or sooner if a suitable replacement is found.

CHRISTOPHER SANCHEZ, Custodian, effective October 17, 2018.

5. **APPOINTMENT OF CORRIDOR AIDES**

That the Board approve the employment of the following named individuals as Corridor Aides for the 2018 - 2019 school year:

KARAHN MORRIS*, Corridor Aide, at a salary of \$39,470, effective date November 1, 2018. Replaces: Carlos Vega (Acct. #15-000-262-107-000-02-00) (UPC # 0352-02-OFB&G-CORAID).

CHRISTOPHER SANCHEZ*, Corridor Aide, at a salary of \$39,470, effective date October 18, 2018. Replaces: Michael Jones (Acct. #15-000-262-107-000-02-00) (UPC #1481-02-OFB&G-CORAID).

6. **6th PERIOD STIPEND POSITIONS - 2018-2019 SCHOOL YEAR**

Erin Lamberson, Frank Mainieri, Jayce Maxwell, Ian Moore, Danielle Schneider

\$4,500*

**pensionable*

7. **ANNUAL STIPEND POSITIONS - 2018-2019 SCHOOL YEAR**

That the Board approve/ratify the following stipend positions as listed:

DISTRICT

Adult ESL Evening Class Team Leader (Oct - May)

Suset Carter

\$29.87/hr.

*Denotes Personnel sworn in

H. **PERSONNEL ACTION (continued)**

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7. **ANNUAL STIPEND POSITIONS - 2018-2019 SCHOOL YEAR (continued)**

DISTRICT (continued)

Adult ESL Evening Class Teacher (Oct - May) \$24.21/hr.
Jusara Lins, Rosa Melo, Wallace Morales, Hansel Perez

Adult ESL Evening Class Parent Assistant (Oct - May) \$11.33/hr.
Ruby Chavez-Cruz, Ana Silva

Black Seal Boiler License \$550.00
Rosaly Borrero Jr., Margarita Delgado, Julio Vasquez

Building Security Persons for Mischief Night & Halloween Night \$15.00/hr
Veronica Billy, Angel Borrero, Dorothy Bowles, Ja'Londa Boyd, Alfred Burrell, Wanda Castle, Ralph DeFillipo, Louise Graham, Brenda Itzol, Terrence King, Cynthia Murphy, Yvette Rice, Matilde Roman, Karen Stout, Robert Stout, Charles Widdis

Community Based Tutor Prog. Teacher (New Hope) \$24.21/hr.
A. Renee Diallo

Home Instruction \$28.84/hr.
Lindsey Mading

HIGH SCHOOL
Academic Lab Instructor \$24.21/hr.
Nora O'Neill

Curriculum Writers - Marketing \$25.13/hr
Marc Hyndsman, Alex Smiga

Robotics Club Advisor \$3,204.00
Kristen Clarke

MIDDLE SCHOOL
Breakfast Monitor \$13.08/session
Kristin Circelli

Lunch Monitors \$21.36/session
Monica Avaria, Kristen Circelli, Devron Clark, Juanita Southerland, Ashley Stewart

Zero Period \$24.20/hr.
Monica Avaria, Ashley Stewart

ELEMENTARY SCHOOL
Before/After School Activities Advisor/Tutor \$24.21/hr.
(AAA) Melissa Heggie, (AWC) Kristopher Parker

H. **PERSONNEL ACTION (continued)**

8. **ATHLETIC COACHING AND STIPEND POSITIONS - 2018-2019**

That the Board approve/ratify the following coaching/stipend appointments:

<u>CATEGORY I</u>	<u>STEP</u>	
<u>Asst. Varsity Football Coach</u> Chad King	8	\$5,200.00
<u>Freshman Head Coach, Boys</u> Juan Martinez	7	\$3,100.00
<u>MS Head Cheer Coach (Winter)</u> Alyssa Tavernise	6	\$3,300.00
<u>Athletic Event Workers</u> Lauren Bland, Ja'Londa Boyd, Kimberly Jones, Michael Jones, Caitlyn Mielcarek, Matilde Roman, Shavon Shobe, Jared Walker		<i>per Athletic Event Fee Schedule</i>

9. **CHANGE IN TRAINING LEVEL - 2018-2019 SCHOOL YEAR**

That the Board approve a change in training level for the following individuals, effective October 1, 2018:

JENNA CAMACHO, High School Counselor, from MA to MA+30 on the teacher's salary guide.

ELIZABETH WEST, High School Teacher, from BA to BA+30 on the teacher's salary guide.

10. **TEACHER/MENTOR PROGRAM - 2018- 2019 SCHOOL YEAR**

That the Board approve the following individuals to assume the position of Mentor as detailed in the State Department of Education Teacher/Mentor program:

<u>LOCATION</u>	<u>TEACHER</u>	<u>MENTOR</u>
PPS	Tiffanie Rosati	Gerard Flint (Jan - June)

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

That the Board approve/ratify the family/medical leave of absences as listed on - **APPENDIX H-2.**

12. **ATTENDANCE AT CONFERENCES / MEETINGS**

That the Board approve the attendance of the staff members indicated on the attached list at the conferences indicated - **APPENDIX H-3.**

H. **PERSONNEL ACTION (continued)**

Motion was made by Mrs. Youngblood Brown, seconded by Mr. Covin and carried by roll call vote that the Board approve the following item (H13)

Ayes (8), Nays (0), Abstain (1) Mr. Zambrano, Absent (0)

13. **APPOINTMENT OF SUBSTITUTES FOR THE 2018-2019 SCHOOL YEAR**

That the Board approve the following substitutes as listed:

A. **SUBSTITUTE CUSTODIAN - *PENDING FINGERPRINTS**

Shakeam Dean*

B. **SUBSTITUTE INSTRUCTIONAL ASSISTANTS - *PENDING FINGERPRINTS**

Lynn Cozzetta*, Erica Durland*, Tamar Gottfried*, Stanley Johnson*, Eileen Ortiz*, Nicole Riggins, Morgan Verdadeiro*

C. **SUBSTITUTE SECRETARIES - *PENDING FINGERPRINTS**

Lynn Cozzetta*, Erica Durland*, Tamar Gottfried*

D. **SUBSTITUTE TEACHERS - *PENDING FINGERPRINTS**

Alexa Booth*, Akene Dunkley*, Gail Funk*, Christopher Johnson*, Stanley Johnson*, Valeryia Krumkachova, Michaeline Odom, Arteria Richardson*, Therese Zambrano*

Motion was made by Mr. Covin, seconded by Ms. McCaskill and carried by roll call vote that the Board approve the following items (H14 – I5).

Ayes (9), Nays (0), Absent (0)

14. **APPROVAL OF THE BROOKDALE EDUCATION NETWORK WORKSHOPS FOR THE 2018 - 2019 SCHOOL YEAR**

That the Board approve the following additional staff members to attend the 2018 - 2019 Brookdale Education Network Math/Science Workshops to be paid through Title IIA;

Cool Tools for Organizing and Engaging Students in a Digital Classroom

Sandra Rahilly

Guiding Without Giving: Differentiating & Questioning Strategies in Math

Thomas Odom

Flipped Classroom Strategies for the Mathematics Classroom

Desmond Dunkley

Reinventing & Reimagining the Mathematics Classroom

Kristen Clarke, Stefanie Matano

Using STEM Science & Engineering Practices to Teach Physical Science

Stephanie Brown-Manuel

Building a Conceptual Understanding of Fractions in Elementary Mathematics

Dana Hochstaedter

H. **PERSONNEL ACTION (continued)**

14. **APPROVAL OF THE BROOKDALE EDUCATION NETWORK WORKSHOPS FOR THE 2018 - 2019 SCHOOL YEAR (continued)**

Building a Conceptual Understanding of Elem Math thru Questioning

Ben Woolley, Sara Choi, Ana Santos

Engage and Motivate: Activities for the Mathematical Classroom

Alissa Gallo

15. **APPOINTMENT OF DISTRICT SCHOOL SAFETY SPECIALIST**

That the Board approve the appointment of **WALTER O'NEILL** as the District School Safety Specialist for the 2018 school year.

16. **POLICIES AND REGULATIONS: FIRST READING (ALERT 216)**

These Policies and Regulations are being presented to the Board for a First Reading - **APPENDIX H-4**

I. **STUDENT ACTION**

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

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

2. **FIELD TRIP APPROVALS**

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

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

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

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

That the Board approve/ratify the following atypical out of district student for placement and transportation for the 2018-2019 school year:

BONNIE BRAE SCHOOL

LIBERTY CORNER, NEW JERSEY

Tuition: \$69,300.00/Student

Transportation

Effective Date: 9-4-2018 to 6-21-2019

ID#: 1815279182, non-classified student.

I. **STUDENT ACTION (continued)**

5. **RECOMMENDATION FOR TERMINATION OF ATYPICAL OUT OF DISTRICT OF STUDENT FOR PLACEMENT AND TRANSPORTATION FOR 2018-2019 SCHOOL YEAR.**

That the Board approve/ratify the termination of the following atypical out of district student for placement and transportation for the 2018-2019 school year.

COLLIER SCHOOL

WICKATUNK, NEW JERSEY

Tuition: \$59,040.00/Student

Transportation

Effective Date: 10-5-2018

ID#: 4772959297, classified as Eligible for Special Education and Related Services

Mrs. George gave an update on the items discussed at the Finance Committee.

Motion was made by Mr. Covin, seconded by Mrs. Youngblood Brown and carried by roll call vote that the Board approve the following item (I6).

Ayes (8), Nays (0), Abstain (1) Mrs. Peters, Absent (0)

6. **CORRECTIONS/REVISIONS TO MINUTES**

That the Board approve the following corrections/revisions to minutes indicated:

September 26, 2018

APPOINTMENT OF CUSTODIAN

Pedro Rosario, Custodian, at a salary of \$34,291. This should have read \$34,771.

ANNUAL STIPEND POSITIONS - 2018-2019 SCHOOL YEAR

ESEA Improvement Leader (E) (JMF), Francine Marucci. This should have read Francine Van Brunt.

REQUEST TO EXTEND FAMILY/MEDICAL LEAVE OF ABSENCE USING PAID DAYS

Sehija Emini, Lenna W. Conrow School instructional assistant, from September 18, 2018 to October 4, 2018. This should have read from September 18, 2018 to September 28, 2018.

ATHLETIC COACHING AND STIPEND POSITIONS - 2018-2019

Basketball, Girls Varsity Asst. Coach - Winter - Eric Peters, Step 6 at \$3,600.

This should have read: Step 7 at \$4,700.

May 23, 2018

CONTINUATION OF SALARIES AND CONTRACTS

Desmond Dunkley read \$97,111.00. This should have read \$ 92,711.00

Sean Fitzgerald read \$68,060.00. This should have read \$ 63,560.00.

Ian Moore read \$ 65,985.00. This should have read \$61, 485.00.

6. **CORRECTIONS/REVISIONS TO MINUTES (continued)**

July 25, 2018

FAMILY/MEDICAL LEAVE OF ABSENCE USING SICK DAYS

Victoria Deloreto, George L. Catrambone School teacher, from October 8, 2018 to January 15, 2019. This should have read from September 27, 2018 to January 4, 2019. Theresa Komar, Middle School teacher, from October 1, 2018 to November 5, 2018. This should have read from September 18, 2018 to October 26, 2018.

Rene Yennella, Lenna W. Conrow School teacher, from November 5, 2018 to December 18, 2018. This should have read from October 26, 2018 to December 5, 2018.

FAMILY/MEDICAL LEAVE OF ABSENCE USING UNPAID DAYS

Victoria Deloreto, George L. Catrambone School teacher, from January 16, 2019 to January 25, 2019. This should have read from January 16, 2019 to June 30, 2019.

Theresa Komar, Middle School teacher, from November 6, 2018 to January 25, 2019. This should have read effective October 29, 2018 to January 29, 2019.

Rene Yennella, Lenna W. Conrow School teacher, from December 19, 2018 to June 30, 2019. This should have read December 6, 2018 to June 30, 2018.

TEACHER/MENTOR PROGRAM - 2018-2019 SCHOOL YEAR

Meghan Amendola, mentor for Tiffanie Rosati, 2018-2019 school year. This should have read September through December of 2018.

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

No one addressed the Board.

K. **ADJOURNMENT – 7:50 P.M.**

There being no further discussion, motion was made by Mr. Covin, seconded by Mrs. Youngblood Brown and carried by roll call vote that the Board adjourn the meeting at 7:50 P.M.

Ayes (9), Nays (0), Absent (0)

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

Prescription Rates

January 1, 2019 - December 31, 2020

APPENDIX G-1

Program ³	Benecard	
	1/1/18-12/31/18 Current Rates	1/1/19-12/31/20 Revised Renewal Rates ⁴
Group 1000		
Retail: \$3 Generic/\$10 Brand; Mail: \$5 Generic/\$15 (Brand@ 90 days)		
Single	\$ 238.21	\$ 242.97
Parent/Child(ren)	\$ 416.50	\$ 424.83
Couple	\$ 476.23	\$ 485.75
Family	\$ 654.89	\$ 667.99
Group 2000		
Retail: \$7 Generic/\$16 Preferred/\$35 Non-Preferred; Mail: \$18 Generic/\$40 Preferred/\$88 Non-Preferred		
Single	\$ 208.96	\$ 213.14
Parent/Child(ren)	\$ 365.36	\$ 372.67
Couple	\$ 417.75	\$ 426.11
Family	\$ 574.47	\$ 585.96
Group 3000		
Retail: \$3 Generic/\$18 Preferred/\$46 Non-Preferred; Mail: \$5 Generic/\$36 Preferred/\$92 Non-Preferred		
Single	\$ 213.73	\$ 218.00
Parent/Child(ren)	\$ 373.71	\$ 381.18
Couple	\$ 427.31	\$ 435.86
Family	\$ 587.61	\$ 599.36

RESOLUTION

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

BE IT RESOLVED that the Board of Education of the City of Long Branch, in the County of Monmouth ("Board of Education"), based on the recommendation of the Superintendent of Schools, hereby creates (1) 1:1 instructional assistant positions.

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

Ayes: 9
Nays: 0
Absent: 0
Date: October 17, 2018

INTENTION TO RETURN FROM FAMILY/MEDICAL LEAVE OF ABSENCE

ERIN LAMBERSON, High School teacher, effective September 1, 2018.

FAMILY/MEDICAL LEAVE OF ABSENCE USING SICK DAYS

JENNIFER FARRELL, Gregory School teacher, from December 12, 2018 to January 4, 2019.

STEFANIE LIPPI, A.A. Anastasia School secretary, from January 2, 2019 to February 13, 2019.

DANE MARTIN, High School custodian, from September 4, 2018 to October 10, 2018.

SANJUANITA MILAN, JMF Early Childhood Learning Center instructional assistant, from October 11, 2018 to October 23, 2018.

NANCY O'TOOLE, Middle School teacher, from September 11, 2018 to September 21, 2018.

COLLEEN VACCARO, Morris Avenue School instructional assistant, from September 13, 2018 to September 27, 2018.

CARLOS VEGA, Middle School corridor aide, from September 20, 2018 to October 31, 2018.

FAMILY/MEDICAL LEAVE OF ABSENCE USING PAID DAYS

STEFANIE LIPPI, A.A. Anastasia School secretary, from February 14, 2019 to February 27, 2019.

DANE MARTIN, High School custodian, from October 11, 2018 to October 12, 2018.

SANJUANITA MILAN, JMF Early Childhood Learning Center instructional assistant, from October 24, 2018 to November 8, 2018.

TARA OKUN, High School teacher, from September 10, 2018 to September 19, 2018.

KERI SMITH, Middle School teacher, from September 10, 2018 to September 19, 2018.

COLLEEN VACCARO, Morris Avenue School instructional assistant, from September 28, 2018 to October 15, 2018.

KIMBERLY WILLIS, Joseph M. Ferraina Early Childhood Learning Center teacher, from January 11, 2019 to January 22, 2019.

FAMILY/MEDICAL LEAVE OF ABSENCE USING UNPAID DAYS

STEFANIE LIPPI, A.A. Anastasia School secretary, from February 28, 2019 to June 30, 2019.

SANJUANITA MILAN, JMF Early Childhood Learning Center instructional assistant, from November 9, 2018 to December 28, 2018.

TARA OKUN, High School teacher, from September 20, 2018 to November 2, 2018.

KERI SMITH, Middle School teacher, from September 20, 2018 to November 2, 2018.

COLLEEN VACCARO, Morris Avenue School instructional assistant, from October 16, 2018 to October 20, 2018.

KIMBERLY WILLIS, Joseph M. Ferraina Early Childhood Learning Center teacher, from January 23, 2019 to February 12, 2019.

CONFERENCES

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

James Brown**\$292.00**

Middle School Principal, to attend 2018 Foundation for Educational Administration (FEA), New Jersey Association for Supervision and Curriculum Development (NJASCD) and New Jersey Principals and Supervisors Association (NJPSA) Fall Conference, sponsored by FEA/NJPSA/NJASCD to be held on October 18, 2018 (ACCT: 15-000-240-500-391-02-44).

Jennifer Knaup**\$1794.00**

Audrey W. Clark Teacher, to attend Comprehensive Orton-Gillingham Training, sponsored by Institute for Multi-Sensory Education to be held at Hilton Hasbrouck Heights/Meadowlands, Secaucus (Hasbrouck Heights), NJ on November 13, 14, 15, 16, 2018 (ACCT: 15-000-223-500-100-06-44).

Elizabeth Muscillo**\$326.00**

21st Century Project Director, to attend New Jersey School-Age Care Coalition Annual Conference: Strengthening Tomorrow's Leader 2018, sponsored by New Jersey School-Age Care Coalition, to be held November 16, 17, 2018 at Marriott Princeton Hotel and Conference Center, Princeton, NJ (ACCT: 20-468-200-500-468-20-00).

Doreen Regan**\$278.00**

21st Century Site Coordinator, to attend New Jersey School-Age Care Coalition Annual Conference: Strengthening Tomorrow's Leader 2018, sponsored by New Jersey School-Age Care Coalition, to be held November 16, 17, 2018 at Marriott Princeton Hotel and Conference Center, Princeton, NJ (ACCT: 20-468-200-500-468-20-00).

Maureen Robinson**\$199.00**

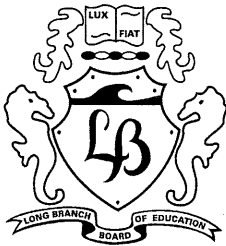
School Psychologist, to attend Mental Health Issues in the Classroom, sponsored by Professional Education System Institute (PESI), to be held December 5, 2018 at White Sands Oceanfront Resort & Spa, Point Pleasant Beach, NJ. (ACCT: 20-251-200-500-251-20-00).

Markus Rodriguez**\$269.00**

Student Advisor, to attend Effectively Dealing with Disruptive Students: Practical, Classroom-Proven Techniques, sponsored by Bureau of Education & Research (BER), to be held December 18, 2018 at American Hotel, Freehold, NJ. (ACCT: 15-000-024-050-390-03-44).

Lauren Sweet**\$269.00**

Student Advisor, to attend Effectively Dealing with Disruptive Students: Practical, Classroom-Proven Techniques, sponsored by Bureau of Education & Research (BER), to be held December 18, 2018 at American Hotel, Freehold, NJ. (ACCT: 15-000-024-050-390-03-44).



AGENDA

APPENDIX H-4

LONG BRANCH PUBLIC SCHOOLS

Long Branch, New Jersey

GOVERNANCE COMMITTEE

COMMITTEE MEMBERS:

Michele Critelli, Ed.D. (Chair)

Mary George

Avery Grant

Donald Covin

ADMINISTRATION:

Michael Salvatore, Ph.D.

Alvin L. Freeman, Ed.D.

Alisa Aquino

1613 – Disclosure and Review of Applicant's Employment History (M) (New)

In accordance with the provisions of N.J.S.A. 18A:6-7.6 et seq. effective June 1, 2018 a school district, charter school, or nonpublic school shall not employ for pay or contract for the paid services of any persons serving in a position which involves regular contact with students without a current and prior employment history review for past child abuse or sexual misconduct to be consented to by the applicant, disclosed by a former employer, and reviewed by the school district, charter school, or nonpublic school (hiring entity) considering the applicant for employment. The law has been referred to as "Pass the Trash" and initially required additional clarification prior to Strauss Esmay Associates developing a Policy and Regulation Guide. On June 25, 2018, the New Jersey Department of Education (NJDOE) provided very important Guidance on implementing this new law. However, the Guidance does not address all the issues that need to be included in a hiring entity's Policy and Regulation. Below is a summary of Regulation Guide 1613.

A. FOR HIRING ENTITIES

- Step 1 The hiring entity must require every applicant it is going to employ to provide information which includes their current employer and all former employers within the last twenty years that the applicant was employed in a position that involved direct contact with children; a written authorization that consents to current and former employers disclosing certain information; and a written statement as to whether the applicant has any employment history regarding child abuse and/or sexual misconduct.

Notes:

1. The NJDOE developed and provided a Sexual Misconduct/Child Abuse Disclosure Release Form that addresses these requirements. Although the provided Form is not required and a hiring entity may develop its own Form, Strauss Esmay Associates is highly recommending a hiring entity use the NJDOE Form.

2. A hiring entity must complete this process for every person it has decided to hire and may require it for all applicants as part of any step in the application process.

Step 2 The hiring entity must contact the applicant's current and former employers requesting confirmation of the information provided to the hiring entity by the applicant. Strauss Esmay Associates recommends requesting this information by submitting the NJDOE Sexual Misconduct/Child Abuse Disclosure Release Form to all current and former employers.

Step 3 A NJDOE Sexual Misconduct/Child Abuse Disclosure Release Form completed by the current or former employer(s) is returned and reviewed by the hiring entity.

Note:

The hiring entity may choose whether to continue with the applicant's job application process upon receipt and review of the information provided by the applicant's current or former employers.

Step 4 In the event a current or former employer responds affirmatively to specific questions regarding child abuse and/or sexual misconduct in the applicant's past employment history and if the hiring entity wants to continue the applicant's job application process, the hiring entity shall make further inquiries for additional information or documentation from the applicant's current or former employers.

Note:

The NJDOE provided a Sexual Misconduct/Child Abuse Disclosure Information Request Form that may be used to request additional information or documentation. Although the provided Form is not required and a hiring entity may develop its own Form, Strauss Esmay is highly recommending a hiring entity use this NJDOE Form.

Step 5 Upon reviewing the additional information provided by the applicant's current and former employers, the hiring entity will make a decision whether to continue with the applicant's job application process.

Step 6 Providing employment history and requesting child abuse or sexual misconduct information from current or former employers of an applicant is required for all applicants that are hired by the hiring entity and may be, but is not required, for applicants the hiring entity has not yet decided to hire or does not hire.

Note:

The law does not address where the information obtained by a hiring entity throughout this process shall be stored. The Strauss Esmay Guides indicate the documentation obtained for those applicants hired will be maintained in the hired applicant's personnel file. The Strauss

Esmay Guides indicate the documentation obtained for any applicants not hired will be maintained by the Superintendent or designee and will be destroyed in accordance with the New Jersey Department of Revenue-Records Management Services Records Retention and Disposition Schedule.

B. FOR SCHOOL DISTRICTS, CHARTER SCHOOLS, AND NONPUBLIC SCHOOLS RECEIVING REQUESTS REGARDING A CURRENT OR FORMER EMPLOYEE

- Step 1 Strauss Esmay Guides require all requests for information regarding a current or former employee be directed to the Superintendent or a person designated by the Superintendent to receive such requests.

Note:

The law does not indicate who is to receive these requests for information and Strauss Esmay Associates recommends these requests be carefully reviewed by the Superintendent or designee.

- Step 2 The Superintendent or designee will review the request for information provided the request is in compliance with N.J.S.A. 18A:6-7.6 et seq. and the applicant currently has or had an employment history with the district or school.

Note:

The law does not require a hiring entity use the NJDOE provided Sexual Misconduct/Child Abuse Disclosure Release Form. The information may be requested on a Form locally developed by the hiring entity. In the event hiring entities do not use the NJDOE Form, Strauss Esmay Associates recommends current and former employers have their Board Attorney review those requests.

- Step 3 A school district, charter school, or nonpublic school may receive a request for additional information from a hiring entity for a current or former employee regarding child abuse or sexual misconduct for whom the school district, charter school, or nonpublic school has previously provided information. The Superintendent or designee will review the request and provide the information requested in accordance with the provisions of N.J.S.A. 18A:6-7.6 et seq.

Notes:

1. The law does not require a hiring entity use the NJDOE provided Sexual Misconduct/Child Abuse Disclosure Information Request Form when requesting additional information as the information may be requested on a Form locally developed by the hiring entity. In the event hiring entities do not use the NJDOE Form,

Strauss Esmay Associates recommends current and former employers have their Board Attorney review those requests.

2. The law does not address the issue of a school district, charter school, or nonpublic school maintaining any records regarding requests for information. Strauss Esmay Policy and Regulations Guides 1613 require a copy of these requests and the information provided to a hiring entity regarding a current or former employee be maintained by the Superintendent or designee and be destroyed in accordance with the New Jersey Department of Revenue-Records Management Services Records Retention and Disposition Schedule.
3. The law does not require it, but the Strauss Esmay Policy and Regulation Guides 1613 require any requests for additional information be provided in writing.

Step 4 School districts, charter schools, and nonpublic schools have twenty days to provide the information initially requested by a hiring entity regarding a current or former employee in accordance with the requirements of the law. The school district, charter school, or nonpublic school has an additional twenty days to provide any additional information subsequently requested by a hiring entity for a current or former employee.

C. OTHER PROVISIONS IN THE LAW AND IN POLICY AND REGULATION GUIDES 1613

1. The hiring entity is not liable for not hiring an applicant when a current or former employer fails to provide the information requested.
2. A current or former employer is protected when releasing employment history proving the applicant has completed an appropriate release, which is included in the NJDOE Sexual Misconduct/Child Abuse Disclosure Release Form, and must be included in any locally developed Form.
3. There is a provision for a hiring entity to employ or contract with an applicant on a provisional basis pending compliance with the new law.
4. There are penalties for an applicant providing false information or for the willful failure to disclose accurate information to the hiring entity.
5. The new law has a provision for a hiring entity to terminate employment or rescind an offer of employment if information regarding the applicant's history of sexual misconduct or child abuse is subsequently discovered or obtained by the hiring entity that the hiring entity determines disqualifies the applicant or employee from employment.
6. The new law has a section concerning certain actions that are prohibited relative to employment agreements and contracts.

Also included in this Policy Alert is the NJDOE Guidance and Forms dated June 25, 2018. These Policy and Regulation Guides are the same Guides that have been available for download at straussesmay.com since July 13, 2018. The Guides are mandated.

Policy Guide 1613 is **MANDATED**
Regulation Guide 1613 is **MANDATED**

5512 Harassment, Intimidation, and Bullying (Revised)

The New Jersey State Board of Education (NJDOE) approved revisions to the Harassment, Intimidation, and Bullying (HIB) administrative code, N.J.A.C. 6A:16-7.7, on November 1, 2017. The code revisions appear minor, but some of the revisions are complicated in their implementation.

Below are the most significant code revisions:

Principal's Preliminary Determination and District Investigating HIB for Students Attending an Approved Private School for Students with Disabilities (APSSD)

N.J.A.C. 6A:16-7.7(a).2.ix. - A procedure for prompt investigation of violation and complaint reports consistent with N.J.S.A. 18A:37-15.b(6)(a) through (f) and 16.d.

- (1) The procedure set forth in the district board of education policy may include a process prior to initiating an investigation by which the principal, or his or her designee, in consultation with the anti-bullying specialist, makes a preliminary determination as to whether a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14.
 - (A) If a preliminary determination finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14, the determination may be appealed to the district board of education, pursuant to district board of education policies and procedures governing pupil grievances, and thereafter to the Commissioner in accordance with N.J.A.C. 6A:3.
- (2) The procedure also shall include a process by which the district board of education will investigate a complaint or report of harassment, intimidation, or bullying, pursuant to (a)2ix above, occurring on district board of education school buses, at district board of education school-sponsored functions, and off school grounds involving a student who attends an approved PSSD.

- (A) The investigation conducted by the district board of education's anti-bullying specialist shall be in consultation with the approved PSSD.

Notification to Parents of Students Involved

N.J.A.C. 6A:16-7.7(a).2.viii - A procedure that allows for reporting, verbally and in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student. The procedure also shall include a provision that permits a person to report anonymously consistent with N.J.S.A. 18A:37-15.b(5).

- (1) The district board of education shall not take formal disciplinary action based solely on the anonymous report.
- (2) The school district official shall take into account the circumstances of the incident when providing notification to parents and guardians of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense.

The code revisions giving the Board the option of permitting a Principal to make a preliminary determination with the Principal's decision appealable to the Board of Education; the school district's Anti-Bullying Specialist investigating a HIB complaint regarding a school district student attending an APSSD in consultation with the APSSD; and the school district official's notification to the parents of all students involved in a HIB incident regarding the actual or perceived protected category motivating the alleged offense will be very difficult to implement without additional Guidance from the NJDOE. The NJDOE has indicated they will be providing updated HIB Guidance that will address implementation issues presented in these and other HIB code revisions. Strauss Esmay's preference would have been to update this Policy Guide upon review of the NJDOE Guidance. However, school districts need to adopt an updated HIB Policy for the September 2018 school opening. Therefore, Strauss Esmay Associates decided to provide an updated HIB Policy incorporating the new code revisions in order for school districts to have a legally compliant HIB Policy. Unfortunately, we are not sure how the implementation issues will be addressed in the NJDOE HIB Guidance; therefore, our office will update this Policy again upon receipt and a thorough review of the Guidance.

It is recommended this updated HIB Policy be adopted by Boards at their August Board Meeting. If a Board does not have two meetings in August to approve this updated Policy with two readings, it may adopt the Policy with one reading by suspending Bylaw 0131 with the following motion:

Move the Board of Education suspend the rules of Bylaw 0131 requiring two Board readings to adopt a Policy and adopt Policy 5512 – Harassment,

Intimidation, and Bullying with one reading to have this Policy effective for September 1, 2018.

Robert's Rules requires a two-thirds vote to suspend a rule or order of business.

This Policy must be forwarded to the Executive County Superintendent within thirty days of Board adoption or revision. Any existing Regulation Guide should be abolished as all the legal requirements are included in this Policy Guide. This Policy Guide is the same Policy Guide that has been available for download at straussesmay.com since July 20, 2018. Adoption of this Policy Guide is mandated.

Policy Guide 5512 is **MANDATED**
Regulation Guide 5512 is **ABOLISHED**

P 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)

R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)

P.L. 2017, Chapter 291, N.J.S.A. 18A:46-13.4 through 13.7, concerning the use of restraint and seclusion techniques on students with disabilities was approved on January 2018. Strauss Esmay provided updated Policy and Regulation Guides 5561 in Policy Alert 215 in April 2018 because the new law was effective immediately. Our office informed school districts these Guides would need to be revised when the New Jersey Department of Education (NJDOE) published guidelines as required in the law. This Guidance was provided by the NJDOE on July 10, 2018. Therefore, Policy and Regulation Guides 5561 have been revised to incorporate provisions of the NJDOE Guidance. The new NJDOE Guidance includes a definition of mechanical restraint, detailed information regarding a post-incident notification to parents, documentation to be collected from each incident, and details regarding training for school personnel. These provisions have been incorporated into the updated Policy and Regulation Guides 5561. The Guidance indicates a Board of Education may choose to not allow the use of restraint and seclusion techniques for students with disabilities. However, if the Board allows restraint and seclusion techniques Policy and Regulation Guides 5561 are mandated. The Policy Guide provides the Board an option whether to allow for the use of restraint and seclusion techniques.

Policy Guide 5561 is **MANDATED**
Regulation Guide 5561 is **MANDATED**

P 8561 Procurement Procedures for School Nutrition Programs (Revised)

The New Jersey Department of Agriculture (NJDA) is currently conducting audits of school districts to verify compliance with the new Federal regulations regarding procurement procedures for the United States Department of Agriculture (USDA) School Nutrition Program. Strauss Esmay Associates worked with the first school district in the

State audited under these new requirements and the NJDA to develop Policy Guide 8561 to ensure compliance with the USDA's new regulations. The new Policy Guide 8561 was provided to school districts in Alert 215 in April 2018. However, Strauss Esmay Associates was recently notified by the NJDA the following statement on page one of Policy 8561 needed to be removed, *"FSMC's billing invoices will be monitored to ensure compliance with Federal and State procurement regulations and will comply with any additional monitoring requirements as outlined in the approved FSMC Contract."* This revision was recommended to Strauss Esmay by the NJDA and explained in an NJDA Memorandum titled Clarification about School Food Authority (SFA) Monitoring Responsibilities when Contracting with a Food Services Management Company (FSMC) dated July 5, 2018 addressed to School Business Administrators, Charter School Leads, Non-Public School Administrators, and Food Service Directors. The July 5, 2018 NJDA Memorandum also indicates the following:

General Procurement questions should be directed to Emma Davis-Kovacs at (609) 984-1438 or emma.davis-kovacs@ag.nj.gov

Questions specific to the FSMC contracts should be directed to Nani Lepicard at (609) 984-0698 or nani.lepicard@ag.nj.gov

In addition, our office has been contacted by school districts having a difficult time completing the chart under Section A.2. of Policy 8561. As a result, we reached out to the NJDA and informed school districts to hold adoption until the NJDA provided more detailed guidance. The NJDA recently provided our office the attached Form 383 (current as of June 2018) as a guidance document for districts to utilize when completing the chart under Section A.2. of Policy 8561.

School districts participating in any USDA School Nutrition Program, either self-operated or with a FSMC, are required to adopt Policy Guide 8561 making Policy Guide 8561 mandated for those school districts. School districts not participating in a USDA School Nutrition Program are not required to adopt this Policy Guide.

Policy Guide 8561 is **MANDATED**

R 5511 Student Dress Code (Revised)

Dress Code revisions for students in preschool through Grade 12.

REGULATION

LONG BRANCH BOARD OF EDUCATION

STUDENTS
R 5511/Page 1 of 6
DRESS CODE

R 5511 DRESS CODE

Pupils attire shall be neat, clean, and reflect an appearance of modest and good taste.

A. "Uniformity of Dress": ~~Preschool/Elementary/Middle School/High School~~
(Grades Pre-Kindergarten ~~—Twelve Five~~)

1. Pants, shorts, skirts, and skorts are to be Khaki. All pants must be sized appropriately with pressed pockets. Pants are not to be purposely oversized ~~or baggy. and/or stacked around the ankles. Pants must not have pockets on the side.~~
 - Dresses and skirts, as well as slits in these garments, are to be no shorter than fingertip length.
 - Pants are not to be worn so that they expose the posterior part of the body or underclothing.
2. Collar shirts, blouses, short or long sleeved polo shirts without a collar, turtlenecks, and sweaters are to be dark green, white, or grey.
 - Blouses and shirts shall not leave the stomach area exposed.
 - Undershirts are not to be worn as part of one's daily outer attire.
3. ~~All shirts, turtlenecks, blouses and sweaters are to have the Long Branch Public School patch (emblem) attached as part of one's daily attire.~~
3. Inappropriate is defined as clothing of other styles and color which deviates from the "Uniformity of Dress" policy.
4. Hats, any clothing hood, scarves, or bandanas are not to be worn in school with the exception of head coverings of a religious significance.
5. Clothing bearing inappropriate language, images or messages, whether graphic or subtle, are not permitted. Inappropriate is defined as related to drugs, alcohol, sexual content, discrimination or any other subject banned by Board policies and regulations.



REGULATION

LONG BRANCH BOARD OF EDUCATION

STUDENTS
R 5511/Page 2 of 6
DRESS CODE

6. Bermuda shorts and culottes that look like shorts may be worn in school; however, they are to be no shorter than fingertip length. ~~Shorts are not to be worn between November 1st and March 31st.~~
7. Shoes or sneakers are to be worn at all times. Sandals, plastic beach shoes and/or plastic shoes of any kind and excessively high heels or platform shoes are not permitted.
- ~~10. Earrings with posts only are permitted to be worn during physical activities.~~
- ~~11. Green, orange, or any other unnatural hair color is not permitted.~~
8. Picks, pencils or similar items are not to be worn in hair.
9. Sunglasses, unless prescribed by a medical physician for indoor use, are not permitted.
10. **Long Branch Spirit Wear is permissible. However, any colors that deviate from the aforementioned color scheme (green, grey or white), must be related to a theme approved by the building administration. For example, pink for Breast Cancer Awareness, Blue for Autism Awareness, etc.**
- ~~14. Electronic or battery operated devices including, but not limited to, CD players, radios, I Pods, MP3 Players, beepers, yak baks and laser lights are not allowed on school grounds unless they are approved by a teacher for an instructional activity. Cell phones may not be on during the school day and must be out of sight at all times except when authorized for use.~~

B. Middle Grades and High School – Grades 9-6-12

1. **Middle Grades and High School students grades 9-6-12 shall have the option to include the following items to the district's "Uniformity of Dress":**

Female students, grades 9-6-12:

- **khaki and/or black; pants or skirts**
- **dark green plaid skirts**
- **dark green, grey, or white blouse shirt with or without the Long Branch Green Wave Logo**



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~~Male students, grades 9-12:~~

- ~~• black pants~~
- ~~• dark green or white dress shirt with or without the Long Branch Green Wave Logo~~
- ~~• dark green tie with or without the Long Branch Green Wave Logo~~
- Long Branch Spirit Wear is permissible. However, any colors that deviate from the aforementioned color scheme (green, grey or white), must be related to a theme approved by the building administration. For example, pink for Breast Cancer Awareness, Blue for Autism Awareness, etc.**

2. Dresses and skirts, as well as slits in these garments, are to be no shorter than fingertip length.
3. Blouses and shirts shall not leave the stomach area or shoulders exposed, have spaghetti straps, or be low cut or revealing.
4. Undershirts are not to be worn as part of one's outer daily attire.
5. Shirts with collars, button-up shirts or polo shirts without a collar, or turtleneck shirts are ~~to be worn~~ **permitted**.
6. Warm-ups and sweatshirts are permitted as one's daily attire **as long as they follow the "Uniformity of Dress" color scheme.**
7. Clothing bearing inappropriate language, images or messages whether graphic or subtle, is not permitted. Inappropriate is defined as related to drugs, alcohol, cigarettes, sexual content, discrimination or any other subject banned by Board policies and regulations.
8. Pants are not to be worn so that they expose the posterior part of the body or underclothing.
9. Pants are not to be purposely oversized **or** baggy. ~~cargo and/or stacked around the ankles or touching the ground.~~



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10. Bermuda shorts and culottes that look like shorts may be worn in school; however, there are to be no shorter than fingertip length. ~~Shorts are not to be worn between November 1st and March 31st.~~
11. Immodest dressing is not permitted. ~~Skin-tight or Spandex, leggings, and/or yoga styled clothing is not permitted, unless shorts or skirts that follow "Uniformity of Dress" color scheme are worn over them.~~ Cut-offs, swimsuits, see-through tops or tops with holes and pants or clothing with holes above fingertip length are not to be worn during school hours.
12. Safety and protective clothing, as well as athletic/gym clothing, are to be worn only when required by the subject area teacher or club advisor. Gym clothing is to be worn only during physical education class and is not permitted attire during school hours in the classroom or hallways.
13. Shoes are to be worn at all times. Sandals must have a back to be included as shoes. Beach shoes, i.e. sandal-flip-flops, bath and sport slipper or excessively high heels or platform shoes are not permitted.
14. Hats, any clothing hood, scarves or bandanas are not to be worn in school with the exception of head coverings of a religious significance.
15. Spiked chokers, dog collars, or dog chains are not permitted.
16. ~~Green, orange, or any other unnatural hair color is not permitted.~~
16. Picks, pencils or similar items are not to be worn in hair.
18. ~~Picks, pencils or similar items are not to be worn during physical activities.~~
17. Sunglasses, unless prescribed by a medical physician for indoor use, are not permitted.
20. ~~Electronic and battery operated devices including, but not limited to, CD players, radios, beepers, I Pods, MP3 Players, yak baks and laser lights are not allowed on school grounds unless they are approved by a teacher for an instructional activity. Cell phones may not be on during school day and must be out of sight at all times except when authorized for use.~~



C. Enforcement

1. Grades Pre-Kindergarten - Twelve

While recording daily attendance, teachers will also note pupil status regarding uniformity of dress. Procedures for pupils inappropriately dressed are as follows:

~~1st Offense—Teacher will send home a copy of the Dress Code Reminder Slip. Pupil will be removed from class and placed in alternate location until code is met.~~

~~2nd and 3rd~~ **1st Offense** - The school will contact parent(s) or legal guardian(s) to fact-find the reason why the pupil was inappropriately dressed. If "uniformity of dress" is a financial burden to the parent(s) or legal guardian(s), the school will utilize related services to provide parent assistance. Other extenuating circumstances will be reviewed. Due to safety and security issues, pupils not conforming to the policy will not be included in field trips, local excursions and possibly outdoor activities. Pupils will be **provided with an option to conform. If pupil refuses to conform, pupil will be** removed from class and placed in alternate location until code is met.

~~4th Offense—Academy Administrator/Principal or designee will meet with parent(s) or legal guardian(s) regarding the dress code regulation; and if families do not wish to participate, then the alternative of not continuing in the district preschool will be reviewed as well as the loss of privileges due to pupil safety and school security. Pupil will be removed from class and placed in alternate location until code is met.~~

2nd Offense: If pupils do not comply to regulation, then consequences such as detention and loss of privileges will be provided.

D. Distribution

A copy of this Uniformity of Dress/Dress and Grooming Code shall be distributed to all pupils by publication in the Pupil Handbook and/or by mailing to their homes.



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Issued: 18 August 2010
Revised: 19 October 2011
Updated: October 17, 2018



Monthly HIB Report

Reporting Period - September 27, 2018 - October 17, 2018

Total: One (1) HIB investigation, zero (0) confirmed as HIB

Middle School

One (1) investigations, zero (0) confirmed as HIB

PLACEMENT OF STUDENTS ON HOME INSTRUCTION

ID# 01002485 - EXTENDED